

## TRANSMITTAL

To: **THE CITY COUNCIL**

Date: **07/25/2025**

From: **THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**

A handwritten signature in black ink, appearing to read 'Carolyn Webb de Macías', is centered on the page.

(Carolyn Webb de Macías for)

**KAREN BASS**

**Mayor**

**BOARD OF  
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**City of Los Angeles**

CALIFORNIA



**KAREN BASS  
MAYOR**

**DEPARTMENT OF  
ANIMAL SERVICES**

221 N. Figueroa Street  
6<sup>TH</sup> Floor, Suite #600  
Los Angeles, CA 90012

(888) 452-7381  
FAX (213) 482-9511

ANNETTE G. RAMIREZ  
INTERIM GENERAL MANAGER

CURTIS R. WATTS  
ASSISTANT GENERAL MANAGER  
Administration

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

July 14, 2025

The Honorable Karen Bass  
Mayor, City of Los Angeles  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

To Legislative Coordinator, Office of the Mayor

**RE: EXECUTIVE DIRECTIVE NO. 3 REVIEW FOR A REVOCABLE RIGHT OF ENTRY LICENSE WITH THE SAN DIEGO HUMANE SOCIETY TO GRANT ACCESS TO ALL SIX OF THE DEPARTMENT'S ANIMAL SERVICES CENTERS TO PARK ONE MOBILE SPAY/NEUTER CLINIC VEHICLE FOR THE PURPOSE OF PROVIDING SPAY/NETUER SURGERIES EXCLUSIVELY FOR UNOWNED DOGS AND CATS IN THE DEPARTMEN'TS CUSTODY AND CARE**

In accordance with the Mayor's Executive Directive No. 3, attached for your review is a revocable Right Of Entry (ROE) license with the San Diego Humane Society to park one mobile spay/neuter clinic vehicle for the purpose of providing spay/neuter surgeries exclusively for unowned dogs and cats in the Department's custody and care at all six of the Department's animal services centers.

The ROE has been reviewed by the City Attorney as to form.

The following information is provided to assist with your review of the proposed ROE. Should you have questions or need additional information regarding this request, please contact Sharon Lee, Senior Management Analyst II, at (213) 482-9554.

General Information		
Item	Information Requested	Information Provided
1	Title	Revocable Right Of Entry License to Provide Spay and Neuter Services at the Department's Animal Services Centers
2	Customer	City of Los Angeles, Department of Animal Services

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SUBJECT: REVOCABLE RIGHT OF ENTRY LICENSE WITH THE SAN DIEGO HUMANE SOCIETY TO GRANT ACCESS TO ALL SIX OF THE DEPARTMENT'S ANIMAL SERVICES CENTERS TO PARK ONE MOBILE SPAY/NEUTER CLINIC VEHICLE FOR THE PURPOSE OF PROVIDING SPAY/NEUTER SURGERIES EXCLUSIVELY FOR UNOWNED DOGS AND CATS IN THE DEPARTMENT'S CUSTODY AND CARE

3	Customer Address	Various Locations
4	Purpose	To Provide Spay and Neuter Services at all Six Animal Services Centers
5	Term	May 9, 2025 – December 14, 2025
6	Amount of Compensation	N/A
7	New Contract, Amendment, or Agreement?	New
8	Source of Funds	N/A
9	Council Approval	Needed
10	Appropriated Funds Available?	N/A
11	Names of Proposers and scores	N/A
12	RFP Advertisement Date	N/A
13	Funding compliance with City Financial Policies?	N/A
14	Additional information showing necessity to contract with contractor.	N/A
15	Approved by Board of Commissioners	June 24, 2025
<b>Compliance with City Contracting Requirements</b>		
1	Charter Section 1022	N/A
2	Risk Management Insurance Requirements	Yes
3	Standard Provisions	N/A
4	Business Inclusion Program	N/A
5	EBO/FSHO Compliance	N/A
6	DO Compliance	N/A
7	CRO Compliance	N/A
8	City Attorney Review	Approved by Steve Houchin
9	Percent of Workforce Residing in the City	N/A
10	MLO Bidder's Certification Form	N/A

