

**AGREEMENT**  
**BETWEEN COUNTY OF SAN MATEO**  
**AND SERVICE LEAGUE OF SAN MATEO COUNTY**

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This Agreement entered this \_\_\_\_\_ of \_\_\_\_\_ 2002, by and between the **COUNTY OF SAN MATEO** a political subdivision of the State of California, hereinafter called "COUNTY" and **SERVICE LEAGUE OF SAN MATEO COUNTY**, hereinafter called "CONTRACTOR."

**WITNESSETH:**

*WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing the professional services hereinafter described as inmate services within the County's detention facilities described in this agreement; and*

*WHEREAS, pursuant to Government Code Section 31000, County may contract with independent contractors for the furnishing of special services to or for County or any Department thereof; and*

***NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:***

1. Services to be performed by Contractor. In consideration of the payments hereinafter set forth, a description of services provided by Contractor is attached hereto and incorporated into the agreement by this reference as Exhibit A.
2. Payments.
  - A. Maximum Amount. In full consideration of Contractor's performance of the services described in Exhibit A, the amount that County shall be obligated to pay Contractor for such services rendered under this Agreement shall not exceed **\$575,261**.
  - B. Rate of Payment. The rate and terms of payment shall be as specified in Exhibit A. Any rate increase is subject to the approval of the Sheriff or his designee, and shall not be binding on County unless so approved in writing. In no event may the rates established in Exhibit A be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 2A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Sheriff or his designee.
  - C. Time Limit for Submitting Invoices. Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Exhibit A. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eight (180) days after the date Contractor renders the services, or more than ninety days after this Agreement terminates, whichever is earlier.
3. Relationship of the Parties. It is expressly understood that this is an Agreement by and between two (2) Independent Contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status and the tax consequences of a Independent Contractor. Further, as an Independent Contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from, through and/or pursuant to the San Mateo County Civil Services Rules.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of County, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.

5. Hold Harmless. Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, its officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. Insurance. The Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by the County of San Mateo. The Contractor shall furnish the County with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. New Certificate of Insurance shall be provided to County on a timely basis upon each occasion that Contractor's insurance is renewed for an additional term.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

- A. Worker's Compensation and Employer Liability Insurance. The Contractor shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor makes the following certification, required by Section 1861 of the California Labor Code:

*I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of this work of the Agreement.*

- B. Liability Insurance. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by himself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(1) Comprehensive General Liability	\$ <u>1,000,000</u>
(2) Motor Vehicle Liability Insurance	\$ <u>1,000,000</u>
(3) Professional Liability	\$ <u>1,000,000</u>

If this Agreement remains in effect more than one (1) year from the date of its original execution, County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County Agreements by giving sixty (60) days notice to Contractor.

The County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, with respect to any vicarious liability imposed on them on account of the negligence of Contractor which policies shall contain a provision or endorsement that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the limits stated above, such other insurance shall be excess insurance only. Said certificate(s) of insurance is (are) attached hereto and incorporated by reference herein as Attachment I (and II).

7. Non-discrimination. No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this Agreement on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status. Contractor shall ensure full compliance with federal, state and local laws, directives and executive orders regarding non-discrimination for all employees and Subcontractors under this Agreement.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to: i) termination of this Agreement; ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years; iii) liquidated damages of \$2,500 per violation; iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to: i) examine Contractor's employment records with respect to compliance with this paragraph; ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of its response to the Complaint when filed.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits Contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

8. Records. Contractor agrees to provide to County, to any federal or state department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate

audit agencies upon reasonable notice, access to and the right to examine and audit records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules, and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

Contractor shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

9. Compliance with Applicable Laws. All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county, and municipal laws, including, but not limited to, the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap in programs and activities receiving any federal or county financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

10. Interpretation and Enforcement.

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

1) In the case of County, to:

San Mateo County Sheriff's Office  
Don Horsley, Sheriff  
400 County Center  
Redwood City, CA 94063

Or to such person or address as County may, from time to time furnish to Contractor.

