

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



660

FROM: Sheriff-Coroner-PA

SUBMITTAL DATE:
12/03/14

SUBJECT: APPROVAL AND EXECUTION OF THE AGREEMENT WITH STANDING BAR G PRODUCTIONS INC, DBA I 15 AUCTIONS, FOR AUCTIONEERING AND LIQUIDATION SERVICES FOR THE SALE OF ESTATE PROPERTY, AN AWARD TO OTHER THAN LOW BID FOR UP TO A FIVE YEAR TERM, ALL DISTRICTS. [\$500,000 – ESTATE SALES 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the one-year service agreement with Standing Bar G Productions, Inc., DBA I 15 Auctions, for an annual amount of \$100,000, which contains an option to renew for four additional one-year periods, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459.4, to exercise the renewal options, based on the availability of fiscal funding; to sign amendments that do not change the substantive terms of the agreement and increases in the compensation that do not exceed those of the CPI.

Will Taylor

Stan Sniff
Sheriff-Coroner-PA
Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 50,000	\$ 100,000	\$ 500,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Estate Sales 100%

Budget Adjustment: No
For Fiscal Year: 14/15-19/20

APPROVE

C.E.O. RECOMMENDATION:

Elizabeth J. Olson

Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

PURCHASING & FLEET SERVICES: Lisa Brandl, Director
 DATE: Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL BY: *Anita C. Willis* 10-22-14
 ANITA C. WILLIS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.:

District: All

Agenda Number:

3-37

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVE AND EXECUTE THE AGREEMENT WITH STANDING BAR G PRODUCTIONS INC,
DBA I 15 AUCTIONS, FOR AUCTIONEERING AND LIQUIDATION SERVICES FOR THE SALE OF
ESTATE PROPERTY, AN AWARD TO OTHER THAN LOW BID FOR UP TO A FIVE YEAR TERM, ALL
DISTRICTS. [\$500,000 – ESTATE SALES 100%]**

DATE: 12/03/14

PAGE: Page 2 of 2 (BR 15-054)

BACKGROUND:

Summary

The Sheriff-Coroner-Public Administrator conducts auctioneering and liquidation services for sale of personal property belonging to estates under its jurisdiction. The County's objectives are to maximize the return from the sale of personal property owned by decedent estates, while utilizing open, competitive, public sale methods and maintaining a professional, business-like and community-oriented posture to benefit the taxpayers of Riverside County. The Sheriff's Department anticipates that it will annually conduct six auctions.

Contract History and Price Reasonableness

County Purchasing released a Request for Proposal (RFP) SHARC-257, soliciting proposals for Auctioneering and Liquidation Services for Sale of Estate Property on behalf of the Sheriff's Department. The RFP was sent to eight (8) potential bidders and was advertised on the Purchasing web site. A total of two (2) bid responses were submitted in response to the RFP. The proposals were reviewed by the evaluation team consisting of Sheriff Personnel. Each bid response was evaluated based on the criteria set forth in the RFP: overall response to the RFP requirements, bidders experience and ability, overall cost, references, financials, clarification, exceptions, deviations and credentials, resumes, licenses, permits, and certifications. Bid range was from \$90,000 to \$100,000 annually.

The Public Administrator's primary objective in conducting these auctions is a maximum return for the estate. The evaluation team, which was comprised of Sheriff staff members with years of experience in witnessing these auctions and their outcomes, concluded that Standing Bar G Productions' superior experience in the Public Administrator's type of open estate auction and property preparation, and its proposal to post an internet publication of descriptions and/or pictures of the property to be auctioned before each auction will yield the largest sales returns. Standing Bar G only charges 10% for internet sales, whereas the other bidder charges 13% internet sales. There are no general funds used for these services.

Based on this analysis and an overall summation of the proposals submitted, it is the recommendation of the evaluation team to select Standing Bar G Productions Inc., DBA I15 Auctions as the most responsive/responsible bidder for these services.

Impact on Citizens and Businesses

Citizens and businesses will benefit from the open and competitive public sales of estate property.

