



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**  
[purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

**REQUEST FOR PROPOSAL**  
**COVER PAGE**

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RFP Number: **7035-19**

RFP Title: **Brokerage & Risk Management Services**

RFP Questions Due: Friday, April 19, 2019

Submittal Due Date: Monday, April 29, 2019

Email Address: [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org)

Documents included in this package:

- Proposal Instructions
- Terms and Conditions
- Specifications
- Insurance and W-9 Requirements
- Submittal Checklist
- Evaluation Criteria
- Signature Page
- Sample Contract
- Insurance Schedule With Premiums



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## PROPOSAL INSTRUCTIONS

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### 1. Purpose/Background

Boulder County Risk Management is seeking proposals from qualified vendors for Brokerage and Risk Management Services.

### 2. Written Inquiries

All inquiries regarding this RFP will be submitted via email to the Boulder County Purchasing Office at [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) on or before 2:00 p.m. **Friday, April 19, 2019**. A response from the county to all inquiries will be posted and sent via email no later than **Tuesday, April 23, 2019**.

**Please do not contact any other county department or personnel with questions or for information regarding this solicitation.**

### 3. Submittal Instructions

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on Monday, April 29, 2019**.

**Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

**Email**     [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7035-19** in the subject line.

-OR-

**US Mail**    One (1) unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 7035-19**, to the Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.

All RFPs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the proposer to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will be returned to the proposer.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

**Americans with Disabilities Act (ADA)**: If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.



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## **TERMS AND CONDITIONS**

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1. Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer will furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposals, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No submittal will be withdrawn for a period of thirty (30) days subsequent to the opening of proposals without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the successful proposer results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Administrative Services Information Desk prior to the time indicated in the "Request for Proposals."
8. The proposed price will be exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and proposer will not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral

clarification.

10. Confidential/Proprietary Information: Proposals submitted in response to this “Request for Proposals” and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract will be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
11. Boulder County promotes the purchase/leasing of energy efficient, materials efficient and reduced toxic level products where availability, quality and budget constraints allow. Proposers are expected whenever possible to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency with power management features enabled. Proposers are encouraged to offer products and equipment with post-consumer recycled-content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive.
12. Pursuant to Colorado law (House Bill 1292), in any bidding process for public works in which a bid is received from a non-resident bidder who is from a state that provides a percentage bidding preference, a comparable percentage disadvantage will be applied to the bid of that bidder. Bidders may obtain additional information from the Department of Personnel’s website: <http://www.colorado.gov/dpa/>.



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## **SPECIFICATIONS**

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### **Background and Loss Data**

Although Boulder County has essentially been self-insured since 1985, the County still relies upon commercial insurance to provide protection over and above the County's self-insured retention level. Currently this level is \$500,000 for liability, \$500,000 for employment practices liability (defense costs are outside limits), \$100,000 for property, and \$500,000 for workers' compensation. In addition, we carry a \$10,000 deductible for boiler and machinery and a \$25,000 deductible on public dishonesty bond/crime coverage. We also purchase fiduciary liability and bonds for some of our elected officials. Additionally we have some incidental primary insurance coverage related to other operations of Boulder County such as pollution liability.

In the past, broker involvement included The Boulder County Housing Authority program in its overall scope of services. In 2013, the Boulder County Housing Authority liability and property coverage were moved to HAIG (Housing Authority Insurance Group). Prospective broker services would include management of some coverage for Housing Authority such as auto, directors and officers, and pollution liability. Boulder County and Boulder County Housing Authority will be engaged in several building projects over the next few years so procurement of Builders Risk coverage should be a broker consideration. For the policy period of 2020, the County can be expected to keep the same retention and deductible limits similar to the amounts above.

For more information on Boulder County Offices, Departments and the Boulder County Housing Authority, please visit our website at [www.bouldercounty.org](http://www.bouldercounty.org). The Boulder County Comprehensive Annual Financial Report (CAFR) can be reviewed at <http://www.bouldercounty.org/gov/budget/pages/financialreports.aspx>. The current operating budget can be reviewed at <http://www.bouldercounty.org/gov/budget/pages/countybudget.aspx>.

