

1 [Administrative and Environment Codes - Reducing Reporting Burdens]

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3 **Ordinance amending the Administrative and Environment Codes to reduce**  
4 **administrative costs by requiring the Risk Manager to review and update insurance**  
5 **requirements only as necessary to protect the interests of the City, instead of annually;**  
6 **and eliminating the requirement that the Office of Contracts Administration regularly**  
7 **report on the implementation of City laws relating to select employment practices and**  
8 **the use of tropical hardwood by City contractors; and by requiring the City**  
9 **Administrator to send a list of available reports to the Board of Supervisors annually.**

10 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
11 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
12 **Deletions to Codes** are in ~~*strikethrough italics Times New Roman font*~~.  
13 **Board amendment additions** are in double-underlined Arial font.  
14 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
15 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
16 subsections or parts of tables.

17 Be it ordained by the People of the City and County of San Francisco:

18 Section 1. The Administrative Code is hereby amended by adding Section 1.55, to read  
19 as follows:

20 SEC. 1.55. ANNUAL LIST OF CONTRACT-RELATED REPORTS.

21 By July 31 of each year, the City Administrator shall submit to the Board of Supervisors  
22 a list of the reports prepared by the Purchaser, Contract Monitoring Division, and Risk  
23 Management Division that must be submitted to the Board of Supervisors, or made available  
24 to the Board of Supervisors upon request.  
25

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2 Section 42. Article II of Chapter 6 of the Administrative Code is hereby amended by  
3 revising Sections 6.22 and 6.42, to read as follows:  
4

5 **SEC. 6.22. PUBLIC WORK CONSTRUCTION CONTRACT TERMS AND WORKING**  
6 **CONDITIONS.**

7 All construction Contracts awarded under this Chapter 6 by the City shall contain the  
8 following minimum terms and conditions:

9 \* \* \* \*

10 (b) Insurance. All construction Contracts awarded under this Chapter 6 must conform  
11 to the insurance requirements established by the Risk Manager. The Risk Manager shall  
12 develop uniform insurance requirements for City Contracts subject to this Chapter 6 ~~and shall~~  
13 ~~publish such requirements in the Risk Manager's Manual.~~ The Risk Manager shall review and  
14 update such insurance requirements as necessary to protect the City's interests ~~on an annual basis.~~

15 \* \* \* \*

16  
17 **SEC. 6.42. PROFESSIONAL SERVICES CONTRACT TERMS.**

18 All Contracts for temporary design, consultant, and Construction Management services  
19 are professional services Contracts, which shall contain the following minimum terms and  
20 conditions:

21 \* \* \* \*

22 (b) Insurance. Notwithstanding any other provisions of this Chapter 6, all  
23 professional service Contracts must conform to the insurance requirements established by the  
24 Risk Manager. The Risk Manager shall develop uniform insurance requirements for City  
25 Contracts subject to this Chapter 6 ~~and shall publish such requirements in the Risk Manager's~~

1 ~~Manual~~. The Risk Manager shall review and update such insurance requirements as necessary  
2 to protect the City's interests ~~on an annual basis~~.

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4 Section ~~23~~. Chapter 12T of the Administrative Code is hereby amended by revising  
5 Section 12T.8, to read as follows:

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7 **SEC. 12T.8. NONAPPLICABILITY, EXCEPTIONS, AND WAIVERS.**

8 (a) The Director of OCA shall waive the requirements of this Chapter under the  
9 following circumstances:

10 \* \* \* \*

11 (i) OCA shall maintain a record of all instances in which the requirements of this  
12 Chapter have not been applicable to a Contract or Property Contract because of an exception  
13 or a waiver as recognized under this Section 12T.8. This information shall be compiled on an  
14 annual ~~calendar~~ fiscal year basis and reported to the Board of Supervisors ~~by January 31 of each~~  
15 ~~year~~ upon written request by any member of the Board of Supervisors to the Purchaser.

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17 Section ~~34~~. Chapter 12U of the Administrative Code is hereby amended by revising  
18 Section 12U.9.5, to read as follows:

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20 **SEC. 12U.9.5. AWARD OF CONTRACT ABSENT A SWEATFREE-COMPLIANT BID**  
21 **OR PROPOSAL.**

22 (a) It is the City's goal to achieve full compliance with this Chapter. But, in the  
23 absence of bids or proposals that are fully compliant with the provisions of this Chapter, the  
24 City should have authority to award Contracts to the bidder or proposer that is most compliant  
25 with this Chapter. If, in response to a solicitation for bids or a request for proposals, the City

1 receives no bids or proposals that are fully compliant with the provisions of this Chapter, the  
2 Director is authorized to enter into a Contract with a noncompliant bidder or proposer,  
3 according to the following principles.

4 (b) Notwithstanding the determination of low bid or highest ranked proposal, the  
5 Director shall have authority to determine which bidder or proposer most substantially  
6 complies with this Chapter, and shall award the Contract to that bidder or proposer.

