

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



**ITEM: 3.25**  
(ID # 30031)

**MEETING DATE:**  
Tuesday, June 02, 2026

**FROM :** FACILITIES MANAGEMENT

**SUBJECT:** FACILITIES MANAGEMENT: Approval of the Professional Services Agreement for Consulting Services of Prequalification of Trade Contractors with PQBids, Inc. effective through June 30, 2031, California Environmental Quality Act Exempt Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) "Common Sense" Exemption; All Districts. [Up to \$191,128 – 33.4% FM Project Management Office Fund 10000, 33.3% FM Maintenance Fund 47210, 33.3% FM Real Estate Fund 47220]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the Professional Services Agreement with PQBids, Inc. is exempt from California Environmental Quality Act (CEQA) Pursuant to State CEQA Guidelines Section 15061 (b)(3) "Common Sense" Exemption;
2. Authorize the use of 33.4% FM Project Management Office Fund 10000, 33.3% FM Maintenance Fund 47210, 33.3% FM Real Estate Fund 47220, not to exceed \$191,128 through June 30, 2031;

Continued on page 2

**ACTION:** Policy, CIP

  
Vincent Yzaguirre 3/11/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: June 2, 2026  
xc: FM

Kimberly A. Reidor  
Clerk of the Board

By:   
Deputy

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

**RECOMMENDED MOTION:** That the Board of Supervisors:

3. Approve the Professional Services Agreement between the County of Riverside and PQBids, Inc. for Prequalification of Trade Contractors Consulting Services (Agreement), from date of execution through June 30, 2027 in the amount not-to-exceed \$36,000, with automatic annual renewals for an additional four (4) years through June 30, 2031, for an aggregate amount not-to-exceed \$191,128, and authorize the Chair of the Board to execute the Agreement on behalf of the County;
4. Authorize the Director of Facilities Management, or designee, to administer the Agreement with PQBids, Inc. in accordance with applicable Board policies;
5. Authorize the Purchasing Agent, or Designee, to make ministerial amendments to the Agreement with PQBids, Inc. in accordance with applicable Board Policies, based on the availability of fiscal funding and as approved as to form by County Counsel, and to: (a) sign amendments that exercise the options of the Agreement including modifications of the statement of work that stay within the intent of the Agreement; and,
6. Authorize the Purchasing Agent to issue Purchase Orders to PQBids, Inc. for services provided they do not exceed the Board approval amount of the Agreement.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 36,000	\$ 37,080	\$ 191,128	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 33.4% FM Project Management Office Fund 10000, 33.3% FM Maintenance Fund 47210, 33.3% FM Real Estate Fund 47220			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2025/26-2030/31	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The County of Riverside, Facilities Management (FM), currently maintains a list of over 300 pre-qualified trade contractors for multiple prime and other methods of project delivery for new construction or renovation of County Facilities, to bid on County public works projects. The pre-qualification cycle and volume of applications requires a considerable amount of resources to conduct the pre-qualification process.

On July 24th and 31st, 2025, FM advertised a Request for Qualifications (RFQ) for consulting services to conduct pre-qualification of trade contractors on an as-needed basis for 2026-2031. FM received three (3) responses to the RFQ. In accordance with Board Policy H-7, a selection committee reviewed the responses and selected the top two (2) firms for an interview. It was determined that PQBids, Inc., which has extensive experience in conducting pre-qualification and trade contractor services for the County of Riverside (County), and other government agencies including private sectors, to be well qualified for the services that FM is seeking.

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

Therefore, FM is requesting the Board approve the attached Professional Services Agreement (Agreement) between the County and PQBids, Inc. in the amount of \$36,000 through June 30, 2027, with automatic annual renewals for an additional four (4) years through June 30, 2031, which includes a 3% increase each year after the initial year of service for an amount not-to-exceed \$191,128.

The Agreement with PQBids, Inc. was reviewed and determined to be exempt from the CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), Common Sense Exemption. The Agreement is limited to prequalification services, and it can be determined with certainty that there is no possibility that procurement services may have a significant effect on the environment and will not lead to any direct or reasonably indirect physical environmental impacts. The direct effects of the agreement will have purely administrative impacts.

**Impact on Residents and Businesses**

The Professional Services Agreement for Prequalification of Trade Contractors Consulting Services will assist with the seasonal process to pre-qualify over 300 contractors working on County projects in the most cost-effective manner.

