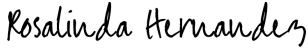




Southwestern Community College District
RFP No. 2324-0190
For The
Jaguar Aquatic Wellness & Sports Center Management
& Operations Services

Addendum No. One (1)
April 17, 2024

DocuSigned by:

 C3F0E891EF984FF...

4/17/2024 | 3:15 PM PDT

Rosalinda Hernandez, Director of Procurement,
 Central Services & Risk Management

Date _____

Note

All documents remain unchanged except sections or parts added to, revised, deleted and clarified by this addendum.

This addendum consists of the following information:

RFP 2324-0190 Jaguar Aquatic Wellness & Sports Center Management & Operations Services has been updated as follows:

- The deadline for the RFP submission has been extended from 10:00 AM on April 26, 2024 to **now be 10:00 AM on May 21, 2024.**
- **An additional Pre-Proposal Meeting/Site Walkthrough has been added** and scheduled as follows:
 - a) The Additional Pre-Proposal Meeting/site walkthrough **will be held on April 30, 2024 at 2:30 PM**
 - b) The Pre-Proposal Meeting/Site Walkthrough is **no longer MANDATORY.**

Please note it is highly recommended that at least one representative of your agency be present to visually inspect the facilities and equipment, to properly assess the condition of the facility as well as to ask questions.

- c) If you attended the first Pre-Proposal Meeting/Site Walkthrough, you may attend the second, however, you are not required to attend both. All questions will be answered via addenda and posted for public information.
- The RFP 2324-0190 Schedule (located on page 5) has been updated to reflect all changes in dates noted on this Addendum 1. Revised Page 5 is Attached.
 - The following pages of the original RFP document have been updated:
 - a) Pages: 1, 2, 4, 5, 9, 11, 13, and 14. – All Pages Are Attached.
 - The following documents have been added to the original RFP Document:
 - a) Sample Agreement – Attached
 - b) RFP 2324-0190 Check List - Attached



Request for Proposals and Qualifications RFP No. 2324-0190

**For the Jaguar Aquatic Wellness & Sports Center Management & Operations
Services**

Proposal Due Date:

Tuesday, May 21, 2024

At 10:00 AM

Submit Electronically To:

The Office of Procurement, Central Services and Risk Management

At: swcbidsandproposals@swccd.edu

PLEASE NOTE THAT: From the time this RFP is issued and until award notification is made, all contact with the District regarding this RFP must be made through the District RFP coordinator. No other person or District employee is empowered to make binding statements regarding this RFP.

Violation of this provision will result in the disqualification from the RFP Process at District's Discretion.

Table of Contents

Notice to Proposers	4
RFP No. 2324-0190 SCHEDULE.....	5
1. DISTRICT OVERVIEW AND INFORMATION	8
2. INSTRUCTIONS, INFORMATION AND GENERAL CONDITIONS	8
PURPOSE OF RFP	8
DEFINITION OF TERMS.....	8
PROPOSAL QUESTIONS	9
PROPOSAL SUBMISSION	9
A. General Information.	9
B. Mandatory Responses	9
C. Fee and Rate Proposal	9
D. Proposed Organization Chart and Staffing Plan	9
E. General Terms and Conditions.....	10
F. References.....	10
G. Addenda Acknowledgement	10
H. Liability and Insurance Acknowledgement	10
I. Appendices.....	10
RESPONSIBLE PROPOSAL	11
RIGHT TO REJECT.....	11
MODIFICATIONS TO PROPOSALS	11
PROPRIETARY INFORMATION	12
ORDINANCES, LAWS AND REGULATIONS	12
WITHDRAWAL OF PROPOSALS.....	12
IRREVOCABLE OFFER.....	12
COST OF PREPARING PROPOSALS.....	12
COMPLETION OF PROPOSALS	12
EXAMINATION OF CONTRACT DOCUMENT	12
ERROR IN PROPOSAL.....	13
INTERVIEWS	13

Revised April 17, 2024 - LH

Notice to Proposers

Request for Proposal (RFP) No. 2324-0190

For the Jaguar Aquatic Wellness & Sports Center Management & Operations Services

Notice is hereby given by the Southwestern Community College District of San Diego County, California, hereinafter referred to as the District, acting by and through its Governing Board, will receive up to, but not later than 10:00 AM on **Tuesday, May 21, 2024**, responses to this Request for Proposal (RFP) For the Jaguar Aquatic Wellness & Sports Center Management & Operations Services for the Southwestern Community College District.

Responses shall be received in the Office of Procurement, Central Services & Risk via electronic submission to: swcbidsandproposals@swccd.edu by and on the time and date stated above.

