

Mt. Diablo Unified School District

Independent Contract Agreement

Enviro-S.T.A.R., Inc.

Environmental Consulting Services
For
HVAC Group II
At
Various Sites

Dated
November 5, 2012

MT. DIABLO UNIFIED SCHOOL DISTRICT
1936 Carlotta Drive
Concord, CA 94519

**AGREEMENT BETWEEN
MT. DIABLO UNIFIED SCHOOL DISTRICT
AND INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made this 5th day of November 2012, by and between the Mt. Diablo Unified School District (hereinafter "District") and Enviro-S.T.A.R., Inc. (hereinafter "Contractor").

District hereby engages Contractor to render described services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 5 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools, transportation, and workspace necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used with the written approval of the District only.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the Services on the following basis:

\$ 26,820.00 total fee for Services (NOT TO EXCEED)

The basis of the fee for Services shall be as follows:

- a. \$ See Exhibit A.1 per hour,
b. \$ _____ per day, or
c. \$ _____ per engagement.

Check one:

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Payment in Full: Contractor shall be paid upon completion of services after obtaining originator's signature at the bottom of this contract, indicating that services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on November 5, 2012. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers'

compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand. Contractor hereby indemnifies District for any claims, losses, costs, fees, liabilities, damages, or injuries suffered by District arising out of Contractor's breach of this Section.

5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1.
6. Rules and Regulations. All results and regulations of the Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
7. Indemnification. Contractor shall and does hereby indemnify, defend, and hold harmless District, and District's officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorneys fees and costs, that District may incur or suffer and that arise, result from, or are related to any breach or failure of Contractor to perform any of the representations, warranties, and agreements contained in this Agreement.
8. Insurance. Insurance shall be endorsed to include the District, its officers, officials, agents, employees and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Contractor. Such insurance shall contain a provision that the insurance afforded thereby to the District and its officers, officials, agents, employees and volunteers shall be primary insurance to the full limits of liability of the policy, and that if the District, its officers, officials, agents, employees and volunteers have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.
9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

<u>DISTRICT</u>	<u>CONTRACTOR</u>
Mt. Diablo Unified School District	Name: <u>Mr. Ralph P. Guzman</u>
1936 Carlotta Drive	Address: <u>Enviro-S.T.A.R, Inc.</u>
Concord, CA 94519-1397	<u>2194 Edison Avenue, Suite F</u>
Attn: Superintendent	<u>San Leandro, CA 94577</u>
	Phone: <u>(510) 586-5996</u>
	Fax: <u>(510) 568-7998</u>
	Tax ID #: <u>51-0426384</u>

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.

- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
- 13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

CONTRACTOR:

By: _____
Budget Administrator Date

By: _____
Date

Title: _____

Title: _____

Authorized by: _____
Assistant or Associate Superintendent Date

Approved: _____
Assistant Superintendent of Personnel Date

TO BE COMPLETED BY DISTRICT BUDGET ADMINISTRATOR

- It is my determination that this contractor is not required to comply with Ed. Code §45125.1 regarding the submission of fingerprints to the Department of Justice.
- OR
- This contractor is subject to the requirements of Ed. Code §45125.1 and will not begin services until I have received evidence that the Department of Justice has completed its criminal background investigation.

Administrator's Signature Date

Upon completion of Services, sign below and forward original contract to Fiscal Services for payment.

Originator's Signature Date

Phone

xxx.7601.58.6240

Budget Code

<i>Distribution</i>
<i>original: Fiscal Services for payment</i>
<i>copy: Contractor</i>
<i>copy: Originator/Budget Administrator</i>

EXHIBIT A

LIST OF SERVICES TO BE PERFORMED BY CONTRACTOR

- 1. Provide professional services during the design phase for :
 - 1.1. Hazardous Materials evaluation/investigation
 - 1.2. Provision of Specifications for abatement work to be incorporated into the bidding documents
 - 1.3. Laboratory Asbestos PCIM or PLM Samples
- 2. Provide professional services during the construction phase to include the below along with ma materials testing and resident professional services to insure demolition and construction compliance with code, plans, and specifications as required of public schools in the State of California. Provide asbestos monitoring, surveilliance and reporting during construction abatement activities as identified in reports provided in item ‘1’ above as well as the latest AHERA reports that are provided by MDUSD.
 - 2.1. Provision of bid documents
 - 2.2. Conduct bid walks
 - 2.3. Review Bids
 - 2.4. Asbestos Abatement Monitoring
 - 2.5. Closeout Documents
 - 2.6. Laboratory Asbestos PCIM or PLM Samples
 - 2.7. Laboratory Asbestos TEM Air Samples
- 3. Scope of construction is that of and referenced for new Heating Ventilating Air Conditioning Systems included in the documents prepared by Captial Engineering Consultants, Inc at the following sites:
 - 3.1. Gregory Gardens ES
 - 3.2. Mountain View ES
 - 3.3. Hidden Valley ES
 - 3.4. Bancroft ES
 - 3.5. Valle Verde ES
 - 3.6. Silverwood ES
 - 3.7. Strandwood ES
 - 3.8. Shadelands Center
 - 3.9. Sunrise Center
 - 3.10. Westwood ES
 - 3.11. Monte Gardens ES
 - 3.12. El Monte ES

