



Amendment No. 4  
to  
Contract No. NA160000093  
for  
Educational, Heritage Preservation and Economic Development Programs  
between  
Six Square – Austin's Black Cultural District  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 1, 2018 through February 28, 2019. No options will remain.
- 2.0 The total contract amount is increased by \$300,000.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 03/01/2016 – 02/28/2017	\$300,000.00	\$300,000.00
Amendment No. 1: Option 1 – Extension 03/01/2017 – 02/28/2018	\$300,000.00	\$600,000.00
Amendment No. 2: Contract Modification 04/19/2017	\$0.00	\$600,000.00
Amendment No. 3: Name Change 05/02/2017	\$0.00	\$600,000.00
Amendment No. 3: Option 2 – Extension 03/01/2018 – 02/28/2019	\$300,000.00	\$900,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: Nefertiti Jackmon 9/19/17

Printed Name: Nefertiti Jackmon  
Authorized Representative

Six Square – Austin's Black Cultural District  
1152 San Bernard Street  
Austin, Texas 78702  
(512) 505-8738  
[director@sixsquare.org](mailto:director@sixsquare.org)

Sign/Date: Linell Goodin-Brown

Linell Goodin-Brown  
Contract Management Supervisor II  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701



Amendment No. ~~2~~ <sup>3</sup>  
to  
Contract No. NA160000093  
for  
Economic, Heritage Preservation and Economic Development Programs  
Between  
Austin's African American Cultural Heritage District  
and the  
City of Austin

1.0 The Contract is hereby amended as follows: Change the vendor information as requested and documented by the vendor.

	From	To
Vendor Name	Austin's African American Cultural Heritage District	Six Square - Austin's Black Cultural District
Vendor Code	V00000916259	V00000916259
FEIN	[REDACTED]	[REDACTED]

2.0 All other terms and conditions of the Contract remain unchanged and in full force and effect.

BY THE SIGNATURE affixed below, this Amendment No. ~~2~~ <sup>3</sup> is hereby incorporated into and made a part of the Contract.

A handwritten signature in cursive script that reads "Linell Goodin-Brown".  
Linell Goodin-Brown  
Contract Compliance Supervisor  
City of Austin, Purchasing Office

5-2-17  
Date



Amendment No. 1  
to  
Contract No. NA160000093  
for  
Educational, Heritage Preservation and Economic Development Programs  
between  
Austin's African American Cultural Heritage District  
and the  
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be March 1, 2017 through February 28, 2018. One option will remain.
- 2.0 The total contract amount is increased by \$300,000.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
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Amendment No. 1: Option 1 – Extension 03/01/2017 – 02/28/2018	\$300,000.00	\$600,000.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date:

*Nefertiti Jackman 1/17/17*

Printed Name: Nefertiti Jackman  
Authorized Representative

Austin African American Cultural Heritage District  
1152 San Bernard Street  
Austin, Texas 78702  
(512) 505-8738  
[director@sixsquare.org](mailto:director@sixsquare.org)

Sign/Date:

*Linell Goodin-Brown 3-1-17*

Linell Goodin-Brown  
Contract Compliance Supervisor  
City of Austin  
Purchasing Office  
124 W. 8<sup>th</sup> Street, Ste. 310  
Austin, Texas 78701

**CONTRACT BETWEEN THE CITY OF AUSTIN  
AND  
AUSTIN'S AFRICAN AMERICAN CULTURAL HERITAGE DISTRICT**

This Contract is made by and between Austin's African American Cultural Heritage District ("Contractor") having offices at 1152 San Bernard Street, Austin, Texas 78702 and the City of Austin ("City"), a home-rule municipality incorporated by the State of Texas.

WHEREAS, the City seeks to foster economic development and job creation in the City's African American Cultural Heritage District; and

WHEREAS, the City is providing funding to Contractor, which provides cultural services; and

WHEREAS, Contractor is intended to support historic preservation; and

WHEREAS, Contractor desires to work with the City to enhance education, heritage, and artistic endeavors; and

WHEREAS, City support for Contractor as provided in this Contract is an economic development program of the City, and is intended to assist in the preservation of the City's African American Cultural Heritage District; and

WHEREAS, the grant of public funds provided herein serve the City's goals of promoting local economic development, stimulating local business and commercial activity, and elimination of unemployment and underemployment, authorized under Texas Local Government Code Sections 380.001 and 380.002.