7 \* \* \* \*

8 (g) The Director shall maintain a record of contracts issued under this Section to  
9 noncompliant bidders and proposers. This information shall be compiled on an annual fiscal year  
10 basis and reported to the Board of Supervisors upon written request to the Director by any member of  
11 the Board of Supervisors. ~~The Director shall submit quarterly reports to the Board of Supervisors~~  
12 ~~regarding the implementation of this Section and contracts issued to otherwise noncompliant bidders or~~  
13 ~~proposers under this Section.~~

14 (h) Neither subsection (b) nor any other provision in this Section shall override the  
15 Director's authority to reject all bids or proposals or take other action within his or her legal  
16 authority.

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18 Section 45. Article IX of Chapter 16 of the Administrative Code is hereby amended by  
19 revising Section 16.127, to read as follows:

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21 **SEC. 16.127. ANNUAL BONDING REQUIREMENTS REVIEW.**

22 By March 31st of every year, The City's Office of Risk Management, in consultation  
23 with the Controller and the City Attorney, shall report to the Board of Supervisors ~~whether~~when  
24 any changes to these bonding requirements are necessary or appropriate.  
25

1 Section ~~56~~. Chapter 21 of the Administrative Code is hereby amended by revising  
2 Section 21.20, to read as follows:

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4 **SEC. 21.20. CONTRACT TERMS – INSURANCE.**

5 All City contracts subject to this Chapter must conform to the insurance requirements  
6 established by the Risk Manager. The Risk Manager shall develop uniform insurance  
7 requirements for City contracts subject to this Chapter ~~21 and shall publish such requirements in~~  
8 ~~the Risk Manager's Manual.~~ The Risk Manager shall review and update ~~said~~such insurance  
9 requirements as necessary to protect the City's interests annually.

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11 Section ~~67~~. Chapter 21G of the Administrative Code is hereby amended by revising  
12 Section 21G.7, to read as follows:

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14 **SEC. 21G.7. GRANT TERMS.**

15 (a) The Grant Agreement shall specify performance requirements and deliverables for  
16 the Grantee, the manner and timing of payments by the Granting Agency, eligible and  
17 prohibited reimbursements, and the Granting Agency's remedies for default by the Grantee.

18 (b) Insurance. All Grant Agreements shall require the Grantee to maintain insurance  
19 for the City's benefit, as determined by the Risk Manager. The Risk Manager shall develop  
20 insurance requirements for Grants ~~and shall publish such requirements in the Risk Manager's~~  
21 ~~Manual.~~ The Risk Manager shall review and, ~~if appropriate,~~ update such insurance  
22 requirements as necessary to protect the City's interests annually or, in the Risk Manager's judgment,  
23 more frequently.

1 Section 78. Chapter 8 of the Environment Code is hereby amended by deleting  
2 Section 808, to read as follows:

3  
4 **CHAPTER 8:**  
5 **TROPICAL HARDWOOD AND VIRGIN REDWOOD BAN**

6 \* \* \* \*

7 ~~**SEC. 808. IMPLEMENTATION REPORTS.**~~

8 ~~*The Purchaser shall provide written reports on the implementation of this ordinance to the*~~  
9 ~~*Board of Supervisors (1) at the first Board of Supervisors meeting held six months after this Article has*~~  
10 ~~*taken effect; and (2) semiannually thereafter. Each department, board and commission of the City and*~~  
11 ~~*County shall cooperate with, and provide in writing to, the Purchaser, whichever is appropriate, all*~~  
12 ~~*information necessary for the Purchaser to prepare such reports.*~~

13  
14 Section 89. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
15 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
16 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
17 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
18 additions, and Board amendment deletions in accordance with the “Note” that appears under  
19 the official title of the ordinance.

20  
21 Section 910. Effective Date. This ordinance shall become effective 30 days after  
22 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
23 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
24 of Supervisors overrides the Mayor's veto of the ordinance.

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APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

By: /s/ Gus Guibert  
Gustin R. Guibert  
Deputy City Attorney

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**City and County of San Francisco**  
**Tails**  
**Ordinance**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 230647

**Date Passed:** July 25, 2023

Ordinance amending the Administrative and Environment Codes to reduce administrative costs by requiring the Risk Manager to review and update insurance requirements only as necessary to protect the interests of the City, instead of annually; and eliminating the requirement that the Office of Contracts Administration regularly report on the implementation of City laws relating to select employment practices and the use of tropical hardwood by City contractors; and by requiring the City Administrator to send a list of available reports to the Board of Supervisors annually.

June 14, 2023 Budget and Appropriations Committee - CONTINUED

June 21, 2023 Budget and Appropriations Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

June 21, 2023 Budget and Appropriations Committee - RECOMMENDED AS AMENDED

July 11, 2023 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Safai, Stefani and Walton  
Excused: 1 - Ronen

July 18, 2023 Board of Supervisors - PASSED ON FIRST READING

Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Ronen, Safai, Stefani and Walton  
Noes: 1 - Preston


July 25, 2023 Board of Supervisors - FINALLY PASSED

Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Ronen, Safai, Stefani and Walton  
Noes: 1 - Preston



File No. 230647

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 7/25/2023 by the Board of Supervisors of the City and County of San Francisco.

  
\_\_\_\_\_  
Angela Calvillo  
Clerk of the Board

  
\_\_\_\_\_  
London N. Breed  
Mayor

7/28/23  
\_\_\_\_\_  
Date Approved