EL DORADO COUNTY BOARD OF SUPERVISORS AGENDA ITEM TRANSMITTAL

Meeting of September 12, 2006

ACENDA TITI F. Agreement #126 S0711 with David	Monele	,		
AGENDA TITLE: Agreement #136-S0711 with Dario Mancio				
DEPARTMENT: General Services	DEPTY	SIGNOFF:	CAO USE ONLY:	
CONTACT: Jordan Postlewait/Marla H. Bordges	(00	2 1112 22 1	
DATE: 8/22/06 PHONE: 5330/5845		$PY \setminus$	Segn Ali 8-3006	
DEPARTMENT SUMMARY AND REQUESTED B	OARD	CTION:		
The Department of General Services recommends the Bo	oard:			
1) Make findings that is it more economical and fea			-	
requested" burial services in accordance with Co	•			
 Approve Agreement #136-S0711 with Dario Ma owned and/or operated cemeteries for a total con 				
from date of execution; and	liaci aine	ount not to excee	d \$28,000.00 effective one year	
3) Authorize Chairman to execute said Agreement				
A	.1		1 4	
Agent available in View CAO RECOMMENDATIONS: Recommend	ing	packet	f web	
CAO RECOMMENDATIONS: Recommend	appro	val. Law	ra D. All BBO106	
Financial impact? (X) Yes () No		Funding Source	e: () Gen Fund (X) Other	
BUDGET SUMMARY:		Other: Special	Revenue Fund – Fund 11	
Total Est. Cost \$28	3,000.00	CAO Office U	se Only:	
Funding		4/5's Vote Re		
Budgeted \$28,000.00		Change in Po	olicy () Yes (No	
New Funding		New Personn	· / · /	
Savings		CONCURREN	ICES:	
Other*		Risk Manage	ment <u>us</u>	
Total Funding \$28	3,000.00	County Counsel		
Change in Net County Cost	\$0.00	Other		
*Explain				
BOARD ACTIONS:				
Vote: Unanimous Or	Ihore	hy cartify that	this is a true and correct conv of	
, vota: Ciminatora	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the			
Ayes:		Board of Supervisors		
Noes:	Date:	Date:		
Abstentions:				
Absent:	Attest: Cindy Keck, Board of Supervisors Cle			
	 D	By:		
Rev. 04/05	by: _			



The County of El Dorado

Department of General Services

Joanne M. Narloch, Director

Airports, Parks and Grounds Division Jordan Postlewait, Manager of Airports, Parks and Grounds Phone (530) 621-5330 Fax (530) 295-2524

August 22, 2006

Board of Supervisors 330 Fair Lane Placerville, CA 95667

Re: Agreement #136-S0711 with Dario Mancio

Dear Board Members:

Recommendation:

The Department of General Services recommends the Board:

- 1) Make findings that is it more economical and feasible to obtain an outside contractor to provide "as requested" burial services in accordance with County Ordinance 3.13.030; and
- 2) Approve Agreement #136-S0711 with Dario Mancio, to provide "as requested" burial services at County owned and/or operated cemeteries for a total contract amount not to exceed \$28,000.00 effective one year from date of execution; and
- 3) Authorize Chairman to execute said Agreement.

Reason for Recommendation:

General Services recommends the Board make findings that it is more economical and feasible to obtain an outside contractor to provide the specialized skills and equipment required for burial services at County owned and/or operated cemeteries. Services provided by this contractor are specialized and do not warrant the addition of permanent County grounds staff. The previous vendor unexpectedly terminated their Agreement with the County, making it imperative that the County quickly find another contractor to provide this service. Dario Mancio agreed to provide the service at a rate competitive with the previous vendor. The term of this Agreement is for one year. It is the intent of staff to go out to bid prior to the expiration of this Agreement.

The Agreement has been approved by County Counsel and Risk Management. The Officer or employee with responsibility for administering this Agreement is Jordan Postlewait, Manager of Airports, Parks and Grounds, General Services Department or designee.

