

# City of San Diego Commission for Arts and Culture

FY13 Contracts Workshop  
Contract Preparation Clinic  
And “Contract Express”  
July 10, 2012

Ridgehaven Auditorium

# Our Goal:

To ensure timely reimbursements of your eligible expenses by

- Getting you a fully executed contract at the earliest possible date and
- Processing Requests for Payments as quickly as possible

# How You Can Help

- ▶ Follow Directions.
- ▶ Submit all required materials as quickly as you can.

Incomplete submissions or submissions with errors delay the process for everyone.

# Timeline

- ▶ June – Budget Approved
- ▶ July – Release of Contracts & Workshop
- ▶ August 31 – Contracts due

Organizations that have not received a fully executed contract by December 31 risk forfeiture of funds.

# Steps to REIMBURSEMENT

- ▶ Vendor submits COMPLETE contract package
  - ▶ Commission review
  - ▶ Purchasing review/signature
  - ▶ City Attorney review/signature
  - ▶ City Clerk records and files contract
  - ▶ Contract returned to vendor
- 

# Steps to REIMBURSEMENT

- ▶ Vendor does work (incurs expenses to be reimbursed + 3:1 match)
  - ▶ Vendor submits Request for Payment Form
  - ▶ Commission reviews
  - ▶ Comptroller processes (30 days)
- 

# The Contract – Standard Plus...

1. Exhibit A – Sections 1 and 2
2. Evidence of Insurance
3. Contact Information Form
4. California Secretary of State Verification
5. California Attorney General Verification
6. Suspension and Debarment Verification
7. Equal Benefits Ordinance Compliance
8. Work Force Report
9. Drug-Free Workplace Certification

# The Contract – New Contractors

1. Vendor/Contractor Registration Form
2. IRS Form W-9
3. Electronic Payment Enrollment Form (optional)

# Exhibit A – Section 1 (OSP)

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE  
ORGANIZATIONAL SUPPORT PROGRAM

EXHIBIT A – Section 1

TIPs:

- Try to minimize the number of lines you use.

- Try to allocate Commission funds to supporting jobs – especially artists.

Fiscal Year:		Amount of Arts and Culture Funding	
Contract #:		Estimated Annual Operating Income	

Contracting Organization	
Telephone	
Fax	
Mailing Address	
City, State, Zip	
Person authorized to sign contracts	Name
	Title
	Telephone
	Email

Part A: Use of Funds (Please see Notes below.)

Column A	Column B	Column C	Column D
CA-CDP Line #	Expense Category	Total Projected Expenses	Arts and Culture Funds (See notes.)
	<b>Personnel</b>		
1	All Salaried Personnel		
5	Artists & Performers (non-salaried)		
	Other (see notes)		
	Personnel Subtotal		
	<b>Operating</b>		
3	Advertising & Marketing		
34	Production & Exhibition Costs		
38	Rent		
	Other (see notes)		
	Operating Subtotal		
	<b>Total</b>		
		<i>The Total must equal Total Projected Expenses for the Year.</i>	<i>The Total must equal exactly Arts and Culture Funding.</i>

Notes:

- The numbers in Column A refer to the lines in the California Cultural Data Project (CA-CDP), Section 6.
- In Column D, enter the portion of your Arts and Culture funds that you want to apply to each expense category. You are not required to enter amounts in every line. It is acceptable, for example, to allocate all of your Arts and Culture funds to one or two lines.
- In Column D, if the amount you have listed for "Personnel-Other" or "Operating-Other" is greater than 10% of your total Arts and Culture funding, you must attach a separate sheet and itemize the expense categories using the CA-CDP expense categories and line numbers. You are not required to itemize "Other" expenses if you are not paying for them with Arts and Culture funds.

# Exhibit A – Section 1 (CCSD)

CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE  
CREATIVE COMMUNITIES SAN DIEGO PROGRAM

## EXHIBIT A – Section 1

Fiscal Year:		Amount of Arts and Culture Funding	
Contract #:		Minimum Required Cash Match	
<b>Contracting Organization</b>			
Telephone			
Fax			
Mailing Address			
City, State, Zip			
Person authorized to sign contracts	Name		
	Title		
	Telephone		
	Email		

### Part A: Use of Funds

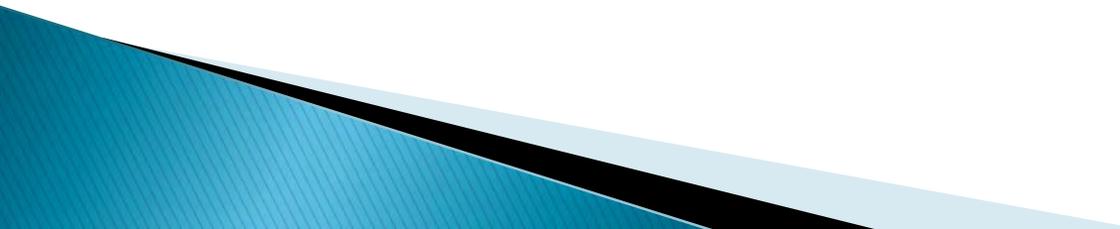
Column A	Column B	Column C	Column D
	Expenditure Category	Total Projected Budget	Arts and Culture Funds (See notes.)
	Personnel		
1.	Artists (all disciplines)		
2.	Entertainment		
3.	Administrative		
4.	Event Organizer		
5.	Technical/Production		
6.	Security/Cleaning		
7.	Other (specify)		
	Project Personnel Subtotal		
	Operating		
8.	Facility/Space Rent		
9.	Marketing/Publicity		
10.	Material/Supplies		
11.	Fundraising		
12.	Other (specify)		
	Project Operating Subtotal		
	Total		
		<i>The Total must equal your Total Project Expenses.</i>	<i>The Total must equal your Arts and Culture Funding.</i>

Notice –  
“Administrative” and  
“Event Organizer”  
are on different lines  
this year.

