

Agreement No. _____

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND Air Doctor

This Agreement is entered into this _____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Air Doctor, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained to provide comprehensive dryer duct maintenance and repair services for various County maintained facilities, including 'as-needed' air duct cleaning services.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed Three Hundred Seventy Five Thousand Dollars and Zero Cents (\$375,000.00). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from Tuesday, June 23, 2026 through Sunday, June 22, 2031.

5. Termination

This Agreement may be terminated by Contractor or by the Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship to Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this

Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

10.1. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

10.2. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

10.3. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability..... \$1,000,000

(b) Motor Vehicle Liability Insurance..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Levine Act Compliance

The Contractor certifies and warrants that Contractor has fully complied, and will remain in full compliance, with all applicable requirements of the Levine Act in connection with this Agreement, including making any required disclosures of campaign contributions to County Officers, which includes but may not be limited to elected County Officers. Elected County Officers include members of the San Mateo County Board of Supervisors, as well as the Assessor-County Clerk-Recorder, Controller, Coroner, District Attorney, Sheriff, and Tax Collector-Treasurer. Any campaign contribution required to be disclosed under the Levine Act in connection with this Agreement shall be disclosed on the disclosure form provided by the County of San Mateo Levine Act Disclosure Form, a copy of which is available from the County upon request.

13. Non-Discrimination and Other Requirements

13.1. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

13.2. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

13.3. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

13.4. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

13.5. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

13.6. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

13.7. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

13.8. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

14. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

15. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

16. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

17. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

18. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Roxanne Maquinana/Program Services Manager
Address: 555 County Center, Redwood City, CA, 94063
Telephone: (650) 363-4100
Email: rmaquinana@smcgov.org

In the case of Contractor, to:

Name/Title: Tami Roberts/Office Manager
Address: 3381 McMaude Place, Suite D, Santa Rosa, CA 95407
Telephone: (707) 584-5941
Email: office@airdoctor.org

19. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

20. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

21. Prevailing Wage

When applicable, Contractor hereby agrees to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2-

Wages, Chapter 1, Part 7, Division 2, Section 1770 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at www.dir.ca.gov/DLSR or by phone at 415-703-4774. California Labor Code Section 1776(a) requires each contractor and subcontractor keep accurate payroll records of trades workers on all public works projects and to submit copies of certified payroll records upon request.

Additionally,

- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations

22. Rehabilitation Act of 1973

Refer to the attachment required to be completed by the Contractor.

23. Prison Rape Elimination Act (PREA) of 2003

Contractor shall comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42. U.S.C. 15601 ET. Seq.), and applicable PREA Standards including but not limited to those regarding preventing, reporting, monitoring, and eradicating any form of sexual abuse within San Mateo County Sheriff's Office Facilities/Programs /Offices owned, operated or contracted. Failure to comply with PREA, including PREA Standards and related San Mateo County Sheriff's Office Policies, may result in termination of the contract.

SIGNATURE PAGE TO FOLLOW

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: Air Doctor

<small>DocuSigned by:</small> <i>Tami Roberts</i> <small>7B903A5843E54E5...</small>	<u>6/8/2026</u>	<u>Tami Roberts</u>
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following Services:

Contractor shall provide comprehensive dryer duct maintenance and repair services for various County maintained facilities, including 'as-needed' air duct cleaning services.

The services will include routine maintenance, cleaning, inspection, and repair of dryer ducts to ensure they are functioning efficiently and safely. Upon final execution of this Agreement with the County, the Contractor is required to meet with the Facilities Manager to implement a routine maintenance schedule and plan.

Locations

Services to include the locations listed below, but may not be limited to:

- Coast House Shelter, Half Moon Bay ***as needed***
- Youth Services Center, San Mateo ***annual cleaning***
- El Camino House Shelter, San Mateo ***as needed***
- Sheriffs' Commuter House, San Mateo ***as needed***
- Maguire Jail, Redwood City ***annual cleaning***
- Maple Street Correctional Facility, Redwood City ***annual cleaning***
- Navigation Center, Redwood City ***annual cleaning***
- Pacific Shelter, Redwood City ***as needed***
- Spring Street, Redwood City ***as needed***
- Hudson Street, Redwood City ***as needed***

Detailed Specifications

The Contractor shall provide all labor, materials, tools, equipment, and supervision necessary to perform the following tasks:

Inspection and Assessment:

- Conduct a thorough inspection of all dryer ducts to assess their current condition.
- Identify any blockages, lint buildup, or damage that may impede the proper functioning of the dryer ducts.
- Provide a detailed report of the inspection findings, including photographs and recommendations for any necessary repairs or replacements.