2) In the case of Contractor, to:

Service League of San Mateo County  
Elizabeth Gheleta, Director  
727 Middlefield Road  
Redwood City, CA 94063

B. Controlling Law. The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

11. Merger Clause. This Agreement, including Exhibit A, Attachment I (and II) attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. All subsequent modification shall be in writing. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

12. Term and Termination. Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be in effect **July 1, 2002 through June 30, 2003**. This Agreement may be terminated by Contractor, Sheriff or his designee at any time upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**  
*A Political Sub-division of the  
State of California*

By: \_\_\_\_\_  
*Jerry Hill, President  
Board of Supervisors, County of San Mateo*

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

**ATTEST:**

\_\_\_\_\_  
*Clerk of the Board of Supervisors, County of San Mateo*

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

**SERVICE LEAGUE OF SAN MATEO COUNTY**

By: *Richard K. Ghella*

Date: *7-22-02*

**EXHIBIT A**  
**Agreement between County of San Mateo and**  
**Service League of San Mateo County**

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**1. INMATE PROGRAM SERVICES.**

A. Contractor will provide inmate services at the Maguire Correctional Facility (MCF), Men's Correctional Center (MCC), Medium Security Facility (MSF), and the Women's Correctional Center (WCC) Monday through Friday.

(1) Direct services:

- Provide orientation two (2) days per week [*Mondays and Thursdays*] for new inmates regarding programs, assistance and jail procedures.
- Contact with attorneys, families, probation officers and employers.
- Communicating pertinent information from family members to inmates, regarding emergency and crisis situations.
- Liaison with the San Mateo County Department of Child Support Services regarding child support issues.
- Distribution of Penal Code Section 1381 related forms, Sheriff's Work Program requests, County parole applications, etc.
- Inform medical and custody staff of individual situations.
- Assist medical and mental health staff, as requested, for inmates who are highly stressed, suicidal, or physically ill.
- Expediting inmate enrollment and applications to CHOICES and educational programs.
- Verification of court appearances and release dates.
- Arranging for the release of property to family members.
- Spanish language services for non-English speaking inmates.

(2) Indirect [social services] services:

- Develop a supportive network with departments, agencies, substance abuse treatment programs and other organizations to service inmate requests.
- Training guidance and support for volunteers involved in the Inmate Message Request Program.

(3) Inmate Program Services [Volunteers] consists of recruitment, clearance, orientation, and supervision of volunteers who provide tutoring, counseling, and supportive group activities. Such services include but are not limited to:

- AA and NA – All facilities
- Substance abuse counselors and intake personnel for After-Release Programs, including Treatment Readiness Counseling at WCC.
- Literacy (Project READ) - provide volunteers willing to work in jail setting
- ESL (English as a Second Language) – MCF [6 East and 6 West]

- G.E.D. Tutoring - MCF
  - Motivational counseling
  - Mediation services and workshops
  - Ethnic-specific counseling and referral for Asian/Pacific Island population, Hispanics, and others.
  - Assistance with individual inmate request messages, etc.
- (4) Inmate release services - which include assistance regarding release needs, re-entry counseling, letters of identification and emergency assistance, i.e., transportation, food, lodging, and referral to support services.
  - (5) Jury clothing services – provide appropriate clothing for inmates appearing before juries. Contractor measures inmates for size and fit. If a trial runs for several weeks, several changes of clothing will be provided as well as laundry of shirts, etc.
  - (6) Various denominational chaplaincy services which shall include but not be limited to meeting with inmates during times of personal crisis, providing religious services for inmates, conducting pre-marital interviews and marriage services, and coordinating visits/services from representatives of various organizations.
  - (7) Childcare services for individuals visiting inmates at MCF, covering the most needed times, which include Tuesday, Wednesday and Thursday evenings until 10 p.m. and Saturday and Sunday afternoons 12 p.m. to 4 p.m.
  - (8) Bus tickets for indigent inmates upon release.
  - (9) Purchase of holiday decorations, cards and postage for use by inmates. *[Contractor shall assume full responsibility for assuring safety via fireproofing.]*
  - (10) Distribution of cards to inmates and mailing them. Inmates shall also be provided greeting cards and postage appropriate for other occasions. Cards to be purchased or obtained through donation and stamps to be purchased.

## **2. FATHERS & FAMILIES LITERACY PROGRAM.**

A. Contractor will administer the ***FATHERS [Fathers As Teachers: Helping Encouraging Reading Supporting] and FAMILIES Literacy Program*** to inmates at MCF. The objective of the Program is to interrupt the cycles of both incarceration and poor literacy by making inmates aware of their responsibility as fathers and father figures to break both cycles. The Program has been designed to accommodate the particular population of incarcerated fathers at MCF.