**Note:**

Use Column D to show how much of your Arts and Culture funds you will spend in each Expenditure Category. You are not required to enter amounts in every line. It is acceptable, for example, to allocate all Arts and Culture funds to one or two lines. CCSD contractors are encouraged to use their Arts and Culture Funds to support Artistic and/or Marketing expenses whenever possible.

# Exhibit A – Section 2

- ▶ Section 2: Mission Statement, Goals and Objectives
    - Should be very close to what you had in your application with adjustments made for budgeting realities
    - Objectives should be measurable
- 

# Exhibit A – Section 2

- ▶ Section 2: Mission Statement, Goals and Objectives – OSP
  - At least one goal/objectives should deal with the goods and services you are providing to the public (**Programming**)
  - At least one goal/objectives should deal with your efforts to reach/serve diverse audiences (**Diversity**)
  - At least one goal/objectives should deal with maintaining/improving “**Financial Health**”
  - If applicable, a goal/objective dealing with **reducing eliminating deficit/debt**

# 2. Evidence of Insurance

## Commercial General Liability – ACORD Certificate

- \$1,000,000 per occurrence
- \$2,000,000 aggregate
- Additional Insured Endorsement Page (CG2010, CG2026 or equivalent) naming the City of San Diego, etc.

## Auto Liability Insurance – ACORD Certificate

- \$1,000,000 with the “Any Auto” box checked or if ACORD Certificate shows insurance for only Hired Autos and Non-Owned Autos, then a Declaration for “Hired and Non-owned Autos” must be submitted
- Additional Insured Endorsement Page (same as above)

## Workers Compensation Employer’s Liability Coverage

- \$1,000,000 covering all staff or Waiver for organizations with NO paid employees
- Certificate waiving Right of Subrogation

# ACORD Certificate

•Policy Numbers must match policy numbers on endorsement pages

•Expiration dates should be no earlier than 2 months from the date you submit paperwork.

•Limits must be correct.

•Worker's Comp must be identified (except for State Fund policies)

•Description should show City as additional insured.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 11/04/2008	
<b>PRODUCER</b> Marsh Risk & Insurance Services 4445 Eastgate Mall, Suite 300 San Diego, CA 92121-1979 Fax #(858) 552-4299 Attn: SanDiego.CertRequest@marsh.com 212-948-4374 261470-1000x-x-08-09			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
<b>INSURED</b> 			<b>INSURERS AFFORDING COVERAGE</b> INSURER A: Chubb Group Of Insurance Companies INSURER B: Chubb INSURER C: INSURER D: INSURER E:		<b>NAIC #</b> 00388
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PREVIOUS CLAIMS.					
INSR ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-EST <input type="checkbox"/> LOC	3530034	08/10/08	08/10/09	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO REVISED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	73185348	08/10/08	08/10/09	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	71603665	08/10/08	08/10/09	<input checked="" type="checkbox"/> WC STAT-LIBRARY LIMITS <input type="checkbox"/> OTHER EL, EACH ACCIDENT \$ 1,000,000 EL, DISEASE - EA EMPLOYEE \$ 1,000,000 EL, DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS Re: 2001 Pan American Plaza; San Diego, CA 92101 City of San Diego, its respective elected officials, officers, employees, agents and representatives are included as additional insured as respects general liability.					
<b>CERTIFICATE HOLDER</b> City of San Diego its Officers, Employees, and Agents 1200 3rd Avenue Suite 924 San Diego, CA 92101-4106			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE OF MARSH USA, INC. William Beason		
ACORD 25 (2001/08)			© ACORD CORPORATION 1988		

# General Liability Endorsement

- Policy Number matches Policy Number on ACORD Certificate.

- City as Additional Insured is noted.



## Liability Insurance

### Endorsement

Policy Period AUGUST 10, 2008 TO AUGUST 10, 2009

Effective Date AUGUST 10, 2008

Policy Number 3530-05-84 SFB

Insured

Name of Company VIGILANT INSURANCE COMPANY

Date Issued SEPTEMBER 24, 2008

This endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added:

### Who Is An Insured

#### Scheduled Person Or Organization

Subject to all of the terms and conditions of this insurance, any person or organization shown in the Schedule, acting pursuant to a written contract or agreement between you and such person or organization, is an **insured**; but they are **insureds** only with respect to liability arising out of your operations, or your premises, if you are obligated, pursuant to such contract or agreement, to provide them with such insurance as is afforded by this policy.

However, no such person or organization is an **insured** with respect to any:

- assumption of liability by them in a contract or agreement. This limitation does not apply to the liability for damages for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.
- damages arising out of their sole negligence.