All responses to this RFP shall conform and be responsive to the RFP, including its attachments/addenda.

All interested Company/organizations may request a copy of this RFP by e-mailing swcbidsandproposals@swccd.edu, calling 619-482-6481 or by visiting the District's website at www.swccd.edu/procurement. Any Requests For Information (RFI's) may be directed to Efren Audelo, Procurement, Contracting & Risk Management Coordinator by e-mailing swcbidsandproposals@swccd.edu no later than **10:00AM on May 1, 2024**.

Mark Sanchez, Ed.D., Superintendent/President
Secretary to the Governing Board
Southwestern Community College District
of San Diego, California

RFP No. 2324-0190 SCHEDULE

Advertisement Dates	April 19, 2024 April 26, 2024
Publication	Union Tribune District Website PTAC Website
Date of Issue	April 12, 2024
Pre-Proposal Meeting Site Walkthrough	April 17, 2024 at 10:00 AM AND April 30, 2024 at 2:30 PM
Request for Information (RFI)	May 1, 2024 By 10:00 AM
District Responds to RFI's/Comments/Questions and Pre-Proposal Meetings/Job-Walk inquiries.	May 3, 2024 By End of Day
Due Date (Submit via Electronic Submission)	May 21, 2024 By 10:00AM
Interview/Presentations Proposers must be available on this day no exceptions	June 3, 2024 Hold: 8:00 AM to 4:00 PM
Interview/Presentations Alternate date available only if needed Proposers must be available on this day no exceptions	June 4, 2024 Hold: 8:00AM to 4:00PM
Anticipated Governing Board Approval	July 8, 2024 Sooner if deadlines permit

PROPOSAL QUESTIONS

All questions regarding this RFP should be sent, via e-mail to Efren Audelo, Procurement, Contracting & Risk Management Coordinator at swcbidsandproposals@swccd.edu

Questions will only be accepted until **May 1, 2024**, no later than 10:00AM. The e-mail subject line should read: "Your company name/Questions regarding RFP No. 2324-0190." No direct responses will be sent to the company/agency/organization asking the question. Questions we feel need to be responded, will be answered in the form of an **addendum** and will be posted on the District's Website on/about 4:00PM, **May 3, 2024**. It is the responsibility of prospective Proposers to check for updates on the District's Website.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to ensure that Proposals are received in the following way: via email submission as requested on the cover of this RFP document.

- Email Submission: Proposals are to be submitted, via e-mail, to the Purchasing Department no later than 10:00AM on **May 21, 2024**.

Submit Proposal to: swcbidsandproposals@swccd.edu

The Proposal must be emailed to the above address as an attachment in Word or PDF format. Proposals with documents exceeding email capacity (this will vary with each Proposer's system) should be saved to a smaller file size or split up and sent as separate emails. Subject line of e-mail containing submitted proposal should include and read "name of your company/submittal for RFP No. 2324 – 0190 (add "Email 1 of XX" if more than one)".

It is preferred that proposals be in 12-point type and not exceed fifty (50) pages in length, excluding numerical analyses, Proposal Forms: A, C, D, E, F, G & H and all Appendices A through F. Proposals submitted in response to this RFP shall be in the following order and shall include:

- A. **General Information** - Provide a cover letter per the requirements of PROPOSAL FORM A.
- B. **Mandatory Responses** - Provide answers to the questions in all Sections 1 through 7 of PROPOSAL FORM B. Responses to the questions in this section has a combined 50 pages limit and must be in 12-point font size.
- C. **Fee and Rate Proposal** – PROPOSAL FORM D.
 - **Management Fee Structure:**
 - i. Management Fee for the Jaguar Aquatic Wellness & Sports Center Management & Operations Services.

F. Check List

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP.

This proposal shall be submitted via electronic submission to the email noted on the cover page as well as below. Email subject lines shall read the name of the Proposer and RFP No. 2324 – 0190. All proposals must be received on or before the above-mentioned due date and time **of May 21, 2024 no later than 10:00AM**. Any proposal received after the scheduled closing time and date will be considered non-responsive and will remain unopened.

Southwestern Community College District

To the Attention of:

Efren Audelo, Procurement, Contracting & Risk Management Coordinator

swcbidsandproposals@swccd.edu

RESPONSIBLE PROPOSAL

Only Proposals submitted by Proposers with the relevant experience, qualifications and capacity to meet the needs of the District will be accepted. A “responsible proposer” is a company/organization who has the financial resources, personnel, facilities, integrity, and overall capacity to complete the contract successfully. A “responsible proposal” is a proposal which meets all of the terms, conditions, and specifications set forth on this Request for Proposal document.

