

**CITY OF PALO ALTO CONTRACT NO. C23185369****GENERAL SERVICES AGREEMENT**

**THIS AGREEMENT** made and entered into on the 23<sup>rd</sup> day of January, 2023 by and between the **CITY OF PALO ALTO, a California chartered municipal corporation ("CITY")**, and **MANESCO CORPORATION**, a California corporation, located at 28301 Industrial Blvd., #Q, Hayward, CA 94545, Telephone Number: (510)293-8700 ("**CONTRACTOR**"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. **SERVICES.** CONTRACTOR shall provide or furnish the services (the "Services") described in the Scope of Services, attached at Exhibit A.
2. **EXHIBITS.** The following exhibits are attached to and made a part of this Agreement:

- ☒ "A" - Scope of Services
- ☒ "B" - Schedule of Performance
- ☒ "C" - Schedule of Fees
- ☒ "D" - Insurance Requirements
- ☒ "E" - Gas Meter Leak/AOC Survey Tag
- ☒ "F" - Gas Leak Survey Ground Leak Report
- ☒ "G" - Gas Leak Survey Notice of Need for Access
- ☒ "H" - City of Palo Alto E-Grid Map

***CONTRACT IS NOT COMPLETE UNLESS ALL INDICATED EXHIBITS ARE ATTACHED.***

3. **TERM.**

The term of this Agreement is from **March 1, 2023 to February 29, 2028** inclusive, subject to the provisions of Sections R and W of the General Terms and Conditions.

4. **SCHEDULE OF PERFORMANCE.** CONTRACTOR shall complete the Services within the term of this Agreement in a reasonably prompt and timely manner based upon the circumstances and direction communicated to CONTRACTOR, and if applicable, in accordance with the schedule set forth in the Schedule of Performance, attached at Exhibit B. Time is of the essence in this Agreement.
5. **COMPENSATION FOR ORIGINAL TERM.** CITY shall pay and CONTRACTOR agrees to accept as not-to-exceed compensation for the full performance of the Services and reimbursable expenses, if any:

- ☐ The total maximum lump sum compensation of                      dollars (\$) );  
**OR**
- ☐ The sum of                      dollars (\$) ) per hour, not to exceed a total maximum compensation amount of                      dollars (\$) ); **OR**
- ☒ A sum calculated in accordance with the fee schedule set forth at Exhibit C, not to exceed a total maximum compensation amount of Six Hundred Thirty-Three Thousand Nine Hundred Thirty-Two dollars and Twenty-Four cents (\$633,932.24).

CONTRACTOR agrees that it can perform the Services for an amount not to exceed the total maximum compensation set forth above. Any hours worked or services performed by CONTRACTOR for which payment would result in a total exceeding the maximum amount of compensation set forth above for performance of the Services shall be at no cost to CITY.

- ☐ CITY has set aside the sum of                      dollars (\$) ) for Additional Services. CONTRACTOR shall provide Additional Services only by advanced, written authorization from the City Manager or designee. CONTRACTOR, at the CITY's request, shall submit a detailed written proposal including a description of the scope of services, schedule, level of effort, and CONTRACTOR's proposed maximum compensation, including reimbursable expense, for such services. Compensation shall be based on the hourly rates set forth above or in Exhibit C (whichever is applicable), or if such rates are not applicable, a negotiated lump sum. CITY shall not authorize and CONTRACTOR shall not perform any Additional Services for which payment would exceed the amount set forth above for Additional Services. Payment for Additional Services is subject to all requirements and restrictions in this Agreement.

## 6. COMPENSATION DURING ADDITIONAL TERMS.

- ☒ CONTRACTOR'S compensation rates for each additional term shall be the same as the original term; **OR**
- ☐ CONTRACTOR's compensation rates shall be adjusted effective on the commencement of each Additional Term. The lump sum compensation amount, hourly rates, or fees, whichever is applicable as set forth in section 5 above, shall be adjusted by a percentage equal to the change in the Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland- San Jose area, published by the United States Department of Labor Statistics (CPI) which is published most immediately preceding the commencement of the applicable Additional Term, which

shall be compared with the CPI published most immediately preceding the commencement date of the then expiring term. Notwithstanding the foregoing, in no event shall CONTRACTOR's compensation rates be increased by an amount exceeding five percent of the rates effective during the immediately preceding term. Any adjustment to CONTRACTOR's compensation rates shall be reflected in a written amendment to this Agreement.

- 7. CLAIMS PROCEDURE FOR "9204 PUBLIC WORKS PROJECTS".** For purposes of this Section 7, a "9204 Public Works Project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind. Public Contract Code Section 9204 mandates certain claims procedures for Public Works Projects, which are set forth in "Appendix \_\_\_ Claims for Public Contract Code Section 9204 Public Works Projects".

☐ **This project is a 9204 Public Works Project** and is required to comply with the claims procedures set forth in Appendix \_\_\_, attached hereto and incorporated herein.

**OR**

☒ **This project is not a 9204 Public Works Project.**

- 8. INVOICING.** Send all invoices to CITY, Attention: Project Manager. The Project Manager is: Diamond Perkins, Dept.: Utilities, Telephone: (650)838-2838. Invoices shall be submitted in arrears for Services performed. Invoices shall not be submitted more frequently than monthly. Invoices shall provide a detailed statement of Services performed during the invoice period and are subject to verification by CITY. CITY shall pay the undisputed amount of invoices within 30 days of receipt.

#### GENERAL TERMS AND CONDITIONS

- A. ACCEPTANCE.** CONTRACTOR accepts and agrees to all terms and conditions of this Agreement. This Agreement includes and is limited to the terms and conditions set forth in sections 1 through 8 above, these general terms and conditions and the attached exhibits.
- B. QUALIFICATIONS.** CONTRACTOR represents and warrants that it has the expertise and qualifications to complete the services described in Section 1 of this Agreement, entitled "SERVICES," and that every individual charged with the performance of the services under this Agreement has sufficient skill and

experience and is duly licensed or certified, to the extent such licensing or certification is required by law, to perform the Services. CITY expressly relies on CONTRACTOR's representations regarding its skills, knowledge, and certifications. CONTRACTOR shall perform all work in accordance with generally accepted business practices and performance standards of the industry, including all federal, state, and local operation and safety regulations.

