

## **SERVICE AGREEMENT**

This Service Agreement (“Agreement”) is dated September 23, 2025 and is between Quinn Company, a California corporation (“Contractor”), and the County of Fresno, a political subdivision of the State of California (“County”).

## Recitals

- A. The County has a need for Caterpillar Original Equipment Manufacturer (“OEM”) parts and repairs provided by the Contractor.
- B. The County desires to engage the Contractor to provide Caterpillar OEM parts and repairs, pursuant to the terms and conditions of this Agreement.
- C. The County previously entered into Agreement No. A-23-475 with the Contractor for Caterpillar OEM parts and repairs from August 15, 2020, to August 14, 2025.
- D. The County and the Contractor now desire to enter into an agreement through a suspension of competition to continue to purchase parts and repair services from the Contractor.

The parties therefore agree as follows:

## Article 1

## Contractor's Services

- 1.1 **Scope of Services.** The Contractor shall perform all of the services provided in Exhibit A to this Agreement, titled “Scope of Services.”
- 1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and able to perform all of the services provided in this Agreement.
- 1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all applicable federal, state, and local laws and regulations in the performance of its obligations under this Agreement, including but not limited to workers compensation, labor, and confidentiality laws and regulations.

## Article 2

## County's Responsibilities

2.1 The County shall provide a County's representative to represent the County, who will work with the Contractor to carry out the Contractor's obligations under this Agreement. The County Representative will be the County's Fleet Services Manager, and/or their designees.

2.2 The Contractor shall provide a contact person to the County Representative upon execution of this Agreement.

### Article 3

## Compensation, Invoices, and Payments

3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for the performance of its services under this Agreement as described in Exhibit B to this Agreement, titled "Compensation."

**3.2 Maximum Compensation.** The maximum compensation payable to the Contractor under this Agreement is \$855,000 for the initial three-year term of this Agreement. In the event this Agreement is extended for its first optional one-year extension (“Year 4”), the total compensation payable to the Contractor under this Agreement is \$1,155,000. In the event this Agreement is extended for its final optional one-year extension (“Year 5”), the total compensation payable to the Contractor under this Agreement is \$1,460,000. In the event the total maximum compensation amount in the Initial Term, Year 4, and/or Year 5 is not fully expended, the remaining unspent funding amounts shall roll over to each subsequent term’s established maximum compensation.

The Contractor acknowledges that the County is a local government entity, and does so with notice that the County's powers are limited by the California Constitution and by State law, and with notice that the Contractor may receive compensation under this Agreement only for services performed according to the terms of this Agreement and while this Agreement is in effect, and subject to the maximum amount payable under this section. The Contractor further acknowledges that County employees have no authority to pay the Contractor except as expressly provided in this Agreement.

3.3 **Invoices.** The Contractor shall submit monthly invoices referencing the provided agreement number to the County of Fresno, General Services Department, Fleet Services, 4551 E. Hamilton Ave Fresno, CA 93702 , [fleetservices@fresnocountyca.gov](mailto:fleetservices@fresnocountyca.gov). The Contractor shall submit each invoice within 60 days after the month in which the Contractor performs services and in any case within 60 days after the end of the term or termination of this Agreement.

3.4 **Payment.** The County shall pay each correctly completed and timely submitted invoice within 45 days after receipt. The County shall remit any payment to the Contractor's address specified in the invoice.

**3.5 Incidental Expenses.** The Contractor is solely responsible for all of its costs and expenses that are not specified as payable by the County under this Agreement.

## Article 4

## Term of Agreement

4.1 **Term.** This Agreement is effective on September 23, 2025 and terminates on September 22, 2028 (“Initial Term”), except as provided in section 4.2, “Extension,” or Article 6, “Termination and Suspension,” below.

4.2 **Extension.** The term of this Agreement may be extended for no more than two, one-year periods only upon written approval of both parties at least 30 days before the first day of the next one-year extension period. The Director of General Services, or his or her designee, is authorized to sign the written approval on behalf of the County based on the Contractor's satisfactory performance. The extension of this Agreement by the County is not a waiver or compromise of any default or breach of this Agreement by the Contractor existing at the time of the extension whether or not known to the County.