**Additional Fiscal Information**

All costs associated with this Board action are 33.4% funded through FM Project Management Office Fund 10000, 33.3% FM Maintenance Fund 47210, and 33.3% FM Real Estate Fund 47220. Expenditures for FY 25/26 are \$36,000, with automatic annual renewals for an additional four (4) years with a 3% increase each year after the initial year of service for an amount not-to-exceed \$191,128 for the Agreement.

Attachments:

- Professional Services Agreement for Prequalification of Trade Contractors Consulting Services with PQBids, Inc.
- Notice of Exemption for the Professional Services Agreement for Prequalification of Trade Contractors Consulting Services with PQBids, Inc.

VY:TB:RM                                      General Form 11                                      MT Item #30031  
G:\Project Management Office\FORM 11'S\FORM 11's\_In Process\30031\_D2 - Gen F11 - Consulting Services for Prequalification of Trade Contractors\_PSA-PQBids\_060226.doc

  
Melissa Curtis, Deputy Director of Purchasing and Fleet                                      3/11/2026

  
Evangelina Gregorio EG, Principal Mgmt Analyst                                      5/26/2026

  
Aaron Gettis, Chief Deputy County Counsel                                      5/20/2026

PROFESSIONAL SERVICES AGREEMENT  
FOR RIVERSIDE COUNTY PREQUALIFICATION OF TRADE CONTRACTORS  
CONSULTING SERVICES

This Professional Services Agreement (“Agreement”) is made and entered as of the date of the last signature on the signature page of this contract by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY") and PQBIDS, INC., a California corporation (herein referred to as “CONSULTANT”).

WHEREAS, Government Code Section 31000 et seq. authorizes the COUNTY to contract for services with a person who is specially trained and experienced, and who is competent to perform the special services required; and

WHEREAS, CONSULTANT has the expertise, special skills, knowledge and experience to perform the duties set out herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES: CONSULTANT shall perform all services and other activities necessary for Prequalification of Trade Contractors Consulting Services as described in further detail in Exhibit “A.” CONSULTANT shall provide all services in accordance with this Agreement and as outlined and specified in Exhibit “A”, consisting of one (1) page, attached hereto and by this reference incorporated herein.

1.1 CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform all services, duties and obligations required by this Agreement to fully and adequately complete the project. CONSULTANT shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONSULTANT further represents and warrants to the COUNTY that it has all licenses, permits, qualifications and approvals of whatever nature are legally required to practice its profession. CONSULTANT further represents that it shall keep all such licenses and approvals in effect during the term of this Agreement.

2. TERM: This Agreement shall be effective upon signature by both parties and continue in effect through June 30, 2027, unless terminated earlier. The Agreement shall automatically renew annually thereafter for four (4) additional and consecutive one-year periods through June 30, 2031, unless sooner terminated as specified in Section 8, or extended as provided in Section 13. All applicable indemnification provisions in this Agreement shall remain in effect following the termination of this Agreement.

3. COMPENSATION: The COUNTY shall pay the CONSULTANT for services performed and expenses incurred as follows:

3.1 COUNTY shall pay to CONSULTANT for services performed in accordance with the Scope of Services set forth in Exhibit "A". The total amount of compensation paid to CONSULTANT under this Agreement shall be THIRTY-SIX THOUSAND DOLLARS (\$36,000) through June 30, 2027, with a three percent (3%) increase beginning with Year 2 for each year thereafter, for a not to exceed a maximum amount of ONE HUNDRED NINETY-ONE THOUSAND, ONE HUNDRED TWENTY-EIGHT DOLLARS (\$191,128) as set forth in Exhibit "B," unless a written amendment to the Agreement is executed by both parties prior to performance of additional services.

3.2 Said compensation shall be paid in accordance with an invoice submitted to COUNTY by CONSULTANT 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.

3.3 Unless otherwise stated in Exhibit "A", the basis for the monthly invoice and payment thereon shall be on a percentage completion basis to be billed monthly.

3.4 Prevailing Wages Rates [NOT APPLICABLE IN THIS CONTRACT]

3.4.1 It is anticipated that the consulting services provided by CONSULTANT under this contract do not qualify as public work under California's prevailing wage laws and, therefore, are not subject to requirements related to the payment of prevailing wages.

