

AGREEMENT NO.

AGREEMENT BETWEEN
THE CITY OF LOS ANGELES AND
WESTERN MEDICAL GROUP, INC.

THIS AGREEMENT ("Agreement") is made and entered into by and between the CITY OF LOS ANGELES, a municipal corporation ("City"), acting by and through its Board of Harbor Commissioners ("Board") and Western Medical Group, Inc., a California corporation, 21081 South Western Avenue, Torrance, CA 90501 ("Consultant").

WHEREAS, City requires professional medical services consisting primarily of examinations of prospective and current employees to determine their physical abilities to perform job duties and the administration of pre-employment, reasonable suspicion and federally mandated drug testing; and

WHEREAS, City requires professional medical services for first aid treatment of minor industrial injuries; and

WHEREAS, City requires the professional, expert and technical services of Consultant on a temporary or occasional basis to assist the City in professional medical services and first aid treatment; and

WHEREAS, Consultant possesses extensive experience in practicing occupational medicine; and

WHEREAS, Consultant, by virtue of training and experience, is well qualified to provide such services to City; and

WHEREAS, City does not employ personnel with the required expertise nor is it feasible to do so on a temporary or occasional basis;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

I. SERVICES TO BE PERFORMED BY CONSULTANT

A. Consultant hereby agrees to render to City, as an independent contractor, certain professional, technical and expert services of a temporary and occasional character as set forth in Exhibit A ("Scope of Work") which describes the goods and services offered to City by Consultant.

B. Consultant, at its sole cost and expense, shall furnish all services, materials, equipment, subsistence, transportation and all other items necessary to perform the Scope of Work. As between City and Consultant, Consultant is solely responsible for any taxes or fees which may be assessed against it or its employees

resulting from performance of the Scope of Work, whether social security, payroll or other, and regardless of whether assessed by the federal government, any state, the City, or any other governmental entity.

C. Consultant acknowledges and agrees that it lacks authority to perform any services outside the Scope of Work. Consultant further acknowledges and agrees that any services it performs outside the Scope of Work are performed as a volunteer and shall not be compensable under this Agreement.

D. The Scope of Work shall be performed by personnel qualified and competent in the sole reasonable discretion of the Executive Director or his or her designee ("Executive Director"), whether performance is undertaken by Consultant or third-parties with whom Consultant has contracted ("Subconsultants"). Obligations of this Agreement, whether undertaken by Consultant or Subconsultants, are and shall be the responsibility of Consultant. Consultant acknowledges and agrees that this Agreement creates no rights in Subconsultants with respect to City and that obligations that may be owed to Subconsultants, including, but not limited to, the obligation to pay Subconsultants for services performed, are those of Consultant alone. Upon Executive Director's written request, Consultant shall supply City's Harbor Department ("Department") with all agreements between it and its Subconsultants.

II. SERVICES TO BE PERFORMED BY CITY

A. City shall furnish Consultant, upon its request, all documents and papers in possession of City which may lawfully be supplied to Consultant and which are necessary for it to perform its obligations.

B. The Executive Director or his or her designee is designated as the contract administrator for City and shall also decide any and all questions which may arise as to the quality or acceptability of the services performed and the manner of performance, the interpretation of instructions to Consultant and the acceptable completion of this Agreement and the amount of compensation due. Notwithstanding the preceding, the termination of this Agreement shall be governed by the provisions of Article X (Termination) hereof.

C. Consultant shall provide Executive Director with reasonable advance written notice if it requires access to premises of Department. Subsequent access rights, if any, shall be granted to Consultant at the sole reasonable discretion of Executive Director, specifying conditions Consultant must satisfy in connection with such access. Consultant acknowledges that such areas may be occupied or used by tenants or contractors of City and that access rights granted by Department to Consultant shall be consistent with any such occupancy or use.

III. EFFECTIVE DATE AND TERM OF AGREEMENT

A. Subject to the provisions of Charter Section 245, the effective date of this Agreement shall be the date of its execution by Executive Director upon authorization of the Board. Consultant is aware that the City Council, pursuant to Charter Section 245

of the City of Los Angeles, has the right to review this Agreement. Accordingly, in no event shall this Agreement become effective until the sixth Council meeting day after Board action or the City Council's approval of the Agreement.

B. This Agreement shall be in full force and effect commencing from the date of execution and shall continue until the earlier of the following occurs:

1. Three (3) years have lapsed from the effective date of this Agreement;

or

2. The Board of Harbor Commissioners, in its sole discretion, terminates and cancels all or part of this Agreement for any reason upon giving to Consultant ten (10) days' notice in writing of its election to cancel and terminate this Agreement.

IV. TERMINATION DUE TO NON-APPROPRIATION OF FUNDS

This Agreement is subject to the provisions of the Los Angeles City Charter which, among other things, precludes the City from making any expenditure of funds or incurring any liability, including contractual commitments, in excess of the amount appropriated thereof.

The Board, in awarding this Agreement, is expected to appropriate sufficient funds to meet the estimated expenditure of funds through June 30 of the current fiscal year and to make further appropriations in each succeeding fiscal year during the life of the Agreement. However, the Board is under no legal obligation to do so.

The City, its boards, officers, and employees are not bound by the terms of this Agreement or obligated to make payment thereunder in any fiscal year in which the Board does not appropriate funds therefore. The Consultant is not entitled to any compensation in any fiscal year in which funds have not been appropriated for the Agreement by the Board.

Although the Consultant is not obligated to perform any work under the Agreement in any fiscal year in which no appropriation for the Agreement has been made, the Consultant agrees to resume performance of the work required by the Agreement on the same terms and conditions for a period of sixty (60) days after the end of the fiscal year if an appropriation therefore is approved by the Board within that 60-day period. The Consultant is responsible for maintaining all insurance and bonds during this 60-day period until the appropriation is made; however, such extension of time is not compensable.

If in any subsequent fiscal year funds are not appropriated by the Board for the work required by the Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

V. COMPENSATION AND PAYMENT

A. As compensation for the satisfactory performance of the services required by this Agreement, City shall pay and reimburse Consultant at the rates set forth in Exhibit B.

B. The maximum payable under this Agreement, including reimbursable expenses (see Exhibit B), shall be One Hundred Eighty-Three Thousand Dollars (\$183,000).

C. Consultant shall submit invoices in quadruplicate to City monthly following the effective date of this Agreement for services performed during the preceding month. Each such invoice shall be signed by the Consultant and shall include the following certification:

"I certify under penalty of perjury that the above bill is just and correct according to the terms of Agreement No. _____ and that payment has not been received. I further certify that I have complied with the provisions of the City's Living Wage Ordinance.

(Consultant's Signature)

D. Consultant must include on the face of each itemized invoice submitted for payment its Business Tax Registration Certificate number, as required at Article VIII of this Agreement. No invoice will be processed for payment by City without this number shown thereon. All invoices shall be approved by the Executive Director or his or her designee prior to payment. All invoices due and payable and found to be in order shall be paid as soon as, in the ordinary course of City business, the same may be approved, audited and paid.

Consultant shall submit appropriate supporting documents with each invoice. Such documents may include provider invoices, payrolls, and time sheets. The City may require, and Consultant shall provide, all documents reasonably required to determine whether amounts on the invoice are allowable expenses under this Agreement.

Further, where the Consultant employs Subconsultants under this Agreement, the Consultant shall submit to City, with each monthly invoice, a Monthly Subconsultant Monitoring Report Form (Exhibit C) listing SBE/MBE/WBE/OBE amounts. Consultant shall provide an explanation for any item that does not meet or exceed the anticipated participation levels for this Agreement, with specific plans and recommendations for improved Subconsultant utilization. Invoices will not be paid without a completed Monthly Subconsultant Monitoring Report Form. All invoices are subject to audit. Consultant is not required to submit support for direct costs items of \$25 or less.

E. For payment and processing, all invoices should be mailed to the following address:

Accounts Payable Section
Harbor Department, City of Los Angeles
P.O. Box 191
San Pedro, CA 90733-0191

VI. RECORDKEEPING AND AUDIT RIGHTS

A. Consultant shall keep and maintain full, complete and accurate books of accounts and records of the services performed under this Agreement in accordance with generally accepted accounting principles consistently applied, which books and records shall be readily accessible to and open for inspection and copying at the premises by City, its auditors or other authorized representatives. Notwithstanding any other provision of this Agreement, failure to do so shall constitute a conclusive waiver of any right to compensation for such services as are otherwise compensable hereunder. Such books and records shall be maintained by Consultant for a period of three (3) years after completion of services to be performed under this Agreement or until all disputes, appeals, litigation or claims arising from this Agreement have been resolved.

B. During the term of this Agreement, City may audit, review and copy any and all writings (as that term is defined in Section 250 of the California Evidence Code) of Consultant and Subconsultants arising from or related to this Agreement or performance of the Scope of Work, whether such writings are (a) in final form or not, (b) prepared by Consultant, Subconsultants or any individual or entity acting for or on behalf of Consultant or a Subconsultant, and (c) without regard to whether such writings have previously been provided to City. Consultant shall be responsible for obtaining access to and providing writings of Subconsultants. Consultant shall provide City at Consultant's sole cost and expense a copy of all such writings within fourteen (14) calendar days of a written request by City. City's right shall also include inspection at reasonable times of the Consultant's office or facilities which are engaged in the performance of the Scope of Work. Consultant shall, at no cost to City, furnish reasonable facilities and assistance for such review and audit. Consultant's failure to comply with this Article VI shall constitute a material breach of this Agreement and shall entitle City to withhold any payment due under this Agreement until such breach is cured.

C. In addition to the rights and obligations above, Consultant shall further comply with the Records Retention described in Exhibit A-1, which shall supercede the above in case of any inconsistency.

