



## Monterey County Board of Supervisors

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066

### Board Order

#### Agreement No. A-14112

Upon motion of Supervisor Adams, seconded by Supervisor Salinas and carried by those members present, the Board of Supervisors hereby:

Authorized the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Gallun Snow pursuant to the Request for Qualifications (RFQ) #9600-80 for interior design services at NMC, with an agreement term retroactive August 1, 2018 through July 31, 2021, with the option to extend the agreement for two (2) additional one year periods; and for an original contract amount not to exceed \$600,000.

PASSED AND ADOPTED on this 11th day of September 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips and Adams

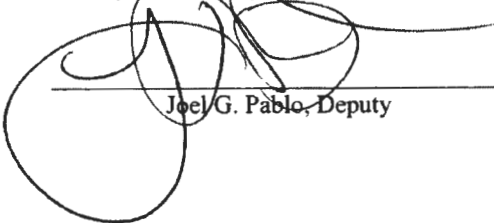
NOES: None

ABSENT: Supervisor Parker

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 81 for the meeting September 11, 2018.


Dated: September 13, 2018  
File ID: A 18-390

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California



Joel G. Pablo, Deputy

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|---------------|---|---------------|-------------------------------|
| File #:       | A 18-390  | Name:         | Gallun Snow Service Agreement |
| Type:         | BoS Agreement   | Status:       | Consent Agenda                |
| File created: | 8/29/2018   | In control:   | Board of Supervisors          |
| On agenda:    | 9/11/2018   | Final action: |                               |
| Title:        | Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Gallun Snow pursuant to the Request for Qualifications (RFQ) #9600-80 for interior design services at NMC, with an agreement term retroactive August 1, 2018 through July 31, 2021, with the option to extend the agreement for two (2) additional one year periods; and for an original contract amount not to exceed \$600,000. |               |                               |
| Attachments:  | 1. <a href="#">Board Report</a> , 2. <a href="#">Agreement with Gallun Snow Design per RFQ# 9600-80.pdf</a> , 3. <a href="#">21. Completed Board Order</a>  |               |                               |

History (0)
Board Report

**Title**

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Gallun Snow pursuant to the Request for Qualifications (RFQ) #9600-80 for interior design services at NMC, with an agreement term retroactive August 1, 2018 through July 31, 2021, with the option to extend the agreement for two (2) additional one year periods; and for an original contract amount not to exceed \$600,000.

**Report**

**RECOMMENDATION:**

**It is recommended the Board of Supervisors:**

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute an agreement with Gallun Snow pursuant to the Request for Qualifications (RFQ) #9600-80 for interior design services at NMC, with an agreement term beginning on August 1, 2018 through July 31, 2021, with the option to extend the agreement for two (2) additional one year periods; and for an original contract amount not to exceed \$600,000.

**SUMMARY/DISCUSSION:**

On March 28, 2018, Natividad issued a Request for Qualifications (RFQ) 9600-80 for one or more new agreements for interior design services from qualified vendors. On May 3, 2018 NMC received only one (1) proposal for consideration which was from Gallun Snow. The proposal was deemed responsive and Natividad has awarded Gallun Snow the agreement.

The hospital desired a standalone firm not affiliated with an architectural service company that specialized in healthcare design (minimum of five years of experience) that could work collaboratively with the hospital, architectural/engineering firms, and general contractors. The selected firm would have the ability to provide all aspects of hospital interior design to include interior finishes, furniture planning and specifications, systems furniture planning and specifications, and art planning on an as needed basis for an initial period of three years.

Natividad and Gallun Snow amended the previous agreement which was awarded from the previous RFQ 9600-48 to extend the term of that agreement just so that projects already in progress would be completed, such as Gallun's involvement in the hospital's radiology modernization project. To avoid having redundant service agreements in place which overlap, Natividad will terminate the previous agreement with Gallun in sync with the start date of this new agreement per RFQ 9600-80.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this agreement as to legal form, and the Auditor-Controller has reviewed and approved as to payment provisions. The agreement has also been reviewed and approved by NMC's Finance Committee on May 24, 2018 and by its Board of Trustees on June 1, 2018.