4. INDEPENDENT CONTRACTOR: COUNTY retains CONSULTANT on an independent contractor basis. CONSULTANT is not, and shall not be considered to be in any manner, an employee, agent or representative of the COUNTY. CONSULTANT shall not be entitled to any benefits payable to

employees of COUNTY including County Workers' Compensation benefits. COUNTY is not required to make any deductions from the compensation payable to CONSULTANT under this Agreement, and as an independent contractor, CONSULTANT hereby holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

Personnel performing any services under this Agreement on behalf of CONSULTANT shall at all times be under CONSULTANT'S exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel in connection with their performance of service and as required by law. CONSULTANT shall be responsible for all reports and obligations respecting such personnel, including but not limited to, social security taxes, income tax withholdings, unemployment insurance, and workers' compensation insurance.

5. CONSULTANT'S RESPONSIBILITY: It is understood that the CONSULTANT has the skills, experience and knowledge necessary to perform the services agreed to be performed under this Agreement, and that the COUNTY relies upon the CONSULTANT'S representations about its skills, experience and knowledge to perform the CONSULTANT'S services in a competent manner. Acceptance by the COUNTY of the services to be performed under this Agreement does not operate as a release of said CONSULTANT from responsibility for the work performed. It is further understood and agreed that the CONSULTANT is apprised of the scope of the work to be performed under this Agreement and the CONSULTANT agrees that said work can and shall be performed in a fully competent manner.

6. INDEMNITY AND HOLD HARMLESS

6.1 Basic Indemnity. To the fullest extent permitted by Applicable Law, CONSULTANT agrees to defend (through legal counsel reasonably acceptable to County), indemnify, and hold harmless County of Riverside, its Agencies, Districts, Departments and Special Districts, Board of Supervisors, elected and appointed officials, and each of their respective directors, members, officers, employees, agents, representatives and volunteers ("Indemnitee(s)"), and each of them, from any and all Losses that arise out of or relate to any act or omission constituting ordinary and not professional negligence (including, without limitation, negligent

breach of contract), recklessness, or willful misconduct on the part of CONSULTANT or its Subconsultants, or their respective employees, agents, representatives, or independent contractors.

“Losses” shall mean any and all economic and non-economic losses, costs, liabilities, claims, damages, actions, judgments, settlements and expenses, including, without limitation, full and actual attorney’s fees (including, without limitation, attorney’s fees for trial and on appeal), expert and non-expert witness fees, arbitrator and arbitration fees and mediator and mediation fees.

CONSULTANT further agrees to and shall indemnify and hold harmless the Indemnitees from all liability arising from suits, claims, demands, actions, or proceedings made by agents, employees or subcontractors of CONSULTANT for salary, wages, compensation, health benefits, insurance, retirement or any other benefit not explicitly set forth in this contract and arising out of work performed for County pursuant to this Agreement. The Indemnitees shall be entitled to the defense and indemnification provided for hereunder regardless of whether the Loss is in part caused or contributed to by the acts or omissions of an Indemnitee or any other person or entity; provided, however, that nothing contained herein shall be construed as obligating CONSULTANT to indemnify and hold harmless any Indemnitee to the extent not required under the provisions of Section 6.2, below.

6.2 Indemnity for Design Professional Services. To the fullest extent permitted by Applicable Law, CONSULTANT agrees to defend (through legal counsel reasonably acceptable to County), indemnify and hold harmless the Indemnitees, and each of them, against any and all Losses that arise out of, pertain to, or relate to, any negligence, recklessness or willful misconduct constituting professional negligence on the part of CONSULTANT or its Subconsultants, or their respective employees, agents, representatives, or independent contractors. The Indemnitees shall be entitled to the defense, and indemnification provided for hereunder regardless of whether the Loss is, in part, caused or contributed to by the acts or omissions of an Indemnitee or any other person or entity; provided, however, that nothing contained herein shall be construed as obligating CONSULTANT to indemnify and hold harmless any Indemnitee to the extent not required under the provisions of this section. CONSULTANT shall defend and pay, all costs and fees, including but not limited to attorney fees, cost of investigation, and defense, in any loss, suits, claims,

demands, actions, or proceedings to the extent and in proportion to the percentage, such costs and fees arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONSULTANT arising out of or from the performance of professional design services under this Agreement. The duty to defend applies to any alleged or actual negligence, recklessness, willful misconduct of CONSULTANT. The cost for defense shall apply whether or not CONSULTANT is a party to the lawsuit, and shall apply whether or not CONSULTANT is directly liable to the plaintiffs in the lawsuit. The duty to defend applies even if Indemnitees are alleged or found to be actively negligent, but only in proportion to the percentage of fault or negligence of CONSULTANT.