RIGHT TO REJECT

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request for Proposal. The District expressly reserves the right to postpone the proposal opening date for its own convenience. The award shall be made on the proposal(s) that serve(s) the best interest of the District and will not be evaluated solely on a monetary basis; however proposers are encouraged to submit their best prices in their proposals. Award will be based on proposer’s qualification and best fit as deemed by the District. No contract award shall exist until executed and approved by the District’s Governing Board.

MODIFICATIONS TO PROPOSALS

The proposal may be modified after its submission by written notice to the District of withdrawal and resubmission before the date and time specified for receipt of proposals. Modifications will not be considered if offered in any other manner. No modifications will be allowed after the RFP due date and time has passed.

EXAMINATION OF CONTRACT DOCUMENTS

It is the sole responsibility of the Proposers to thoroughly examine the contents of this RFP. **The failure or omission of any Proposer to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve the company/organization from obligations with respect to this RFP or to the contract to be awarded.** The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

If any ambiguity, conflict, discrepancy, omission or other errors in the RFP is discovered, then the Proposer shall immediately notify the District of the error in writing and request modification or clarification of the document.

ERROR IN PROPOSAL

Proposer shall be bound by the terms and conditions of the proposal. However, if material errors are found in a proposal, the District may notify the Proposer that the submitted proposal requires correction of errors. The District reserves the right to request additional information or clarification to allow corrections of errors or omissions in order to complete its review.

INTERVIEWS

Proposers may be required to make one or more oral and visual presentations to the review committee at the date identified in the RFP schedule. The District will schedule the date, time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to the selection criteria.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. Therefore, it is critical that, all proposals be submitted initially in the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. Performance period for this contract is anticipated to be from July 1, **or August 1, 2024** to June 30, 2027 with, up to, two (2) one (1) year options to extend the term. Contract term shall not exceed five (5) years at a time. District reserves the right to cancel the contract resulting from this agreement with sixty (60) days written notification.

INDEPENDENT COMPANY/ORGANIZATION STATUS

It is expressly understood that the company/organization named in any contract entered into by the District is acting as an “independent company/organization” and not as an agent or employee of the District.

DISTRICT MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by the District. All Addenda issued to this RFP will be posted to the District web site at www.swccd.edu/procurement. Addenda will also be e-mailed to all that are known to have received a copy of the RFP. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal. (Proposal Form G)**

NEGOTIATION

District reserves the right to negotiate the final pricing before award of business.

AWARD OF CONTRACT

It is anticipated that a contract will be awarded by the Board of Trustees at a regularly scheduled meeting on **July 8, 2024** (or sooner if possible). The award will be made to one responsible company/organization judged to offer the most advantages for the District. At the time of the formal award, the apparent successful company/organization must have agreed to contract terms representing the understandings between the parties as to terms and conditions which will govern the relationship of District and Proposer and the obligation of each Party for performance of the Agreement

FINAL CONTRACT

The following documents are considered part of the final Agreement, in order of precedence:

- A. The final Agreement between the District and the successful Proposer.
- B. The Proposer's proposal in total, including all addenda and attachments.
- C. This RFP as originally released, with Appendices and any addenda released prior to proposal opening.

All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP.

NON-COLLUSION DECLARATION

Declarations are required to be completed by the Proposer declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix A.

EQUAL OPPORTUNITY AFCOMPANY/ORGANIZATIONATIVE ACTION STATEMENT

Proposer must accept and sign the Equal Opportunity and Affirmative Action Statement set forth in Appendix B.

APPENDIX D: Sample Agreement

Proposer must submit all exceptions to the below agreement as part of the RFP submission for District review.

To Proposer, please note: the District reserves the right to make changes to this form at any time prior to engaging in services based on the proposal you have presented, the District also reserves the right to negotiate changes to the Terms and Conditions should the Current Terms and Conditions become no longer advantageous to the District's intended purpose of this contract.

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT No. \$formula(\$company_name) is made and entered into on \$formula(\$date_of_governing_board_meeting), between **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "DISTRICT", and \$formula(\$company_name), hereinafter referred to as "CONSULTANT". The DISTRICT and the CONSULTANT are sometimes referred to herein as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT requires specialized services and/or advice in connection with certain consulting, financial, economic, accounting, estimate and/or administrative matters where such services and advice are not available to the DISTRICT without cost either internally or from other public agencies;

WHEREAS, CONSULTANT has represented to the Governing Board that CONSULTANT is knowledgeable and qualified in skills required for this project and covenants that CONSULTANT is capable of performing the services required under this agreement; and

WHEREAS, if the nature of Consultant Services requires the CONSULTANT to be licensed, permitted or otherwise authorized by a governmental agency to complete the Consultant Services, CONSULTANT shall obtain and keep in full force and effect all such required license(s), permit(s) or other authorization(s).

