



**REQUEST FOR QUALIFICATIONS
FOR
MUNICIPAL MARKETING CONSULTING SERVICES**

**Office of the City Manager
CITY OF HUNTINGTON BEACH**

Released on December 9, 2010

Submittal Deadline: January 20, 2011 by 4:00 PM

MUNICIPAL MARKETING CONSULTING SERVICES REQUEST FOR QUALIFICATIONS (RFQ)

1. BACKGROUND

The City of Huntington Beach is seeking corporate sponsorship to generate additional revenue to enhance public service delivery through long-term partnerships with commercial enterprises. The City seeks qualified firms to seek and secure this support on its behalf. Huntington Beach has previously engaged in public-private partnerships resulting in the donation of in-kind donation of vehicles, as well as specific revenues achieved through vending machine/beverage rights, branded credit cards, and a live video feed of the Huntington Beach Pier.

The goal of this project is to create new long-term partnerships through sponsorship of city events and facilities, room and location naming opportunities and the like, while further supporting and enhancing the City's image and profile through various cross-promotional and other marketing opportunities. This is an exceptional opportunity for a qualified firm interested in creating opportunities for long-standing promotional access to the approximately 200,000 residents and 16 million visitors annually to Huntington Beach.

2. SCHEDULE OF EVENTS

This Request for Qualifications will be governed by the following schedule:

Release of RFQ	December 9, 2010
RSVP Deadline – Pre-Submission Phone Conference	December 15, 2010
Optional Pre-Submission Phone Conference	December 16, 2010
Deadline for Written Questions	December 17, 2010
Responses to Questions Posted on Web	December 22, 2010
Statement of Qualifications Due	January 20, 2011
Finalists Contacted (tentative)	February 14, 2011

2. SCOPE OF WORK

The City desires to leverage its assets through “community appropriate” partnerships with private-sector entities. Such entities may be seeking opportunities to engage in cross-promotional and other marketing opportunities through sponsorship of city events and facilities, room and location naming opportunities and the like, while further enhancing and supporting the City's image and profile as a family, tourist and business-friendly community. The selected consultant will be responsible for marketing the City of Huntington Beach to secure support that will achieve these objectives.

The City is not seeking a consultant to prepare a feasibility analysis of the opportunities available for sponsorship or corporate support. A list of such potential assets and opportunities is attached

as Exhibit B, and is not inclusive of all possibilities, as others may become available or may be removed from consideration. Responders may use this list in executing the tasks necessary to prepare their response, which, for purposes of this RFQ will be referred to as a Statement of Qualifications (SOQ).

The RFQ is the first step in the City's selection process of the consultant(s). Responses will be reviewed by the City, and the top candidates may be invited to submit a proposal, the requirements of which will be distributed to invited candidates. Those invited to submit a proposal will also be required to make a presentation of no more than twenty (20) minutes to the City's selection committee. Although the preference is to select one consultant, the City reserves the right to select more than one firm. If that were to occur, each would be selected on a basis of seeking support only for specific assets. Further, the City reserves the right to review the initial responses received and select one consultant without continuing with any further proposal process.

Responders shall prepare a Statement of Qualifications letter (limited to 25 pages, inclusive of Exhibits A-D) that must include:

A. Vendor Application Form and Cover Letter

Complete Appendix A, "Request for Qualifications-Vendor Application Form" and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the compensation structure contained within the RFQ will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor's office located nearest to Huntington Beach, California and the office from which the project will be managed.

B. Summary of the Responder's qualifications and experience, including:

- 1) The proposed project manager and team for the engagement;
- 2) How the firm is organized, including an Organizational Chart and listing and qualifications of all individuals to be assigned to the project;
- 3) Detailed listing of other specific California projects similar in scope and complexity in the past five (5) years, particularly highlighting those undertaken with local governments with populations in excess of 100,000. Listing for each project must include type and total of support/sponsorship received (cash, in-kind, etc), total amount, term, and structure of revenue (lump sum, monthly, annual, etc). If term is ongoing, be certain to include the total amount of anticipated revenue over the life of the sponsorship.
- 4) References, including name, project, and email/phone contact information.

C. Discussion of Responder's methods to successfully complete this project, including marketing, development and negotiation of sponsorship agreements, and implementation and management of each sponsorship through each contract term.