## Article 5

## Notices

5.1 **Contact Information.** The persons and their addresses having authority to give and receive notices provided for or permitted under this Agreement include the following:

### **For the County:**

Director of General Services  
County of Fresno  
333 W. Pontiac Way  
Clovis, CA 93612  
[gsdcontracts@fresnocountyca.gov](mailto:gsdcontracts@fresnocountyca.gov)

**For the Contractor:**  
SVP & CFO  
Quinn Company  
10006 Rose Hills Road  
City of Industry, CA., 90601  
[Michelle.locke@quinngrp.net](mailto:Michelle.locke@quinngrp.net)

5.2 **Change of Contact Information.** Either party may change the information in section 5.1 by giving notice as provided in section 5.3.

**5.3 Method of Delivery.** Each notice between the County and the Contractor provided for or permitted under this Agreement must be in writing, state that it is a notice provided under this Agreement, and be delivered either by personal service, by first-class United States mail, by an overnight commercial courier service, or by Portable Document Format (PDF) document attached to an email.

(A) A notice delivered by personal service is effective upon service to the recipient.

(B) A notice delivered by first-class United States mail is effective three County business days after deposit in the United States mail, postage prepaid, addressed to the recipient.

(C) A notice delivered by an overnight commercial courier service is effective one County business day after deposit with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next-day delivery, addressed to the recipient.

(D) A notice delivered by PDF document attached to an email is effective when transmission to the recipient is completed (but, if such transmission is completed outside of County business hours, then such delivery is deemed to be effective at the next beginning of a County business day), provided that the sender maintains a machine record of the completed transmission.

**5.4 Claims Presentation.** For all claims arising from or related to this Agreement, nothing in this Agreement establishes, waives, or modifies any claims presentation

requirements or procedures provided by law, including the Government Claims Act (Division 3.6 of Title 1 of the Government Code, beginning with section 810).

## Article 6

## Termination and Suspension

**6.1 Termination for Non-Allocation of Funds.** The terms of this Agreement are contingent on the approval of funds by the appropriating government agency. If sufficient funds are not allocated, then the County, upon at least 30 days' advance written notice to the Contractor, may:

- (A) Modify the services provided by the Contractor under this Agreement; or
- (B) Terminate this Agreement.

## 6.2 Termination for Breach.

(A) Upon determining that a breach (as defined in paragraph (C) below) has occurred, the County may give written notice of the breach to the Contractor. The written notice may suspend performance under this Agreement, and must provide at least 30 days for the Contractor to cure the breach.

(B) If the Contractor fails to cure the breach to the County's satisfaction within the time stated in the written notice, the County may terminate this Agreement immediately.

(C) For purposes of this section, a breach occurs when, in the determination of the County, the Contractor has:

- (1) Obtained or used funds illegally or improperly;
- (2) Failed to comply with any part of this Agreement;
- (3) Submitted a substantially incorrect or incomplete report to the County; or
- (4) Improperly performed any of its obligations under this Agreement.

**6.3 Termination without Cause.** In circumstances other than those set forth above, the County may terminate this Agreement by giving at least 30 days advance written notice to the Contractor.

**6.4 No Penalty or Further Obligation.** Any termination of this Agreement by the County under this Article 6 is without penalty to or further obligation of the County.

**6.5 County's Rights upon Termination.** Upon termination for breach under this Article 6, the County may demand repayment by the Contractor of any monies disbursed to the Contractor under this Agreement that, in the County's sole judgment, were not expended in compliance with this Agreement. The Contractor shall promptly refund all such monies upon demand. This section survives the termination of this Agreement.

## Article 7

## Independent Contractor

**7.1 Status.** In performing under this Agreement, the Contractor, including its officers, agents, employees, and volunteers, is at all times acting and performing as an independent contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the County.

**7.2 Verifying Performance.** The County has no right to control, supervise, or direct the manner or method of the Contractor's performance under this Agreement, but the County may verify that the Contractor is performing according to the terms of this Agreement.

7.3 **Benefits.** Because of its status as an independent contractor, the Contractor has no right to employment rights or benefits available to County employees. The Contractor is solely responsible for providing to its own employees all employee benefits required by law. The Contractor shall save the County harmless from all matters relating to the payment of the Contractor's employees, including compliance with Social Security withholding and all related regulations.