- C. INDEPENDENT CONTRACTOR.** It is understood and agreed that in the performance of this Agreement, CONTRACTOR and any person employed by CONTRACTOR shall at all times be considered an independent CONTRACTOR and not an agent or employee of CITY. CONTRACTOR shall be responsible for employing or engaging all persons necessary to complete the work required under this Agreement.
- D. SUBCONTRACTORS.** CONTRACTOR may not use subcontractors to perform any Services under this Agreement unless CONTRACTOR obtains prior written consent of CITY. CONTRACTOR shall be solely responsible for directing the work of approved subcontractors and for any compensation due to subcontractors.
- E. TAXES AND CHARGES.** CONTRACTOR shall be responsible for payment of all taxes, fees, contributions or charges applicable to the conduct of CONTRACTOR's business.
- F. COMPLIANCE WITH LAWS.** CONTRACTOR shall in the performance of the Services comply with all applicable federal, state and local laws, ordinances, regulations, and orders.
- G. PALO ALTO MINIMUM WAGE ORDINANCE.** CONTRACTOR shall comply with all requirements of the Palo Alto Municipal Code Chapter 4.62 (Citywide Minimum Wage), as it may be amended from time to time. In particular, for any employee otherwise entitled to the State minimum wage, who performs at least two (2) hours of work in a calendar week within the geographic boundaries of the City, CONTRACTOR shall pay such employees no less than the minimum wage set forth in Palo Alto Municipal Code section 4.62.030 for each hour worked within the geographic boundaries of the City of Palo Alto. In addition, CONTRACTOR shall post notices regarding the Palo Alto Minimum Wage Ordinance in accordance with Palo Alto Municipal Code section 4.62.060.
- H. DAMAGE TO PUBLIC OR PRIVATE PROPERTY.** CONTRACTOR shall, at its sole expense, repair in kind, or as the City Manager or designee shall direct, any damage to public or private property that occurs in connection with CONTRACTOR's performance of the Services. CITY may decline to approve and may withhold payment in whole or in part to such extent as may be necessary to protect CITY from loss because of defective work not remedied or other damage

to the CITY occurring in connection with CONTRACTOR's performance of the Services. CITY shall submit written documentation in support of such withholding upon CONTRACTOR's request. When the grounds described above are removed, payment shall be made for amounts withheld because of them.

- I. WARRANTIES.** CONTRACTOR expressly warrants that all services provided under this Agreement shall be performed in a professional and workmanlike manner in accordance with generally accepted business practices and performance standards of the industry and the requirements of this Agreement. CONTRACTOR expressly warrants that all materials, goods and equipment provided by CONTRACTOR under this Agreement shall be fit for the particular purpose intended, shall be free from defects, and shall conform to the requirements of this Agreement. CONTRACTOR agrees to promptly replace or correct any material or service not in compliance with these warranties, including incomplete, inaccurate, or defective material or service, at no further cost to CITY. The warranties set forth in this section shall be in effect for a period of one year from completion of the Services and shall survive the completion of the Services or termination of this Agreement.
- J. MONITORING OF SERVICES.** CITY may monitor the Services performed under this Agreement to determine whether CONTRACTOR's work is completed in a satisfactory manner and complies with the provisions of this Agreement.
- K. CITY'S PROPERTY.** Any reports, information, data or other material (including copyright interests) developed, collected, assembled, prepared, or caused to be prepared under this Agreement will become the property of CITY without restriction or limitation upon their use and will not be made available to any individual or organization by CONTRACTOR or its subcontractors, if any, without the prior written approval of the City Manager.
- L. AUDITS.** CONTRACTOR agrees to permit CITY and its authorized representatives to audit, at any reasonable time during the term of this Agreement and for three (3) years from the date of final payment, CONTRACTOR's records pertaining to matters covered by this Agreement. CONTRACTOR agrees to maintain accurate books and records in accordance with generally accepted accounting principles for at least three (3) following the terms of this Agreement.
- M. NO IMPLIED WAIVER.** No payment, partial payment, acceptance, or partial acceptance by CITY shall operate as a waiver on the part of CITY of any of its rights under this Agreement.
- N. INSURANCE.** CONTRACTOR, at its sole cost, shall purchase and maintain in full force during the term of this Agreement, the insurance coverage described at Exhibit D. Insurance must be provided by companies with a Best's Key Rating of A-

:VII or higher and which are otherwise acceptable to CITY's Risk Manager. The Risk Manager must approve deductibles and self-insured retentions. In addition, all policies, endorsements, certificates and/or binders are subject to approval by the Risk Manager as to form and content. CONTRACTOR shall obtain a policy endorsement naming the City of Palo Alto as an additional insured under any general liability or automobile policy. CONTRACTOR shall obtain an endorsement stating that the insurance is primary coverage and will not be canceled or materially reduced in coverage or limits until after providing 30 days prior written notice of the cancellation or modification to the Risk Manager. CONTRACTOR shall provide certificates of such policies or other evidence of coverage satisfactory to the Risk Manager, together with the required endorsements and evidence of payment of premiums, to CITY concurrently with the execution of this Agreement and shall throughout the term of this Agreement provide current certificates evidencing the required insurance coverages and endorsements to the Risk Manager. CONTRACTOR shall include all subcontractors as insured under its policies or shall obtain and provide to CITY separate certificates and endorsements for each subcontractor that meet all the requirements of this section. The procuring of such required policies of insurance shall not operate to limit CONTRACTOR's liability or obligation to indemnify CITY under this Agreement.

**O. HOLD HARMLESS.** To the fullest extent permitted by law and without limitation by the provisions of section N relating to insurance, CONTRACTOR shall indemnify, defend and hold harmless CITY, its Council members, officers, employees and agents from and against any and all demands, claims, injuries, losses, or liabilities of any nature, including death or injury to any person, property damage or any other loss and including without limitation all damages, penalties, fines and judgments, associated investigation and administrative expenses and defense costs, including, but not limited to reasonable attorney's fees, courts costs and costs of alternative dispute resolution), arising out of, or resulting in any way from or in connection with the performance of this Agreement. CONTRACTOR's obligations under this Section apply regardless of whether or not a liability is caused or contributed to by any negligent (passive or active) act or omission of CITY, except that CONTRACTOR shall not be obligated to indemnify for liability arising from the sole negligence or willful misconduct of CITY. The acceptance of the Services by CITY shall not operate as a waiver of the right of indemnification. The provisions of this Section survive the completion of the Services or termination of this Agreement.

**P. NON-DISCRIMINATION.** As set forth in Palo Alto Municipal Code section 2.30.510, CONTRACTOR certifies that in the performance of this Agreement, it shall not discriminate in the employment of any person because of the race, skin color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, familial status, weight or height of such person. CONTRACTOR acknowledges that it has read and understands the provisions of



Section 2.30.510 of the Palo Alto Municipal Code relating to Nondiscrimination Requirements and the penalties for violation thereof, and agrees to meet all requirements of Section 2.30.510 pertaining to nondiscrimination in employment.

