

1 **SERVICE AGREEMENT**

2 This Service Agreement ("Agreement") is dated August 20, 2024 and is between  
3 Alert Medical Training, Inc., a California Corporation ("Contractor"), and the County of Fresno, a  
4 political subdivision of the State of California ("County").

5 **Recitals**

6 A. County, through its Department of Public Health (DPH), desires to implement a Rural  
7 Emergency Medical Training (EMT) Training Program that seeks to provide training to rural  
8 residents throughout the County at no cost to trainees.

9 B. County, through its DPH, is in need of a qualified vendor to recruit and train EMTs in the  
10 communities where rural residents actually live.

11 C. On February 15, 2024, Request for Quotation (RFQ) 24-038 was released through  
12 Fresno County Public Purchase requesting quotations from qualified vendors to operate a Rural  
13 EMT Training Program to provide EMT training to rural residents of Fresno County at no cost to  
14 trainees. This RFQ closed on March 25, 2024, and the quotation submitted by Contractor was  
15 the sole bid.

16 D. The Contractor submitted the only overall response bid for providing the services  
17 requested in the RFQ, and is authorized to provide EMT training in the County of Fresno.

18 E. The County evaluated the Contractor's response to the RFQ and determined that the  
19 Contractor is qualified, capable, and willing to perform the work specified in the RFQ.

20 The parties therefore agree as follows:

21 **Article 1**

22 **Contractor's Services**

23 1.1 **Scope of Services.** The Contractor shall perform all of the services provided in  
24 Exhibit A to this Agreement, titled "Scope of Services."

25 1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and  
26 able to perform all of the services provided in this Agreement.

27 1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all  
28 applicable federal, state, and local laws and regulations in the performance of its obligations

1 under this Agreement, including but not limited to workers compensation, labor, and  
2 confidentiality laws and regulations.

3 1.4 **Compliance with Grantor Requirements.** The Contractor recognizes that County  
4 operates its Rural EMT Training Program with the use of State funds, and that the use of these  
5 funds imposes certain requirements on the County and its subcontractors. The Contractor shall  
6 adhere to all State requirements.

7 **Article 2**

8 **County's Responsibilities**

9 2.1 The County shall work with Contractor to set up informational meetings across the  
10 County of Fresno to assess need in rural areas.

11 2.2 The County shall work with Contractor to secure low to no cost facilities where EMT  
12 training can occur. The County will bear any facilities costs incurred as a result of this training.

13 **Article 3**

14 **Compensation, Invoices, and Payments**

15 3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for  
16 the performance of its services under this Agreement as described in this section. County  
17 agrees to pay Contractor Fifteen Thousand and No/100 Dollars (\$15,000.00) base and Five  
18 Hundred and No/100 Dollars (\$500.00) per student at the start of every class started as  
19 specified in Exhibit A.

20 3.2 **Maximum Compensation.** The maximum compensation payable to the Contractor  
21 under this Agreement is Three Hundred Thousand and No/100 Dollars (\$300,000.00)

22 The maximum compensation payable to the Contractor under this Agreement from  
23 the execution of this Agreement through June 30, 2025 shall not exceed One Hundred  
24 Thousand and no/100 Dollars (\$100,000.00)

25 The maximum compensation payable to the Contractor under this Agreement from  
26 July 1, 2025 through June 30, 2026 shall not exceed One Hundred Thousand and no/100  
27 Dollars (\$100,000.00)

1 The maximum compensation payable to the Contractor under this Agreement from  
2 July 1, 2026 through June 30, 2027 shall not exceed One Hundred Thousand and no/100  
3 Dollars (\$100,000.00)

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

11 **3.3 Invoices.** The Contractor shall submit an invoice at the beginning of each class as  
12 specified in Exhibit A to County of Fresno Department of Public Health, Emergency Services  
13 Division, P.O. Box 11867, Fresno, CA 93755, Attention: Division Manager or at  
14 [DPHBOAP@fresnocountyca.gov](mailto:DPHBOAP@fresnocountyca.gov). Invoice shall include start date for the class and include the  
15 number of students enrolled.

16 **3.4 Payment.** The County shall pay each correctly completed invoice within 45 days  
17 after receipt. The County shall remit any payment to the Contractor's address specified in the  
18 invoice.

19 **3.5 Incidental Expenses.** The Contractor is solely responsible for all of its costs and  
20 expenses that are not specified as payable by the County under this Agreement.

## 21 **Article 4**

### 22 **Term of Agreement**

23 **4.1 Term.** This Agreement is effective on the date that the parties sign this Agreement  
24 and terminates on June 30, 2025, except as provided in section 4.2, "Extension," or Article 6,  
25 "Termination and Suspension," below.

