

**FACILITY USE AGREEMENT  
BY AND BETWEEN COUNTY OF MONTEREY  
AND ACTION  
(formerly ACTION COUNCIL OF MONTEREY COUNTY)**

This Facility Use Agreement ("Agreement") is entered into by and between COUNTY OF MONTEREY, Department of Health, a political subdivision of the State of California, on behalf of the **Monterey County Health Department, Behavioral Health Bureau** (hereinafter called "COUNTY") and **ACTION (formerly ACTION COUNCIL OF MONTEREY COUNTY)** (hereinafter called "USER").

**RECITALS:**

WHEREAS, South Monterey County is in need of early childhood development programs and services to individuals who may not have access to care;

WHEREAS, COUNTY has suitable clinic space and equipment for provision of these services and is willing to allow USER to utilize such facilities for the benefit of the local community described in this Agreement which, from time to time, are available for use;

WHEREAS, USER desires to use those premises for the purposes herein contained;

NOW THEREFORE, in consideration of the mutual covenants, conditions, and stipulations hereinafter express and in consideration of the mutual benefits to be derived there from, the parties hereto agree as follows:

**1.0 GENERAL AREAS OF RESPONSIBILITY**

- A. Subject to the terms and conditions set forth in this Agreement, COUNTY hereby grants permission to USER to use a specific area ("Specific Area") of its King City Children Services Clinic located at **200 Broadway Street, Suite 88, King City, CA 93930 ("Facility")** for the sole purpose of providing early childhood development programs and services for children ages 0 to 5 and their families.
- B. The Specific Area shall include a conference room, storage space in a 5-lateral drawer for non-confidential materials, use of a desk and chair and limited access to telephone, fax and copier, on occasion.
- C. The USER's use of the Specific Area shall be Mondays and Wednesdays from 9:00 a.m. to 5:00 p.m. only when COUNTY staff is present at the Facility.
- D. In the event COUNTY requires use of the Specific Area on any Monday or Wednesday, COUNTY will provide USER at least thirty (30) days notice so that USER can make arrangements to conduct their services elsewhere, if desired. In the case of an emergency, COUNTY reserves the right, without prior notice, to limit the use of any of its facilities when, the COUNTY deems such limitation necessary for the proper operation of the COUNTY.

## 2.0 INSURANCE AND INDEMNIFICATION PROVISIONS

**2.01 Insurance Coverage Requirements.** Without limiting USER's duty to indemnify, USER shall maintain in effect throughout the term of the Agreement a policy or policies of insurance with the following minimum limites of liability:

A. Evidence of Coverage. Prior to commencement of this Agreement, the USER shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the USER upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the COUNTY'S Contracts/Purchasing Office, unless otherwise directed. The USER shall not receive approval for services for work under this Agreement until all insurance has been obtained as required and approved by the COUNTY. This approval of insurance shall neither relieve nor decrease the liability of the CONTACTOR.

B. Qualifying Insurers. All coverage, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the COUNTY'S Contracts/Purchasing Officer.

C. Insurance Coverage Requirements. Without limiting USER'S duty to indemnify, USER shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

1. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contactors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

2. Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence if maximum estimated reimbursement obligation by COUNTY to USER under this Agreement is over \$100,000 or of not less than \$500,000 per occurrence if maximum estimated reimbursement obligation by COUNTY to USER under this Agreement is \$100,000 and less.

3. Workers Compensation Insurance, if USER employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

4. Professional Liability Insurance, if required for the professional service being provided, (e.g., those persons authorized by a license to engage in business or profession regulated by the California Business and Professional Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the USER shall, upon the expiration or earlier

termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three (3) years following the expiration or earlier termination of this Agreement.

D. Other Insurance Requirements. All insurance required by this Agreement shall be with a company acceptable to the COUNTY and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three (3) years following the date USER completes its performance of services under this Agreement.

Each liability policy shall provide that the COUNTY shall be given notice in writing at least thirty (30) calendar days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for USER and additional insured with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insured with respect to liability arising out of the USER'S work, including ongoing and complete operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the COUNTY and that the insurance of the Additional Insured shall not be called upon to contribute to a loss covered by the USER'S insurance.

Prior to the execution of this Agreement by the COUNTY, USER shall file certificates of insurance with the COUNTY'S contract administrator and the COUNTY'S Contracts/Purchasing Office, showing that the USER has in effect the insurance required by this Agreement. The USER shall file a new or amended certificate of insurance within five (5) calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

USER shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by COUNTY, annual certificates to COUNTY'S Contract Administrator and COUNTY'S Contracts/Purchasing Office. If the certificate is not received by the expiration date, USER shall have five (5) calendar days to send the certificate, evidencing no lapse in coverage during the interim. Failure by USER to maintain such insurance coverage is a breach of this Agreement, which entitles COUNTY, at its sole and absolute discretion, to (1) immediately disallow claim(s) for payment and/or withhold payment(s) by COUNTY to USER, pursuant to Section III (A), for services rendered on or after the effective date of termination, reduction, non-renewal, or cancellation of the insurance coverage maintained by USER, and/or (2) terminate this Agreement pursuant to Section IV.

