



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Department of Public Works



**DATE:** July 28, 2011  
**BOARD MEETING DATE:** August 9, 2011  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** James C. Porter, Director, Department of Public Works  
**SUBJECT:** Agreement with San Mateo County Historical Association

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposals process and authorizing the President of the Board to execute an agreement for \$135,000 with the San Mateo County Historical Association for operation and maintenance of the County History Museum and two County historical sites for fiscal year 2011-12.

**BACKGROUND:**

The San Mateo County Historical Association, a non-profit corporation, has operated and maintained the County History Museum and two County-owned and maintained historical sites, the Sanchez Adobe in Pacifica and the Woodside Store in Woodside, for nearly 50 years. The County's History Museum is accredited by the American Association of Museums and is housed in the old San Mateo County Courthouse. The Museum offers educational activities for school children, hosts exhibits detailing the history and development of the County and a wide range of events concerning its history – from tours of the old courthouse and other historic sites, to lectures, discussions and family programs.

**DISCUSSION:**

The contract amount for fiscal year 2011-12 is the same amount as the contract amount for fiscal year 2010-11, which amount had been reduced 10 percent from fiscal year 2009-10 or from \$150,000 to \$135,000. The scope of services was also reduced in fiscal year 2010-11 concomitant with the reduction of the contract amount, and it is proposed to keep the scope of services at the same level as last fiscal year's.

The County has contracted with the Historical Association for the maintenance and operation of the Museum and the docent program to keep the Woodside Store and Sanchez Adobe historical sites open to the public since the 1960s. The Historical Association is the lead historical group in San Mateo County and has the expertise and volunteer base to operate these three historic sites: the Museum, Woodside Store and

Sanchez Adobe. Therefore, it is in the best interest of the County to waive the RFP process and continue to contract with the San Mateo County Historical Association on the basis of being a sole source provider.

The waiver of the Request for Proposals process and execution of an agreement for services from the County Historical Association contributes to the Shared Vision 2025 outcome of a Livable Community as the History Museum is centrally located and widely used by residents, and the docent services provided by the Historical Association at the Sanchez Adobe and Woodside Store historic sites support a significant cultural dimension of San Mateo County living.

The contactor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, nondiscrimination and equal benefits.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

**Performance Measure(s):**

<b>Measure</b>	<b>FY 2010/11 Actual</b>	<b>FY 2011-12 Projected</b>
<b>Number of historical sites/programs operated and maintained</b>	<b>3</b>	<b>3</b>

**FISCAL IMPACT:**

The term of this agreement is from July 1, 2011 to June 30, 2012. The total obligation under this agreement is \$135,000 and was incorporated into the Department of Public Works Parks Division's fiscal year 2011-12 budget. This cost is supported by the County's General Fund.

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND  
AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT  
FOR \$135,000 WITH THE SAN MATEO COUNTY HISTORICAL ASSOCIATION FOR  
OPERATION AND MAINTENANCE OF THE COUNTY HISTORY MUSEUM AND  
TWO COUNTY HISTORICAL SITES FOR FISCAL YEAR 2011-12**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, Ordinance Code Section 2.83.170 authorizes the Board of Supervisors to waive the Request for Proposals process in any situation where the Board determines that the best interest of the County would be served without the necessity of formal proposals; and

**WHEREAS**, the County desires certain countywide services to maintain and operate a history museum and two County-owned and maintained historical sites for the benefit of the citizens of the County: and

**WHEREAS**, the San Mateo County Historical Association is the only agency that provides these services; and

**WHEREAS**, the Agreement between the County of San Mateo and the San Mateo County Historical Association for Operation and Maintenance of a County Museum and Two Historical Sites in fiscal year 2011-12 has been presented to this

Board of Supervisors for its consideration and acceptance; and

**WHEREAS**, the Board has been presented with the Agreement and the Board has examined and approved same as to both form and content and desires to enter into same.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors by adoption of this Resolution, hereby makes the finding that it is in the best interest of the County to waive the Request for Proposals process and authorizes the President of the Board to execute an agreement for \$135,000 with the San Mateo County Historical Association for operation and maintenance of the County History Museum and two County historical sites for fiscal year 2011-12 and the Clerk of the Board shall attest the President's signature thereto.

