

**Memorandum of Understanding  
between the County of Humboldt and the City of Eureka, City of Arcata, City of Fortuna,  
City of Blue Lake, City of Rio Dell, City of Trinidad, and City of Ferndale for the  
Management of a Regional Edible Food Recovery Program**

This Memorandum of Understanding (“MOU”), entered into this 12 day of Sept., 2023, by and between the Humboldt County Public Works Department, hereinafter referred to as “COUNTY,” and the City of Eureka, hereinafter referred to as “EUREKA”, the City of Arcata, hereinafter referred to as “ARCATA”, the City of Blue Lake, hereinafter referred to as “BLUE LAKE”, the City of Fortuna, hereinafter referred to as “FORTUNA”, the City of Ferndale, hereinafter referred to as “FERNDALE”, the City of Rio Dell, hereinafter referred to as “RIO DELL”, and the City of Trinidad, hereinafter referred to as “TRINIDAD”, collectively referred to herein as “PARTNERS,” is made upon the following considerations:

WHEREAS, in September 2016, Governor Edmund Brown Jr. set methane emissions reduction targets for California (SB 1383 Lara, Chapter 395, Statutes of 2016) in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP); and

WHEREAS California has a 2025 statewide goal to redirect to people in need 20% of edible food currently thrown away.

WHEREAS all PARTNERS are required to develop and implement an edible food recovery program as required by CCR 14 Division 7 Chapter 12; and

WHEREAS, PARTNERS find collaboration is mutually beneficial to all parties; and

WHEREAS, this memorandum of understanding will help PARTNERS achieve these goals.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. DEFINITIONS

- A. Consultant/s. As used herein, the term shall refer to the Successful Candidate selected resultant from COUNTY’s Request for Proposals No. DPW2023-001.
- B. County. As used herein, the term “COUNTY” refers to County of Humboldt
- C. Jurisdictions. As used herein, the term “JURISDICTIONS” collectively refers to the Cities of ARCATA, EUREKA, BLUE LAKE, TRINIDAD, FORTUNA, RIO DELL, and FERNDALE.

2. RIGHTS AND RESPONSIBILITIES OF JURISDICTIONS:

JURISDICTIONS agree as follows:

- A. Give the COUNTY the authority to act as project lead in the management of Regional Edible Food Recovery Program Professional Services Agreement, appended as

Attachment A hereto and incorporated by reference, as with the Successful Candidate (hereinafter Consultant/s) that is selected for contract award.

- B. Give the COUNTY the authority to provide communications between the Consultant/s and JURISDICTIONS.
- C. Give the COUNTY the authority to negotiate entering into ancillary agreements with all JURISDICTIONS to support edible food recovery programming.
- D. Fulfill their portion of cost share for professional services provided by the Consultant/s through payments to the COUNTY in the amount agreed upon, based on each JURISDICTIONS' respective population. The total cost contemplated by this cost share agreement is \$120,000 to be divided proportionately by JURISDICTIONS based on population. It is the responsibility of JURISDICTIONS to ensure their respective cost share amounts are being adhered to and inform COUNTY if they are near the cap of their cost share. Any increase in costs shall not be approved without advance written notice and agreements among PARTNERS and JURISDICTIONS. JURISDICTIONS' contribution to the COUNTY will be as follows:

Jurisdiction	Jurisdiction Population	Total Cost for Jurisdiction
Eureka	26,278	\$23,403.00
Arcata	18,579	\$16,546.00
Blue Lake	1,233	\$1,098.00
Trinidad	347	\$309.00
Fortuna	12,195	\$10,861.00
Ferndale	1,339	\$1,193.00
Rio Dell	3,325	\$2,961.00
Humboldt Co	71,444	\$63,629.00
<b>Total Pop</b>	<b>134,70</b>	
<b>Cost per person</b>	<b>\$0.89</b>	
<b>Cost of Service</b>	<b>\$120,000</b>	<b>\$120,000</b>