Cleaning Services:

- Perform comprehensive cleaning of dryer ducts to remove lint, debris, and any other obstructions.
- Utilize industry-standard equipment and techniques to ensure thorough cleaning.
- Ensure that all cleaning activities comply with the National Fire Protection Association (NFPA) Standard 211 and other relevant safety standards.

Repair Services:

- Repair or replace damaged or worn-out sections of dryer ducts as identified during the inspection.
- Ensure that all repairs comply with the International Mechanical Code (IMC) and other relevant building codes and standards.
- Use high-quality materials that meet or exceed industry standards for durability and safety.

Preventive Maintenance:

- Develop and implement a preventive maintenance schedule to ensure regular inspection and cleaning of dryer ducts.
- Provide training to county staff on best practices for maintaining dryer ducts and preventing lint buildup.

Service Requirements

The Contractor shall adhere to the following service requirements:

Licensing and Certification:

- Contractor must hold all necessary licenses and certifications required to perform dryer duct maintenance and repair services in the state of California.
- Technicians performing the work must be certified by a recognized industry organization, such as the Chimney Safety Institute of America (CSIA) or the National Air Duct Cleaners Association (NADCA).

Safety and Compliance:

- Contractor must comply with all applicable federal, state, and local safety regulations, including OSHA standards.
- Contractor must implement and follow a comprehensive safety plan to protect both workers and county property during the performance of services.

Quality Assurance:

- Contractor must provide a warranty for all repair work performed, covering both labor and materials for a minimum of one year.
- Contractor must conduct a final inspection after completing the work to ensure that all services have been performed to the county's satisfaction.

Communication and Reporting:

- Contractor must provide regular updates to the county's designated point of contact regarding the status of ongoing work.
- Contractor must submit a detailed report upon completion of each service visit, including a summary of work performed, any issues identified, and recommendations for future maintenance.

Delivery Requirements

The Contractor shall adhere to the following delivery requirements:

Scheduling:

- Contractor must coordinate with the county to schedule service visits at times that minimize disruption to county operations.
- Contractor must provide a minimum of 48 hours' notice for any changes to the agreed-upon schedule.

Timeliness:

- Contractor must complete all scheduled maintenance and repair services within the agreed-upon timeframe.
- Contractor must promptly address any emergency repair requests, with a response time of no more than 24 hours.

Documentation:

- Contractor must provide all necessary documentation, including inspection reports, cleaning logs, and repair records, within five business days of completing the service.
- Contractor must maintain accurate records of all services performed and make them available to the county upon request.

As-Needed Air Duct Services

Air ductwork systems cleaning includes any interior surface of the air distribution system for conditioned spaces and/or occupied zones. This shall include all heating, air-conditioning, and ventilation system(s) from the point(s) where the air enters a system to the point(s) where the air is discharged from a system. Services scope shall also include, but is not limited to, return air grilles, return air ducts to an air handling unit (AHU), interior surfaces of an AHU, mixing boxes,

coil compartments, condensation drain pans, housings, reheat coils, fans, fan housings, fan blades, turning vanes, filters, filter housings, supply diffusers, and any other components of an air distribution system not specifically listed.

Additional Requirements

The Contractor shall also meet the following additional requirements:

Environmental Considerations:

- Contractor must use environmentally friendly cleaning products and methods whenever possible.
- Contractor must properly dispose of all waste materials in accordance with local, state, and federal regulations.

Work Hours

- A. **Standard Work Hours** - The Contractor shall normally perform work during Standard Work Hours, defined as Monday through Friday, 7:00am to 5:00pm PST, excluding County observed holidays.
- B. **Non-Standard Work Hours** - While daytime work under Standard Work Hours is preferred/encouraged, any work affecting public areas, systems, or tenant spaces may be required by the Department during Non-Standard Work Hours, including weekends and holidays. Such work shall be coordinated in advance and must receive prior written approval from the Facilities Manager or Department representative before scheduling. The Contractor shall advise the Department at least 48-hours in advance of its projected work schedule. The Contractor shall not perform work billable under Non-Standard Work Hours, without receiving prior written approval from the Department.
- C. **Response Time for Regular Service Calls** - The Contractor shall respond verbally by telephone to a written request by the Department within 24-hours of receiving the request and shall commence on-site repair or replacement services within 48-hours from the time the Department's written request is received.
- D. **Response Time for Emergency Call Services** - The Contractor shall physically respond to emergency call services within 2-hours of notification if any of the Contractor's technicians are already on site. At all other times, the Contractor shall physically respond within 4-hours of notification, 7-days per week, 365-days per year.
- E. **Emergency Conditions** - In the event an emergency condition is declared by the Department's Facilities Manager, or designees, the Contractor shall perform work during such hours as specified by the Department.
- F. **Reimbursable Charges** - Charges will be based on actual hours worked. The Contractor's invoice time must match the hours worked. *Time required for travel to and from the Authorized site is not eligible for reimbursement.*