**7.4 Services to Others.** The parties acknowledge that, during the term of this Agreement, the Contractor may provide services to others unrelated to the County.

## Article 8

## **Indemnity and Defense**

**8.1      Indemnity.** The Contractor shall indemnify and hold harmless and defend the County (including its officers, agents, employees, and volunteers) against all claims, demands, injuries, damages, costs, expenses (including attorney fees and costs), fines, penalties, and liabilities of any kind to the County, the Contractor, or any third party that arise from or relate to

the performance or failure to perform by the Contractor (or any of its officers, agents, subcontractors, or employees) under this Agreement. The County may conduct or participate in its own defense without affecting the Contractor's obligation to indemnify and hold harmless or defend the County.

8.2 **Survival.** This Article 8 survives the termination of this Agreement.

## Article 9

## Insurance

9.1 The Contractor shall comply with all the insurance requirements in Exhibit D to this Agreement.

## Article 10

## Inspections, Audits, and Public Records

**10.1 Inspection of Documents.** The Contractor shall make available to the County, and the County may examine at any time during business hours and as often as the County deems necessary, all of the Contractor's records and data with respect to the matters covered by this Agreement, excluding attorney-client privileged communications. The Contractor shall, upon request by the County, permit the County to audit and inspect all of such records and data to ensure the Contractor's compliance with the terms of this Agreement.

**10.2 State Audit Requirements.** If the compensation to be paid by the County under this Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the California State Auditor, as provided in Government Code section 8546.7, for a period of three years after final payment under this Agreement. This section survives the termination of this Agreement.

**10.3 Public Records.** The County is not limited in any manner with respect to its public disclosure of this Agreement or any record or data that the Contractor may provide to the County. The County's public disclosure of this Agreement or any record or data that the Contractor may provide to the County may include but is not limited to the following:

(A) The County may voluntarily, or upon request by any member of the public or governmental agency, disclose this Agreement to the public or such governmental agency.

(B) The County may voluntarily, or upon request by any member of the public or governmental agency, disclose to the public or such governmental agency any record or data that the Contractor may provide to the County, unless such disclosure is prohibited by court order.

(C) This Agreement, and any record or data that the Contractor may provide to the County, is subject to public disclosure under the Ralph M. Brown Act (California Government Code, Title 5, Division 2, Part 1, Chapter 9, beginning with section 54950).

(D) This Agreement, and any record or data that the Contractor may provide to the County, is subject to public disclosure as a public record under the California Public Records Act (California Government Code, Title 1, Division 10, Chapter 3, beginning with section 7920.200) ("CPRA").

(E) This Agreement, and any record or data that the Contractor may provide to the County, is subject to public disclosure as information concerning the conduct of the people's business of the State of California under California Constitution, Article 1, section 3, subdivision (b).

(F) Any marking of confidentiality or restricted access upon or otherwise made with respect to any record or data that the Contractor may provide to the County shall be disregarded and have no effect on the County's right or duty to disclose to the public or governmental agency any such record or data.

**10.4 Public Records Act Requests.** If the County receives a written or oral request under the CPRA to publicly disclose any record that is in the Contractor's possession or control, and which the County has a right, under any provision of this Agreement or applicable law, to possess or control, then the County may demand, in writing, that the Contractor deliver to the County, for purposes of public disclosure, the requested records that may be in the possession or control of the Contractor. Within five business days after the County's demand, the

1 Contractor shall (a) deliver to the County all of the requested records that are in the Contractor's  
2 possession or control, together with a written statement that the Contractor, after conducting a  
3 diligent search, has produced all requested records that are in the Contractor's possession or  
4 control, or (b) provide to the County a written statement that the Contractor, after conducting a  
5 diligent search, does not possess or control any of the requested records. The Contractor shall  
6 cooperate with the County with respect to any County demand for such records. If the  
7 Contractor wishes to assert that any specific record or data is exempt from disclosure under the  
8 CPRA or other applicable law, it must deliver the record or data to the County and assert the  
9 exemption by citation to specific legal authority within the written statement that it provides to  
10 the County under this section. The Contractor's assertion of any exemption from disclosure is  
11 not binding on the County, but the County will give at least 10 days' advance written notice to  
12 the Contractor before disclosing any record subject to the Contractor's assertion of exemption  
13 from disclosure. The Contractor shall indemnify the County for any court-ordered award of costs  
14 or attorney's fees under the CPRA that results from the Contractor's delay, claim of exemption,  
15 failure to produce any such records, or failure to cooperate with the County with respect to any  
16 County demand for any such records.