- (1) Contractor will carry out the following activities to address the objectives of the Program:
  - Implement six [6] series of eight-week FATHERS curriculum at the Maguire Correctional Facility. The lessons will be taught in 1 ½ hour segments and utilize Families for Literacy educational materials.
  - 8-12 participants per series will be involved in the FATHERS training, which would allow for individual attention required by inmates, as most have not been in a classroom setting for many years.
  - For basis of measuring results, basic literacy testing prior to entering class, at intervals during the cycle, as well as after leaving the Program will be conducted. Testing will be done with instruments generally accepted and



approved by educators and will be administered by persons trained in their use by Project Read.

- Progress will be rewarded with gift books, which the participant can send to his child through the FATHERS Literacy Program.

(2) Contractor will implement Program by the following:

- Enter into a contract with the Notre Dame Americorps Program in order to place one [1] Americorps intern for staffing 30 hours per week.
- Provide additional training, supervision and support to interns from Service League Correctional Services Director and the Facilities Program Coordinator assigned to the Program.
- Provide interns with additional training by Redwood City Library's Project Read *[Adult Literacy Program of San Mateo County]*.
- Schedule, identify and recruit inmates most appropriate to participate.
- Send inmate applications to Classification for screening and approval prior to their participation in the Program.
- Provide progress reports to the Sheriff's Inmate Welfare Oversight Committee.

### **3. LAW LIBRARY SERVICES.**

A. Contractor will provide law library type services and related library materials to inmates at MCF, MCC, MSF, WCC and WHC. At a minimum, these services will include the following:

- (1) Provide services of a full-time Librarian [40 hrs/week].
- (2) Provide a part-time Assistant Librarian [30 hrs/week], who will assure the recreational library services and needs of the WCC, MCC and MSF are covered. Assistant Librarian will cover the duties of the Facilities Librarian in cases of illness and/or vacation.
- (3) Provide year-round law library supervision and assistance to inmates. Supervision includes regulating time and use of resources among inmates and ensuring that inmates, especially pro pers, are provided with timely access to law library materials, legal research and photocopying of legal materials.
- (4) Process inmate requests for reading materials while screening-out pornography, fraud and other material in relation to illegal activities.
- (5) Maintain book carts and deliver appropriate material to inmates.
- (6) Provide written responses to inmate grievances, regarding recreational and law library services.
- (7) Purchase reading material, which is determined by inmate requests, level of literacy, reading language, and general interest.
- (8) Purchase special interest materials, i.e., resumes, employment preparation, anger management, parenting, etc. as well as periodical subscriptions and foreign language publications.
- (9) Provide special needs reading material such as remedial reading materials for illiterate English and non-English speakers, children's books for inmates with contact visitation privileges, dictionaries and appropriate learning materials for

participants in the GED Program, "Life-Change" literature to participants in the CHOICES Program.

- B. Library hours may be extended into the evening to accommodate inmates who have returned from court and need law library access.
- C. The Jail staff retains the right to review and reject books, videos and other materials in the libraries for appropriateness.
  - (1) Employees of Contractor shall adhere to all applicable policies and procedures of the MCF and the San Mateo County Sheriff's Office.

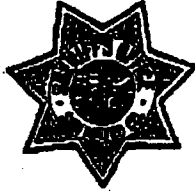
**2. AMOUNT AND METHOD OF PAYMENT.**

A.

Program Services:	* Projected IWF Funding
Inmate Program Services	\$408,430
FATHERS Program	\$15,000
Library Services	\$135,261
<i>Services Total:</i>	<i>\$558,691</i>
Program Supplies	\$16,570
<b>CONTRACT TOTAL:</b>	<b>\$575,261</b>

- B. All monies used to pay Contractor for services provided in this Agreement shall be taken from the Inmate Welfare Fund.
- C. Contractor shall assume full responsibility for payment to sub-contractors. Contractor shall assume full responsibility for filing of any payroll or earnings reports to both state and federal agencies.
- D. Contractor shall submit a **monthly invoice totaling 1/12 or \$46,557.58** of this Agreement's "Services Total," in compliance with the policies and procedures established by the Inmate Welfare Committee and Controller. Contractor will also include in invoice the total for supplies provided that month, which shall be invoiced to County at Contractor's actual retail costs. In any event, the total amount for services and supplies of Contractor **shall not exceed \$575,261.**
- E. County will verify the amount of the invoices and pay Contractor accordingly. County shall have the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable.
- F. Contractor shall submit final bill within 90 days from expiration of this Agreement to the MCF Administrative Lieutenant or his/her designee.

