AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE BRAUNER COMPANY

THIS AGREEMENT, entered into this day of , 2004, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and The Brauner Company hereinafter called "Contractor";

WITNESSETH:

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

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing investment options, reports and consultation on Estate Plans on behalf of clients who are conserved under the responsibility of the San Mateo County Public Guardian.

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

1. Exhibits.

The following exhibits are attached hereto and incorporated by reference herein:

Exhibit A—Services
Exhibit B—Payments and rates
Attachment I—§ 504 Compliance

2. Services to be performed by Contractor.

In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit A.

3. Payments.

In consideration of the services provided by contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this contract exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for FY 2004-2005, ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) for FY 2005-2006 and TWO HUNDRED THOUSAND DOLLARS (\$200,000) for FY 2006-2007 for a total contract amount of FIVE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$525,000) for the contract term.

4. Term and Termination.

Subject to compliance with all terms and conditions, the term of this agreement shall be from July 1, 2004 through June 30, 2007.

This Agreement may be terminated by Contractor, the Director of Health Services or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds.

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

6. Relationship of Parties.

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers or advantages of County employees.

7. 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, or 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 whomsoever belonging, (C) any sanctions, penalties or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by 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 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.

8. Assignability and Subcontracting.

Contractor shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party to provide services required by contractor under this agreement without the prior written consent of County. Any such assignment or subcontract without the county's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance.

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the County Manager, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the County Manager 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 the County Manager of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) Worker's Compensation and Employer's Liability Insurance. The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's 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 the work of this Agreement.
- (2) <u>Liability Insurance</u>. 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/her 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 claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself 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:

(a)	Comprehensive General Liability	\$1,000,000
(b)	Motor Vehicle Liability Insurance	\$1,000,000
(c)	Professional Liability	\$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

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 canceled, 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.

10. Compliance with laws; payment of Permits/Licenses.

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, ordinances and regulations, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Federal Regulations promulgated thereunder, as amended, and will comply with the Business Associate requirements set forth in Attachment H, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment I, 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. In the event of a conflict between the terms of this agreement and state, federal, county or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination.

- A. Section 504 applies only to Contractors who are providing services to members of the public. Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- B. General non-discrimination. No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this agreement.
- C. Equal employment opportunity. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.

- 4

- D. Violation of Non-discrimination provisions. 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 section, the County Manager shall have the authority to examine Contractors employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor 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 their response to the Complaint when filed.

- E. Compliance with Equal Benefits Ordinance. 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.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Retention of Records.

Contractor shall maintain all required records for three years after the County makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

13. Merger Clause.

This Agreement, including the Exhibits 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 this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

14. 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.

15. Notices.

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

In the case of County, to:

Jeffery Krup, Financial Services Manager Aging and Adult Services 225 37th Avenue San Mateo, CA 94403

In the case of Contractor, to:

The Brauner Company 1065 E. Hillsdale Blvd., #303 Foster City, CA 94404

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

	COUNTY OF SAN MATEO			
	By:			
	Date:			
ATTEST:				
By:Clerk of Said Board				
THE BRAUNER COMPANY				
Contractor's Signature				
Date: 6-2-04				

Long Form Agreement/Business Associate

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

On behalf of conserved clients under the responsibility of the San Mateo County Public Guardian, Contractor shall:

- A. Process the initial paperwork for each account, establish a brokerage account, set up regularly scheduled withdrawals, send additional checks when requested, make changes to withdrawal schedules when needed, draw when needed without penalty, acquire values for stocks and bonds for year-end accountings, handle the transfers of accounts from other firms and consolidate them into the brokerage account, provide customized and additional reports when requested, and process the necessary paperwork to close an account when a client dies,
- B. Accept all client investments, regardless of the dollar amount, and shall provide independent advice on the risks inherent in each portfolio (not limited to parent company),
- C. Provide the best possible rates and returns,
- D Provide a wide range of investment options with flexibility for withdrawals as well as information on cost basis of assets for income tax purposes on behalf of clients who are conserved,
- E Provide consultation on selected cases as part of the Estate Plan and for tax consequences at no additional cost.
- F. Provide information on the cost basis of assets for income tax purposes.
- G. Provide monthly, quarterly and year-end statements to the Public Guardian's Office for each client. Some statements may need to be customized to specific time periods as defined by the Court. Statements shall include performance report, portfolio appraisal, realized gains and losses, income and expenses, account transaction history, including management fee summaries, and account bookkeeping history,
- H. Provide a quarterly Performance History report that compares the account quarter-by-quarter and performance to various indices for each client,
- I. Provide Signature Guarantees and Notary Public services at no charge,
- J. Provide at least one (1) training (minimum of three (3) hours) for Aging and Adult Services staff on investment strategies and factors for considering investment options per year, and
- K. Provide easy access and high quality customer service.

Exhibit B

In consideration of the services provided by Contractor in Exhibit A, County shall pay Contractor based on the following fee schedule:

In consideration of the services provided as described above and according to local court-established commissions for sales, Contractor shall be paid directly from each client's portfolio a fee based on an annual percentage rate of one percent (1%) of the value of assets under management. The fee is calculated based on the average daily balance, average annualized fee and the number of billing days within a month, and is deducted the month following the calculated month.

In no event shall the County's total fiscal obligation under this contract exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for FY 2004-2005, ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) for FY 2005-2006 and TWO HUNDRED THOUSAND DOLLARS (\$200,000) for FY 2006-2007.

In any event the maximum amount to be paid for services shall not exceed FIVE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$525,000) for the term of this agreement.

Attachment I

(Required only from Contractors who provide services directly to the Public on County's behalf.)

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

employs fewer than 15 persons.

The Contractor(s): (Check a or b)

*Exception: DHHS regulations state that!

	•		
b. () employs 15 or more persons and, p (45 C.F.R. 84.7 (a)), has designated the following with the DHHS regulation.		• • •	
FRITZ BRAUNER			
Name of 504 Person - Typ	e or Print	_	,
THE BRAUNER Company Name of Contractor(s) - Type or Print	1065 E. H. Street Address	OCCUPACE BLUD	30.
FOSTER City	CA	94404	
City	State	Zip Code	
I certify that the above information is complete and corre	Muner		
Date // Signature	and Title of Authorize	d Official	

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

l Vendor Identification	
Name of Contractor:	THE BRAUNER COMPANY
Contact Person:	FRITZ BRAUNER
Address:	1065 E. HILLSDALE BLUD # 303
	FOSTER CITY, CA 94404
Phone Number:	650-574-0800 Fax Number: 650-574-72
Il Employees	
Does the Contractor ha	ave any employees? X Yes No
Does the Contractor pr	ovide benefits to spouses of employees?Yes X_No
If the answe	r to one or both of the above is no, please skip to Section IV.
its employees with Yes, the Contractor employees in lieu No, the Contractor The Contractor is	or complies by offering equal benefits, as defined by Chapter 2.93, to a spouses and its employees with domestic partners. Or complies by offering a cash equivalent payment to eligible of equal benefits.
IV Declaration	
	ty of perjury under the laws of the State of California that the correct, and that I am authorized to bind this entity contractually.
Executed this day	of JUNE, 2008 at FOSTER CITY, CA. (City) (State)
Signature	Name (Please Print)
PRESIDENT	
Title	

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