- E. Ensure Timely Payment to COUNTY. COUNTY shall submit monthly invoices to the JURISDICTIONS pursuant to the terms and conditions of this Agreement by the tenth (10th) day of each month. COUNTY shall also submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment by JURISDICTIONS, pursuant to the terms and conditions of this Agreement, shall be made within thirty (30) days after the receipt of issued invoices. JURISDICTIONS shall send all payments to the County at the following address:

Humboldt County Department of Public Works – Solid Waste Division  
 Attention: Thomas K. Mattson, Director of Public Works  
 1106 Second Street

Eureka, California 95501

- F. Be responsive to Consultant/s needs including answering communications, calls, and emails; attending meetings; and providing necessary information in a timely manner of no more than three (3) business days.
- G. Take necessary enforcement actions as required by SB1383 and its accompanying regulations upon receipt of enforcement reports from Consultant/s.
- H. Take Responsibility for Payment to Consultant/s. If any JURISDICTIONS are unable to fulfil their cost share, the remaining unpaid amount will be divided among remaining participating JURISDICTIONS based on their populations to cover the outstanding cost owed under the Professional Services Agreement attached as Attachment A hereto.

3. RIGHTS AND RESPONSIBILITIES OF COUNTY:

COUNTY agrees to:

- A. Competitively procure, hold, and manage the Professional Services Agreement with the Consultant/s and retain the ultimate decision-making authority on behalf of JURISDICTIONS in regard to the edible food recovery program. COUNTY shall require that Consultant/s' indemnification responsibilities within the Professional Services Agreement favor the JURISDICTIONS as well as the COUNTY.
- B. Track and facilitate payments made to Consultant/s on a monthly basis, ensuring Consultant/s itemizes all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of the Professional Services Agreement attached as Attachment A hereto as between the Consultant/s and the COUNTY.
- C. Make payment to Consultant/s for services rendered within thirty (30) days after the receipt of approved invoices as set forth in the Professional Services Agreement attached as Attachment A hereto.
- D. Track and facilitate issuance of monthly invoices to JURISDICTIONS for payment of services rendered through this MOU based on receipt of funds received through the cost share proportional contributions in accordance with Provision 2(D).
- E. Lead main communications with Consultant/s on behalf of JURISDICTIONS.
- F. Oversee progress and ensure Consultant/s stays within project scope and timeline, according to the Professional Services Agreement and its scope of services appended as Attachment A hereto.

4. TERM:

This MOU shall begin upon execution of the County's Professional Services Agreement as dated herein, August 18, 2023 and shall remain in full force for a period of one year, until August 8, 2024, unless sooner terminated as provided herein.

5. TERMINATION:

A. Termination for Cause. JURISDICTIONS may terminate this MOU, upon written notice, in the event the COUNTY materially defaults in performing any obligation under this MOU, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder. JURISDICTIONS must provide COUNTY at least seven (7) days' notice of intent to terminate stating the alleged material default and allow COUNTY the opportunity to cure the same.

B. Termination without Cause. Any PARTNER may terminate this MOU without cause upon thirty (30) days' advance written notice which states the effective date of the termination.

C. Compensation upon Termination. In the event this MOU is terminated, COUNTY shall be entitled to payment for uncompensated services provided, pursuant to the terms and conditions set forth herein through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this MOU.

6. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this MOU shall be in writing and sent via electronic mail or may be served personally to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

City of Arcata

Attention: Karen Diemer

Address: 736 F Street

Arcata, CA 95521

Email address: [kdiemer@cityofarcata.org](mailto:kdiemer@cityofarcata.org)

City of Blue Lake

Attention: Amanda Manger

Address: PO Box 458

Blue Lake, CA 95525-0458

Email address: [citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov)

City of Eureka

Attention: Miles Slattery

Address: 531 K Street

Eureka, CA 95501

Email address: mslattery@eurekaca.gov

City of Ferndale  
Attention: Jay Parrish  
Address: PO Box 1095  
Ferndale CA, 95536  
Email address: citymanager@ci.ferndale.ca.us

City of Fortuna  
Attention: Merritt Perry  
Address: 621 11th Street  
Fortuna, California 95540  
Email address: mperry@ci.fortuna.ca.us