Without affecting the rights of County under any other provision of this Agreement, CONSULTANT shall not be required to indemnify or hold harmless or provide defense or defense costs to an Indemnitee for a Loss due to that Indemnitee's negligence, recklessness or willful misconduct; provided, however, that such negligence, recklessness or willful misconduct has been determined by agreement of CONSULTANT and Indemnitee or has been adjudged by the findings of a court of competent jurisdiction.

CONSULTANT agrees to obtain or cause to be obtained executed defense and indemnity agreements with provisions identical to those set forth in this section from each and every Subconsultant, of every Tier.

CONSULTANT's indemnification obligations under this Agreement shall not be limited by the amount or type of damages, compensation or benefits payable under any policy of insurance, workers' compensation acts, disability benefit acts or other employee benefit acts.

The Indemnitees shall be entitled to recover their attorneys' fees, costs and expert and consultant costs in pursuing or enforcing their right to defense and/or indemnification under this Agreement.

7. INSURANCE: Without limiting or diminishing the CONSULTANT'S obligation to indemnify or hold the COUNTY harmless, CONSULTANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage 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 CONSULTANT has employees as defined by the State of California, the CONSULTANT 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 CONSULTANT'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$2,000,000 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 CONSULTANT 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:

CONSULTANT shall maintain Professional Liability Insurance providing coverage for the CONSULTANT'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

CONSULTANT'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 CONSULTANT 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 CONSULTANT 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 CONSULTANT must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceed \$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, CONSULTANT'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) CONSULTANT shall cause CONSULTANT'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) shall contain the covenant of the insurance agent/producer that thirty (30) days written notice shall be given to the County of Riverside prior to cancellation of such insurance except

ten (10) days for cancellation due to nonpayment. 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 copies of the policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***CONSULTANT shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, review original of the 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. Upon COUNTY'S request, CONSULTANT shall make available for inspection by County Risk Manager, at a mutually agreeable location, copies of CONSULTANT'S insurance policies.***

4) It is understood and agreed to by the parties hereto that the CONSULTANT'S insurance shall be construed as primary insurance, and the COUNTY'S insurance/or deductible and/or self-insured retentions or self-insured program 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 in the scope of work; or, the term of this Agreement, including any extension 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 CONSULTANT has become inadequate.

6) CONSULTANT 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) CONSULTANT 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.

8. TERMINATION: COUNTY may, by written notice to CONSULTANT, terminate this Agreement in whole or in part at any time. Such termination may be for COUNTY'S convenience or because of CONSULTANT'S failure to perform its duties and obligations under this Agreement including, but not limited to, the failure of CONSULTANT to timely perform services pursuant to the Scope of Services described in Exhibit "A" of this Agreement.

8.1 Discontinuance of Services. Upon Termination, CONSULTANT shall, unless otherwise directed by the Notice, discontinue all services and deliver to the COUNTY all data, estimates, graphs, summaries, reports, and other related materials as may have been prepared or accumulated by CONSULTANT in performance of services, whether completed or in progress.

8.2 Effect of Termination For Convenience. If the termination is to be for the convenience of the COUNTY, the COUNTY shall compensate CONSULTANT for services satisfactorily provided through the date of termination. CONSULTANT shall provide documentation deemed adequate by COUNTY to show the services actually completed by CONSULTANT prior to the date of termination. This Agreement shall terminate thirty (30) days following receipt by the CONSULTANT of the written Notice of Termination.

8.3 Effect of Termination For Cause. If the termination is due to the failure of CONSULTANT to fulfill its obligations under this Agreement, CONSULTANT shall be compensated for those services which have been completed in accordance with this Agreement and accepted by the COUNTY. In such case, the COUNTY may take over the work and prosecute the same to completion by contract or otherwise. Further, CONSULTANT shall be liable to the COUNTY for any reasonable additional costs incurred by the COUNTY to revise work for which the COUNTY has compensated CONSULTANT under this Agreement, but which the COUNTY has determined in its sole discretion needs to be revised in part or whole to complete the Project. Prior to discontinuance of services, the COUNTY may arrange for a meeting with CONSULTANT to determine what steps, if any, CONSULTANT can take to adequately fulfill its requirements under this Agreement. In its sole discretion, County's Representative may propose an adjustment to the terms and conditions of the Agreement, including the contract price. Such contract adjustments, if accepted in writing by the parties, shall become binding on CONSULTANT and

shall be performed as part of this Agreement. In the event of termination for cause, unless otherwise agreed to in writing by the parties, this Agreement shall terminate seven (7) days following the date the Notice of Termination was mailed to the CONSULTANT. Termination of this Agreement for cause may be considered by the COUNTY in determining whether to enter into future agreements with CONSULTANT.