WHEREAS, the Consultant Services are "special services" as that term is used and defined in Government Code §53060.

WHEREAS, DISTRICT desires to obtain specialized services and/or advice for \$formula(\$bid_number_and_name_of_project), hereinafter referred to as the "PROJECT", located within the DISTRICT; and

WHEREAS, CONSULTANT has indicated its willingness and commitment to provide its specialized services and/or advice to the DISTRICT on the terms hereafter set forth in this AGREEMENT.

NOW, THEREFORE, the PARTIES hereto agree as follows:

ARTICLE I

SCOPE OF SERVICES AND RESPONSIBILITIES

1. **Services.** The CONSULTANT shall provide to the DISTRICT on the terms set forth herein and all the services articulated in the CONSULTANT's scope of work which is attached hereto and incorporated herein as **EXHIBIT "A"** ("Services"). The PARTIES agree if there is a proposal or similar document attached or incorporated into **EXHIBIT "A"**, that the terms of this AGREEMENT shall be controlling over any of the terms contained within the CONSULTANT's proposal or similar document.

2. **AGREEMENT Term.** The term of this AGREEMENT shall begin \$formula(\$contract_start_date) and shall end \$formula(\$contract_end_date), in accordance with the schedule as stated in **EXHIBIT "A"**. This AGREEMENT may be extended upon written consent by both PARTIES. The District reserves the option to extend the terms of the contract for additional periods consisting of 12 months each. This AGREEMENT shall not exceed a five (5) years term total.

3. CONSULTANT makes the following certifications, representations, and warranties for the benefit of the DISTRICT and CONSULTANT acknowledges and agrees that the DISTRICT, in deciding to engage CONSULTANT pursuant to this AGREEMENT, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this AGREEMENT and the course of CONSULTANT's engagement hereunder:

a. CONSULTANT is qualified in all respects to provide to the DISTRICT all of the Services contemplated by this AGREEMENT and, to the extent required by any applicable laws, CONSULTANT has all such licenses and/or governmental approvals as would be required to carry out and perform, for the benefit of the DISTRICT, such Services as are called for hereunder.

b. CONSULTANT, in providing the Services and in otherwise carrying out its obligations to the DISTRICT under this AGREEMENT, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws. CONSULTANT shall be liable for all violations of such laws and regulations in connection with Services.

4. The CONSULTANT will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The CONSULTANT will furnish, at its expense, those Services that are set forth in this AGREEMENT and **EXHIBIT "A"** and represents that the Services set forth in said EXHIBIT are within the technical and professional areas of expertise of the CONSULTANT or any sub-CONSULTANT the CONSULTANT has engaged or will engage to perform the Service(s). The DISTRICT shall

request in writing if the DISTRICT desires the CONSULTANT to provide Services in addition to, or different from, the Services described in **EXHIBIT "A"**. The CONSULTANT shall advise the DISTRICT in writing of any Services that, in the CONSULTANT's opinion, lie outside of the technical and professional expertise of the CONSULTANT.

5. The CONSULTANT shall provide any required DSA reports, certifications or forms for each of the DSA application numbers included under this PROJECT within ten (10) days of that specific DSA application number PROJECT completion. Depending on the nature of Consultant Services contemplated in this agreement, the District may at its discretion waive this provision 5 in its entirety.

6. CONSULTANT warrants that all of CONSULTANT's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. CONSULTANT further represents that it, its employees and subcontractors or sub-CONSULTANTS have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this AGREEMENT. Any of CONSULTANT's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the PROJECT, a threat to the safety of persons or property, or any of CONSULTANT's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the PROJECT by the CONSULTANT and shall not be re-employed to perform any of the Services or to work on the PROJECT.

7. The CONSULTANT is not authorized to modify, waive, eliminate, or add any requirement to the PROJECT's specifications or other contract documents, nor to approve or accept any portion of the PROJECT work, unless specifically authorized in writing by the DISTRICT or its authorized representative. The CONSULTANT shall not have the right to reject work or the right to stop work, except for such periods as may be required to conduct sampling, testing or inspection of work covered by this AGREEMENT.

ARTICLE II

PAYMENTS TO CONSULTANT

1. Basic Services: CONSULTANT agrees to perform basic Services provided by this AGREEMENT, and DISTRICT agrees to pay CONSULTANT for such Services, a not to exceed amount of $\$formula(\$amountcontract_value_spelled_out)$ ($\$formula(\$total_cost_if_all_renewals_exercised)$) in accordance with **EXHIBIT "A"**. Compensation for Additional Services shall be dependent upon CONSULTANT's compliance with the provisions outlined in ARTICLE IV below and shall be calculated in accordance with the rates set forth in **EXHIBIT "A"**.

