

**From:** [Betts, <Bruce@DGS>](mailto:Bruce@DGS)  
**To:** ["Biedermann, Cynthia@DGS" <Cynthia.Biedermann@dgs.ca.gov>](mailto:Cynthia.Biedermann@dgs.ca.gov)  
["de la Motte, Leann@DGS" <Leann.delaMotte@dgs.ca.gov>](mailto:Leann.delaMotte@dgs.ca.gov)  
**Date:** 4/11/2016 11:04:28 AM  
**Subject:** FW: 2016 California Mechanical and Plumbing Code Publication Agreement  
**Attachments:** [HNK 3188106.BSC.2016 California Mechanical and Plumbing Code Publication Agreement.docx](#)

Good morning,

Please review the attached document with requested changes from IAPMO. Please let me know if you approve these suggested changes. Once you approve these changes, I will prepare the final contract and forward it to IAPMO for signature. Thank you!

Bruce Betts

Acquisition Analyst

**Contract Services Section** *(Team 3)*

**Office of Business and Acquisition Services » Administration Division**

Department of General Services » State of California

707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, 2-300, West Sacramento, CA 95605

<http://inside.dgs.ca.gov/ad/obas.aspx>

**Phone** 916.441-9636

**Email** [Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)

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From: Heather Koffman [mailto:Heather.Koffman@iapmo.org]  
Sent: Monday, April 11, 2016 9:24 AM  
To: Betts, Bruce@DGS  
Cc: Monte Bogatz; Frost, Laura@DGS  
Subject: Re: 2016 California Mechanical and Plumbing Code Publication Agreement

Bruce,

Please see the attached redline. Of course please let me know ASAP if there are any concerns.

Best,  
Heather Nicole Koffman

The IAPMO Group

4755 E. Philadelphia St.

Ontario, CA 91761

909-472-4100

909-218-8115 (direct)

[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)

[WWW.IAPMO.ORG](http://WWW.IAPMO.ORG)

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From: "Betts, Bruce@DGS" <[Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)>  
Date: Thursday, April 7, 2016 at 2:48 PM  
To: Heather Koffman <[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)>  
Cc: Monte Bogatz <[monte.bogatz@iapmo.org](mailto:monte.bogatz@iapmo.org)>, "Frost, Laura@DGS" <[Laura.Frost@dgs.ca.gov](mailto:Laura.Frost@dgs.ca.gov)>  
Subject: RE: 2016 California Mechanical and Plumbing Code Publication Agreement

Hi Heather,

We generally do not change the language in the CCC-307 document. However, the statement from your employee handbook (highlighted below) meets the intent of the requirement in para 2.b.(1).

Thanks for asking!

Bruce Betts

Acquisition Analyst

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From: Heather Koffman [<mailto:Heather.Koffman@iapmo.org>]  
Sent: Thursday, April 07, 2016 2:29 PM  
To: Betts, Bruce@DGS  
Cc: Monte Bogatz  
Subject: Re: 2016 California Mechanical and Plumbing Code Publication Agreement

Bruce,

Thanks for taking the time to talk to me today.

I want to close the loop on the issue with respect to the CCC-307 regarding Drug Free Workplace requirements.

CCC-307, at Section 2, asks us to affirmatively certify to the following:

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I am confident that we accomplish everything besides B(1).

For (A), (B)(2), (B)(4), and (C), we have a drug-free workplace policy in our employee handbook, which specifies that violation can result in discipline up to and including termination — our employees affirmatively acknowledge this. For B(3), we have, and employees are made aware of, an employee assistance program.

I am concerned that we may not have a program that qualifies as “inform[ing] employees about the dangers of drug abuse in the workplace” and that we may not, therefore, meet the requirements of B(1). Our employee handbook states, “The possession, use, or sale of controlled substances... in the workplace, or individuals who are under the influence of these substances, pose unacceptable risks for safe, healthful, and efficient operations. All employees must report to work in a fit condition to perform their jobs safely and well.” That is the extent of our program’s provision of educational information about the dangers of drug use.

I would suggest — unless you object — that we simply strike through (B)(1) and initial it. Let me know if you anticipate this causing a problem.

Best,  
Heather

Heather Nicole Koffman

The IAPMO Group

4755 E. Philadelphia St.

Ontario, CA 91761

909-472-4100

909-218-8115 (direct)

[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)

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From: "Betts, Bruce@DGS" <[Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)>  
Date: Thursday, April 7, 2016 at 10:29 AM  
To: Heather Koffman <[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)>  
Subject: RE: 2016 California Mechanical and Plumbing Code Publication Agreement

Thank you!

## Bruce Betts

Acquisition Analyst  
**Contract Services Section** *(Team 3)*  
**Office of Business and Acquisition Services » Administration Division**  
Department of General Services » State of California  
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**Email** [Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)

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From: Heather Koffman [<mailto:Heather.Koffman@iapmo.org>]  
Sent: Thursday, April 07, 2016 10:29 AM  
To: Betts, Bruce@DGS  
Cc: Monte Bogatz  
Subject: Re: 2016 California Mechanical and Plumbing Code Publication Agreement

Bruce,

I wanted to get this form to you immediately, per your email to Russ below. It's completed and signed.