## Article 11

## **Disclosure of Self-Dealing Transactions**

19     11.1 **Applicability.** This Article 11 applies if the Contractor is operating as a corporation,  
20 or changes its status to operate as a corporation.

21       11.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a  
22 self-dealing transaction, he or she shall disclose the transaction by completing and signing a  
23 "Self-Dealing Transaction Disclosure Form" (Exhibit C to this Agreement) and submitting it to  
24 the County before commencing the transaction or immediately after.

25       11.3 **Definition.** “Self-dealing transaction” means a transaction to which the Contractor is  
26 a party and in which one or more of its directors, as an individual, has a material financial  
27 interest.

## Article 12

## General Terms

**12.1 Modification.** Except as provided in Article 6, "Termination and Suspension," this Agreement may not be modified, and no waiver is effective, except by written agreement signed by both parties. The Contractor acknowledges that County employees have no authority to modify this Agreement except as expressly provided in this Agreement.

**12.2 Non-Assignment.** Neither party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other party.

**12.3 Governing Law.** The laws of the State of California govern all matters arising from or related to this Agreement.

**12.4 Jurisdiction and Venue.** This Agreement is signed and performed in Fresno County, California. The Contractor consents to California jurisdiction for actions arising from or related to this Agreement, and, subject to the Government Claims Act, all such actions must be brought and maintained in Fresno County.

**12.5 Construction.** The final form of this Agreement is the result of the parties' combined efforts. If anything in this Agreement is found by a court of competent jurisdiction to be ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement against either party.

12.6 **Days.** Unless otherwise specified, “days” means calendar days.

**12.7 Headings.** The headings and section titles in this Agreement are for convenience only and are not part of this Agreement.

**12.8 Severability.** If anything in this Agreement is found by a court of competent jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of this Agreement with lawful and enforceable terms intended to accomplish the parties' original intent.

**12.9 Nondiscrimination.** During the performance of this Agreement, the Contractor shall not unlawfully discriminate against any employee or applicant for employment, or recipient of

1 services, because of race, religious creed, color, national origin, ancestry, physical disability,  
2 mental disability, medical condition, genetic information, marital status, sex, gender, gender  
3 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to  
4 all applicable State of California and federal statutes and regulation.

5       **12.10 No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation  
6 of the Contractor under this Agreement on any one or more occasions is not a waiver of  
7 performance of any continuing or other obligation of the Contractor and does not prohibit  
8 enforcement by the County of any obligation on any other occasion.

9       **12.11 Entire Agreement.** This Agreement, including its exhibits, is the entire agreement  
10 between the Contractor and the County with respect to the subject matter of this Agreement,  
11 and it supersedes all previous negotiations, proposals, commitments, writings, advertisements,  
12 publications, and understandings of any nature unless those things are expressly included in  
13 this Agreement. If there is any inconsistency between the terms of this Agreement without its  
14 exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving  
15 precedence first to the terms of this Agreement without its exhibits, and then to the terms of the  
16 exhibits.

17       **12.12 No Third-Party Beneficiaries.** This Agreement does not and is not intended to  
18 create any rights or obligations for any person or entity except for the parties.

19       **12.13 Authorized Signature.** The Contractor represents and warrants to the County that:

20           (A) The Contractor is duly authorized and empowered to sign and perform its  
21 obligations under this Agreement.

22           (B) The individual signing this Agreement on behalf of the Contractor is duly  
23 authorized to do so and his or her signature on this Agreement legally binds the  
24 Contractor to the terms of this Agreement.

25       **12.14 Electronic Signatures.** The parties agree that this Agreement may be executed by  
26 electronic signature as provided in this section.

27           (A) An “electronic signature” means any symbol or process intended by an individual  
28 signing this Agreement to represent their signature, including but not limited to (1) a

1 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
2 electronically scanned and transmitted (for example by PDF document) version of an  
3 original handwritten signature.