PERSONAL SERVICE AGREEMENT

for

**AUCTIONEERING AND LIQUIDATION SERVICES
FOR SALE OF ESTATE PROPERTY**

between

COUNTY OF RIVERSIDE

and

**STANDING BAR G PRODUCTIONS, INC
DBA, I15 AUCTIONS**



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This Agreement, made and entered into this ___ day of ____, 2014, by and between STANDING BAR G PRODUCTIONS, INC, DBA, I15 AUCTIONS, (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 pages at the prices stated in Exhibit B, Payment Provisions, consisting of one page.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to 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 and continues in effect through November 30, 2015, 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 one hundred thousand dollars (\$100,000) 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:

COUNTY of Riverside
Sheriff/Coroner/Public Administrator
800 South Redlands Avenue
Perris, CA 92570
Attn: Linda Samsom

- 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 (SHARC-96209-001-11/15); 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 that may 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 CONTRACTOR is debarred from the System for Award Management (SAM). If the agreement is federally or State funded, CONTRACTOR must notify the COUNTY immediately of the debarment. Reference: (System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 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. The material, reports or products may be used by the COUNTY for any purpose that the 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 the 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 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 particulars assigned to the individual, such as finger or voice print or a photograph.

16.3 The CONTRACTOR is subject to and shall operate in compliance with all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the related laws and regulations promulgated subsequent thereto. Please refer to Attachment 1 of this agreement.

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

COUNTY of Riverside
Sheriff/Coroner/Public Administrator
800 South Redlands Avenue
Perris, CA 92570
Attn: Linda Samsom

Purchasing & Fleet Services
2980 Washington Street
Riverside, CA 92504
Attn: Walter Mack

CONTRACTOR

Standing Bar G Productions Inc, DBA I15 Auctions
9233 Deep Creek Road
Apple Valley, CA 92308
Attn: Rhonda Jean Graham

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, action, claim or damage 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. 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.

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 is 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. Professional Liability Contractor shall maintain Professional Liability Insurance providing coverage for the Contractor's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

E. 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 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:

Board of Supervisors
4080 Lemon Street, 4th Floor
Riverside, CA 92501

CONTRACTOR:

Standing Bar G Productions Inc, DBA, I15 Auctions
6091 Mission Blvd
Riverside, CA 92509

Signature: _____

Signature: Earl Grawner

Print Name: _____

Print Name: Earl Grawner

Title: CHAIRMAN OF THE BOARD

Title: President

Dated: _____

Dated: 11/19/14

FORM APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis

DATE

12/12/14

EXHIBIT A
REQUIRED SCOPE OF WORK BY THE CONTRACTOR

1. Service Requirement:

- A. CONTRACTOR **must have a Surety Bond of \$20,000 and for Auto \$50,000, provided by an "A" Rated Surety.** Possess a valid and current license issued by the California State Board of Equalization for contracting of items, as well as possessing all other licenses and permits as required by state and local code.
- B. CONTRACTOR shall have been in the auction services business for a minimum of five (5) years, with at least two (2) years' experience in the auction of estate property at a public auction facility.
- C. The CONTRACTOR shall be responsible for publicly auctioning vehicles, including but not limited to, passenger cars, trucks, vans, vintage automobiles, recreational vehicles, motor homes and boats, and personal property, including but not limited to, furniture and furnishings, tools, computer components, appliances, jewelry, antiques, numismatic coins, collectable stamps and firearms.
- D. The COUNTY cannot guarantee any quantity of specific items, but estimates for future annual volumes may be:
 - 1. Four to five auctions per year
 - 2. Average estates sold per auction: 17 (highest number: 50; lowest number: 2)
 - 3. Length of time per auction: 6 to 10 hours
- E. Final prices agreed to, upon award of the contract shall be applicable and based upon a percentage of the net proceeds of the sale.