2. Reimbursable Costs/Expenses: The DISTRICT recognizes that certain costs and expenses associated with the Services performed are reimbursable to the CONSULTANT. Provided that the CONSULTANT obtains the DISTRICT's prior written approval, costs and

expenses will be reimbursed to the CONSULTANT in accordance with this ARTICLE. The DISTRICT's prior written authorization is an express condition precedent to any reimbursement to the CONSULTANT of such costs and expenses, and no claim for any additional compensation or reimbursement shall be valid absent such prior written approval by the DISTRICT and calculated in accordance with the rates set forth in **EXHIBIT "A"**. The CONSULTANT's mileage and travel time shall not be considered as an allowable reimbursable expense. The descriptive categories of expenses that may be considered for reimbursement are as follows, and any other reimbursable expenses must be approved in writing by the DISTRICT:

- a. Approved reproduction of reports and/or other documents in excess of the copies required by this AGREEMENT;
- b. Authorized Fees advanced for securing approval of authorities in connection with the Services rendered pursuant to this AGREEMENT; and
- c. Cost of sub-CONSULTANTS hired by CONSULTANT with prior written approval of DISTRICT.

3. The CONSULTANT shall submit invoices on a monthly basis to the DISTRICT for the fees incurred during the billing period and reimbursable expenses (if any). Separate invoices shall be submitted for each PROJECT if applicable. Invoice shall be processed within thirty (30) days upon receipt and approval by Southwestern Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.

4. All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the AGREEMENT." All invoices must be signed by CONSULTANT's Chief Financial Officer or designee.

5. CONSULTANT certifies that CONSULTANT has not and will not receive pay for the same services or days of Service by any other public agency.

6. DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, unless otherwise specifically stated in the AGREEMENT.

The DISTRICT may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the DISTRICT from loss, including costs and attorneys' fees, on account of: (1) defective or deficient work product not remedied; (2) failure of the CONSULTANT to make payments properly to its employees or sub-CONSULTANTS; or (3) failure of CONSULTANT to perform its services in a timely manner so as to conform to PROJECT schedule.

ARTICLE III

TERMINATION

1. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of an uncured substantial failure of performance by such other PARTY, including insolvency of CONSULTANT; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the CONSULTANT for all Services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the CONSULTANT for Board approved Additional Services. In ascertaining the Services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings (if applicable), reports and/or other documents whether delivered to the DISTRICT or in the possession of the CONSULTANT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased CONSULTANT and replacement CONSULTANT costs, shall be deducted from payments to the CONSULTANT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph 4 below, and CONSULTANT shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by CONSULTANT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon twenty (20) days written notice to the CONSULTANT. In the event of a termination without cause, the DISTRICT shall pay CONSULTANT for all Services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the CONSULTANT for Board approved Additional Services.

5. In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, CONSULTANT agrees to continue the work diligently to completion. If the dispute is not resolved, CONSULTANT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but CONSULTANT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before. The PARTIES may agree in writing to submit any dispute between the PARTIES to mediation and/or arbitration.

ARTICLE IV **ADDITIONAL SERVICES**

1. CONSULTANT shall notify the DISTRICT in writing of the need for Additional Services required due to circumstances beyond the CONSULTANT's control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering any Additional Services. The DISTRICT may also require CONSULTANT to perform additional services which are, in the DISTRICT's discretion, necessary. Compensation for all Additional Services shall be negotiated and approved in writing by the DISTRICT before CONSULTANT performs such Additional Services. CONSULTANT shall not be entitled to any compensation for performing Additional Services that are not previously approved by the DISTRICT in writing. Additional Services may include:

a. Making material revisions in reports or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of such documents;

b. Preparing reports and other documentation and supporting data, and providing other Services in connection with PROJECT modifications required by causes beyond the control of the CONSULTANT which are not the result of the direct or indirect negligence, errors or omissions on the part of CONSULTANT;

c. If the DISTRICT requests additional shifts to complete the Services articulated in **EXHIBIT "A"** where the requests for additional shifts do not arise from the direct or indirect negligence, errors or omissions on the part of CONSULTANT, the CONSULTANT's compensation is expressly conditioned on the lack of fault of the CONSULTANT; and

d. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with the generally accepted practice in the CONSULTANT's industry.

ARTICLE V

SUCCESSORS AND ASSIGNS

1. It is mutually understood and agreed that this AGREEMENT shall be binding upon the DISTRICT and its successors and upon the CONSULTANT, its partners, successors, executors, and administrators. Neither this AGREEMENT, nor any monies due or to become due thereunder, may be assigned by the CONSULTANT without the written consent and approval of the DISTRICT.