NOW THEREFORE, the City and Contractor, hereby agree to the following terms and conditions:

**SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES.**

- 1.1 **Engagement of the Contractor.** Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in Section 2, Scope of Work.
- 1.2 **Responsibilities of the Contractor.** The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Scope of Work. In the event that the need arises for the Contractor to perform services beyond those stated in the Scope of Work, the Contractor and the City shall negotiate mutually agreeable terms and compensation for completing the additional services.
- 1.3 **Responsibilities of the City.** The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Scope of Work. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all invoices for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports.
- 1.4 **Designation of Key Personnel.** The Contractor's Contract Manager for this engagement shall be Lisa Byrd, Phone: (512) 505-8738. The City's Contract Manager for the engagement shall be Sylvania Holt Rabb, (512) 974-3131

**SECTION 2. SCOPE OF WORK.**

- 2.1 **Contractor's Obligations.** The Contractor shall fully and timely provide the services more fully described on Exhibit A attached hereto. All deliverables described herein and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal,

State, and local laws, rules, and regulations. All independent contractors and subcontractors must have written agreements with Contractor and Contractor shall produce such agreements upon request from the City. Within ten days of the effective date of this Contract, Contractor shall provide a copy of the office rental agreement for rental space it has executed.

**2.2 Audit.** The Contractor shall provide a yearly financial audit of the African American Cultural Heritage District no later than ninety (90) days after the close of the Contractor's fiscal year.

**2.3 Report.** The Contractor shall provide a year-end report on the completion of the tasks identified in Exhibit A, and present the year-end report and findings to the African Resource Advisory Commission at a meeting date and time coordinated between the parties. In addition, Contractor shall make a summary presentation in person to the City's Emerging Technology Committee.

### **SECTION 3. COMPENSATION.**

**3.1 Contract Amount.** The City shall pay to Contractor four (4) quarterly payments based on invoices received from Contractor for a total of amount not to exceed Three Hundred Thousand Dollars (\$300,000) per fiscal year. Each quarterly payment shall be made within thirty (30) days of receipt of the quarterly reports to be delivered by Contractor to the City under Section 3 below per fiscal year. Contractor agrees to accept this funding for the purpose of fomenting the growth of African American Cultural Heritage District and as full compensation for its services under this Contract. These services will be provided during the City's fiscal year in accordance with the Scope of Work attached as Appendix 1. Payments to be made by the City under this Agreement shall be made from current revenues available to the City.

**3.2 Invoices.** Invoices shall contain a non-duplicated invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department. Invoices shall be itemized. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice. Invoices received without all required information cannot be processed and will be returned to the Contractor. Invoices shall be mailed to the below address:

	City of Austin
Department	Economic Development Department
Attn:	Sylvia Holt Rabb
Address:	301 W. 2 <sup>nd</sup> Street, Suite 2030
City, State, Zip Code	Austin, TX 78701

Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

### **3.3 Payment.**

**3.3.1** Contractor shall provide a quarterly report on or before sixty (60) days following the end of each quarter. Quarters end on the following dates: May 31, 2016, August 31, 2016, November 30, 2016, and February 28, 2017. An Annual report, which may contain the final quarterly report, is due on or before sixty (60) days following the end of the final quarter of this Contract (February 28, 2017). In conjunction with this annual report,

All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the quarterly report and accompanying invoice.



The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:

- 3.3.1.1 delivery of defective or non-conforming deliverables by the Contractor;
- 3.3.1.2 third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
- 3.3.1.3 failure of the Contractor to pay Subcontractors, or for labor, materials or equipment, failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
- 3.3.1.4 damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
- 3.3.1.5 reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
- 3.3.1.6 failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
- 3.3.1.7 failure of the Contractor to comply with any material provision of the Contract Documents.
- 3.3.1.8 Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.

3.4 **Non-Appropriation.** The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

3.5 **Travel Expenses.** The City will not reimburse Contractor for any travel, lodging, or per diem expenses in connection with the Contract.

3.6 **Final Payment and Close-Out.**

3.6.1 The making and acceptance of final payment will constitute:

- 3.6.1.1 a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
- 3.6.1.2 a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

#### **SECTION 4. TERM AND TERMINATION.**

4.1 **Term of Contract.** This Contract shall become effective on March 1, 2016 and shall remain in effect until February 28, 2017.