Respectfully submitted,

*Curtis R. Watts*

for

Annette G. Ramirez

Interim General Manager

SUBJECT: REVOCABLE RIGHT OF ENTRY LICENSE WITH THE SAN DIEGO HUMANE SOCIETY TO GRANT ACCESS TO ALL SIX OF THE DEPARTMENT'S ANIMAL SERVICES CENTERS TO PARK ONE MOBILE SPAY/NEUTER CLINIC VEHICLE FOR THE PURPOSE OF PROVIDING SPAY/NEUTER SURGERIES EXCLUSIVELY FOR UNOWNED DOGS AND CATS IN THE DEPARTMENT'S CUSTODY AND CARE

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c: Jacqueline Reyes, Office of the City Administrative Officer

Attachments: Revocable Right Of Entry License to Provide Spay and Neuter Services at the Department's Animal Services Centers

Board of Animal Services Commissioners Report

AGR:SCL:CG

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CHIEF VETERINARIAN

**Report to the Board of Animal Services Commissioners**

**MEETING DATE:** June 24, 2025

**PREPARED BY:** Sharon Lee

**REPORT DATE:** June 20, 2025

**TITLE:** Sr. Management Analyst II

**SUBJECT: ACCEPT DONATION OF SERVICES FROM SAN DIEGO HUMANE SOCIETY TO  
PROVIDE SPAY AND NEUTER SERVICES AT THE CITY'S ANIMAL SERVICES  
CENTERS AND APPROVE CORRESPONDING RIGHT OF ENTRY AGREEMENT**

**BOARD ACTION RECOMMENDED:**

1. **APPROVE** acceptance of the donation of spay and neuter services from San Diego Humane Society to sterilize cats and dogs housed at the City's six Animal Services Centers;
2. **AUTHORIZE** staff to transmit a report to the City Council recommending acceptance of the donation; and,
3. **APPROVE** the attached Right of Entry agreement with San Diego Humane Society to park one mobile spay/neuter clinic vehicle for the purpose of providing the donated spay and neuter services at the City's six Animal Services Centers.

**SUMMARY:**

San Diego Humane Society, a nonprofit organization, received a grant from the Regents of the University of California (UC) on behalf of the UC Davis School of Veterinary Medicine, Koret Shelter Medicine Program for \$727,182 to provide spay and neuter surgeries for cats and dogs housed at the City's Animal Services Centers ("Centers"). San Diego Humane Society plans to conduct approximately 25 surgeries per day at an average cost of \$163.80 per surgery at no cost to the Department.

San Diego Humane Society will perform sterilization surgeries and provide related veterinary care for dogs and cats being prepared for adoption. The Animal Services medical team will conduct pre-surgical physical examinations to determine if the animal is qualified for surgical treatment and assess the anesthesia required for the procedure. The Department will provide San Diego Humane Society with up to \$65,000 of controlled drugs reasonably required for the spay/neuter services at the Centers. San Diego Humane Society will return the animals back to the Department's care after each

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SUBJECT: ACCEPT DONATION OF SERVICES FROM SAN DIEGO HUMANE SOCIETY FOR PROVIDING SPAY AND NEUTER SERVICES AT ALL SIX DEPARTMENT ANIMAL SERVICES CENTERS AND APPROVE CORRESPONDING RIGHT OF ENTRY AGREEMENT

sterilization procedure has been cleared as medically safe. San Diego Humane Society will only provide the services in its mobile spay/neuter clinic vehicle at the Centers as authorized by the Department.

Accepting this donation will benefit the Department by providing cat and dog sterilizations before these animals are adopted, which will enable potential pet owners to take their new pet home upon adoption.

