

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2018, between the CITY OF STOCKTON, a municipal corporation ("CITY"), and FAMILY PET HOSPITAL a whose address is 4955 West Lane Stockton, CA 95210 and telephone number is (415) 470-2424 ("CONTRACTOR").

### RECITALS

A. CONTRACTOR is qualified to and experienced in providing After-Hours Veterinary Hospital and/or Emergency Care for the purposes specified in this Agreement.

B. CITY finds it necessary and advisable to use the services of the CONTRACTOR for the purposes provided in this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions in this Agreement, CITY and CONTRACTOR agree as follows:

1. **CONTRACTOR's Services.** Subject to the terms and conditions set forth in this Agreement, CONTRACTOR shall provide to CITY services described in **Exhibit A.** CONTRACTOR shall provide said services, at the location requested, and in the manner specified in **Exhibit A.**

2. **CITY Assistance, Facilities, Equipment and Clerical Support.** Except as set forth in **Exhibit A,** CONTRACTOR shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing services pursuant to this Agreement. CITY shall furnish to CONTRACTOR only the facilities and equipment listed in **Exhibit A** according to the terms and conditions set forth in **Exhibit A.**

3. **Term.** This Agreement shall commence on the date written above and shall expire on **36 months from date listed above,** with the option to extend the contract for an additional two years; provided, however the parties may agree, in writing, to change either the commencement or expiration date.

4. **Compensation.** CITY shall pay CONTRACTOR for services rendered pursuant to this Agreement as described more particularly in **Exhibit A.** The payments shall be made monthly upon receipt and approval of CONTRACTOR's invoice. In no way, shall the total compensation for services to the CONTRACTOR and reimbursement for costs exceed \$240,000 over the term of this Agreement, **Exhibit C.**

a. Invoices submitted by CONTRACTOR to CITY must contain the Billing Level (I, II OR III) as specified in original request, a copy of the original Shelter Request, any additional fees that have been pre-approved by the Shelter Veterinarian, and the total cost for all

categories. The CITY shall have no obligation or liability to pay any invoice for work performed which the CONTRACTOR fails or neglects to submit within thirty (30) business days after the work is accepted by the CITY. Payment shall be made within thirty (30) days of CITY approval of CONTRACTOR's invoice.

- b. Upon completion of work and acceptance by CITY, CONTRACTOR shall have five (5) business days in which to submit the animal medical history for approval.

5. **Ownership of Work.** CONTRACTOR shall keep services confidential. Services shall not be used for purposes other than performance of services under this Agreement and shall not be disclosed to anyone not connected with these services, unless the CITY provides prior written consent.

6. **Changes.** CITY may request changes in the scope of services to be provided by CONTRACTOR. Any changes and related fees shall be mutually agreed upon between the parties and subject to a written amendment to this Agreement.

7. **CONTRACTOR's Status.** In performing the obligations set forth in this Agreement, CONTRACTOR shall have the status of an independent CONTRACTOR and CONTRACTOR shall not be considered to be an employee of the CITY for any purpose. All persons working for or under the direction of CONTRACTOR are its agents and employees and are not agents or employees of CITY.

8. **Termination for Convenience of CITY.** The CITY may terminate this Agreement at any time by mailing a notice in writing to CONTRACTOR. The Agreement shall then be deemed terminated and no further work shall be performed by CONTRACTOR. If the Agreement is so terminated, the CONTRACTOR shall be paid for the work actually completed at the time the notice of termination is received.

9. **Non-Assignability.** The CONTRACTOR shall not assign, sublet, or transfer this Agreement or any interest or obligation in the Agreement without the prior written consent of the CITY, and then only upon such terms and conditions as CITY may set forth in writing. CONTRACTOR shall be solely responsible for reimbursing subcontractors.

