



Monterey County Board of Supervisors

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Board Order

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor John M. Phillips to:

Agreement No.: A-15709; Amendment No.: 1

- a. Approve and Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign Amendment #1 to Agreement with Kurt Ashley dba Secure Solutions, to perform background investigations, extending the agreement one (1) year adding \$100,000 for a total not to exceed amount of \$199,000 and a new term ending date of June 30, 2023; and
- b. Approve and Authorize the Contracts/Purchasing officer or Contracts/Purchasing Supervisor to sign two (2) additional one (1) year amendments to the agreement where the amendment does not significantly change the scope of work and where the amendment does not increase by more than 10 percent plus the total contract value, per amendment.

PASSED AND ADOPTED on this 1st day of March 2022, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Askew and Adams
NOES: None
ABSENT: None
(Government Code 54953)

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 82 for the meeting March 1, 2022.

Dated: March 8, 2022
File ID: A 22-065
Agenda Item No.: 55

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

Julian Lorenzana, Deputy

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:
Kurt Ashley dba Secure Solutions

(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide:

Pre-employment background investigation services.

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$ 99,000.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from 5/1/2020 to 6/30/2022, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other:

5.0 PERFORMANCE STANDARDS:

- 5.01 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 the County, or immediate family of an employee of the County.
- 5.02 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.
- 5.03 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 County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice 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. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the 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, the Contractor 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 Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **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 the County's Purchasing Manager.

9.03 **Insurance Coverage Requirements:** 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:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form 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.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:

Requestor must check the appropriate box.

Agreement Under \$100,000 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 \$500,000 per occurrence.

Agreement Over \$100,000 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.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

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.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

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, the 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.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 **Other 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 years following the date CONTRACTOR 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 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.

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 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.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The 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.

CONTRACTOR shall always 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 Division. If the certificate is not received by the expiration date, County 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, at its sole discretion, to terminate this Agreement immediately.

10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **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 County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County 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.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **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 CONTRACTOR 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.
- 10.5 **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. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR 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. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

14.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Arthur Curtright, Mgt Analyst II	Kurt Ashley, Owner
Name and Title 1414 Natividad Road Salinas, CA 93906	Name and Title 8505 Church St, STE 17 Gilroy, CA 95020
Address (831) 755-3708	Address (408) 607-0640 securesolutionsttp@gmail.com
Phone:	Phone:

15.0 MISCELLANEOUS PROVISIONS.

- 15.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 15.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, 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 the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

- 15.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 **Compliance with Applicable Law:** The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 15.12 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 15.13 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

DocuSigned by: COUNTY OF MONTEREY
Debra Wilson, Contracts/Purchasing Supervisor
7B741937AA0D41B
Contracts/Purchasing Officer
Date: 5/8/2020 | 3:09 PM PDT

By: Department Head (if applicable)
Date:

By: Board of Supervisors (if applicable)
Date:

Approved as to Form 1
DocuSigned by:
Im Grant
9EB13811CB57400...
County Counsel
Date: 5/6/2020

Approved as to Fiscal Provisions 2
DocuSigned by:
Burcu Mousa
811C333563B9474...
Auditor/Controller
Date: 5/8/2020 | 1:21 PM PDT

Approved as to Liability Provisions 3
By: Risk Management
Date:

CONTRACTOR

Kurt Ashley dba Secure Solutions
Contractor's Business Name*

By: Kurt Ashley - PRESIDENT
(Signature of Chair, President, or Vice-President) *

Date: Name and Title

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

Date: Name and Title

County Board of Supervisors' Agreement Number: , approved on (date):

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

1 Approval by County Counsel is required
2 Approval by Auditor-Controller is required
3 Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

CONTRACTOR

By: _____
Contracts/Purchasing Officer

Date: _____

By: _____
Department Head (if applicable)

Date: _____

By: _____
Board of Supervisors (if applicable)

Date: _____

Approved as to Form¹

By: _____
County Counsel

Date: _____

Approved as to Fiscal Provisions²

By: _____
Auditor/Controller

Date: _____

Approved as to Liability Provisions³

By: _____
Risk Management

Date: _____

By: Kurt Ashley dba Secure Solutions
Contractor's Business Name*

By: Kurt Ashley
(Signature of Chair, President, or Vice-President) *

Kurt Ashley - OWNER
Name and Title

Date: 4/24/2020

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

Name and Title

Date: _____

County Board of Supervisors' Agreement Number: _____, approved on (date): _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹Approval by County Counsel is required