### Schedule

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY  
ITS OFFICERS, AGENTS AND EMPLOYEES  
P.O. BOX 82776, SAN DIEGO, CAL. 92138-2776  
CITY OF SAN DIEGO AND ITS RESPECTIVE ELECTED OFFICIALS,  
OFFICERS, EMPLOYEES, AGENTS AND REPRESENTATIVES ARE  
INCLUDED AS ADDITIONAL INSURED IN THE INSURANCE OPERATIONS  
OF THE NAMED INSURED.  
POWAY UNIFIED SCHOOL DISTRICT  
ATTN: FACILITIES DEPARTMENT

# Auto Coverage Endorsement

- Policy Number matches Policy Number on ACORD Certificate.

- City as Additional Insured is noted.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CA 20 48 02 99

## DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM**

GARAGE COVERAGE FORM

MOTOR CARRIER COVERAGE FORM

TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insured" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement effective	11/01/2008-11/01/2009 12:01 A.M. standard time	Policy No.	73185348 ( )
Named Insured	[REDACTED]	Countersigned by	[REDACTED]

(Authorized Representative)

Name of Person(s) or Organization(s):
City of San Diego, its' officers, employees, and agents 1200 3rd Avenue, Suite 924, San Diego, CA 92101-4106

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

# “Any Auto” Waiver for Organizations with

- No owned vehicles and

- Up-to-date insurance for hired and non-owned vehicles.

		POLICY	PRO-JECT	LOC
B	AUTOMOBILE LIABILITY			7318534
	<input type="checkbox"/>	ANY AUTO		
	<input type="checkbox"/>	ALL OWNED AUTOS		
	<input type="checkbox"/>	SCHEDULED AUTOS		
	<input checked="" type="checkbox"/>	HIRED AUTOS		
	<input checked="" type="checkbox"/>	NON-OWNED AUTOS		
	GARAGE LIABILITY			

## DECLARATION OF CONTRACTOR RE: AUTOMOBILE INSURANCE COVERAGE

Regarding the FY 2010 Agreement [Agreement] between the City of San Diego, a municipal corporation [City] and

\_\_\_\_\_ [Contractor],

Contractor declares as follows:

1. Contractor does not currently own any vehicles;
2. Contractor has obtained, and shall maintain during the term of the Agreement, automobile insurance coverage for “hired autos” and “non-owned autos”; and
3. In the event Contractor subsequently acquires any vehicle(s) during the term of the Agreement, the Contractor shall immediately obtain, and provide to the City the required evidence of, automobile insurance coverage for “any auto,” as required in Section 12.4 of the Agreement.

For the purpose of this Declaration, automobile insurance coverage for “any auto,” “hired autos,” and “non-owned autos” are defined as follows:

**Any Auto:** Coverage is provided for any auto, including autos owned by the insured, autos the named insured hires or borrows from others, and other non-owned autos used in the insured’s business.

**Hired Autos:** Coverage is provided only for autos leased, hired, rented, or borrowed for use in the named insured’s business.

**Non-owned Autos:** Coverage is provided only for autos not owned, leased, hired, or borrowed by the named insured. Coverage includes autos owned by the insured’s employees or members of their households, but only while used in the named insured’s business or personal affairs.

Organization	
Authorized Signer Name	
Title	
Signature	
Date	
Approved by	
	Victoria L. Hamilton, Commission for Arts and Culture

# Worker's Comp Right of Subrogation Waiver

- Policy Number matches Policy Number on ACORD Certificate.

- If you use State Fund for your Worker's Comp Insurance, see next slide.

## WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY

WC 99 03 04 (Ed. 7-08)

### WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT— CALIFORNIA

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on 08/10/08 at 12:01 A. M. standard time, forms a part of  
(DATE)

Policy No. (09)7160-36-65 of the FEDERAL INSURANCE COMPANY  
(NAME OF INSURANCE COMPANY)

issued to SAN DIEGO AIR & SPACE MUSEUM

Endorsement No. \_\_\_\_\_

Authorized Representative

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. The additional premium for the blanket waiver offered by this endorsement shall be 1.00 % of total California premium.

Person or Organization	Schedule	Job Description
BLANKET WAIVER - ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER		ALL CALIFORNIA OPERATIONS

# Worker's Comp - State Fund Example – No separate **waiver of subrogation**

ACORD CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY)		
PRODUCER (858) 457-3414 FAX: Barney & Barney LLC CA Insurance Lic: 0C03950 9171 Towne Centre Dr, 500 San Diego CA 92122		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURERS		INSURERS AFFORDING COVERAGE	NAIC #		
[REDACTED]		INSURER A: Great American Assurance	26344		
[REDACTED]		INSURER B: Great American Assurance			
[REDACTED]		INSURER C:			
[REDACTED]		INSURER D:			
[REDACTED]		INSURER E:			
<b>COVERAGES</b> THE POLICIES OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
ENDORSEMENT	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	PAC653600007	9/30/2008	9/30/2009	EACH OCCURRENCE \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC				DAMAGE TO RENTED PROPS (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/CP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	CAP653600107	9/30/2008	9/30/2009	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS The City of San Diego and its Respective Elected Officials, Officers, Employees, Agents and Representatives are included as an Additional Insured per attached policy form CG 20 26 07/04 (for the general liability) and policy form to follow (for the auto). Policy is primary per policy forms (attached). *10 day notice of cancellation in the event of non-payment of premium. AMENDS AND SUPERCEDES PREVIOUS CERTIFICATE ISSUED ON 9/24/08.					
CERTIFICATE HOLDER City of San Diego Purchasing & Contracting Department 1200 3rd Ave. Suite 200 San Diego, CA 92101		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: [Signature]			

