

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Treasurer-Tax Collector & TLMA Code Enforcement



SUBMITTAL DATE:
May 23, 2013

**SUBJECT: APPROVE THE AGREEMENT FOR TITLE SEARCH WITH RZ TITLE SERVICES, INC.,
FOR THE TREASURER-TAX COLLECTOR & TLMA CODE ENFORCEMENT**

RECOMMENDED MOTION: That the Board of Supervisors:

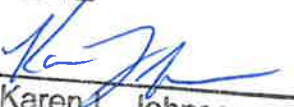
1. Approve and execute the one-year personal service agreement with RZ Title Services, Inc. for a total annual aggregate amount of \$460,000.00, for the Treasurer-Tax Collector and TLMA for the period of July 1, 2013 through June 30, 2014, which contains an option to renew the agreement for four additional one-year periods, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459.4, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates, and;
3. Direct the Clerk of the Board to return three (3) original signed agreements to the Purchasing and Fleet Services Department.

(Continued on Page 2)

 Don Kent, Treasurer-Tax Collector		 Juan C. Perez, Director, Trans. & Land Mgmt.	
FINANCIAL DATA	Current F.Y. Total Cost:	\$ 300,000	In Current Year Budget: Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment: No
	Annual Net County Cost:	\$ 110,400	For Fiscal Year: 13/14
SOURCE OF FUNDS: Treasurer-Tax Collector – Departmental Revenue Code Enforcement – General Fund 69%, Revenue 31%			Positions To Be Deleted Per A-30 <input type="checkbox"/> Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Karen L. Johnson

County Executive Office Signature

☐ Consent ☒ Policy
☐ Consent ☒ Policy

Dep't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.: Item 3.11 on 6/10/08

District: ALL

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-47

FORM APPROVED COUNTY COUNSEL
 BY: 
 DATE: 6/5/13
 Neal R. Kirnis
 Departmental Concurrence

BOARD OF SUPERVISORS**FORM 11: APPROVE THE AGREEMENT FOR TITLE SEARCH WITH RZ TITLE SERVICES, INC., FOR THE TREASURER-TAX COLLECTOR & TLMA CODE ENFORCEMENT****PAGE 2****BACKGROUND**

The Treasurer-Tax Collector's office is responsible for conducting tax sales for tax defaulted property. In order to meet legal requirements on notification, there is a need for a title search company to provide "parties of interest title reports." This service shall provide a report showing all parties of interest that would have a claim to the property that is being offered for sale. This report also shows all transfers, lien holders, judgments, and pending actions/bankruptcies in relationship to the property. The costs of the reports are included in the minimum bid on the tax auction and thus the cost of these reports is essentially covered by tax sale proceeds.

The Code Enforcement Division of the Transportation and Land Management Agency is responsible for enforcing various County Ordinances and Codes relating to the abatement of public nuisances such as substandard buildings, junk, trash and debris, substandard mobile homes, and inoperable vehicles. In order to meet legal requirements on notification, there is a need for a title search company to provide "parties of interest title reports" also sometimes referred to as "lot book reports."

PRICE REASONABLENESS

On behalf of the Treasurer-Tax Collector and TLMA-Code Enforcement, the Purchasing Department issued a formal Request for Proposal (RFP) TTARC-011 for Parties of Interest Reports. The RFP was sent to twenty-nine (29) potential bidders and was advertised on the Purchasing website. Three (3) proposals were received in response to the RFP. However, one (1) proposal was deemed non-responsive. The proposals were evaluated and scored by members from the Treasurer-Tax Collector, TLMA, and County Purchasing based on evaluation criteria set forth in the RFP; overall responsiveness and general understanding of the RFP requirements, price reasonableness, contractor experience, financial status, references with demonstrated success, technical capability, clarification, exception or deviations, credential, resume, license, certifications, and the vendor's ability to meet the County's needs. The responses received have a bid range of \$120.00 to \$180.00 per parcel report. The evaluation team selected RZ Title Services, Inc., as the lowest responsive responsible vendor with a cost of \$120.00 per parcel report. The County reviewed samples of the parties of interest reports from the vendors that responded to the bid, and the results of the sampling confirm that RZ Title Services, Inc. provides a comprehensive report that supports the requirements of the County and will meet all due dates as requested by the departments. The current cost to the County is \$120.35 per report. The new cost will provide a cost savings of \$.35 per report and estimated annual savings of \$889.70 based on an estimated 2,542 reports. The estimated annual cost for this contract is allocated at \$300,000.00 for the Treasurer-Tax Collector and \$160,000.00 for TLMA.