ARTICLE VI
AUDIT AND INSPECTION OF RECORDS OF THE CONSULTANT

1. At any time during the normal business hours and as often as DISTRICT may deem necessary, CONSULTANT shall make available to DISTRICT for examination at DISTRICT's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this CONSULTANT and CONSULTANT will permit the DISTRICT to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this AGREEMENT. CONSULTANT shall allow inspection of all work, data, documents, proceedings, and records related to the AGREEMENT for a period of four (4) years from the date of final payment under this AGREEMENT.

ARTICLE VII
REPORTS AND/OR OTHER DOCUMENTS

1. The reports and/or other documents that are prepared, reproduced, maintained and/or managed by the CONSULTANT or CONSULTANT's CONSULTANTS in accordance with this AGREEMENT, shall be and remain the property of the DISTRICT (hereinafter "PROPERTY"). The DISTRICT may provide the CONSULTANT with a written request for the return of its PROPERTY at any time. Upon CONSULTANT's receipt of the DISTRICT's written request, CONSULTANT shall return the requested PROPERTY to the DISTRICT within seven (7) calendar days. Failure to comply with the requirements in this Article shall be deemed a material breach of this AGREEMENT.

ARTICLE VIII
INDEMNITY AND INSURANCE

1. Indemnification. To the fullest extent permitted by law, CONSULTANT shall defend (with counsel of District's choosing), indemnify and hold the DISTRICT, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of CONSULTANT, its officials, officers, employees, subcontractors, CONSULTANTS or agents in connection with the performance of the CONSULTANT's Services, the PROJECT or this AGREEMENT, including without limitation the payment of all consequential damages, expert witness fees and attorney's fees and other related costs and expenses, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, or agents. CONSULTANT shall reimburse DISTRICT and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials officers, employees, agents, or volunteers. Notwithstanding the foregoing, to

the extent CONSULTANT's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT. CONSULTANT agrees to waive all rights of subrogation against the DISTRICT.

a. THE PARTIES UNDERSTAND AND AGREE THAT ARTICLE VIII, PARAGRAPH 1 OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

b. ANY ATTEMPT TO LIMIT THE CONSULTANT'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE CONSULTANT.

2. District Indemnity of CONSULTANT. The DISTRICT shall indemnify and hold harmless Consultant from claims arising out of bodily injury (including death) and physical damage which arise out of the negligent or willful acts, omissions or other conduct of the DISTRICT.

3. Insurance. CONSULTANT shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The CONSULTANT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\\$1,000,000).

b. Commercial general liability insurance with limits of not less than TWO MILLION DOLLARS (\\$2,000,000) and automobile liability insurance with limits of not less than ONE MILLION DOLLARS (\\$1,000,000) for bodily injury and property damage liability, per occurrence, including coverage for the following:

- i. Owned, non-owned and hired vehicles;
- ii. Blanket contractual;
- iii. Broad form property damage;
- iv. Products/completed operations; and
- v. Personal injury.

c. Professional liability insurance (errors and omissions), including contractual liability, with limits of ONE MILLION DOLLARS (\\$1,000,000), per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination. Depending on the nature of Consultant Services contemplated in this AGREEMENT, the DISTRICT may at its discretion waive this section for Professional liability insurance requirement in its entirety.

d. Valuable Document Insurance. The CONSULTANT shall carry adequate insurance on all reports, drawings, specifications, record drawings and/or other documents as may be required to protect the DISTRICT in the amount of its full equity in those reports, drawings, specifications, record drawings and/or other documents, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the CONSULTANT, and the DISTRICT shall be named as an additional insured. Depending on the nature of Consultant Services contemplated in this AGREEMENT, the DISTRICT may at its discretion waive and or modify this section for Valuable Document Insurance requirement.

e. Each policy of insurance required in Paragraph b above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

f. Policy Endorsements; Evidence of Insurance. Prior to commencing work, CONSULTANT shall deliver to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required herein. All policies of insurance required herein shall be issued by insurer(s) authorized to issue insurance policies by the State of California and who are A.M. Best rated at least A-/VII. Coverages under each policy of insurance required herein, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

g. In the event that CONSULTANT subcontracts any portion of CONSULTANT's duties, CONSULTANT shall require any such sub-CONSULTANT to purchase and maintain insurance coverage for the types of insurance referenced in

ARTICLE VIII, Paragraphs 2a, b, c, and d above in amounts which are appropriate with respect to that sub-CONSULTANT's part of work which shall in no event be less than FIVE HUNDRED THOUSAND DOLLARS (\\$500,000) per occurrence.