4 (B) Each electronic signature affixed or attached to this Agreement (1) is deemed  
5 equivalent to a valid original handwritten signature of the person signing this Agreement  
6 for all purposes, including but not limited to evidentiary proof in any administrative or  
7 judicial proceeding, and (2) has the same force and effect as the valid original  
8 handwritten signature of that person.

9 (C) The provisions of this section satisfy the requirements of Civil Code section  
10 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3,  
11 Part 2, Title 2.5, beginning with section 1633.1).

12 (D) Each party using a digital signature represents that it has undertaken and  
13 satisfied the requirements of Government Code section 16.5, subdivision (a),  
14 paragraphs (1) through (5), and agrees that each other party may rely upon that  
15 representation.

16 (E) This Agreement is not conditioned upon the parties conducting the transactions  
17 under it by electronic means and either party may sign this Agreement with an original  
18 handwritten signature.

19 12.15 **Counterparts.** This Agreement may be signed in counterparts, each of which is an  
20 original, and all of which together constitute this Agreement.

21 [SIGNATURE PAGE FOLLOWS]

1                   The parties are signing this Agreement on the date stated in the introductory clause.

2                   QUINN COMPANY

3                   MLocke

4                   Michelle Locke (Sep 8, 2025 15:53:45 PDT)

5                   Michelle Locke, Senior VP & Chief Financial  
Officer

6                   10006 Rose Hills Rd  
7                   City of Industry, CA 90601

1                   COUNTY OF FRESNO

2                   Ernest Buddy Mendes

3                   Ernest Buddy Mendes, Chairman of the  
Board of Supervisors of the County of Fresno

4                   **Attest:**

5                   Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

6                   By: Hanam O  
7                   Deputy

8                   For accounting use only:

9                   Org No.:8910  
10                  Account No.:7205  
11                  Fund No.:1000  
12                  Subclass No.: 10000

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## Exhibit A

### Scope of Services

The Contractor shall provide Caterpillar ("CAT") OEM parts and repairs as requested by the County. The County shall be the sole determinative party regarding the necessity for any parts or repairs. There shall be no minimum order quantity, and the County reserves the right to increase or decrease orders or quantities.

The Contractor shall provide equipment maintenance services and repairs at any designated County facility, including but not limited to on-site repairs, off-site repairs at the Contractor's location, emergency service for heavy-equipment in the event of breakdown, and in-shop machine maintenance. If repairs cannot be completed onsite, the County shall transport the equipment to the Contractor's nearest authorized and designated service location.

The Contractor shall respond within the timelines identified by the County at time of request, with minimal downtime, not limited to critical times of County operations or County emergencies.

The Contractor shall service all CAT makes and models, and complete repairs in a timely manner, not limited to on-site preventative maintenance, planned component replacement, scheduled oil sampling fluid analysis in-house, hydraulic Repair, technical inspections, maintenance record-keeping, preventative maintenance kits, electronic diagnostics. Servicing shall include forklift maintenance and repair services; the Contractor must have the ability to work on all model CAT forklifts.

The Contractor shall warranty all parts as new and genuine CAT parts.

The Contractor shall provide all pricing, materials, supplies, parts (to include system components), transportation, supervision, labor, and equipment needed to complete the services. The Contractor shall also be responsible for site safety as well as site preparation and cleanup.

The Contractor shall maintain accurate and complete records and document libraries, including federal, state, and local regulations, codes, applicable laws listed herein, and manufacturers' instructions and recommendations, which are necessary and related to the work to be performed. The Contractor shall prepare and submit all required reports, maintenance

## Exhibit A

1 records, and other necessary information. Materials lists shall include trade names and brand  
2 names, and model materials.