Humboldt County Department of Public Works  
Attention: Thomas K. Mattson  
Address: 1106 Second Street  
Eureka, California 95501  
Email address: tmattson@co.humboldt.ca.us

City of Rio Dell  
Attention: Kyle Knopp  
Address: 675 Wildwood Ave.  
Rio Dell, CA 9562  
Email address: knoppk@cityofriodell.ca.gov

City of Trinidad  
Attention: Eli Naffah  
Address: PO Box 390  
Trinidad, CA 95570  
Email address: citymanager@trinidad.ca.gov

7. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. Each party hereto agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards, including, without limitation, any and all local, state and federal licensure, certification and accreditation requirements, applicable to its performance hereunder.
- B. Accessibility Requirements. Each party hereto agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- C. Conflict of Interest Requirements. Each party hereto agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act

and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

7. PROVISIONS REQUIRED BY LAW:

This MOU is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this MOU. This MOU shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

8. AMENDMENT:

This MOU may be amended at any time during the term hereof upon the mutual consent of all PARTNERS. No addition to, or alteration of, the terms of this MOU shall be valid unless made in writing and signed by an authorized representative of each PARTNER hereto.

9. DISPUTE RESOLUTION:

Each party hereto agrees to make their best efforts to resolve any and all disputes arising hereunder, or relating hereto, by good faith discussion whenever possible. If any party believes that a breach of this MOU has occurred or is not satisfied that a dispute has been resolved, that party may request to meet and confer with the Humboldt County Administrative Officer and the party's City Manager.

10. MUTUAL INDEMNIFICATION:

Each party hereto shall hold harmless, defend and indemnify the other parties and their agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other parties or their agents, officers, officials, employees or volunteers.

11. RELATIONSHIPS OF PARTIES:

It is understood that this MOU is by and between eight (8) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association.

12. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOU, the terms and conditions set forth herein shall have priority.

13. INTERPRETATION:

This MOU, as well as its individual provisions, shall be deemed to have been prepared equally by all of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it. This MOU shall be construed in accordance with the provisions of the Professional Services Agreement, appended as Attachment A and in the event of any conflict between the terms of this MOU and the terms of the Professional Services Agreement, the terms of the Professional Services Agreement shall control.

14. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOU.

15. FORCE MAJEURE:

No party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

16. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, each JURISDICTION certifies that it is not a Nuclear Weapons Contractor, in that each JURISDICTION is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. Each JURISDICTION agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this MOU if it determines that the foregoing certification is false or if a JURISDICTION subsequently becomes a Nuclear Weapons Contractor.

17. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this MOU shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. JURISDICTIONS shall inform COUNTY of any and all requests for interviews by the media related to this MOU before such interviews take place. COUNTY shall be entitled to have a representative present at any and all interviews concerning the subject matter of this MOU. Any and all notices required by this provision shall be given to Humboldt County Director of Public Works Thomas K. Mattson in accordance with the notice requirements set forth herein.

18. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 5(c) – Compensation upon Termination and Section 10 – Indemnification shall survive the expiration or termination of this Agreement. 19. SEVERABILITY:

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

20. JURISDICTION AND VENUE:

This MOU shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

21. ENTIRE AGREEMENT:

This MOU contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the parties hereto. In addition, this MOU shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOU are hereby ratified.

22. COUNTERPART EXECUTION:

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This MOU, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

23. AUTHORITY TO EXECUTE:

Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the others that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.



Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the others that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.

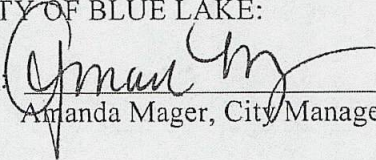
IN WITNESS WHEREOF, the parties have entered into this MOU as of the date first written above.