- Q. WORKERS' COMPENSATION.** CONTRACTOR, by executing this Agreement, certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and certifies that it will comply with such provisions, as applicable, before commencing and during the performance of the Services.
- R. TERMINATION.** The City Manager may terminate this Agreement without cause by giving ten (10) days' prior written notice thereof to CONTRACTOR. If CONTRACTOR fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, the City Manager may terminate this Agreement immediately upon written notice of termination. Upon receipt of such notice of termination, CONTRACTOR shall immediately discontinue performance. CITY shall pay CONTRACTOR for services satisfactorily performed up to the effective date of termination. If the termination is for cause, CITY may deduct from such payment the amount of actual damage, if any, sustained by CITY due to CONTRACTOR's failure to perform its material obligations under this Agreement. Upon termination, CONTRACTOR shall immediately deliver to the City Manager any and all copies of studies, sketches, drawings, computations, and other material or products, whether or not completed, prepared by CONTRACTOR or given to CONTRACTOR, in connection with this Agreement. Such materials shall become the property of CITY.
- S. ASSIGNMENTS/CHANGES.** This Agreement binds the parties and their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written consent of CITY. No amendments, changes or variations of any kind are authorized without the written consent of CITY.
- T. CONFLICT OF INTEREST.** In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. CONTRACTOR further covenants that, in the performance of this Agreement, it will not employ any person having such an interest. CONTRACTOR certifies that no CITY officer, employee, or authorized representative has any financial interest in the business of CONTRACTOR and that no person associated with CONTRACTOR has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. CONTRACTOR agrees to advise CITY if any conflict arises.

**U. GOVERNING LAW.** This Agreement shall be governed and interpreted by the laws of the State of California.

**V. ENTIRE AGREEMENT.** This Agreement, including all exhibits, represents the entire agreement between the parties with respect to the services that may be the subject of this Agreement. Any variance in the exhibits does not affect the validity of the Agreement and the Agreement itself controls over any conflicting provisions in the exhibits. This Agreement supersedes all prior agreements, representations, statements, negotiations and undertakings whether oral or written.

**W. NON-APPROPRIATION.** This Agreement is subject to the fiscal provisions of the Charter of the City of Palo Alto and the Palo Alto Municipal Code. This Agreement will terminate without any penalty (a) at the end of any fiscal year in the event that funds are not appropriated for the following fiscal year, or (b) at any time within a fiscal year in the event that funds are only appropriated for a portion of the fiscal year and funds for this Agreement are no longer available. This Section shall take precedence in the event of a conflict with any other covenant, term, condition, or provision of this Agreement.

**X. ENVIRONMENTALLY PREFERRED PURCHASING AND ZERO WASTE REQUIREMENTS.** CONTRACTOR shall comply with CITY's Environmentally Preferred Purchasing policies which are available at CITY's Purchasing Division, which are incorporated by reference and may be amended from time to time. CONTRACTOR shall comply with waste reduction, reuse, recycling and disposal requirements of CITY's Zero Waste Program. Zero Waste best practices include first minimizing and reducing waste; second, reusing waste and third, recycling or composting waste. In particular, CONTRACTOR shall comply with the following zero waste requirements:

- All printed materials provided by CONTRACTOR to CITY generated from a personal computer and printer including but not limited to, proposals, quotes, invoices, reports, and public education materials, shall be double-sided and printed on a minimum of 30% or greater post-consumer content paper, unless otherwise approved by CITY's Project Manager. Any submitted materials printed by a professional printing company shall be a minimum of 30% or greater post-consumer material and printed with vegetable based inks.
- Goods purchased by Contractor on behalf of CITY shall be purchased in accordance with CITY's Environmental Purchasing Policy including, but not limited to, Extended Producer Responsibility requirements for products and packaging. A copy of this policy is on file at the Purchasing Division's office.
- Reusable/returnable pallets shall be taken back by CONTRACTOR, at no additional cost to CITY, for reuse or recycling. CONTRACTOR shall provide documentation from the facility accepting the pallets to verify that pallets



are not being disposed.

**Y. AUTHORITY.** The individual(s) executing this Agreement on behalf of the parties represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

**Z. PREVAILING WAGES**

☐ **This Project is not subject to prevailing wages.** CONTRACTOR is not required to pay prevailing wages in the performance and implementation of the Project in accordance with SB 7, if the Agreement is not a public works contract, if Agreement does not include a public works construction project of more than \$25,000, or the Agreement does not include a public works alteration, demolition, repair, or maintenance (collectively, 'improvement') project of more than \$15,000.

**OR**

☒ **Contractor is required to pay general prevailing wages** as defined in Subchapter 3, Title 8 of the California Code of Regulations and Section 16000 et seq. and Section 1773.1 of the California Labor Code. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of worker needed to execute the Agreement for this Project from the Director of the Department of Industrial Relations ("DIR"). Copies of these rates may be obtained at the Purchasing Division's office of the City of Palo Alto. Contractor shall provide a copy of prevailing wage rates to any staff or subcontractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of all sections, including, but not limited to, Sections 1775, 1776, 1777.5, 1782, 1810, and 1813, of the Labor Code pertaining to prevailing wages.

**AA.DIR REGISTRATION.** In regard to any public work construction, alteration, demolition, repair or maintenance work, CITY will not accept a bid proposal from or enter into this Agreement with CONTRACTOR without proof that CONTRACTOR and its listed subcontractors are registered with the California Department of Industrial Relations ("DIR") to perform public work, subject to limited exceptions. City requires CONTRACTOR and its listed subcontractors to comply with the requirements of SB 854.

CITY provides notice to CONTRACTOR of the requirements of California Labor Code section 1771.1(a), which reads:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the Agreement is awarded.”

CITY gives notice to CONTRACTOR and its listed subcontractors that CONTRACTOR is required to post all job site notices prescribed by law or regulation and CONTRACTOR is subject to SB 854-compliance monitoring and enforcement by DIR.

CITY requires CONTRACTOR and its listed subcontractors to comply with the requirements of Labor Code section 1776, including:

Keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by, respectively, CONTRACTOR and its listed subcontractors, in connection with the Project.

The payroll records shall be verified as true and correct and shall be certified and made available for inspection at all reasonable hours at the principal office of CONTRACTOR and its listed subcontractors, respectively.

At the request of CITY, acting by its project manager, CONTRACTOR and its listed subcontractors shall make the certified payroll records available for inspection or furnished upon request to the project manager within ten (10) days of receipt of CITY's request.

