

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685

RECEIVED  
 PURCHASING DEPARTMENT  
 12 OCT -5 PM 1:27



## Contract Modification 3

### Aqua Ammonia

**Heritage Systems, Inc.**  
 Michael Long  
 2471 Solano Avenue, #141  
 Napa, CA 94558  
 E-mail: mlong@heritagesystemsinc.com

Date: September 26, 2012  
 Buyer Name: Jeannie Louie  
 Term contract: **66502**  
 City Blanket No. BPSF00003529  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$ 2,500,000.00

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	03-01-2009	02-28-2011	\$ 1,000,000	
1	03-01-2011	02-29-2012	\$ 2,500,000	1) Extends Contract 12 months 2) Increased "Not to Exceed Amount by \$1,500,000 3) Update General Condition #29, "Submitting False Claims; Monetary Penalties" 4) Update General Condition #59, First Source Hiring Program
2	03-01-2011	02-29-2013	N/C	1) Extends Contract 12 months 2) Update Contract Conditions
3	03-01-2013	02-28-2014	N/C	1) Extends Contract 12 months 2) Update Contract Conditions


This modification 3 changes the contract as follows:

It extends the contract for an additional 12 months, ending 02-28-2014.  
 Update Electronic Payment to Bid and Contract Conditions. See Attachment A.

All other prices, terms and conditions remain the same.



Approved by the City:

  
\_\_\_\_\_  
Jaci Fong, Director of OCA and Purchaser

9/26/2012  
Date

Approved by Contractor:

  
\_\_\_\_\_  
Signature

10/2/2012  
Date

Name and Title:

Michael Long, President

- 1) Note the following Bid and Contract Condition has been updated to the Contract as follows:

**Getting paid for goods and/or services from the City:**

1. Beginning January 2012, all City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through Paymode-X, the City's third party service that provides Automated Clearing House (ACH) payments.
2. Electronic payments are processed every business day and are safe and secure.
3. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach).
4. The following information is required to sign up:
  - a. The enroller must be their company's authorized financial representative.
  - b. The company's legal name, main telephone number and all physical and remittance addresses used by the company
  - c. The company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor)
  - d. The company's bank account information, including routing and account numbers

If you have questions, please email: [ACH.Support@sfgov.org](mailto:ACH.Support@sfgov.org)

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685

RECEIVED  
 PURCHASING DEPARTMENT  
 11 NOV 10 PM 2:02



## Contract Modification 2

**Aqua Ammonia**

**Heritage Systems, Inc.**  
 Michael Long  
 2471 Solano Avenue, #141  
 Napa, CA 94558  
 E-mail: mlong@heritagesystemsinc.com

Date: October 31, 2011  
 Buyer Name: Jeannie Louie  
 Term contract: **66502**  
 City Blanket No. BPSF00003529  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$ 2,500,000.00

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	03-01-2009	02-28-2011	\$ 1,000,000	
1	03-01-2009	02-29-2012	\$ 2,500,000	1) Extends Contract 12 months 2) Increased "Not to Exceed Amount" by \$1,500,000 3) Update General Condition #29, "Submitting False Claims; Monetary Penalties" 4) Update General Condition #59, First Source Hiring Program
2	03-01-2009	02-29-2013	N/C	1) Extends Contract 12 months 2) Update Contact Conditions

This modification 2 changes the contract as follows:

It extends the contract for additional 12 months, ending 02-29-2013.  
 Add Electronic Payment to Bid and Contract Conditions. See Attachment A.

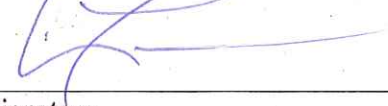
All other prices, terms and conditions remain the same.

Approved by the City:

  
 Jack Fong, Acting Director of OCA

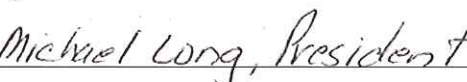
  
 Date

Approved by Contractor:

  
 Signature

  
 Date

Name and title

  
 Michael Long, President

Sign and return one original. The duplicate original is for your files.

P-280 (11/20-09)



- 1) Note the following Bid and Contract Condition has been added to the Contract as follows:

**Electronic payment.** The City and County of San Francisco (City) uses Bank of America's PayMode-X system to pay invoices **electronically and not by check** whenever possible. The City makes PayMode-X payments every business day, **but prints and mails paper checks only one day a week.** So the City encourages you – and it is greatly to your benefit – to enroll in PayMode-X now.

There is no cost to you to enroll in PayMode-X, and you get the same information electronically from PayMode-X that you would get on the City's check stub.

For more information, please visit the Controller's website at:

<http://sfcontroller.org/index.aspx?page=85>

If you have questions, please call:

Steve W. Lee, Controller's Office

(415) 554-7591

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685



# Contract Modification 1

Aqua Ammonia

**Heritage Systems, Inc.**  
 Michael Long  
 2471 Solano Avenue, #141  
 Napa, CA 94558  
 E-mail: mlong@heritagesystemsinc.com

Date: November 1, 2010  
 Buyer Name: Jennie Louie  
 Term contract: 66502  
 City Blanket No. BPSF00003529  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$ 2,500,000.00


The history of this contract and its modifications is as follows:


Modification	Start date	End date	Amount	Other changes
Original contract	03-01-2009	02-28-2011	\$ 1,000,000	
1	03-01-2011	02-29-2012	\$ 2,500,000	1) Extends Contract 12 months 2) Increased "Not to Exceed Amount" by \$1,500,000 3) Update General Condition #29, "Submitting False Claims; Monetary Penalties" 4) Update General Condition #59, First Source Hiring Program

This modification 1 changes the contract as follows:

It extended the contract for additional 12 months, ending 02-29-2012.  
 It increased the "Not to exceed amount" from \$1,000,000 to \$2,500,000.  
 General Condition #29, Submitting False Claims; Monetary Penalties has been updated and revised (See Attachment A).  
 General Condition #59, First Source Hiring Program has been updated and revised (See Attachment A).

All other terms and conditions remain the same.

Approved by the City:  Naomi Kelly, Director of OCA and Purchaser 12/1/2010  
 Date

Approved by Contractor:  Michael Long, President 12/2/2010  
 Signature Date

Name and title

Sign and retain one original. The duplicate original is for your files.

P-280 (11/20-09)



Attachment A  
Contract No. 66502  
Contract Modification No.1  
Aqua Ammonia  
Heritage Systems, Inc.  
November 1, 2010  
Page 1

1) Note the following Bid and Contract Condition, #29, has been updated:

**29. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

2) Note the following General Condition, #59, has been updated:

**59. First Source Hiring Program**

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.



## Page 2

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.



(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. **Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

(a) The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

(b) In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to

Sign and return one original. The duplicate original is for your files.

P-280 (11/20-09)

employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.