VII. INDEPENDENT CONTRACTOR

Consultant, in the performance of the work required by this Agreement, is an independent contractor and not an agent or employee of City. Consultant shall not represent itself as an agent or employee of the City and shall have no power to bind the City in contract or otherwise.

VIII. BUSINESS TAX REGISTRATION CERTIFICATE

The City of Los Angeles Office of Finance requires the implementation and enforcement of Los Angeles Municipal Code Section 21.09 et seq. This Code Section provides that every person, other than a municipal employee, who engages in any business within the City of Los Angeles, is required to obtain the necessary Business Tax Registration Certificate and pay business taxes. The City Controller has determined that this Code Section applies to consulting firms that are doing work for the Department. See Exhibit D.

IX. INDEMNIFICATION AND INSURANCE

A. Indemnity for General Liability

Except for the sole negligence or willful misconduct of City, Consultant shall at all times indemnify, protect, defend, and hold harmless City and any and all of its boards, officers, agents, or employees from and against all claims, charges, demands, costs, expenses (including counsel fees), judgments, civil fines and penalties, liabilities or losses of any kind or nature whatsoever which may be sustained or suffered by or secured against the City, its boards, officers, agents, and/or employees by reason of any damage to property, injury to persons, or any action that may arise out of the performance of this Agreement that is caused by any act, omission, or negligence of Consultant, its boards, officers, agents, employees, or Subconsultants regardless of whether any act, omission, or negligence of City, its boards, officers, agents, or employees contributed thereto; provided that (1) if the City contributes to a loss, Consultant's indemnification of the City for the City's share of the loss shall be limited to One Million Dollars (\$1,000,000), (2) notwithstanding the limitation in (1), Consultant shall remain responsible for one hundred percent (100%) of any loss attributable to it, and (3) the provisions in (1) and (2) apply on a per-occurrence basis.

B. Indemnity for Professional Liability

Except for the sole negligence or willful misconduct of City, Consultant shall at all times indemnify, protect, defend, and hold harmless City and any and all of its boards, officers, agents, or employees from and against all claims, charges, demands, costs, expenses (including counsel fees), judgments, civil fines and penalties, liabilities or losses of any kind or nature whatsoever which may be sustained or suffered by or secured against the City, its boards, officers, agents, and/or employees by reason of any damage to property, injury to persons, or any action that may arise out of the

performance of this Agreement that is caused by any act, omission, or negligence of Consultant, its boards, officers, agents, employees, or Subconsultants.

C. General Liability Insurance

Consultant shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverages within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) combined single limit for injury or claim. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The insurance provided shall contain a severability of interest clause and shall provide that any other insurance maintained by Department shall be excess of Consultant's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision. Each policy shall contain an additional insured endorsement naming the City of Los Angeles Harbor Department, its boards, officers, agents, and employees and a 30-day notice of cancellation by receipted mail as shown in Exhibit E.

D. Automobile Liability Insurance

Consultant shall procure and maintain at its expense and keep in force at all times during the term of this Agreement automobile insurance within Consultant's normal limits of liability but not less than Five Hundred Thousand Dollars (\$500,000) covering injuries or death resulting from each accident or claim arising out of any one claim or accident. Each policy shall contain an additional insured endorsement naming the City of Los Angeles Harbor Department, its board, officers, agents, and employees and a 30-day notice of cancellation by receipted mail as shown in Exhibit F.

E. Workers' Compensation

Consultant shall certify that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the Consultant shall comply with such provisions before commencing the performance of the tasks under this Agreement. Consultant shall submit Workers' Compensation policies, whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. See Exhibit G.

F. Professional Liability Insurance

Consultant certifies that it now has professional liability insurance in the amount of One Million Dollars (\$1,000,000), which covers the work to be performed pursuant to this Agreement and that it will keep such insurance or its equivalent in effect at all times during performance of said Agreement and until two (2) years following acceptance of the completed project by Board. Two (2) executed copies of the special endorsement, Exhibit H, attached hereto and made a part hereof shall be filed with Executive Director. Alternatively, two (2) certified copies of the full policy containing a 30-calendar-day cancellation notice by receipted mail may be submitted. Notice of occurrences or claims under the policy shall be made to the Risk Management Division with copies to Executive Director.

G. Carrier Requirements

All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best's rating shall meet comparable standards in another rating service acceptable to City.

H. Notice of Cancellation

Each insurance policy described above shall provide that it will not be canceled or reduced in coverage until after the Board of Harbor Commissioners, Attention: Risk Manager and the City Attorney of City have each been given thirty (30) days' prior written notice by registered mail addressed to 425 S. Palos Verdes Street, San Pedro, California 90731.

I. Copies of Policies

Two certified copies of each policy containing the additional insured and 30-day cancellation notice language shall be furnished to Executive Director. Alternatively, two duplicate original additional insured endorsements on forms provided by the Department, as indicated above, may be submitted. The form of such policy or endorsement shall be subject to the approval of the Risk Manager of the Department.

J. Modification of Coverage

Executive Director, at his or her discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts and types of insurance coverage required hereunder at any time during the term hereof by giving ninety (90) days' prior written notice to Consultant.

K. Renewal of Policies

At least thirty (30) days prior to the expiration of each policy, Consultant shall furnish to Executive Director a renewal endorsement or renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified above. If Consultant neglects or fails to secure or maintain the insurance required above, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect City's interests. The cost of such insurance will be deducted from the next payment due Consultant.

L. Right to Self-Insure

Upon written approval by the Executive Director, Consultant may self-insure if the following conditions are met:

1. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.
2. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.
3. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.
4. Consultant agrees that any insurance carried by Department is excess of Consultant's self-insurance and will not contribute to it.
5. Consultant provides the name and address of its claims administrator.
6. Consultant submits a Financial Statement or Balance Sheet prior to Executive Director's consideration of approval of self-insurance and annually thereafter evidence of financial capacity to cover the self-insurance.
7. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.
8. Consultant has complied with all laws pertaining to self-insurance.

M. Accident Reports

Consultant shall report in writing to Executive Director within fifteen (15) calendar days after it, its officers or managing agents have knowledge of any accident or occurrence involving death of or injury to any person or persons, or damage in excess of Five Hundred Dollars (\$500.00) to property, occurring upon the premises, or elsewhere within the Port of Los Angeles if Consultant's officers, agents or employees are involved in such an accident or occurrence. Such report shall contain to the extent available (1) the name and address of the persons involved, (2) a general statement as to the nature and extent of injury or damage, (3) the date and hour of occurrence, (4) the names and addresses of known witnesses, and (5) such other information as may be known to Consultant, its officers or managing agents.

X. TERMINATION PROVISION

The Board of Harbor Commissioners, in its sole discretion, shall have the right to terminate and cancel all or any part of this Agreement for any reason upon giving the Consultant ten (10) days' advance, written notice of the Board's election to cancel and terminate this Agreement. It is agreed that any Agreement entered into shall not limit the right of the City to hire additional consultants or perform the services described in this Agreement either during or after the term of this Agreement.

XI. PERSONAL SERVICE AGREEMENT

A. During the term hereof, Consultant agrees that it will not enter into other contracts or perform any work without the written permission of the Executive Director where the work may conflict with the interests of the Department.

B. Consultant acknowledges that it has been selected to perform the Scope of Work because of its experience, qualifications and expertise. Any assignment or other transfer of this Agreement or any part hereof shall be void provided, however, that Consultant may permit Subconsultant(s) to perform portions of the Scope of Work in accordance with Article I. All Subconsultants whom Consultant utilizes, however, shall be deemed to be its agents. Subconsultants' performance of the Scope of Work shall not be deemed to release Consultant from its obligations under this Agreement or to impose any obligation on the City to such Subconsultant(s) or give the Subconsultant(s) any rights against the City.

XII. AFFIRMATIVE ACTION

The Consultant, during the performance of this Agreement, shall not discriminate in its employment practices against any employee or applicant for employment because of employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition. The provisions of Section 10.8.4 of the Los Angeles Administrative Code shall be

incorporated and made a part of this Agreement. All subcontracts awarded shall contain a like nondiscrimination provision. See Exhibit I.

XIII. SMALL BUSINESS DEVELOPMENT PROGRAM

It is the policy of the Department to provide Small Business Enterprises (SBE) and Minority-Owned, Women-Owned and all Other Business Enterprises (MBE/WBE/OBE) an equal opportunity to participate in the performance of all City contracts in all areas where such contracts afford such participation opportunities. Consultant shall assist the City in implementing this policy and shall use its best efforts to afford the opportunity for SBEs, MBEs, WBEs, and OBEs to achieve participation in subcontracts where such participation opportunities present themselves and attempt to ensure that all available business enterprises, including SBEs, MBEs, WBEs, and OBEs, have equal participation opportunity which might be presented under this Agreement. See Exhibit J.

NOTE: Prior to being awarded a contract with the City, Consultant and all Subconsultants must be registered with the Department's Contracts Management Database, *e-DiversityXchange*.

XIV. CONFLICT OF INTEREST

It is hereby understood and agreed that the parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees, as well as the Los Angeles Municipal Code (LAMC) Municipal Ethics and Conflict of Interest provisions of Section 49.5.1 et seq. and the Conflict of Interest Codes of the City and the Department. All parties hereto agree that they are unaware of any financial or economic interest of any public officer or employee of City relating to this Agreement. Notwithstanding any other provision of this Agreement, it is further understood and agreed that if such financial interest does exist at the inception of this Agreement, City may immediately terminate this Agreement by giving written notice thereof.

XV. COMPLIANCE WITH APPLICABLE LAWS

Consultant shall at all times in the performance of its obligations comply with all applicable laws, statutes, ordinances, rules and regulations, and with the reasonable requests and directions of Executive Director.

XVI. GOVERNING LAW / VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without reference to the conflicts of law, rules and principles of such State. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State or Federal courts

located in the County of Los Angeles, State of California, in the judicial district required by court rules.