2. Advertising:

- A. CONTRACTOR shall be responsible for all auction advertising in accordance with California Civil Code 2080.4, preparation including, but not limited to, printing and mailing the auction flyers, ads in trade publications and regional and local newspapers, in the classified section, approximate size 2"x3". As a minimum the Riverside Press Enterprise, Orange COUNTY Register, and San Diego Tribune shall be used. Copies of auction flyers and evidence of advertising shall be provided to the COUNTY for each auction.
- B. The CONTRACTOR shall maintain a website and advertise each auction with the use of photographs of the property to be sold.
- C. CONTRACTOR shall state in each advertisement or announcement of the auction that all items are sold "as is" and/or other language advising that there are no expressed or implied warranties connected with the item being sold, and that not all items are returnable. Items, which appear to be new or in manufacturer's packaging are not presumed to be complete with all parts present, or to function as intended.
- D. CONTRACTOR shall prepare catalogs or brochures of the material to be offered at the auction, listing, among other matters, any minimum prices, make, year and model description of vehicles and personal property to be sold. Copies of these catalogs/brochures shall be provided to the COUNTY for each auction. The COUNTY will need an advance copy of flyer or brochure to approve before it is published and sent out to bidders.
- E. CONTRACTOR shall advise the bidder of known defective conditions of an item offered for sale and shall advise the bidder of such defective conditions before offering the item at auction.
- F. A complete description of all advertising that will be done for the COUNTY sale. Including publications, size and type of ads, size of mailing list, type of mailers and number of colors.

3. Sales/ Planning Requirement:

- A. The CONTRACTOR shall provide access to authorized COUNTY employee's when conducting auctions at decedent's residences. Auction Company is responsible for all required advertisements. Access to warehouse to set up auctions will be three (3) weeks before sale.
- B. The CONTRACTOR shall provide sufficient staff to auction, clerk, cashier, disperse property and provide security. A minimum of eight (8) staff is required.
- C. CONTRACTOR shall be responsible for all sale planning and shall use his knowledge, expertise, experience, advertising and good marketing practices in grouping and exhibiting the property in order to bring maximum returns to the COUNTY.
- D. CONTRACTOR shall be responsible for all labor, materials, equipment and accessories needed for conduct of the sale. All auctions shall be conducted in accordance with the California Vehicle Code Section 24007.5 and all other applicable state and local code section. The auction company will receive paperwork on vehicles the morning of the sale from the COUNTY.
- E. CONTRACTOR shall conduct a minimum of 4 auctions per calendar year, and be available upon request by the COUNTY for additional auctions.
- F. CONTRACTOR shall make items available for public inspection for a minimum of at least two hours prior to the auction. Auction viewing will start at 7:00am and the auction will start at 9:00am.
- G. All vehicles shall be sold separately. As the CONTRACTOR deems appropriate, CONTRACTOR may combine lots or items of personal property for the purpose of maximizing return and facilitating the sale, while leaving remaining items sufficiently intact to encourage their sale. Combining lots of items from different estates is not allowed.
- H. The CONTRACTOR shall arrange for food vendors. Food vendor(s) will provide services for approximately four to six hours.
- I. CONTRACTOR should audiotape and/or video tape all auctions conducted. In order to protect the public and to avoid any misunderstandings, the CONTRACTOR should create and retain for a reasonable period of time of 180 days for audio and/or video record of each auction conducted.

4. Auction with Reserve:

- A. The COUNTY may, at any time, establish the minimum acceptable price for any item or items of personal property to be offered for sale by auction. No sale shall be made by the CONTRACTOR below any set minimum sale price.
- B. At the COUNTY's' expense, the COUNTY reserves the right to remove any item scheduled to be sold from the sale and from the CONTRACTOR's site at any time prior to actual sale and require its return to a COUNTY designated location. The COUNTY will not be responsible for any storage fees.
- C. Subject to the conditions specified in this RFP, bidder will endeavor to secure the highest price for each item offered for sale.

5. Preparation of Property:

The CONTRACTOR will prepare property as follows:

- A. Sort, categorize and lot property
- B. Clean and polish property
- C. Lay out property for presentation
- D. Test electrical equipment, computers, televisions and appliances
- E. Categorize and number property
- F. Recognize specialty items and determine minimum bids

- G. Detail vehicles as needed. Detail is wash, dry and vacuum at the auction site.
- H. Vehicle repair could be replacing tires or batteries, when requested by the COUNTY
- I. Vehicle repair is the responsibility of the Auction Company.
- J. Provide on-site mechanic
- K. Provide on-site detailing service
- L. Items to be sold without reservation. If reserving an item is requested, the COUNTY must approve.
- J. Auction Company will report to the Supervising Deputy that is on site at the auction.

6. Register Buyers

The CONTRACTOR shall register potential buyers and may collect a 10% buyer's premium.

