

**STANDARD AGREEMENT** —

STD. 2 (REV.5-91)

Contract Number	Amendment Number
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	

THIS AGREEMENT, made and entered into this \_\_\_\_day of \_\_\_\_\_, 2009 ("Effective Date"), in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR State <b>Senior Manager Business Services</b>	ENTITY <b>Judicial Council of California Administrative Office of the Courts 455 Golden Gate Ave. San Francisco, CA 94102</b>	hereafter called the State, and
CONTRACTOR'S NAME		hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State Services and deliverables as specified in Exhibit D.

Incorporated into this Agreement herewith, and attached hereto, are the following Contract Documents: (1) Exhibit A, Standard Provisions; (2) Exhibit B, Special Provisions; (3) Exhibit C, Payment Provisions; (4) Exhibit D, Services to be Performed and Order Administration, and (5) Exhibit E, Attachments, including Attachment 1, Order Request Form. In the event of a conflict between the Contract Documents, the following descending order of precedence shall govern: Exhibit A, Exhibit B, Exhibit C, Exhibit D and Exhibit E. Any Amendments, starting with the most recent, shall take precedence over the existing Contract Documents.

The purpose of this Agreement is to set forth the terms and conditions that apply to Contractor's furnishing of scanning, reprographic and other related Services to the State. The State is not obligated to encumber funds as a result of entering into this Agreement with the Contractor, nor is it obligated to issue any number of Orders. Except as expressly provided in the Agreement, no liability shall attach to the State by reason of entering into this Agreement.

The Contract Amount shall not at any time during the Term of this Agreement exceed the "Total Amount Encumbered To Date" specified on this State Standard Agreement form, which is hereby used to enter into this Agreement, or the most recent of any subsequent State Standard Agreement form(s) issued to reinstate or amend this Agreement. As further set forth in Exhibit D, Services to Be Performed - Order Administration, the State, at its sole discretion, and from time to time, on an Order by Order basis, may authorize Services and the spending of funds by the issuance of Orders. Only Orders shall act to made funds available to Contractor for the performance of Services under this Agreement, as further specified in this Agreement.

As set forth in Exhibit D, Services to Be Performed - Order Administration, the State may request Services from the Contractor and the Contractor shall provide to the State competent personnel and facilities for the purpose of performing the Services. Any and all Services performed under this Agreement by such personnel will be authorized only when an Order has been bilaterally executed.

This Agreement shall be effective upon the Effective Date and shall, unless otherwise extended or reinstated as specified in this Agreement expire upon \_\_\_\_\_, 2010("Expiration Date"). Each individual Order will include an Order number and establish a specific period of performance for the Order, however, regardless of any indications to the contrary in an Order, all Services to be performed pursuant to this Agreement must be completed not later than the Expiration Date, or, if this Agreement has been extended or reinstated, not later than the expiration date specified in said extension or reinstatement. The State shall not be liable for the payment for any Services performed following the Expiration Date of this Agreement.

IN WITNESS WHEREOF, this Agreement has been entered into by the parties hereto, effective upon the Effective Date.

State of CALIFORNIA		CONTRACTOR				
ENTITY <b>Judicial Council of California</b>		CONTRACTOR (if other than an individual, state whether a corporation, partnership, etc.)				
BY (AUTHORIZED SIGNATURE) ▷		BY (AUTHORIZED SIGNATURE) ▷				
PRINTED NAME OF PERSON SIGNING <b>Grant Walker</b>		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE <b>Senior Manager Business Services</b>		ADDRESS Attn:				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$	PROGRAM/CATEGORY (CODE AND TITLE)	FUND TITLE		<i>Department of General Services Use Only</i>  <b>EXEMPT FROM DEPARTMENT OF GENERAL SERVICE APPROVAL.</b>		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$0.00	(OPTIONAL USE)					
TOTAL AMOUNT ENCUMBERED TO DATE \$	ITEM	CHAPTER	STATUTE			FISCAL YEAR
OBJECT OF EXPENDITURE (CODE AND TITLE)						
I hereby certify upon my own personal knowledge that budgeted funds are available for the period of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER ▷			DATE			

CONTRACTOR     State ENTITY     DEPT. OF GEN. SER.     CONTROLLER

**EXHIBIT A**  
**STANDARD PROVISIONS**

1. Indemnification

The Contractor agrees, to the fullest extent permitted by law, to indemnify, defend (with counsel satisfactory to the State), and hold harmless (collectively, "Indemnify") the State, the Judicial Council of California, the Administrative Office of the Courts, the State's trial courts, appellate courts, justices, judges, subordinate judicial officers, court executive officers, court administrators, and any and all of their officers, agents, contractors, representatives, volunteers and employees (individually, an "Indemnified Party") from any and all claims, lawsuits, losses, costs (including attorney fees and costs), liabilities, and damages arising from, related to or in connection with, in whole or in part, any of the following:

- (a) the Contractor's acts, errors or omissions committed or alleged to have been committed which arise out of rendering or failure to render the professional Services provided under the terms of this Agreement
- (b) the Contractor's breach of its obligations under this Agreement,
- (c) the Contractor's violation of any applicable law, rule, or regulation, and
- (d) a claim from or lawsuit by a third party, contractor, subcontractor, supplier, or worker, or any other person, firm, or corporation, (i) furnishing or supplying Services, Services, materials, or supplies in connection with the performance of this Agreement, or (ii) who may be injured or damaged by the Contractor or its agents or employees arising from, related to, or in connection with, the Contractor's performance of this Agreement.