Services of Contractor arranged by

Signature

MO&F

Department / School

EXHIBIT 'A1'

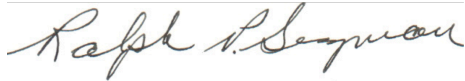
DATE: October 23, 2012
TO: Mitchell Stark
Assistant Program Manager
2010 Measure C
Mt. Diablo Unified School District
3333 Ronald Way
Concord, CA 94519

Dear Mr. Stark,

Enviro-S.T.A.R., Inc. is pleased to submit a proposal to provide industrial hygiene services for the Mt. Diablo School District Group 2.1 HVAC upgrade (which includes Silverwood Elementary, Valle Verde Elementary, Bancroft Elementary, and Mountain View Elementary School). The proposal assumes eight-hour work shifts. The total cost will be adjusted based on the unit cost to reflect the actual number of hours worked or samples collected.

Please contact me if you have any questions. Thank you very much.

Sincerely yours,



Ralph Guzman

PROPOSAL

GROUP 2.1

Silverwood Elementary, Valle Verde Elementary, Bancroft Elementary, and Mountain View Elementary School

Enviro-S.T.A.R., Inc. is please to submit the following proposal:

Description	Quantity	Unit Price	Cost
Site survey	4	\$500.00	\$2,000.00
Draft abatement work specifications	4	\$350.00	\$1,400.00
Write bid documents, conduct bid walk, review bids	4	\$300.00	\$1,200.00
Asbestos abatement monitoring (\$60 hour/8 hour shift) - please multiply the daily rate by the expected duration of abatement work.	1	\$480.00	\$480.00
Closeout documents	4	\$400.00	\$1,600.00
Laboratory - Asbestos PCM or PLM samples	50	\$20.00	\$1,000.00
Laboratory - Lead samples (bulk, wipe, or air)	0	\$25.00	\$0.00
Laboratory - Asbestos TEM air samples (24-hour TAT)	21	\$60.00	\$1,260.00
Overtime (greater than 40 hours week, weekend, holiday are charged at 1 1/2 hourly rate). Any hours/shifts/samples above the numbers used for this proposal will be charged at the quoted rate.			
SUBTOTAL			\$8,940.00
TOTAL			\$8,940.00

If you have any questions, please e-mail or me a call at (925) 285-3717.

Submitted by:

Accepted by:



Ralph P. Guzman, IH, CAC

Name: _____

(Print)

Date:

EXHIBIT 'A1'

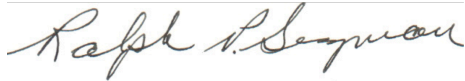
DATE: October 23, 2012
TO: Mitchell Stark
Assistant Program Manager
2010 Measure C
Mt. Diablo Unified School District
3333 Ronald Way
Concord, CA 94519

Dear Mr. Stark,

Enviro-S.T.A.R., Inc. is pleased to submit a proposal to provide industrial hygiene services for the Mt. Diablo School District Group 2.2 HVAC upgrade (which includes Hidden Valley Elementary, Strandwood Elementary, and Gregory Gardens Elementary School). The proposal assumes eight-hour work shifts. The total cost will be adjusted based on the unit cost to reflect the actual number of hours worked or samples collected.

Please contact me if you have any questions. Thank you very much.

Sincerely yours,



Ralph Guzman

PROPOSAL

GROUP 2.2

Hidden Valley Elementary, Strandwood Elementary, and Gregory Gardens Elementary School


Enviro-S.T.A.R., Inc. is please to submit the following proposal:

Description	Quantity	Unit Price	Cost
Site survey	3	\$500.00	\$1,500.00
Draft abatement work specifications	3	\$350.00	\$1,050.00
Write bid documents, conduct bid walk, review bids	3	\$300.00	\$900.00
Asbestos abatement monitoring (\$60 hour/8 hour shift) - please multiply the daily rate by the expected duration of abatement work.	1	\$480.00	\$480.00
Closeout documents	3	\$400.00	\$1,200.00
Laboratory - Asbestos PCM or PLM samples	50	\$20.00	\$1,000.00
Laboratory - Lead samples (bulk, wipe, or air)	0	\$25.00	\$0.00
Laboratory - Asbestos TEM air samples (24-hour TAT)	21	\$60.00	\$1,260.00
Overtime (greater than 40 hours week, weekend, holiday are charged at 1 1/2 hourly rate). Any hours/shifts/samples above the numbers used for this proposal will be charged at the quoted rate.			
		SUBTOTAL	\$7,390.00
		TOTAL	\$7,390.00

If you have any questions, please e-mail or me a call at (925) 285-3717.