POLICYHOLDER COPY

MAY 04 2009

S.D. COMMISSION FOR  
AND CULTURE

**STATE COMPENSATION IN SAN FRANCISCO FUND**

P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 04-01-2009

GROUP: POLICY NUMBER: 1875874-2009  
 CERTIFICATE ID: 8  
 CERTIFICATE EXPIRES: 04-01-2010  
 04-01-2009/04-01-2010

CITY OF SAN DIEGO SD  
 PURCHASING DEPT  
 1200 3RD AVE STE 200  
 SAN DIEGO CA 92101-4195

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

James Neary (Authorized Representative)      Janet Frank (President)

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2570 ENTITLED WAIVER OF SUBROGATION EFFECTIVE 2009-04-01 IS ATTACHED TO AND FORMS A PART OF THIS POLICY. THIRD PARTY NAME: CITY OF SAN DIEGO

**•Subrogation Waiver Noted**

**•Worker's Comp not noted on ACORD Certificate**

EMPLOYER

© ACORD CORPORATION 1988

INS025 (0108).00a      Page 1 of 2

[DED,CN]

PRINTED : 04-01-2009

(REV. 2-05)



THE CITY OF SAN DIEGO

COMMISSION FOR ARTS AND CULTURE

DECLARATION AND ADDENDUM TO ALL CONTRACTS AWARDED TO

\_\_\_\_\_  
Organization Name

I declare for the purpose of inducing the City of San Diego to go forward with any contracts awarded to \_\_\_\_\_ as follows:

I, \_\_\_\_\_, am the authorized representative of \_\_\_\_\_, an independent contractor for the purposes of the California Workers' Compensation and Labor laws. This organization will hire no employees other than the parents, spouses, or children of its board members for work required for any bid or contract awarded to \_\_\_\_\_

All work required will be performed personally and solely by me, other board members of the organization, their parents, spouses or children, or persons who perform voluntary service without pay to the organization. If, however, the organization shall ever hire employees to perform this contract or any portion thereof, the organization shall obtain Workers' Compensation Insurance and provide proof of Workers' Compensation Insurance coverage to the City of San Diego. If the organization shall ever hire a subcontractor to perform this contract or any portion thereof, and the subcontractor has employees, then the organization shall require its subcontractor to obtain Workers' Compensation Insurance Coverage, or the organization shall obtain Workers' Compensation Coverage for that subcontractor's employees.

This document constitutes a declaration by the organization against its financial interest, relative to any claims it should assert under the California Workers' Compensation and/or Labor laws against the City of San Diego relating to any bid or contract awarded to \_\_\_\_\_

The organization will defend, indemnify and hold harmless the City of San Diego from any and all claims and liability, including Workers' Compensation claims and liability that may be asserted or established by any party in the event the organization hires an employee in violation of this addendum, and the organization will further indemnify the City of San Diego for all damages the City thereby suffers.

I agree that these declarations shall constitute an addendum to any bid awarded to \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

CAC-28 (9/10)

1200 Third Avenue, Suite 924, MS 652 \* San Diego, CA 92101-4106  
Tel (619) 236-6800 Fax (619) 236-6812

# Worker's Comp Waiver for Organizations with no Paid Employees

# 3. Contact Information Form

- ▶ Usually we will communicate only with the CEO (executive director) and the primary contact (PC). We assume that the CEO signs all legal documents including contracts, applications, and Final Reports.
  - ▶ If you do not use email, PLEASE START!
  - ▶ Make sure we're not going into your SPAM folder.
- 

## 4. CA Secretary of State Website

- ▶ <http://kepler.sos.ca.gov/>
- ▶ Check that your Status is Active.
- ▶ Print the “Business Entity Detail” page.

Business Search - Business Entities - Business Programs - Windows Internet Explorer  
http://kepler.sos.ca.gov/cbs.aspx

File Edit View Favorites Tools Help

Business Search - Business Entities - Busin...

California Secretary of State Debra Bowen

Secretary of State Administration Elections **Business Programs** Political Reform Archives Registries Other Services

**Business Entities (BE)**

- Online Services
  - Business Search
  - Disclosure Search
  - E-File Statements
  - Processing Times
- Main Page
- Service Options
- Name Availability
- Forms, Samples & Fees
- Annual/Biennial Statements
- Filing Tips
- Information Requests (certificates, copies & status reports)
- Service of Process
- FAQs
- Contact Information
- Resources
  - Business Resources
  - Tax Information
  - Starting A Business
  - International Business Relations Program
- Customer Alert (misleading business solicitations)

## Business Search

This search provides access to domestic stock, domestic nonprofit and qualified foreign corporations, limited liability company and limited partnership information of record with the California Secretary of State. For additional information about entity addresses and the names and addresses of the principals of the entity, order a copy of the last complete Statement of Information (for corporations and limited liability companies) or formation and amendment documents (for limited partnerships). For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).

Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- Enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the **Search** button.
- For help with searching an entity name or number, refer to [Search Tips](#).

**Search Type:**  
 Corporation Name  Limited Liability Company/Limited Partnership Name  Entity Number

**Entity Name:**

**Disclaimer:** This tool allows you to search the Secretary of State's California Business Search database for abstracts of information for domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies and limited partnerships that have filed with this office. This search tool groups corporations separately from limited liability companies and limited partnerships and returns all entities for the search criteria in the respective groups regardless of the current status.



**Business Entities (BE)**

Online Services  
 - Business Search  
 - Disclosure Search  
 - E-File Statements  
 - Processing Times

Main Page

Service Options

Name Availability

Forms, Samples & Fees

Annual/Biennial Statements

Filing Tips

Information Requests  
 (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources  
 - Business Resources  
 - Tax Information  
 - Starting A Business  
 - International Business Relations Program

Customer Alert  
 (misleading business solicitations)

## Business Search - Results

Data is updated weekly and is current as of Friday, June 17, 2011. It is not a complete or certified record of the entity.

- *Select an entity name below to view additional information.* Results are listed alphabetically in ascending order by entity name.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

Results of search for " CYGNET THEATRE " returned 1 entity record.

Entity Number	Date Filed	Status	Entity Name	Agent for Service of Process
C2478432	12/06/2002	ACTIVE	<a href="#">CYGNET THEATRE COMPANY</a>	WILLIAM SCHMIDT

[Modify Search](#)   [New Search](#)

[Privacy Statement](#) | [Free Document Readers](#)

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- Business Entities (BE)**
- Online Services
  - Business Search
  - Disclosure Search
  - E-File Statements
  - Processing Times
- Main Page
- Service Options
- Name Availability
- Forms, Samples & Fees
- Annual/Biennial Statements
- Filing Tips
- Information Requests (certificates, copies & status reports)
- Service of Process
- FAQs
- Contact Information
- Resources
  - Business Resources
  - Tax Information
  - Starting A Business
  - International Business Relations Program
- Customer Alert (misleading business solicitations)

## Business Entity Detail

Data is updated weekly and is current as of Friday, June 17, 2011. It is not a complete or certified record of the entity.

<b>Entity Name:</b>	CYGNET THEATRE COMPANY
<b>Entity Number:</b>	C2478432
<b>Date Filed:</b>	12/06/2002
<b>Status:</b>	ACTIVE
<b>Jurisdiction:</b>	CALIFORNIA
<b>Entity Address:</b>	2410 CONGRESS ST
<b>Entity City, State, Zip:</b>	SAN DIEGO CA 92110
<b>Agent for Service of Process:</b>	WILLIAM SCHMIDT
<b>Agent Address:</b>	2410 CONGRESS ST
<b>Agent City, State, Zip:</b>	SAN DIEGO CA 92110

\* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code **section 2114** for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to **Name Availability**.
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to **Information Requests**.
- For help with searching an entity name, refer to **Search Tips**.
- For descriptions of the various fields and status types, refer to **Field Descriptions and Status Definitions**.

[Modify Search](#) [New Search](#) [Printer Friendly](#) [Back to Search Results](#)



## Business Entity Detail

Data is updated weekly and is current as of Friday, June 17, 2011. It is not a complete or certified record of the entity.

Entity Name:	CYGNET THEATRE COMPANY
Entity Number:	C2478432
Date Filed:	12/06/2002
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
Entity Address:	2410 CONGRESS ST
Entity City, State, Zip:	SAN DIEGO CA 92110
Agent for Service of Process:	WILLIAM SCHMIDT
Agent Address:	2410 CONGRESS ST
Agent City, State, Zip:	SAN DIEGO CA 92110

\* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

# 5. California Attorney General

- ▶ <http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y>
- ▶ Check that registration status is “current”
- ▶ Print the “detailed data” page.

State of California Department of Justice  
 Office of the Attorney General



Kamala D. Harris  
 Attorney General

Home About the AG In the News Careers Services & Information Programs A - Z  
 Contact Us

**Search the Files of the Registry of Charitable Trusts**

- Welcome to the search page of the Registry of Charitable Trusts (RCT). Here you are able to search for information on charities, charity fundraising professionals, and raffle registrants.
- This search page provides access to information about various types of entities that are registered with the Registry of Charitable Trusts. With a few exceptions, it does not currently provide access to electronic copies of documents filed with the Registry. Electronic copies of filings by certain registrants, such as the annual financial reports filed by commercial fundraisers for charitable purposes, are available elsewhere on the Charities website. Access to these reports is available at CFR search.
- Please enter search criteria below to start your search. Enter data in any field. Remember, the fewer your search criteria, the broader the range of the results that will be obtained by your search. For example, if you search using a name or federal employer identification number (FEIN) and leave the Registration Type or the Record Type fields blank, your results may return multiple registrations for the entity. It may be, for example, that the entity is registered both as a charity and as an organization conducting raffles.
- If you have partial information, you may use a wildcard search by placing an asterisk at the beginning or end of the search terms entered. For example, if you are not sure whether a name is spelled Alan or Allen, enter Al\* to search.
- For help using and interpreting the results from the Registry Search, please review [Registry Search Feature - Tips for use and definition of the codes.](#)

Record Type: --All--

Registration Type: --All--

Secretary of State or Franchise Tax Board Number (numbers only):

Organization Name: **San Diego Opera**

State Charity Registration Number:

DBA:

FEIN (numbers only):

Registration Status: --All--

County:

City:

State: --All--

ZIP Code:

Search Clear

State of California Department of Justice  
Office of the Attorney General



Kamala D. Harris  
Attorney General

Home About the AG In the News Careers Services & Information Programs A - Z  
Contact Us

For more detailed information on an organization's registration, click on the Organization Name from the alphabetical list below. If there are additional pages of the search results, there will be clickable page numbers at the bottom of the list. The maximum number of pages is 25 so if you do not find the organization for which you are searching, click the 'Search Again' button and change the search criteria.