This paragraph does not require the Contractor to Indemnify an Indemnified Party for such portion of any loss, cost, liability, or damage that arises solely from the negligence or intentional misconduct of the Indemnified Party.

2. Relationship of Parties

The Contractor and the agents and employees of the Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

3. Termination for Cause

The State may terminate this Agreement and be relieved of the payment of any consideration to the Contractor if the Contractor fails to perform the provisions of this Agreement at the time and in the manner provided. If the Agreement is terminated, the State may proceed with the Services in any manner it deems proper. The cost to the State to perform this Agreement shall be deducted from any sum due the Contractor under this

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Agreement or any other agreement, and the balance, if any, shall be paid to the Contractor upon demand.

4. No Assignment

Without the written consent of the State, the Contractor shall not assign this Agreement in whole or in part.

5. Time of Essence

Time is of the essence in this Agreement.

6. Validity of Alterations

Alteration or variation of the terms of this Agreement shall not be valid unless made in writing and signed by the parties, and an oral understanding or agreement that is not incorporated shall not be binding on any of the parties.

7. Consideration

The consideration to be paid to Contractor under this Agreement shall in no event exceed the Contract Amount. Contractor shall be paid in accordance with the Payment Provisions set forth in Exhibit "C" of this Agreement. The State's payments to Contractor pursuant to this section shall constitute full compensation for all of Contractor's time, materials, costs and expenses incurred in the performance of this Agreement.

*END OF EXHIBIT*

**EXHIBIT B**  
**SPECIAL PROVISIONS**

1. Definitions

Terms defined below and elsewhere throughout the Contract Documents shall apply to the Agreement as defined.

- A. “**Acceptance**” means the e-mail notification, which shall be issued to the Contractor by the State’s Project Manager after the Contractor has completed a Deliverable, Submittal, or other Contract requirement as specified in an authorized Order, in compliance with the Contract Documents, including, without limitation, Exhibit D, Services to Be Performed and Order Administration.
- B. “**Administrative Director**” refers to that individual, or authorized designee, empowered by the State to make final and binding executive decisions on behalf of the State.
- C. “**Amendment**” means a written document issued by the State and signed by the Contractor which alters the Contract Documents and identifies the following: (1) a change in the Services; (2) a change in Contract Amount; (3) a change in time allotted for performance; and/or (4) an adjustment to the Agreement terms.
- D. “**Confidential Information**” means trade secrets, financial, statistical, personnel, technical, and other Data and information relating to the State’s business or the business of its constituents. Confidential Information does not include (i) information that is already known by the receiving party, free of obligation of confidentiality to the disclosing party; (ii) information that becomes generally available to the public, other than as a result of disclosure by the receiving party in breach of this Agreement; (iii) information that is independently developed by the receiving party without reference to the Confidential Information; and (iv) information that the receiving party rightfully obtains from a Third Party free of the obligation of confidentiality to the disclosing party.
- E. The “**Contract**” or “**Contract Documents**” constitute the entire integrated agreement between the State and the Contractor, as attached to and incorporated by a fully executed State Standard Agreement form. The terms “Contract” or “Contract Documents” may be used interchangeably with the term “**Agreement**.”
- F. “**Contract Amount**” means the total amount encumbered under this Agreement for any payment by the State to the Contractor for performance of the Services, in accordance with the Contract Documents.
- G. The “**Contractor**” means the individual, association, partnership, firm, company, consultant, corporation, affiliates, or combination thereof, including joint ventures, contracting with the State to do the Contract Services. The Contractor is one of the parties to this Agreement.

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- H. **“Data”** means all types of raw data, articles, papers, charts, records, reports, studies, research, memoranda, computation sheets, questionnaires, surveys, and other documentation.
- I. **“Day”** means calendar day, unless otherwise specified.
- J. **“Deliverable(s)”** or **“Submittal(s)”** means one or more tangible items, if specified in the Contract Documents, that the Contractor shall complete and deliver or submit to the State for acceptance.
- K. **“Fixed Price Basis”** means that Contractor shall be paid a set and fixed amount as complete payment for a particular Service. Said payment is inclusive of all costs, any materials needed to perform the Service, and all benefits, expenses, fees, overhead, and profits payable to the Contractor for Service rendered.
- L. **“Force Majeure”** means a delay which impacts the timely performance of Services which neither the Contractor nor the State are liable because such delay or failure to perform was unforeseeable and beyond the control of the party. Acts of Force Majeure include, but are not limited to:
- Acts of God or the public enemy;
  - Acts or omissions of any government entity;
  - Fire or other casualty for which a party is not responsible;
  - Quarantine or epidemic;
  - Strike or defensive lockout; and,
  - Unusually severe weather conditions.
- M. **“Key Personnel”** refers to the Contractor’s personnel named in Contractor’s Proposal, whom the State has identified and approved to perform the Services of the Contract. Roles of Key Personnel are set forth in Contractor’s Proposal.
- N. **“Material”** means all types of tangible personal property, including but not limited to goods, supplies, equipment, commodities, and information and telecommunication technology.
- O. **“Notice”** means a written document initiated by the authorized representative of either party to this Agreement and given by:
- Depositing in the U. S. Mail (or approved commercial express carrier) prepaid to the address of the appropriate authorized representative of the other party, which shall be effective upon date of receipt; or
  - Hand-delivered to the other party’s authorized representative, which shall be effective on the date of service.
- P. **“Project”** refers to all activity relative to this Agreement including activity of the Contractor, its Subcontractors, the State and the State’s representatives.