☐

[For state- and federally-funded projects] CITY requests CONTRACTOR and its listed subcontractors to submit the certified payroll records to the project manager at the end of each week during the Project.

If the certified payroll records are not produced to the project manager within the 10-day period, then CONTRACTOR and its listed subcontractors shall be subject to a penalty of one hundred dollars (\$100.00) per calendar day, or portion thereof, for each worker, and CITY shall withhold the sum total of penalties from the progress payment(s) then due and payable to CONTRACTOR.

Inform the project manager of the location of CONTRACTOR's and its listed subcontractors' payroll records (street address, city and county) at the commencement of the Project, and also provide notice to the project manager within five (5) business days of any change of location of those payroll records.

**BB. CONTRACT TERMS.** All unchecked boxes do not apply to this Agreement. In the case of any conflict between the terms of this Agreement and the exhibits hereto or CONTRACTOR's proposal (if any), the Agreement shall control. In the case of any conflict between the exhibits hereto and CONTRACTOR's proposal, the exhibits shall control.

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

**CITY OF PALO ALTO**

\_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney or designee

**MANESCO CORPORATION**

DocuSigned by:  
E Sofronio P. Mansalay Jr. \_\_\_\_\_  
FCC40D85E2694A1...  
Name: Sofronio P. Mansalay Jr. \_\_\_\_\_

Title: President \_\_\_\_\_

DocuSigned by:  
By Penelope D. Mansalay \_\_\_\_\_  
FCC40D85E2694A1...  
Name: Penelope D. Mansalay \_\_\_\_\_

Title: Secretary \_\_\_\_\_

## EXHIBIT A SCOPE OF SERVICES

The CONTRACTOR will furnish all professional services necessary to perform as follows:

### Qualifications

1. CONTRACTOR will provide a minimum of two Gas Leak Surveyors (GLSs) to perform leak surveys. At least one GLS will have a minimum of 5-years' experience and a second GLS will have a minimum of 2-years' experience performing natural gas leak surveys and leak grading on gas distribution or transmission pipelines using flame ionization (FI) and remote methane leak detector (RMLD) units. GLSs will be experienced and qualified in use of the approved leak survey equipment.
2. CONTRACTOR will be required to test and will qualify for the following Industrial Training Services (ITS) Operator Qualification task list:

ITS Task #	Task Name	Re-Qual. Frequency	Qual. Method	Span of Control
141	Visual Inspection for Atmospheric Corrosion	3 Years~	K&S	1:0*
191	Measure Atmospheric Corrosion	3 Years~	K&S	1:0*
1241	Outside Gas Leak Investigation	3 Years~	K&S	1:0*
1261	Walking Gas Leak Survey	3 Years~	K&S	1:0*
1271	Mobile Gas Leak Survey: Flame Ionization	3 Years~	K&S	1:0*
1311	Inspect Pipeline Surface Conditions: Patrol Right of Way or Easement	3 Years~	K&S	1:0*

~ Re-qualification frequency is once every three years, not to exceed 39 months. City reserves the right to reduce qualification frequency and require CONTRACTOR to qualify on one or more tasks more frequently.

\* City will not approve span of control for CONTRACTOR personnel. Each GLS will be required to test and obtain qualification prior to performing any task listed above.

3. CONTRACTOR's personnel will be entered and stored into ITS database. City will upload a maximum of two technicians in City's ITS database; any additional technicians will be uploaded into CONTRACTOR's ITS database. City will be granted rights to access CONTRACTOR's ITS database to review and download qualifications of CONTRACTOR's personnel performing task for City for duration of the agreement.
4. CONTRACTOR will maintain qualification records for personnel who perform covered tasks for a minimum period of 5 years after the individual is no longer performing them. The City has the right to review and receive such records upon request, for up to 5 years after the completion of the agreement.

### **Equipment**

1. Prior to beginning the leak survey each year, which is typically done in March/April, CONTRACTOR will submit an annual inventory list of each FI or RMLD unit that may be used. The list will identify survey usage (mobile or walking), model and serial number, CONTRACTOR's identification number, age of unit, last calibration date, and next calibration due date.
2. CONTRACTOR will supply industry standard equipment for the duration of the contract. City reserves the right to accept or reject the equipment. Only units listed on the annual inventory list will be reviewed for approval by the City for use on this project.
3. CONTRACTOR will immediately remove from service any unit not calibrated in the appropriate intervals or not approved by City and replace such units with approved calibrated units.
4. While performing walking surveys, CONTRACTOR will provide each GLS with a handheld flame ionization unit or RMLD unit.
5. CONTRACTOR will supply gas canisters for FI units and ensure RMLD units are operational and fully charged.
6. While performing mobile surveys, CONTRACTOR will provide a vehicle, computer and approved mobile methane leak detector. The vehicle will be equipped with a multiple intake system of adequate length to obtain samples of air from an area at least eight (8) feet wide along the path of the survey.

### **Mobile Survey**

1. CONTRACTOR will furnish all labor and equipment necessary to conduct a mobile gas leak survey of approximately but not limited to Two Hundred Ten (210) miles of distribution mains, annually, through the City.
2. CONTRACTOR will operate the approved motor vehicle for use in conducting the survey.
3. CONTRACTOR will conduct the survey at speeds that allow an adequate sample to be continuously obtained by intakes as the vehicle passes over venting locations, considering the location of the gas main and any adverse conditions which may exist. Adverse conditions may include heavy traffic, parked vehicles, road closures, or other obstacles that may arise on public streets. The GLS will be accommodate such adverse conditions as the GLS conducts the survey or inform the Project Manager if additional aid is required.



4. CONTRACTOR will verify all detected all leak indications by a walking survey and will classify the leak indications in accordance with Table 1 at the end of this document.
5. CONTRACTOR will establish the spread and concentration of each leak indication, and enter the ground leak detection details on a ground leak survey report form (see Exhibit F).
6. CONTRACTOR will enter information on the report that documents:
  - a. The date and by whom the survey was conducted
  - b. Each leak will be identified by:
    - i. Numerical sequence
    - ii. Address, grade
    - iii. Percentage (%) or part per million (PPM) gas reading
  - c. The location of the leak with diagram of property addresses, street intersections, valve locations, etc....
7. CONTRACTOR will mark all leaks in yellow paint upon verification.
8. CONTRACTOR will take care to prevent overspray or damage to customer property.