²Approval by Auditor-Controller is required

³Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

EXHIBIT-A

EXHIBIT-A

**To Agreement by and between
County of Monterey, hereinafter referred to as "County"
and
KURT ASHLEY DBA SECURE SOLUTIONS, hereinafter referred to as
"CONTRACTOR"**

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES – Background Investigations

A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

A.1.1 Provide Complete Background Investigation and Report

Using Peace Officer Standards and Training (POST) Guidelines and most current version of POST Personal History Statement, produce report that covers in-depth interview with candidate and review of Personal History Statement; shall include criminal check, verification of citizenship, education, Department of Motor Vehicles record, financial and military history and other applicable legal documents; civil court records search; contact with neighbors, relatives, references; contact with current and past employers and co-workers; review of available personnel files, academy files; and other relevant documents; status of applications with other law enforcement agencies where candidate has sought employment in past two years.

A.1.2 Provide Preliminary Background Investigation and Report

Used for cases where an applicant is disqualified for hire, withdraws from the hiring process, or where the County, at its sole discretion, chooses not to continue forward with the hire.

A.2 CONTRACTOR shall produce the following deliverables by the dates indicated below:

Complete Background Written reports shall be due within fifteen (15) days of completion of background check.

EXHIBIT-A

Preliminary Background Reports shall be due within fifteen (15) days of the decision not to continue forward with hire or from the date candidate is disqualified for hire.

Invoices shall be submitted to the County on a monthly basis for completed work.

All written reports required under this Agreement must be delivered to Commander in Charge of Professional Standards, County's Contract Manager, in accordance with the schedule above.

B. COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$99,000.00 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Background Investigation and Report \$1,250.00 per report
(This all-inclusive fee covers notary, DMV, credit reports, mailings, and all things other than travel needed to complete report.)

Preliminary Background Investigation and Report \$350.00 per report
Used for cases where an applicant is disqualified for hire or where County chooses not to continue forward with the hire. *(This all-inclusive rate covers notary, DMV report, credit reports, mailings, and all things necessary other than travel needed to complete report)*

Out of Monterey County Travel \$60.00 per hour
(This is an all-inclusive rate.)

Mileage At current IRS approved rate
(Portal to portal from contractor's place of business)

County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses for air travel, car rental or overnight stays. All travel requiring air travel, car rental or overnight stays must be pre-approved by the Professional Standards Commander. CONTRACTOR shall receive compensation for airfare, car rental and hotel as per the "County Travel Policy". A copy of the policy is available online at

EXHIBIT-A

www.co.monterey.ca.us/auditor/policies.htm. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. No meals, incidentals, tolls, parking, or other expense shall be reimbursed under this agreement.

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

B.1 CONTRACTORS BILLING PROCEDURES

Payment shall be based upon satisfactory acceptance of each deliverable. Invoices shall clearly state:

- B.1.1 date of examination
- B.1.2 type of examination
- B.1.3 name of person investigated
- B.1.4 fee per examination
- B.1.5 Mileage charges and any pre-approved travel charges shall also be labeled with date of exam, type of exam, name of person investigated and mileage/travel charges as calculated above.
- B.1.6 All invoices shall be submitted monthly.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

AMENDMENT #1 TO AGREEMENT

AMENDMENT # TO AGREEMENT BY AND BETWEEN COUNTY OF MONTEREY & KURT ASHLEY DBA SECURE SOLUTIONS

THIS AMENDMENT is made to the AGREEMENT for pre-employment background investigation services by and between **KURT ASHLEY DBA SECURE SOLUTIONS**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “County”.