On May 12, 2025, the Department executed the attached Right of Entry Agreement (ROE) with San Diego Humane Society allowing them to park one mobile spay/neuter clinic vehicle at the City’s six Animal Services Centers for the purpose of providing spay/neuter surgeries. The Department requests that the Board provide retroactive approval of this ROE to allow San Diego Humane Society to continue providing the donated services.

**FISCAL IMPACT:**

There will be no financial impact to the General Fund.

Approved:



Annette Ramirez, Interim General Manager

Attachment: Revocable Right of Entry License to Provide Spay and Neuter Services at the Department’s Animal Services Centers

**BOARD ACTION:**

_____	Passed	Disapproved	_____
_____	Passed with noted modifications	Continued	_____
_____	Tabled	New Date	_____

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DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

May 9, 2025

San Diego Humane Society  
Attn: Sarah Davis, Shelter Spay & Neuter Consult Manager  
5500 Gaines Street  
San Diego, California 92110

**REVOCABLE RIGHT-OF-ENTRY LICENSE TO PROVIDE SPAY AND NEUTER SERVICES AT THE  
DEPARTMENT'S ANIMAL SERVICES CENTERS**

Dear San Diego Humane Society:

The City of Los Angeles ("City"), through its Department of Animal Services ("Department"), hereby issues this temporary right of entry license ("License") to San Diego Humane Society, a 501(c)(3) nonprofit organization ("Licensee"), granting temporary access to the Premises (as defined below in Section 1) to park one mobile spay/neuter clinic vehicle ("Vehicle") for the purpose of providing spay/neuter surgeries exclusively for unowned dogs and cats in the Department's custody and care ("Department Animals") at the Premises.

This License is issued subject to, and Licensee agrees to comply with, the following conditions:

**1. LICENSE AREA DEFINED**

The locations for which this License grants access are the following Department Animal Services Centers:

East Valley Animal Services Center  
14409 Vanowen Street  
Van Nuys, CA 91405

Harbor Animal Services Center  
957 North Gaffey Street  
San Pedro, CA 90731

Chesterfield Square/South LA Animal Services Center  
1850 West 60<sup>th</sup> Street  
Los Angeles, CA 90047

North Central Animal Services Center  
3201 Lacy Street  
Los Angeles, CA 90031

West Valley Animal Services Center  
20655 Plummer Street  
Chatsworth, CA 91311

West LA Animal Services Center  
11361 West Pico Boulevard  
Los Angeles, CA 90064

(collectively referred to as the "Premises", or individually as an "Animal Services Center")

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**2. LICENSE GRANTED**

Licensee and its authorized representatives, employees, and agents, are granted a revocable right-of-entry license to park the Vehicle at the Premises on days and times coordinated with Department personnel, on a rotating basis at each of the Animal Services Centers to provide spay and neuter surgeries and related veterinary services for the Department Animals at no cost to the Department, subject to the following terms and conditions:

- A. Licensee will provide the spay and neuter services and related veterinary services at the Premises on days and at times selected in advanced coordination with and approval from the Department. Licensee will only provide the services in the Vehicle at the Animal Services Centers as authorized by the Department.
- B. Department staff will provide Licensee access to the parking space areas of the Premises on the days and times Licensee is coordinated to provide the spay and neuter services. Licensee shall only use the parking space areas as directed by Department staff. Licensee shall not allow any members of the public or other third parties access to the Premises without the express permission of the Department.
- C. Licensee shall maintain the Vehicle in good working order so as to prevent any leaks or spills on City property.
- D. Licensee will be responsible for the repair or replacement of any Department property that is damaged resulting from the storage of activities of the Vehicle on the Premises.
- E. Licensee will perform spay and neuter surgeries and related veterinary care for Department Animals provided by the Department, in preparation for each animals' adoption. No privately owned animals will be provided to Licensee, nor will members of the public provide their animals to Licensee for spay/neuter and related veterinary services. The Department will perform pre-surgical physical examinations on all surgical candidates to determine if the animal is qualified for surgical treatment by Licensee. After each sterilization procedure and when medically safe, each animal will be returned to the Department's care. Should any complications occur that Licensee cannot resolve on the day of that particular surgery, Licensee shall immediately notify the Department. Upon such notification, the animal will be returned to the Department's care.
- F. Licensee may refuse to perform surgery on an animal if the pre-examination of the animal reveals a medical contraindication or complication.
- G. Licensee will conform to all surgical standards as required by the California Veterinary Medicine Practice Act (CVMPA). Licensee's care of animals in its custody shall be in conformance with all federal, state, and local humane laws and statutes. A California-licensed veterinary technician, or equivalent, shall remain on duty following any procedure performed at the Premises until each animal's recovery status meets the conditions set forth by the CVMPA to transfer to the care of Department staff.
- H. The Department will provide Licensee with controlled drugs reasonably required for the spay and neuter services at the Premises. No later than 14 days before Licensee will be providing spay and neuter services at the Premises on a particular day, Licensee shall provide the Department with a list of controlled drugs reasonably required for the spay and neuter services. Anesthesia will also be provided or made available to Licensee by the Department.