**FINANCING:**

The cost for this agreement is \$600,000 of which \$200,000 has been included in the Fiscal Year 2018-19 Adopted Budget. Amounts for remaining years of the agreement will be included in those budgets as appropriate.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The RFQ services are for needed improvements to the hospital's physical infrastructure. These improvements ensure that NMC maintains itself as a first rate medical facility which, in turn, enables NMC staff to provide quality medical care that leads to an improved quality of life for its patients and their families.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by:

Andrea Rosenberg, Assistant Administrator, Operations and Support Services, 783-2562

Approved by: Gary R. Gray, DO, Chief Executive Officer, 783-2504

Attachments:

Agreement with Gallun Snow Design, awarded per RFQ #9600-80

Attachments on file with the Clerk of the Board

## GALLUN SNOW SERVICE AGREEMENT

This AGREEMENT is made and entered into by the County of Monterey on behalf of Natividad Medical Center, hereinafter referred to as "NMC", a political subdivision of the State of California, and (CONTRACTOR NAME WILL BE STATED HERE), hereinafter referred to as "CONTRACTOR."

### 1.0 RECITALS

WHEREAS, NMC has invited proposals through the Request for Qualifications (RFQ 9600-80) for Interior Design services, in accordance with the specifications set forth in this Agreement; and

WHEREAS, CONTRACTOR has submitted a responsive and responsible proposal to perform such services; and

WHEREAS, CONTRACTOR has the expertise and capabilities necessary to provide the services requested.

NOW THEREFORE, NMC and CONTRACTOR, for the consideration hereinafter named, agree as follows:

### 2.0 PERFORMANCE OF THE AGREEMENT

2.1 After consideration and evaluation of the CONTRACTOR'S proposal, NMC hereby engages CONTRACTOR to provide the services set forth in RFQ 9600-80 and in this Agreement on the terms and conditions contained herein and in RFQ 9600-80. The intent of this AGREEMENT is to summarize the contractual obligations of the parties. The component parts of this AGREEMENT include the following:

AGREEMENT; and  
RFQ 9600-80 released on 02/21/18, including all attachments and exhibits; and  
All associated RFQ Addenda  
CONTRACTOR'S Proposal dated May 3, 2018 and  
Certificate of Insurance; and  
Additional Insured Endorsements

2.2 All of the above-referenced contract documents are intended to be complementary. Work required by one of the above-referenced contract documents and not by others shall be done as if required by all. In the event of a conflict between or among component parts of the contract, the contract documents shall be construed in the following order: This AGREEMENT, RFQ 9600-80 including all attachments and exhibits, Addendum/Addenda issued, CONTRACTOR'S Qualifications Package, Certificate of Insurance, and Additional Insured Endorsements.

2.3 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this AGREEMENT are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this



AGREEMENT and are not employees of NMC nor of the County of Monterey, or immediate family of an employee of Natividad Medical Center nor of the County of Monterey.

- 2.4 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this AGREEMENT that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 2.5 CONTRACTOR shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of the United States and of the State of California. The Agency will be in compliance with Title 22, OSHA, Federal and State Labor Laws and The Joint Commission on Accreditation of Health Care Organizations.
- 2.6 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this AGREEMENT, except as otherwise specified in this AGREEMENT. CONTRACTOR shall not use Natividad Medical Center premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this AGREEMENT.

### **3.0 SCOPE OF SERVICE**

#### **3.1 General Overview Project Scope:**

The interior design firm will work with NMC and with a variety of Architectural/Engineering Firms and General Contractors also under contract with NMC to exclusively provide, at the Hospital's discretion, Interior Design Services (interior finishes, furniture planning and specifications, systems furniture planning and specifications, art planning, and signage design) on an as needed basis for a period up to five years. The services will be discussed and agreed upon by the Hospital prior to CONTRACTOR commencing any work. All work performed will be in accordance with the fees attached to the Agreement. Included, but not limited to, the services CONTRACTOR shall render are the following:

#### **3.2 Interior Design Services**

- 5.2.1 Programming/ Space Planning
- 5.2.2 Determine goals and objectives, culture and brand requirements
- 5.2.3 Review space requirements for patients, personnel, and efficiencies
- 5.2.4 Determine image/ identity/ environmental quality goals
- 5.2.5 Work collaboratively with third party contractors (i.e. Natividad Medical Center's architects)
- 5.2.6 Create project schedules