10. **Indemnity and Hold Harmless.** To the fullest extent permitted by law, CONTRACTOR shall hold harmless, defend at its own expense, and indemnify the CITY of Stockton, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of CONTRACTOR or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from the CITY of Stockton's sole negligence or willful acts. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

11. **Insurance.** During the term of this Agreement, CONTRACTOR shall maintain in full force and effect at its own cost and expense the insurance coverage as set forth in the attached **Exhibit B** and shall otherwise comply with the other provisions of **Exhibit B**.

12. **Notices.** All notices herein required shall be in writing and shall be sent by certified or registered mail, postage prepaid, addressed as follows:

To CONTRACTOR:  
Family Pet Hospital  
Attn: John Wu  
4955 West Lane  
Stockton, CA 95210

To CITY:  
City Manager  
City of Stockton  
425 N. El Dorado Street  
Stockton, CA 95202

13. **Conformance to Applicable Laws.** CONTRACTOR shall comply with all applicable Federal, State, and Municipal laws, rules, and ordinances. CONTRACTOR shall not discriminate in the employment of persons or in the provision of services under this Agreement on the basis of any legally protected classification, including race, color, national origin, ancestry, sex or religion of such person.

14. **Licenses, Certifications and Permits.** Prior to the CITY's execution of this Agreement and prior to the CONTRACTOR's engaging in any operation or activity set forth in this Agreement, CONTRACTOR shall obtain a CITY of Stockton business license, which must be kept in effect during the term of this Agreement. CONTRACTOR covenants that it has obtained all certificates, licenses, permits and the like required to perform the services under this Agreement.

15. **Records and Audits.** CONTRACTOR shall maintain all records regarding this Agreement and the services performed for a period of three years from the date that final payment is made. At any time during normal business hours, the records shall be made available to the CITY to inspect and audit.

16. **Confidentiality.** CONTRACTOR shall exercise reasonable precautions to prevent the unauthorized disclosure and use of CITY reports, information or conclusions.

17. **Conflicts of Interest.** CONTRACTOR covenants that other than this Agreement, CONTRACTOR has no financial interest with any official, employee or other representative of the CITY. CONTRACTOR and its principals do not have any financial interest in real property, sources of income or investment that would be affected in any manner of degree by the performance of CONTRACTOR's services under this Agreement. If such an interest arises, CONTRACTOR will immediately notify the CITY.

18. **Waiver.** In the event either CITY or CONTRACTOR at any time waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any

other or succeeding breach of this Agreement, whether of the same or of any other covenant, condition or obligation.

19. **Governing Law.** California law shall govern any legal action pursuant to this Agreement with venue for all claims in the Superior Court of the County of San Joaquin, Stockton Branch or, where applicable, in the federal District Court of California, Eastern District, Sacramento Division.

20. **No Personal Liability.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by the CITY or for any amount due CONTRACTOR.

21. **Exhibits.** All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

22. **Scope of Agreement.** This writing constitutes the entire Agreement between the parties. Any modification to the Agreement shall be in writing and signed by both parties.

**THIS AGREEMENT** executed the date and year first above written.

**CITY OF STOCKTON**

**CONTRACTOR**

\_\_\_\_\_  
Kurt O. Wilson, City Manager

By: \_\_\_\_\_  
Signature

ATTEST:

\_\_\_\_\_  
John Wu, Family Pet Hospital

\_\_\_\_\_  
Christian Clegg - Interim City Clerk/Deputy  
City Manager

Title: \_\_\_\_\_

APPROVED AS TO FORM:

*[If CONTRACTOR is a corporation  
signature(s) must comply with  
Corporations Code §313.]*

\_\_\_\_\_  
Phaedra A. Norton, Deputy City Attorney

**EXHIBIT A:  
SCOPE OF WORK**

**SCOPE**

CONTRACTOR must agree with SPECIFICATIONS/PRICING FOR HOSPITAL AND EMERGENCY CARE

AND

- Service Hours: 8am-5pm Monday – Friday; 8am-4pm Saturday

AND/OR

- After-hours hospital and/or emergency care: From 5pm-8am Monday – Friday; and 24 hours Saturday and Sunday and all State, Federal, or Local Holidays

