

City of San José Contract/Agreement Transmittal Form

Route Order

Attached / Completed

Electronically Signed

TO: ☐ City Attorney
☐ City Manager
☐ City Clerk **OR** Return to
 Dept. (circle one)

☐ Insurance Certificates / Waivers ☐ Electronically Signed: Select one
☐ Business Tax Certificate ☐ Audit Trail Attached (if applicable)
☐ Contacted Clerk re: Form 700 ☐ Scanned Signature Authorization
☐ Supplemental Memorandums (if applicable): Select One
☐

Type of Document: Select one

□ Type of Contract: Select one

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # _____

Contractor: County of Santa Clara - Supervisor Sylvia Arenas Office

Address: _____

Phone: _____ Email: _____

Contract Description:

Term Start Date: _____ Term End Date: _____ Extension: Select one

Method of Procurement: Select one RFB, RFP or RFQ No.: _____ Date Conducted: _____

Agenda Date (if applicable): _____ Agenda Item No.: _____

Resolution No.: _____ Ordinance No.: _____

Original Contract Amount: _____ Amount of Increase/Decrease: _____

Option #: ____ of Option Amount: _____ NTE/Updated Contract Amount: _____

Fund/Appropriation: _____

Form 700 Required (Selection mandatory for processing): Business Revenue Agreement: Select one

Tax Certificate No.: _____ Expiration Date: _____

Department: Select one

Department Contact: _____ Customer (Finance Only): ' ' ' _____

Notes:

Department Director Signature: _____ Date _____

Office of the City Manager Signature: _____ Email: jessica.lowry@sanjoseca.gov 04/08/2024
 Date: 04/08/2024 PDT

 Jessica Lowry, Open Government Manager Date



**Levine Act Contractor Form:
Identification of Subcontractors and Agents**

Completed form submitted to the County of Santa Clara is a public record.

This Section to be completed by County Staff after Form is completed by Contractor:

Date of Board of Supervisors Meeting

When Agreement/Amendment Will Be Considered:

Legislative File No.:

Instructions to Contractor for Completion of Form:

For any contract or grant/sponsorship agreement (including amendments) with the County of Santa Clara ("Agreement") that will be submitted to the County of Santa Clara Board of Supervisors for consideration, any party entering into the Agreement with the County ("Contractor") must:

- 1) Fill out Sections A, B, C, and D of this form.
 - a. For Section B, list any subcontractors identified in Contractor's solicitation/grant proposal and/or in Contractor's Agreement with the County ("Subcontractor").
- 2) Provide a separate Levine Act Subcontractor Form: Identification of Agents to each Subcontractor, if any, listed in Section B, and collect a completed form from each Subcontractor.
- 3) Provide this form and each completed Levine Act Subcontractor Form: Identification of Agents to the designated County of Santa Clara contract manager for this Agreement.

NOTE: This form is for the identification of Contractor's Subcontractors and agents only. If a Contractor, Subcontractor, or their agents have any campaign contributions they are required to disclose pursuant to the Levine Act, they must separately disclose those contributions. They may make such disclosures online at <https://www.sccgov.org/levineact>.

SECTION A – CONTRACTOR AND AGREEMENT INFORMATION

Contractor Legal Name
(include d/b/a if applicable):

City of San Jose

Title or Short Description of Agreement:

Sponsorship Agreement Grant of Funds to Council District 9

SECTION B – SUBCONTRACTORS FOR THIS AGREEMENT

Provide list of Contractor's Subcontractors for this Agreement:

	Name of Subcontractor(s):
1.	
2.	
3.	
4.	

If there are more than four Subcontractors, please submit a supplemental form. If attaching a supplemental form, check this box: ☐

If no Subcontractors, check this box: ☐ (If no subcontractors, no Levine Act Subcontractor Forms are needed.)

(Continue to page 2)



**Levine Act Contractor Form:
Identification of Subcontractors and Agents**

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SECTION C – CONTRACTOR’S AGENTS

Provide list of Contractor’s Agents (as that term is defined under [Government Code section 84308](#) and [California Code of Regulations section 18438.3ⁱ](#)) for this Agreement:

	Name of Agent(s):	Name of Agent’s Firm (if applicable):
1.	Claire Bang & Scott Hughes & Pam Foley	City of San Jose
2.		
3.		
4.		
5.		
6.		

If no Agents, check this box: ☐

SECTION D – CONTRACTOR SIGNATURE

The undersigned declares that they are a representative of Contractor and are empowered to represent, bind, and execute contracts on behalf of the firm or individual. The undersigned declares that all statements in this Form are true and correct.

Sarah Zarate

Director, City Manager’s Officer

Printed Name

Title

Sarah Zarate
Email: sarah.zarate@sanjoseca.gov

04/08/2024

Contractor’s Authorized Representative Signature

Date

ⁱ California Code of Regulations section 18438.3 states:

(a) A person is the ‘agent’ of a party to, or a participant in, a pending proceeding involving a license, permit or other entitlement for use only if the person represents that party or participant for compensation and appears before or otherwise communicates with the governmental agency for the purpose of influencing the pending proceeding.

(b) If an individual acting as an agent is also acting as an employee or member of a law, architectural, engineering or consulting firm, or a similar entity or corporation, both the entity or corporation and the individual are “agents.”

(c) “Communication with the governmental agency for the purpose of influencing the proceeding” does not include:

(1) Drawings or submissions of an architectural, engineering, or similar nature prepared by a person for a client to submit in a proceeding before the agency if:

(A) The work is performed pursuant to the person’s profession; and







(B) The person does not make any contact with the agency other than contact with agency staff concerning the process or evaluation of the documents prepared by the official; or

(2) Purely technical data or analysis provided to an agency by a person who does not otherwise engage in direct communication for the purpose of influencing the proceeding.

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"D9 Levine Act Contractor Form _ 04082024" history

-  Charulatha Thiyagarajan created the document.
04/08/2024 10:22:11 AM PDT - IP address 76.132.48.199:52237
-  Document was emailed to Jessica Lowry
04/08/2024 10:22:12 AM PDT
-  Jessica Lowry signed the document.
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-  Document was emailed to Sarah Zarate
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-  Sarah Zarate signed the document.
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-  Document was successfully signed and filed
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