- Q. The “**State**” refers to the Judicial Council of California / Administrative Office of the Courts (“**State**”)
- R. “**State Standard Agreement**” means the form used by the State to enter into agreements with other parties.
- S. “**Subcontractor**” shall mean an individual, firm, partnership, or corporation having a contract, purchase order, or agreement with the Contractor, or with any Subcontractor of any tier for the performance of any part of the Agreement. When the State refers to Subcontractor(s) in this document, for purposes of this Agreement and unless otherwise expressly stated, the term “Subcontractor” includes, at every level and/or tier, all subcontractors, sub-consultants, suppliers, and materialmen.
- T. “**Task(s)**” means one or more functions, if specified in the Contract Documents, to be performed by the Contractor for the State.
- U. “**Third Party**” refers to any individual, association, partnership, firm, company, corporation, consultant, Subcontractor, or combination thereof, including joint ventures, other than the State or the Contractor, which is not a party to this Agreement.
- V. “**Services**” or “**Services to be Performed**” or “**Contract Services**” may be used interchangeably to refer to the service(s), labor, Materials, Data, and other items furnished to the State in pursuit of the execution, completion and fulfillment of the Agreement by the Contractor. Services may be defined to include Tasks, Deliverables, and/or Submittals, as required by the Contract.
- W. “**Order**” means written and signed documents that specify the Services to be Performed, including the price of the Services signed by the Contractor and by the State. Orders are authorized and become binding upon both Parties under the terms of this Agreement when fully signed by both parties.

2. Manner of Performance of Services

The Contractor shall complete all Services specified in these Contract Documents to the State's satisfaction and in compliance with the Nondiscrimination/No Harassment Clause, as set forth in this Exhibit B.

3. Standard of Professionalism

The Contractor shall conduct all Services consistent with professional standards for the industry and type of Services being performed under the Agreement.

4. Services Warranty

The Contractor warrants and represents that each of its employees, independent contractors or agents assigned to perform any Services or provide any technical assistance in planning,

development, training, consulting or related Services under the terms of this Agreement shall have the skills, training, and background reasonably commensurate with his or her level of performance or responsibility, so as to be able to perform in a competent and professional manner. The Contractor further warrants that the Services provided hereunder will conform to the requirements of this Agreement. All warranties, including any special warranties specified elsewhere herein, shall inure to the State, its successors, assigns, customer agencies, and any other recipients of the Services provided hereunder.

5. Acceptance of the Services

- A. The State Project Manager shall be responsible for the sign-off acceptance of all the Services required and submitted pursuant to this Agreement. Prior to approval of the Services and prior to approval for payment, the Project Manager will apply the acceptance criteria set forth in subparagraph B of this provision, as appropriate, to determine the acceptability of the Services provided by the Contractor. Unsatisfactory ratings will be resolved as set forth in this provision.
- B. Acceptance Criteria for Services (“**Criteria**”) provided by the Contractor pursuant to this Agreement:
- Timeliness: The Services was delivered on time;
  - Completeness: The Services contained the Data, Materials (including number of copies), and features required in the Contract Documents; and
  - Technical accuracy: The Services is accurate as measured against standards given in this Agreement as well as commonly accepted standard (for instance, a statistical formula, an industry standard, regulatory code compliance, or de facto marketplace standard).
- C. The Contractor shall provide the Services to the State, in accordance with direction from the Project Manager and as provided for in Exhibit D. The State shall accept the Services, provided the Contractor has delivered the Services in accordance with the Criteria. The State’s Project Manager shall issue a written communication to notify the Contractor of the Services’ acceptability.
- D. If the State rejects the Services provided, the State’s Project Manager shall submit to the Contractor a written rejection describing in detail the failure of the Services as measured against the Criteria. If the State rejects the Services, then the Contractor shall have a period of ten (10) business days from receipt of the Notice of rejection to correct the stated failure(s) to conform to the Criteria.
- E. If agreement cannot be reached between the State’s Project Manager and the Contractor on the Services’ acceptability, a principal of the Contractor and the Administrative Director of the State, or its designee, shall meet to discuss the problem. If agreement cannot be reached, in the reasonable judgment of the Administrative Director of the State, or its designee, and/or the Contractor fails to cure such deficiencies that are perceived in the Services to the reasonable satisfaction of the Administrative Director, or its designee, in the reasonable time established by the Administrative Director, the State may reject the Services and will notify the

Contractor in writing of such action and the reason(s) for so doing. Upon rejection of the Services, the State may terminate this Agreement pursuant to the terms of Standard Provisions paragraph 3, as set forth in Exhibit A.

6. Copyrights and Rights in Data, Material, and Deliverables

All copyrights and rights in any Data, Materials, and/or Deliverables produced with funding from this Agreement that may presumptively vest in the Contractor shall be transferred to the State.