SUBJECT: REVOCABLE RIGHT-OF-ENTRY LICENSE TO PROVIDE SPAY AND NEUTER SERVICES AT THE DEPARTMENT'S ANIMAL SERVICES CENTERS

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- I. Department will provide staff necessary for handling of the animals both before and after the services are provided.
- J. Licensee shall maintain the following licenses and permits:
  - a. Current Business Tax Registration Certification from the Office of Finance.
  - b. A current Veterinarian License for the Licensee's veterinarian(s), as required by the California Veterinary Medical Board.
- K. As used in this License, the term "hazardous waste" shall mean any hazardous or toxic substances, biohazards, medical wastes, sharps, hypodermic needles, discarded animal tissues or animal carcasses, or other materials or wastes, used or discarded by the Licensee in connection with its operations, which can damage the environment or be harmful to health. Licensee will be solely responsible for the proper, legal disposal of its generated hazardous waste, at its own cost. Licensee shall not dispose of any solid waste, waste water, hazardous materials, or medical waste on the Premises. All Vehicle's service and repairs are to be performed at off-Premises service and repair facilities. Licensee must adhere to all local and state laws regarding proper and legal disposal of all waste generated by its operation and all activities associated with the spay/neuter mobile Vehicle.
- L. The Premises must be left in the same or better condition as it was accepted.
- M. Department may use Licensee's name and/or logo on press releases, website, and social media for the limited purpose of promoting mobile spay/neuter services and events. Licensee may use the terms "City of Los Angeles," and "Department of Animal Services" on their press releases, websites, and social media for the limited purpose of promoting mobile spay/neuter services and events at the Premises. City of Los Angeles or Department symbols may not be used in any manner.

**3. TERM**

The term of this License shall begin on the date of execution of this License, and terminate on December 14, 2025, unless earlier terminated by the Department. Should it become necessary to change the scope of this License, Licensee will notify Department in writing and request approval of the proposed change, which may be granted in the sole discretion of Department. All correspondence will be sent to the addressee listed in Section 11.

**4. INSURANCE AND PERMITS**

Licensee, at its own cost and expense, and in the name of Licensee, shall, prior to any use of the Premises, obtain insurance and furnish the City with evidence of such insurance from insurers in a form acceptable to City Risk Management for the coverage and minimum limits of insurance indicated on Attachment 1, which shall be maintained by Licensee throughout the duration of this License. Licensee shall ensure that all its contractors and subcontractors obtain and furnish the City with evidence of the same insurance coverage and minimum limits of insurance indicated on Attachment 1, which shall be maintained while the contractor or subcontractor is performing services at the Premises.

Proof of insurance must be posted on KwikComply and approved by the City of Los Angeles Risk Manager prior to approval of the License. If insurance is not posted and approved, the City may purchase insurance at the Licensee's expense or cancel the License.