**SPECIFICATIONS/PRICING FOR HOSPITAL AND EMERGENCY CARE**

The following are bundled overnight (M-F overnight) and weekend (Sat AM to Monday AM) care packages for animals transferring from the City of Stockton Animal Shelter and Stockton Police Department employees or volunteers. Sick and injured animals may be taken directly from citizens, but only with proper identification (e.g., state issued driver license, identification card or military identification) a photo copy of the citizen's identification and contact information, including telephone number shall be submitted with the medical record to the Shelter. The Contractor shall not accept any animals without proper identification from citizens. There will be no payment for healthy or uninjured animals taken by Contractor All bundles include:

- Initial doctor's examination and case review
- Hospitalization from the time of arrival until 8:00 AM the following morning for overnight shifts, or 24 hours for weekend shifts.
- Nursing and doctor care and monitoring
- Appropriate medications and IV Fluids
- Communications and updates on status changes during shift
- Summary and medical plan provided upon discharge.
- Hospitalization in isolation area if appropriate
- A thorough medical record in digital form (email or pdf) must accompany the animal when it leaves the Provider's care and returns to the Shelter

**Level I Transfer Case – Bundle Price to SAS: \$105/weeknight overnight; \$155/weekend 24hour shift**

Appropriate for patients not on IV fluids.

Includes (in addition to above):

- Appropriate for patients no on IV fluids
- Pain medications, antibiotics, anti-nausea vomiting
- Euthanasia - patient is irremediably suffering with grave prognosis

**Level II Transfer Case – Bundle Price to SAS \$130/weeknight overnight;  
\$190/weekend 24 hour shift**

Appropriate for patients on IV fluids and/or multiple injectable medications.

Includes (in addition to above):

- Appropriate for patients on IV fluids and/or multiple injectable medications
- IV catheter, fluids, pain medications, antibiotics, anti-nausea/vomiting
- Maintenance on intravenous fluid
- Up to three (3) injections of medication during the shift
- A PCV/TP/Blood Glucose check during the shift (or equivalent as needed)
- Euthanasia – patient is irremediably suffering with grave prognosis

**Level III Transfer Case – Bundle Price to SAS \$155/weeknight overnight;  
\$250/weekend 24 hour shift**

Appropriate for patients on IV fluids and/or requiring additional nursing care –non-ambulatory patients, patients on more than one IV fluid and/or receiving critical care/constant monitoring.

Includes (in addition to above):

- Maintenance on intravenous fluids
- Up to four (4) injections of medication during the shift.
- An Istat EC8+/PCV/TP/Blood Glucose blood panel during the shift (or equivalent diagnostic as needed)
- Critical care level monitoring, non-ambulatory care.
- Euthanasia - patient is irremediably suffering with grave prognosis)

For animals not transferred by the Shelter, radiographs will be authorized at \$50 for one view or \$100 for two views, if required to develop a treatment plan. Additional views will require prior approval. Copies of radiographs shall be supplied to the Shelter in digital format.

In order to receive payment for radiographs, the Contractor must supply radiographs that are clear and free from obstructions that would render it impossible for the Shelter veterinarian to diagnose the animal and prescribe a course of treatment. The Shelter reserves the right to refuse payment for unusable radiographs.

For animals being transferred directly from the Shelter, the Contractor will receive instructions from the Shelter for the required level of care. The Contractor must acquire prior authorization for additional services.

Shelter animals being housed in volunteer homes may need after-hours emergency care. To receive telephone support from Contractor, the volunteer must provide the Contractor their Shelter Person Number. No payment will be made to the Contractor for the initial telephone consultation, unless the animal is seen by the Contractor for emergency care, based upon the below criteria.