WHEREAS, the County and CONTRACTOR originally entered into this Agreement on May 1, 2020, with a Not to Exceed amount of \$99,000 and a term date ending on June 30, 2022; and

WHEREAS, the County and CONTRACTOR wish to amend the AGREEMENT by adding \$100,000 for a new Not to Exceed total of \$199,000 and extend the agreement with a new term ending date of June 30, 2023.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. Section 2., “PAYMENT PROVISIONS” shall be amended by removing, “*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$99,000.00*”, and replacing it with, “*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$199,000*”.
2. Section 3., “TERM OF AGREEMENT” shall be amended by removing, “The term of this Agreement is from 5/1/2020 to 6/30/2022”, and replacing it with, “The term of this Agreement is from 5/1/2020 to 6/30/2023.”
3. Exhibit A – Scope of Services shall be amended by changing the “Background Investigation and Report” dollar amount from \$1,250 per report to \$1,350 per report effective July 1, 2022.
4. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
5. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on May 1, 2020.

AMENDMENT #1 TO AGREEMENT

IN WITNESS WHEREOF, the parties have executed this AMENDMENT on the day and year written below.

MONTEREY COUNTY

Kurt Ashley dba Secure Solutions

DocuSigned by:
Debra R. Wilson
78741937AADD41B
Contracts/Purchasing Officer

By: Kurt Ashley
8FBD1C8B48434A6
Signature of Chair, President, or
Vice-President

Dated: 3/9/2022 | 12:49 PM PST

Kurt Ashley, Owner
Printed Name and Title

Approved as to Fiscal Provisions:

Dated: 1/26/2022 | 1:17 PM PST

DocuSigned by:
Gary Giboney
D3834BFECTD8449
Deputy Auditor/Controller

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

Dated: 1/28/2022 | 3:54 PM PST

Approved as to Liability Provisions:

Printed Name and Title

Risk Management

Dated: _____

Dated: _____

Approved as to Form:

DocuSigned by:
Im Grant
454AC3465FD4490...
Deputy County Counsel

Dated: 1/28/2022 | 3:27 PM PST

County Board of Supervisors' Agreement Number: _____.

*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. 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

Kurt Ashley dba Secure Solutions
Amount: \$199,000.00
Term: 05/01/2020 to 06/30/2023

AMENDMENT #2 TO AGREEMENT A-15709

AMENDMENT #2 TO AGREEMENT A-15709 BY AND BETWEEN COUNTY OF MONTEREY & KURT ASHLEY DBA SECURE SOLUTIONS

THIS AMENDMENT is made to the AGREEMENT for pre-employment background investigation services by and between **KURT ASHLEY DBA SECURE SOLUTIONS**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “County”.

WHEREAS, the County and CONTRACTOR originally entered into this Agreement on May 1, 2020, with a Not to Exceed amount of \$99,000 and a term date ending on June 30, 2022; and

WHEREAS, the County and CONTRACTOR amended the AGREEMENT on March 9, 2022, by adding \$100,000 for a new Not to Exceed total of \$199,000 and extend the agreement with a new term ending date of June 30, 2023, with Amendment #1; and

WHEREAS, the County and CONTRACTOR wish to amend the AGREEMENT by adding \$119,900 for a new Not to Exceed total of \$318,900 and extend the agreement with a new term ending date of June 30, 2024.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. Section 2., “PAYMENT PROVISIONS” shall be amended by removing, “*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$199,000.00*”, and replacing it with, “*The total amount payable by County to CONTRACTOR under this Agreement is not to exceed the sum of \$318,900*”.
2. Section 3., “TERM OF AGREEMENT” shall be amended by removing, “The term of this Agreement is from 5/1/2020 to 6/30/2023”, and replacing it with, “The term of this Agreement is from 5/1/2020 to 6/30/2024.”
3. Exhibit A – Scope of Services shall be amended by changing the “Background Investigation and Report” dollar amount from \$1,350 per report to \$1,450 per report effective July 1, 2023.
4. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
5. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on May 1, 2020.

Kurt Ashley dba Secure Solutions
Amount: \$318,900.00
Term: 05/01/2020 to 06/30/2024

AMENDMENT #2 TO AGREEMENT A-15709

IN WITNESS WHEREOF, the parties have executed this AMENDMENT on the day and year written below.

MONTEREY COUNTY

Kurt Ashley dba Secure Solutions

DocuSigned by:

Debra R. Wilson

7B744937AA0B41B...

Contracts/Purchasing Officer

By:

DocuSigned by:

[Signature]

9FBD1C0B48434AB...