7. Security:

The CONTRACTOR shall provide security during preview time and during the auction. The auction company can use an employee of the company for security. Auction Company must provide enough security based on the attendance of the auction and to monitor attendees as they examine items. The security guard must be unarmed. Form of payment for items purchased at the auction is to be determined by the Auction Company.

8. Completion of Sale Process and Accounting of Sale Requirement:

- A. A sale by auction is complete when the CONTRACTOR so announces by the fall of the hammer or in some other customary manner.
- B. The CONTRACTOR shall collect funds, buyer's premium and sales tax from the buyers and report sales to COUNTY.
- C. The CONTRACTOR shall disperse items purchased to buyers.
- D. The CONTRACTOR shall provide a fully computerized system for clerking, cashing and reporting purposes. The CONTRACTOR must have the ability to accept ATM or Credit Cards at the auction site.
- E. CONTRACTOR shall account for all sales revenue resulting from any sales, and to disburse any funds from such sales within ten (10) working days from the auction date. The Sheriff-Coroner/Public Administrator or his designee shall receive as a minimum the following reports within ten (10) days following the sale. COMPREHENSIVE REPORT OF AUCTION must include:
 - 1. Summary of sales activity
 - 2. Location of sale; date of sale; names of CONTRACTOR, clerk, cashier, and other staff in attendance
 - 3. Proceeds of sale
 - 4. Total expenses of sale
 - 5. Report by estate, description of item sold, commission paid, net to estate
 - 6. Subtotal-unsold lots
 - 7. Itemized report of expenses
 - 8. Copies of newspaper advertising
 - 9. Copies of billings

- 9. LATE PAYMENT** - In the event the CONTRACTOR fails to remit within the time stipulated, the COUNTY will charge an additional 2% per month on amounts past due.
Detail the type and amount of sale expenses you will charge the COUNTY.

10. Disclosure Requirement:

- A. The CONTRACTOR must not disclose confidential data that is obtained from a prospective COUNTY even when the transaction with the prospective COUNTY does not materialize into an auction sale.
- B. In performing duties for the COUNTY, the CONTRACTOR shall not accept compensation from more than one party, even if permitted by law, without full disclosure to all parties in the transaction. The bids for items must be registered and collected on the day of the auction.
- C. In performing duties for the COUNTY, CONTRACTOR with a present or contemplated interest in the property shall specifically disclose such information to all affected parties. The CONTRACTOR or a related party shall not acquire an interest in or buy for themselves property in the auction without the prior knowledge and consent of the COUNTY.
- D. The Bidder must keep on file, as part of the written agreement or by a separate written document, a disclosure of any special interest in the COUNTY's property that the CONTRACTOR has or contemplates having in the future and must be evidenced by the signature of all parties.
- E. In conducting an auction, CONTRACTOR must not undertake an auction without having or acquiring the knowledge necessary to complete the auction.

**EXHIBIT B
PAYMENT PROVISIONS**

Cars, vans, light duty trucks, motorcycles, & motor homes under \$1,000	10%
Cars, vans, light duty trucks, motorcycles & motor homes over \$1,001	10%
Household Items, antiques, collectables, jewelry, coins, art	20%
Tools, Equipment computers, appliances, misc. personal property	20%
Travel trailers, boats, ATV's, Motorcycles under \$ 1000	10%
Travel trailers, boats, ATV's, Motorcycles over \$ 1001	10%
These items must be provided at no cost to the county as vendor necessities:	
Detail expenses	NC
Advertisement (Classified)	NC
Vehicle Detail Services	NC
Mobile Tire Services (Tires and Batteries are covered by the buyer's premium.) If the costs exceed the amount of the collected buyer's premium, the estates will bear the balance.)	NC
Chairs & Tables if furnished by vendor	NC
Brochures (color and/or B/W)	NC
Truck Rental to deliver Chairs & tables	NC
Credit Card Charges	NC
Postage/labels for brochures	NC
Unsold items resulting from County placement of minimum bid or reserve	NC
	NC
Photos uploaded to web site, web site maintenance & responses to inquiries	NC
Any finder's fees, Buyer fees, DMV charges, Processing, Sales Tax, Smog	NC
Electrical Testing, or Property Transfer fees	NC
Buyers Fee	10% Purchases On Line
Buyers Fee	10% Live Auction at Site