ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 28th day of July 2017, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Moreno and Associates, located at 120 Cascade Court, Colorado Springs, Colorado 80907 hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

   1.1. All work shall be in accordance with the attached RFP 2017.427 and the Contractor's response to the RFP 2017.427 attached hereto as Exhibit B, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

   1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

   3.1. Term of Agreement: The Term of this Agreement shall be through December 31, 2017.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services an amount not to exceed ninety thousand dollars ($90,000.00). Fees shall coincide with those listed in Exhibit A.

   4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the
County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers’ Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended,** the Contractor understands that it and its employees and servants are not entitled to workers’ compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

6. **NONDISCRIMINATION:**

6.1. The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. **Commercial General Liability insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.
8.1.1. Each Occurrence: $1,000,000
8.1.2. General Aggregate: $2,000,000

8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: $1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. **Workers' Compensation Insurance:** Per Colorado Statutes

8.4. **Professional Liability Insurance:** to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: $1,000,000

8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. **Adams County as "Additional Insured":** The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. **Licensed Insurers:** All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be
construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. **Endorsement:** Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. **Proof of Insurance:** At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. **DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS**

9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. **WARRANTY:**

10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. **TERMINATION:**

11.1. **For Cause:** If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

11.2. **For Convenience:** The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually
performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.

12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County’s safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.

12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
12.7. **Force Majeure:** Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. **Notice:** Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

   Department: Adams County Facility Operations
   Contact: Matthew Evanoff
   Address: 1100 Judicial Center Drive
   City, State, Zip: Brighton, Colorado 80601
   Phone: 303-835-5675
   E-mail: mevanoff@adcogov.org

   Department: Adams County Purchasing
   Contact: Jen Tierney Hammer
   Address: 4430 South Adams County Parkway
   City, State, Zip: Brighton, Colorado 80601
   Phone: 720-523-6049
   E-mail: jtierney@adcogov.org

   Department: Adams County Attorney's Office
   Address: 4430 South Adams County Parkway
   City, State, Zip: Brighton, Colorado 80601
   Phone: 720.523.6116

   Contractor: Moreno and Associates
   Contact: Dennis Moreno
   Address: 120 Cascade Court
   City, State, Zip: Colorado Springs, Colorado 80907
   Phone: 719-306-7498
   E-mail: morenoandassociates@msn.com

12.9. **Integration of Understanding:** This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
12.10. **Severability:** If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

12.11. **Authorization:** Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

12.12. **Confidentiality:** All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 et seq. ("CORA"). The County does not guarantee the confidentiality of any records.

13. **AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:**

13.1. **Amendments or Change Orders:** The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.

13.2. **Extensions:** The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. **COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, et. seq., as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY
IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

Interim County Manager

[Signature]
Raymond H. Gonzales
Date 7/25/2017

Moreno and Associates

[Signature] 7/9/17
Dennis Moreno
Printed Name
President
Title

Attest:
Stan Martin, Clerk and Recorder
[Signature]
Deputy Clerk

Approved as to Form:
[Signature]
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF El Paso

STATE OF Colorado )SS.

Signed and sworn to before me this 14 day of July, 2017,

by Ashley B. Hill

Notary Public

My commission expires on: Aug. 4th, 2020

4585041 -- V2 Revised 12/1/16
2017/427 Moreno and Associates
CONTRACTOR’S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, et.seq., as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et. seq. in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Moreno and Associates
Company Name

7/19/17
Date

Dennis Moreno
Signature

Dennis Moreno
Name (Print or Type)

President
Title

Note: Registration for the E-Verify Program can be completed at:
https://www.vis-dhs.com\employerregistration.