#### **3.3 Finish Selection/ Design**

- 5.3.1 Utilize existing established finish standards for Natividad Medical Center
- 5.3.2 Develop finish boards for each project with samples of materials to be used
- 5.3.3 Provide rendered floor pattern displays or actual tile patterns to be used

#### **3.4 Artwork Consultation**

### **3.5 Signage Design**

6.5.1 Draw detailed sign drawings with details necessary for construction

### **3.6 Custom Casework Design**

6.6.1 Sheets and schedules for casework and millwork

### **3.7 Construction Documents - ability to produce the following:**

6.7.1 Various floor plan designs in collaboration with other contractors

6.7.2 Reflected ceiling plans and schedules in collaboration with other contractors

6.7.3 Lighting plans and specifications in collaboration with other contractors

6.7.4 Interior elevations finish notes, section symbols and related production of details, sections, and specifications

6.7.5 Finish plans, schedules, and specifications

### **3.8 Contract and Construction Administration Type Services**

6.8.1 Provide clarification to contractors

6.8.2 Provide periodic field observation to verify coordination between construction/ installation and documentation

6.8.3 Prepare punch list

6.8.4 Review and document product submittals

6.8.5 Review and approve contractor substitutions

6.8.6 Submit documentation of interior finishes, fixtures, and furniture to Natividad Medical Center upon completion of each project

### **3.9 Furniture Services**

6.9.1 Space needs analysis/programming

6.9.2 Budgeting/planning

6.9.3 Inventory/ furniture assessments

6.9.4 Furniture Specification/Bid services

6.9.5 Furniture Standards-utilizing existing established furniture standards for Natividad Medical Center

### **3.10 Documents and Plans**

6.10.1 All documents and plans produced while providing interior design services for NMC shall be submitted to NMC by CONTRACTOR in electronic format and, when requested, in hardcopy format as well. Softcopy formats acceptable to NMC include:

- Revit 2018
- AutoCAD 2018
- Sketch Up
- Photoshop
- Microsoft Office Suite
- Bluebeam
- InDesign

3.10.2 All documents produced by CONTRACTOR and submitted to NMC shall be submitted in .pdf format by CONTRACTOR prior to submittal. This ensures all documents received by NMC are

easily viewable in the Adobe Acrobat application. All documents submitted by CONTRACTOR to NMC become and shall remain the property of NMC.

#### **4.0 TERM OF AGREEMENT**

- 4.1 The term of the Agreement is August 1, 2018 through and including July 31, 2021, with the option to extend the AGREEMENT for two (2) additional one year periods. NMC is not required to state a reason if it elects not to renew this AGREEMENT.
- 4.2 NMC reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty (30) day written notice, or immediately with cause.
- 4.3 CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
  - 4.3.1 Both parties shall agree upon rate extension(s) or changes in writing.

#### **5.0 COMPENSATION AND PAYMENTS**

- 5.1 The total amount of this Agreement shall not exceed \$600,000. It is mutually understood and agreed by both parties that CONTRACTOR shall be compensated under this AGREEMENT in accordance with the EXHIBIT A FEES/PRICING sheet attached hereto.
- 5.2 Prices shall remain firm for the initial term of this AGREEMENT and, thereafter, may be adjusted as per Section 4.3 above. NMC does not guarantee any minimum or maximum amount of dollars to be spent under this AGREEMENT.
- 5.3 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of this AGREEMENT.
- 5.4 Any discount offered by the CONTRACTOR must allow for payment after receipt and acceptance of services, material or equipment and correct invoice, whichever is later. In no case will a discount be considered that requires payment in less than 30 days.
- 5.5 CONTRACTOR shall levy no additional fees nor surcharges of any kind during the term of this AGREEMENT without first obtaining approval from NMC in writing.
- 5.6 Tax:
  - 21.6.1 Pricing as per this AGREEMENT is inclusive of all applicable taxes.
  - 21.6.2 County is registered with the Internal Revenue Service, San Francisco office, EIN number 94-6000524. The County is exempt from Federal Transportation Tax; an exemption certificate is not required where shipping documents show Monterey County as consignee.



