

**DRAFT AUCTION SERVICES AGREEMENT**

**DRAFT ONLY**

**AGREEMENT FOR SERVICES #**

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**THIS AGREEMENT** made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Roger Ernst & Associates, Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 824 Kiernan Avenue (mailing: Post Office Box 3251) Modesto, California 95353-3251; (hereinafter referred to as "Contractor");

**WITNESSETH**

**WHEREAS**, County has determined that it is necessary to obtain a Contractor to provide auctioneer services for the disposal of personal property declared surplus by the County Board of Supervisors; and

**WHEREAS**, Contractor has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

**WHEREAS**, County has determined that the provision of these services provided by Contractor is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Contractors as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

**NOW, THEREFORE**, County and Contractor mutually agree as follows:

## **ARTICLE I**

**Scope of Services:** Contractor agrees to provide personnel, equipment, facilities and services necessary to provide for the disposal of personal property declared surplus by the County Board of Supervisors. County shall provide Contractor a listing of the property to be picked up and the location for pickup. Upon a call for request of pickup by County, Contractor will accommodate the pickup within five (5) to ten (10) days. Contractor shall provide services to include, but not be limited to, the following:

- Pick-up and transportation of all merchandise to the sale site, including pick-up and transport of vehicles and heavy equipment. All pick-up and transportation fees are to be assumed by Contractor.
- Adequate security of County property prior to and during sale.
- Assignment of lot numbers to sale items. All vehicles and equipment will be tagged as single lots and sold separately.
- Contractor shall notify County at least thirty (30) days prior to scheduled auction.
- Marketing, merchandising of sale items and advertising, to include but not be limited to, web site updates, notice in local newspapers of general circulation, and issuance of bi-weekly mailers noticing auction dates, times, materials, etc.
- Personal property appraisal services at the County's request will be performed at no charge.
- Complete accounting of all sales, by lot number.
- Audio and/or video recording of all sales.
- Provide for all auctioneers needed to conduct a sale on behalf of the County, in addition provide for all check out personnel, forklift drivers, mechanics for vehicle checkout, cashiers for the collection of all funds, ring men for all auctions, and sheriff's deputies in order to "keep the peace".
- Possess a State of California Vehicle Dealer License; California Sellers Permit; California DMV Verifier License; and Auction/Auctioneer Surety Bond.

All surplus items picked up from the County will be listed on a "Consignment Form" provided by Contractor. Should the County have a list ready upon pickup of all merchandise, Contractor will use the item numbers listed on the County's provided list when tagging all merchandise for auction. All merchandise will be transported from various County sites to Contractor's facility via Contractor's own transportation fleet, or contracted vehicle/heavy equipment hauler if needed, at Contractor's expense. Contractor shall conduct auctions at its off-site location for the sale of County surplus property on a bi-monthly basis. As required by California State Law, Contractor shall collect and pay all sales tax.

At the discretion of the County, items not sold at auction shall be either disposed of by Contractor or returned to County, at no cost to County.

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## **ARTICLE II**

**Term:** This Agreement shall become effective when fully executed by both parties hereto and shall expire December 31, 2007. This Agreement may be extended for two (2) additional one (1) year terms if mutually agreed between the parties hereto.

## **ARTICLE III**

**Compensation for Services:** For services provided herein, Contractor shall receive a commission rate based in accordance with Exhibit "A", marked "Quote Sheet for El Dorado County", incorporated herein and made by reference a part hereof. Contractor shall pay County the proceeds from auction, which shall be calculated as the net amount of selling price of each vehicle sold, less Contractor commission. Payment shall be made within fifteen banking (15) days of close of auction. Contractor shall furnish to County an itemized statement with supporting detail of each item of property sold and payment made.

## **ARTICLE IV**

**Audit:** Contractor shall maintain complete financial records for a minimum of five (5) calendar years after the termination of this Agreement that clearly reflect the costs of services for which compensation is received under this Agreement. Any apportionment of costs shall be made in accordance with generally accepted accounting principles and shall evidence proper audit trails reflecting the true cost of services. All such records shall be available for inspection by the County, through its authorized representatives, at reasonable times during normal business hours. In addition, Contractor agrees to extend to the County Contract Administrator or his/her designee the right to review and investigate record and program procedures.