# Fax Cover Sheet



Ginger L. Balkus, Management Analyst  
 San Mateo County Sheriff's Office  
 400 County Center  
 Redwood City, CA 94063  
 Phone (650) 363-7819  
 Fax (650) 599-1023

Send to: Priscilla Morse Risk Manager	Date: 8/8/2002
Fax: 363-4610	Total pages, including cover: 3
Phone:	RE: Contractor's Insurance Requirements

Urgent   
  Reply ASAP   
  Please comment   
  Please review   
  For your information

Contractor's Name: Service League of San Mateo County

Do they travel: Yes \_\_\_ No \_\_\_ If yes, what percent of time: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Duties: Provide various services to inmates in the County's detention facilities.

COVERAGE	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$1m	✓		
Motor Vehicle Liability	\$1m	✓		
Professional Liability	\$1m	✓		
Worker's Compensation	statutory	✓		

**Comments:**

Please review the following insurance certificate. Thank you.

*Priscilla Morse*  
 \_\_\_\_\_  
 Signature of Risk Manager

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
11/13/01

**PRODUCER**  
ARCHBOLD & FATHER INS.  
505 RAINSVILLE ROAD  
PETALUMA, CA. 94952

**INSURED**  
SERVICE LEAGUE OF SAN  
MATEO COUNTY  
727 MIDDLEFIELD ROAD  
REDWOOD CITY, CA. 94063

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

INSURER A: FIRST NATIONAL INS. CO.  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	CP7750417J	11-14-01	11-14-02	EACH OCCURRENCE \$1,000,00 FIRE DAMAGE (Any one fire) \$200,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,00 GENERAL AGGREGATE \$2,000,00 PRODUCTS - COMP/OP AGG \$1,000,00
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BA7750417J	11-14-01	11-14-02	COMBINED SINGLE LIMIT (Ea accident) \$1,000,00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER PROFESSIONAL LIABILITY	LP7750417H	11-14-01	11-14-02	1,000,000/OCC. 2,000,000/AGG.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER  ADDITIONAL INSURED; INSURER LETTER:

**CANCELLATION**

SAN MATEO COUNTY INMATE WELFARE  
FUND, ITS OFFICERS, AGENTS,  
AND EMPLOYEES.  
400 COUNTY CENTER  
REDWOOD CITY, CA. 94063  
ATTN: GINGER

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*James E. Archbold*

**STATE  
COMPENSATION  
INSURANCE  
FUND**

P.O. BOX 807, SAN FRANCISCO, CA 94101-0807

**CERTIFICATE OF WORKERS' COMPENSATION INSURANCE**

POLICY NUMBER: 0431188 03  
CERTIFICATE EXPIRES: 11-01-02

ISSUE DATE: 11-01-01

SAN MATEO COUNTY  
INMATE WELFARE FUND  
HALL OF JUSTICE, 3RD FLOOR  
REDWOOD CITY, CA 94063

This is to certify that we have issued a valid Workers' Compensation Insurance policy in a form approved by the California Insurance Commissioner to the employee named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

*Kenneth Abbott*  
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000.00 PER OCCURRENCE

EMPLOYER

LEGAL NAME

SERVICE LEAGUE OF SAN MATEO  
727 MIDDLEFIELD RD.  
REDWOOD CITY, CA 94063

SERVICE LEAGUE OF SAN MATEO  
(A NON-PROFIT CORP.)

PRINTED 10-18-01

**COUNTY OF SAN MATEO**  
**Equal Benefits Compliance Declaration Form**

**I Vendor Identification**

Name of Contractor: Service League of San Mateo County

Contact Person: Elizabeth Gheleta, Executive Director

Address: 727 Middlefield Road  
Redwood City, CA 94063

Phone Number: (650) 364-4664 Fax Number: \_\_\_\_\_

**II Employees**

Does the Contractor have any employees?  Yes  No

Does the Contractor provide benefits to spouses of employees?  Yes  No

\* If the answer to one or both of the above is No, please skip to Section IV.\*

**III Equal Benefits Compliance (Check one)**

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on \_\_\_ (date) and expires on \_\_\_ (date).

**IV Declaration**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 27 day of JULY, 2002 at REDWOOD CITY, CA  
(City) (State)

Elizabeth K. Gheleta  
Signature

ELIZABETH K. GHELETA  
Name (Please Print)

EXECUTIVE DIRECTOR  
Title

94-1661885  
Contractor Tax Identification Number