D. Responder's proposed fee and compensation structure for the implementation of a corporate sponsorship program.

4. SOQ FORMAT GUIDELINES

Statement of Qualifications (SOQ) should be typed and should contain no more than 25 typed pages using a 12-point font size, items detailed above, including Index/Table of Contents, tables, charts, and Exhibits A-D. Each SOQ will adhere to the above-described order and content of sections. SOQs should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the stated requirements, and on providing a complete and clear description of the offer. Responses, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

5. PROCESS FOR SUBMISSION OF THE STATEMENT OF QUALIFICATIONS

- ◆ The SOQ and all related exhibits must be submitted using the format as indicated within the guidelines of this RFQ.
- ◆ Each SOQ submission shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
- ◆ Submit eight (8) copies plus one disk copy of your SOQ submission in sufficient detail to allow for thorough evaluation and comparative analysis.
- ◆ *Completed SOQs and all related exhibits must be submitted in sealed envelopes and received no later than 4:00 p.m. (P.S.T) January 20, 2011 to the address below. Submissions will not be accepted after this deadline. Faxed or e-mailed submissions will not be accepted.*

Carrie Gonzales, Administrative Assistant
City of Huntington Beach
Finance Department
2000 Main Street
Huntington Beach, CA 92648-2702
RE: Municipal Marketing Consulting Services

- ◆ **Inquiries**
Questions about this RFP must be directed in writing, via e-mail to:
Jim Slobojan, Fiscal Services Manager
jslobojan@surfcity-hb.org

From the date that this RFQ is issued until a firm is selected through the RFQ and the and the selection is announced, firms are not allowed to communicate for any reason with any

City employee other than the contracting officer listed above regarding this RFQ, except during the RSVP to the pre-proposal conference, the conference itself, and submission of questions. Refer to the Schedule of Events of this RFQ or the City webpage to determine if a pre-proposal conference has been scheduled. The City reserves the right to reject any submission for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

◆ **Conditions for Acceptance of Submission**

This RFQ does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all submissions received as a result of this RFQ, to negotiate with any qualified source, or to cancel this RFQ in part or in its entirety. All submissions will become the property of the City of Huntington Beach, USA. If any proprietary information is contained in the submission, it should be clearly identified.

6. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The City of Huntington Beach may utilize a rating scale of 1-10, with 10 being best, using some or all of the following criteria in its evaluation and comparison of Responders' submissions.

Likelihood that the proposed scope of work will lead to revenue-generating partnerships and skillfully navigate associated policy challenges

Demonstrated knowledge and experience with developing and implementing local government sponsorship/marketing partnerships for agencies with resident populations of at least 100,000

Qualifications and experience of proposed project manager and team for the engagement

Fee and compensation structure

The City may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to select the RFQ containing the lowest financial commitment by the City, but shall make an award in the best interests of the City.

After written submissions have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the submissions. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract

negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring vendor or withdraw the RFQ.

7. OPTIONAL PRE-SUBMISSION PHONE CONFERENCE

An optional Pre-Submission meeting will be held via conference call at **9:00 AM on Thursday, December 16, 2010.** The purpose of this conference call meeting will be to explain the scope of work and answer questions regarding the RFQ. **RSVPs are due no later than 4:00 PM on December 15, 2010.**

RSVP via email to: Simone Slifman, Economic Development Project Manager
Simone.Slifman@surfcity-hb.org

While the conference itself is optional, RSVPs are required so that call-in instructions may be provided to attendees in advance of the conference.

8. STANDARD TERMS AND CONDITIONS

- ◆ Amendments
The City reserves the right to amend this RFQ prior to the proposal due date. All amendments and additional information will be posted to the Huntington Beach Procurement Registry, Huntington Beach - Official City Web Site - Business - Bids & RFP's; responders should check this web page daily for new information.
- ◆ Cost for Preparing Submission
The cost for developing the entire submission is the sole responsibility of the bidder. All submissions become the property of the City.
- ◆ Contract Discussions
Prior to award, the apparent successful firm may be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the submission may be rejected and discussions will be initiated with the second highest scoring firm.
- ◆ Confidentiality Requirements
The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Submissions are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.
- ◆ Financial Information
The City is concerned about responders' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.
- ◆ Insurance Requirements

City Resolution 2008-63 requires that licensees, lessees, and vendors have an *approved* Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix C. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Qualifications enclosed herein. The terms of the agreement, including insurance requirements have been mandated by City Council and can be modified only if extraordinary circumstances exist. Your response to the Request for Qualifications must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Qualifications.

APPENDIX A

REQUEST FOR PROPOSAL
MUNICIPAL MARKETING CONSULTING SERVICES
VENDOR APPLICATION FORM

TYPE OF APPLICANT: NEW CURRENT VENDOR

Legal Contractual Name of Corporation: _____

Contact Person for Agreement: _____

Corporate Mailing Address: _____

City, State and Zip Code: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Contact Person for Proposals: _____

Title: _____

E-Mail Address: _____

Business Telephone: _____

Business Fax: _____

Is your business: (check one)

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION

LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL

SOLE PROPRIETORSHIP

PARTNERSHIP

UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members
(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: _____

City of Huntington Beach Business License Number: _____
(If none, you must obtain a Huntington Beach Business License upon award of contract.)

City of Huntington Beach Business License Expiration Date: _____

APPENDIX B

Exhibit B

LIST OF POSSIBLE ASSETS AND OPPORTUNITIES

AVAILABLE FOR SPONSORSHIP

This list provides an example of potential assets and opportunities available for possible sponsorship, naming rights and corporate support. It is not inclusive of all possibilities, as others may become available or may be removed from consideration.