XVII. TRADEMARKS, COPYRIGHTS, AND PATENTS

Consultant agrees to save, keep, hold harmless, protect and indemnify the City and any of its officers or agents from any damages, cost, or expenses in law or equity from infringement of any patent, trademark, service mark or copyright of any person or persons, or corporations in consequence of the use by City of any materials supplied by Consultant in the performance of this Agreement.

XVIII. PROPRIETARY INFORMATION

A. Writings, as that term is defined in Section 250 of the California Evidence Code (including, without limitation, drawings, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks, submittals and other items of any type whatsoever, whether in the form of writing, figures or delineations), which are obtained, generated, compiled or derived in connection with this Agreement (collectively hereafter referred to as "property"), are owned by City as soon as they are developed, whether in draft or final form. City has the right to use or permit the use of property and any ideas or methods represented by such property for any purpose and at any time without compensation other than that provided in this Agreement. Consultant hereby warrants and represents that City at all times owns rights provided for in this section free and clear of all third-party claims whether presently existing or arising in the future, whether or not presently known. Consultant need not obtain for City the right to use any idea, design, method, material, equipment or other matter which is the subject of a valid patent, unless such patent is owned by Consultant or one of its employees, or its Subconsultant or the Subconsultant's employees, in which case such right shall be obtained without additional compensation. Whether or not Consultant's initial proposal or proposals made during this Agreement are accepted by City, it is agreed that all information of any nature whatsoever connected with the Scope of Work, regardless of the form of communication, which has been or may be given by Consultant, its Subconsultants or on either's behalf, whether prior or subsequent to this Agreement becoming effective, to the City, its boards, officers, agents or employees, is not given in confidence. Accordingly, City or its designees may use or disclose such information without liability of any kind, except as may arise under valid patents.

B. If research or development is furnished in connection with this Agreement and if, in the course of such research or development, patentable work product is produced by Consultant, its officers, agents, employees, or Subconsultants, the City shall have, without cost or expense to it, an irrevocable, non-exclusive royalty-free license to make and use, itself or by anyone on its behalf, such work product in connection with any activity now or hereafter engaged in or permitted by City. Upon City's request, Consultant, at its sole cost and expense, shall promptly furnish or obtain from the appropriate person a form of license satisfactory to the City. It is expressly understood and agreed that, as between City and Consultant, the referenced license

shall arise for City's benefit immediately upon the production of the work product, and is not dependent on the written license specified above. City may transfer such license to its successors in the operation or ownership of any real or personal property now or hereafter owned or operated by City.

XIX. CONFIDENTIALITY

The data, documents, reports, or other materials which contain information relating to the review, documentation, analysis and evaluation of the work described in this Agreement and any recommendations made by Consultant relative thereto shall be considered confidential and shall not be reproduced, altered, used or disseminated by Consultant or its employees or agents in any manner except and only to the extent necessary in the performance of the work under this Agreement. In addition, Consultant is required to safeguard such information from access by unauthorized personnel.

XX. NOTICES

In all cases where written notice is to be given under this Agreement, service shall be deemed sufficient if said notice is deposited in the United States mail, postage prepaid. When so given, such notice shall be effective from the date of mailing of the same. For the purposes hereof, unless otherwise provided by notice in writing from the respective parties, notice to the Department shall be addressed to Director of Human Resources, Los Angeles Harbor Department, P.O. Box 151, San Pedro, California 90733-0151, and notice to Consultant shall be addressed to it at the address set forth above. Nothing herein contained shall preclude or render inoperative service of such notice in the manner provided by law.

XXI. TAXPAYER IDENTIFICATION NUMBER (TIN)

The Internal Revenue Service (IRS) requires that all consultants and suppliers of materials and supplies provide a TIN to the party that pays them. Consultant declares that its authorized TIN is 330747552. No payments will be made under this Agreement without a valid TIN.

XXII. SERVICE CONTRACTOR WORKER RETENTION POLICY AND LIVING WAGE POLICY REQUIREMENTS

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 5771 on January 13, 1999, agreeing to adopt the provisions of Los Angeles City Ordinance No. 171004 relating to Service Contractor Worker Retention (SCWR), Section 10.36 et seq. of the Los Angeles Administrative Code, as the policy of the Department. Further, Charter Section 378 requires compliance with the City's Living Wage requirements as set forth by ordinance, Section 10.37 et seq. of the Los Angeles Administrative Code. Consultant shall comply with the policy wherever applicable. Violation of this provision, where applicable, shall entitle the City to terminate this Agreement and otherwise pursue legal remedies that may be available.

XXIII. WAGE AND EARNINGS ASSIGNMENT ORDERS / NOTICES OF ASSIGNMENTS

The Consultant and/or any Subconsultant are obligated to fully comply with all applicable state and federal employment reporting requirements for the Consultant and/or Subconsultant's employees.

The Consultant and/or Subconsultant shall certify that the principal owner(s) are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignments applicable to them personally. The Consultant and/or Subconsultant will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments in accordance with Cal. Family Code Sections 5230 et seq. The Consultant or Subconsultant will maintain such compliance throughout the term of this Agreement.

XXIV. EQUAL BENEFITS POLICY

The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance No. 172,908, as amended, relating to Equal Benefits, Section 10.8.2.1 et seq. of the Los Angeles Administrative Code, as a policy of the Department. Consultant shall comply with the policy wherever applicable. Violation of this policy shall entitle the City to terminate any Agreement with Consultant and pursue any and all other legal remedies that may be available. See Exhibit K.

XXV. STATE TIDELANDS GRANTS

This Agreement is entered into in furtherance of and as a benefit to the State Tidelands Grant and the trust created thereby. Therefore, this Agreement is at all times subject to the limitations, conditions, restrictions and reservations contained in and prescribed by the Act of the Legislature of the State of California entitled "An Act Granting to the City of Los Angeles the Tidelands and Submerged Lands of the State Within the Boundaries of Said City," approved June 3, 1929 (Stats. 1929, Ch. 651), as amended, and provisions of Article VI of the Charter of the City of Los Angeles relating to such lands. Consultant agrees that any interpretation of this Agreement and the terms contained herein must be consistent with such limitations, conditions, restrictions and reservations.

XXVI. INTEGRATION

This Agreement contains the entire understanding and agreement between the parties hereto with respect to the matters referred to herein. No other representations, covenants, undertakings, or prior or contemporaneous agreements, oral or written, regarding such matters which are not specifically contained, referenced, and/or incorporated into this Agreement by reference shall be deemed in any way to exist or bind any of the parties. Each party acknowledges that it has not been induced to enter

into the Agreement and has not executed the Agreement in reliance upon any promises, representations, warranties or statements not contained, referenced, and/or incorporated into the Agreement. **THE PARTIES ACKNOWLEDGE THAT THIS AGREEMENT IS INTENDED TO BE, AND IS, AN INTEGRATED AGREEMENT.**

XXVII. SEVERABILITY

Should any part, term, condition or provision of this Agreement be declared or determined by any court of competent jurisdiction to be invalid, illegal or incapable of being enforced by any rule of law, public policy, or city charter, the validity of the remaining parts, terms, conditions or provisions of this Agreement shall not be affected thereby, and such invalid, illegal or unenforceable part, term, condition or provision shall be treated as follows: (a) if such part, term, condition or provision is immaterial to this Agreement, then such part, term, condition or provision shall be deemed not to be a part of this Agreement; or (b) if such part, term, condition or provision is material to this Agreement, then the parties shall revise the part, term, condition or provision so as to comply with the applicable law or public policy and to effect the original intent of the parties as closely as possible.

XXVIII. CONSTRUCTION OF AGREEMENT

This Agreement shall not be construed against the party preparing the same, shall be construed without regard to the identity of the person who drafted such and shall be construed as if all parties had jointly prepared this Agreement and it shall be deemed their joint work product; each and every provision of this Agreement shall be construed as though all of the parties hereto participated equally in the drafting hereof; and any uncertainty or ambiguity shall not be interpreted against any one party. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting party shall not be applicable.

XXIX. TITLES AND CAPTIONS

The parties have inserted the Article titles in this Agreement only as a matter of convenience and for reference, and the Article titles in no way define, limit, extend or describe the scope of this Agreement or the intent of the parties in including any particular provision in this Agreement.

XXX. MODIFICATION IN WRITING

This Agreement may be modified only by written agreement of all parties. Any such modifications are subject to all applicable approval processes required by, without limitation, City's Charter and City's Administrative Code.

XXXI. WAIVER

A failure of any party to this Agreement to enforce the Agreement upon a breach

or default shall not waive the breach or default or any other breach or default. All waivers shall be in writing.

XXXII. EXHIBITS; ARTICLES

All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached. To the extent the terms of an exhibit conflict with or appear to conflict with the terms of the body of the Agreement, the terms of the body of the Agreement shall control. References to Articles are to Articles of this Agreement unless stated otherwise.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date to the left of their signatures.

THE CITY OF LOS ANGELES, by its
Board of Harbor Commissioners

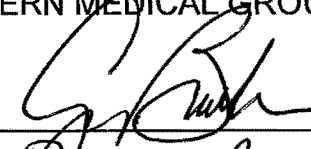
Dated: _____

By _____
Executive Director

Attest: _____
Secretary

WESTERN MEDICAL GROUP, INC.