It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering.
EXHIBIT A

Refinishing Rates are as follows

Courtrooms needing Light Repair & Refinishing = $3,250.00*

Courtrooms needing Medium Repair & Refinishing = $4,250.00*

Courtrooms needing Heavy Repair & Refinishing = $5,500.00*

* The Project Manager and Contractor will agree to the degree of repair for each courtroom prior to the refinishing of each courtroom.
EXHIBIT B

GENERAL INSTRUCTIONS

1. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals from qualified firms for limited repair and refinishing of existing wood and veneered surfaces in multiple Courtrooms at the Adams County Justice Center.

2. All documents related to this RFP will be posted on the Rocky Mountain Bid System at:
   http://www.bidnetdirect.com/colorado/solicitations/open-bids

   2.1. Interested parties must register with this service to receive these documents.

   2.2. This service is offered free or with an annual fee for automatic notification services.

3. Written questions may be submitted through 2:00 pm May 16, 2017. All questions are to be submitted to Jennifer Tierney Hammer, Contract Specialist III by email at jtierney@adcgov.org.

4. An Addendum to answer all questions will be issued no later than May 18, 2017.

   There will be a Mandatory Pre-Proposal conference on May 13, 2017, at 9:00 a.m. 1100 Judicial Center Drive, Brighton, Colorado 80601.

5. Proposals

   5.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of the Finance Department at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, C4000A Brighton Colorado 80601, up to 2:00 p.m. on May 25, 2017.

   5.2. The proposal opening time shall be according to our clock.

   5.3. Proposals will be publicly opened and the names of the companies submitting proposals will be read aloud.

   5.4. Proposals may be mailed or delivered in person and must be in a sealed envelope clearly labeled with Company Name, Proposal Number and Project Title.

   5.5. No proposals will be accepted after the time and date established above except by written addenda.

   5.6. The proposal must be submitted on a CD in a single PDF file.

   5.7. The two proposal signature pages “CONTRACTOR’S CERTIFICATION OF COMPLIANCE” pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, et.
seq., as amended 5/13/08, and the “PROPOSAL FORM” acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD. These are the last two pages of the RFP.

5.8. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve (12) months from the date of this opening.

5.9. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.

5.10. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

5.11. The County assumes no responsibility for a proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: Engineering Services Engineer’s Lake Trailhead Parking Lot and 2017.400.

5.12. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.

5.13. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.

5.14. No award will be made to any person, firm, or corporation, which is in arrears upon any obligation to the County.

5.15. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the proposal.

5.16. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:

5.16.1. Any Proposal which does not meet bonding requirements, or,
5.16.2. Proposals which do not furnish the quality, or,
5.16.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,
5.16.4. Proposals from offerors who lack experience or financial responsibility, or,
5.16.5. Proposals which are not made to form.

5.17. The Board of County Commissioners may rescind the award of any proposal within one
week thereof or at its next regularly scheduled meeting; whichever is later, when the
public interest will be served thereby.

5.18. Issuance of this solicitation does not commit the County to award any Agreement or to
procure or Agreement for any equipment, materials or services.

5.19. If a formal Agreement is required, the Contractor agrees and understands that a Notice
of Award does not constitute an Agreement or create a property interest of any nature
until an Agreement is signed by the Awardee and the Board of County Commissioners
and/or their authorized designee.

5.20. Only sealed proposals received by the Purchasing Division of the Finance Department
will be accepted; proposals submitted telephone, email, or facsimile machines are not
acceptable.

5.21. All documentation submitted in response to this solicitation will become the property of
Adams County. All documentation maintained or kept by Adams County shall be
subject to the Colorado Open Records Act. C.R.S. 24-72-201 et. seq. (“CORA”).
Accordingly, respondents are discouraged from providing information that they
consider confidential, privileged, and/or trade secrets as part of a response to this
solicitation. Any portions of submissions that are reasonably considered confidential
should be clearly marked. The County does not guarantee the confidentiality of any
records.

6. Adams County is an equal opportunity employer.

7. The County ensures that disadvantaged business enterprises will be afforded full opportunity
to submit bids in response to all invitations and will not be discriminated against on the
grounds of race, color, national origin, age, gender, or disability in consideration for an
award.

8. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an
effort to assist other agencies to reduce their cost of bidding and to make better use of
taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to
extend the prices and/or terms of the resulting award to other state or local government
agencies, school districts, or political subdivisions in the event they would have a need for
the same product/service. Usage by any entity shall not have a negative impact on Adams
County in the current term or in any future terms.

The Contractor(s) must deal directly with any governmental agency concerning the
placement of purchase orders/agreements, freight/delivery charges, contractual disputes,
invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

9. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:

9.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
   9.1.1. Each Occurrence $1,000,000
   9.1.2. General Aggregate $2,000,000

9.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
   9.2.1. Bodily Injury/Property Damage $1,000,000 (each accident)
   9.2.2. Personal Injury Protection Per Colorado Statutes

9.3. Workers' Compensation Insurance: Per Colorado Statutes

9.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
   9.4.1. Each Occurrence $1,000,000
   9.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

9.5. The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
   9.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
   9.5.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
   9.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

9.6. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor
from any liability under this Agreement, nor shall the insurance requirements be
construed to conflict with the obligations of the Contractor concerning indemnification.

9.7. Each insurance policy herein required shall be endorsed to state that coverage shall not
be suspended, voided, or canceled without thirty (30) days prior written notice by
certified mail, return receipt requested, to the County.

9.8. At any time during the term of this Agreement, the County may require the Contractor to
provide proof of the insurance coverage’s or policies required under this Agreement.

9.9. The Contractor shall not commence work under this contract until they have submitted to
the County and received approval thereof, certificates of insurance showing that they
have complied with the foregoing insurance.

9.10. All referenced insurance policies and/or certificates of insurance shall be issued to
include Adams County as an "additional insured." The name of the proposal or project
must appear on the certificate of insurance.

9.11. Underwriters shall have no right of recovery or subrogation against the County; it being
the intent of the parties that the insurance policies so affected shall protect both parties
and be primary coverage for any and all losses covered by the described insurance.

9.12. The clause entitled "Other Insurance Provisions" contained in any policy including the
County as an additional insured shall not apply to The County.

9.13. If any of the said policies shall be or at any time become unsatisfactory to the County as
to form or substance, or if a company issuing any such policy shall be or at any time
become unsatisfactory to the County, the Contractor shall promptly obtain a new policy,
submit the same to the Purchasing Manager of Adams County for approval and
thereafter submit a certificate of insurance as herein above provided. Upon failure of
the Contractor to furnish, deliver and maintain such insurance as provided herein, this
contract, at the election of the County, may be immediately declared suspended,
discontinued or terminated.

10. Contractor shall comply with the requirements of the Occupational Safety and Health Act
(OSHA) and shall review and comply with the County’s safety regulations while on any
County property. Failure to comply with any applicable federal, state or local law, rule, or
regulation shall give the County the right to terminate this agreement for cause.

11. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to
Colorado Revised Statute (C.R.S.), § 8-17.5-101, et seq., as amended 5/13/08, the Contractor
shall meet the following requirements prior to signing this Agreement (public contract for
service) and for the duration thereof:

11.1. The Contractor shall certify participation in the E-Verify Program (the electronic
employment verification program that is authorized in 8 U.S.C. § 1324a and jointly
administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

11.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

11.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

11.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

11.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

11.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

End General Information

12. General Information
12.1 PROJECT DESCRIPTION:

The purpose of the project is to improve the public appearance of existing Courtrooms in order to reinforce the positive public character of Court functions. The project consists of limited repair and refinishing of existing wood and veneered surfaces in multiple Courtrooms at the Adams County Justice Center. This facility will be occupied and functioning during the construction, and will require coordination for access to individual Courtrooms within the scope of work.