## 6.0 INVOICES AND PURCHASE ORDERS

- 6.1 Invoices for all services rendered per this AGREEMENT shall be billed directly to the Natividad Medical Center Accounts Payable department at the following address:
- Natividad Medical Center  
Accounts Payable Department  
P.O. Box 81611  
Salinas, CA. 93912
- 6.2 CONTRACTOR shall submit such invoices periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. NMC shall certify the invoice, either in the requested amount or in such other amount as NMC approves in conformity with this AGREEMENT, and shall promptly submit such invoice to the County Auditor-Controller for payment. County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
- 6.3 All NMC Purchase Orders issued for the AGREEMENT are valid only during the fiscal year in which they are issued (the fiscal year is defined as July 1 through June 30).
- 6.4 Unauthorized Surcharges or Fees: Invoices containing unauthorized surcharges or unauthorized fees of any kind shall be rejected by NMC. Surcharges and additional fees not included the AGREEMENT must be approved by NMC in writing via an Amendment.

## 7.0 DESIGN PROFESSIONAL INDEMNIFICATION

- 7.1 For purposes of the following indemnification provisions ("Indemnification AGREEMENT"), "design professional" has the same meaning as set forth in California Civil Code section 2782.8. If any term, provision or application of this Indemnification AGREEMENT is found to be invalid, in violation of public policy or unenforceable to any extent, such finding shall not invalidate any other term or provision of this Indemnification AGREEMENT and such other terms and provisions shall continue in full force and effect. If there is any conflict between the terms, provisions or application of this Indemnification AGREEMENT and the provisions of California Civil Code Sections 2782 or 2782.8, the broadest indemnity protection for County of Monterey under this Indemnity AGREEMENT that is permitted by law shall be provided by CONTRACTOR.
- 7.2 Indemnification for Design Professional Services Claims:  
CONTRACTOR shall indemnify, defend and hold harmless County of Monterey, its governing board, directors, officers, employees, and agents against any claims that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of CONTRACTOR, its employees, subcontractors, and agents in the performance of design professional services under this AGREEMENT, excepting only liability arising from the sole negligence, active negligence or willful misconduct of County of Monterey, or defect in a design furnished by County of Monterey.



7.3 Indemnification for All Other Claims or Loss:

For any claim, loss, injury, damage, expense or liability other than claims arising out of CONTRACTOR's performance of design professional services under this AGREEMENT, CONTRACTOR shall indemnify, defend and hold harmless County of Monterey, its governing board, directors, officers, employees, and agents against any claim for loss, injury, damage, expense or liability resulting from or alleging injury to or death of any person or loss of use of or damage to property, arising from or related to the performance of services under this AGREEMENT by CONTRACTOR, its employees, subcontractors or agents, excepting only liability arising from the sole negligence, active negligence or willful misconduct of County of Monterey, or defect in a design furnished by County of Monterey.

## 8.0 INSURANCE REQUIREMENTS

8.1 Evidence of Coverage:

8.1.1 Prior to commencement of this AGREEMENT, CONTRACTOR 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 CONTRACTOR upon request shall provide a certified copy of the policy or policies.

8.1.2 This verification of coverage shall be sent to the County of Monterey's Contracts/Purchasing Department, unless otherwise directed. CONTRACTOR shall not receive a "Notice to Proceed" with the work under this AGREEMENT until it has obtained all insurance required and such, insurance has been approved by County of Monterey. This approval of insurance shall neither relieve nor decrease the liability of CONTRACTOR.

8.1.3 Qualifying Insurers: All coverage's, 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 County of Monterey's Purchasing Officer.

8.2 Insurance Coverage Requirements:

8.2.1 Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this AGREEMENT a policy or policies of insurance with the following minimum limits of liability:

8.2.1.1 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 Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

8.2.1.2 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.

8.2.1.3 Workers' Compensation Insurance, if CONTRACTOR 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.

8.2.1.4 Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions 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, CONTRACTOR 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 years following the expiration or earlier termination of this AGREEMENT.

### 8.3 Other Insurance Requirements:

8.3.1 All insurance required by this AGREEMENT shall be with a company acceptable to County of Monterey 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 years following the date CONTRACTOR completes its performance of services under this AGREEMENT.