Please note that Section 6 remains blank — I wasn't sure exactly what to enter there, so I left that for you to fill out.

Also, the information requested in your email below:

- Name of person signing the contract: G.P. Russ Chaney
- Title of person signing the contract: Chief Executive Officer

· Complete Address of Signer of contract: 5001 E. Philadelphia St., Ontario, CA 91761

Can you also indicate the correct information for the project manager for this contract?

Contractor: IAPMO
Contact: Lynne Simnick
Phone: (909) 472-4110
E-mail: <a href="mailto:Lynne.Simnick@iapmo.org">Lynne.Simnick@iapmo.org</a>
Address: 4755 E. Philadelphia St.
Ontario, CA 91761

Best,  
Heather Nicole Koffman

The IAPMO Group

4755 E. Philadelphia St.

Ontario, CA 91761

909-472-4100

909-218-8115 (direct)

[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)

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From: Russ Chaney <[Russ.Chaney@iapmo.org](mailto:Russ.Chaney@iapmo.org)>  
Date: Thursday, April 7, 2016 at 9:28 AM  
To: "Betts, Bruce@DGS" <[Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)>  
Cc: "de la Motte, Leann@DGS" <[Leann.delaMotte@dgs.ca.gov](mailto:Leann.delaMotte@dgs.ca.gov)>, Monte Bogatz <[monte.bogatz@iapmo.org](mailto:monte.bogatz@iapmo.org)>, Heather Koffman <[Heather.Koffman@iapmo.org](mailto:Heather.Koffman@iapmo.org)>  
Subject: Re: 2016 California Mechanical and Plumbing Code Publication Agreement

I suspect my general counsel, Monte Bogatz, will be able to get you the required info as I know that he and Heather Koffman, our associate general counsel, will be getting back to you today on some of the changes to the contract and our wanting to be sure we are able to comply with all of the provisions of this updated agreement.

Monty, Heather, could one of you get back to Bruce immediately so we don't hold him up for his intended deadline.

All the best!

**Russ**

**GP Russ Chaney**  
CEO, The IAPMO Group

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From: "Betts, Bruce@DGS" <[Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)>  
Date: Thursday, April 7, 2016 at 8:38 AM  
To: Russ Chaney <[Russ.Chaney@iapmo.org](mailto:Russ.Chaney@iapmo.org)>  
Cc: "de la Motte, Leann@DGS" <[Leann.delaMotte@dgs.ca.gov](mailto:Leann.delaMotte@dgs.ca.gov)>  
Subject: FW: 2016 California Mechanical and Plumbing Code Publication Agreement

Good morning Russ,

Is it possible for you to complete the STD204 form that is attached to this email and return it to me today. There is information I need on the form (you FEIN) to get some processes started here at the State. Waiting beyond today may put our May 1<sup>st</sup> deadline in jeopardy and we want to get the contract executed on that date.

Bruce Betts

Acquisition Analyst  
**Contract Services Section** *(Team 3)*  
**Office of Business and Acquisition Services » Administration Division**  
Department of General Services » State of California  
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Email [Bruce.Betts@dgs.ca.gov](mailto:Bruce.Betts@dgs.ca.gov)

From: Betts, Bruce@DGS  
Sent: Tuesday, April 05, 2016 7:52 AM  
To: 'Russ.Chaney@iapmo.org'  
Cc: de la Motte, Leann@DGS  
Subject: 2016 California Mechanical and Plumbing Code Publication Agreement

Good Morning Russ,

I am the Acquisition Analyst in the Office of Business and Acquisition Services (OBAS) assigned to assist with the execution of Contract #3188106 for the 2016 California Mechanical and Plumbing Code Publication Agreement for the Department of General Services, Building Standards Commission. I have a attached draft copy of the agreement. This drafts will be finalized once I receive the documents and information requested in this communications. So that OBAS can process this agreement, I will require the following completed documents (Scanned copies are acceptable, but the original document(s) will need to be forwarded with the contract package as described below). Please review the agreement and forward the completed documents no later than COB April 8<sup>th</sup>, 2016.

**Please complete and return the following documents to me via email:**

- CCC-307 Contractor Certification Clauses (attached)
- Std 204 Payee Data Record (attached)
- GSPD-05-105 Bidder Declaration (attached)
- Additionally, could please provide me the following information (complete the highlighted sections below) for the person that will be signing the agreement?

· Name of person signing the contract: \_\_\_\_\_

· Title of person signing the contract: \_\_\_\_\_

· Complete Address of Signer of contract: \_\_\_\_\_

Can you also indicate the correct information for the project manager for this contract?

Contractor: IAPMO
Contact: _____



Phone: [REDACTED]
E-mail: [REDACTED]
Address: [REDACTED]
[REDACTED]

I would like to thank you in advance for getting this information to me so that we can process and execute this as quickly as possible. Please don't hesitate to contact me should you have any questions.

Thank you,

Bruce Betts

Acquisition Analyst

**Contract Services Section** *(Team 3)*

**Office of Business and Acquisition Services » Administration Division**

Department of General Services » State of California

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