Dated: 11/02/2010

By  _____
GARY BARLOW - President
(Print/type name and title)

Attest _____

(Print/type name and title)

APPROVED AS TO FORM AND LEGALITY

_____, 2010
CARMENT A. TRUTANICH, City Attorney

By _____
SIMON M. KANN, Deputy

Account #	54290	W.O. #	
Ctr/Div #	0550	Job Fac. #	
Proj/Prog #	000		

Budget FY:	Amount:
10/11	\$6,750.00
11/12	\$18,000.00
12/13	\$18,000.00
13/14	\$11,250.00
TOTAL	\$54,000.00

For Acct/Budget Div. Use Only

Verified by: _____

Verified Funds Available: _____

Date Approved: _____

Account #	51790	W.O. #	
Ctr/Div #	0530	Job Fac. #	
Proj/Prog #	000		

Budget FY:	Amount:
10/11	\$16,150.00
11/12	\$43,000.00
12/13	\$43,000.00
13/14	\$26,850.00
TOTAL	\$129,000.00

For Acct/Budget Div. Use Only

Verified by: _____

Verified Funds Available: _____

Date Approved: _____

Rev. 07/06/09

EXHIBIT A

SCOPE OF SERVICES

SERVICE AND AVAILABILITY

- ♦ Work Injuries: open 24 hours a day, 7 days a week for treatment of initial occupational injuries and illnesses, and regulated drug screens
- ♦ Follow-up Injury Appointments: Monday-Friday 8am-7pm, Saturday 9am-1pm
- ♦ Physical Examinations: Monday-Friday 7:30am-6pm, Saturday 9am-12pm
- ♦ Drug Screens and Ancillary Testing: 24 hours, 7 days per week
- ♦ Physical Therapy: Monday-Thursday 8am-6pm, Friday 8am-5pm
- ♦ On-Site Orthopedics: Wednesday 10am-6pm
- ♦ On-Site Hand Specialist: Every Other Tuesday 10am-1pm
- ♦ Radiologist: Our clinic now has digital radiography and is able to transmit the x-ray images to our Radiologist via a secure VPN and obtain the same day results.
- ♦ The hours considered after hours are: Monday – Thursday 7pm-7am, Friday 7pm-Saturday 9am, and Saturday 1pm – Monday 7am. Our facility is staffed with Physicians and PA's after hours who are on call. At the clinic we have MA's and X-Ray Techs who triage the injured worker then call the MD/PA who then comes to the clinic to treat the patient. Our after hours staff will follow the protocols set up by each employer and will communicate to the employer's designated contact person the status of each new injury.
- ♦ Our doctors are available 24 hours a day 7 days a week to discuss medical exam results and concerns with your staff. If at anytime you need to communicate information to the physician, the staff has been trained to notify the physician on duty and the information will be given to the physician. The physician will return your call immediately if he is not available at the time of your call. We believe in strong communication between the physician and the employer and we will follow all HIPPA compliant issues to protect the privacy of the patient.
- ♦ Injuries are on a walk-in basis and injuries always have priority over any other service. The physician will always call to discuss work status and early return to work before the patient leaves. Follow-up appointments are scheduled when the Physician orders one. According to the company profiles they can be scheduled before or after working hours.

- ♦ The patient leaves with a work status report, and the work status is emailed or faxed. The Physician will call if there is a status change or if required by employer after each visit. Drug screens and physicals are on a walk-in basis as well as by appointment. Reports and results are called/e-mailed in a 24 to 48 hour period by a dedicated Physical Result Coordinator. For physicals patients can leave with a pass or fail letter to be taken back to the designated contact.
- ♦ We offer an email or fax to one or more of your staff that includes the following documents: Work Status Report, Doctor's First Report, Administrative Discharge Letter and the Missed Appointment Letter, Doctor's First Report and the PR-2 Report are done within 24 hours Monday through Friday. All Orthopedic reports are dictated on the day the patient is seen (Wednesdays), and the completed typed report is available 5 days later on Monday a.m. on 95% of the cases. The remaining 5% reports may be pending other information we are trying to obtain for Permanent and Stationary status.

OCCUPATIONAL MEDICINE

Western Medical Group's team of physicians provides a full range of Occupational Medicine, Physical Medicine, Orthopedics, Hand Specialist, travel medicine and sports medicine and urgent care. Our medical group has comprehensive experience in every level of care that can be performed in the occupational medical setting.

- ♦ The scope of our practice is all-inclusive as it pertains to occupational medicine. We specialize in occupational injuries/illness and physicals. We routinely perform pre-placement and annual physicals, at all levels, ranging from the most sedentary to extremely strenuous requirements.
- ♦ We are housed in a "state-of-the-art" medical facility, which is fully equipped to deal with every component of Occupational Medicine.
- ♦ The best of everything has been installed into our facility and includes: a full surgical suite, a triage room, 12 examination rooms, digital X-ray machine which can perform x-rays of the entire body, including: one view, two view, three view chest x-rays, and three and five view lumbar spine x-rays. We have a 2 portable 12 lead EKG machine. Our audiometric booth is OSHA approved, fully sound proof, and computerized, which allows us to perform both annual hearing evaluations and hearing conservation programs. Our medical facility has 2 portable Pulmonary Function (spirometry) machines, which enables us to also conduct on-site testing. We perform both pulmonary and spirometry testing. Additionally we perform Qualitative Fit Tests on particulate respirator masks or gas/vapor respirator masks with a particulate prefilter.
- ♦ We have a blood draw station for our phlebotomist and have complete capabilities for performing all necessary blood draws for blood ETOH levels, chemical profile testing, liver function profile testing, complete blood counts, complete blood chemistry, sickle cell test, Hepatitis B Surface Antibody testing, Hepatitis B Antigen testing, HIV Antibody detection.
- ♦ Our clinic has a dedicated eye injury treatment room with a slit lamp and we have a titmus eye machine for comprehensive eye exams. We can also perform Snellen eye tests and Ishihara Color testing.
- ♦ Our clinic offers an on-site flu shot program and Hepatitis B vaccines.
- ♦ Western Medical Group offers a unique and comprehensive International Travel Inoculation Program. This program is designed for employees who travel for work and pleasure. Our vaccination program is specifically designed for the individual's needs. Our travel diseases address yellow fever, Japanese encephalitis, meningococcal, meningitis, typhoid fever, rabies, flu, hepatitis, malaria, HIV, cholera, gamma globulin, MMR, tetanus, polio (oral), and polio (IM).

Vaccinations may have to be given at a specific time before leaving the country, and some require more than one dose.

- ◆ Employees are able to schedule an appointment with one of our travel medicine specialists several weeks before their trip. Our doctors can give your employees the most current immunization recommendations for their particular destinations that is available from a software program that is updated daily with the latest data available from the CDC.
- ◆ We have a fully equipped Physical Therapy Department, with a full time Registered Physical Therapist with over 25 years experience, David Smith, RPT. Mr. Smith only treats Worker's Comp and Orthopedic injury patients and also works closely with our doctors and Orthopedic Specialists. He treats post surgical patients and provides detailed reports to the doctors and insurance companies. He also has additional training in Ergonomics.
- ◆ We have an AlcoMonitor CC, Intoximeters evidential breath alcohol-testing instrument and we perform breath alcohol testing. We can also perform blood draws for blood alcohol testing. Our medical staff is fully trained in Breath Alcohol Testing as (B.A.T.), and has also received extensive training in drug testing collection procedures. We conduct a legal chain-of-custody drug screen collection, with 2 dry drug screen restrooms. All our collectors are NIDA certified in drug screen collection and Breath alcohol testing.

FIRST AID TREATMENT

We are staffed by providers who are experienced in Occupational Medicine and are trained in OSHA First Aid regulations. Once the patient is evaluated and determined to be a first aid case, if prescription medicine is needed they are dispensed OTC (over the counter) medications that we have on-site. Soft supports when necessary are used in order to keep the case first aid. The patient is returned to regular work and if needed are given only one follow up evaluation. On the 2nd visit if it is determined that further treatment is needed or work modifications are needed, the physician will call the employer to discuss why further treatment is needed. First aid treatment when given must not comprise patient care.

We have over the counter medications: Motrin, Aleve, Hydrocortisone cream, and Benadryl, hot and cold packs for dispensing, soft supports, that can be used for treatment of pain control and minor rashes. WMG's "Work Release & Recommendations" form that accompanies every new injury has a special section that states if the injury is "First Aid" to assist the employer in assessing First Aid Cases.

DRUG TESTING ADMINISTRATION

A staff of certified collectors who have comprehensive experience performs our drug-testing program. The collectors have all been certified and are required to attend a refresher course annually that is administered by a Certified Drug Testing Trainer. Enclosed are the Certified Collectors Certificates. Western Medical Group administers drug-testing programs for many large employers, and the staff is trained in a various types of drug testing. They are certified to collect urine, hair, saliva, and blood. We also conduct ongoing training to ensure proficiency at all levels of drug testing as listed below.

- Pre-employment drug testing
- For Cause drug testing
- DOT Post Accident testing
- United States Coast Guard drug testing
- DOT Random drug testing
- DOT Reasonable Cause drug testing

Dr. Paz Eilat is the Medical Director of our program and has been a certified Medical Review Officer (MRO) since 2001.

Dr. John Burns is a certified Medical Review Officer (MRO) since 2000.

The Medical Review Officer is defined in current federal regulations as "A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

In regulated drug testing programs, the MRO is also required to perform an administrative review of laboratory negative drug test results. This is done for a variety of reasons, but primarily to protect the confidentiality of medical information and drug test results. The drug testing and MRO process is outlined here.

1. A urine specimen is collected from the donor and sent with the custody and control form to a certified laboratory.
2. The specimen is tested and laboratory results are sent to the Medical Review Officer.
3. The MRO receives the results and reviews the custody and control form.
4. If the results are reported as anything except negative (i.e., positive, adulterated, substituted, or invalid), Dr. Eilat contacts the donor to discuss the results.

5. The MRO interviews the donor and determines whether there is an alternative medical explanation.
6. The MRO reports the results to the employer.