8.4 Notwithstanding any of the provisions of this Agreement, CONSULTANT'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 CONSULTANT, or in the event of CONSULTANT'S unwillingness or inability for any reason whatsoever to perform the duties hereunder, or if the Agreement is terminated pursuant to Section 8. In such event, CONSULTANT shall not be entitled to any further compensation under this Agreement.

8.5 Cumulative Remedies. The rights and remedies of the parties provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.

9. CONFLICT OF INTEREST: CONSULTANT covenants that it presently has no interest, including but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by it under this Agreement.

10. ADMINISTRATION: The Deputy Director, Facilities Management, Project Management Office (or designee) shall administer this Agreement on behalf of COUNTY.

11. ASSIGNMENT: This Agreement shall not be assigned by CONSULTANT, either in whole or in part, without prior written consent of COUNTY. Any assignment or purported assignment of this Agreement by CONSULTANT without the prior written consent of COUNTY will be deemed void and of no force or effect.

12. NONDISCRIMINATION: CONSULTANT represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, physical condition, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer,

recruitment or recruitment advertising, layoff or termination.

13. ALTERATION: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No additional services shall be performed by CONSULTANT without a written amendment to this Agreement.

CONSULTANT understands that the County Purchasing Agent or the County Board of Supervisors are the only authorized COUNTY representatives who may at any time, by written order, make any alterations within the general scope of this Agreement.

If CONSULTANT feels that any work requested of it is beyond the scope of services under this Agreement, any claim by the CONSULTANT for adjustment under this Section shall be made within thirty (30) days of when the CONSULTANT is requested to perform the disputed scope of work.

14. LICENSE AND CERTIFICATION: CONSULTANT verifies upon execution of this Agreement, possession of a current and valid license and certification in compliance with any local, State, and Federal laws and regulations relative to the scope of services to be performed under Exhibit "A", and that services(s) will be performed by properly trained and licensed staff.

15. CONFIDENTIALITY: CONSULTANT shall maintain the confidentiality of any and all records and information accessed or processed under this Agreement. CONSULTANT shall not disclose, except as permitted by this Agreement or as authorized by the COUNTY, any oral or written communication, information, or effort of cooperation between COUNTY and CONSULTANT, or between COUNTY and CONSULTANT and any other party.

16. DOCUMENTS: The COUNTY acknowledges that the CONSULTANT'S reports, drawings, specifications, field data, field notes, laboratory test data, calculations, estimates and other similar documents are instruments of professional service, not products. Although ownership of such documents normally is retained by the CONSULTANT, they nonetheless shall in this instance become upon their creation the property of the COUNTY whether the Project is constructed or not. The COUNTY may use design documents and the designs depicted in them, without the CONSULTANT'S consent, in connection with the Project, or other COUNTY Projects, including, without limitation, future additions, alterations, connections, repairs, information, reference, use or occupancy of the Project(s). Any reuse of

the documents by COUNTY without the written consent of the CONSULTANT shall be at COUNTY'S sole risk and without liability or legal exposure to the CONSULTANT, and COUNTY shall indemnify, defend and hold the CONSULTANT harmless from any claims or losses arising out of such use of the design documents by the COUNTY.

16.1 Upon completion of each phase of work described in Exhibit "A", the CONSULTANT shall furnish to the COUNTY two (2) copies of the deliverables, and/or documents completed for that phase as specified in Exhibit "A". Upon approval thereof by the COUNTY, the CONSULTANT shall furnish one reproducible set along with an electronic copy on Compact Disk (CD) of the deliverables and/or documents.

17. JURISDICTION, VENUE: This Agreement is to be construed under the laws of the State of California. The parties agree to the jurisdiction and venue of the appropriate courts in the County of Riverside, State of California.