7. Ownership of Results

Any interest of the Contractor in any Data, Materials, and/or Deliverables in any form, or other documents and/or recordings prepared by the Contractor in performance of Services under this Agreement shall become the property of the State. Upon the State's written request, the Contractor shall provide the State with all such Data (including data validation tools, such as software, or models), Materials, and/or Deliverables within thirty (30) Days of the request.

The Contractor agrees not to assert any rights at common law, or in equity, or establish any claim to statutory copyright in such Data, Materials, and/or Deliverables. The Contractor shall not publish or reproduce such Data, Materials, and/or Deliverables in whole, or part, or any manner or form, or authorize others to do so without the written consent of the State.

8. Limitation on Publication

The Contractor shall not publish or submit for publication any article, press release, or other writing relating to the Contractor's Services for the State without prior review and written permission by the State.

9. Contractor's Personnel--Replacement

A. The Contractor shall, if so specified in authorized Order, provide certain Key Personnel to perform the Tasks and provide the Deliverables set forth in said Order. The Contractor's Project Manager, specified in an authorized Order shall:

- Serve as the primary contact with the State's personnel;
- Manage the day to day activities of the Contractor's personnel;
- Identify the appropriate resources needed;
- Plan and schedule the Services;
- Meet budget and schedule commitments on this Project;
- Provide Progress Reports and Project Reviews in accordance with this Agreement;
- Provides accurate and detailed information related to cost accounting to validate the invoice amount and
- Manage the overall quality of the Deliverables and the Services performed.

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- B. The State reserves the right to disapprove the continuing assignment of any of the Contractor's personnel provided to the State under this Agreement if in the State's opinion, the performance of the Contractor's personnel is unsatisfactory. The State agrees to provide Notice to the Contractor in the event it makes such a determination. If the State exercises this right, the Contractor shall immediately assign replacement personnel, possessing equivalent or greater experience and skills.
- C. If any of the Contractor's Key Personnel, through no cause or fault of Contractor, become unavailable to perform the Services during the period specified in authorized Order, the Contractor shall immediately assign replacement personnel, acceptable to the State as possessing equivalent or greater experience and skills.
- D. The Contractor shall retain the same Key Personnel during the performance of the Services specified under an authorized Order. However, the Contractor may, with approval of the State's Project Manager, introduce personnel to the Project with specific skill sets or release personnel from the Project whose skill set is not needed at the time, except for the Contractor's Project Manager.
- E. If any of the Contractor's Key Personnel terminate their employment with Contractor during the period of performance of an authorized Order, the Contractor will supply a substitute acceptable to the State's Project Manager.
- F. If any of the Contractor's Key Personnel become unavailable or are disapproved and the Contractor cannot furnish a replacement acceptable to the State, the State may terminate this Agreement for cause pursuant to Standard Provisions paragraph 3, as set forth in Exhibit A.

10. Agreement Term

The term of this Agreement shall commence and expire as specified on the Standard Agreement cover sheet signed to enter into this Agreement. This Agreement is of no force and effect until signed by both parties. Any commencement of performance prior to Agreement approval shall be done so at the Contractor's own risk; notice to proceed shall not be official until this Agreement is fully executed.

The State shall have the unilateral right to extend or reinstate this Agreement for one additional term of 12 months by written notification to Contractor of said extension or reinstatement.

11. Termination Other Than for Cause

- A. In addition to termination for cause under Exhibit A, Standard Provisions paragraph 3, the State may terminate this Agreement at any time upon providing the Contractor written Notice at least ten (10) Days before the effective date of termination. Upon receipt of the termination Notice, the Contractor shall promptly discontinue all Services affected unless the Notice specifies otherwise.

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- B. If the State terminates all or a portion of this Agreement other than for cause, the State shall pay the Contractor for the fair value of satisfactory Services rendered before the termination, not to exceed the total Contract Amount.

12. State's Obligation Subject to Availability of Funds

- A. The State's obligation under this Agreement is subject to the availability of authorized funds. The State may terminate the Agreement or any part of the Contract Services, without prejudice to any right or remedy of the State, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Agreement, or in any Amendment hereto, the State may terminate this Agreement in whole or in part, upon written Notice to the Contractor. Such termination shall be in addition to the State's rights to terminate for convenience or default.
- B. Payment shall not exceed the amount allowable for appropriation by Legislature. If the Agreement is terminated for non-appropriation:
  - 1. The State will be liable only for payment in accordance with the terms of this Agreement for Services rendered prior to the effective date of termination; and
  - 2. The Contractor shall be released from any obligation to provide further Services pursuant to the Agreement as are affected by the termination.
- C. Funding for this Agreement beyond the current appropriation year is conditional upon appropriation by the Legislature of sufficient funds to support the activities described in this Agreement. Should such an appropriation not be approved, the Agreement may terminate at the close of the current appropriation year. The appropriation year ends on June 30 of each year.