**Walking Survey**

1. CONTRACTOR will survey the entire gas distribution system in a two (2) year cycle. In even numbered years CONTRACTOR will conduct the walking survey on the north side of the City and in odd numbered years CONTRACTOR will conduct the walking survey on the south side of the City. Contractor's 2023 walking gas leak survey (the first year of this contract) will cover the south side of the City and will include approximately 9,000 commercial and residential gas services. Maps of both the north and south sides of the City are included in (see Exhibit H).
2. In addition to either the north or south side of the City, CONTRACTOR will also include the following fourteen principal business districts in the annual walking survey:

**Business Districts:**

1. East Meadow Circle
2. Golf Course
3. St. Francis

4. San Antonio / Fabian
  5. Charleston Center
  6. Midtown
  7. Downtown / Town & Country
  8. Alma Center
  9. El Camino Real
  10. Stanford Shopping Center
  11. VA Hospital
  12. Bayshore
  13. Stanford Industrial Park
  14. Palo Alto Country Club
- 
3. CONTRACTOR will be able to recognize and react appropriately according to their Contractor Operator Qualification certification to Abnormal Operating Conditions (AOCs) that may indicate a dangerous situation or a condition exceeding design limit.
  4. CONTRACTOR will mark all leaks in yellow paint upon verification.
  5. CONTRACTOR will take care to prevent overspray or damage to customer property.
  6. The CONTRACTOR will furnish all professional services necessary to perform the tasks.
  7. Provide a minimum of two technicians to be tested and qualified for performing leak surveys and completing visual inspections to identify abnormal operating conditions and atmospheric corrosion per the City's Operator Qualification Plan.
  8. Furnish all labor, equipment, material, travel and all necessary incidentals to conduct a mobile gas leak survey of all distribution mains.
  9. Conduct a mobile survey of all gas distribution mains.
  10. Check detection instruments for proper operation and calibrate each instrument with a known gas sample per the manufacturer's specifications, before using the instruments to conduct the surveys. Submit proof of calibration each year to the Utilities Project before beginning the survey and as requested during the duration of the survey.

11. Furnish all labor, equipment, material, travel and all necessary incidentals to conduct a walking gas leak survey of all commercial and residential gas services, up to and including the meter sets in the fourteen principal business districts and either the North or South side of the City (in alternating years).
12. Survey each service line from the back of the curb up to and including the meter set.
13. Use gas detection equipment capable of detecting the concentration of at least 50 PPM of gas in the air at any sampling point. Equipment will analyze for methane content by using a flame ionization detector. The instrument will be equipped with a visual display of concentration levels and an audible detection alarm.
14. Document any Abnormal Operating Conditions (AOCs) found during the survey on a City-provided form (see Exhibit E), including photographs.
15. Revisit sites as described below on any initially inaccessible service lines and meter sets.
16. Conduct a recheck of all existing gas leaks identified on the survey maps each year.
17. Submit all completed forms to the Project Manager no later than 7:30 A.M. on the next regular business day following the day of the survey.
18. City will provide no carbon required (NCR) forms for all leak documentation (see Exhibits E & F) and locked gate doorhangers (see Exhibit G).

#### **Walking Survey Details**

1. CONTRACTOR will conduct the walking survey every year on alternating sides (north and south) of the City. Maps of both the north and south sides of the City are included in (see Exhibit H).
2. CONTRACTOR will survey the entire gas distribution system in a two (2) year cycle. In even numbered calendar years, CONTRACTOR will conduct the walking survey on the north side of the City and in odd numbered years, CONTRACTOR will conduct the walking survey on the south side of the City. The 2023 walking

gas leak survey (the first year of this contract) will cover the south side of the City and will include approximately 9,000 commercial and residential gas services.

3. In addition to either the north or south side of the City, the annual walking survey also includes the following fourteen principal business districts:

**Business Districts:**

1. East Meadow Circle
2. Golf Course
3. St. Francis
4. San Antonio / Fabian
5. Charleston Center
6. Midtown
7. Downtown / Town & Country
8. Alma Center
9. El Camino Real
10. Stanford Shopping Center
11. VA Hospital
12. Bayshore
13. Stanford Industrial Park
14. Palo Alto Country Club

4. CONTRACTOR will survey each gas service, up to and including the meter set.
5. CONTRACTOR will conduct the survey at walking speeds sufficiently slow to allow an adequate sample to be continuously obtained by the instrument intake as it passes over venting locations. In performing the leak survey of gas services, CONTRACTOR will survey the area to be covered along the route of the service line from the back of the curb, up to and including the meter set.
6. CONTRACTOR will address any leaks found during the walking survey as described below:
  - a. Upon detection, CONTRACTOR will verify all leak indications and classify them in accordance with Table 1 at the end of this Exhibit. CONTRACTOR will establish the spread and concentration of each leak indication and enter the ground leak detection details on a ground leak survey report form (see Exhibit F). CONTRACTOR will enter information on the report form to document:
    - i. When and by whom the survey was conducted
    - ii. Each leak will be identified by:
      - i. Numerical sequence

- ii. Address
  - iii. Grade
  - iv. Percentage (%) or part per million (PPM) gas reading
  - v. Leak location, including a hand drawn map
- b. CONTRACTOR will complete meter leak/AOC forms supplied by the City, or a City approved equivalent (see Exhibit E), to assess compliance with City's utility standards. CONTRACTOR may take the sample through the reading lid and is not required to remove the lids of curb meter boxes.
  - i. CONTRACTOR will number the meter leak forms consecutively and separately from the ground leaks. CONTRACTOR will also conduct a visual inspection of the gas riser, gas meter and the regulator for defects, corrosion and illegal grounding by other utilities (including, but not limited to, telephone and cable companies). CONTRACTOR will complete a City-provided Abnormal Operating Condition (AOC) Survey form (see Exhibit E) for each location identified as an AOC. CONTRACTOR will provide a photograph of all reported AOCs. CONTRACTOR will ensure the address of the location will be visible in the photograph.
- c. CONTRACTOR will describe all ground leaks and meter leaks and note them on the City-provided Map at the appropriate address. CONTRACTOR's notes will include leak number, leak concentration, leak location and Palo Alto Meter # from the meter, if applicable. CONTRACTOR will verify all addresses where leaks are found by checking the physical address on the building.
  - i. In cases where there are inconsistencies between the physical addresses and the address in the Map, CONTRACTOR will consider the address on the building correct and note that on the Map and on the Survey Report Form.
- d. CONTRACTOR will mark each service with a red check (✓) on the Map and enter each service on the City-provided reporting format (spreadsheet or database) to report the data electronically.
- e. Any service not checked will be considered not surveyed and CONTRACTOR must be re-survey in order to adequately perform the tasks required in this Agreement (see subsection "f" immediately below for additional information on completing surveys).
- f. A location is considered completed/surveyed by CONTRACTOR only when CONTRACTOR's GLS has leak tested the service line and meter set for gas leaks, and verified, classified and documented the findings.