ARTICLE IX **MISCELLANEOUS**

1. Control and Payment of CONSULTANT and its Subordinates. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that CONSULTANT and all of CONSULTANT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of CONSULTANT's employees or agents as they relate to the Services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of any applicable prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT's employees.

2. Prevailing Wages. If applicable and required under California Labor Code section 1720 *et seq.*, AGREEMENT or shall pay, and shall cause all sub-consultants and/or subcontractors of every tier to pay, not less than the specified prevailing wage rates, to the extent applicable, to all workers employed to perform work or Services under this AGREEMENT. CONSULTANT shall defend, indemnify and hold DISTRICT, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the CONSULTANT and all sub-consultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor, and debarment of contractors and subcontractors.

3. Registration. If the services are being performed as part of an applicable "public works" or "maintenance" project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the CONSULTANT and all sub-consultants must be registered with the Department of Industrial Relations ("DIR"). CONSULTANT shall maintain registration for the duration of the project and require the same of any sub-consultants. This project may also be subject to compliance monitoring and enforcement by the DIR. It shall be CONSULTANT'S sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

4. Installation Requirements. If applicable all installation, integration, and other potentially public works construction activities which may be contemplated by CONSULTANT,

shall be performed in accordance with all applicable, laws, rules, and regulations of the DISTRICT.

5. Taxes. CONSULTANT acknowledges and agrees that it is the sole responsibility of CONSULTANT to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or local tax authority. No part of CONSULTANT's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

6. Ownership of Materials and Confidentiality.

a. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. CONSULTANT's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

b. All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by CONSULTANT pursuant to this AGREEMENT, shall be the sole property of the DISTRICT, except that CONSULTANT shall have the right to retain copies of all such documents and data for its records. DISTRICT shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this AGREEMENT shall be at DISTRICT's sole risk and provided that CONSULTANT shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this AGREEMENT.

c. All such materials and data shall be provided to the DISTRICT, or such other agency or entity as directed by DISTRICT or required by law, rule or regulation, immediately upon completion of the term of this AGREEMENT as directed by DISTRICT. Should DISTRICT wish to obtain possession of any such materials or data during the term of this AGREEMENT, it shall make its request in writing. Such information shall be provided to the DISTRICT within forty-eight (48) hours of its request.

7. No Third Party Beneficiaries. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT.

8. Conflicting Provisions. THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY PROPOSAL, GENERAL CONDITIONS, CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR

FORM DOCUMENTS PREPARED BY THE CONSULTANT. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS **EXHIBIT "A"** SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO SUCH BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE CONSULTANT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE CONSULTANT MAY BE INCORPORATED INTO THIS AGREEMENT AS **EXHIBIT "A"** BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE CONSULTANT'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

9. Consultation with Legal Counsel. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

10. Time is of the Essence. Time is of the essence with respect to all provisions of this AGREEMENT.

11. Attorneys' Fees. If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

12. Exhibits and Recitals. All exhibits and recitals referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by each reference as though fully set forth in each instance in the text hereof with the exception of those documents or provisions that are subject to the exclusions specifically set forth in this AGREEMENT.

13. Interpretation. This AGREEMENT shall be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being

expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

14. Non-Waiver. None of the provisions of this AGREEMENT shall be considered waived by either party, unless such waiver is expressly specified in writing.

The failure of District or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

15. Counterparts. This AGREEMENT may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this AGREEMENT.

16. Confidentiality and Use of Information:

a. CONSULTANT shall hold in trust for the DISTRICT, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the DISTRICT's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

CONSULTANT shall advise the DISTRICT of any and all materials used, or recommended for use by CONSULTANT to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event CONSULTANT shall fail to so advise the DISTRICT and as a result of the use of any programs or materials developed by CONSULTANT under this AGREEMENT the DISTRICT should be found in violation of any copyright restrictions or requirements, or the DISTRICT should be alleged to be in violation of any copyright restrictions or requirements, CONSULTANT agrees to indemnify, defend and hold harmless, DISTRICT against any action or claim brought by the copyright holder.

b. Notwithstanding the above requirements, to the extent any records or documents associated with the CONSULTANT's services and/or the project are or become public records, they shall be subject to disclosure pursuant to the Public Records Act and applicable California law.

17. Governing Law: This AGREEMENT shall be governed by the laws of the State of California.

18. Severability: If any portion of this AGREEMENT is held as a matter of law to be unenforceable, the remainder of this AGREEMENT shall be enforceable without such provisions.