13. Agreement Administration/Communication

- A. Under this Agreement, the State's Project Manager, Katherine Albertus, shall monitor and evaluate the Contractor's performance. All requests and communications about the Services to be performed under this Agreement shall be made through the Project Manager and Acceptance of the Services shall only be made by State's Project Manager. Any Notice from the Contractor to the State shall be in writing and shall be delivered to the State Project Manager as follows:

Mr. Chad VanNatta, Project Manager  
Office of Court Construction and Management  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3660

B. Notice to the Contractor shall be directed in writing to:

Tel.:  
Fax:  
e-mail: Subcontracting

The Contractor shall not subcontract this Agreement or Services to be provided under this Agreement except to the specific subcontractors named in Exhibit C, unless the State's Project Manager agrees to such subcontracting in writing. No party to this Agreement shall in any way contract on behalf of or in the name of another party to this Agreement.

14. Changes and Amendments

Changes or Amendments to any component of the Contract Documents can be made only with prior written approval from the State's Senior Manager of Business Services. Requests for changes or Amendments must be submitted in writing and must be accompanied by a narrative description of the proposed change and the reasons for the change. Additional funds may not be encumbered under the Agreement due to an act of Force Majeure, although the performance period of the Agreement may be amended due to an act of Force Majeure. After the Project Manager reviews the request, a written decision shall be provided to the Contractor. Amendments to the Agreement shall be authorized via bilateral execution of a State Standard Agreement.

15. Accounting System Requirement

The Contractor shall maintain an adequate system of accounting and internal controls that meets Generally Accepted Accounting Principles or GAAP.

16. Retention of Records

The Contractor shall maintain all financial Data, supporting documents, and all other records relating to performance and billing under this Agreement for a period in accordance with State and Federal law, a minimum retention period being no less than three (3) years. The retention period starts from the date of the submission of the final payment request. The Contractor is also obligated to protect Data adequately against fire or other damage.

17. Audit

The Contractor shall permit the authorized representative of the State or its designee or both at any reasonable time to inspect or audit all Data relating to performance and billing to the State under this Agreement. The Contractor further agrees to maintain such Data for a period of three (3) years after final payment under this Agreement.

18. Insurance Requirements

A. Insurance Required.

Without limiting the Contractor's indemnification obligation and in addition thereto, the Contractor shall secure and maintain in force throughout the term of this Agreement the following types of insurance with limits as shown. By requiring such minimum insurance, the State shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage. Each policy, shall be written on an "occurrence" form.

- (i) Workers compensation— Workers compensation insurance prescribed by the laws of the State of California with limits at statutory minimums, including employers' liability coverage with limits not less than \$1,000,000 for each accident, \$1,000,000 as the aggregate disease policy limit, and \$1,000,000 as the disease policy limit for each employee. This coverage shall not be required where the Contractor has no employees.
- (ii) Commercial General Liability Insurance—Insuring liability arising from premises, operations, independent Contractors, products and completed operations, personal injury and advertising injury, and liability assumed under contract. The policy shall provide limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate applicable solely to the Services performed under the terms of this Agreement. The insurance must apply separately to each insured against whom a claim is made or lawsuit is brought, subject only to the insurance policy's limit of liability.
- (iii) Automobile Liability Insurance – Automobile Liability Insurance covering the operations of all vehicles used by the Contractor in performing the Services, including coverage for owned, non-owned and hired vehicles, with limits of liability of not less than \$1,000,000 per incident.
- (iv) Bailee's Legal liability and property insurance covering the AOC documents while in the care custody and control of the Service Provider including the loss while in transit. The insurance will provide coverage for the full value of the documents plus the cost of reproduction if damaged while in the care, custody and control of the Service Provider. This coverage can be provided by a stand-alone insurance policy or by endorsement to the commercial general liability insurance policy, or by coverage included in the Service Providers all risk property insurance policy.

B. General Requirements

- (i) Contractor will maintain, or cause to be maintained, insurance issued by an insurance company or companies that are rated "A-VII" or higher by A. M. Best's key rating guide, and are approved to do business in the State of

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California.

- (ii) For all insurance policies required by this Contract, Contractor will declare any deductible or self-insured retention (SIR). Contractor will be responsible for reimbursement of any deductible to its insurer. Contractor will administer any self-insurance program in a commercially reasonable manner that ensures sufficient funds are available to cover all losses Contractor must insure against under the terms of section.
- (iii) Before commencement of the Services, Contractor will provide the State with certificates of insurance, on forms acceptable to the State, as evidence that all required insurance is in full force and effect. The dollar amount of any SIR or deductible will be specified on the applicable certificate of insurance.
- (iv) If any of the required insurance policies expire during the term of the Contract, Contractor will immediately renew or replace the required insurance and provide a new certificate of insurance to the State. Contractor will ensure that any renewal insurance certificates are tendered to the State at least 10 days before the expiration of the expiring insurance policy.
- (v) The insurance required by sections 18.A(ii), A(iii), and A(iv) as well as any excess liability or umbrella liability insurance that Contractor maintains in compliance with the terms of this section 18 must include the State of California, Judicial Council of California, and the Administrative Office of the Courts including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents, if any, as additional insureds, but only with respect to liability assumed by Contractor under the terms of this Contract or liability arising out of the performance of the Services.
- (vi) Contractor waives any right of subrogation it may have against any of the State of California, Judicial Council of California, and the Administrative Office of the Courts, including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents for loss or damage arising out of the Services performed by Contractor under this Agreement, and the Contractor will require any insurer providing insurance required under section 13 to do the same.
- (vii) Contractor is responsible for and may not recover from the State, Judicial Council, State, County, or Court, including their respective elected and appointed officials, judges, subordinate judicial officers, officers, employees, and agents, if any, any deductible or self-insured retention that is connected to the insurance required under section 18.
- (viii) If Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have,

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declare the Contract to be in breach and withhold all progress payments and retentions until the breach is cured, or terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.