- Huntington Central Park (HCP) / Sports Complex: Naming rights for sports complex, fields, scoreboards, disc golf course, rename the lakes in HCP (and at Chris Carr Park and Greer Park),
- Beach: Lifeguard towers, Tower Zero, Beach Public Services Center, existing events
- Junior Lifeguard building (V.G. Moorhouse lifeguard headquarters already named)
- Community Parks: Softball fields, basketball courts, racquetball courts, tennis courts, Edison Community Park sponsored by “_____”
- Clubhouses: Renaming of an existing clubhouse (i.e. Lake Park Clubhouse) or have it “sponsored by” as noted under community parks
- Future Senior Center: Fitness Center, dance room, exercise room, craft room, etc.
- City Gym and Pool: Meeting rooms, pool, gymnasium
- Adventure Playground
- Trash Receptacles: Downtown (96); Parks (492)
- Bus Shelters/Benches: Shelters (164); Benches (303); Shelter/Bench Combinations (137)
- Main Promenade Parking Structure: Clock Tower (only)

APPENDIX C

CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Contractors: Any persons or entities who contract with the City and/or provide services to the City which are readily available and efficiently procured by competitive bidding.</p>	<p>Minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damages. Allows up to \$1,000 deductible. (See Note 1 below.)</p>	<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. (Additional Insured Endorsement is always required with General Liability Ins.)</p>			<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. (See Note 2 below.)</p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below. (See Note 3 below.)</p>
<p>Permittees: Any persons or entities who make application to the City for any use of or encroachment upon any public street, waterway, pier, or City property.</p>						
<p>Vendors: Any persons or entities who transfers property or goods to the City which may or may not involve delivery and/or installation.</p>						
<p>Note 1 - Automobile Liability: The City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers must be named as certificate holder and as additional insured by separate attached endorsement. Permittees who do not use vehicles or equipment in connection with the permit shall not be required to provide auto insurance. To be exempt from this requirement, permittees must execute a declaration such as Exhibit 1 attached.</p>						
<p>Note 2 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 3 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

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<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Design Professionals: Professional service contractors who contract with the City and/or provide architectural and/or engineering services to the City.</p>			<p>Minimum of \$1,000,000 per occurrence and in the aggregate. Allows up to \$10,000 deductible.</p>			
<p>Professional Services: Services that involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to HB Muni Code 3.02. Services includes but is not limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.</p>						
<p>Claims made policies are acceptable if the policy further provides that :</p> <ol style="list-style-type: none"> 1) The policy retroactive date coincides with or precedes the professional services contractor's start of work (including subsequent policies purchased as renewals or replacements). 2) The professional services contractor will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds. 3) If insurance is terminated for any reason, professional services contractor agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this agreement or permit. 4) The reporting of circumstances or incidents that might give rise to future claims. 						

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<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p>Licensees/Lessees: Any persons or entities who contract with the City for the use of public property.</p>		<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. <i>(Additional Insurance Endorsement is always required with General Liability Ins.)</i></p>		<p>Full replacement cost with no coinsurance penalty provision.</p>	<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. <i>(See Note 1 below.)</i></p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below.<i>(See Note 2.)</i></p>
<p>Note 1 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 2 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADDL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

SPECIMEN COPY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---------------------------	--

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED-OWNERS, LESSEES OR
CONTRACTORS (Form B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY

SCHEDULE

Name of Person or Organization: **THE CITY OF HUNTINGTON BEACH**
2000 Main Street
Huntington Beach, CA 92648

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

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you

RE: ALL OPERATIONS OF THE NAMED INSURED FOR THE CERTIFICATE HOLDER.

City of Huntington Beach, its elected or appointed officials, agents, officers, employees and volunteers

**STATE
COMPENSATION
INSURANCE
FUND**

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

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

POLICY NUMBER:
CERTIFICATE EXPIRES:

CITY OF HUNTINGTON BEACH
RISK MANAGEMENT
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648

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

This policy is not subject to cancellation by the Fund except upon ³⁰ten days' advance written notice to the employer.

We will also give you ³⁰ten days' advance notice should this policy be cancelled prior to its normal expiration.

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

Tom Hansen
AUTHORIZED REPRESENTATIVE

Kc Bollier
PRESIDENT

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

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 07/01/00 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

EXHIBIT A-4 of 4



CITY OF HUNTINGTON BEACH
2000 Main Street
Huntington Beach, CA 92648

DECLARATION OF PERMITTEE

I certify that no vehicle(s) will be used or operated in the performance of the task(s) or event(s) for which this permit is granted.

I authorize the City of Huntington Beach to immediately and retroactively revoke the license or permit issued in connection with or in the performance of said task(s) or event(s) if any vehicle(s) is used.

Signature of Permittee _____

Print name _____

Company name (if applicable) _____

Date signed _____