

Departmental Concurrence

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

777



FROM: Community Health Agency/Dept. of Environmental Health

SUBMITTAL DATE:
5/18/10

SUBJECT: Approve the Agreement with California Department of Education, and the Riverside County Community Health Agency/Department of Environmental Health.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve the Agreement CN100079 with the California Department of Education, Summer Food Service Program and the Riverside County Community Health Agency/Department of Environmental Health for the period of July 1, 2010 through September 30, 2010, for the total amount of \$4,930.
- 2) Authorize the Deputy Director of Environmental Health to execute the attached agreement on behalf of the County.

BACKGROUND: The Summer Food Service Program (SFSP) is an annual State funded program to feed children during the months of July, August and September. The California Department of Education contracts with the Department of Environmental Health to administer health and sanitation inspections of the food service operations for the SFSP located within Riverside County. These inspections will be conducted in accordance with State and local environmental health standards. The inspectors will evaluate 34 food preparation and/or distribution sites @ \$145 per site. Inspectors will test for safe food temperature controls as well as observe for safe and sanitary food handling techniques and proper storage of food. Inspectors will provide written inspection reports to the SFSP sponsors and to the California Department of Education.

KJ

Steve Van Stockum

Steve Van Stockum, Director of Environmental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 4,930	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11
SOURCE OF FUNDS: 100% by State reimbursement Contract				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: May 18, 2010
xc: CHA-Environmental Health

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
Deputy

Prev. Agn. Ref.: 7/14/2009 3.18

District: All

Agenda Number:

3.14

Dep't Recomm.: ☐ Policy ☒ Consent
Per Exec. Off.: ☐ Policy ☒ Consent

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

AGREEMENT NUMBER

CN100079

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Department of Education

CONTRACTOR'S NAME

Riverside County Department of Environmental Health

2. The term of this Agreement is: 7/01/10 through 9/30/10

3. The maximum amount of this Agreement is: \$ 4,930.00
Four Thousand Nine Hundred Thirty Dollars and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 2 page(s)

Exhibit B – Budget Detail and Payment Provisions 2 page(s)

Exhibit C* – General Terms and Conditions GTC 307

Check mark one item below as Exhibit D:



Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

1 page



Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions

2 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside County Department of Environmental Health

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

MARION ASHLEY

CHAIRMAN, BOARD OF SUPERVISORS

ADDRESS

4065 County Circle Drive, Suite #104
Riverside, CA 92503

STATE OF CALIFORNIA

AGENCY NAME

California Department of Education

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Sharon Taylor, Director, Fiscal and Administrative Services Division

ADDRESS

1430 N Street, Room 2213, Sacramento, CA 95814

California Department of General
Services Use Only

See Form 11
giving authorities
for Deputy Director
to sign.

☐ Exempt per:

FORM APPROVED COUNTY COUNSEL

BY: JIMNY H. RA 5/6/10
DATE

By

DEPUTY

MAY 18 2010 3:14

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

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Exhibit C* – General Terms and Conditions GTC 307

Check mark one item below as Exhibit D:

☒ Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 1 page

☐ Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 2 page(s)

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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Riverside County Department of Environmental Health

BY (Authorized Signature)



DATE SIGNED (Do not type)

5-18-10

PRINTED NAME AND TITLE OF PERSON SIGNING

Keith Jones, Deputy Director

ADDRESS

4065 County Circle Drive, Suite #104
Riverside, CA 92503

STATE OF CALIFORNIA

AGENCY NAME

California Department of Education

BY (Authorized Signature)



DATE SIGNED (Do not type)

5/23/10

PRINTED NAME AND TITLE OF PERSON SIGNING

Sharon Taylor, Director, Fiscal and Administrative Services Division

ADDRESS

1430 N Street, Room 2213, Sacramento, CA 95814

California Department of General
Services Use Only

DEPARTMENT OF GENERAL SERVICES
APPROVAL NOT REQUIRED
SCM 4.4
OR
9I-0210-EDU-HQ1

☐ Exempt per:

FORM APPROVED COUNTY COUNSEL

BY:  5/16/10

EXHIBIT A

SCOPE OF WORK

I. GENERAL SCOPE:

Contractor will provide health and sanitation inspections within its jurisdiction as described herein.

II. PROJECT MONITORS:

The CDE assigns **Lisa Melhouse-Mills (916) 445-4809** as state project monitor to oversee this project. Said monitor is not authorized by the state to make any commitments or make any changes which will affect the price, terms or conditions of this agreement without a formal contract amendment.

The contractor assigns **Keith Jones (951) 358-5172** as contractor project monitor to oversee this project. Said monitor is not authorized by the state to make any commitments or make any changes which will affect the price, terms or conditions of this agreement without a formal contract amendment.

III. CONTRACTOR'S RESPONSIBILITIES:

Detailed description of work to be performed and duties of all parties is included herein as part of Exhibit A (Pages 2).

EXHIBIT A

Scope of Work

Contractor's Responsibility: The contractor, Riverside County Department of Environmental Health, will provide health and sanitation inspections of the food service operations for the Summer Food Service Program (SFSP) located within its jurisdiction. These inspections will be conducted in accordance with state and local environmental health standards. The inspectors visit food preparation facilities and/or sites where meals are delivered and eaten. Inspectors will also observe for safe and sanitary food handling techniques as well as proper storage of food, including leftovers. Equipment used in the transporting and delivery of meals will be tested for temperature and damage control. The inspectors will provide written inspection reports to the SFSP program sponsors and to the California Department of Education (CDE). The inspectors shall furnish all labor and material to perform the inspection services.