Board of Supervisors Agreement #136-S0711 with Dario Mancio 8/22/06 Page 2

Fiscal Impact:

Funding is available in General Services FY 2006-07 Airports, Parks and Grounds operating budget for the Placerville Union Cemetery (Special Revenue Fund – Fund 11).

Action to be Taken Following Approval:

The Board Clerk's office will forward the executed agreement to General Services for distribution and administration.

Respectfully submitted,

Joanne M. Narloch

Director of General Services

JNM: mhb

Cc: Jordan Postlewait, Manager of Airports, Parks and Grounds

Cami Roberts, Fiscal Administrative Manager

Contract #: 136-S0711

CONTRACT ROUTING SHEET

Date Prepared	: 7/26/06	Need Dat	te:					
Department: Dept. Contact: Phone #:	DEPARTMENT: CAO/Proc. & Contracts Pam Carlone 5833		Dario Mancio 3123 Turner Street Placerville, CA 956	~ ~ ~				
Department Head Signature	for Bonnie H. Rich	Phone:	530-391-7765	BUNTY B				
CONTRACTING DEPARTMENT: General Services Service Requested: Burial Services for County Owned and/or Operated Cemeteries								
Contract Term:	<u>1 year</u> h Human Resources requiremen	Contract Value		000.00				
COUNTY COU Appropried:	NSEL: (Must approve all contract Disapproved: Disapproved:	Date: <i>\delta/</i>	By: <u>A</u> By: <u>B</u>	SnAM				
	SE TO RISK MANAGEMENT. THANK							
Approved:\	EMENT: (All contracts and MOU' Disapproved: Disapproved:	s except boilerplate Date: Date:	te grant funding agre	erhepts)				
	AUG 0 9 2006							
OTHER APPRODepartments:	OVAL: (Specify department(s) page 1	articipating or direc	ctly affected by this co	ontract).				
Approved:	Disapproved: Disapproved:	Date: Date:	By: By:					

Rev. 12/2000 (GS-GVP)

ORIGINAL

AGREEMENT FOR SERVICES #136-S0711

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 Dario Mancio, a sole proprietor, duly qualified to conduct business in the State of California, whose principal place of business is 3123 Turner Street, Placerville, CA 95667; (hereinafter referred to as "Contractor");

WITNESSETH

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide burial services on an "as requested" basis at County-owned and/or operated cemeteries for the Department of General Services, Airports, Parks and Grounds Division; 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 burial services on an "as requested" basis at the County-owned and/or operated cemeteries for the Department of General Services, Airports, Parks and Grounds Division. Services shall included, but not be limited to those listed in Exhibit "A", marked "Scope of Services", incorporated herein and made by reference a part hereof.

ARTICLE II

Term: This Agreement shall become effective when fully executed by both parties hereto and shall expire one (1) year from date thereof.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Contractor within thirty (30) days following completion of work and the County's receipt and approval of itemized invoice(s) detailing services rendered. For the purposes herein, the billing rates shall be in accordance with Exhibit "B", marked "Fee Schedule", incorporated herein and made by reference a part hereof. The total amount of this Agreement shall not exceed \$28,000.00, including all expenses.

ARTICLE IV

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 V

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.

ARTICLE VI

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 VII

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 VIII

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 IX

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

ARTICLE X

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 GENERAL SERVICES DEPARTMENT 345 FAIR LANE PLACERVILLE, CA 95667 ATTN: JOANNE M. NARLOCH, DIRECTOR

or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

DARIO MANCIO 3123 TURNER STREET PLACERVILLE, CA 95667

or to such other location as the Contractor directs.

ARTICLE XI

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.

ARTICLE XII

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. Contractor has no employees and shall not be required to obtain Workers' Compensation and Employers' Liability Insurance. Should during the term of this Agreement Contractor hire one or more employees who will provide any services related to this Agreement he/she shall immediately obtain Full Workers' Compensation and Employer's Liability insurance and furnish County with certificate for same.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. 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.
- D. 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 of this Agreement, professional liability is not required.
- E. 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.
- F. The insurance will be issued by an insurance company acceptable to the Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. 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 the Risk Management Division 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.