\* \* \* \* \*

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
THE SAN MATEO COUNTY HISTORICAL ASSOCIATION**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and the SAN MATEO COUNTY HISTORICAL ASSOCIATION, a nonprofit corporation, hereinafter called "Association;"

**W I T N E S S E T H:**

**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 the Association be retained for the purpose of maintaining the San Mateo County History Museum and two County-owned and maintained historical sites for the benefit of the County's residents and visitors.

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

**1. Exhibits and Attachments**

The following exhibits and attachments are included 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," the Association 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 the Association in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to the Association 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 Agreement exceed ONE-HUNDRED-THIRTY-FIVE-THOUSAND DOLLARS, \$135,000.

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2011 through June 30, 2012.

This Agreement may be terminated by the Association, the Director of the Department of Public Works 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 the Association under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Association may make and retain a copy of such materials. Subject to availability of funding, the Association 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 the Association as soon as is reasonably possible after the County learns of said unavailability of outside funding.

**6. Relationship of Parties**

The Association 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 the Association acquires none of the rights, privileges, powers, or advantages of County employees.

**7. Hold Harmless**

The Association 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 the Association, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from the Association'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 the Association 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 the Association 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**

The Association 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 Association 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 Risk Management, and the Association shall use diligence to obtain such insurance and to obtain such approval. The Association shall furnish the County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Association's coverage to include the contractual liability assumed by the Association 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 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 Association 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 Association 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 will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance** The Association 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 the Association pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, 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. Further, the Association certifies that the Association and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

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.

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

**11. Non-Discrimination and Other Requirements**

A. *Section 504 applies only to Contractors who are providing services to members of the public.* The Association 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 Agreement.



- 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.*** The Association 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. The Association's equal employment policies shall be made available to County of San Mateo upon request.
- 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 Association to penalties, to be determined by the County Manager, including but not limited to
- i)** termination of this Agreement;
  - ii)** disqualification of the Association 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 the Association's 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 the Association under the Contract or any other Contract between the Association and County.

The Association 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 the Association 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. The Association 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, the Association 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 Association 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. Compliance with Contractor Employee Jury Service Ordinance**

The Association shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Association, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Association or that the Association deduct from the employees' regular pay the fees received for jury service.

**13. Retention of Records, Right to Monitor and Audit**

(a) The Association shall maintain all required records for three (3) 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.

(b) Reporting and Record Keeping: The Association shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the County.

(c) The Association agrees to provide to the County, to any Federal or State department having monitoring or review authority, to County's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all 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.

**14. 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. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. 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.

**15. Controlling Law and Venue**

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. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

**16. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

**In the case of County, to:**

James C. Porter, Director  
San Mateo County  
Department of Public Works  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Fax: (650) 361-8220

**In the case of Contractor, to:**

President, San Mateo County Historical Association  
2200 Broadway  
Redwood City, CA 94063  
Fax: (650) 299-0141

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

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

COUNTY OF SAN MATEO

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

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

SAN MATEO COUNTY HISTORICAL ASSOCIATION

\_\_\_\_\_  
Mitch Postel, President

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

## **Exhibit “A”**

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

1. Maintain and operate a museum of the history of the County of San Mateo in substantially the same manner in which it has in the past; and in connection therewith, the Association shall keep said museum open to the public five days a week for a minimum of 30 hours a week.
2. Maintain and operate the docent program to keep the Woodside Store historical site open to the public 14 hours a week and the Sanchez Adobe site open to the public 20 hours a week.
3. Collect, catalog, and file records, photographs, maps, articles of the news media and periodicals, mementos, and any and all other appropriate materials relevant to the history of San Mateo county and shall give counsel and editorial assistance in connection herewith to all citizens of the County of San Mateo.
4. Promote through meetings, speakers, and any and all other appropriate methods, the dissemination of information to the public concerning the history, growth, and development of the County of San Mateo.
5. Continue to publish and make available to the public, its journal of County history, La Peninsula, and shall continue to operate a lending service of any and all materials in the custody of the Association that may be appropriately loaned and circulated to members of the public.

**Exhibit “B”**

In consideration of the services as shown in Exhibit “A” to be provided by the Association, County shall pay to the Association during fiscal year 2011/12 the sum of \$135,000, which sum shall be payable upon execution of this Agreement.

It is understood and agreed that the said sum is the full compensation to be paid to the Association under the terms of this Agreement and that any expenses whatsoever incurred by the Association in complying with the terms of this Agreement including but not limited to the employment of any staff, cost of supplies and equipment, maintenance, space, and travel expenses, shall be at the Association’s own expense.