19. Notices: All notices or demands to be given under this AGREEMENT by either PARTY to the other shall be in writing and given either by: (a) personal service; or (b) by U.S. Mail, mailed either by registered, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the fifth day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either PARTY may be changed by written notice given in accordance with the notice provisions of this Paragraph. At the date of this AGREEMENT, the addresses of the PARTIES are as follows:

To the DISTRICT:

To the CONSULTANT:

Southwestern Community College District Attn: Linda Hernandez, Director of Procurement, Central Services & Risk Management 900 Otay Lakes Road Chula Vista, CA 91910 Telephone: (619) 482-6557 Email: rhernandez@swccd.edu	Company Name: Attn: Title: Address: Telephone: Email:
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20. Conflict of Interest. For the term of this AGREEMENT, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this AGREEMENT, or obtain any present or anticipated material benefit arising therefrom.

If the District determines that CONSULTANT is a "CONSULTANT" under Political Reform Act of 1974, CONSULTANT shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District's Conflict Code, under a disclosure category or categories as determined by the District's Superintendent/President.

21. Equal Opportunity Employment/Non-Discrimination. CONSULTANT shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

In the event the District is made aware of a complaint of an employee, student, or guest in relation to a violation of Title IX of the Education Amendments of 1972 or state laws regarding harassment, discrimination, or retaliation, and involving any Contractor employee (whether as a subject, victim or witness), the District has an obligation to conduct an investigation. Contractor agrees to cooperate in any such investigation, by making Contractor employees available for interviews, without additional compensation for time. Contractor further agrees to provide any related information or documentation that the District believes may assist in such investigation.

CONSULTANT shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. CONSULTANT shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

CONSULTANT shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. CONSULTANT must make a good faith effort to contact and utilize DVBE subcontractors or sub-CONSULTANTS and suppliers in securing bids for performance of the AGREEMENT and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or sub-CONSULTANTS and suppliers and identify DVBE firms utilized in performance of the AGREEMENT.

22. Originality. CONSULTANT agrees that all material produced by the CONSULTANT and delivered to Southwestern Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this representation.

23. Works for Hire. CONSULTANT understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

CONSULTANT consents to use of CONSULTANT name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

24. Tobacco Prohibited: any tobacco use (smoking, chewing, etc.) by anyone, is prohibited at all times on any DISTRICT property.

25. Images. If applicable, the CONSULTANT is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the DISTRICT, or any image that represents the DISTRICT without express written consent from the DISTRICT.

26. Board Approval. In accordance with California Education Code section 81655, this AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the DISTRICT duly passed and adopted.

27. Rights in Data. CONSULTANT grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

28. Compliance and Cooperation with Applicable Laws. The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with the District's Board Policies and Administrative Procedures as well as all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

29. Non-Waiver. The failure of District or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

ARTICLE X

ENTIRE AGREEMENT

1. All of the AGREEMENT between the PARTIES is included herein, and no warranties expressed or implied, representations, promises, or statements have been made by either PARTY unless endorsed hereon in writing, and no charges or waiver of any provision hereof shall be valid unless made in writing and executed in the same manner as the AGREEMENT.

2. Neither amendments to nor modifications of this AGREEMENT shall be effective unless signed by officials of the CONSULTANT and the DISTRICT having authority equal to or greater than that of the officials signing this AGREEMENT. The DISTRICT and the CONSULTANT hereby agree to the full performance of the covenants contained herein.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

“CONSULTANT”

Company Name

Name:

Title:

Address:

Telephone:

Email:

Signature:

Date:

Are you a District employee?

Is a Credential or Special License required for this contractor?

Is a Credential or Special License required for this contractor?

If yes, please specify and attach a copy of current License.

“DISTRICT”

Southwestern Community College District

Rosalinda Hernandez

Director of Procurement, Central Services & Risk Management

900 Otay Lakes Road

Chula Vista, CA 91910-7299

Telephone: 619 482-6557

Email:

Signature:

Date:

Originator:

Account No.:

EXHIBIT "A"
(Compensation-Fee Schedule-Scope of Services)

1. Compensation for Basic Services:

APPENDIX F: Proposal Check List

Item	Included in RFP Response
Proposal Form A: General Information	
Proposal Form B: Mandatory Responses	
Proposal Form C: Personnel Experience	
Proposal Form D: Fee and Rate Proposal	
Proposal Form E: General Terms and Conditions	
Proposal Form F: References	
Proposal Form G: Addenda Acknowledgement	
Appendix A: Non-Collusion Declaration	
Appendix B: Equal Opportunity Affirmative Action Statement	
Appendix C: Firm's Certificate Regarding Workers' Compensation	
Appendix D: Provide a Sample Agreement form which you will ask the District to sign. Please note that changes of your standard form may be requested and could become a deal breaker if terms are not acceptable to the District.	
Appendix E: Sample Copies	
Appendix F: Submission Checklist	