- H. 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.
- I. 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.
- J. 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.
- K. 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.
- L. 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.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. 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.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with the Risk Management Division, as essential for the protection of the County.

ARTICLE XIII

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 XIV

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 XV

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 XVI

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 XVII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Jordan Postlewait, Airports, Parks and Grounds Manager, General Services Department, or successor.

ARTICLE XVIII

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 XIX

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 XX

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 XXI

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:

Jordan Postlewait, Airports, Parks and Grounds Manager
General Services Department

REQUESTING DEPARTMENT HEAD CONCURRENCE:

Joanne M. Narloch, Director
General Services Department

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

-- COUNTY OF EL DORADO--

	Dated:
	By:
	Chairman Board of Supervisors "County"
ATTEST: Cindy Keck Clerk of the Board of S	upervisors
By: Deputy Clerk	Date:
	CONTRACTOR
	Dated: 8-14-06
	<u>DANIO Q. MANCAO</u> Dario Mancio, individually "Contractor"

PJC

EXHIBIT "A"

SCOPE OF SERVICES

Contractor shall provide labor, materials, supplies and equipment necessary to open and close graves for the interment of human remains on an "as requested" basis at County-owned and/or operated cemeteries.

Graves must be opened within seventy-two (72) hours of notification by County cemetery staff of interment date in accordance with County Ordinance Code Chapter 8.20.08. Graves shall be dug to such a depth as to allow a minimum of eighteen inches (18") of fill dirt upon the top of the liner or vault.

Contractor shall install a burial vault for each interment (non-cremated remains and cremated remains) provided by the mortuary. No liners are required for vaults or crypts.

Contractor shall receive and sign "Applications and Permits for Disposition of Human Remains" which are to be submitted to the County along with the invoice for opening and closing of the grave for which the permit was issued.

All services shall be performed in compliance with California State Health & Safety Code and applicable County Ordinance, rules and procedures established for the operation of County-owned and/or operated cemeteries.

EXHIBIT "B" – FEE SCHEDULE

DARIO MANCIO 3123 Turner Street Placerville, CA 95667 (530) 391-7765

Price list for county cemeteries:

1.	Opening and closing – full burial
2.	Ground burial cremains\$295.00
3.	Saturday intermentsadditional\$150.00 Sunday intermentsadditional\$200.00 Holiday intermentsadditional\$250.00
4.	Setting markers in concrete (no monuments) \$200.00 12 x 24
5.	Galvanized flower vase (each)\$ 25.00

7/11/06

Dario Mancio 3123 Turner Street Placerville, Ca 95667 Tel: (530) 391-7765

Union Cemetery Price List

1.	Opening and closing full burial	\$800.00
	B. Additional labor for metal or oversize liner	\$500.00
	If less than 2 (two) feet deep\$	100.00
		\$ 50.00
2.	Ground burial of cremains.	\$200.00
3.	Interment of cremains in Niche	200.00
	A. Installing name plate and vase on niche	
4.	Opening and closing mausoleum:	
7.	A. Three lower rows\$	300.00
	B. Top rows \$	030.00
5.	Saturday intermentsAdditional\$	150.00
6.	Sunday IntermentsAdditional\$	200.00
7.	Holiday IntermentsAdditional	\$250.00
8.	Setting markers in concrete (no monuments)	
	12 x 24	200.00
	16 x 28	
	12 or 16 x 36	
9.	Galvanized flower vase (each)	25.00

DARIO MANCIO 3123 TURNER STREET PLACERVILLE, CA 95667

Telephone Number: (530) 391-7765

PRICE LIST FOR DISINTERMENTS

NICHE \$200.00

GROUND CREMAINS \$400.00

(Not responsible for urn or vault condition.)

MAUSOLEUM
Third Row and Lower \$1500.00

MAUSOLEUM
Fourth Row and Higher \$2500.00

DISINTER CASKET – GROUND BURIAL
(Not responsible for casket condition.) \$3500.00