REVIEW/APPROVAL

Purchasing and County Counsel concurs with this request.

PERSONAL SERVICE AGREEMENT

for

PARTIES OF INTEREST REPORTS SERVICES

between

COUNTY OF RIVERSIDE

and

RZ TITLE SERVICES, INC.



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This Agreement, made and entered into this 1st day of July, 2013, by and between RZ TITLE SERVICES, INC., (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, consisting of four (4) pages and at the prices stated in Exhibit B, Payment Provisions, consisting of one (1) page.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to fully and adequately perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms this it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective upon signature of this Agreement by both parties. The term shall be July 1, 2013 through June 30, 2014, with the option to renew for four years, each year shall be renewable in one year increments by written amendment, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed four hundred sixty thousand dollars (\$460,000.00) annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products.

Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to the agency for which the service was completed, to the applicable address below:

Riverside County Treasurer-Tax Collector
Attention: Sandy Finley
P.O. Box 12005
Riverside, CA 92502-2205

OR

County of Riverside, Code Enforcement Department
P.O. Box 1469
Riverside, CA 92502-1469

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number RIVCO-96258-001-06/14; quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress to endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination;
- and

- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement and at the rates set forth in Exhibit B.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY; and may be used by the COUNTY for any purpose COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected, the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time upon reasonable notice to CONTRACTOR.

9. Independent Contractor

The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or

direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Riverside County Purchasing & Fleet Services
2980 Washington Street
Riverside, CA 92504
Attn: Kristen Mason

CONTRACTOR

RZ Title Services, Inc.
8826 Ocean View Avenue, #H
Whittier, CA 90605
Attn: Zulema Delgado

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and

certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of CONTRACTOR, its officers, employees, subcontractors, agents or representatives Indemnitors from this Agreement. CONTRACTOR shall defend, at its sole expense, all costs, and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR'S indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

21.5 In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONTRACTOR from indemnifying the Indemnitees to the fullest extent allowed by law.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such

insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The

CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

COUNTY:

Signature: _____

Print Name: John J. Benoit

Title: Chairman of the Board of Supervisors

Dated: _____

CONTRACTOR:

Signature: Zulema Delgado

Print Name: Zulema Delgado

Title: Owner

Dated: 6-10-2013

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis 6/10/13
NEAL R. KIPNIS DATE

**EXHIBIT A
SCOPE OF SERVICE**

Contractor will provide Parties of Interest Reports Services for the Treasurer-Tax Collector and the Transportation and Land Management Agency – Code Enforcement Department as outlined in the Scope of Service.

CONTRACTOR AGREES:

Treasurer-Tax Collector

- A. That the County will provide the title searcher with the assessor numbers of the tax sales properties.
- B. That the County, in return, expects to receive parties of interest title reports containing copies of the following documents:
 - 1. County's "Notice of Power to Sell Tax Defaulted Property"
 - 2. Assessor's Plat Map
 - 3. Last recorded document transferring title
 - 4. Deeds of Trust as well as assignments
 - 5. Judgments/Liens
 - 6. Court actions which may affect the ownership of the property. Further, any court action that changes title or a court action that may result in identifying a party that may have an interest in the property.
 - 7. Any other documents which would give a person, or persons interest in the property subject to the Tax Collector's "Notice of Power to Sell Tax-Defaulted Property."
 - 8. Any other document that is intended to transfer title, however is not picked up as a valid document. Contractor will notate why the transfer is not being acknowledged as a legitimate transfer.
- C. That the document copies must be legible and outlined on a coversheet in the form of a "parties of interest title report" and include the following information:
 - 1. Assessor's parcel number
 - 2. Order number
 - 3. Cost of the parties of interest report
 - 4. Create address reports to be attached to the cover sheets that includes all addresses found in the documents per assessment number
 - 5. Date parties of interest report is ordered
 - 6. Date parties of interest report is completed
 - 7. Indicate the property address, vacant land or timeshare
 - 8. Name of current owner
 - 9. Last document(s) transferring title, including document, number(s), recording date(s), name(s), vesting, and percentages of interest. In the event there is a difference in owners shown on the tax rolls and the title investigation for a particular parcel, Contractor must indicate this below the vesting section on the parties of interest report.
 - 10. Trust deed information, including document number(s), recording date(s), amount(s), trustor(s), trustee(s) and beneficiary(s) (Assignments should also be included)
 - 11. Judgments/Liens, including the type of lien, creditor(s), document number(s), recording date(s), case number and amount(s).
 - 12. Pending actions/bankruptcies, including type of liens, case numbers, court locations, plaintiff's names, and defendant's names.
 - 13. Name and addresses of entities that have recorded default notices.

14. Recorded changes of addresses.
15. Names and recorded addresses of lessees (a person acquiring an estate for years on a lease), together with recording references.
16. Names and recorded addresses of any holders of interests in oil, gas, or mineral rights.
17. Names and recorded addresses of any holders of either a predominant easement or a right-of way easement.

D. That the additional requirements include the following:

1. A text file in ASCII format must be provided to the County containing the parcel number, all addresses from the address report and other specific fields which will be supplied by the County of Riverside.
2. Reconciliation between the Power to Sell and the Assessor's maps noting any discrepancies in the legal descriptions.
3. The title searcher must compare who he/she shows on title to the Assessee on the Assessor's records and notate any differences. Notate these differences below the vesting section on the parties of interest reports.
4. The County of Riverside should not be charged for a parties of interest report that has been cancelled prior to being delivered.
5. Updates for parties of interest reports will be needed on extended sales.
6. When County is requesting a revision due to inaccurate information, "Revision" needs to be notated on the top of the first page.
7. Performance Measures – As part of the contracting process a points system for failure to meet agreed upon service levels and deliverables will be negotiated, which will determine the amount of monetary penalties that will be assessed by the County upon the Contractor. An annual performance audit will be conducted to determine the Contractor's ability to meet the agreed upon performance standards.
8. Updates for parties of interest reports will be requested on an as-needed basis. In the case of updated parties of interest reports, the Department is only seeking information that has changed from the initial report or last updated report. If there has been no change to the property information, the updated report shall indicate "NO CHANGE IN PROPERTY INFORMATION FROM REPORT DATED XX/XX/XXXX."
9. These title searches should be insured to protect the County from cost incurred if the information given proves inaccurate and a nuisance abatement order is later found to be legally inadequate due to improper notice. This cost could include certified mailings, legal fees, employee time, and monetary damages.

E. Tax Defaulted Properties

1. An Auction list of approximately 100 – 1000 parcels per Auction of tax defaulted properties will be sent to the Contractor three (3) to four (4) months prior to the Notice of Auction deadline. The completed reports are due to the Treasurer-Tax Collector on a flow basis, at least weekly, 50% of which shall be completed and submitted to the Treasurer-Tax Collector within forty five (45) days from Contractor's receipt of the referred Auction list. The remaining 50% shall be completed and submitted to the Treasurer-Tax Collector within ninety (90) days from Contractor's receipt of the referred Auction list. Submission due dates may be adjusted at the discretion of the Treasurer-Tax Collector. Per each auction, all reports must be completed with one (1) hard copy, submitted on a flow basis, as defined above, and at the conclusion of each respective auction, a corresponding electronic version of all reports shall be submitted. In the event of a bankruptcy, IRS lien, Probate, or other situation that may prevent the sale of said property, a notation is to be placed on the front of

the report stating the status. Contractor must ensure that 100% of the ownership interest is accounted for, identified, and annotated on the report. In addition, Chapter 8 Agreement sale parcel lists shall be issued to the Contractor on an as needed basis and shall be completed and submitted within twenty (20) business days of referral.