CITY OF ARCATA:

By: \_\_\_\_\_  
Karen Diemer, City Manager

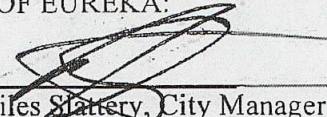
Dated: \_\_\_\_\_

CITY OF BLUE LAKE:

By:  \_\_\_\_\_  
Amanda Mager, City Manager

Dated: 7.18.23

CITY OF EUREKA:

By:  \_\_\_\_\_  
Miles Slattery, City Manager

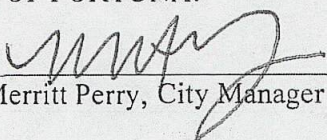
Dated: 7-21-23

CITY OF FERNDALE:

By: \_\_\_\_\_  
Jay Parrish, City Manager

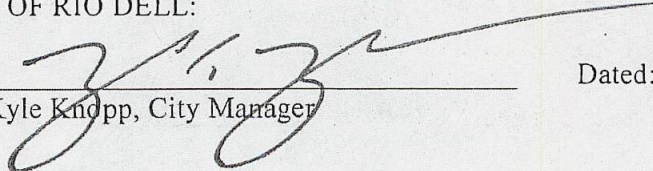
Dated: \_\_\_\_\_

CITY OF FORTUNA:

By:  \_\_\_\_\_  
Merritt Perry, City Manager

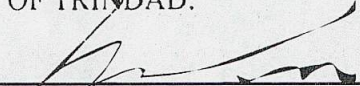
Dated: 7/24/23

CITY OF RIO DELL:

By:  \_\_\_\_\_  
Kyle Knopp, City Manager

Dated: 7/24/23

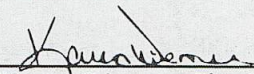
CITY OF TRINIDAD:

By:  \_\_\_\_\_  
Eli Naffah, City Manager

Dated: 7-24-23

IN WITNESS WHEREOF, the parties have entered into this MOU as of the date first written above.

CITY OF ARCATA:

By:  Dated: 07/28/23  
Karen Diemer, City Manager

CITY OF BLUE LAKE:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Amanda Mager, City Manager

CITY OF EUREKA:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Miles Slattery, City Manager

CITY OF FERNDALE:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Jay Parrish, City Manager

CITY OF FORTUNA:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Merritt Perry, City Manager

CITY OF RIO DELL:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Kyle Knopp, City Manager

CITY OF TRINDAD:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Eli Naffah, City Manager

IN WITNESS WHEREOF, the parties have entered into this MOU as of the date first written above.

CITY OF ARCATA:

By: \_\_\_\_\_  
Karen Diemer, City Manager

Dated: \_\_\_\_\_

CITY OF BLUE LAKE:

By: \_\_\_\_\_  
Amanda Mager, City Manager

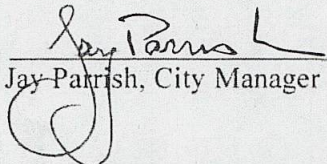
Dated: \_\_\_\_\_

CITY OF EUREKA:

By: \_\_\_\_\_  
Miles Slattery, City Manager

Dated: \_\_\_\_\_

CITY OF FERNDALE:

By:  \_\_\_\_\_  
Jay Parrish, City Manager

Dated: 6/7/2023

CITY OF FORTUNA:

By: \_\_\_\_\_  
Merritt Perry, City Manager

Dated: \_\_\_\_\_

CITY OF RIO DELL:

By: \_\_\_\_\_  
Kyle Knopp, City Manager

Dated: \_\_\_\_\_

CITY OF TRINDAD:

By: \_\_\_\_\_  
Eli Naffah, City Manager

Dated: \_\_\_\_\_

COUNTY OF HUMBOLDT:

BY: \_\_\_\_\_  
Thomas K. Mattson, Public Works Director

Dated: \_\_\_\_\_

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
ABOUT FOOD CARE  
FOR AUGUST 18, 2023 through AUGUST 8,  
2024**

This Agreement, entered into this 18<sup>th</sup> day of August, 2023 by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and About Food Care, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Public Works – Solid Waste, desires to retain a qualified professional to provide SB 1383 Edible Food Recovery Program Management for Humboldt County and participating jurisdictions; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is adequately trained, skilled, experienced and qualified to perform the financial analysis duties and services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to provide the services described below and in Exhibit B: Scope of Services— planning and implementation of programs associated with compliance of the "Short- Lived Climate Pollutant Reduction Act" (SB 1383) Edible Food Recovery Program requirements, which is attached hereto and incorporated herein by reference as if set forth in full. In providing such services, CONTRACTOR agrees to fully cooperate with the Public Works Director, or a designee thereof, hereinafter referred to as Director."