8.3.2 Each liability policy shall provide that County of Monterey shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insureds 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.

8.3.3 Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County of Monterey and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.



- 8.3.4 Prior to the execution of this AGREEMENT by County of Monterey, CONTRACTOR shall file certificates of insurance with County of Monterey's contract administrator and County of Monterey's Contracts/Purchasing Division, showing that CONTRACTOR has in effect the insurance required by this AGREEMENT. CONTRACTOR shall file a new or amended certificate of insurance within five 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.
- 8.3.5 CONTRACTOR 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 of Monterey, annual certificates to County of Monterey's Contract Administrator and County of Monterey's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County of Monterey shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this AGREEMENT, which entitles County of Monterey, at its sole discretion, to terminate this AGREEMENT immediately.

## **9.0 NON-DISCRIMINATION**

- 9.1 During the performance of this contract, CONTRACTOR shall not unlawfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sex, or sexual orientation. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, §12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, §7285.0, et seq.).
- 9.2 The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12900, et seq., set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this AGREEMENT by reference and made a part hereof as if set forth in full.
- 9.3 CONTRACTOR shall include the non-discrimination and compliance provisions of the clause in all AGREEMENTs with subcontractors to perform work under the contract.

## **10.0 ASSIGNMENT AND SUBCONTRACTING**

- 10.1 Non-Assignment: CONTRACTOR shall not assign this contract or the work required herein without the prior written consent of NMC.



- 10.2 Subcontractors that have been approved by NMC: Any subcontractor utilized by CONTRACTOR shall comply with all of the County of Monterey requirements stated herein this Agreement including insurance and indemnification sections.

## 11.0 CONFLICT OF INTEREST

- 11.1 CONTRACTOR covenants that CONTRACTOR, its responsible officers, and its employees having major responsibilities for the performance of work under the AGREEMENT, presently have no interest and during the term of this AGREEMENT will not acquire any interests, direct or indirect, which might conflict in any manner or degree with the performance of CONTRACTOR'S services under this AGREEMENT.

## 12.0 COMPLIANCE WITH APPLICABLE LAWS

- 12.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices required by law in the performance of the Services.
- 12.2 CONTRACTOR shall report immediately to NMC, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.
- 12.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations and guidelines that are in force at the time such documentation is prepared.

## 13.0 RECORDS AND CONFIDENTIALITY

- 13.1 Confidentiality: CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the NMC or prepared in connection with the performance of this AGREEMENT, unless NMC specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to NMC any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this AGREEMENT except for the sole purpose of carrying out CONTRACTOR's obligations under this AGREEMENT.
- 13.2 NMC Records: When this AGREEMENT expires or terminates, CONTRACTOR shall return to NMC any NMC records which CONTRACTOR used or received from NMC to perform services under this AGREEMENT.



- 13.3 Maintenance of Records: CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, County of Monterey and NMC rules and regulations related to services performed under this AGREEMENT.
- 13.4 Access to and Audit of Records: NMC and the County of Monterey shall have the right to examine, monitor and audit all records, documents, conditions, and activities of CONTRACTOR and its subcontractors related to services provided under this AGREEMENT. The parties to this AGREEMENT may be subject, at the request of NMC or as part of any audit of 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.

#### **14.0 INTELLECTUAL PROPERTY RIGHTS**

- 14.1 All data provided by NMC belongs to Natividad Medical Center (County of Monterey). All records compiled by CONTRACTOR in completing the work described in this AGREEMENT, including but not limited to written reports, studies, drawings, blueprints, negatives of photographs, graphs, charts, plans, source codes, specifications and all other similar recorded data, shall become and remain the property of NMC. Use or distribution of NMC data by CONTRACTOR is prohibited unless CONTRACTOR obtains prior written consent from NMC.
- 14.2 For NMC data hosted or stored on equipment not owned by NMC, CONTRACTOR shall furnish all data to NMC upon request by NMC at any time during the term of this AGREEMENT and up to one year after the term has expired, in a useable format as specified by NMC and at no additional cost to NMC.
- 14.3 Notwithstanding anything to the contrary contained in this AGREEMENT, it is understood and agreed that CONTRACTOR shall retain all of its rights in its proprietary information including, without limitation, all ideas, concepts, know how, methods, techniques, skills, knowledge and experience possessed by CONTRACTOR prior to this AGREEMENT.