12.2 LOCATION OF THE PROJECT:

The project is located at the Justice Center - 1100 Judicial Center Drive, Brighton, Colorado 80601.

12.3 EXISTING BUILDING AND WORKING CONDITIONS:

The facility is an active justice center which will require the General Contractor to coordinate and comply with several requirements:

- Working Hours for the Contractor will be from 6am to 5pm, Monday through Friday, excepting County recognized Holidays.
- Coordination with active Court proceedings, especially in adjacent areas, will be required.
- Background checks will be provided to the County by the Contractor for all personnel in advance of the start of the work.
- All work will be scheduled in advance with the Building Supervisor and will be dictated by Court availability.
- Access to individual Courtrooms to perform work will generally not exceed four (4) business days.
- The contractor will be expected to protect all existing finishes within work areas; including, but not limited to, floors, ceilings, walls, furniture, and other special features of Courtrooms.
- The contractor will be expected to implement an Indoor Air Quality (IAQ) program that is in accord with best management practices for the scope of work.
- The contractor is will be expected to minimize and control any sanding or similar dust-generating activity.
- No permanent staging area will be provided for the duration of the project timeline. The contractor will need to mobilize on the basis of a well developed mobilization/demobilization plan based on input from the Adams County Building Supervisor.
- No components are allowed to be removed from the Courtrooms or building in order for repair and/or refinishing activities to take place.
- The Adams County Building Supervisor reserves the right to stop work activity due to noise or other circumstances that are disruptive to the activities of the building and its staff.
• The Contractor will be expected to submit Material Safety Data Sheets (MSDS) for approval on all products to be used in the course of the project.
• The Contractor will not be issued any keys in the course of the project.
• The Adams County Justice Center is a secure facility. Tool checks will be performed at the discretion of the County and its personnel.

12.4 **SCOPE OF SERVICES:**

The project consists of limited repair and refinishing of existing wood and veneered surfaces in multiple Courtrooms at the Adams County Justice Center. Services are expected to be provided for all of the defined work.

- General:
  - Project Team is comprised of:
    - Adams County Facility Operations
    - General Contractor
  - Schedule: The General Contractor will submit a Construction Schedule for review and approval by representatives of Adams County.
  - Scope: Individual components that require repair and/or refinishing of items are outlined below. The listed components are comprised of solid wood wall caps, veneered vertical panels and plastic laminate work surfaces.
    - Judge’s Benches (public facing surfaces)
    - Recorder’s Desk (public facing surfaces, plastic laminate work surfaces)
    - Jury Box (visible wood surfaces)
    - Other components as defined by the representatives of Adams County
  - Unit Cost: The Courtrooms within the Work Scope will require varying levels of repair. The General Contractor is to provide Unit Pricing for Courtrooms based upon the level of anticipated repair of scratches, marring, nicks, gouges, and other damage to finished surfaces, as follows:
    - Unit Price for Courtroom requiring Light Repair of components.
    - Unit Price for Courtroom requiring Medium Repair of components.
    - Unit Price for Courtroom requiring Heavy Repair of components.
  - Cost Controls shall:
    - Be Open Book and available for County review upon request.
    - Utilize AIA or similar County approved formats for invoicing. General Contractor shall include all appropriate backup, invoices, receipts, etc.
    - Utilize an agreed upon Cover Sheet of summarized costs.

In addition, it is expected that the contract terms and conditions of the Agreement between Adams County and the General Contractor shall be extended to all subcontractors suppliers performing work for this project.

Qualifications should be presented which directly respond to this project type, type of building and type of Owner.
12.5 **EVALUATIONS:**

Proposal shall be evaluated based on a series of criteria/categories, which may include, but not be limited to:

- Professionalism
- Understanding of the Project
- General Project Experience
- Specific (Similar) Project Experience
- Team Members
- Fee Proposal (Unit Prices based on Courtroom conditions (requiring light, medium or heavy repair)).