3 All work shall be overseen and monitored by the County's Fleet Services Manager  
4 and/or their designee.

### 6 Procedure for Ordering Work

- 7 1) As the need for parts or repairs arises, the County shall contact the Contractor via telephone  
8 or electronic mail to request parts) or repairs.
  - 9 (a) For parts covered under warranty, the County shall promptly contact the Contractor  
10 to request the necessary repair work be performed. For parts that are not covered  
11 under warranty the County shall conduct the initial analysis/assessment of the  
12 repairs to be completed and contact the Contractor request repairs.
- 13 2) The County shall describe the issue to the Contractor and specify the parts or services  
14 being requested via the Contractor parts catalog at parts.cat.com
- 15 3) The Contractor shall evaluate the request and provide the County with a scope of work and  
16 quote for the parts and/or repairs via a web link, allowing the County to approve or deny the  
17 request.
  - 18 (a) The Contractor is not authorized to begin work until the quote has been approved by  
19 the County through the link provided by the Contractor.
- 20 4) The Contractor shall make all reasonable efforts to deliver requested and County-approved  
21 parts on the same day as the County's request. In no event shall the parts delivery be in  
22 excess of 48 hours from the County's initial request.
  - 23 (a) If the part is backordered, the County shall work with the Contractor to expedite the  
24 delivery. The Contractor shall contact distribution centers in other areas to check  
25 inventory.
    - 26 (i) If the part is available, the part is then shipped via expedited methods.
    - 27 (ii) If the part is not available, the Contractor will expedite the part as soon as  
28 it becomes available.

## **Exhibit A**

1 5) If repairs are required at the Contractor's facility, the equipment shall be transported to the  
2 Contractor for servicing and returned to the County upon completion of the repairs.

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## Exhibit B

### Compensation

The Contractor will be compensated for performance of its services under this Agreement as provided in this Exhibit B. The Contractor is not entitled to any compensation except as expressly provided in this Exhibit B.

**Labor Rate:** Labor is subject to the overtime rate, time-and-a-half after eight hours, and double time after 12 hours. Saturdays are time-and-a-half and Sundays are double-time. Labor pricing will be locked in for two years. A review will be completed by both parties, and a written notice will be submitted by the Contractor if a labor increase not to exceed three percent annually is warranted due to current economic conditions and minimum wage requirements by the state and or federal government. Any planned price increases must be sent to the County 30 days before the increase goes into effect, not to exceed three percent annually.

Discounted Labor Rate	
<i>Description</i>	<i>Cost per Hour</i>
Field Service	\$175.00
Shop Service	\$165.00

## Exhibit B

1           **Parts:** Available parts and non-discounted pricing can be found at parts.cat.com.

2           **Parts Discount:** Discounted percentages may change annually based on Caterpillar  
3 participation. The table below lists the discounted parts rate available to the County at the time  
4 of contract execution. The Contractor shall promptly provide the County with a written notice of  
5 any changes to the discount percentage.

Discounted Parts Rate	
Ground Engaging Tools (i.e. cutting edges, ripper points, scarifier teeth, blade bits)	35%
Battery	20%
Hydraulic Hose and Couplings	25%
Caterpillar Filter	35%

## **Exhibit C**

### **Self-Dealing Transaction Disclosure Form**

In order to conduct business with the County of Fresno (“County”), members of a contractor’s board of directors (“County Contractor”), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

“A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest.”

The definition above will be used for purposes of completing this disclosure form.

#### **Instructions**

- (1) Enter board member’s name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member’s company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
  - a. The name of the agency/company with which the corporation has the transaction; and
  - b. The nature of the material financial interest in the Corporation’s transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.

The form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

## Exhibit C

<b>(1) Company Board Member Information:</b>			
Name:		Date:	
Job Title:			
<b>(2) Company/Agency Name and Address:</b>			
<b>(3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to)</b>			
<b>(4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code § 5233 (a)</b>			
<b>(5) Authorized Signature</b>			
Signature:		Date:	

## Exhibit D

### Insurance Requirements

#### 1. Required Policies

Without limiting the County's right to obtain indemnification from the Contractor or any third parties, the Contractor, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of this Agreement.

- (A) **Commercial General Liability.** Commercial general liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis. Coverage must include products, completed operations, property damage, bodily injury, personal injury, and advertising injury. The Contractor shall obtain an endorsement to this policy naming the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, as additional insureds, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insureds will apply as primary insurance and any other insurance, or self-insurance, maintained by the County is excess only and not contributing with insurance provided under the Contractor's policy.
- (B) **Automobile Liability.** Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for property damages. Coverage must include any auto used in connection with this Agreement.
- (C) **Workers Compensation.** Workers compensation insurance as required by the laws of the State of California with statutory limits.
- (D) **Employer's Liability.** Employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for disease.
- (E) **Professional Liability.** Professional liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Three Million Dollars (\$3,000,000). If this is a claims-made policy, then (1) the retroactive date must be prior to the date on which services began under this Agreement; (2) the Contractor shall maintain the policy and provide to the County annual evidence of insurance for not less than five years after completion of services under this Agreement; and (3) if the policy is canceled or not renewed, and not replaced with another claims-made policy with a retroactive date prior to the date on which services begin under this Agreement, then the Contractor shall purchase extended reporting coverage on its claims-made policy for a minimum of five years after completion of services under this Agreement.