## 2.02 INDEMINIFICATION

- A. USER shall indemnify, defend, and hold harmless the County of Monterey (hereinafter "COUNTY"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by USER and/or its agents, employees or Collaborators, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the COUNTY. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the COUNTY. The USER shall reimburse the COUNTY for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the USER is obligated to indemnify, defend and hold harmless the COUNTY under this Agreement.
- B. COUNTY shall indemnify, defend, and hold harmless the Action (hereinafter the "USER"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by the COUNTY and/or its agents, employees or Collaborators, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the USER. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the USER. The COUNTY shall reimburse the USER for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the COUNTY is obligated to indemnify, defend and hold harmless the USER under this Agreement.

## 3.0 RECORDS AND CONFIDENTIALITY.

- 3.01 Confidentiality. USER and its officers, employees, and agents shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. USER shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits USER to disclose such records or information. USER shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. USER shall not use any confidential information gained by USER in the performance of this Agreement except for the sole purpose of carrying out USER's obligations under this Agreement.
- 3.02 County Records. When this Agreement expires or terminates, USER shall return to County any County records which USER used or received from County to perform services under this Agreement.
- 3.03 Maintenance of Records. USER shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. USER shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three year period, then USER shall retain said records until such action is resolved.
- 3.04 Access to and Audit of Records. The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the USER and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this

Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.

3.05 Royalties and Inventions. County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. USER shall not publish any such material without the prior written approval of County.

#### **4.0 GENERAL PROVISIONS**

4.01 Non-Exclusive Agreement. The parties recognize this Agreement is non-exclusive and both USER and COUNTY expressly reserve the right to contract with other entities for the same or similar services.

4.02 Status of USER and COUNTY. It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the COUNTY and USER, but is rather an Agreement by and between independent parties, these being County of Monterey and USER. It is further understood that USER, its staff members and volunteers participating under this Agreement are not employees of COUNTY. No offer or obligation of permanent employment with the County or particular County department or agency is intended in any manner, and USER shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. USER shall be solely liable for and obligated to pay directly any applicable taxes, including federal and state income taxes and social security, arising out of USER's performance of this Agreement. In connection therewith, USER shall defend, indemnify, and hold County harmless from any and all liability, which County may incur because of USER's failure to pay such taxes.

4.03 Term and Termination. USER shall be permitted to use and occupy the Facility from January 1, 2016 to June 30, 2018.

During the term of this Agreement, the COUNTY may terminate the Agreement for any reason by giving written notice of termination to USER at least thirty (30) days' prior to the effective date of termination. Such notice shall set forth the effective date of termination.

The COUNTY may cancel and terminate this Agreement for good cause effective immediately upon written notice to USER. "Good cause" includes but is not limited to USER's failure to abide by the terms set forth in this Agreement.

4.04. Fee. In consideration of the community benefit of these activities, USER shall not pay COUNTY a fee for use of the Facility.

4.05 Amendment. This Agreement may at any time be altered, changed or amended by mutual written agreement of the parties. Additionally, this Agreement is not legal and binding upon either of the parties until executed by both USER and the COUNTY.

4.06 Assignment and Subcontracting. USER shall not assign, sell, mortgage, hypothecate or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the COUNTY. None of the services covered by this Agreement shall be subcontracted without prior written approval of the COUNTY. Notwithstanding any such subcontract, USER shall continue to be liable for the performance of all requirements of this Agreement.

4.07 Compliance with applicable law. The parties shall comply with all applicable federal, state and local laws and regulations in performing this Agreement.

4.08 Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.

4.09 Notices. Any written notice given under this Agreement shall be sent by registered mail to each address below:

Interim Director of Health  
Monterey County Health Department  
1270 Natividad Road  
Salinas, CA 93906  
831-755-4526

Larry Imwalle, Executive Director  
Action Council of Monterey County  
295 Main Street, Suite 300  
Salinas, CA 93901  
831-783-1244

4.10 Authority. Any individual executing this Agreement on behalf of an entity represents and warrants hereby that he or she has the requisite authority to enter in this same Agreement on behalf of such entity and bind the entity to the terms and conditions of the same.

4.11 Entire Agreement. This Agreement, including any exhibits hereto, supercedes all previous agreements, wither written or oral, between the parties and constitutes the entire Agreement between them. Ay representations, inducements, promises, or acknowledgments, oral or otherwise, which have been made by either party or person acting on behalf of either party, and which are not embodied herein, shall not be binding.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ACTION**

By: Patricia L. Herro

Date: Feb 16, 2016

Patricia L. Herro, President  
Name and Title

By: Wendy LaRiviere  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

Wendy LaRiviere, Treasurer  
Name and Title

Date: Feb. 16, 2016

**COUNTY OF MONTEREY**

By: \_\_\_\_\_  
Ray Bullick, Director of Health

Date: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

By: \_\_\_\_\_  
Amie Miller, Psy.D, MFT  
Director of Behavioral Health

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: Stacy Saetta  
Stacy Saetta, Deputy County Counsel

Date: 3-14-16

**APPROVED AS TO LIABILITY PROVISIONS:**

By: \_\_\_\_\_  
Steve Mauck, Risk Management

Date: \_\_\_\_\_

**APPROVED AS TO FISCAL:**

By: \_\_\_\_\_  
Gary Giboney, Auditor Controller

Date: \_\_\_\_\_