4.2 **Right To Assurance.** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to

perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.

- 4.3 **Default.** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, or (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States.
- 4.4 **Termination For Cause.** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. Additionally, in the event of a default by the Contractor, the City may remove the Contractor from the City's vendor list for three (3) years and any offer submitted by the Contractor may be disqualified for up to three (3) years. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
- 4.5 **Termination Without Cause.** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
- 4.6 **Fraud.** Fraudulent statements by the Contractor on any Offer shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

## **SECTION 5. OTHER DELIVERABLES.**

- 5.1 **Insurance.** The following insurance requirement applies.

### **5.1.1 General Requirements**

5.1.1.1 The Contractor shall at a minimum carry insurance in the types and amounts indicated herein for the duration of the Contract and during any warranty period.

5.1.1.2 The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within fourteen (14) calendar days after written request from the City.

5.1.1.3 The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

5.1.1.4 The Contractor shall not commence work until the required insurance is obtained and has been reviewed by City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.

5.1.1.5 The Contractor must submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.



5.1.1.6 The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better. The City will accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund.

5.1.1.7 All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall contain the solicitation / Contract number, the Buyer's name, and the Contractor's email address, and shall be mailed to the following address:

Attn: Claudia Rodriguez

City of Austin  
Purchasing Office  
P. O. Box 1088  
Austin, Texas 78767

5.1.1.8 The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.

5.1.1.9 If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

5.1.1.10 The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

5.1.1.11 The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.

5.1.1.12 The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

5.1.1.13 The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

5.1.1.14 The Contractor shall endeavor to provide the City thirty (30) calendar days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

5.1.2 **Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

5.1.2.1 **Commercial General Liability Insurance.** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B



(Personal and Advertising Injuries). The policy shall contain the following provisions and endorsements.

5.1.2.1.1 Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.

5.1.2.1.2 Independent Contractor's Coverage.

5.1.2.1.3 Products/Completed Operations Liability for the duration of the warranty period.

5.1.2.1.4 Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage.

5.1.2.1.5 Thirty (30) calendar days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage.

5.1.2.1.6 The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage.

5.1.2.2 **Business Automobile Liability Insurance.** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident. The policy shall contain the following endorsements:

5.1.2.2.1 Waiver of Subrogation, Endorsement TE 2046A, or equivalent coverage.

5.1.2.2.2 Thirty (30) calendar days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage.

5.1.2.2.3 The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage.

5.1.2.3 **Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The policy shall contain the following provisions and endorsements:

5.1.2.3.1 The Contractor's policy shall apply to the State of Texas.

5.1.2.3.2 Waiver of Subrogation, Form WC 420304, or equivalent coverage.

5.1.2.3.3 Thirty (30) calendar days Notice of Cancellation, Form WC 420601, or equivalent coverage.

5.1.2.4 **Endorsements.** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

5.1.2.5 **Certificate:** The following statement must be shown on the Certificate of Insurance.

The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies.

**5.2 Equal Opportunity.**

**5.2.1 Equal Employment Opportunity.** No Contractor or Contractor's agent, shall engage in any discriminatory employment practice as defined in chapter 5-4 of the City Code. No Bid submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Contractor has executed and filed with the City Purchasing Office a current Non-Discrimination Certification.

**5.2.2 Americans With Disabilities Act (ADA) Compliance.** Contractor shall not engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

**5.3 Publications.** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

**SECTION 6. WARRANTIES.**

**6.1 Warranty – Services.** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.

**SECTION 7. MISCELLANEOUS.**

**7.1 Right To Audit.**

**7.1.1** The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

**7.1.2** The Contractor shall include this provision in all subcontractor agreements entered into in connection with this Contract.

**7.2 Stop Work Notice.** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.

**7.3 Indemnity.**

**7.3.1** Definitions:

7.3.1.1 "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:

7.3.1.1.1 damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or;

7.3.1.1.2 death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),

7.3.1.2 "Fault" shall include the sale of defective or non-conforming deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.