#### **15.0 WARRANTY BY CONTRACTOR**

- 15.1 CONTRACTOR shall fully warrant all materials, equipment, and service against poor and inferior quality or workmanship for a period of not less than one (1) year from date of final acceptance by NMC. Time is of the essence of this AGREEMENT. CONTRACTOR shall repair or replace any inoperable materials or equipment in a timely manner during warranty period.

#### **16.0 ACCESSIBILITY**

- 16.1 CONTRACTOR shall inform himself regarding any peculiarities and limitations of the spaces available for the installation of all work and materials furnished and installed under the AGREEMENT.

CONTRACTOR shall exercise due and particular caution to determine that all parts of CONTRACTORS work are made quickly and easily accessible.

## **17.0 CLEANUP**

- 17.1 During performance and completion of work on this project CONTRACTOR shall remove all unused equipment and instruments of service, all excess or unsuitable material, trash, rubbish and debris, and legally dispose of same, unless otherwise directed by the AGREEMENT. CONTRACTOR shall leave entire area in a neat, clean and acceptable condition as approved by NMC.

## **18.0 DAMAGE**

- 18.1 The CONTRACTOR shall be held responsible for any breakage, loss of NMC's equipment or supplies through negligence of the CONTRACTOR or his employee while working on NMC's premises. The CONTRACTOR shall be responsible for restoring/replacing any equipment, facilities, etc. so damaged. The CONTRACTOR shall immediately report to NMC any damages to the premises resulting from services performed under this AGREEMENT.

## **19.0 PROTECTION OF PUBLIC**

- 19.1 CONTRACTOR shall provide adequate warning devices, barricades, guards, flagmen, or other necessary precautions shall be taken by the CONTRACTOR to give advice and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area(s) affected by this AGREEMENT.

## **20.0 TRAVEL REIMBURSEMENT**

- 20.1 Travel Reimbursement is not allowed for this AGREEMENT.

## **21.0 REGISTRATION THROUGH VENDORMATE**

- 21.1 CONTRACTOR's who provide on-site services at NMC shall be required to follow NMC's vendor check-in procedures which require registration through GHX's Vendormate (<https://www.ghx.com/supplier-solutions/credentialing/vendormate-credentialing/>).

## **22.0 EMERGENCY SITUATIONS**



22.1 CONTRACTOR acknowledges that NMC plans for the continuity of hospital operations during an emergency, especially sustained incidents, and that collaboration with CONTRACTOR is necessary to maintain continuity of operations. Accordingly, CONTRACTOR shall provide the name and contact information of a representative who shall be available 24 hours a day, 7 days a week, in the event of an emergency:

Name: Lisa Gallun  
 Title: Principal  
 Phone: (720)407-6001  
 Fax: (303) 433-5624

During an emergency, contractor shall use its best efforts to provide NMC with all available supplies, materials, equipment and/or services on a priority basis. The Parties agree that time is of the essence. The delivery of CONTRACTOR's supplies, materials, equipment and/or services will be mutually agreed upon by NMC and CONTRACTOR at the time of order and will be determined based on need and existing conditions. It is understood that current conditions, such as power outages, road closures, and damages to CONTRACTOR's facility and/or equipment, will be taken into consideration.

**23.0 NOTICES**

23.1 Notices required to be given to the respective parties under this AGREEMENT shall be deemed given by any of the following means: (1) when personally delivered to NMC contracts division manager or to CONTRACTOR'S responsible officer; (2) when personally delivered to the party's principle place of business during normal business hours, by leaving notice with any person apparently in charge of the office and advising such person of the import and contents of the notice; (3) 24 hours after the notice is transmitted by FAX machine to the other party, at the party's FAX number specified pursuant to this AGREEMENT, provided that the party giving notice by FAX must promptly confirm receipt of the FAX by telephone to the receiving party's office; or, (4) three (3) days after the notice is deposited in the U. S. mail with first class or better postage fully prepaid, addressed to the party as indicated below.