- g. CONTRACTOR will make every reasonable effort to complete the survey upon the initial site visit. If the GLS is unable to conduct or complete the survey at any location because of an inability to access the premise, CONTRACTOR will take the following actions:
- i. Complete the “Special Instructions” section of the Gas Meter Leak/AOC Survey Tag (see Exhibit E). CONTRACTOR’s GLS will indicate on the form the reason the survey was not completed at the location (locked gate, dog, etc.).
  - ii. A City-provided door hanger (see Exhibit G) will be attached to the door. The door hanger will advise the resident to contact the City to schedule a date/time for the survey to be conducted on the service/meter.
  - iii. If CONTRACTOR’s GLS is unable to access a location to conduct a complete survey, CONTRACTOR will make up to two additional attempts. The Project Manager may assist in setting up appointments with residents for the two additional attempts. CONTRACTOR’s GLS will be courteous and on time for appointments.
  - iv. CONTRACTOR’s GLS will be available at the conclusion of each survey to work with the City’s meter reading group to access any locations where the GLS was unable to complete the survey due to inaccessibility or any other reason.
  - v. If, after an initial visit and two additional visits as arranged by the Project Manager the site is still inaccessible, the City will consider the contractor’s obligation fulfilled and eligible for payment.

### **Re-survey of Existing 3 Gas Leaks**

A list of existing Grade 3 Gas Leaks will be provided to the CONTRACTOR’s GLS each year.

CONTRACTOR will re-survey leaks and reassess them annually and provide a revised Leak Survey form (see Exhibit F) to the Project Manager. Leak resurveying is a time sensitive task and CONTRACTOR will observe department implemented timelines.

**As of December 2021 there were 115 existing gas leaks (Grade 3) identified in the gas distribution system.** Known leaks are located throughout the City and are identified on the Maps with a red colored asterisk (\*). The specific locations of existing leaks will be provided upon award of the contract.



**Work Hours**

CONTRACTOR will not conduct overtime, weekend or holiday work, unless receiving prior approval by City. The workday is M-TH 7:30 AM and 4:00 PM.

**General Reporting Requirements**

1. CONTRACTOR's GLS will immediately report all leaks of a hazardous nature (Grade 1) to Utility Dispatch at (650) 329-2579, to have the leak recorded in the dispatch log and to dispatch a Utility Field Services Representative to the location. The GLS will remain on site until Utility staff arrives. **All houseline leaks discovered are considered grade 1 and CONTRACTOR will call them into dispatch. The GLS will wait on scene until a Field Service Representative or other City representative arrives and will communicate findings.**
2. CONTRACTOR will deliver completed Survey Report forms, Gas Meter Leak / AOC Survey forms, and Maps to the City no later than 7:30 A.M. on the next regular workday following the survey, unless other arrangements are specifically identified by the City.

**Drug Testing Requirements**

CONTRACTOR's employees who perform operating, maintenance, or emergency response functions on natural gas pipelines are subject to the provisions of Title 49 CFR Part 199, "Drug and Alcohol Testing", including the requirements for drug testing, record keeping, education, and training. CONTRACTOR will ensure that its affected employees are given drug testing in accordance with the regulations.

**CONTRACTOR will submit a copy of its "Drug and Alcohol Testing Policy" before performing any work under this Agreement.**

**Final Report**

CONTRACTOR will prepare a final report, which provides documentation of the entire survey and the results of such survey. One (1) hard copy of the report submitted to the City within thirty (30) days of the survey completion date. CONTRACTOR will provide an electronic copy of the report if available.

See next page for Table 1 – Identification of Leak Grades

Table 1

## Grading and Identification of Gas Leaks

Grade	Definition	Priority of Leak Repair	Examples
3	Non-Hazardous – Leaks that are non-hazardous at the time of detection and can reasonably be expected to remain non-hazardous.	Leaks will be scheduled for re-evaluation during the next scheduled leakage survey or within 15 calendar months of detection, whichever occurs first, until the leak is re-graded or no longer results in a reading.	<i>Grade 3</i> leaks may include, but are not limited to: <ol style="list-style-type: none"> <li>1. A leak that naturally vents to the atmosphere.</li> <li>2. Any indication of gas &lt; 4% gas-in-air (80% Low Explosive Level LEL) in small gas associated substructures such as valve boxes.</li> <li>3. A leak with minimal migration.</li> <li>4. Any indication of gas &lt;1% gas-in-air (20% LEL) in a confined space.</li> </ol>
2	Intermediate - Leaks that are not hazardous at the time of detection, justify scheduled repair based on probable future hazard.	Leaks should be repaired within one year but no later than 15 months from the date reported. In determining the repair priority, criteria such as the following should be considered: <ol style="list-style-type: none"> <li>1. Amount of and migration of gas.</li> <li>2. Proximity of gas to buildings and subsurface structures.</li> <li>3. Extent of pavement.</li> <li>4. Any leak, which in the judgment of company personnel at the scene, is of sufficient magnitude to justify schedule repair</li> </ol>	<i>Grade 2</i> leaks may include, but are not limited to: <ol style="list-style-type: none"> <li>1. Any leak requiring action prior to any adverse changes in venting conditions.</li> <li>2. Any leak that would likely migrate into or under buildings.</li> <li>3. Any indication of gas <math>\geq</math> 2% gas-in-air (40% LEL) under a sidewalk in a wall-to-wall paved area that is not a Grade 1 leak.</li> <li>4. Any indication of gas <math>\geq</math> 5% gas-in-air (100% LEL) under a street in a wall-to-wall paved area.</li> <li>5. Any indication of gas &lt; 4% gas-in-air (80% LEL) in small substructures associated with gas facilities that would likely migrate creating a probable future hazard.</li> <li>6. Any indication of gas between 1% and 4% gas-in-air (20% - 80% LEL) in a confined space.</li> </ol>
1	Hazardous - Leaks that pose an immediate hazard to persons or property and requires continuous action until conditions are no longer hazardous.	Prompt remedial action must be undertaken for leaks classified as hazardous. Prompt remedial action may include, but not be limited to the following: <ol style="list-style-type: none"> <li>1. Implementation of the CPAU Emergency Operating Plan.</li> <li>2. Evacuation of buildings.</li> <li>3. Blocking off/barricading an area.</li> <li>4. Rerouting traffic.</li> <li>5. Eliminating ignition sources.</li> <li>6. Venting the area and/or buildings.</li> <li>7. Stopping the flow of gas by closing valves or other means.</li> <li>8. Notifying Fire, Police and/or other emergency responders.</li> </ol>	<i>Grade 1</i> leaks may include, but are not limited to: <ol style="list-style-type: none"> <li>1. Any gas leak that can be seen, heard, or felt.</li> <li>2. Any leak which, in the judgment of company personnel at the scene, is considered as an immediate hazard.</li> <li>3. Escaping gas that has ignited.</li> <li>4. Any indication of gas that has migrated into or under a building.</li> <li>5. Any indication of gas at the outside wall or where gas would likely migrate to an outside wall due to surface conditions or cover and/or subsurface structures or a building.</li> <li>6. Any indication of gas <math>\geq</math> 4% gas-in-air (80% LEL) in a confined space.</li> <li>7. Any indication of gas <math>\geq</math> 4% gas-in-air (80% LEL) in small substructures not associated with gas facilities where gas would likely migrate to the outside wall of a building.</li> <li>8. All leaks inside a building(s)</li> <li>9. All leaks inside enclosures containing electrical equipment.</li> <li>10. All houseline leaks</li> </ol>