26 **4.2 Extension.** The term of this Agreement may be extended for no more than two, one-  
27 year periods only upon written approval of both parties at least 30 days before the first day of  
28 the next one-year extension period. The Director of the Department of Public Health or his or

1 her designee is authorized to sign the written approval on behalf of the County based on the  
2 Contractor's satisfactory performance. The extension of this Agreement by the County is not a  
3 waiver or compromise of any default or breach of this Agreement by the Contractor existing at  
4 the time of the extension whether or not known to the County.

5 **Article 5**

6 **Notices**

7 5.1 **Contact Information.** The persons and their addresses having authority to give and  
8 receive notices provided for or permitted under this Agreement include the following:

9 **For the County:**

10 EMS Director  
11 Department of Public Health  
12 County of Fresno  
13 P.O. Box 11867  
14 Fresno, CA 93775  
15 [CCEMSA@fresnocountyca.gov](mailto:CCEMSA@fresnocountyca.gov)

16 **For the Contractor:**

17 Lori Harrell  
18 Alert Medical Training, Inc.  
19 2750 N Clovis Ave, Suite 105  
20 Fresno, CA 93727  
21 [info@alertmedicaltraining.com](mailto:info@alertmedicaltraining.com)

22 5.2 **Change of Contact Information.** Either party may change the information in section  
23 5.1 by giving notice as provided in section 5.3.

24 5.3 **Method of Delivery.** Each notice between the County and the Contractor provided  
25 for or permitted under this Agreement must be in writing, state that it is a notice provided under  
26 this Agreement, and be delivered either by personal service, by first-class United States mail, by  
27 an overnight commercial courier service, by telephonic facsimile transmission, or by Portable  
28 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.

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

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

10 5.4 **Claims Presentation.** For all claims arising from or related to this Agreement,  
11 nothing in this Agreement establishes, waives, or modifies any claims presentation  
12 requirements or procedures provided by law, including the Government Claims Act (Division 3.6  
13 of Title 1 of the Government Code, beginning with section 810).

## 14 **Article 6**

### 15 **Termination and Suspension**

16 6.1 **Termination for Non-Allocation of Funds.** The terms of this Agreement are  
17 contingent on the approval of funds by the appropriating government agency. If sufficient funds  
18 are not allocated, then the County, upon at least 30 days' advance written notice to the  
19 Contractor, may:

20 (A) Modify the services provided by the Contractor under this Agreement; or

21 (B) Terminate this Agreement.

### 22 6.2 **Termination for Breach.**

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

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

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

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

7 **6.3 Termination without Cause.** In circumstances other than those set forth above, the  
8 County may terminate this Agreement by giving at least 30 days advance written notice to the  
9 Contractor.

10 **6.4 No Penalty or Further Obligation.** Any termination of this Agreement by the County  
11 under this Article 6 is without penalty to or further obligation of the County.

12 **6.5 County's Rights upon Termination.** Upon termination for breach under this Article  
13 6, the County may demand repayment by the Contractor of any monies disbursed to the  
14 Contractor under this Agreement that, in the County's sole judgment, were not expended in  
15 compliance with this Agreement. The Contractor shall promptly refund all such monies upon  
16 demand. This section survives the termination of this Agreement.

## 17 **Article 7**

### 18 **Confidentiality**

19 **7.1 Confidentiality.** All services performed by the Contractor under this Agreement  
20 shall be in strict conformance with all applicable Federal, State of California and/or local laws  
21 and regulations relating to confidentiality.

## 22 **Article 8**

### 23 **Independent Contractor**

24 **8.1 Status.** In performing under this Agreement, the Contractor, including its officers,  
25 agents, employees, and volunteers, is at all times acting and performing as an independent  
26 contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint  
27 venturer, partner, or associate of the County.



1 **Article 11**

2 **Inspections, Audits, and Public Records**

3 11.1 **Inspection of Documents.** The Contractor shall make available to the County, and  
4 the County may examine at any time during business hours and as often as the County deems  
5 necessary, all of the Contractor's records and data with respect to the matters covered by this  
6 Agreement, excluding attorney-client privileged communications. The Contractor shall, upon  
7 request by the County, permit the County to audit and inspect all of such records and data to  
8 ensure the Contractor's compliance with the terms of this Agreement.

9 11.2 **State Audit Requirements.** If the compensation to be paid by the County under this  
10 Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the  
11 California State Auditor, as provided in Government Code section 8546.7, for a period of three  
12 years after final payment under this Agreement. This section survives the termination of this  
13 Agreement. Additional Federal audit requirements may apply if any portion of the compensation  
14 to be paid by the County under this Agreement is also provided by Federal funding.