Search Again

Organization Name	Registration Number	Record Type	Registration Status	City	State	Registration Type	Record Type
<a href="#">SAN DIEGO OPERA ASSOCIATION</a>	006066	Charity	Current	SAN DIEGO	CA	Charity Registration	Charity
<a href="#">SAN DIEGO OPERA ASSOCIATION ENDOWMENT TRUST</a>	085645	Charity	Registered - Bank Trust	LA JOLLA	CA	Charity Registration	Charity
<a href="#">SAN DIEGO OPERA CENTER</a>		Charity	Not Registered	SAN DIEGO	CA	Charity Registration	Charity



State of California Department of Justice  
Office of the Attorney General



Kamala D. Harris  
Attorney General

Home About the AG In the News Careers Services & Information Programs A - Z  
Contact Us

Below is the detailed data for the registrant you selected.  
You may CLOSE this window to return to the Search Results and choose another registrant.

**Registrant Information**

Full Name:	SAN DIEGO OPERA ASSOCIATION	FEIN:	956044429
Type:	Public Benefit	Corporate or Organization Number:	0275573

Registration Number:	006066	Registration Type:	Charity Registration
Record Type:	Charity	Renewal Due Date:	11/15/2010
Issue Date:	6/30/2006	Date This Status:	
Registration Status:	Current		
Date of Last Renewal:	4/22/2010		

**Address Information**

Address Line 1:	1200 THIRD AVE 18TH FL	Phone:	
Address Line 2:			
Address Line 3:			
Address Line 4:	SAN DIEGO CA 92101-4112		

**Annual Renewal Information**

Fiscal Begin:	
Fiscal End:	30-JUN-02
Total Assets:	\$19,371,324.00
Gross Annual Revenue:	\$11,948,975.00
RRF Received:	13-NOV-02
Returned Date:	
990 Attached:	
Status:	Accepted
Fiscal Begin:	
Fiscal End:	30-JUN-03
Total Assets:	\$22,452,226.00
Gross Annual Revenue:	\$13,080,052.00
RRF Received:	19-NOV-03
Returned Date:	
990 Attached:	Y
Status:	Accepted
Fiscal Begin:	01-JUL-03
Fiscal End:	30-JUN-04

State of California Department of Justice

Office of the Attorney General



Kamala D. Harris

Attorney General

[Home](#)  
[Contact Us](#)

[About the AG](#)

[In the News](#)

[Careers](#)

[Services & Information](#)

[Programs A - Z](#)

**Below is the detailed data for the registrant you selected.  
You may CLOSE this window to return to the Search Results and choose  
another registrant.**

### Registrant Information

<b>Full Name:</b>	SAN DIEGO OPERA ASSOCIATION	<b>FEIN:</b>	956044429
<b>Type:</b>	Public Benefit	<b>Corporate or Organization Number:</b>	0275573

<b>Registration Number:</b>	006066	<b>Registration Type:</b>	Charity Registration
<b>Record Type:</b>	Charity	<b>Renewal Due Date:</b>	11/15/2010
<b>Issue Date:</b>	6/30/2006	<b>Date This Status:</b>	
<b>Registration Status:</b>	Current		
<b>Date of Last Renewal:</b>	4/22/2010		

### Address Information

## 6. No Suspensions or Debarments Verification

### 1. California Department of Industrial Relations

▶ <https://www.dir.ca.gov/dlse/debar.html>

- Print out list and write “We are not on this list.” on top of page

- I WANT TO . . .**
- [Find the local office closest to me](#)
  - [Get pre-recorded information on my rights as an employee](#)
  - [Frequently asked questions](#)
  - [Attend a training](#)
  - [File a wage claim](#)
  - [File a retaliation or discrimination claim](#)
  - [File a public works complaint](#)
  - [File a BOFE claim](#)
  - [Check new laws](#)
  - [Check proposed regulations](#)
  - [Research the DLSE Enforcement Manual](#)
  - [Research the Labor Code](#)
  - [Find an Opinion Letter](#)
  - [Find a form or publication](#)
  - [Obtain a license or registration](#)
  - [Verify a license or registration](#)

**Division of Labor Standards Enforcement (DLSE)**

**DLSE debarments**

The following contractors are currently barred from bidding on, or accepting or performing any public works contracts, either as a contractor or subcontractor, for the period set forth below:

Note: As part of your due diligence, we suggest that you also check:

- [Debarments made by the Division of Apprenticeship Standards \(DAS\)](#)
- [Contractor status at the Contractors State License Board \(CSLB\)](#)
- [The Federal debarment list at the Excluded Parties List System](#)