## **EXHIBIT B SCHEDULE OF PERFORMANCE**

CONTRACTOR shall perform the Services according to the following schedule, with clarifications by the Project Manager where needed:

1. Re-survey of all existing grade 3 leaks to be completed before their annual review date (between April 6<sup>th</sup> and May 15<sup>th</sup> of each year).
2. Walking Survey to be completed by December of each year, start date to be determined each year usually around June, dependent on the completion of the resurveying leak survey.
3. Mobile Survey to be performed during October/November each year.
4. The complete gas survey to be completed by December 31 of each year.

## EXHIBIT C SCHEDULE OF FEES

CITY shall pay CONTRACTOR according to the following rate schedule. The maximum amount of compensation to be paid to CONTRACTOR, including both payment for services and reimbursable expenses, shall not exceed the amounts set forth in Sections 5 and 6 of the Agreement. Any services provided or hours worked for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to CITY.

### DETAILED RATE SCHEDULE

Year 1 (2023)			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 6.15	9,000	\$ 55,350.00
Mobile Gas Survey	\$ 34,944.00	1	\$ 34,944.00
Gas Resurvey	\$ 26.00	120	\$ 3,120.00
Grand Total			\$ 93,414.00

Year 2 (2024)			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 6.39	9,000	\$ 57,510.00
Mobile Gas Survey	\$ 36,341.75	1	\$ 36,341.75
Gas Resurvey	\$ 27.04	120	\$ 3,244.80
Grand Total			\$ 97,096.55

Year 3 (2025)			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 6.70	9,000	\$ 60,300.00
Mobile Gas Survey	\$ 38,158.83	1	\$ 38,158.83
Gas Resurvey	\$ 28.49	120	\$ 3,418.80
Grand Total			\$ 101,877.63

Year 4 (2026)			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 7.03	9,000	\$ 63,270.00
Mobile Gas Survey	\$ 40,066.77	1	\$ 40,066.77
Gas Resurvey	\$ 29.91	120	\$ 3,589.20
Grand Total			\$ 106,925.97

<b>Year 5 (2027)</b>			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 7.45	9,000	\$ 67,050.00
Mobile Gas Survey	\$ 42,470.77	1	\$ 42,470.77
Gas Resurvey	\$ 31.70	120	\$ 3,804.00
Grand Total			\$ 113,324.77

<b>Year 6 (2028)</b>			
Description	Cost	Qty.	Total
Walking Gas Survey	\$ 7.97	9,000	\$ 71,730.00
Mobile Gas Survey	\$ 45,443.72	1	\$ 45,443.72
Gas Resurvey	\$ 34.33	120	\$ 4,119.60
Grand Total			\$ 121,293.32

## EXHIBIT D INSURANCE REQUIREMENTS

CONTRACTORS TO THE CITY OF PALO ALTO (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

BEEC W.				
REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES YES	WORKER'S COMPENSATION EMPLOYER'S LIABILITY	STATUTORY STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
NO	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE			
		ALL DAMAGES	\$1,000,000	
YES	THE CITY OF PALO ALTO IS TO BE NAMED AS AN ADDITIONAL INSURED: <b>CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONTRACTORS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.</b>			

- I. INSURANCE COVERAGE MUST INCLUDE:
  - A. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
  - B. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.
  - C. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE CITY'S PRIOR APPROVAL.
- II. CONTRACTOR MUST SUBMIT CERTIFICATE(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSURED"



A. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

B. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

C. NOTICE OF CANCELLATION

1. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
2. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

**NOTICES SHALL BE MAILED TO:**

**PURCHASING AND  
CONTRACT ADMINISTRATION  
CITY OF PALO ALTO  
P.O. BOX 10250  
PALO ALTO, CA 94303**

# GAS METER LEAK / AOC SURVEY TAG

<b>Report Date:</b>		<b>Location:</b>	
<b>PA#:</b>		<b>Meter Location:</b>	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Curb
<b>Special Instructions:</b> <input type="checkbox"/> Enter Right <input type="checkbox"/> Enter Left <input type="checkbox"/> Locked Gate <input type="checkbox"/> Manifold <input type="checkbox"/> Dog Caution			
<b>Performed By:</b>			

## METER LEAK

Leak Tag #:	
Survey Year:	20
Survey Type:	<input type="checkbox"/> Walking <input type="checkbox"/> Mobile
Business Dist.:	
Block Book:	
Page:	
Leak Reading:	
Leak Level:	
Leak Grade:	
Leak Location:	
Remarks:	

Leak Zone 2

Leak Zone 1

Leak Zone 4

Leak Zone 5 (Housetline)

Leak Zone 3

AOC			Standards Violation	
<input type="checkbox"/> Overbuilding	<input type="checkbox"/> Misalignment	Corrosion	<input type="checkbox"/> Clear Debris	<input type="checkbox"/> Electrical Conflict
<input type="checkbox"/> Buried	<input type="checkbox"/> Illegal Grounding	<input type="checkbox"/> Mild	<input type="checkbox"/> Clear Household Items	<input type="checkbox"/> Meter on Ground
<input type="checkbox"/> No Bollards	<input type="checkbox"/> Tampering	<input type="checkbox"/> Moderate	<input type="checkbox"/> Clear Vegetation	<input type="checkbox"/> Venting <18" from Reg.
		<input type="checkbox"/> Severe		