15 11.3 **Public Records.** The County is not limited in any manner with respect to its public  
16 disclosure of this Agreement or any record or data that the Contractor may provide to the  
17 County. The County's public disclosure of this Agreement or any record or data that the  
18 Contractor may provide to the County may include but is not limited to the following:

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

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

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

1 (D) This Agreement, and any record or data that the Contractor may provide to the  
2 County, is subject to public disclosure as a public record under the California Public  
3 Records Act (California Government Code, Title 1, Division 7, Chapter 3.5, beginning  
4 with section 6250) ("CPRA").

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

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

13 **11.4 Public Records Act Requests.** If the County receives a written or oral request  
14 under the CPRA to publicly disclose any record that is in the Contractor's possession or control,  
15 and which the County has a right, under any provision of this Agreement or applicable law, to  
16 possess or control, then the County may demand, in writing, that the Contractor deliver to the  
17 County, for purposes of public disclosure, the requested records that may be in the possession  
18 or control of the Contractor. Within five business days after the County's demand, the  
19 Contractor shall (a) deliver to the County all of the requested records that are in the Contractor's  
20 possession or control, together with a written statement that the Contractor, after conducting a  
21 diligent search, has produced all requested records that are in the Contractor's possession or  
22 control, or (b) provide to the County a written statement that the Contractor, after conducting a  
23 diligent search, does not possess or control any of the requested records. The Contractor shall  
24 cooperate with the County with respect to any County demand for such records. If the  
25 Contractor wishes to assert that any specific record or data is exempt from disclosure under the  
26 CPRA or other applicable law, it must deliver the record or data to the County and assert the  
27 exemption by citation to specific legal authority within the written statement that it provides to  
28 the County under this section. The Contractor's assertion of any exemption from disclosure is

1 not binding on the County, but the County will give at least 10 days' advance written notice to  
2 the Contractor before disclosing any record subject to the Contractor's assertion of exemption  
3 from disclosure. The Contractor shall indemnify the County for any court-ordered award of costs  
4 or attorney's fees under the CPRA that results from the Contractor's delay, claim of exemption,  
5 failure to produce any such records, or failure to cooperate with the County with respect to any  
6 County demand for any such records.

## 7 **Article 12**

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

9 12.1 **Applicability.** This Article 12 applies if the Contractor is operating as a corporation,  
10 or changes its status to operate as a corporation.

11 12.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a  
12 self-dealing transaction, he or she shall disclose the transaction by completing and signing a  
13 "Self-Dealing Transaction Disclosure Form" (Exhibit C to this Agreement) and submitting it to  
14 the County before commencing the transaction or immediately after.

15 12.3 **Definition.** "Self-dealing transaction" means a transaction to which the Contractor is  
16 a party and in which one or more of its directors, as an individual, has a material financial  
17 interest.

## 18 **Article 13**

### 19 **General Terms**

20 13.1 **Modification.** Except as provided in Article 6, "Termination and Suspension," this  
21 Agreement may not be modified, and no waiver is effective, except by written agreement signed  
22 by both parties. The Contractor acknowledges that County employees have no authority to  
23 modify this Agreement except as expressly provided in this Agreement.

24 13.2 **Non-Assignment.** Neither party may assign its rights or delegate its obligations  
25 under this Agreement without the prior written consent of the other party.

26 13.3 **Governing Law.** The laws of the State of California govern all matters arising from  
27 or related to this Agreement.

28

1       13.4   **Jurisdiction and Venue.** This Agreement is signed and performed in Fresno  
2 County, California. Contractor consents to California jurisdiction for actions arising from or  
3 related to this Agreement, and, subject to the Government Claims Act, all such actions must be  
4 brought and maintained in Fresno County.

5       13.5   **Construction.** The final form of this Agreement is the result of the parties' combined  
6 efforts. If anything in this Agreement is found by a court of competent jurisdiction to be  
7 ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement  
8 against either party.

9       13.6   **Days.** Unless otherwise specified, "days" means calendar days.

10       13.7   **Headings.** The headings and section titles in this Agreement are for convenience  
11 only and are not part of this Agreement.

12       13.8   **Severability.** If anything in this Agreement is found by a court of competent  
13 jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in  
14 effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of  
15 this Agreement with lawful and enforceable terms intended to accomplish the parties' original  
16 intent.

17       13.9   **Nondiscrimination.** During the performance of this Agreement, the Contractor shall  
18 not unlawfully discriminate against any employee or applicant for employment, or recipient of  
19 services, because of race, religious creed, color, national origin, ancestry, physical disability,  
20 mental disability, medical condition, genetic information, marital status, sex, gender, gender  
21 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to  
22 all applicable State of California and federal statutes and regulation.