MRO's have other responsibilities related to the processing of drug test results. These include:

- Informing the donor of his or her right to a split specimen analysis, and the processing of such requests.
- Determining whether prescription drug use is consistent with applicable requirements.
- Performing a physical exam to determine whether there are clinical signs of opiate abuse.
- Participating, upon employer request, in the determination as to whether a tested individual has a valid medical reason for failure to provide sufficient urine for testing (shy bladder).
- Maintaining records according to regulatory requirements.

As an MRO, there are specific responsibilities in the DOT drug-testing program.

- Acting as an independent and impartial "gatekeeper" and advocate for the accuracy and integrity of the drug testing process.
- Providing a quality assurance review of the drug testing process for the specimens under your purview. This includes, but is not limited to:
 1. Ensuring the review of the CCF on all specimen collections for the purposes of determining whether there is a problem that may cause a test to be cancelled. As MRO, you are not required to review laboratory internal chain of custody documentation. No one is permitted to cancel a test because you have not reviewed this documentation;
 2. Providing feedback to employers, collection sites and laboratories regarding performance issues where necessary; and
 3. Reporting to and consulting with the ODAPC or a relevant DOT agency when you wish DOT assistance in resolving any program issue. As an employer or service agent, you are prohibited from limiting or attempting to limit the MRO's access to DOT for this

purpose and from retaliating in any way against an MRO for discussing drug testing issues with DOT.

- You must determine whether there is a legitimate medical explanation for confirmed positive, adulterated, substituted, and invalid drug tests results from the laboratory.
- While you provide medical review of employees' test results, this part does not deem that you have established a doctor-patient relationship with the employees whose tests you review.
- You must act to investigate and correct problems where possible and notify appropriate parties (e.g., DOT, employers, service agents) where assistance is needed (e.g., cancelled or problematic tests, incorrect results; problems with blind specimens).
- You must ensure the timely flow of test results and other information to employers.
- You must protect the confidentiality of the drug testing information.
- You must perform all your functions in compliance with this art and other DOT agency regulations.

Western Medical Group is set up to perform collections for several labs concurrently, and we maintain separate areas stocked with kits/associated paperwork. Each lab is defined in the computer database with the specific specimen collection processing and reporting information.

RECORDS RETENTION

Consultant shall comply with the records retention program in accordance with Section 12 of the Los Angeles Administrative Code. All medical records at the expiration or termination of the contract must be transferred, if necessary, to a successor medical contractor. The length of time medical records must be maintained are as follows:

A. Pre-employment Medical Records

1. Two (2) years if not hired;
2. Ten (10) years following termination or resignation; or
3. If the employee retires, throughout the life of the employee, the life of the employee's surviving spouse or throughout the dependency or the age of minority of the employee's surviving children plus five years.

B. Annual, License, or Work Fitness Records

1. Ten (10) years following termination or resignation; or
2. If the employee retires, throughout the life of the employee, the life or the age of minority of the employee's surviving children plus five years.

C. Environmental Health Medical Records

1. Thirty (30) years after retirement

EXHIBIT B

MEDICAL SERVICES AND FEES

I. PRE-EMPLOYMENT MEDICAL EXAMINATIONS

Individual

A.	<u>Sedentary Positions</u>	<u>Fee Schedule</u>
1.	Review of City of Los Angeles' Report of Medical History by a Physician	\$ 10.00
2.	Blood Pressure/Pulse	No Charge
3.	Vision (distance/near)	\$ 3.00
4.	Hearing (Audiometer)	\$ 8.00
5.	Urinalysis (dip stick)	\$ 2.00
TOTAL COST FOR SEDENTARY EXAMINATION		\$ 23.00
B.	<u>Strenuous Positions</u>	
1.	Review of City of Los Angeles' Report of Medical History by Physician	\$ 10.00
2.	Physical exam by Physician to include height/weight, blood pressure/pulse, vision (near/far) and hearing (audiometer)	\$ 20.00
3.	Urinalysis (dip stick)	\$ 2.00
4.	Chest x-ray (one view)	\$ 25.00
	(two view)	\$ 35.00
5.	EKG	\$ 30.00
6.	Urine Collection per DOT regulations *(Drug Screening (D/S))	\$ 18.00
7.	Breath alcohol test per DOT regulations	\$ 15.00

MEDICAL SERVICES AND FEES

8.	Medical Review Officer Services *(MRO)	\$ 8.00
	TOTAL COST FOR STRENUOUS EXAMINATION	\$128.00 - \$138.00

C. Other tests deemed necessary as a result of medical review or part of annual or work fitness examinations

1.	Drug Screen - Non NIDA (Nat'l Institute of Drug Abuse)	\$ 20.00
2.	Comprehensive Orthopedic Spinal Examination • Report	\$ 125.00 \$ 50.00
3.	Spirometry	\$ 25.00
4.	X-rays per view	\$ 20.00
5.	Skin Culture • Viral • Fungal • Bacterial • Additional Tests (Sensativity)	\$ 120.00 \$ 75.00 \$ 35.00 \$ 20.00 each
6.	Blood ETOH Level	\$ 25.00
7.	Chemical Profile Test (List the standard twelve chemical profiles)	\$ 25.00
8.	Liver Function Profile Test (List components)	\$ 20.00
9.	Complete Blood Count	\$ 10.00
10.	Urinalysis, mirosopic	\$ 5.00
11.	Hematocrit	\$ 5.00
12.	Complete Vision (near/far, color/depth perception)	\$ 10.00
13.	Cardiovascular Stress Test	\$ 275.00
14.	Sickle Cell Test	\$ 40.00
15.	Body Fat Measurement (calipers)	\$ 5.00

MEDICAL SERVICES AND FEES

16.	Audiometer (OSHA Booth)**	\$ 20.00
17.	Audiogram	\$ 15.00
18.	Master's Step Test	\$ 5.00
19.	Hepatitis B Surface Antibody	\$ 30.00
20.	Hepatitis C Antibody	\$ 45.00
21.	Hepatitis B Surface Antigen	\$ 30.00
22.	HIV Antibody	\$ 35.00
23.	TB Test (PPD)	\$ 15.00
24.	Travel Vaccinations (Administration fee for vaccinations)	\$ 10.00
	• Cholera	\$ 15.00
	• Influenza	\$ 20.00
	• Gamma Globulin	\$ 45.00
	• Hepatitis B	\$ 60.00
	• Hepatitis A	\$ 60.00
	• Japanese Encephalitis	\$ 65.00
	• Meingoccal	\$ 50.00
	• MMR	\$ 45.00
	• Yellow Fever	\$ 60.00
	• Tetanus	\$ 35.00
	• Polio (oral)	\$ 15.00
	• Polio (IM)	\$ 15.00
	• Typhoid	\$ 40.00
25.	Worksite Influenza Inoculations	\$ 21.00
26.	Respirator Fit Test	\$ 35.00
II.	LICENSE REQUIREMENT EXAM	
	California Driver's License - Class A/B Medical Exam	\$ 35.00
III.	UNITED STATES COAST GUARD PHYSICAL EXAM	\$ 65.00
	Per Merchant Marine Personnel Examination Report and Coast Guard performance physical agility test	
IV.	EXAMINATION FOR PUBLIC SAFETY	
	SCUBA CERTIFICATION	
	Strenuous examination, spirometry, EKG, complete CBC, complete vision and stress treadmill test	\$ 478.00

MEDICAL SERVICES AND FEES

V.	HAZARDOUS MATERIALS EXAMINATION	
	Strenuous exam, pulmonary function test, CBC, urinalysis chemical profile test-chemical 20 to include liver profile test, EKG, chest x-ray (2 views), stress treadmill test	\$ 533.00
VI.	COST OF FIRST AID TREATMENT OF MINOR INDUSTRIAL INJURIES	
	(No more than one follow-up appointment)	
A.	<u>Standard Office Visit</u>	\$ 58.00
	PR-2 Reports	\$ 10.00
B.	<u>Plus Cost of Each of the Following Treatments Rendered</u>	
1.	Using non-prescription strength medications	\$12.00 - \$15.00
2.	Administration tetanus immunization (includes cost of vaccine)	\$ 30.00
3.	Cleaning, flushing, or soaking wounds on the surface	No Charge
4.	Using wound coverings, such as bandages, Band-Aids™, gauze pads, etc., or using Steri Strips™ or butterfly bandages	No Charge
5.	Using hot or cold therapy	\$5.00 - 10.00
6.	Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.	\$5.00 - 20.00
7.	Treatment of a nail hematoma or skin blister(s)	\$ 20.00
8.	Eye patches	\$ 2.50
9.	Uncomplicated foreign body removal from the eye	No Charge
10.	Removal of splinters or foreign material from the skin	No Charge
11.	Application of fingers guards/finger splint	\$ 5.00
12.	Oral hydration to relieve heat stress	No Charge

MEDICAL SERVICES AND FEES

13.	X-rays per view	\$ 20.00
VI.	LICENSED PSYCHOLOGIST/THERAPIST/ PSYCHIATRIST SERVICES	
	Evaluate Stress and Psychological issues origins (Industrial or Non-Industrial)	\$ 300.00 per hour
VII.	HEALTH FAIRS	
1.	Participation	No Charge
2.	Health screening tests	
	Glucose	\$ 5.00 each
	Cholesterol	\$ 15.00 each
VII.	BLOOD BORNE PATHOGEN TRAINING	\$ 150.00 per hour
	(For designated supervisors and managers)	
	Course outline includes:	
	• Contents of the OSHA Standard	
	• Epidemiology and Symptoms of Blood Borne Pathogens	
	• Modes by which Blood Borne disease is transmitted	
	• Recognition of exposure situations	
	• The exposure control plan	
	• Practices to prevent exposure	
	• HBV vaccine	
	• Emergency procedures	
	• Signs and Labels	
	• Selection and use of Personal Protective equipment	
	• Training manual for each participant	

**An audiologist, physician, or otolaryngologist shall review problem audiograms and shall determine whether there is a need for further evaluation. This determination shall be documented on the Port's "Hearing Conservation Program Record" (which shall be provided by the Port) and discussed with the employee.