**7.3.2 THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

7.4 **Claims.** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

7.5 **Notices.** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the City and the Contractor shall be addressed as follows:

To the City:

City of Austin, Purchasing Office

ATTN: Claudia Rodriguez, Contracts  
Administrator

P O Box 1088

Austin, TX 78767

To the Contractor:

Austin's African American Cultural Heritage District

ATTN: Lisa Byrd

1009 East 11<sup>th</sup> Street, 2<sup>nd</sup> Floor

Austin, TX 78702

7.6 **Confidentiality.** In order to provide the deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and

agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Contract, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.

- 7.7 **Advertising.** The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
- 7.8 **No Contingent Fees.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- 7.9 **Gratuities.** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
- 7.10 **Prohibition Against Personal Interest in Contracts.** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
- 7.11 **Independent Contractor.** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
- 7.12 **Assignment-Delegation.** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
- 7.13 **Waiver.** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration



and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.

7.14 **Modifications.** The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.

7.15 **Interpretation.** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

7.16 **Dispute Resolution.**

7.16.1 If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

7.16.2 If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the costs of mediation equally.

7.17 **Minority And Women Owned Business Enterprise (MBE/WBE) Procurement Program.**

7.17.1 All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program found at Chapters 2-9A, 2-9B, 2-9C and 2-9D of the City Code. The Program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) full opportunity to participate in all City contracts.

7.17.2 The City of Austin has determined that no goals are appropriate for this Contract. **Even though no goals have been established for this Contract, the Contractor is required to comply with the City's MBE/WBE Procurement Program, Chapters 2-9A, 2-9B, 2-9C and 2-9D, of the City Code, as applicable, if areas of subcontracting are identified.**

- 7.17.3 If any service is needed to perform the Contract and the Contractor does not perform the service with its own workforce or if supplies or materials are required and the Contractor does not have the supplies or materials in its inventory, the Contractor shall contact the Department of Small and Minority Business Resources (DSMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Contractor must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

**7.18 Living Wages and Benefits.**

- 7.18.1 In order to help assure low employee turnover, quality services, and to reduce costs for health care provided to uninsured citizens, the Austin City Council is committed to ensuring fair compensation for City employees and those persons employed elsewhere in Austin. This commitment has been supported by actions to establish a "living wage" and affordable health care protection. Currently, the minimum wage for City employees is \$13.30 per hour. The minimum wage is increased every year in accordance with the cost of living index. City will advise Contractor of the new wage requirement and Contractor agrees to be subject to and pay its employees the new minimum wage. This minimum wage is required for any Contractor employee directly assigned to this City Contract, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain contracts in order to assure quality and continuity of service.
- 7.18.2 Additionally, the City provides health insurance for its employees, and for a nominal rate, employees may obtain coverage for their family members. Contractors must offer health insurance with optional family coverage for all Contractor employees directly assigned to this contract. Proof of the health care plan shall be provided prior to award of a Contract. In addition, an insurance certificate for Workers' Compensation Insurance Coverage must be provided if required by the solicitation.
- 7.18.3 The City requires Contractors to provide a signed certification within five (5) calendar days of contract execution certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$10.90 per hour and are offered a health care plan (see Exhibit B-1, Living Wages and Benefits Contractor Certification). The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- 7.18.4 The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA). Basic employment records shall at a minimum include:
- 7.18.4.1 employee's full name, as used for social security purposes, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work, or payroll records;
  - 7.18.4.2 time and date of week when employee's workweek begins;
  - 7.18.4.3 hours worked each day and total hours worked each workweek;
  - 7.18.4.4 basis on which employee's wages are paid;
  - 7.18.4.5 regular hourly pay rate;
  - 7.18.4.6 total daily or weekly straight-time earnings;
  - 7.18.4.7 total overtime earnings for the workweek;

7.18.4.8 all additions to or deductions from the employee's wages;

7.18.4.9 total wages paid each pay period; and

7.18.4.10 date of payment and the pay period covered by the payment.

7.18.5 The Contractor shall provide with the first invoice and in each invoice thereafter a list of all personnel and contractors, individual Employee Certifications for all employees directly assigned to the contract containing (see Exhibit B-2, Living Wages and Benefits Employee Certification):

7.18.5.1 the employee's name and job title;

7.18.5.2 a statement certifying that the employee is paid at a rate equal to or greater than the Living Wage of \$13.30 per hour, and list each employee's salary;

7.18.5.3 a statement certifying that the employee is offered a health care plan with optional family coverage.