**5. INDEMNIFICATION**

Except for the active negligence or willful misconduct of City, or any of its boards, officers, agents, employees, assigns and successors in interest, Licensee shall defend, indemnify and hold harmless City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, payment of attorney's fees (both in house and outside counsel) and costs of litigation (including all actual litigation costs incurred by City, including but not limited to, costs of experts and consultants), and damages or liability of any nature whatsoever, including but not limited death or injury to any person, including Licensee's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by Licensee, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this License. This provision will survive expiration or termination of this License.

Except for the active negligence or willful misconduct of Licensee, or any of its boards, officers, agents, employees, assigns and successors in interest, City shall defend, indemnify and hold harmless Licensee and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, payment of attorney's fees (both in house and outside counsel) and costs of litigation (including all actual litigation costs incurred by Licensee, including but not limited to, costs of experts and consultants), and damages or liability of any nature whatsoever, including but not limited death or injury to any person, including City's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by City, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of Licensee provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this License. This provision will survive expiration or termination of this License.

**6. COSTS AND ADMINISTRATIVE FEES**

The Licensee will provide the spay and neuter services at no cost to the City. There are no administrative fees due for the issuance of this License.

**7. DEPARTMENT AUTHORITY/COORDINATION**

Licensee shall, and shall cause all of its authorized contractors of any tier to, abide by the terms and conditions of this License and will cooperate fully with Department employees in the performance of their duties.

**LAAS Contact:**

Annette Ramirez, Interim General Manager  
Office: (213) 482-9558  
[annette.ramirez@lacity.org](mailto:annette.ramirez@lacity.org)  
cc: [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org)

**Licensee Contact:**

San Diego Humane Society  
Sarah Davis, Shelter Spay & Neuter Consult Manager  
(619)299-7012 ext. 2049  
[sdavis@sdhumane.org](mailto:sdavis@sdhumane.org)

**8. RIGHT OF INSPECTION**

Authorized representatives, agents, and employees of the Department will have the right to enter the Premises at any time for purposes of fulfilling normal duties.

**9. MAINTENANCE OF PROPERTY**

Licensee and its contractor(s) or subcontractor(s) shall maintain the Premises in an orderly condition during the term of this License. Licensee hereby warrants and covenants that no improvements or other natural features on Premises will be disturbed due to the activities authorized under this License. Licensee will also take whatever measures are necessary to ensure the safety of the public on the Premises during the term of this License, including the posting of signs and the placing of barricades to cordon off equipment and the Premises if necessary.

Licensee shall not make any alterations or modifications to the Premises without prior City approval. Requests for alterations, improvements, capital improvements, and maintenance issues at the Premises shall be submitted to the Department in writing. All requests are subject to approval of the Department and the City's General Services Department.

**10. RESTORATION AND FINAL INSPECTION**

Licensee shall restore the Premises and all property that is damaged, moved, or altered as a result of the permitted activities at the Premises to its original condition. Upon termination of this License, Licensee shall contact the Department coordinator in Condition No. 7 to arrange a final inspection.

**11. LICENSE NOTIFICATIONS**

Should Licensee desire modifications to this License, Licensee will submit a written request to:

**LAAS Contact:**

Christina Gomez, Management Analyst  
Office: (213) 482-9574  
[christina.gomez@lacity.org](mailto:christina.gomez@lacity.org)  
cc: [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org)

**AND**

Sharon Lee, Senior Management Analyst  
Email: [sharon.lee@lacity.org](mailto:sharon.lee@lacity.org)

**12. TERMINATION OF LICENSE**

Department may immediately terminate this License at any time, with written notice to Licensee. Licensee may immediately terminate this License at any time, with written notice to Department.