- (ix) If at any time the specified insurance policies become unsatisfactory to the State, the Contractor shall, upon notice to that effect from the State, promptly obtain a new policy, and shall submit the same to the State, with the appropriate certificates and endorsements, for approval.
- (x) The State reserves the right to request certified copies of any of the insurance policies required under section 13.
- (xi) The Certificates of Insurance required under this section 13 and any ' advance written notice of any change or cancellation, shall be mailed to the individuals at the following addresses:

John McGlynn, State Project Manager  
Office of Court Construction and Management  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102

with a copy to the State Business Services Manager:

Grant Walker, Business Services Manager  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102

19. Confidentiality

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- A. Both the State and the Contractor acknowledge and agree that in the course of performing the Services under this Agreement, the State may disclose Confidential Information to the Contractor.
- B. The Contractor agrees not to disclose the Confidential Information to any Third Party and to treat it with the same degree of care as it would its own confidential information. It is understood, however, that the Contractor may disclose the State's Confidential Information on a "need to know" basis to the Contractor's employees and Subcontractors and, as directed by the Project Manager, representatives of the State that are working [mk1][AU2] on the Project. All such employees and Subcontractors of the Contractor shall have executed a confidentiality agreement with the Contractor requiring a promise of confidentiality concerning the Contractor's clients and business.
- C. The Contractor shall acquire no right or title to the Confidential Information. The Contractor agrees not to use the Confidential Information for any purpose except as contemplated pursuant to this Agreement. Notwithstanding the foregoing, the Contractor may disclose the Confidential Information (i) to the extent necessary to comply with any law, rule, regulation or ruling applicable to it; (ii) as appropriate to respond to any summons or subpoena applicable to it; or (iii) to the extent necessary to enforce its rights under this Agreement.

20. Conflict of Interest

- A. The Contractor and employees of the Contractor shall not participate in proceedings that involve the use of State funds or that are sponsored by the State if the person's partner, family, or organization has a financial interest in the outcome of the proceedings. The Contractor and employees of the Contractor shall also avoid actions resulting in or creating the appearance of (1) use of an official position with the government for private gain; (2) preferential treatment to any particular person associated with this Agreement or the Services of this Agreement; (3) loss of independence or impartiality; (4) a decision made outside official channels; or (5) adverse effects on the confidence of the public in the integrity of the government or this Agreement.
- B. The Contractor certifies and shall require any Subcontractor to certify to the following:  
  
Former State employees will not be awarded a contract for two (2) years from the date of separation if that employee had any part of the decision making process relevant to the contract, or for one (1) year from the date of separation if that employee was in a policy making position in the same general subject area as the proposed contract within the twelve (12) month period of his or her separation from state service.

21. Covenant Against Gratuities

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The Contractor warrants by signing this Agreement that no gratuities, in the form of entertainment, gifts, or otherwise, were offered by the Contractor or any agent, director, or representative of the Contractor, to any officer, official, agent, or employee of the State with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the State will have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the State in procuring, on the open market, any items which the Contractor agreed to supply, shall be borne and paid for by the Contractor. The rights and remedies of the State provided in this provision shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

22. National Labor Relations Board

By executing this Agreement, the Contractor certifies under penalty of perjury under the laws of the State of California that no more than one (1) final, un-appealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two (2) year period because of the Contractor's failure to comply with an order of the National Labor Relations Board.

23. Drug-Free Work Places

The Contractor certifies that it will provide drug-free work places for all of its operations as required by California Government Code, Sections 8355 through Section 8357.

24. Nondiscrimination/No Harassment Clause

- A. During the performance of this Agreement, the Contractor and its Subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age (over 40), sex, or sexual orientation. The Contractor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- B. During the performance of this Agreement, the Contractor and its Subcontractors shall not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom the Contractor or its Subcontractors interact in the performance of this Agreement. The Contractor and its Subcontractors shall take all reasonable steps to prevent harassment from occurring.
- C. The Contractor shall comply with applicable provisions of the Fair Employment and Housing Act, California Government Code, Sections 12990 *et seq.*, and the applicable regulations promulgated under California Code of Regulations, title 2, Sections 7285 *et seq.* The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code, Section 12990, set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part of it as if set forth in full.

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- D. The Contractor and any of its Subcontractors shall give written Notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- E. The Contractor shall include the nondiscrimination/no harassment and compliance provisions of this clause in any and all subcontracts issued to perform Services under the Agreement.

25. Americans with Disabilities Act

By signing this Agreement, Contractor assures the State that it complies with applicable provisions of the Americans with Disabilities Act (“**ADA**”) of 1990 (42 U.S.C. Sections 012101 *et seq.*), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

26. California Law

This Agreement shall be governed by California law without regard to any conflict of law rules that would direct the application of the laws of any other jurisdiction. The Contractor irrevocably consents to personal jurisdiction in California.