7.18.6 The employee certifications shall be signed by each employee directly assigned to the contract.

7.18.7 Contractor shall submit employee and contractor certifications quarterly with the respective invoice to verify that employees are paid the Living Wage throughout the term of the Contract.

7.18.8 The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records identified above in this paragraph verify compliance with this provision.

7.19 **Jurisdiction And Venue.** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

7.20 **Invalidity.** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

7.21 **Holidays.** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

- 7.22 **Survivability of Obligations.** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.
- 7.23 **Non-Suspension or Debarment Certification.** The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 7.24 **Incorporation of Documents.** Section 0100, **Standard Purchase Definitions**, is hereby incorporated into this Contract by reference, with the same force and effect as if they were incorporated in full text. The full text versions of this Section are available, on the Internet at the following online address <http://www.austintexas.gov/sites/default/files/files/Finance/Purchasing/standard-purchase-definitions.pdf>

In witness whereof, the parties have caused duly authorized representatives to execute this Agreement on the dates set forth below.

AUSTIN'S AFRICAN AMERICAN CULTURAL  
HERITAGE DISTRICT

By: Freddie Dixon  
Signature

Name: Freddie Dixon  
Printed Name

Title: Board Chair

Date: 03/08/2016

CITY OF AUSTIN

By: Sue Edwards  
Signature

Name: SUE Edwards  
Printed Name

Title: Asst. City Manager

Date: 03/22/2016

APPROVED AS TO FORM:

C. Crosby  
Assistant City Attorney



## **List of Exhibits / and Incorporated Documents**

### **EXHIBITS**

Exhibit A Scope of Work

Exhibit B Contractor Certifications

Exhibit B-1 Living Wages and Benefits Contractor Certification

Exhibit B-2 Living Wages and Benefits Employee Certification

**Exhibit**  
**CITY OF AUSTIN, TEXAS**  
**LIVING WAGES AND BENEFITS CONTRACTOR CERTIFICATION**  
*(Please duplicate as needed)*

Pursuant to the Living Wages and Benefits provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour.

I hereby certify under penalty of perjury that all of the below listed employees of the Contractor who are directly assigned to this contract:

- (1) are compensated at wage rates equal to or greater than \$11.00 per hour; and
- (2) ~~are offered a health care plan with optional family coverage.~~

Employee Name	Employee Job Title
Lisa Byrd	Executive Director
Donald King	Program Coordinator

- (3) all future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$11.00 per hour and offered a health care plan with optional family coverage.
- (4) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each employee affected the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment.

Contractor's Name: Austin's African American Cultural Heritage District

Signature of Officer  
or Authorized  
Representative: \_\_\_\_\_

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

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

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

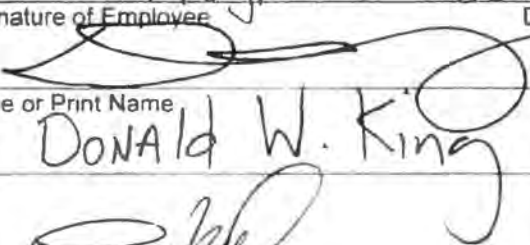
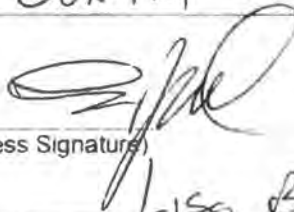
**Exhibit**  
**CITY OF AUSTIN, TEXAS**  
**LIVING WAGES AND BENEFITS EMPLOYEE CERTIFICATION**

Contract Number Insert Number	Description of Services Insert Description
Contractor Name Insert Contractor's Name	

Pursuant to the Living Wages and Benefits provision of the contract (reference Section 0400, Supplemental Purchase Provisions), the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$11.00 per hour. In addition, employees are required to certify that they are compensated in accordance with the Living Wage provision. Contractors are prohibited from retaliating against any employee claiming non-compliance with the Living Wage provision.