23       13.10   **No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation  
24 of the Contractor under this Agreement on any one or more occasions is not a waiver of  
25 performance of any continuing or other obligation of the Contractor and does not prohibit  
26 enforcement by the County of any obligation on any other occasion.

27       13.11   **Entire Agreement.** This Agreement, including its exhibits, is the entire agreement  
28 between the Contractor and the County with respect to the subject matter of this Agreement,

1 and it supersedes all previous negotiations, proposals, commitments, writings, advertisements,  
2 publications, and understandings of any nature unless those things are expressly included in  
3 this Agreement. If there is any inconsistency between the terms of this Agreement without its  
4 exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving  
5 precedence first to the terms of this Agreement without its exhibits, and then to the terms of the  
6 exhibits.

7 **13.12 No Third-Party Beneficiaries.** This Agreement does not and is not intended to  
8 create any rights or obligations for any person or entity except for the parties.

9 **13.13 Authorized Signature.** The Contractor represents and warrants to the County that:

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

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

15 **13.14 Electronic Signatures.** The parties agree that this Agreement may be executed by  
16 electronic signature as provided in this section.

17 (A) An "electronic signature" means any symbol or process intended by an individual  
18 signing this Agreement to represent their signature, including but not limited to (1) a  
19 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
20 electronically scanned and transmitted (for example by PDF document) version of an  
21 original handwritten signature.

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

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

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

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

11 13.15 **Counterparts.** This Agreement may be signed in counterparts, each of which is an  
12 original, and all of which together constitute this Agreement.

13 [SIGNATURE PAGE FOLLOWS]  
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28

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

ALERT MEDICAL TRAINING, INC.

COUNTY OF FRESNO

**Lori Harrell**

Digitally signed by Lori Harrell  
Date: 2024.07.24 14:46:16 -07'00'

Lori Harrell, Chief Executive Officer

Nathan Magsig, Chairman of the Board of Supervisors of the County of Fresno

2750 N Clovis Ave, Suite 105  
Fresno, CA 93727

**Attest:**  
Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

By: Hunam  
Deputy

For accounting use only:

Org No.: 56201508  
Account No.: 7295  
Fund No.: 0001  
Subclass No.: 10000

# Exhibit A

## Scope of Services

### 1. EMT Training Program Approval.

a. Contractor shall maintain approval to provide EMT Training in the County of Fresno by the approving EMS Agency.

b. Contractor shall maintain all requirements for EMT training as stated in Title 22, Chapter 2, Article 3, §§ 100065-100068 and 100070-100078 of the California Code of Regulations.

c. Contractor shall maintain any relationship(s) with existing clinical and field internship companies that are required as part of the EMT Training stated in CCR § 100074(a)(2).

### 2. Services To Be Provided

a. Contractor shall provide a representative to attend all informational meetings set up in coordination with County to provide background of EMT requirements, program eligibility, training requirements, and employment prospects as an EMT.

b. In accordance with their normal processes as part of their established training program(s), Contractor shall operate an EMT Training Program within those rural communities identified by County.

c. Contractor shall work with County, community based organizations, schools, and any other identified organizations to recruit students that would most benefit for no-cost training for the EMT Training Program.

d. Contractor shall work with County to find adequate free to low-cost facilities where Contractor can provide such EMT training.

e. Contractor may use a mix of online, hybrid, and in-person courses to conduct their training with students as best fits the needs of each training class.

f. Contractor shall work with EMT students to obtain all didactic training and field experience required to pass the National Registry of Emergency Medical Technicians (NREMT) examination.

### 3. Reporting Requirements

## **Exhibit A**

- a. Contractor shall at a minimum provide monthly updates to County regarding recruitment efforts, screening of potential EMT students, and status of EMT Training program.
- b. Contractor shall respond to requests by County regarding additional reporting required related to the EMT Training Program, within reasonable means.

## Exhibit B

### Insurance Requirements

#### 1. Required Policies

Without limiting the County's right to obtain indemnification from the Contractor or any third parties, 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) **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.

If the Contractor is a governmental entity, it may satisfy the policy requirements above through a program of self-insurance, including an insurance pooling arrangement or joint exercise of powers 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 of Fresno, Department of Public Health, P.O. Box 11867, Fresno, CA 93775, Attention: Contracts Section – 6<sup>th</sup> Floor, or email,

## Exhibit B

DPHContracts@fresnocountyca.gov, 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

## Exhibit B

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.

## 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>			
<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			
<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>			
<b>Signature:</b>		<b>Date:</b>	