#### 2. Additional Requirements

- (A) **Verification of Coverage.** Within 30 days after the Contractor signs this Agreement, and at any time during the term of this Agreement as requested by the County's Risk Manager or the County Administrative Office, the Contractor shall deliver, or cause its broker or producer to deliver, to the County Risk Manager, at 2220 Tulare Street, 16th Floor, Fresno, California 93721, or [HRRiskManagement@fresnocountyca.gov](mailto:HRRiskManagement@fresnocountyca.gov), and by mail or email to the person identified to receive notices under this Agreement,

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certificates of insurance and endorsements for all of the coverages required under this Agreement.

- (i) Each insurance certificate must state that: (1) the insurance coverage has been obtained and is in full force; (2) the County, its officers, agents, employees, and volunteers are not responsible for any premiums on the policy; and (3) the Contractor has waived its right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under any insurance policy required by this Agreement and that waiver does not invalidate the insurance policy.
- (ii) The commercial general liability insurance certificate must also state, and include an endorsement, that the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, are additional insureds insofar as the operations under this Agreement are concerned. The commercial general liability insurance certificate must also state that the coverage shall apply as primary insurance and any other insurance, or self-insurance, maintained by the County shall be excess only and not contributing with insurance provided under the Contractor's policy.
- (iii) The automobile liability insurance certificate must state that the policy covers any auto used in connection with this Agreement.
- (iv) The professional liability insurance certificate, if it is a claims-made policy, must also state the retroactive date of the policy, which must be prior to the date on which services began under this Agreement.

(B) **Acceptability of Insurers.** All insurance policies required under this Agreement must be issued by admitted insurers licensed to do business in the State of California and possessing at all times during the term of this Agreement an A.M. Best, Inc. rating of no less than A: VII.

(C) **Notice of Cancellation or Change.** For each insurance policy required under this Agreement, the Contractor shall provide to the County, or ensure that the policy requires the insurer to provide to the County, written notice of any cancellation or change in the policy as required in this paragraph. For cancellation of the policy for nonpayment of premium, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 10 days in advance of cancellation. For cancellation of the policy for any other reason, and for any other change to the policy, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 30 days in advance of cancellation or change. The County in its sole discretion may determine that the failure of the Contractor or its insurer to timely provide a written notice required by this paragraph is a breach of this Agreement.

(D) **County's Entitlement to Greater Coverage.** If the Contractor has or obtains insurance with broader coverage, higher limits, or both, than what is required under this Agreement, then the County requires and is entitled to the broader coverage, higher limits, or both. To that end, the Contractor shall deliver, or cause its broker or producer to deliver, to the County's Risk Manager certificates of insurance and endorsements for

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all of the coverages that have such broader coverage, higher limits, or both, as required under this Agreement.

- (E) **Waiver of Subrogation.** The Contractor waives any right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under the policy of worker's compensation insurance required by this Agreement. The Contractor is solely responsible to obtain any policy endorsement that may be necessary to accomplish that waiver, but the Contractor's waiver of subrogation under this paragraph is effective whether or not the Contractor obtains such an endorsement.
- (F) **County's Remedy for Contractor's Failure to Maintain.** If the Contractor fails to keep in effect at all times any insurance coverage required under this Agreement, the County may, in addition to any other remedies it may have, suspend or terminate this Agreement upon the occurrence of that failure, or purchase such insurance coverage, and charge the cost of that coverage to the Contractor. The County may offset such charges against any amounts owed by the County to the Contractor under this Agreement.
- (G) **Subcontractors.** The Contractor shall require and verify that all subcontractors used by the Contractor to provide services under this Agreement maintain insurance meeting all insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.