Signature of Chair, President, or Vice-President

Dated: 4/28/2023 | 11:37 AM PDT

Kurt Ashley, Owner
Printed Name and Title

Approved as to Fiscal Provisions:

Dated: 4/26/2023 | 4:34 PM PDT

DocuSigned by:

Ma Mon

2647DD077D66406...

Deputy Auditor/Controller

Dated: 4/28/2023 | 11:31 AM PDT

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

Approved as to Liability Provisions:

Printed Name and Title

Risk Management

Dated:

Dated:

Approved as to Form:

DocuSigned by:

Janet L. Holmes

C1FBDD3B2F504BB...

Assistant County Counsel

Dated: 4/28/2023 | 8:50 AM PDT

County Board of Supervisors' Agreement Number: **A-15709** .

*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. 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

Kurt Ashley dba Secure Solutions
Amount: \$318,900.00
Term: 05/01/2020 to 06/30/2024

AMENDMENT #3 TO AGREEMENT A-15709

AMENDMENT #3 TO AGREEMENT A-15709 BY AND BETWEEN COUNTY OF MONTEREY & KURT ASHLEY DBA SECURE SOLUTIONS

THIS AMENDMENT is made to the AGREEMENT for pre-employment background investigation services by and between **KURT ASHLEY DBA SECURE SOLUTIONS**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “County”.

WHEREAS, the County and CONTRACTOR originally entered into this Agreement on May 1, 2020, with a Not to Exceed amount of \$99,000 and a term date ending on June 30, 2022; and

WHEREAS, the County and CONTRACTOR amended the AGREEMENT on March 9, 2022, by adding \$100,000 for a new Not to Exceed total of \$199,000 and extend the agreement with a new term ending date of June 30, 2023, with Amendment #1; and

WHEREAS, the County and CONTRACTOR amended the AGREEMENT by adding \$119,900 for a new Not to Exceed total of \$318,900 and extend the agreement with a new term ending date of June 30, 2024.

WHEREAS, the County and CONTRACTOR wish to amend the AGREEMENT by replacing Exhibit A with Exhibit A-1 and extending the AGREEMENT one (1) additional year with a new term ending date of June 30, 2025.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. Section 3., “TERM OF AGREEMENT” shall be amended by removing, “The term of this Agreement is from 5/1/2020 to 6/30/2024”, and replacing it with, “The term of this Agreement is from 5/1/2020 to 6/30/2025.”
2. Exhibit A – Scope of Services shall be amended by removing Exhibit A (on July 1, 2024) and replacing it with Exhibit A-3 (Exhibit A-3, Polygraph section is effective upon execution, Background section is effective July 1, 2024), per Amendment #3, attached hereto.
3. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
4. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on May 1, 2020.

Kurt Ashley dba Secure Solutions (AMENDMENT 3)

Amount: \$318,900

Term: 05/01/2020 to 06/30/2025

AMENDMENT #3 TO AGREEMENT A-15709

IN WITNESS WHEREOF, the parties have executed this AMENDMENT on the day and year written below.

MONTEREY COUNTY

Kurt Ashley dba Secure Solutions

DocuSigned by:

Debra Wilson PhD
Contracts Purchasing Officer

By: DocuSigned by:

Kurt Ashley
Signature of Chair, President, or Vice-President

Dated: 3/18/2024 | 11:52 AM PDT

Kurt Ashley, Owner
Printed Name and Title

Approved as to Fiscal Provisions:

Dated: 3/15/2024 | 4:48 PM PDT

DocuSigned by:

Patricia Ruiz
Deputy Auditor/Controller

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

Dated: 3/18/2024 | 11:51 AM PDT

Approved as to Liability Provisions:

Printed Name and Title

Risk Management

Dated:

Dated:

Approved as to Form:

DocuSigned by:

Michael Whilden
Deputy County Counsel

Dated: 3/18/2024 | 9:36 AM PDT

County Board of Supervisors' Agreement Number: A-15709.