F. Auctions

1. The Treasurer-Tax Collector conducts multiple Public Auctions and Chapter 8 Agreements sale(s) each fiscal year and may require additional reports during the various auction processes. The total number of parcels that require parties of interest reports will vary per each auction. The Treasurer-Tax Collector does not guarantee any specific level of work to the Contractor.

G. Parcel Lists

1. The parcel lists provided by the Treasurer-Tax Collector will be emailed. The reports are to be completed by the Contractor for each parcel as instructed by the Treasurer-Tax Collector.

Transportation Land Management Agency – Code Enforcement Department

- A. That the County will provide the Contractor with the assessment numbers of the properties subject to a public nuisance abatement investigation.
- B. That the Contractor shall provide parties of interest title reports containing copies of the following documents:
1. County's "Notice of Power to Sell Tax-Defaulted Property" (if applicable)
 2. Assessor's Plat map
 3. Last recorded document transferring title
 4. Deeds of trust
 5. Judgments/Liens
 6. Court actions that may affect the ownership of the property. Further, any court action that changes title or a court action that may result in identifying a party that may have an interest in the property
 7. Any other documents which would give a person or persons interest in the property subject to the Tax Collector's "Notice of Power to Sell Tax-Defaulted Property"
 8. Any other document that is intended to transfer title, however is not picked up as a valid document
- C. The document copies must be legible and outlined on a coversheet in the form of a "parties of interest title report," and including the following information:
1. Assessor's parcel number
 2. Property address, if any
 3. Name of current owner
 4. Last document(s) transferring title, including document number(s), recording date(s), name(s), vesting and percentages of interest
 5. Trust deed information, including document number(s), recording date(s), amount(s), trustor(s), trustee(s) and beneficiary(s) (Assignments should also be included)
 6. Assignment of record is acceptable if the chain of assignment documents is intact, the last assignment would be sufficient unless the assignment was not assigned 100 percent Trustor, trustee and dollar amount from the Trust Deed's need to be in the report
 7. Judgments/Liens, including the type of lien, creditor(s), document number(s) and recording date(s)
 8. Pending actions/bankruptcies, including type of liens, case numbers, court locations, plaintiff's names and defendant's names
 9. Date title search is ordered

10. Order number
11. Cost of the title report
12. Create address reports to be attached to the cover sheets that includes all addresses found in the documents per assessment number

D. That the additional requirements include the following:

1. The Contractor must compare who shows on title to the Assessee on the Assessor's records and notate any differences.
2. The ability to produce complete and accurate parties of interest report on an as needed basis within a three (3) business day timeframe.
3. Performance Measures – As part of the contracting process a points system for failure to meet agreed upon service levels and deliverables will be negotiated, which will determine the amount of monetary penalties that will be assessed by the County upon the Contractor. An annual performance audit will be conducted to determine the Contractor's ability to meet the agreed upon performance standards.
4. The County should not be charged for parties of interest report that has been cancelled prior to being delivered.
5. Updates for parties of interest reports will be requested on an as-needed basis. (Typically for those case files where the initial parties of interest report is outdated by six [6] or more months). In the case of updated parties of interest reports, the Department is only seeking information that has changed from the initial report or last updated report. If there has been no change to the property information, the undated report shall indicate "NO CHANGE IN PROPERTY INFORMATION FROM REPORT DATED XX/XX/XXXX."
6. These title searches should be insured to protect the County from cost incurred if the information given proves inaccurate and a nuisance abatement order is later found to be legally inadequate due to improper notice. This cost could include certified mailings, legal fees, employee time, and monetary damages.

EXHIBIT B
PAYMENT PROVISIONS

Cost for each Parties of Interest Report is one hundred twenty dollars (\$120.00) inclusive of all associated overhead costs.

The Treasurer-Tax Collector annual costs shall not exceed \$300,000.00

The Transportation Code Enforcement annual costs shall not exceed \$160,000.00