For a list of past DLSE debarments of public works contractors, please contact:

Char Grafil  
 Special Assistant to the Labor Commissioner  
 455 Golden Gate Ave., 9th Flr.  
 San Francisco, CA 94102  
 415-703-4810  
[cgrafil@dir.ca.gov](mailto:cgrafil@dir.ca.gov)

Revised: 3/24/11

*We are not on this list.*

Name of contractor	Period of debarment
<b>Jensen Drywall &amp; Stucco</b> <b>Jeffrey E. Jensen</b> 3714 Lynda Place National City, CA 91950-8121 CSB # 664168 Exp. 2/18/11 (expired) <a href="#">Decision &amp;</a>	3/31/11 through 3/30/13

# 6. No Suspensions or Debarments Verification

## 2. Federal Excluded Parties List System

- ▶ <https://www.epls.gov/epls/search.do>
  - Under Name Search Type – Select Firm, Entity or Vessel
  - Search for your organization
  - The search should say: “Your search returned no results.”
  - Print “printer friendly” copy

# EPLS

## Excluded Parties List System



### Search - Current Exclusions

- > [Advanced Search](#)
- > [Multiple Names](#)
- > [Exact Name and SSN/TIN](#)
- > [MyEPLS](#)
- > [Recent Updates](#)
- > [Browse All Records](#)

### View Cause and Treatment Code Descriptions

- > [Reciprocal Codes](#)
- > [Procurement Codes](#)
- > [Nonprocurement Codes](#)

### Agency & Acronym Information

- > [Agency Contacts](#)
- > [Agency Descriptions](#)
- > [State/Country Code Descriptions](#)

### OFFICIAL GOVERNMENT USE ONLY

- > [Debar Maintenance](#)
- > [Administration](#)
- > [Upload Login](#)

### EPLS Advanced Search

#### Important EPLS Advanced Search Information

- Please note that when matches are found, there may be instances where an Individual or Firm has the same or similar name as your search request but is actually a different party. Therefore, it is important that you verify a potential match with the debarring agency identified in the record information.
- You must acknowledge having read the following information before performing a search by **DUNS** or **Cage Code**.
  - EPLS does not have DUNS or Cage Code identifiers for all Firms listed in EPLS. Therefore, a search by one of these fields may not be sufficient to find a match. An additional Name search should be performed if a match is not found when searching by one of these fields.

Check the following box to acknowledge these statements and enable searching by **DUNS** or **Cage Code**. If you do not check the box, these search options will not be available.

Click the X in the top right corner of this message window to close it.

CT Code (Non-Procurement)

C1  
E

Agency

AF  
AID

### Resources

- > [Search Help](#)
- > [Advanced Search Tips](#)
- > [Public User's Manual](#)
- > [FAQ](#)
- > [Acronyms](#)
- > [Privacy Act Provisions](#)
- > [News](#)
- > [System for Award Management \(SAM\)](#)

### Reports

- > [Advanced Reports](#)
- > [Recent Updates](#)
- > [Dashboard](#)

### Archive Search - Past Exclusions

- > [Advanced Archive Search](#)
- > [Multiple Names](#)
- > [Recent Updates](#)
- > [Browse All Records](#)

### Contact Information

- > [For Help: Federal Service Desk](#)

Excluded Parties List System - Windows Internet Explorer  
https://www.epls.gov/epls/search.do

# EPLS

## Excluded Parties List System

**Search - Current Exclusions**

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

**View Cause and Treatment Code Descriptions**

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

**Agency & Acronym Information**

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

**OFFICIAL GOVERNMENT USE ONLY**

- > Debar Maintenance
- > Administration
- > Upload Login

**EPLS Advanced Search**

**Name Search Type**  
Firm, Entity, or Vessel

**Name**  
San Diego Armed Services YMCA

**Action Dates**  
-- -- -- To -- -- --

**Termination Dates**  
-- -- -- To -- -- --

**Create Dates**  
-- -- -- To -- -- --

**Modify Dates**  
-- -- -- To -- -- --

**DUNS**  
[Empty field]

**Classification**  
ALL  
Entity  
Firm

**Exclusion Type**  
ALL  
NonProcurement  
Procurement

**CT Code (Reciprocal)**  
03-BSE-01  
03-DP-01  
03-ENT-01

**CT Code (Procurement)**  
A  
A1  
AA

**CT Code (Non-Procurement)**  
C  
C1  
E

**Agency**  
AF  
AID

**Resources**

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

**Reports**

- > Advanced Reports
- > Recent Updates
- > Dashboard

**Archive Search - Past Exclusions**

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

**Contact Information**

- > For Help: Federal Service Desk

Excluded Parties List System - Windows Internet Explorer

https://www.eppls.gov/eppls/search.do;jsessionid=EDF0B91A536A157A08EF017E8C83A87F

File Edit View Favorites Tools Help

Excluded Parties List System

# EPLS

## Excluded Parties List System



**Search - Current Exclusions**

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

**View Cause and Treatment Code Descriptions**

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

**Agency & Acronym Information**

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

**OFFICIAL GOVERNMENT USE ONLY**

- > Debar Maintenance
- > Administration
- > Upload Login

**EPLS Search Results**

**Search Results for Parties Excluded by**  
Firm, Entity, or Vessel : San Diego Armed Services YMCA  
As of 24-Jun-2011 2:03 PM EDT  
[Save to MyEPLS](#)

