

0150-12766-0001

**TRANSMITTAL**

|                   |                       |                        |
|-------------------|-----------------------|------------------------|
| TO<br>The Council | DATE<br>8/1/2025      | COUNCIL FILE NO.<br>-- |
| FROM<br>The Mayor | COUNCIL DISTRICT<br>6 |                        |

**Proposed Right-of-Entry License Agreement between the Department of Animal Services  
and The Rescue Train for vehicle parking and spay and neuter services  
at the East Valley Animal Services Center.**

Approved for further processing.  
See the City Administrative Officer report attached.



MAYOR

(Carolyn Webb de Macias for)

MWS:JR:04260013

# Report From OFFICE OF THE CITY ADMINISTRATIVE OFFICER Analysis of Proposed Contract

(Less than \$25,000 or  
Greater than \$25,000 and Less than Three Months)

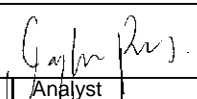
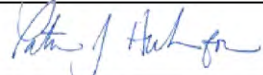
|  |                |   |                                  |
|--|----------------|---|----------------------------------|
| To: The Mayor  | Date: 07-23-25 | C.D. No.<br>6   | CAO File No.:<br>0150-12766-0001 |
| Contracting Department/Bureau:<br>Department of Animal Services  |                | Contact:<br>Sharon Lee (213) 482-9554                           |                                  |
| Reference: Inter-departmental correspondence from the Animal Services Department dated January 31, 2025.   |                |   |                                  |
| Purpose of Contract: To execute a Right-of-Entry License Agreement with The Rescue Train for vehicle parking and spay and neuter services at the East Valley Animal Services Center. |                |   |                                  |
| Type of Contract:<br>(X) New contract<br>( ) Amendment, Contract No.   |                | Contract Term Dates:<br>January 7, 2025 through January 6, 2026 |                                  |
| Contract/Amendment Amount: \$0   |                |   |                                  |
| Proposed amount \$0 + Prior award(s) \$0 = Total \$0   |                |   |                                  |
| Source of funds: Animal Sterilization Fund   |                |   |                                  |
| Name of Contractor: The Rescue Train   |                |   |                                  |
| Address: 13027 Victory Boulevard, #522, North Hollywood, California 91606  |                |   |                                  |
|  | Yes            | No  | N/A                              |
| 1. Council has approved the purpose  |                | X   |                                  |
| 2. Appropriated funds are available  | X              |   |                                  |
| 3. Charter Section 1022 findings completed   |                |   | X                                |
| 4. Proposals have been requested   |                |   | X                                |
| 5. Risk Management review completed  | X              |   |                                  |
| 6. Standard Provisions for City Contracts included   |                |   | X                                |
| 7. Workforce that resides in the City: 0 %   |                |   |                                  |
|  | Yes            | No  | N/A                              |
| 8. Business Inclusion Program  | X              |   |                                  |
| 9. Equal Benefits & First Source Hiring Ordinances   | X              |   |                                  |
| 10. Contractor Responsibility Ordinance  |                |   | X                                |
| 11. Disclosure Ordinances  | X              |   |                                  |
| 12. Prohibited Contributors (Bidders) CEC Form 55  |                |   | X                                |
| 13. CA Iran Contracting Act of 2010  |                |   | X                                |

## RECOMMENDATION

That the City Council, subject to the approval of the Mayor, authorize the General Manager of the Department of Animal Services, or designee, to execute a Right-of-Entry License Agreement with The Rescue Train to park one spay and neuter clinic vehicle at the East Valley Animal Services Center, located at 14409 Vanowen Street, Van Nuys, CA 91405, in Council District 6, to provide spay/neuter services to the Department and the public, for a period beginning January 7, 2025 through January 6, 2026.