The County maintains a Loss Fund to make reimbursement on claims within our retention levels. See the attached Insurance Schedule.

**Boulder County is not requesting insurance quotations and expressly prohibits prospective brokers from quoting or approaching insurance carriers at this time.**

## Scope of Work

The selected brokerage/agency will be required to assist in the placement of insurance, excess insurance, reinsurance, and/or alternative coverages as needed.

The broker will be expected to perform most, if not all, of the following services as may be required:

### A. Risk Analysis and Insurance Marketing

1. Assist the County in the assessment of loss exposures.
2. Prepare a market analysis and forecast by line of insurance at least 150 days prior to each renewal.
3. Assist the County in the design of required coverage.
4. Identify for the County prior to marketing its insurance coverage, all viable markets and provide this proposed distribution list to the County for approval.
5. Prepare detailed submissions for presentation to markets in a timely manner. A copy of such submission will be provided to the County prior to its release.
6. Negotiate effectively with underwriters, securing the broadest coverage at the best available cost.
7. Present renewal programs and options to the County within a reasonable time prior to expiration, but no later than 60 days prior.
8. Provide a detailed summary of all marketing activity including carrier's names, underwriter's contacted, final disposition of carrier's quote or action, and a clear explanation of any declination or reasons for no further consideration being shown a market.
9. Boulder County will require the percentage of each carrier's investment in fossil fuels to be listed on proposals for our consideration.

### B. Administration

1. Issue binders and other coverage verification documents as required.
2. Issue certificates of insurance within 1 business day of request.
3. Respond promptly to questions from the County.
4. Keep Risk Management advised of activities taking place nationally and locally on the County's behalf.
5. Prepare and present a formal annual report to the County on the past year's activities

and future plans and goals.

6. Assist with cost allocations, if asked.
7. Prepare a recap of coverage's bound for the County as early in the year as possible. Provide copies of policies within 60 days of inception.
8. Maintain confidentiality of County records containing Personally Identifiable Information (PII) and Protected Health Information (PHI)
9. Occasionally assist the County with assessing insurance coverage implications associated with contracting for specific scopes of work to be performed by a 3<sup>rd</sup> party in the context of setting insurance requirements for county contracts if requested.

#### C. Claims

Boulder County self-administrates its workers' compensation program and property/casualty claims. Regardless, some claims will require the brokerage/agency to do the following:

1. Handle the transmittal of documents to the appropriate insurance carrier's claims service office.
2. Coordinate with the County's Risk Manager and County Attorney on claims investigation when requested and, if necessary, conduct post-loss visits to assist in proper claims preparation, salvage operations, temporary protection, and negotiation of claims with adjusters.
3. Act as the County's advocate in claim disputes with insurance carriers.
4. Attend quarterly up-date meetings with the County Attorney and Risk Management offices if requested.
5. Provide audits of our self-administered claims as necessary.

#### D. Loss Control\*

1. Act as a liaison between the County and insurance company loss control personnel.
2. Review and evaluate the County's in-house loss control activities.
3. Assist the County in exposure analysis.
4. Develop and assist in the presentations of loss control training and education programs.

\*Note: As this service pertains to "excess of loss" coverage placements, activities are currently structured in an as needed basis at various levels within the organization.





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## **INSURANCE AND W-9 REQUIREMENTS**

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### **INSURANCE REQUIREMENTS**

**General Liability**                      \$1,000,000 Each Occurrence  
  \$2,000,000 General Aggregate  
  \$2,000,000 Products Completed Operations Aggregate  
  3 years Products/Completed Operations

**Automobile Liability**                \$1,000,000 Each Accident  
  \*Including Hired & Non-Owned Auto

**Worker's Compensation and Employer's Liability**  
  Statutory limits

**Professional Liability or Errors and Omissions**  
  \$1,000,000 Per Loss  
  \$1,000,000 Aggregate  
  Coverage maintained or extended discovery period for 2 years

Note that the above insurance amounts are the minimum required for this project. **Proof of current insurance must be provided with your proposal in the form of a sample certificate or your proposal will be deemed non-responsive.** If you require a waiver of insurance requirements (e.g. Workers' Compensation and sole proprietorships) you may request one in your response with an explanation.