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Location	City	# of systems	Annual Cleaning	As-Needed	Cost	Annual Cleaning Total
Navigation Center	Redwood City	8 dryer ducts	x		\$ 3,800.00	\$ 3,800.00
Maguire Correctional Facility	Redwood City	4 dryers tie into 1 main duct, exhaust to the side louvers on the side of building			\$ 1,250.00	
Maple Street Correctional Facility	Redwood City	1st Floor: 4 dryers tie into 1 main duct, travels from the 1st floor to the 3rd floor roof 2nd Floor: 3 dryers, 3 individual ducts to the 3rd floor roof	x		\$ 2,500.00	\$ 2,500.00
Childcare Center	Redwood City	1 dryer - duct traverses across to exterior wall louver		x	\$ 500.00	
Pacific Shelter	Redwood City	1 dryer vent out through wall		x	\$ 500.00	
Hudson House	Redwood City	1 dryer vent out through roof		x	\$ 600.00	
Spring Street	Redwood City	1 dryer vent out through wall		x	\$ 500.00	
YSC, Laundry Facility	San Mateo	4 dryers with a dedicated (4) vent up to the roof	x		\$ 2,000.00	\$ 2,000.00
El Camino House Shelter	San Mateo	3 dryers, 1 has dedicated vent to the wall and a shared vent to the wall		x	\$ 1,200.00	
Sheriff's Commuter House	San Mateo	1 dryer vent up to the roof		x	\$ 600.00	
Children's Receiving Home	San Mateo	2 dryers with a common (1) vent up to the roof		x	\$ 1,000.00	
Our Common Ground	East Palo Alto	2 dryers (outdoor) individually vent out		x	\$ 1,000.00	
Coast House Shelter	Half Moon Bay	3 dryers with dedicated (3) vent out to the wall		x	\$ 1,350.00	
Safe Harbor Shelter	South San Francisco	3 dryers with a common (1) vent out to the wall		x	\$ 1,000.00	
Cal Fire Station	Belmont	2 dryers with a dedicated (2) vent out to the wall		x	\$ 850.00	
Fal Fire Station	Pescadero	1 dryer, 1 vent out to the wall		x	\$ 500.00	
Fire Station	Skytonda	3 dryers, 1 has a dedicated vent to the end wall and 2 shared vent up to the roof		x	\$ 1,500.00	
Cal Fire Station Cordilleras	Redwood City	1 dryer, 1 vent out to the wall		x	\$ 500.00	
						\$ 8,300.00

Dryer Duct Cleaning

All rates should be prevailing wage

Line Item	Description	Quantity	Unit of Measure	Unit Cost
1	Technician Labor Rate (prevailing wage)	1	Per Hour	\$250.00
2	Dryer Duct Repair Services (per call)	1	Each	\$500.00

In any event, the total payment for services of Contractor shall not exceed **\$375,000**, and the County shall have the right to withhold payment if the County determines that the quantity and/or quality of the work performed is unacceptable.

Remit invoices to:
 County of San Mateo
 Department of Public Works
 Attn: Accounting Unit
 555 County Center, 5th Floor
 Redwood City, CA 94063
 Email: dpw_accounting@smcgov.org

ATTACHMENT I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person: TAMI ROBERTS

Name of Contractor(s): AIR DOCTOR

Street Address or P.O. Box: 3381 MCMAUDE PLACE STE D

City, State, Zip Code: SANTA ROSA, CA 95407

I certify that the above information is complete and correct to the best of my knowledge

Signature: 

Title of Authorized Official: OFFICE MANAGER

Date: 6/8/2026

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

Certificate Of Completion

Envelope Id: 16D52E2E-4627-8D4D-83BE-D980B84199B6	Status: Completed
Subject: Complete with Docusign: Air Doctor_agreement.pdf	
Source Envelope:	
Document Pages: 16	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Heather Oda hmoda@smcgov.org
Envelopeld Stamping: Enabled	IP Address: 136.226.78.176
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Tami Roberts
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Office Manager
Air Doctor
Security Level: Email, Account Authentication
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Accepted: 6/8/2026 9:30:47 AM
ID: 5a88c219-f8d2-4d59-ab1b-38d3e33d6d25

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/5/2026 11:26:53 AM
Certified Delivered	Security Checked	6/8/2026 9:30:47 AM
Signing Complete	Security Checked	6/8/2026 9:31:10 AM
Completed	Security Checked	6/8/2026 9:31:10 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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