## SUMMARY

The Department of Animal Services (Department) requests authority to execute a Right-of-Entry License Agreement (Agreement) with The Rescue Train (Permittee), a non-profit, animal welfare organization based in North Hollywood, to park one spay and neuter clinic vehicle at the East Valley Animal Services Center (EV Center) to provide spay/neuter services to the Department and the public. The term of the Agreement will begin January 7, 2025 through January 6, 2026.

|   |  |
|---|--|
| <br>JNR Analyst 04260013 | <br>Assistant City Administrative Officer |
|---|--|

Under the Agreement, the Permittee is required to provide spay and neuter services for one day of the week during operating hours, as approved by the Department. The Permittee will be granted access to the EV Center parking lot twenty-four hours a day, seven days a week, in coordination with the Department, to access its vehicle. The Permittee will also be granted occasional access to the operating table at the EV Center to perform sterilizations on larger sized dogs that cannot be accommodated in its vehicle. The Permittee is required to 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. The Permittee will also be responsible for the repair or replacement of any City property that is damaged resulting from the storage or activities of the mobile spay/neuter vehicle at the EV Center. Provisions of the Agreement also include proper Permittee insurance coverage and indemnification requirements. There are no direct costs associated with the execution of this Agreement. The Department anticipates an annual average cost of \$53,389.42 to be paid from the Animal Sterilization Fund spay and neuter voucher program in support of these services.

In accordance with the Los Angeles Administrative Code Section 7.5(5), Council approval is required for the leasing or granting of permission to use City-owned real property. To the best of our knowledge, the Contractor has complied with all standard provisions for City contracts. The Agreement has been reviewed and approved by the City Attorney as to form.

#### **FISCAL IMPACT STATEMENT**

Approval of the recommendation in this report will not result in a fiscal impact to the General Fund and will authorize the Department of Animal Services to execute a Right-of-Entry License Agreement with The Rescue Train (Permittee) to park one spay and neuter clinic vehicle at the East Valley Animal Services Center, in order to provide spay/neuter services to the Department and the public. The Department anticipates an annual average cost of \$53,389.42 to be paid from the Animal Sterilization Fund spay and neuter voucher program in support of these services.

#### **FINANCIAL POLICIES STATEMENT**

The recommendation stated in this report is not applicable to the City's Financial Policies, as there are no direct costs or expenditure of funds associated with the execution of this Agreement.

*MWS:JNR:04260013*

Attachment

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

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PRESIDENT

OLIVIA E. GARCIA  
VICE PRESIDENT

COMMISSIONERS

JAMES JENSVOld

ALEXANDER KASENDORF

YVETTE SMITH

# 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

January 31, 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 RESCUE TRAIN TO USE A PARKING SPACE AND PROVIDE  
SPAY AND NEUTER SERVICES AT THE DEPARTMENT OF ANIMAL SERVICES  
EAST VALLEY ANIMAL SERVICES CENTER**

In accordance with the Mayor's Executive Directive No. 3, attached for your review is a revocable Right-Of-Entry (ROE) license with The Rescue Train to use a parking space and provide spay and neuter services at the Department of Animal Services East Valley Animal Services Center.

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 Use a Parking Space and Provide Spay and Neuter Services at the Department Animal Services Center |
| 2                   | Customer              | City of Los Angeles, Department of Animal Services and City of Los Angeles constituents redeeming a Spay and Neuter Program voucher   |
| 3                   | Customer Address      | 14409 Vanowen Street<br>Van Nuys, CA 91405  |

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Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

SUBJECT: EXECUTIVE DIRECTIVE NO. 3 REVIEW FOR A REVOCABLE RIGHT-OF-ENTRY LICENSE WITH THE RESCUE TRAIN TO USE A PARKING SPACE AND PROVIDE SPAY AND NEUTER SERVICES AT THE DEPARTMENT OF ANIMAL SERVICES EAST VALLEY ANIMAL SERVICES CENTER