18. WAIVER: 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 thereof. Failure on the part of the 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 hereof, or stopping COUNTY from enforcement hereof.

19. SEVERABILITY: If 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.

20. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein. Any modifications to the terms of this Agreement must be in writing and signed by the parties herein.

21. 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 one (1) day after their deposit in the United States Mail, postage prepaid:

COUNTY:  
Facilities Management  
Project Management Office  
3450 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501  
Attn: Rebecca McCray

CONSULTANT:  
PQBids, Inc.  
12711 Newport Ave, Suite G  
Tustin, CA 92780  
Attn: Ronald L. Staley, Jr.

22. AUTHORIZATION: The party hereto for the COUNTY has caused their duly authorized representative to approve the contents of this Agreement as representative of the COUNTY'S requirements for this project. The execution of this Agreement by the COUNTY shall be through the authority given by the Board of Supervisors.

23. COUNTERPARTS; DIGITAL SIGNATURES: This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the parties have caused their duly authorized representative to execute this Agreement.

“COUNTY”

COUNTY OF RIVERSIDE

By: Karen S. Spiegel  
KAREN SPIEGEL  
Chair, Board of Supervisors

“CONSULTANT”

PQBIDS, INC.

Name: Ronald L. Staley Jr.

Title: President

By: [Signature]

Federal Tax I.D. No. \_\_\_\_\_

ATTEST:

Kimberly Rector

Clerk of the Board

By: [Signature]

Deputy

(SEAL)

Address: 12711 Newport Ave Suite G  
Tustin, CA 92780

APPROVED AS TO FORM:

Minh C. Tran

County Counsel

By: Lisa Sanchez

Lisa Sanchez

Deputy County Counsel

**EXHIBIT "A"**

PQBIDS, INC. (CONSULTANT) shall provide Consulting Services for the Riverside County Prequalification of Trade Contractors. CONSULTANT shall provide the COUNTY with a comprehensive web-based solution for the prequalification of trade contractors for an initial term through June 30, 2027, annually renewed up to an additional four (4) years. The automated system shall be tailored to streamline the process, ensuring compliance, reliability and efficiency.

**I. SCOPE OF SERVICES:**

CONSULTANT's services shall include:

- a. Utilization of CONSULTANT's automated online prequalification platform software as a service.
- b. CONSULTANT shall utilize the COUNTY provided Questionnaire and Renewal Affidavit templates for online prequalification of all new and renewing trade contractors.
- c. Electronic scoring of questionnaires per COUNTY scoring protocols.
- d. Identifying non-conforming/incomplete questionnaires.
- e. Conducting contractor outreach notifications.
- f. Provision of downloadable data of trade contractor information.
- g. In-house Certified Public Accountant (CPA) review of contractors' financials.
- h. Verification of contractors' surety and accountant release letters.
- i. Verification of contractor licenses.
- j. Confirmation of contractors' Department of Industrial Relations (DIR) Registration.
- k. Provision of completed prequalification questionnaire and financials at the COUNTY's request.
- l. Assistance with COUNTY's appeals documentation support.
- m. Provision of weekly status/analytics reports.
- n. Customer support and full technical support.
- o. Assist with audit-ready reporting.

**II. COMPENSATION:**

CONSULTANT shall be paid on a fixed fee for services provided not-to-exceed \$36,000 for the initial period through June 30, 2027, automatically renewing annually for up to four (4) consecutive years through June 30, 2031, based on satisfactory performance and mutual agreement of scope, including a 3% increase of fees per year after the first initial year of service.

a. Year 1 – Initial Term	\$ 36,000
b. Year 2 – 3% Increase of Fees	\$ 37,080
c. Year 3 – 3% Increase of Fees	\$ 38,192
d. Year 4 – 3% Increase of Fees	\$ 39,338
e. Year 5 – 3% Increase of Fees	<u>\$ 40,518</u>
Maximum Amount	\$ 191,128

**III: EXCLUSIONS:**

- a. Procurement of CONSULTANT's software utilized for the prequalification services and any other software used for such service.