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

**Resources**

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

**Reports**

- > Advanced Reports
- > Recent Updates
- > Dashboard

**Archive Search - Past Exclusions**

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

**Contact Information**

- > For Help: Federal Service Desk

## (Printer Friendly Printout)

EPLS Search Results - Windows Internet Explorer

https://www.epls.gov/epls/search.do;jsessionid=EDF0B91A536A157A08EF017EBC83AB7F?full\_name=San+Diego+Armed+Services

File Edit View Favorites Tools Help

EPLS Search Results

EPLS

Excluded Parties List System

Search Results Excluded By  
Firm, Entity, or Vessel : San Diego Armed Services YMCA  
as of 24-Jun-2011 2:03 PM EDT

Your search returned no results.

# 7. Equal Benefits Ordinance

- ▶ Complete and return Certification of Compliance
- ▶ <http://www.sandiego.gov/arts-culture/pdf/ebocertcomp.pdf>
- ▶ The Equal Benefits Ordinance [EBO] requires the City to enter into contracts only with contractors who certify they will provide and maintain equal benefits to employees with spouses and employees with domestic partners in accordance with the EBO.
- ▶ Benefits include health, dental, vision insurance; pension/401(k) plans; bereavement, family, parental leave; discounts, child care; travel/relocation; employee assistance programs; credit union; or any other benefit.
- ▶ If a contractor does not offer a benefit to an employee with a spouse, that same benefit is not required to be offered to an employee with a domestic partner.



# 4. Work Force Report

**WORK FORCE REPORT – NAME OF FIRM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE(S) or BRANCH(ES):** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**INSTRUCTIONS:** For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity, not falling into other groups

OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

\*Construction laborers and other field employees are not to be included on this page

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

# 9. Drug-Free Workplace Certification

- ▶ OSP – For “Project Title” just fill in FY13 TOT Agreement.

# 10. Electronic Payment Enrollment (preferred)

Send directly  
to comptroller  
– not to us!

The form is titled "Office of the City Comptroller" and "ELECTRONIC FUNDS TRANSFER (EFT) VENDOR ENROLLMENT PAYMENT FORM". It includes a header with the City of San Diego logo and a sub-header with the title. Below the header are two checkboxes: "New Enrollment - ACH (CCD+)" and "Change to Existing Enrollment".

The form is divided into three main sections:

- Payer's Information:** This section includes fields for "Payer's Name" (City of San Diego, Office of City Comptroller - F. Mower), "Payer's Address" (202 "C" Street, 7th Floor, MS 7A, San Diego, CA 92101-4806), "Payer's Contact Name & Phone No.:", "Originating City Department:", and "Vendor Name:" and "Vendor Number:".
- Payee/Company Information:** This section includes fields for "Business Name:", "Payee Contact Address:", "Payee Email Contact(s):", "Payee Contact Name:", "Payee Contact Signature:", and "Payee Contact Number:" and "Tax Payer ID #".
- Financial Institution Information:** This section includes fields for "Name:" and "Telephone Number: ( )", and two checkboxes: "Checking Account" and "Savings Account".

At the bottom of the form, there is a blue bar with the text "ATTACH COPY OF VOIDED CHECK OR DEPOSIT SLIP HERE".

Small text at the bottom left of the form reads "COM-3 (Rev. 12-15)".

<http://www.sandiego.gov/arts-culture/pdf/electronicpaymentform.pdf>

# 10. Vendor Registration Form

## \*\*\*New Contractors Only\*\*\*

Download and complete:

<http://www.sandiego.gov/arts-culture/pdf/contractorregform.pdf>

- ▶ **DO NOT** mail to Purchasing & Contracting Department as requested on the webpage.
- ▶ Deliver with other required documents to Contracts Coordinator
- ▶ Questions? Please contact Teresa Monillas at [tmonillas@sandiego.gov](mailto:tmonillas@sandiego.gov) or 619-236-6803

# 11. IRS W-9

**\*\*\*New Contractors Only\*\*\***

- ▶ Deliver the form to us - not the IRS.

# Contacts

- ▶ Teresa Monillas
  - Contracts Coordinator
  - 619-236-6803
  - [tmonillas@sandiego.gov](mailto:tmonillas@sandiego.gov)
  
- ▶ Gary Margolis
  - Program Manager
  - 619-236-6788
  - [gmargolis@sandiego.gov](mailto:gmargolis@sandiego.gov)



July 11, 2012 • 2:30 PM

BACK TO SCHOOL WITH  
ARTS & CULTURE

*Cultural Tourism  
Summit*

Museum of Photographic Arts

# FY14 Applications: Preparation Workshops

## **Creative Communities San Diego**

*(funding for projects)*

Wed. Sept. 12, 1-3 PM

Rancho Penasquitos Library

Thur. Sept. 13, 1-3 PM

Logan Heights Library

**Applications due:  
October 19, 2012**

## **Organizational Support Program**

*(funding for general operations)*

Thur. Oct 4, 1-3 PM

Logan Heights Library

Wed. Oct. 10, 1-3 PM

Rancho Penasquitos Library

**Applications due:  
November 16, 2012**