|  |   |  |
|--|---|--|
| 4  | Purpose   | To Provide Spay and Neuter Services at the East Valley Animal Service Center   |
| 5  | Term  | January 7, 2025 – January 6, 2026  |
| 6  | Amount of Compensation  | Licensee has a Letter of Agreement with the Department to provide the spay and neuter services through the Spay and Neuter Program and will be reimbursed the amount on the vouchers redeemed by City of Los Angeles constituents. |
| 7  | New Contract, Amendment, or Agreement?                                | New  |
| 8  | Source of Funds   | Animal Sterilization Fund  |
| 9  | Council Approval  | Needed   |
| 10   | Appropriated Funds Available?   | Yes  |
| 11   | Names of Proposers and scores   | N/A  |
| 12   | RFP Advertisement Date  | N/A  |
| 13   | Funding compliance with City Financial Policies?                      | Yes  |
| 14   | Additional information showing necessity to contract with contractor. | N/A  |
| 15   | Approved by Board of Commissioners                                    | N/A  |
| <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   | Yes  |
| 6  | DO Compliance   | Yes  |
| 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  |

SUBJECT: EXECUTIVE DIRECTIVE NO. 3 REVIEW FOR A REVOCABLE RIGHT-OF-ENTRY LICENSE WITH THE RESCUE TRAIN TO USE A PARKING SPACE AND PROVIDE SPAY AND NEUTER SERVICES AT THE DEPARTMENT OF ANIMAL SERVICES EAST VALLEY ANIMAL SERVICES CENTER

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Respectfully submitted,

A handwritten signature in blue ink that reads "Annette G. Ramirez". The signature is fluid and cursive, with the first name "Annette" being more prominent.

Annette G. Ramirez  
Interim General Manager

c: Jacqueline Reyes, Office of the City Administrative Officer

Attachment: Revocable Right-Of-Entry License to Use a Parking Space at the East Valley Animal Services Center to Provide Spay/Neuter Services

AGR:SCL:JBG

**BOARD OF  
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ASSISTANT GENERAL MANAGER  
Administration

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

January 6, 2025

The Rescue Train  
Attn: Lisa Young  
13027 Victory Boulevard, #522  
North Hollywood, California 91606

## **REVOCABLE RIGHT-OF-ENTRY LICENSE TO USE A PARKING SPACE AT THE EAST VALLEY ANIMAL SERVICES CENTER TO PROVIDE SPAY/NEUTER SERVICES**

Dear Rescue Train:

The City of Los Angeles ("City"), through its Department of Animal Services ("Department"), hereby issues this temporary right of entry license (License) to The Rescue Train, a 501(c)(3) nonprofit organization ("Licensee"), granting temporary access to the Department's East Valley Animal Services Center to park one mobile spay/neuter clinic vehicle ("Vehicle") for the purpose of providing spay/neuter services to the Department and the public, and to occasionally utilize the Center's operating table for larger sized dogs when the Vehicle's table size is insufficient to accommodate the sterilization of larger dogs.

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

### **1. LICENSE AREA DEFINED**

The area for which this License is granted is a portion of Department property located at the East Valley Animal Care Center at 14409 Vanowen Street, Van Nuys, CA 91405, specifically a space to park Licensee's Vehicle as directed and approved by Department staff ("Premises").

"Creating a Humane LA"

**AN EQUAL OPPORTUNITY EMPLOYER**

Visit our website at [www.LAAnimalServices.com](http://www.LAAnimalServices.com)

## **2. LICENSE GRANTED**

Licensee and its authorized representatives, employees, and agents, are granted a license to park the Vehicle at the Premises to provide spay/neuter services for the Department and members of the public, subject to the following terms and conditions:

- A. Licensee will provide spay/neuter services on the Premises at least one day per week, during operating hours that are approved in advance by the Department in writing. Licensee shall provide the spay/neuter services pursuant to the terms of the existing Spay & Neuter Voucher Programs Veterinarian Participation Agreement entered into between the Department and Licensee.
- B. Licensee may enter the Premises 24 hours a day, seven days a week to access the Vehicle, subject to coordination with the Department.
- C. Licensee shall only use the parking space 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.
- D. By the first of every month, Licensee will provide the Department with a monthly schedule listing the days and times the Licensee will move the Vehicle from the Premises that month. Licensee will provide the Department at least three days advance written notice before the Vehicle is moved from the Premises on any day not listed on the monthly schedule. Such notice shall be provided by sending an email to [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org) and [jennifer.curriel@lacity.org](mailto:jennifer.curriel@lacity.org).
- E. Licensee may also occasionally utilize the operating table in the interior of the Center for larger sized dogs when the Vehicle's table size is insufficient to accommodate sterilization of larger dogs, with advanced permission from and in coordination with Department staff. Such use shall only occur as directed by Department staff.
- F. Licensee may use the terms "City of Los Angeles," and "Department of Animal Services" on their press releases, website, and social media for the limited purpose of promoting mobile spay/neuter services and events. City of Los Angeles or Department symbols and logos may not be used in any manner.
- G. 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.
- H. Licensee shall maintain the Vehicle in good working order so as to prevent any leaks or spills on City property.
- I. Licensee will be responsible for the repair or replacement of any Department property that is damaged resulting from the storage or activities of the Vehicle on



the Premises.

J. The Premises must be left in the same or better condition as it was accepted.

### **3. TERM**

The term of this License shall be for one year from the date of execution of this License by Department, unless earlier terminated. 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 Condition No. 11.

### **4. INSURANCE**

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 are in compliance with this Condition. Licensee shall comply with State of California automobile insurance requirements when driving the Vehicle throughout the duration of this License.

Proof of insurance must be posted on KwikComply and approved by the City of Los Angeles Risk Manager prior to approval of this 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 cause of action, claims, losses, demands and expenses, including, but not limited to, 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), damages or liability of any nature whatsoever, for 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.

### **6. ADMINISTRATIVE FEES**

There are no administrative fees due for the issuance of this License.

**7. DEPARTMENT AUTHORITY/COORDINATION**

Licensee shall abide by the terms and conditions of this License and will cooperate fully with Department employees in the performance of their duties.

**Department Contact:**

Jennifer Curiel, Animal Care Technician Supervisor

Office: (213) 219-6562

[jennifer.curiel@lacity.org](mailto:jennifer.curiel@lacity.org)

cc: [ani.contracts@lacity.org](mailto:ani.contracts@lacity.org)

**Licensee Contact:**

The Rescue Train

Lisa Young

Cell: (323) 899-5640

[topdog@therescuetrain.org](mailto:topdog@therescuetrain.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 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 Department employees and the public during the term of this License.

Licensee shall not make any alterations or modifications to the Premises without prior City approval.

**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:

**Department Contact:**

Jennifer Curiel, Animal Care Technician Supervisor

Office: (213) 219-6562

SUBJECT: REVOCABLE RIGHT-OF-ENTRY LICENSE TO STORE A SPAY/NEUTER MOBILE CLINIC VEHICLE AT THE EAST VALLEY ANIMAL SERVICES CENTER

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[jennifer.curiel@lacity.org](mailto:jennifer.curiel@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 terminate this License at any time, with written notice to Licensee.

**13. ACCEPTANCE**

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

Sincerely,



Annette G. Ramirez, Interim General Manager

Attachment:

Attachment 1 – Required Minimum Insurance and Instructions

AR/CW/SL/SH/CG



Lisa Young, Authorized Representative  
The Rescue Train

1/7/2025

Date

# Attachment 1

(Rev. 05/18)

## 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: Rescue TrainDate: 08/16/2024Agreement/Reference: Parking Space - Right of Entry

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 - 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** At least \$2,000,000 aggregate GL coverage. City of Los Angeles must be named as an additional insured party
\$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)

Discovery Period \_\_\_\_\_

---

☐ **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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☐ **Pollution Liability**
☐ \_\_\_\_\_

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☐ **Surety Bonds - Performance and Payment (Labor and Materials) Bonds**

100% of the contract price

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☐ **Crime Insurance**


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**Other:** Submitted to Christina Gomez at Animal Services

1) 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://lacity.org/cao/risk/InsuranceForms.htm>