2. TERM:

This Agreement shall begin on August 18, 2023 and shall remain in full force and effect until August 8, 2024, unless sooner terminated as provided herein.

3. TERMINATION:

A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONTRACTOR fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.

B. Termination Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.

C. Termination due to Insufficient Funding. COUNTY's obligations under this Agreement are

contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.

- D. Compensation Upon Termination. In the event this Agreement is terminated, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is One Hundred and Twenty Thousand Dollars (\$120,000.00). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit A – Schedule of Rates, which is attached hereto and incorporated herein by reference as if set forth in full.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. Any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum payable amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY monthly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Invoices shall be in a format approved by, and shall include backup documentation as specified by, Director and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY:           Public Works – Solid Waste  
                      Attention: Thomas K Mattson, Director  
                      1106 2<sup>nd</sup> Street  
                      Eureka, CA 95501

6. NOTICES:

Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective

addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Public Works – Solid Waste  
Attention: Thomas K Mattson, Director  
1106 2<sup>nd</sup> Street  
Eureka, CA 95501

CONTRACTOR: Abound Food Care  
200 N Tustin Ave Ste. 110  
Santa Ana, CA 92705

7. REPORTS:

CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONTRACTOR shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs of administering this Agreement.
- C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting

practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, programs or procedures are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of CONTRACTOR's performance hereunder.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Requirements. The parties acknowledge that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by local, state, or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.



B. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2, of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONTRACTOR certifies that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

13. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONTRACTOR certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*), by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. CONTRACTOR's policy of maintaining a drug-free workplace;
  - 3. Any available counseling, rehabilitation and employee assistance programs; and
  - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
  - 1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and

2. Agree to abide by CONTRACTOR's Drug-Free Policy as a condition of employment.

D. Effect of Non-Compliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

14. INDEMNIFICATION:

A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to CONTRACTOR's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors, shall take out and maintain, throughout the term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR and its agents, officers, directors, employees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than One Million Dollars (\$1,000,000.00) general aggregate. Said insurance shall be maintained for the statutory period during which CONTRACTOR may be exposed to liability regarding the services provided pursuant to the terms and conditions of this Agreement. CONTRACTOR shall require that such coverage be incorporated into its professional services agreements with any other entities.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
  - a. Includes contractual liability.
  - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
  - c. Is the primary insurance with regard to COUNTY.
  - d. Does not contain a pro-rata, excess only and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer’s liability.
4. For claims related to this Agreement, CONTRACTOR’s insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR’s insurance and will not be used to contribute therewith.
5. Any failure to comply with the provisions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required

policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

- C. Insurance Notices. Any and all insurance notices required hereunder shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

CONTRACTOR: Abound Feed Care  
200 N Tustin Ave Ste 110  
Santa Ana, CA 92705

16. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- B. Licensure Requirements. CONTRACTOR agrees to comply with any and all local, state and federal licensure, certification and accreditation requirements and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- C. Accessibility Requirements. CONTRACTOR agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CONTRACTOR agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures, and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

19. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

20. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

21. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

22. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

23. WAIVER OF DEFAULT:

The waiver by either party of any breach of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR which COUNTY determines were not expended in accordance with the terms of this Agreement.

24. AMENDMENT:

This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this

Agreement.

26. STANDARD OF PRACTICE:

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

27. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents, information and reports for its records. In the event this Agreement is terminated, CONTRACTOR shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

28. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

29. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to Director in accordance with the notice requirements set forth herein.

30. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third-parties under subcontracts, whether approved by COUNTY or not.

31. ATTORNEYS' FEES:

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the

relief sought by said party, as well as the party in whose favor final judgment is rendered.

32. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 3(d) – Compensation Upon Termination, Section 8(b) – Record Retention and Inspection, Section 10(a) – Confidential Information and Section 14(a) – Indemnification shall survive the expiration or termination of this Agreement.

33. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

34. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

35. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

36. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

37. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

38. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

39. AUTHORITY TO EXECUTE:

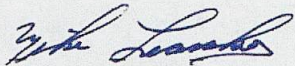
Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

**ABOUND FOOD CARE:**

By: 

Date: August 18, 2023

Name: Mike Learakos

Title: CEO

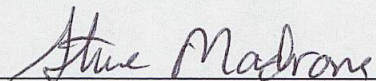
By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

**COUNTY OF HUMBOLDT:**

By: 

Date: 9/12/23

Steve Madrone - Chair  
Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Phillips, Amanda Digitally signed by Phillips, Amanda  
Date: 2023.08.29 09:48:01 -07'00'  
Risk Management

Date: 08/29/2023

**LIST OF EXHIBITS:**

- Exhibit A – Schedule of Rates
- Exhibit B – Scope of Services



**EXHIBIT A**  
**SCHEDULE OF RATES**  
Abound Food Care

1. RATE OF COMPENSATION:

**Standard Rate Schedule**

Abound Food Care Rate Schedule	2023 RATE
CEO	\$224.25
Sustainability Manage	\$190.00
Director of Operations	\$189.75
Senior Executive Coordinator	\$143.75
Outreach Coordinator	\$126.50
Sustainability Associate	\$170.00
Local Liaison	\$170.00

**EXHIBIT B**  
**SCOPE OF SERVICES**  
Abound Food Care

1. SCOPE OF SERVICES

• **Task 1 Project Management**

▪ **Task 1.1 Project Management Update Meetings**

Conduct a Kickoff meeting to review scope, schedule, project goals, and key issues; and Facilitate approximately 6-8 meetings with the Regional Team to review drafts and solicit feedback on draft deliverables.

**Deliverables:**

Meeting agendas as well as notes and other relevant materials developed for kickoff meeting and subsequent Project Update meetings.

▪ **Task 1.2 Project Team Coordination**

Lead monthly project team meetings and maintain regular phone and e-mail correspondence and other communications with COUNTY and participating jurisdictions to ensure that the tasks listed in this Agreement stay on schedule and within budget.

**Deliverables:**

Meeting notifications, agendas, and notes.

▪ **Task 1.3 Invoicing and Task Reports**

Prepare monthly invoices to COUNTY with a breakdown of hours for payment of labor and expenses along with Task Reports detailing all activities performed to meet the goals of this Agreement.

**Deliverables:**

Monthly invoices with attached Task Reports.

• **Task 2: Capacity and Compliance Assessments**

▪ **Task 2.1 Tier 1 and Tier 2 Edible Food Waste Generators Compliance Vetting and Assessment**

Coordinate with Humboldt County Department of Health and Human Services Division of Environmental Health (DEH) to review and vet COUNTY's and each participating jurisdiction's existing list of Tier 1 and Tier 2 edible food waste generators and update as necessary; and Assess current compliance statuses of commercial Tier 1 and Tier 2 generators to ensure they have existing contracts or written agreements with edible food recovery services or organizations and maintain copies of those contracts; and Document the status of the Tier 1 and Tier 2 edible food generators by municipality; and Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.2 18991.1, 18991.2, 18992.2, and 18994.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

A technical memorandum providing current details on COUNTY and participating jurisdictions' Tier 1 and Tier 2 edible food waste generators, their statuses on their participation in edible food donation programs, their SB 1383 edible food recovery compliance statuses of such edible food donation programs, and steps necessary to achieve compliance. The report shall be compiled in the form of one regional document, with the information on each participating jurisdiction formatted by sections.

Copies of Tier 1 and Tier 2 generators contracts or written agreements with food recovery services or organizations (deliverable on demand).