27. Severability

If any term or provision of this Agreement is found to be illegal or unenforceable, this Agreement shall remain in full force and effect and that term or provision shall be deemed stricken.

28. Waiver

The omission by either party at any time to enforce any default or right, or to require performance of any of this Agreement's terms, covenants, or provisions by the other party at the time designated, shall not be a waiver of the default or right, nor shall it affect the right of the party to enforce those provisions later.

29. Signature Authority

The parties signing this Agreement certify that they have proper authorization to do so.

30. Survival

The termination or expiration of the Agreement shall not relieve either party of any obligation or liability accrued hereunder prior to or subsequent to such termination or expiration, nor affect or impair the rights of either party arising under the Agreement prior to or subsequent to such termination or expiration, except as expressly provided herein.

31. Entire Agreement

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This Agreement, consisting of all documents as defined herein, constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representations, commitments, writing and all other communications between the parties. No waiver, alteration, modification of, or addition to the terms and conditions contained herein shall be binding unless expressly agreed in writing by a duly authorized representative of the State.

*END OF EXHIBIT*

**EXHIBIT C**  
**PAYMENT PROVISIONS**

1. Contract Amount

The total amount owed by the State to Contractor under this Agreement for performing any and all Services authorized hereunder, shall not in total exceed the Total Amount Encumbered to Date authorized for this Agreement on the State Standard Agreement form signed to enter into this Agreement.

2. Compensation

- A. A description of the scope and nature of Services that may be performed under this Agreement is given in Exhibit D. The State will provide Contractor with an Order Request Form, Attachment 1 of Exhibit E, detailing the Services the State desires to purchase and the location they will be provided at. The parties will confer to further elucidate the nature of the Services the State deems necessary.
- B. As further detailed in the Order Process specified in Exhibit D, the Contractor shall upon request provide written proposals for the Services to be performed. The proposals shall be priced according to the fixed prices specified in this Exhibit C or, if the Contractor so offers in its written proposal, fixed prices and/or hourly rates lower than those in this Exhibit C.
- C. The total actual cost which the State may reimburse the Contractor under any individual Order, pursuant to this provision shall not exceed the amount specified on the face of the Order.
- D. Contractor shall, on a monthly basis, and in one invoice, bill the State for all accepted Services actually performed and/or incurred and accepted in the previous calendar month. Invoices shall be broken down on an Order by Order basis, and the invoiced detail for each Order shall show:
- The Contract number, (which can be found in the upper right hand corner of the signature pages signed to enter into this Agreement), and Order Number Specified on the Order
  - A unique invoice number;
  - The Contractor's name and address;
  - Contractor's Taxpayer identification number;
  - A one line description of the Order, including an Order Number if designated by the State
  - Name and brief description of each Service Provided under that Order
  - The Fixed Price applicable to any Service(s) as specified in the Order
  - Preferred remittance address, if different from the mailing address.

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The Contractor shall submit one (1) original and two (2) copies of invoices to:

Judicial Council of California  
Administrative Office of the Courts  
c/o Finance Division, Accounts Payable  
455 Golden Gate Avenue, 7<sup>th</sup> Floor  
San Francisco, CA 94102-3660

- i. The Contractor shall simultaneously submit a copy of the invoice to State's Project Manager.

3. Taxes

The State is exempt from federal excise taxes and no payment will be made for any taxes levied on the Contractor's or any Subcontractor's employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the Services rendered or equipment or parts supplied pursuant to this Agreement.

4. Method of Payment

The State will make payment in arrears within sixty (60) days after receipt of the Contractor's properly completed invoice.

**EXHIBIT C  
 FIXED PRICES**

The following Fixed Prices shall be applicable throughout the term of this Agreement, including its extensions or reinstatements.

Description of Service	Price Years 1 & 2	Unit of Measure
Scanning to PDF file (Including renaming w/ Project name & sheet #) for all sheet sizes		
Copying (Per Sq. Ft.)		
ARCH A SIZE 9 X 12		(Per Sq. Ft.)
ARCH B SIZE 12 X 18		(Per Sq. Ft.)
ARCH C SIZE 18 X 24		(Per Sq. Ft.)
ARCH D SIZE 24 X 36		(Per Sq. Ft.)
ARCH E SIZE 36 X 48		(Per Sq. Ft.)
Binding		
Staple (Less than 50 sheets)		/Piece Bound
Edge bind (50 sheets or less)		/Piece Bound
Chicago Screw (50 sheets or less)		/Piece Bound
Wrapping (Per Package)		/Package
Shipping Preparation (Per Package)		/Piece Shipped

Notes:

The Contractor shall not charge nor shall the State pay any overtime rate.

No additional charges, consulting fees or retainers will apply.

*END OF EXHIBIT*

**EXHIBIT D**  
**SERVICES TO BE PERFORMED AND**  
**ORDER ADMINISTRATION**

Contractor shall furnish without limitation all necessary personnel, labor, material, hardware, software, tools, facilities, and equipment to complete the Services as described in this document, and as specified in an Order. Contractor shall provide the Service to the standard level of professional care.

1. Statement of Services

In addition to the standards specified below, Contractor will use currently accepted professional standards in providing the following Services.