An audiologist, physician, or otolaryngologist shall compare each employee's annual audiogram to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

If a comparison of the employee's annual audiogram to the baseline audiogram indicates a standard threshold shift, the clinic shall inform the employee and the Port of this fact, in writing, within 21 days of determination.

MONTHLY SUBCONSULTANT MONITORING REPORT

Instructions: Please indicate the SBE/MBE/WBE/OBE/DBE participation levels achieved for the month of _____ covered by the referenced contract number.

Contract No.	Division	Contractor Administrator
Contractor	*Group	Contract Title/Project
Contract Amount	Start Date	End Date
Total Amount Invoiced to Date		
Original Proposed Subcontractor Percentage	SBE	MBE
		WBE
		OBE
		DBE

	Name of Subcontractor	Type of Work Performed	Group SBE/MBE/WBE/OBE/DBE	PROPOSED		ACTUALS		
				Original Proposed Amount	Original Proposed Percentage	Amount Paid to Date	Amount Paid to Date Percentage	Contract Amount Percentage
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Directions:

Original Proposed Percentage: Original Proposed Percentage of Total Contract Amount
 Amount Paid to Date Percentage: Percentage of Total Amount Invoiced to Date
 Contract Amount Percentage: Percentage Paid to Date of Total Contract Amount

EXHIBIT

BUSINESS TAX REGISTRATION CERTIFICATE (BTRC) NUMBER

The City of Los Angeles, Office of Finance requires all firms that engage in any business activity within the City of Los Angeles to pay City business taxes. Each firm or individual (other than a municipal employee) is required to obtain the necessary Business Tax Registration Certification (BTRC) and pay business tax. (Los Angeles Municipal code Section 21.09 et seq.)

All firms and individuals that do business with the City of Los Angeles will be required to provide a BTRC number or an exemption number as proof of compliance with Los Angeles City business tax requirements in order to receive payment for goods or services. Beginning October 14, 1987, payments for goods or services will be withheld unless proof of tax compliance is provided to the City.

The Tax and Permit Division of Los Angeles Office of Finance, has the sole authority to determine whether a firm is covered by business tax requirements. Those firms not required to pay will be given an exemption number.

If you do NOT have a BTRC number contact the Tax and Permit Division at the office listed below, or log on to www.lacity.org/finance to download the business tax registration application.

LA City Hall

MAIN OFFICE

201 N. Main Street, Rm. 101 (213) 473-5901

**City of Los Angeles
Los Angeles Harbor Department - Risk Management Section
GENERAL LIABILITY - ADDITIONAL INSURED ENDORSEMENT**

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. **ADDITIONAL INSURED.** The City of Los Angeles Harbor Department, its officers, agents and employees are included as additional insured's with regard to liability and defense of claims arising from the operations and uses performed by or on behalf of the named insured regardless of whether liability is attributable to the named insured or a combination of the named and the additional insured.
2. **CONTRIBUTION NOT REQUIRED.** Any other insurance maintained by the City of Los Angeles Harbor Department shall be excess of this insurance and shall not contribute with it.
3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. **CANCELLATION NOTICE.** With respect to the interest of the additional insured, the insurance shall not be canceled, changed in coverage, reduced in limits or non-renewed except after thirty (30) days prior written notice by certified mail return receipt requested has been given to both the City Attorney of Los Angeles and the Board of Harbor Commissioners addressed as follows:

City Attorney
Harbor Division
425 South Palos Verdes Street
San Pedro, CA 90731

Board of Harbor Commissioners
425 South Palos Verdes Street
San Pedro, CA 90731
Attn: Risk Manager

5. **APPLICABILITY.** This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the City of Los Angeles Harbor Department unless checked below in which case only the following specific agreements and permits with the City of Los Angeles Harbor Department are covered:

Agreement/Permit Number(s): _____

Except as stated above, nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

<p>I _____ (print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.</p> <p>Signature: _____ Authorized Representative (ORIGINAL SIGNATURE required on copy furnished to the Board of Harbor Commissioners)</p> <p>Title: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Telephone: _____</p>	<p>Report claims pursuant to this insurance to:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Includes (check as applicable):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Broad Form Property Damage</td> <td><input type="checkbox"/> Contractual Liability</td> </tr> <tr> <td><input type="checkbox"/> Personal Injury</td> <td><input type="checkbox"/> Owned Automobiles</td> </tr> <tr> <td><input type="checkbox"/> Independent Contractors</td> <td><input type="checkbox"/> Non-Owned Automobiles</td> </tr> <tr> <td><input type="checkbox"/> Premises-Operations</td> <td><input type="checkbox"/> Hired Automobiles</td> </tr> <tr> <td><input type="checkbox"/> Explosion-Collapse Hazard</td> <td><input type="checkbox"/> Fire Legal Liability</td> </tr> <tr> <td><input type="checkbox"/> Underground Hazard</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Products/Completed Operations</td> <td><input type="checkbox"/> _____</td> </tr> </table>	<input type="checkbox"/> Broad Form Property Damage	<input type="checkbox"/> Contractual Liability	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Owned Automobiles	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Non-Owned Automobiles	<input type="checkbox"/> Premises-Operations	<input type="checkbox"/> Hired Automobiles	<input type="checkbox"/> Explosion-Collapse Hazard	<input type="checkbox"/> Fire Legal Liability	<input type="checkbox"/> Underground Hazard	<input type="checkbox"/> _____	<input type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> _____						
<input type="checkbox"/> Broad Form Property Damage	<input type="checkbox"/> Contractual Liability																				
<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Owned Automobiles																				
<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Non-Owned Automobiles																				
<input type="checkbox"/> Premises-Operations	<input type="checkbox"/> Hired Automobiles																				
<input type="checkbox"/> Explosion-Collapse Hazard	<input type="checkbox"/> Fire Legal Liability																				
<input type="checkbox"/> Underground Hazard	<input type="checkbox"/> _____																				
<input type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> _____																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Type of Coverage</td> <td style="width: 25%;">Limits of Liability</td> <td style="width: 25%;">Policy Period</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td>From</td> <td></td> <td><input type="checkbox"/> Deductible \$ _____</td> </tr> <tr> <td></td> <td>To</td> <td></td> <td><input type="checkbox"/> Self-insured Retention \$ _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td>For _____ (Coverage)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence</td> <td></td> <td><input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence</td> </tr> </table>	Type of Coverage	Limits of Liability	Policy Period			From		<input type="checkbox"/> Deductible \$ _____		To		<input type="checkbox"/> Self-insured Retention \$ _____				For _____ (Coverage)		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence	
Type of Coverage	Limits of Liability	Policy Period																			
	From		<input type="checkbox"/> Deductible \$ _____																		
	To		<input type="checkbox"/> Self-insured Retention \$ _____																		
			For _____ (Coverage)																		
	<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence																		

Other Conditions:

Named Insured and Address			
Insurance Company	Policy Number	Endorsement Number	Effective Date of Endorsement

**City of Los Angeles
Los Angeles Harbor Department - Risk Management Section
AUTO LIABILITY - ADDITIONAL INSURED ENDORSEMENT**

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. **ADDITIONAL INSURED.** The City of Los Angeles Harbor Department, its officers, agents and employees are included as additional insureds with regard to liability and defense of claims arising from the operations and uses performed by or on behalf of the named insured regardless of whether liability is attributable to the named insured or a combination of the named and the additional insured.
2. **CONTRIBUTION NOT REQUIRED.** Any other insurance maintained by the City of Los Angeles Harbor Department shall be excess of this insurance and shall not contribute with it.
3. **SEVERABILITY OF INTEREST.** This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. **CANCELLATION NOTICE.** With respect to the interest of the additional insured, the insurance shall not be canceled, changed in coverage, reduced in limits or non-renewed except after thirty (30) days prior written notice by certified mail return receipt requested has been given to both the City Attorney of Los Angeles and the Board of Harbor Commissioners addressed as follows:

City Attorney
Harbor Division
425 South Palos Verdes Street
San Pedro, CA 90731

Board of Harbor Commissioners
425 South Palos Verdes Street
San Pedro, CA 90731
Attn: Risk Manager

5. **APPLICABILITY.** This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the City of Los Angeles Harbor Department unless checked below in which case only the following specific agreements and permits with the City of Los Angeles Harbor Department are covered:

Agreement/Permit Number(s): _____

Except as stated above, nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

<p>I _____ (print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.</p> <p>Signature: _____ Authorized Representative (ORIGINAL SIGNATURE required on copy furnished to the Board of Harbor Commissioners)</p> <p>Title: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Telephone: _____</p>	<p>Report claims pursuant to this insurance to:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <hr/> <p>Includes (check as applicable):</p> <p><input type="checkbox"/> All Autos</p> <p><input type="checkbox"/> Owned Automobile <input type="checkbox"/> Hired Automobile</p> <p><input type="checkbox"/> Non-owned Automobile <input type="checkbox"/> _____</p>																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Type of Coverage</td> <td style="width: 25%;">Limits of Liability</td> <td style="width: 25%;">Policy Period</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">From</td> <td></td> <td><input type="checkbox"/> Deductible \$ _____</td> </tr> <tr> <td></td> <td style="text-align: center;">To</td> <td></td> <td><input type="checkbox"/> Self-insured Retention \$ _____</td> </tr> <tr> <td></td> <td></td> <td></td> <td>For _____ (Coverage)</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence</td> <td></td> <td><input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence</td> </tr> </table>	Type of Coverage	Limits of Liability	Policy Period			From		<input type="checkbox"/> Deductible \$ _____		To		<input type="checkbox"/> Self-insured Retention \$ _____				For _____ (Coverage)		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence	<p>Other Conditions:</p>
Type of Coverage	Limits of Liability	Policy Period																			
	From		<input type="checkbox"/> Deductible \$ _____																		
	To		<input type="checkbox"/> Self-insured Retention \$ _____																		
			For _____ (Coverage)																		
	<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence		<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence																		