- **Task 3: Public Outreach and Education**

- **Task 3.1 Develop Outreach and Education Plan**

Create a specific outreach and education plan in a detailed report that will outline specific strategies and tasks to ensure a comprehensive understanding of the requirements of SB 1383 (The plan shall include a description of its strategy for participating in community collaborations, partnerships and networking opportunities that enhance and expand Edible Food Recovery programs and initiatives and identify the education and outreach necessary to meet the minimum requirements of SB1383); and

Develop a timeline for participating jurisdictions' Tier 1 and Tier 2 edible food waste generators and stakeholder groups and specify plans to incorporate communication, marketing, and outreach/education efforts; and

Ensure that the plan provides a program to all local jurisdictions and other stakeholders, such as food recovery organizations and local solid waste haulers, to confirm that all messaging is consistent across stakeholders; and

Develop and distribute outreach to both compliant and non-compliant generators, donors, and non-profit organizations while also supporting outreach efforts to retail food donors, school districts, municipalities, and future partners; and

Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.1, 18985.2, 18985.3, 18994.2, 18995.1, and 18995.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

A detailed report outlining strategies and necessary tasks to complete education and outreach requirements of SB 1383. The report shall include an implementation strategy for developing and distributing education and informational materials to compliant and non-compliant generators, donors, and non-profit organizations while also supporting outreach efforts to retail food donors, school districts, municipalities, and future partners.

- **Task 3.2 Implement Outreach and Education Plan**

Upon approval by the Regional Team, implement the proposed outreach and education plan; and Develop public outreach and education plans, campaigns, and materials consisting of but not limited to flyers, brochures, press releases, posters, presentations, websites, and social media to educate the public about hunger, food waste and food donations as well as end-user access to emergency food (All materials developed, produced, and disseminated for the outreach and education plan shall be based on resources provided by CalRecycle and each jurisdiction shall be funded through the Consultant's overall budget. All materials must be provided in English and Spanish.); and

Track and discuss all activities during the project calls to include all outreach materials, outreach events and outreach outcomes and metrics (deliverable on demand); and

Ensure COUNTY and participating jurisdictions' compliance with Sections 18991.1 and 18985.2 of the Adopted SB 1383 Guidelines.

**Deliverables:**

Implement approved Outreach and Education Plan.

Keep copies of all education and outreach materials developed (deliverable upon demand).

Develop and submit quarterly reports to update jurisdictions on developed and conducted outreach and education efforts.

- **Task 4: Program Development and Communications**

- **Task 4.1 Development of Program Procedures, Processes and Materials**

Maintain and annually update a list of all edible food recovery organizations and food recovery services and annually provide information on the edible food recovery program to commercial edible food generators; and

Develop (or modify appropriate existing) template contracts for use between Tier One and Tier

Two Generators and food recovery services and/or organizations; and  
Develop other relevant forms and tracking systems as required and/or necessary for compliant Edible Food Recovery Program procedures and processes; and  
Track all participating Food Recovery Organizations and edible food generators donation data including pounds, types of food donations and other necessary information; and  
Track contracts between Food Recovery Organizations and edible food generators; and  
Conduct on-site/ virtual inspections to confirm records are being maintained in compliance with SB 1383 requirements; and  
Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.1, 18985.2, 18985.3, and 18991.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

Develop list of edible food recovery organizations and edible food recovery services operating within each jurisdiction. Provide information about the Edible Food Recovery Program to commercial edible food generators.

Develop written procedures and processes for Edible Food Recovery program operations, communications, and enforcement.

Develop and disseminate contract templates and/or other relevant tracking materials for Tier One and Tier Two Generators.

Create procedures and processes for compliance, outlining how information is shared, the operational guidelines of implementing the food recovery program and the enforcement of the program.

Submit a monthly report which shall include food donation data, contract status and recordkeeping status.

▪ **Task 4.2 Countywide Edible Food Recovery Program Liaison**

Develop and define procedures and processes for the Edible Food Recovery program and shall track and communicate program needs and accomplishments. The Consultant shall serve as the intermediary between the Edible Food Recovery program, DEH, and all jurisdictions to facilitate communications between Tier One and Tier Two Generators and jurisdictions to ensure compliance takes place.

Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.2, 18985.3, 18991.2, 18991.3, 18994.2, 18995.1, and 18995.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

Provide meeting agendas for relevant meetings attended.