The Department of Education's Responsibility: The CDE will direct each sponsor participating in the SFSP to notify its respective health department of the agency's participation in the program and the location of each of its site and/or food preparation facility.

Contractor will provide a total of 34 inspections.

The contractor shall submit all invoices to the CDE no later than September 30, 2010. Invoices received by the CDE after September 30, 2010, may not be paid. The contractor shall submit to the CDE for review copies of all reports generated as a result of the contractor's inspections. The contractor shall keep on file all reports for three years following the conclusion of the contract. The contractor shall submit to the CDE a list of all agencies inspected during the contract period and identify which inspections are being billed. The invoices should be submitted to:

California Department of Education
Nutrition Services Division
ATTN: Laura Sauer
1430 N Street, Suite 1500
Sacramento, CA 95814

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

I. INVOICING AND PAYMENT:

For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this agreement.

Invoices shall include the **Agreement Number CN100079** and shall be submitted in arrears, not more frequently than monthly in duplicate to:

California Department of Education
Nutrition Services Division
1430 N Street, Suite 1500
Sacramento, CA 95814
Attention: Laura Sauer

II. BUDGET CONTINGENCY CLAUSE:

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional or legislative appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

III. PAYMENT:

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B Budget Detail

Riverside County Department of Environmental Health

Contractor will provide a total of 34 inspections for a total of \$4,930.00.

Inspections to be conducted: July 1, 2010 – September 30, 2010						
Type of Site	Number of Inspections		Fee Per Site Inspection		Total Cost	Total Cost Agreement
Vended Feeding Sites	30	X	\$145	=	\$4,350.00	\$4,930.00
On-site Preparation Sites	2	X	\$145	=	\$290.00	
Meal Preparation Facilities	2	X	\$145	=	\$290.00	

Total Contract

\$4930.00

EXHIBIT D
SPECIAL TERMS & CONDITIONS

I. RESOLUTION OF DISPUTES:

If the contractor disputes any action by the project monitor arising under or out of the performance of this contract, the contractor shall notify the project monitor of the dispute in writing and request a claims decision. The project monitor shall issue a decision within 30 days of the contractor's notice. If the contractor disagrees with the project monitor's claims decision, the contractor shall submit a formal claim to the Superintendent of Public Instruction or the Superintendent's designee. The decision of the Superintendent shall be final and conclusive on the claim unless the decision is arbitrary, capricious, or grossly erroneous or if any determination of fact is unsupported by substantial evidence. The decision may encompass facts, interpretations of the contract, and determinations or applications of law. The decision shall be in writing following an opportunity for the contractor to present oral or documentary evidence and arguments in support of the claim. Contractor shall continue with the responsibilities under this Agreement during any dispute.

EXHIBIT E

ADDITIONAL PROVISIONS

I. CONTRACTS FUNDED BY THE FEDERAL GOVERNMENT:

It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.

This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Years covered by this agreement for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this contract in any manner.

It is mutually agreed that if Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

The department has the option to void the contract under the 30-day termination clause or to amend the contract to reflect any reduction of funds.

The recipient shall comply with the Single Audit Act and the reporting requirements set forth in OMB Circular A-133.

II. COMPUTER SOFTWARE COPYRIGHT COMPLIANCE:

By signing this agreement, the contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

III. RIGHT TO TERMINATE:

The State reserves the right to terminate this agreement subject to 30 days written notice to the Contractor. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein.

However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

This agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render services as a result of any action by any governmental authority.

IV. CONTRACTOR EVALUATION:

Within sixty (60) days after the completion of this Agreement, the Project Monitor shall complete a written evaluation of Contractor's performance under this Agreement. If the Contractor did not satisfactorily perform the work, a copy of the evaluation will be sent to the State Department of General Services, Office of Legal Services, and to the Contractor within 15 working days of the completion of the evaluation. (Public Contract Code Section 10369)

ENCUMBRANCE SHEET

CO-510 (Rev 3/06)

CONTRACT NO	A.M. NO.
CN100079	
VENDOR NO	
2333-00	

CONTRACTOR'S NAME

Riverside County Department of Environmental Health

AMOUNT ENCUMBERED	PROGRAM/CATEGORY (CODE AND TITLE)				FUND TITLE
\$4,930.00	SUMMER FOOD SERVICE-HEALTH				FEDERAL
ADJ TO INCREASE ENCUMBRANCE	FY	INDEX	OBJECT CODE	PCA	APPROVED UPON ENACTMENT OF BUDGET ACT
	10/11	0191	404	01975	
ADJ TO DECREASE ENCUMBRANCE	STATUTE	CHAPTER	ITEM	Proj. NO	Fed Cat NO
	2010	BA	6100-001-0890	000075	10559021

AMOUNT ENCUMBERED	PROGRAM/CATEGORY (CODE AND TITLE)				FUND TITLE
ADJ TO INCREASE ENCUMBRANCE	FY	INDEX	OBJECT CODE	PCA	
ADJ TO DECREASE ENCUMBRANCE	STATUTE	CHAPTER	ITEM	PC NO	FC NO

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ADJ TO DECREASE ENCUMBRANCE	STATUTE	CHAPTER	ITEM	PC NO	FC NO

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER

DATE

[Signature]

4/27/10