Named Insured and Address			
Insurance Company	Policy Number	Endorsement Number	Effective Date of Endorsement

City of Los Angeles
Los Angeles Harbor Department - Risk Management Section
WORKERS' COMPENSATION / EMPLOYER'S LIABILITY - SPECIAL ENDORSEMENT

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. **APPLICABILITY.** This insurance pertains to the operations and/or tenancy of the named insured unless checked below in which case only the following specific agreements with the City of Los Angeles Harbor Department are covered:

Agreement/Permit Number(s): _____

2. **CANCELLATION NOTICE.** With respect to the interests of the City of Los Angeles Harbor Department, this insurance shall not be canceled, changed in coverage, reduced in limits or non-renewed except after thirty (30) days prior written notice by certified mail return receipt requested has been given to both the City Attorney of Los Angeles and the Board of Harbor Commissioners addressed as follows:

City Attorney
 Harbor Division
 425 South Palos Verdes Street
 San Pedro, CA 90731

Board of Harbor Commissioners
 425 South Palos Verdes Street
 San Pedro, CA 90731
 Attn: Risk Manager

Except as stated above, nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

I _____ (print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company. Signature: _____ Authorized Representative (ORIGINAL SIGNATURE required on copy furnished to the Board of Harbor Commissioners) Title: _____ Organization: _____ Address: _____ Telephone: _____	Includes (check as applicable): <input type="checkbox"/> Broad Form All States Endorsement <input type="checkbox"/> Voluntary Compensation Endorsement <input type="checkbox"/> United States Longshoremens and Harbor Workers Compensation Act <input type="checkbox"/> Jones Act <input type="checkbox"/> Other Continental Shelf Endorsement <input type="checkbox"/> Waiver of Subrogation <input type="checkbox"/> Employer's Liability <input type="checkbox"/> _____ <input type="checkbox"/> _____
--	---

Type of Coverage	Limits of Liability	Policy Period
<i>Workers' Compensation</i>	<i>Statutory</i>	From _____
<i>Employer's Liability</i>		To _____

Other Provisions:

Named Insured and Address			
Insurance Company	Policy Number	Endorsement Number	Effective Date of Endorsement

**City of Los Angeles
Los Angeles Harbor Department - Risk Management Section
PROFESSIONAL LIABILITY - SPECIAL ENDORSEMENT**

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. **APPLICABILITY.** This insurance applies to the liability assumed by the insured under all written agreements with the City of Los Angeles Harbor Department provided such liability results from an error, omission or negligent act of the insured or any of its officers agents, employees or subcontractors unless checked below in which case only the following specific agreements with the City of Los Angeles Harbor Department are covered:

Agreement Number(s): _____

2. **CANCELLATION NOTICE.** With respect to the interests of the City of Los Angeles Harbor Department, this insurance shall not be canceled, changed in coverage, reduced in limits or non-renewed except after thirty (30) days prior written notice by certified mail return receipt requested has been given to both the City Attorney of Los Angeles and the Board of Harbor Commissioners addressed as follows:

City Attorney
Harbor Division
425 South Palos Verdes Street
San Pedro, CA 90731

Board of Harbor Commissioners
425 South Palos Verdes Street
San Pedro, CA 90731
Attn: Risk Manager

3. **OTHER PROVISIONS:** The following inclusions, exclusions, extensions or specific provisions apply to this coverage:

Except as stated above, nothing herein shall be held to waive, alter or extend any of the limits, conditions, agreements or exclusions of the policy to which this endorsement is attached.

<p>I _____ (print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.</p> <p>Signature: _____ Authorized Representative (ORIGINAL SIGNATURE required on copy furnished to the Board of Harbor Commissioners)</p> <p>Title: _____</p> <p>Organization: _____</p> <p>Address: _____</p> <p>Telephone: _____</p>	<p>Report claims pursuant to this insurance to:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p>
--	--

Type of Coverage	Limits of Liability	Policy Period
<i>Professional Liability</i>	From _____ To _____	
	<input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence	<input type="checkbox"/> Deductible \$ _____ <input type="checkbox"/> Self-insured Retention \$ _____ For _____ (Coverage) <input type="checkbox"/> Per Claim <input type="checkbox"/> Per Occurrence

Other Conditions:

Named Insured and Address			
Insurance Company	Policy Number	Endorsement Number	Effective Date of Endorsement

AFFIRMATIVE ACTION PROGRAM PROVISIONS

Sec. 10.8.4 Affirmative Action Program Provisions.

Every non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$100,000 or more and every construction contract with or on behalf of the City of Los Angeles for which the consideration is \$5,000 or more shall contain the following provisions which shall be designated as the AFFIRMATIVE ACTION PROGRAM provisions of such contract:

- A. During the performance of City contract, the contractor certifies and represents that the contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.
 - 1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
 - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
 - 3. The contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.

- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

- C. As part of the City's supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, the contractor shall certify on an electronic or hard copy form to be supplied, that the contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

- D. The contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts, and on their or either of their request to provide evidence that it has or will comply therewith.

AFFIRMATIVE ACTION PROGRAM PROVISIONS

- E. The failure of any contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to the contractor.
- F. Upon a finding duly made that the contractor has breached the Affirmative Action Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City of Los Angeles. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such contractor shall be disqualified from being awarded a contract with the City of Los Angeles for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.
- G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that the contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to the contractor by the City of Los Angeles under the contract, a penalty of TEN DOLLARS (\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.
- H. Notwithstanding any other provisions of a City contract, the City of Los Angeles shall have any and all other remedies at law or in equity for any breach hereof.
- I. The Public Works Board of Commissioners shall promulgate rules and regulations through the Office of Contract Compliance and provide to the awarding authorities electronic and hard copy forms for the implementation of the Affirmative Action Program provisions of City contracts, and rules and regulations and forms shall, so far as practicable, be similar to those adopted in applicable Federal Executive Orders. No other rules, regulations or forms may be used by an awarding authority of the City to accomplish this contract compliance program.
- J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.
- K. The Contractor shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it

AFFIRMATIVE ACTION PROGRAM PROVISIONS

registers to do business with the City. The plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve

months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, the contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, the contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.

1. Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.
 2. A contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.
- L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and the contractor.
- M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
1. Apprenticeship where approved programs are functioning; and other on-the-job training for non-apprenticeable occupations;
 2. Classroom preparation for the job when not apprenticeable;
 3. Pre-apprenticeship education and preparation;

AFFIRMATIVE ACTION PROGRAM PROVISIONS

4. Upgrading training and opportunities;
 5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
 6. The entry of qualified women, minority and all other journeymen into the industry; and
 7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.
- N. Any adjustments which may be made in the contractor's or supplier's workforce to achieve the requirements of the City's Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.
- O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its Contract Compliance Affirmative Action Program.
- P. This ordinance shall not confer upon the City of Los Angeles or any Agency, Board or Commission thereof any power not otherwise provided by law to determine the legality of any existing collective bargaining agreement and shall have application only to discriminatory employment practices by contractors or suppliers engaged in the performance of City contracts.
- Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the City.

SMALL BUSINESS DEVELOPMENT PROGRAM

The City of Los Angeles Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Port of Los Angeles in a manner that reflects the diversity of the City of Los Angeles. The Port of Los Angeles Small Business Development Program (SBDP or the "Program") was created to provide additional opportunities for small businesses to participate in any and all contracts. An overall Department goal of 25% has been established for the Program. The specific goal or requirement for each contract to be let may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including but not limited to, small business entities (SBEs), women-owned businesses (WBEs), and minority-owned businesses (MBEs). The Program will allow the Port to target more effectively small business participation (including MBEs and WBEs). It is also the intent of the Department to make it easier for small businesses to participate in Port contracts by providing education and assistance on how to do business with the City, including, but not limited to, insuring that payments to small businesses are processed in a timely manner.

A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.

The SBDP is a results-oriented program, requiring contractors who receive contracts from the Port to perform outreach and utilize certified small businesses. **Based on the work to be performed, it has been determined that the percentage of small business participation will be 25%.** Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement.

The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

In the event of Consultant's noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City's audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.

Consultant shall complete, sign, notarize (where applicable) and submit as part of the executed agreement the attached Affidavit and Contract Description Form. The Contract Description Form, when signed, will signify the Consultant's intent to comply with the Small Business Requirement. In addition, prior to being awarded a contract with the City, Consultant and all subconsultant's must be registered with the Department's Contract Management Database, e-DiversityXchange.

Contract Description Form

PRIME CONTRACTOR

Contract #: _____ Award Date: _____ Contract Term: _____

Contract Title: _____

Business Name: Western Medical Group Award Total: \$ _____

Owner's Ethnicity: Corporation Gender _____ Group: SBE MBE WBE OBE (Please check all that apply)

Address: 21081 S. Western Ave. Suite 150

City/State/Zip: Torrance, CA, 90501

Telephone: (310) 782-3333 FAX: (310) 212-6230

Contact Person/Title: Luke Guillermo

Email Address: luke@westernmedgrp.com

SUBCONTRACTOR

Business Name: KD's Billing Award Total: \$ _____

Services to be provided: Billing and Collections

Owner's Ethnicity: Caucasian Gender F Group: SBE MBE WBE OBE (Please check all that apply)

Address: 26212 Corte Tecolote

City/State/Zip: Hemet, CA, 92544

Telephone: (951) 927-1508 FAX: (951) 927-3018

Contact Person/Title: Kimberly Gonzalez

Email Address: teamgonzo@msn.com

SUBCONTRACTOR

Business Name: Skylar Orthopedics Award Total: \$ _____

Services to be provided: Orthopedic Consultations

Owner's Ethnicity: Caucasian Gender F Group: SBE MBE WBE OBE (Please check all that apply)

Address: 200 Wardlow Ave.