Provide quarterly reports detailing the overall status of Edible Food Recovery Program activities, processes, procedures, and other relevant program updates.

Provide copies of relevant emails or other communications as appropriate.

• **Task 5: / Recordkeeping and Reporting**

▪ **Task 5.1 Inspection and Enforcement Records and Reporting**

Maintain inspection reports will be provided as provided to the Consultant to maintain for recordkeeping and to communicate instances of non-compliance to relevant jurisdictions (Tier I and Tier II Generators are required to maintain a registration with the DEH and receive one inspection by DEH per year.); and

Keep and maintain records of all complaints, Notices of Violations, penalty orders, and other enforcement actions related to the edible food recovery program along with copies of the utilized inspection checklists/forms, photos or other documentation taken, and inspection outcomes; and  
Review aforementioned enforcement record items at project update meetings; and

Provide required inspection and enforcement records to COUNTY and to respective participating jurisdictions for their Implementation Record as well as to Tier 1 and Tier 2 generators and edible food recovery services and organizations; and

Assist with providing information and documents to ensure COUNTY meets its annual reporting

requirements; and

Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.3, 18991.2, 18994.2, 18995.1, 18995.2, 18995.3, and 18995.4 of the adopted SB 1383 Guidelines.

**Deliverables:**

Maintain copies of all inspection and enforcement forms and actions and provide copies of forms and actions to the COUNTY and respective participating jurisdictions.

Develop and submit quarterly reports listing all inspection and enforcement forms and actions taken for each jurisdiction.

Provide updates on conducted inspections and enforcement actions during project update meetings.

▪ **Task 5.2 Education Records and Reporting**

Keep and maintain records of all Edible Food Recovery Program education and outreach efforts.

The records shall include the date and to whom the information was disseminated, or direct contact made and forwarded to the appropriate jurisdiction for their Implementation Record.

Tracking of education and outreach efforts shall also include efforts by entity (I.e., CONSULTANT, the annual inspections by the environmental health department and, if available, the outreach efforts conducted by the local hauler and local jurisdiction staff); and

Ensure COUNTY and participating jurisdictions' compliance with Sections 18985.1, 18985.2, 18985.3 and 18995.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

Maintain copies of all education and outreach materials distributed and/or conducted and provide copies of disseminated education and outreach materials to relevant jurisdiction quarterly.

Develop and maintain a recordkeeping spreadsheet or system to track the type of education, dates education was provided, and details on the number of outreach recipients to relevant jurisdictions.

▪ **Task 5.3 General Program Recordkeeping**

Maintain copies of generator contracts with food recovery services and/or organizations, track and communicate program needs, deficiencies, and accomplishments for the Edible Food Recovery program to each relevant jurisdiction; and

Ensure COUNTY and participating jurisdictions' compliance with Sections 18991.2, 18994.1, 18994.2, 18995.1 and 18995.2 of the adopted SB 1383 Guidelines.

**Deliverables:**

Maintain copies of all generator contracts with food recovery services and/or organizations.

Develop and maintain a recordkeeping spreadsheet or system to coordinate, communicate, and share records and information associated with general procedures and processes with jurisdictions, Edible Food Generators, and partners.

• **Task 6: Evaluation & Recommendations for Funding Options**

▪ **Task 6.1 Funding Research and Development**

Investigate and identify potential opportunities for sustainable funding sources to support the development of necessary edible food recovery infrastructure and ongoing edible food recovery programs; and

Connect with Humboldt County organizations that could assist with creating funding platforms to overcome infrastructure barriers.

**Deliverables:**

Quarterly emails with detailed updates on sustainable funding source research findings.

▪ **Task 6.2 Funding Recommendations**

Provide suggested recommendations for sustainable funding sources and mechanisms to support the development and maintenance of edible food recovery infrastructure and ongoing edible food recovery programs and services.

**Deliverables:**

Develop a technical memorandum on opportunities for jurisdictions to fund ongoing edible food recovery program needs. This memorandum shall include thoughtful recommendations on how the COUNTY and participating jurisdictions can develop sustainable funding programs to support food recovery.