## REPAIR INFORMATION (FOR GAS SHOP PERSONNEL ONLY)

Connection Object				Device Location				Route #							
Equipment Used <input type="checkbox"/> FI <input type="checkbox"/> Gas Det. <input type="checkbox"/> Soap			<input type="checkbox"/> UG Sample _____		Leak Found At:			Level  <input type="checkbox"/> PPM <input type="checkbox"/> LEL <input type="checkbox"/> GAS _____		Corrosion Leak: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Field Action Taken		<input type="checkbox"/> RME <input type="checkbox"/> TTR <input type="checkbox"/> RUS <input type="checkbox"/> RUC <input type="checkbox"/> RRE <input type="checkbox"/> NLF <input type="checkbox"/> RTO					<b>RME</b> =Req. Meter Exchange <b>RUS</b> =Rebuilt to Utility Standard <b>NLF</b> =No Leak Found		<b>TTR</b> =Tightened to Repair <b>RRE</b> =Req. Reg. Exchange <b>RTO</b> =Referred to Ops						
Meter Read				Install Date				Multiplier				Meter Type			
Performed by				Call Sign				Time Arrived				Time Departed			
Resolved Date				Comments											
Entered into GIS/AVEC <input type="checkbox"/> Closed in GIS/AVEC <input type="checkbox"/>															



## EXHIBIT F

# City of Palo Alto Gas Leak Survey Ground Leak Report

Emergency Dispatch: 650-329-2579

**2022**

Date/Time \_\_\_\_\_

Weather: \_\_\_\_\_

**Work Order #**

Test

Equipment:

☐

FI

☐

CG

☐

Soap

☐

Other

☐ Walking

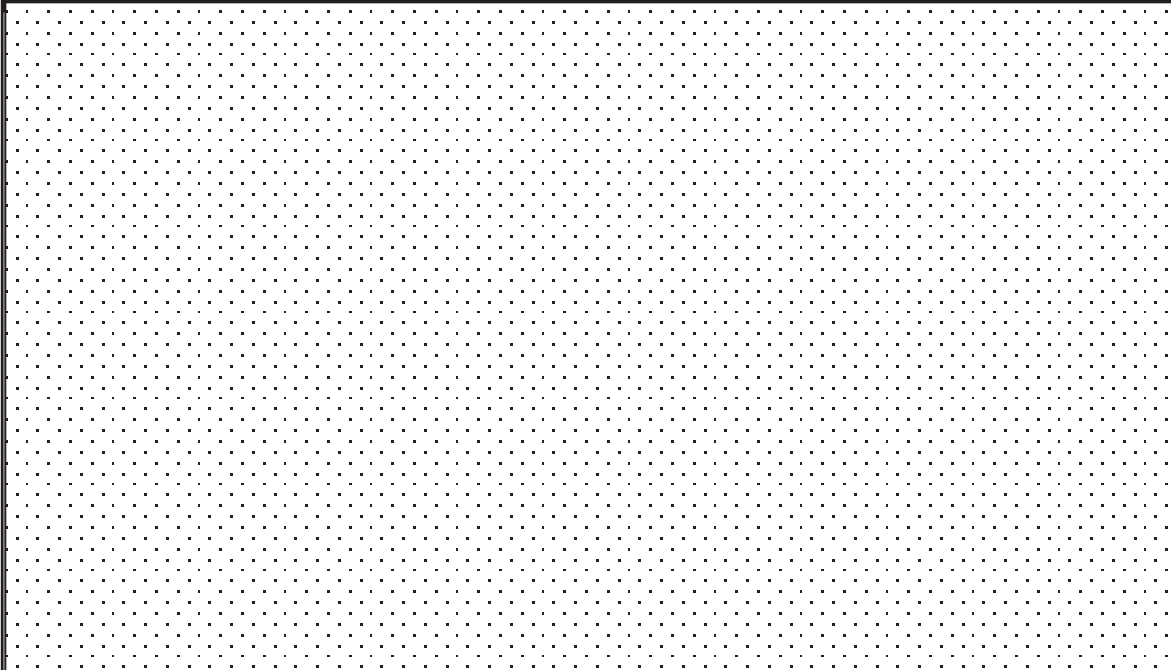
☐

Mobile

Performed by: \_\_\_\_\_

Leak #	Grade	Reading	Location

### Map



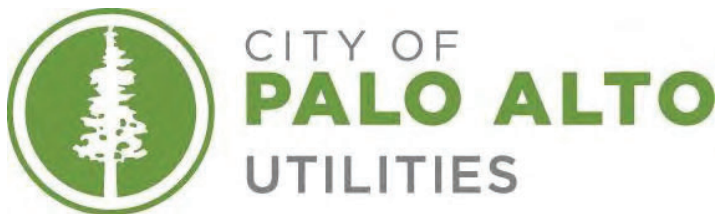
### Recheck Log

Date	Grade	Reading	Technician	Initials

Technician Signature: \_\_\_\_\_

## EXHIBIT G

### IMPORTANT NOTICE



#### **Gas Leak Survey** **Notice of Need for Access**

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

An inspector with \_\_\_\_\_, the City contractor conducting our annual gas pipeline leak survey, was at your property today but was unable to complete the inspection because access to your gas meter was blocked.

**Please call the number below between 7am and 3pm, Monday through Friday to schedule a time for \_\_\_\_\_ to return to complete the gas leak survey:**

**(XXX) XXX-XXXX**

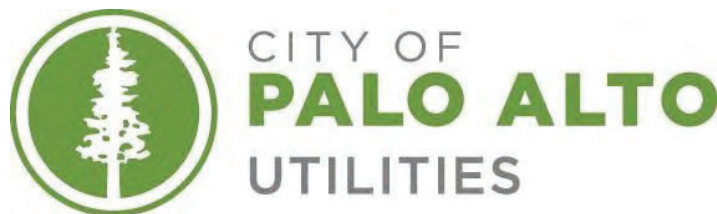
#### **Questions?**

**Please call (650) 496-6982**

Mon-Thurs: 6:30am – 4pm

Fri: 6:30am to 3pm

### IMPORTANT NOTICE



#### **Gas Leak Survey** **Notice of Need for Access**

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

An inspector with \_\_\_\_\_, the City contractor conducting our annual gas pipeline leak survey, was at your property today but was unable to complete the inspection because access to your gas meter was blocked.

**Please call the number below between 7am and 3pm, Monday through Friday to schedule a time for \_\_\_\_\_ to return to complete the gas leak survey:**

**(XXX) XXX-XXXX**

#### **Questions?**

**Please call (650) 496-6982**

Mon-Thurs: 6:30am – 4pm

Fri: 6:30am to 3pm

EXHIBIT H



# City of Palo Alto E-Grid Map