# Prof. Svcs. Agreement with PQBids\_Trade Contractors Prequal Consulting Svcs\_05.14.26

Final Audit Report

2026-05-19

Created:	2026-05-15
By:	Maria Gutierrez (mcgutierrez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQhNkDSiwUKO6gmW6sM8Y5R2rMTmTbSo-

## "Prof. Svcs. Agreement with PQBids\_Trade Contractors Prequal Consulting Svcs\_05.14.26" History

-  Document created by Maria Gutierrez (mcgutierrez@rivco.org)  
2026-05-15 - 6:34:00 PM GMT- IP address: 158.61.6.7
-  Document emailed to rons@pqbids.com for signature  
2026-05-15 - 6:36:04 PM GMT
-  Email viewed by rons@pqbids.com  
2026-05-15 - 6:36:12 PM GMT- IP address: 66.249.84.96
-  Signer rons@pqbids.com entered name at signing as Ronald Staley  
2026-05-15 - 10:35:23 PM GMT- IP address: 146.75.146.82
-  Document e-signed by Ronald Staley (rons@pqbids.com)  
Signature Date: 2026-05-15 - 10:35:25 PM GMT - Time Source: server- IP address: 146.75.146.82 - Signature Appearance Selected: MOBILE\_DRAW
-  Document emailed to lisanchez@rivco.org for signature  
2026-05-15 - 10:35:27 PM GMT
-  Email viewed by lisanchez@rivco.org  
2026-05-15 - 10:37:05 PM GMT- IP address: 54.84.231.50
-  Signer lisanchez@rivco.org entered name at signing as Lisa Sanchez  
2026-05-19 - 4:36:28 PM GMT- IP address: 158.61.14.12
-  Document e-signed by Lisa Sanchez (lisanchez@rivco.org)  
Signature Date: 2026-05-19 - 4:36:30 PM GMT - Time Source: server- IP address: 158.61.14.12 - Signature Appearance Selected: TYPE

✔ Agreement completed.

2026-05-19 - 4:36:30 PM GMT



**Adobe Acrobat Sign**

**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, Riverside, CA 92501

## NOTICE OF EXEMPTION

February 25, 2026

**Project Name:** Approval of Professional Service Agreement for Consulting Services of Prequalification of Trade Contractors with PQBids, Inc.

**Project Number:** PQTC-PQBIDS

**Project Locations:** Countywide

**Description of Project:** The County of Riverside, Facilities Management (FM), currently maintains a list of over 400 pre-qualified contractors and consultants for specialized construction trade work, architectural and engineering firms, construction management multiple prime and other methods of project delivery for new construction or renovation of County Facilities, to bid on County public works projects. The pre-qualification cycle and volume of applications requires a considerable amount of resources to conduct the pre-qualification process.

On July 24th and 31st, 2025, FM advertised a Request for Qualifications (RFQ) for consulting services to conduct pre-qualification of trade contractors on an as-needed basis for 2026-2031. FM received three (3) responses to the RFQ. In accordance with Board Policy H-7, a selection committee reviewed the responses and selected the top two (2) firms for an interview. It was determined that PQBids, Inc., which has extensive experience in conducting pre-qualification and trade contractor services to the County of Riverside (County), and other government agencies including private sectors, to be well qualified for the services that FM is seeking. Therefore, FM is requesting the Board approve the attached Professional Services Agreement between the County and PQBids, Inc. in the amount of \$36,000 for the first initial year, with the option to renew for an additional four (4) years from June 30, 2027 through June 30, 2031, with a 3% increase each year after the first initial year of service for an amount not-to-exceed \$191,128 for a five (5) year service agreement.

The approval of the Professional Services Agreements for prequalification services is identified as the proposed project under the California Environmental Quality Act (CEQA). Projects will continue to provide public services through existing procurement rules and no expansion of existing use would occur. No additional direct or indirect physical environmental impacts are anticipated.

**Name of Public Agency Approving Project:** Riverside County

**Name of Person or Agency Carrying Out Project:** Riverside County Facilities Management

**Exempt Status:** State California Environmental Quality Act (CEQA) Guidelines, Section 15061(b) (3), General Rule or “Common Sense” Exemption, Codified under Title 14, Articles 5, Sections 15061.

**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the provision of prequalification services through PQBids.

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- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The provision of prequalification services through PQBids that would occur as a result of the Professional Services Agreement will not result in any direct or indirect physical environmental impacts. The use of the existing procurement rules and process would remain unchanged and no physical effects would occur as a result of the PSA. Therefore, in no way, would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

**Signed:**  \_\_\_\_\_ **Date:** 2-27-2026

Mike Sullivan,  
County of Riverside, Facilities Management