## **ARTICLE V**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

## **ARTICLE VI**

**Contractor to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

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## **ARTICLE VII**

**Assignment and Delegation:** Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

## **ARTICLE VIII**

**Independent Contractor/Liability:** Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

## **ARTICLE IX**

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

**ARTICLE X**

**Default, Termination, and Cancellation:**

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. . In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise

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**ARTICLE XI**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested.

Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
PROCUREMENT AND CONTRACTS  
330 FAIR LANE  
PLACERVILLE, CA 95667  
ATTN: BONNIE H. RICH, PURCHASING AGENT

Or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

ROGER ERNST AND ASSOCIATES, INC.  
P.O. BOX 3251 (MAILING)  
824 KIERNAN AVENUE (PHYSICAL)  
MODESTO, CA 95353-3251  
Attn: TOBY HOUSTON, GENERAL MANAGER

Or to such other location as the Contractor directs.

**ARTICLE XII**

**Indemnity:** The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

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### **ARTICLE XIII**

**Insurance:** Contractor shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance or Public Liability of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Surety Insurance, Fidelity Insurance, or a Fidelity Bond, in the minimum amount of \$100,000.00 with a "Loss Payee Rider" naming El Dorado County as "Loss Payee". Upon request, and acceptance by the County Purchasing Agent, the Auctioneer shall be required to periodically furnish evidence to the Purchasing Agent of the required Fidelity Bond for each subsequent auction event.
- D. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- E. In the event Contractor is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000.00 per occurrence. For the purposes hereof, Professional Liability is not required.
- F. Contractor shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- G. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- H. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval.

In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- I. The certificate of insurance must include the following provisions stating that:
  - 1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
  - 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- J. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- K. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- L. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- M. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- N. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- O. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- P. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for the protection of the County.



#### **ARTICLE XIV**

**Interest of Public Official:** No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### **ARTICLE XV**

**Interest of Contractor:** Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

#### **ARTICLE XVI**

**California Residency (Form 590):** All independent Contractors providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

#### **ARTICLE XVII**

**Taxpayer Identification Number (Form W-9):** All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

#### **ARTICLE XVIII**

**County Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

#### **ARTICLE XIX**

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Bonnie H. Rich, Purchasing Agent, or successor.

**ARTICLE XX**

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

**ARTICLE XXI**

**Partial Invalidity:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

**ARTICLE XXII**

**Venue:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

**ARTICLE XXIII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**Requesting Contract Administrator Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Bonnie H. Rich, Purchasing Agent  
Chief Administrative Office

**Requesting Department Head Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Laura S. Gill  
Chief Administrative Officer

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

**-- COUNTY OF EL DORADO --**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chair  
Board of Supervisors  
"County"

**ATTEST:**  
**Cindy Keck**  
**Clerk of the Board of Supervisors**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Clerk

**-- CONTRACTOR --**

Dated: \_\_\_\_\_

Roger Ernst & Associates, Inc.  
A California Corporation

By: \_\_\_\_\_

Roger D. Ernst, President  
"Contractor"

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Corporate Secretary

**Exhibit "A"**  
**Quote Sheet for El Dorado County**

**Commission:**

- |    |  |    |
|----|--|----|
| A. | Rolling Stock<br>(Cars, Trucks, Heavy Equipment, etc.)   | 2% |
| B. | Miscellaneous Surplus Property<br>(Furniture, Office Machines, Appliances, Personal Computers) | 2% |
| C. | Law Enforcement Asset Seizures<br>(includes all merchandise)                                   | 2% |

Should the County desire a guaranteed rate of return on surplus personal property, County and Contractor shall negotiate rate of return prior to the sale of surplus personal property.

Contractor shall furnish the transportation of all property at not cost to the County. The following "optional" services for rolling stock shall be provided at no additional cost to the County:

- Outer Wash and Interior Vacuum
- Detail Interior
- Detail Exterior
- Detail Complete to Include Steam Clean Engine

Contractor will smog all vehicles prior to sale in accordance with State mandated regulations for vehicles. County agrees that Contractor may deduct a fee not to exceed \$50.00 per vehicle and shall deduct such costs from the proceeds of sale per vehicle.