I hereby certify under penalty of perjury that I am directly assigned to this contract and that I am

- (5) compensated at wage rates equal to or greater than \$11.00 per hour, and
- (6) ~~offered a health care plan with optional family coverage~~

Employee's Title <div style="font-size: 1.5em; font-family: cursive;">Program Coordinator</div>	
Signature of Employee 	Date <div style="font-size: 1.5em; font-family: cursive;">3/4/16</div>
Type or Print Name <div style="font-size: 1.5em; font-family: cursive;">DONALD W. KING</div>	
(Witness Signature) 	
(Printed Name) <div style="font-family: cursive;">Lisa Byrd</div>	

## Preperformance Conference Decision Worksheet

### *Ensuring That Everyone Understands*

Not all contracts require a preperformance conference, but most contracts benefit from one. The type, value, and complexity of the contract may indicate that an extensive preperformance conference is necessary. The following checklist will assist in determining if a preperformance conference is necessary.

---

### ***Should I Hold a Preperformance Conference?***

---

*Some common considerations in deciding whether to hold preperformance conferences are listed below. "Yes" responses favor a preperformance conference.*

<u>YES</u>	<u>NO</u>	<u>Decision Factor</u>
<input type="checkbox"/>	<input type="checkbox"/>	1. Is this our first contract with this contractor?
<input type="checkbox"/>	<input type="checkbox"/>	2. Can you foresee potential problems on this contract?
<input type="checkbox"/>	<input type="checkbox"/>	3. Is any aspect of this contract urgent or critical?
<input type="checkbox"/>	<input type="checkbox"/>	4. Does the contract type require a relatively high degree of contract monitoring or administration?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do the contract requirements contain a level of complexity or risk?
<input type="checkbox"/>	<input type="checkbox"/>	6. Has there been little communication or previous conversations with the contractor on the aspects of this contract?
<input type="checkbox"/>	<input type="checkbox"/>	7. Is there any indication that misunderstanding exists?
<input type="checkbox"/>	<input type="checkbox"/>	8. Does the product/service history of the required items reveal recurring problem areas?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is a lengthy manufacturing or production cycle planned?
<input type="checkbox"/>	<input type="checkbox"/>	10. Is there a lengthy service delivery?
<input type="checkbox"/>	<input type="checkbox"/>	11. Is extensive subcontracting involved?
<input type="checkbox"/>	<input type="checkbox"/>	12. Are progress payments or other interim financing arrangements involved?
<input type="checkbox"/>	<input type="checkbox"/>	13. Does the contract involve spare parts and related equipment?
<input type="checkbox"/>	<input type="checkbox"/>	14. Can you anticipate contract changes that would require the use of specialized accounting procedures or requirements?
<input type="checkbox"/>	<input type="checkbox"/>	15. Does the contract contain requirements that are of high public visibility or potential doe public concern?



African American Cultural Heritage District		
City of Austin Services Contract		
Exhibit A		
Contract Deliverable Program Areas 15/16		
<b>Operations</b>		
staff		90,000.00
Rent		18,000.00
Utilities		4,000.00
Insurance		5,000.00
Certified Audit		5,000.00
Equipment/Supplies		5,000.00
<b>Total</b>		<b>127,000.00</b>
<b>Programs</b>		
Heritage/Preservation		
The Homecoming(Cemetery Project)		20,000.00
Documentation/Renovation		10,000.00
Historic Marker Program/ Cultural Assets		5,000.00
<b>Total</b>		<b>35,000.00</b>
Artistic/Cultural Production		
District Days Festivals		50,000.00
Black Artistry/Invisible Intersection		10,000.00
Juneteenth		5,000.00
Summer Concert Series		10,000.00
<b>Total</b>		<b>75,000.00</b>
Economic Development		
Community partnership agreements		10,000.00
Symposium on Black Creatives		3,500.00
Community Support Projects		5,000.00
Soul-y Austin (Host Meeting)		-
Small Business (Host Small Business Training Workshop up to 3)		-
State Cultural Application Process (Host in time for June application)		-
<b>Total</b>		<b>18,500.00</b>
Education		
Interactive Map		7,000.00
African American Symposium (HT Series)		5,000.00
Bus, walking/cycling Tours		2,500.00
<b>Total</b>		<b>14,500.00</b>
<b>Program Total</b>		<b>143,000.00</b>
<b>Marketing/Branding</b>		
website		5,500.00
graphic designer/printing		3,500.00
photographer/videographer		2,500.00
Publish and Distribute a monthly news letter		1,500.00
Banners/signage program		2,500.00
printing/collateral material		4,500.00
media shorts		10,000.00
<b>Total</b>		<b>30,000.00</b>
<b>Scope Total</b>		<b>300,000.00</b>