12.6 **PROJECT BUDGET:**
The final construction budget will be developed between Adams County and the General Contractor and will be determined, in part, by the Unit Prices provided for the repair of Courtrooms in varying condition.

*End of Scope of Work*
Submittal Checklist

☐ Response to RFP
☐ W-9
☐ Contractor's Certification of Compliance
☐ Proposal Form/Contractor's Statement
☐ Three References in which you have done similar work
☐ 5 paper copy(ies)
☐ One CD of submitted proposal in a single PDF document
CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, et.seq., as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et. seq. in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

__________
Company Name

7/9/17
Date

Dennis Moreno
Name (Print or Type)

Signature

President
Title

Note: Registration for the E-Verify Program can be completed at: https://www.vis-dhs.com/employerregistration. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering.
PROPOSAL FORM
Refinishing of Courtrooms

CONTRACTOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

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<thead>
<tr>
<th>Courtroom Description</th>
<th>Cost per courtroom</th>
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<tr>
<td>Light Use</td>
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<tr>
<td>Medium use</td>
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<tr>
<td>Heavy use</td>
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WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # ___________________________ Addenda # ___________________________
If None, Please write NONE.

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SAMPLE OF PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this ____ day of _____________ 2016, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Winner123, located at Address123, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the “Parties”.

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

   1.1. All work shall be in accordance with the attached RFP xxxxx and the Contractor’s response to the RFP xxxxx attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

   1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor’s performance under this Agreement.

3. TERM:

   3.1. Term of Agreement: The Term of this Agreement shall be for one-year from the date of this Agreement.

   3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of:

   4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.
5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:**

6.1. The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontractors for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
   8.1.1. Each Occurrence: $1,000,000
   8.1.2. General Aggregate: $2,000,000

8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.
   8.2.1. Bodily Injury/Property Damage: $1,000,000 (each accident)
   8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. **Workers' Compensation Insurance:** Per Colorado Statutes
8.4 Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
8.4.1 Each Occurrence: $1,000,000
8.4.2 This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5 Adams County as “Additional Insured”: The Contractor’s commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
8.5.1 Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
8.5.2 The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
8.5.3 Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6 Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7 Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8 Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. TERMINATION:

9.1 For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

9.2 For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same
ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

10. MUTUAL UNDERSTANDINGS:

10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.

10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

10.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County’s safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.

10.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party’s right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: 1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) Immediately upon hand delivery; or 3) Immediately
**DENNIS MORENO**

**120 Cascade Court**

**COLORADO SPRINGS, CO 80907**

Office: (719) 306-7498

E-Mail: Morenoandassociates@msn.com

**PROJECT**

**DATE:** JUNE 12, 2017

**PROJECT:** Adams County Proposal (JT-2017-427)

4430 S. Adams County Pkwy 4th Floor

C4000A Brighton, CO 80601

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<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1. Repair &amp; Refinishing of Solid &amp; Veneered Wood</td>
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<tr>
<td>Scope: Judges Benches, Recorders Desk, Laminate Surfaces, Jury Boxes, Solid Wall Caps, Vertical Veneered Panels.</td>
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</tr>
<tr>
<td>2. Repair &amp; Refinishing will be Friday – Sunday for Safety to Public &amp; Adams County Personal.</td>
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</tr>
<tr>
<td>3. Project Budget: A.) Light Repair &amp; Refinishing = $3,250.00 B.) Medium Repair &amp; Refinishing = $4,250.00 C.) Heavy Repair &amp; Refinishing = $5,500.00</td>
<td></td>
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<tr>
<td>4. NOTE: Moreno &amp; Associates Works with the Upmost Professionalism &amp; Understanding of Deadlines for Projects. I Have Been Involved with Several Court Projects; Jefferson County Courts, El Paso County Court Rooms, High End Residence in Aspen, CO, Manhattan, NY, New Hampshire, &amp; Have Been Involved in Finishing &amp; Repairs at Adams County Court Rooms for Many Years, 39 Years Total of High End Architectural Millwork.</td>
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</table>

**TOTAL ESTIMATE**

Please Reference To Project Budget A, B, & C @ Line Item #3

---

**We Require 25% Down, Balance Upon Completion of Project.**

If this estimate is accepted please Sign, Date & Return to morenoandassociates@msn.com

---

Thank you for giving my company the opportunity to bid this project.