Pricing is the same for the above bundle pricing based upon care provided. General criteria for emergency support:

1. Urinating frequently or straining to urinate
2. Appearing to be constipated
3. Blood in urine
4. Listlessness, lethargy, decreased energy, and decreased appetite
5. Sudden limping
6. Vomiting more than two to three times in one day
7. Diarrhea with blood
8. Diarrhea without blood that lasts more than two feedings
9. Sneezing, coughing, runny nose, goopy eyes
10. Problems with the surgery site, such as discharge and swelling

The Contractor may accept un-weaned kittens from Stockton Police Department employees, volunteers, or private citizens. If the un-weaned kittens are viable and remain in stable condition until the Shelter can pick them up, the Contractor will be reimbursed at \$5.00 per kitten or \$20.00 per litter. If the kittens are humanely euthanized, the Contractor will be reimbursed at \$5.00 per kitten.

An appropriate and thorough medical record, similar to that which would be provided for an owned animal, will be required in digital format, for each animal treated. This communication regarding cases is required within five (5) business days. The Contractor is expected to communicate with Shelter medical staff members regarding each animal treated, whether they are returned to the Shelter or if a Shelter animal has been euthanized or otherwise deceased.

**EXHIBIT B:**  
**INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES**

*Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.*

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the **general aggregate limit shall be twice** the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if consultant provides written verification it has no employees)**
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant's profession, with limit no less than **\$2,000,000** per occurrence or claim, \$2,000,000 aggregate. (If Claims-made, see below.)

If the Consultant maintains higher limits than the minimums shown above, the CITY of Stockton requires and shall be entitled to coverage for the higher limits maintained by the consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY of Stockton.

**Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:



**Additional Insured Status**

**The CITY of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers are to be covered as additional insureds** on the CGL policy and AL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (**at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used**).

**Primary Coverage**

For any claims related to this contract, the **Consultant's insurance coverage shall be endorsed as primary** insurance as respects the CITY of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers. Any insurance or self-insurance maintained by the CITY of Stockton, its Mayor, Council, officers, representatives, agents, employees and volunteers shall be excess of the Consultant's insurance and shall not contribute with it. The CITY of Stockton does not accept endorsements limiting the Consultant's insurance coverage to the sole negligence of the Named Insured.

**Notice of Cancellation**

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the CITY of Stockton.**

**Waiver of Subrogation**

Consultant hereby grants to CITY of Stockton a waiver of any right to subrogation which any insurer of said Consultant may acquire against the CITY of Stockton by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY of Stockton has received a waiver of subrogation endorsement from the insurer.

**Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the CITY of Stockton Risk Services. The CITY of Stockton may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

**Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII if admitted to do business in the State of California; if not admitted to do business in the State of California, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:X.

**Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. If Claims Made policy form is used, a three (3) year discovery and reporting tail period of coverage is required after completion of work.

### **Verification of Coverage**

Consultant shall furnish the CITY of Stockton with original certificates and amendatory endorsements required by this clause. All certificates and endorsements are to be received and approved by the CITY of Stockton Risk Services before work commences. Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The CITY of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time, for any reason or no reason.

Consultant shall, prior to the commencement of work under this Agreement, provide the CITY of Stockton with a copy of its Declarations Page and Endorsement Page for each of the required policies.

### **Certificate Holder Address**

Proper address for mailing certificates, endorsements and notices shall be:

- CITY of Stockton
- 400 E Main Street, 3rd Floor – HR
- Attn: CITY Risk Services
- Stockton, CA 95202

CITY of Stockton Risk Services Phone: 209-937-5037

CITY of Stockton Risk Services Fax: 209-937-8558

### **Maintenance of Insurance**

If at any time during the life of the Contract or any extension, the Consultant fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this Contract.

### **SubCONTRACTORS**

*Consultant shall require and verify that all subCONTRACTORS maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that CITY of Stockton is an additional insured on insurance required from subCONTRACTORS.*

### **Special Risks or Circumstances**

CITY of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**EXHIBIT C:**  
**FEE SCHEDULE**

Family Pet Hospital will not invoice the City in excess of \$240,000 during the contract term and shall abide by the bundle prices as listed in Exhibit A of this Agreement.