Submitted by:

Accepted by:



Ralph P. Guzman, IH, CAC

Name: _____

(Print)

Date:

EXHIBIT 'A1'

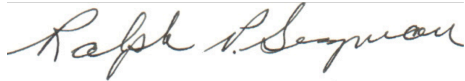
DATE: October 23, 2012
TO: Mitchell Stark
Assistant Program Manager
2010 Measure C
Mt. Diablo Unified School District
3333 Ronald Way
Concord, CA 94519

Dear Mr. Stark,

Enviro-S.T.A.R., Inc. is pleased to submit a proposal to provide industrial hygiene services for the Mt. Diablo School District Group 2.3 HVAC upgrade (which includes Shadelands Preschool, Sunrise Elementary, Westwood Elementary, Monte Gardens Elementary, and El Monte Elementary School). The proposal assumes eight-hour work shifts. The total cost will be adjusted based on the unit cost to reflect the actual number of hours worked or samples collected.

Please contact me if you have any questions. Thank you very much.

Sincerely yours,



Ralph Guzman

PROPOSAL

GROUP 2.3

Shadelands Preschool, Sunrise Elementary, Westwood Elementary, Monte Gardens Elementary, and El Monte Elementary School


Enviro-S.T.A.R., Inc. is please to submit the following proposal:

Description	Quantity	Unit Price	Cost
Site survey	5	\$500.00	\$2,500.00
Draft abatement work specifications	5	\$350.00	\$1,750.00
Write bid documents, conduct bid walk, review bids	5	\$300.00	\$1,500.00
Asbestos abatement monitoring (\$60 hour/8 hour shift) - please multiply the daily rate by the expected duration of abatement work.	1	\$480.00	\$480.00
Closeout documents	5	\$400.00	\$2,000.00
Laboratory - Asbestos PCM or PLM samples	50	\$20.00	\$1,000.00
Laboratory - Lead samples (bulk, wipe, or air)	0	\$25.00	\$0.00
Laboratory - Asbestos TEM air samples (24-hour TAT)	21	\$60.00	\$1,260.00
Overtime (greater than 40 hours week, weekend, holiday are charged at 1 1/2 hourly rate). Any hours/shifts/samples above the numbers used for this proposal will be charged at the quoted rate.			
SUBTOTAL			\$10,490.00
TOTAL			\$10,490.00

If you have any questions, please e-mail or me a call at (925) 285-3717.

Submitted by:

Accepted by:



Ralph P. Guzman, IH, CAC

Name: _____

(Print)

Date:

CONTACT INFORMATION

Enviro-S.T.A.R., Inc.
10962 Bigge Street
San Leandro, CA 94577

T 510-568-5996

F 510-568-7993

M (925) 285-3717

Email rpg@enviro-star.com

Web www.enviro-star.com

Vendor #10048530

ABOUT ENVIRO-S.T.A.R., INC.

Enviro-STAR, Inc. is a employee-owned environmental consulting company. Enviro-STAR, Inc. specializes in asbestos, lead, mold, and air quality issues. Over the last ten years Enviro-STAR, Inc. has completed approximately five thousand projects. We work with many different clients including: insurance companies, property management companies, public schools, public universities, public utility companies, government agencies, and hazardous material abatement firms. The majority of the work Enviro-STAR, Inc. performs is in the Greater San Francisco Bay Area, but we regularly conduct surveys, training, and manage project across California and beyond.

Ralph Guzman, Certified Asbestos Consultant, has over 25 years experience as an industrial hygienists, ten years as president and general managing partner of Enviro-STAR, Inc. Ralph has worked at all different type of worksites, throughout the United States. Ralph Guzman is also bilingual (Spanish) and is able to effectively communicate from the workers to all levels of the companies that we work with.

All employees are also owners of the company. The three individuals who conduct fieldwork, inspections, and training classes have all been with the company since the company's inception.

Most of our projects are closed out, reports written, invoices submitted within two days to one week. Nearly all of Enviro-STAR, Inc. clients have been word of mouth or repeat clients. Over the last ten years we have done minimal advertising. We pride ourselves on our fair and complete pricing, quick turn-around of reports and testing results, and our competent and knowledgeable staff.