Notices mailed or faxed to the parties shall be addressed as follows:

|                          |                               |
|--------------------------|-------------------------------|
| <b>TO NMC:</b>           | <b>TO CONTRACTOR:</b>         |
| Natividad Medical Center | GALLUN SNOW                   |
| ATTN: CONTRACTS DIVISION | ATTN: LISA GALLUN             |
| 1441 Constitution Blvd   | 1920 Market Street, Suite 201 |
| Salinas, CA 93906        | Denver, Colorado 80202        |
| FAX No.: (831) 757-2592  | FAX No: (303) 433-5624        |

## 24.0 LEGAL DISPUTES

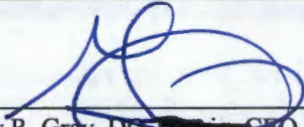
- 24.1 CONTRACTOR agrees that this AGREEMENT, and any dispute arising from the relationship between the parties to this AGREEMENT, shall be governed and interpreted by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
- 24.2 Any dispute that arises under or relates to this AGREEMENT (whether contract, tort, or both) shall be resolved in the Superior Court of California in Monterey County, California.
- 24.3 CONTRACTOR shall continue to perform under this AGREEMENT during any dispute.
- 24.4 The parties agree to waive their separate rights to a trial by jury. This waiver means that the trial will be before a judge.

*The remainder of this page was intentionally left blank.*

*-Signature page to follow-*



**NATIVIDAD MEDICAL CENTER**

By:   
Gary R. Gray, DC, ~~Director~~ CFO

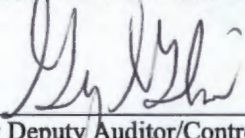
Date: 9/14/18

**APPROVED AS TO LEGAL PROVISIONS**

By:   
Monterey County Deputy County Counsel

Date: July 9, 2018

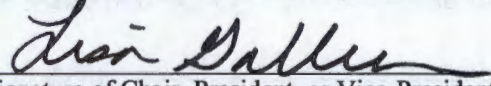
**APPROVED AS TO FISCAL PROVISIONS**

By:   
Monterey County Deputy Auditor/Controller

Date: 7-10-18

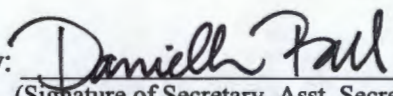
**CONTRACTOR**

Callan Snow Associates, Inc.  
Contractor's Business Name\*\*\* (see instructions)

  
Signature of Chair, President, or Vice-President

Lisa Callan, President  
Name and Title

Date: 6/22/2018

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

Danielle Bell, Treasurer  
Name and Title

Date: 6/22/2018

**\*\*\*Instructions:**

If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers (two signatures required). If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership (two signatures required). If CONTRACTOR is contracting in and individual capacity, the individual shall set forth the name of the business, if any and shall personally sign the Agreement (one signature required).

EXHIBIT A- FEES/PRICING

EXHIBIT A: Fees/Pricing

| Position/Title  | Hourly Rates<br>(Indicate changes per year if any) |               |
|---|--|---------------|
|   | Rate for 1st 3<br>Years                            | Final 2 years |
| The Agreement resulting from this RFQ will have an initial three (3) Year term. |  |               |
| Principal /Owner  | \$164  | \$168         |
| Project Manager   | \$132  | \$135         |
| Designer  | \$95   | \$98          |
| Clerical  | \$73   | \$75          |
| Other (indicate) Senior Designer  | \$106  | \$109         |
| Other (indicate) Design Support   | \$73   | \$75          |
| Other (indicate)  |  |               |

**List all Reimbursable Items to be Billed below**

**NOTE:** NMC/County shall reimburse only for pre- approved expenses. NMC/County will not reimburse for travel. All hourly billing fees stated above should be an all-inclusive rate to recoup travel costs.

Black and white copies/prints \$0.15, color copies/prints \$0.75, black and white plots \$6.50, color plots \$9.00, Webex meeting \$10.00, color photo quality 8.5x11 \$4.50, color photo quality 11x17 \$9.00, professional renderings - actual costs, printing or copies by independent shop - actual costs, postage & shipping - actual costs

**0% MARKUP ON REIMBURSABLE ITEMS**

*Markup on reimbursable items is not permitted for this type of Agreement.*