*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. 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. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

Kurt Ashley dba Secure Solutions (AMENDMENT 3)
Amount: \$318,900
Term: 05/01/2020 to 06/30/2025

EXHIBIT A-3

**Agreement by and between
County of Monterey, hereinafter referred to as “County”
and
Kurt Ashley dba Secure Solutions, hereinafter referred to as “CONTRACTOR”**

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

A.1 Background Investigation – Effective July 1, 2024

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Using Peace Officer Standards and Training (POST) Guidelines and most current version of POST Personal History Statement, produce report that covers in-depth interview with candidate and review of Personal History Statement (PHS), shall include criminal check, employment eligibility verification, education, Department of Motor Vehicles record, financial and military history and other applicable legal documents; civil court records search; contact with neighbors, relatives, references; contact with current and past employers and co-workers review of available personnel files, academy files, and other relevant documents. Status of application(s) with other law enforcement agencies where candidate has Sought employment in past two years.

Complete Background Written reports shall be due within 30 days of receipt of PHS, waivers and all required documents.

A.2 Polygraph – Effective upon execution

CONTRACTOR shall provide all things necessary to conduct pre-employment polygraph exams as described below:

All polygraph investigations shall be confidential and provided in accordance with American Polygraph Association guidelines:

- A.3.1 Exam shall include pre-test interview based off POST personal history statement or most current version from POST website;
- A.3.2 Exam shall include post-test interview and scoring of polygraphs charts;
- A.3.3 Verbal Post Exam results shall be relayed via telephone call to Monterey County Sheriff’s Office, Professional Standards Commander upon completion of exam;
- A.3.4 Specific Issue Polygraph Investigations: These examinations shall be ordered only if initial examination indicates possible deception or uncovers a need to further investigate a particular answer to a question; and
- A.3.5 All Specific Issue exams shall be approved by MCSO, Professional Standards Commander prior to commencing exam.

EXHIBIT A-3

A.3 CONTRACTOR shall produce the following deliverables by the dates indicated Below:

- A.4.1 Complete Polygraph written reports shall be due within fifteen (15) days of completion of testing;
- A.4.2 Specific Issue Polygraph Reports shall be due within fifteen (15) days of completion of testing or fifteen (15) days from the date candidate is disqualified for hire; and
- A.4.3 Invoices shall be submitted to the County on a monthly basis for completed work.

B. COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$318,900 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Background Investigation and Report \$1,500.00 per report
(This all-inclusive fee covers notary, Credit Report, DMV, mailings,)

County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses for air travel, car rental or overnight stays. All travel requiring air travel, car rental or overnight stays must be pre-approved by the Sheriff or Sheriff Designee. CONTRACTOR shall receive compensation for airfare, car rental and hotel as per the "County Travel Policy". A copy of the policy is available online at [Policies and Procedures | Monterey County, CA](#) To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. No meals, incidentals, tolls, parking, or other expense shall be reimbursed under this agreement.

***Polygraph**

Basic Pre-Employment Polygraph Examination and Report \$400.00 per exam

Specific Issue Polygraph Examination and Report
 (used when basic exam needs to be explored or resolved
 after basic exam indicates deception) \$100.00 per hour

No Show Fee (Charged if appointment cancelled with
 less than 24 hours notice) \$150.00 per cancel

*No travel, meals, incidentals, tolls, parking or other expense shall be reimbursed for Polygraphs.

CONTRACTOR warrants that the cost charged for services under the terms of this contract are not in excess of those charged any other client for the same services performed by the same individuals.

Kurt Ashley dba Secure Solutions (AMENDMENT 3)

Amount: \$318,900

Term: 05/01/2020 to 06/30/2025

EXHIBIT A-3

B.1 CONTRACTORS BILLING PROCEDURES

Payment shall be based upon satisfactory acceptance of each deliverable.
Invoices shall clearly state at a minimum:

- B.1.1 Deliverable (Background, Polygraph)
- B.1.2 Date received candidate information
- B.1.3 Date background report started
- B.1.4 Date background report completed
- B.1.5 Name of person investigated
- B.1.6 Fee
- B.1.7 Detailed breakdown for travel if applicable

Invoicing shall occur any time during the year, after a billable event. It is preferable to submit statements electronically to the County's invoice tracking system at:

MCSOSheriff.Fiscal@co.monterey.ca.us

If CONTRACTOR lacks the ability to use this system, hard copy invoices will be accepted via mail addressed to the following location:

Monterey County Sheriff/Coroner's Office
Attention: Fiscal Unit Accounts Payable
1414 Natividad Road
Salinas, CA 93906

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.