**13. ACCEPTANCE**

**By its execution below of this License, Licensee agrees to comply with the terms and conditions of this License.**

SUBJECT: REVOCABLE RIGHT-OF-ENTRY LICENSE TO PROVIDE SPAY AND NEUTER SERVICES AT THE DEPARTMENT'S ANIMAL SERVICES CENTERS

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Sincerely,



Annette G. Ramirez, Interim General Manager  
Department of Animal Services

May 9, 2025

Date

**Sarah Davis** Digitally signed by Sarah Davis  
Date: 2025.05.12 11:23:35  
-07'00'  
Sarah Davis, Shelter Spay & Neuter Consult Manager  
San Diego Humane Society

Date

Approved as to Form:



Steve R. Houchin, Deputy City Attorney  
Office of the Los Angeles City Attorney

May 15, 2025  
Date

Attachment 1 – Required Minimum Insurance and Instructions

AR/CW/SL/CG/JG

## CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION  
ON COMPLYING WITH CITY INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker)

1. **Agreement/Reference** All evidence of insurance should identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. **When to Submit** Normally, no work may begin until a CITY insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. **Acceptable Evidence and Approval** Electronic submission is the required method of submitting your documents. **KwikComply** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format. **KwikComply** advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **KwikComply** at <https://kwikcomply.org/> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

**Contractor must provide City** a thirty (30) day notice of cancellation (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability insurance.

Verification of approved insurance and bonds may be obtained by checking **KwikComply**, the CITY's online insurance compliance system, at <https://kwikcomply.org/>.

4. **Renewal** When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **KwikComply** at <https://kwikcomply.org/>.

5. **Alternative Programs/Self-Insurance** Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the

Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at ([www.2sparta.com](http://www.2sparta.com)), or by calling (800) 420-0555.

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). **A Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property** Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Contractor Development and Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

12. **Cyber Liability & Privacy** coverage may be required to cover technology services or products for both liability and property losses that may result when a CITY contractor engages in various electronic activities, such as selling on the Internet or collecting data within its internal electronic network. Contractor's policies shall cover liability for a data breach in which the CITY employees' and/or CITY customers' confidential or personal information, such as but not limited to, Social Security or credit card information are exposed or stolen by a hacker or other criminal who has gained access to the CITY's or contractor's electronic network. The policies shall cover a variety of expenses associated with data breaches, including: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft. The policies are required to cover liability arising from website media content, as well as property exposures from: (a) business interruption, (b) data loss/destruction, (c) computer fraud, (d) funds transfer loss, and (e) cyber extortion.

## Required Insurance and Minimum Limits

Name: San Diego Humane Society (SDHS)Date: 3/14/2025Agreement/Reference: Revocable Right-Of-Entry to Use a Parking Space and Provide Spay/neuter at Animal Services Centers

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

### Limits

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**✓ Workers' Compensation (WC) and Employer's Liability (EL)**
WC StatutoryEL 1,000,000☒ Waiver of Subrogation in favor of City☐ Longshore & Harbor Workers☐ Jones Act

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**✓ General Liability** City must be named as an additional insured 1,000,000
☒ Products/Completed Operations☐ Sexual Misconduct \_\_\_\_\_☐ Fire Legal Liability \_\_\_\_\_☐ \_\_\_\_\_

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**✓ Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) 1,000,000


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**✓ Professional Liability** (Errors and Omissions) 1,000,000
Discovery Period 12 months After Completion of Work or Date of Termination


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**Property Insurance** (to cover replacement cost of building - as determined by insurance company) \_\_\_\_\_
☐ All Risk Coverage☐ Boiler and Machinery☐ Flood \_\_\_\_\_☐ Builder's Risk☐ Earthquake \_\_\_\_\_☐ \_\_\_\_\_

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**Surety Bonds - Performance and Payment (Labor and Materials) Bonds** \_\_\_\_\_

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**Crime Insurance** \_\_\_\_\_

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**Other:** Provided to: Jared Gonzalez at Animal Services

If a contractor has no employees and decides to not cover herself/himself for workers' compensation, please complete the form entitled "Request for Waiver of Workers' Compensation Insurance Requirement" located at: <http://cao.lacity.org/risk/InsuranceForms.htm>

In the absence of imposed auto liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.