- Scanning Services for various sizes of architectural documents. Including large scale architectural documents
- The scanning of documents 11x17 or smaller. These include the following: pamphlets, booklets, books and records, of legal paper size.
- Copying
- Binding
- Storage Facilities
- Pickup and Delivery Services

3.1 **Scanning** of large scale architectural documents

Services: The State will provide Contractor with its required turnaround times for the Services specified on the Orders submitted. Contractor shall, if so specified in the State's Order, scan and create individual PDF files for up to 200 individual drawings of any size and ship the return files (media) the same business day received, i.e. one PDF per individual drawing sheet. For orders larger than 200 sheets the turnaround time must be equal to or greater than a daily throughput of 200 sheets. Other volumes and turnaround times the Contractor commits to are specified below.

Naming: The files resulting from the scanning will have the same name of the drawing set and files will be named with the corresponding sheet number, e.g., 33 C1-01.2 will be the folder name for all the sheets of the drawing set 33 C1-01.2 and the files within should contain the sheet numbers of each of the sheets within the drawing set, e.g.:

- a) A-4.12
- b) E-1.00
- c) M-6.02

d) P-1.06

For the scanning of documents 11x17 or smaller: pamphlets, booklets, books and records of legal paper size all files will be given the same name as the title of the documents.

Quality Control: The selected Contractor will be required to perform quality control procedures. The State will perform a detailed inspection of the product returned. State will verify file readability, text legibility, and correct naming for all digital files. Any scans not meeting the aforementioned criteria will be sent back to the selected Contractor. Rejected files must be re-scanned at no additional cost, including shipping costs to State.

Additional quality control requirements include:

- Text legibility, including the smallest significant characters;
- Absence of darkened borders at page edges;
- Characters reproduced at the same size as the original.
- Absence of wavy, distorted or smudged text
- The requirements for output characteristics according to *ANSI/AIIM MS44-1988* or *ISO 12651 Electronic Imaging* to meet the legal requirements for producing a legal document.
- Along with these the Contractor shall exercise quality control according to the *ANSI/AIIM MS44-1988 (R1993)*, Recommended Practice for Quality Control of Image Scanners. The scanning system should be free of dust and other particles and the Contractor should maintain calibration through all shifts of production.

- 3.2 **Storage Facilities and Security:** The Contractor shall provide a dry and secure facility in which to store State documents. Release or duplication of any materials submitted or Services product created to any third party not authorized in writing by the State is forbidden. The Contractor shall utilize reliable business procedures and maintain sufficient secure storage capacity to ensure they can retain any files created for a period of 30 days after creation, whereupon they must be deleted.
- 3.3 **Copying:** Contractor shall, if specified in the State's Order, make hard copies of drawings in the quantities specified on the Order.
- 3.4 **Binding:** Contractor shall, if specified in the State's Order provide binding Services as the State requests, including multiple binding options including: staple, edge bind and Chicago screw.
- 3.5 **Pickup and Delivery Services:** The State will specify its required turnaround time when an Order is placed. Contractor agrees that if requested it shall provide overnight

pickup and delivery of drawings and files between their own facilities and any State, Court, or State Facility within the State of California. The shipping arrangements that shall be provided will be as described further below.

(Shipping arrangements described here.)

- 3.6 **Facilities:** Contractor shall have physical facilities in place throughout California to provide the full range of Services. Contractor agrees that it shall maintain the following facilities at the following locations throughout the term of the Agreement.

2. Project Schedule

The Contractor shall complete and submit the Services described in each Order within the time specified in the Order.

3. Order Process

- A. The State shall furnish Contractor with copies of written Orders authorizing the provision of Services under this Agreement. The State's Project Manager and the Contractor shall confer and agree upon the particular Order forms that will be used to perform this function. No provision of any standard Order shall act to override or modify the terms and conditions of this Agreement, and any Order that purports to do so shall be null and void and without effect.
- B. Any commencement of performance prior to the Contractor's receipt of a State signed Order shall be done so at the Contractor's own risk.
- C. In the event of a conflict between an Order and this Agreement, this Agreement shall prevail.

4. Order Total Amount

The Order shall set forth a Total Amount which is the maximum amount the State will pay the Contractor for all Services provided under that Order.

- A. Contractor shall provide the Services for an amount equal to or the Total Amount specified in the Order.
- B. All firm fixed prices applicable to the provision of the Services in an Order shall be as set forth in Exhibit C.
- C. In no event will the State pay more than the total amount stated in the authorized Order.

5. Order

- A. All Orders will be signed by the State's Project Manager and a representative of the Contractor.
- B. All requests and communications about the Services to be performed under an Order shall be made through the State's Project Manager or Project Manager's designee as identified in writing on the Order.
- C. There is no limit on the number of Orders the State may issue under this Agreement.
- D. There will be no specific limitation on the quantity, minimum and/or maximum value of individual Orders placed under this Agreement.
- E. The State does not guarantee that the Contractor will receive a specific volume of Orders or a specific total contract amount.

*END OF EXHIBIT*

**EXHIBIT E**  
**ATTACHMENTS**

This Exhibit includes the following form(s):

Sample Order Form

**EXHIBIT E, ATTACHMENT 1  
ORDER FORM**

*END OF ATTACHMENT*

*END OF EXHIBIT*