Please make checks payable to Dennis Moreno.

We look forward to working with you!
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
SCHAFFER AGENCY INC.
524 North Tejon Street
Colorado Springs CO 80903

CONTACT
NAME: Donna Dawson
PHONE: (719) 633-2641
FAX: (719) 633-2643
E-MAIL: Donna@SchafferAgency.com

INSURER(S) AFFORDING COVERAGE

INSURED
Dennis Moreno
120 Cascade Ct
Colorado Springs CO 80903

INSURER A: Ohio Security Insurance Company
NAIC #: 24082

COVERAGES

CERTIFICATE NUMBER: CL1771003153

REVISION NUMBER:

This is to certify that the policies of insurance listed below have been issued to the insured named above for the 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. Limits shown may have been reduced by paid claims.

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<th>ADDITIONAL</th>
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<th>POLICY EFF</th>
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AUTO MOBILE LIABILITY

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| DED | RETENTION | $ |

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<td>E.L. DISEASE - POLICY LIMIT</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 161, Additional Remarks Schedule, may be attached if more space is required)

The below named certificate holder is listed as additional insured on the above named liability policy. We will strive to give 30 days notice to the certificate holder upon cancellation or nonrenewal of this policy.

CERTIFICATE HOLDER

Adams County
4430 South Adams County
Suite C4000A
Brighton, CO 80691-1134

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Donna Dawson, DONNA

© 1988-2014 ACORD CORPORATION. All rights reserved.
Important Information

Here are your Policy Identification Cards. Please destroy your old cards when the new cards become effective.

Due to space limitations on the ID card, only the Named Insured and the Co-Insured are listed. For a full list of drivers covered under this policy, please reference the Drivers section of your Declarations Page, which is included with your insurance packet.

Please notify us promptly of any change in your address to be sure you receive all important policy documents. Prompt notification will enable us to service you better.

Your policy is recorded under the name and policy number shown on the card.

If you would like additional ID cards, you can go online to geico.com or call us at 1-800-841-3000.

What to do at the time of an accident.

- Do not admit fault.
- Do not reveal the limits of your liability coverage to anyone.
- Exchange contact information: get year, make, model, plate number, insurance carrier and policy number of all involved. Also, identify witnesses and collect contact information.
- Contact the police or 911 if applicable.
- Contact GEICO by calling 1-800-841-3000 or visit geico.com to report the accident.

U-4-CO (19-08)
Dennis Moreno  
120 Cascade Court 
Colorado Springs, CO 80907  
Office: (719)306-7498  
E-Mail: Morenoandassociates@msn.com  

INVOICE  

INVOICE #P60016  
DATE: JULY 11, 2017  
Project: Adams County  
4430 S. Adams County Pkwy 4th Floor  
C400A Brighton, CO 80601  

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</tr>
<tr>
<td>1. A.) Repair &amp; Refinish of Solid &amp; Veneered Wood</td>
<td></td>
</tr>
<tr>
<td>2. B.) Repair &amp; Refinishing will be Friday – Sunday for Safety to Public &amp;</td>
<td></td>
</tr>
<tr>
<td>County Personnel</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>Total = $22,500.00</td>
</tr>
</tbody>
</table>

Please Make all checks payable to: Dennis Moreno  
Payment Due Upon Receipt  
If you have any questions or concerns regarding this invoice, please don't hesitate to contact us at any time.  

Thank you for giving my company the opportunity to be a part of this project.  
We look forward to working with you in the future.