City/State/Zip: Long Beach, CA, 90805

Telephone: (310) 294-7151 FAX: () _____

Contact Person/Title: Mary Bos, D.O.

Email address: _____

Authorized Representative of Prime Contractor

Date

Contract Description Form

SUBCONTRACTOR

Business Name: EZ Toner & Supplies Award Total: \$ _____

Services to be provided: Printer / Copier Supplies

Owner's Ethnicity: Asian Gender M Group: SBE MBE WBE OBE (Please check all that apply)

Address: 650 Maple Ave.

City/State/Zip: Torrance, CA, 90503

Telephone: (310) 787-3300 FAX: (310) 787-3310

Contact Person/Title: Maria Diaz - Garcia

Email address: maria@eztoner.com

SUBCONTRACTOR

Business Name: Jodi Simmons Interiors Award Total: \$ _____

Services to be provided: Interior Design

Owner's Ethnicity: Caucasian Gender F Group: SBE MBE WBE OBE (Please check all that apply)

Address: 20-58th Place

City/State/Zip: Long Beach, CA, 90807

Telephone: (562) 987-4774 FAX: () _____

Contact Person/Title: Jodi Simmons

Email address: _____

SUBCONTRACTOR

Business Name: Growing Roots Award Total: \$ _____

Services to be provided: Interior Plant Specialists

Owner's Ethnicity: Hispanic Gender F Group: SBE MBE WBE OBE (Please check all that apply)

Address: 3940 E. 4th Street

City/State/Zip: Long Beach, CA, 90814

Telephone: (562) 773-7027 FAX: (562) 439-8374

Contact Person/Title: Jennifer Lopez

Email address: _____

Authorized Representative of Prime Contractor

Date

Contract Description Form

SUBCONTRACTOR

Business Name: George Rodriguez Award Total: \$ _____

Services to be provided: Computer Programmer

Owner's Ethnicity: Hispanic Gender M Group: SBE MBE WBE OBE (Please check all that apply)

Address: 74132 College View Circle East

City/State/Zip: Palm Desert, CA 92211

Telephone: (562) 366-3082 FAX: () _____

Contact Person/Title: George Rodriguez

Email address: george@worldedge.tech.com

SUBCONTRACTOR

Business Name: Rony's Handyman Award Total: \$ _____

Services to be provided: Building Maintenance

Owner's Ethnicity: Hispanic Gender M Group: SBE MBE WBE OBE (Please check all that apply)

Address: 8283 Willis Ave.

City/State/Zip: Panorama City, CA, 91402

Telephone: (818) 787-8348 FAX: () _____

Contact Person/Title: Rony Requena

Email address: _____

SUBCONTRACTOR

Business Name: Aurelio Melgarejo Award Total: \$ _____

Services to be provided: Construction

Owner's Ethnicity: Hispanic Gender M Group: SBE MBE WBE OBE (Please check all that apply)

Address: 357 Van Ness Way Suite 100

City/State/Zip: Torrance, CA, 90501

Telephone: (562) 505-3947 FAX: () _____

Contact Person/Title: Aurelio Melgarejo

Email address: _____

Authorized Representative of Prime Contractor

Date

Contract Description Form

SUBCONTRACTOR

Business Name: Gloria Blankshain Award Total: \$ _____

Services to be provided: Physical Therapy

Owner's Ethnicity: Caucasian Gender F Group: SBE MBE WBE OBE (Please check all that apply)

Address: 2072 W. Redondo Beach Blvd.

City/State/Zip: Torrance, CA, 90504

Telephone: (310) 515-7989 FAX: () _____

Contact Person/Title: Gloria Blankshain

Email address: _____

SUBCONTRACTOR

Business Name: Affordable Hearing Aids Award Total: \$ _____

Services to be provided: Hearing Evaluations

Owner's Ethnicity: African American Gender M Group: SBE MBE WBE OBE (Please check all that apply)

Address: 22221 S. Vermont Ave.

City/State/Zip: Torrance, CA 90502

Telephone: (310) 781-3746 FAX: (310) 781-3744

Contact Person/Title: Ken Reedus

Email address: ke.1959@hotmail.com

SUBCONTRACTOR

Business Name: _____ Award Total: \$ _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE MBE WBE OBE (Please check all that apply)

Address: _____

City/State/Zip: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____

Authorized Representative of Prime Contractor

Date

Sec. 10.8.2.1. Equal Benefits Ordinance.

Discrimination in the provision of employee benefits between employees with domestic partners and employees with spouses results in unequal pay for equal work. Los Angeles law prohibits entities doing business with the City from discriminating in employment practices based on marital status and/or sexual orientation. The City's departments and contracting agents are required to place in all City contracts a provision that the company choosing to do business with the City agrees to comply with the City's nondiscrimination laws.

It is the City's intent, through the contracting practices outlined in this Ordinance, to assure that those companies wanting to do business with the City will equalize the total compensation between similarly situated employees with spouses and with domestic partners. The provisions of this Ordinance are designed to ensure that the City's contractors will maintain a competitive advantage in recruiting and retaining capable employees, thereby improving the quality of the goods and services the City and its people receive, and ensuring protection of the City's property.

(c) Equal Benefits Requirements.

(1) No Awarding Authority of the City shall execute or amend any Contract with any Contractor that discriminates in the provision of Benefits between employees with spouses and employees with Domestic Partners, between spouses of employees and Domestic Partners of employees, and between dependents and family members of spouses and dependents and family members of Domestic Partners.

(2) A Contractor must permit access to, and upon request, must provide certified copies of all of its records pertaining to its Benefits policies and its employment policies and practices to the DAA, for the purpose of investigation or to ascertain compliance with the Equal Benefits Ordinance.

(3) A Contractor must post a copy of the following statement in conspicuous places at its place of business available to employees and applicants for employment: "During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners." The posted statement must also include a City contact telephone number which will be provided each Contractor when the Contract is executed.

(4) A Contractor must not set up or use its contracting entity for the purpose of evading the requirements imposed by the Equal Benefits Ordinance.

(d) Other Options for Compliance. Provided that the Contractor does not discriminate in the provision of Benefits, a Contractor may also comply with the Equal Benefits Ordinance in the following ways:

(1) A Contractor may provide an employee with the Cash Equivalent only if the DAA determines that either:

a. The Contractor has made a reasonable, yet unsuccessful effort to provide Equal Benefits; or

b. Under the circumstances, it would be unreasonable to require the Contractor to provide Benefits to the Domestic Partner (or spouse, if applicable).

(2) Allow each employee to designate a legally domiciled member of the employee's household as being eligible for spousal equivalent Benefits.

(3) Provide Benefits neither to employees' spouses nor to employees' Domestic Partners.

(e) Applicability.

(1) Unless otherwise exempt, a Contractor is subject to and shall comply with all applicable provisions of the Equal Benefits Ordinance.

(2) The requirements of the Equal Benefits Ordinance shall apply to a Contractor's operations as follows:

a. A Contractor's operations located within the City limits, regardless of whether there are employees at those locations performing work on the Contract.

b. A Contractor's operations on real property located outside of the City limits if the property is owned by the City or the City has a right to occupy the property, and if the Contractor's presence at or on that property is connected to a Contract with the City.

c. The Contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the City Contract.

(3) The requirements of the Equal Benefits Ordinance do not apply to collective bargaining agreements ("CBA") in effect prior to January 1, 2000. The Contractor must agree to propose to its union that the requirements of the Equal Benefits Ordinance be incorporated into its CBA upon amendment, extension, or other modification of a CBA occurring after January 1, 2000.

(f) **Mandatory Contract Provisions Pertaining to Equal Benefits.** Unless otherwise exempted, every Contract shall contain language that obligates the Contractor to comply with the applicable provisions of the Equal Benefits Ordinance. The language shall include provisions for the following:

(1) During the performance of the Contract, the Contractor certifies and represents that the Contractor will comply with the Equal Benefits Ordinance.

(2) The failure of the Contractor to comply with the Equal Benefits Ordinance will be deemed to be a material breach of the Contract by the Awarding Authority.

(3) If the Contractor fails to comply with the Equal Benefits Ordinance the Awarding Authority may cancel, terminate or suspend the Contract, in whole or in part, and all monies due or to become due under the Contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.

(4) Failure to comply with the Equal Benefits Ordinance may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

(5) If the DAA determines that a Contractor has set up or used its Contracting entity for the purpose of evading the intent of the Equal Benefits Ordinance, the Awarding Authority may terminate the Contract on behalf of the City. Violation of this provision may be used as evidence against the Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

AFFIDAVIT OF COMPANY STATUS

"The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on the attached Contractor Description Form is true and correct and include all material information necessary to identify and explain the operations of

Western Medical Group, Inc.
Name of Firm

as well as the ownership thereof. Further, the undersigned agrees to provide either through the prime consultant or, directly to the Harbor Department, complete and accurate information regarding ownership in the named firm, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents in association with this agreement."

Please indicate the ownership of your company: SBE MBE WBE OBE

- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
 - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
 - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- An OBE (Other Business Enterprise) is any enterprise that is not a MBE or WBE.

Signature [Signature]
Printed Name GARY BARLOW

Title President
Date Signed Nov 02, 2010

NOTARY

On this _____ day of _____, 20____, before me appeared _____ to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by _____ to execute the affidavit and did so act and deed.

SEAL

Notary Public _____

Commission Expires _____

SEE ATTACHED

State of California
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 2nd
day of November, 2010, by Gary Barlow

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature D Varela