New certificates will be requested if the contract process takes more than 30 days after an award.

### **W-9 REQUIREMENT**

Provide a copy of your business's W-9 with your proposal.



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## SUBMITTAL SECTION

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the PROPOSAL. Failure to submit any of the documents listed below as a part of your PROPOSAL, or failure to acknowledge any addendum in writing with your PROPOSAL, or submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may be cause for rejection of the PROPOSAL.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE:** Proposer will check each box indicating compliance:

INCLUDED	ITEM
	Name, address, and contact information of company representative
	Describe your qualifications to handle the County’s insurance portfolio and capabilities for risk management services.
	Describe your office, its history, location, and how it works with the national office, if appropriate. Please identify those activities that are performed outside of the local office.
	Provide information to us which indicates the financial stability of your firm.
	Provide name, qualifications (experience, education, and expertise) and location of each individual who would be assigned to the County’s account. Resumes are acceptable. Please provide a detailed description of the service structure in your firm. Specifically provide a flowchart of the contacts for policy changes, certificates of insurance, coverage questions, renewal applications etc.
	Does your agency retain full-time employees engaged in specialty areas such as in-house claims, loss control, and safety services? Describe the services, level of availability and provide employees names with a brief biography of their experience.
	Describe experience with local government including jails, law enforcement, park and open space lands including reservoirs, road and bridge construction.
	Provide name, phone, and email of at least five (5) references. Provide any previous and current local government clients including other Counties. Identify the type of service provided for each reference and the length of time your firm has handled the account.
	Describe any special services and/or resources your firm has in providing

	insurance brokerage services to the County.
	Does your company have any proprietary programs for governmental entities? How would the existence of such a program affect your firm’s objectivity in the marketing of the County’s insurance program?
	Provide a list of the insurance companies that your company represents/utilizes in your public entity business unit. The list should be broken down by type of coverage placed with each insurance carrier.
	Please list the services that you can offer Boulder County and your approach to marketing and servicing our account. Or, please provide a copy of your customary service plan for accounts similar to the County. We realize that the services may be customized based on the needs of a particular customer. We are interested in knowing what your firm sees as critical service features. Please tie your response into the expected services found under “Scope of Work” and further assist us by highlighting additional items and their perceived value to the County. Additionally, please explain how the functions of each team member will dovetail to afford continuity in the services to the County.
	Itemize an All Inclusive Cost for the services outlined in this RFP. Also, please list your fee schedule or hourly rates for additional services that may be needed, but are not addressed in this RFP or your proposal as included. Please clearly state what your costs cover. Boulder County reserves the right to negotiate the scope of work and applicable costs with the selected vendor.
	Boulder County has paid a service fee, historically. This basis has proven effective. Please provide consultation on how fees and commissions would typically differ on accounts of this size and why the County should view one more favorably than the other.
	In the event you are the selected broker, how would fees be structured to avoid fee duplication? Further, how would services “dovetail”?
	Considering the contract period of one year, with up to four (4) additional one-year periods, please provide pricing for up to five (5) years. Responses should include pricing changes envisioned based on contracts with other clients. When are fee reductions appropriate and when increases are indicated, how are service levels affected? A final point on broker compensation, fees or the equivalent in premium cost are not only a consideration, they are an important determinant for the County.
	With information on the County program’s limit structure, coverage scope, claims and demographics, please identify improvement opportunities based on best practices or market conditions. The opportunities the County is most interested in are: <ul style="list-style-type: none"> <li>• Coverage Recommendations</li> <li>• Premium Goals</li> <li>• Structure Recommendations</li> </ul>
	List what your firm believes to be the three most important responsibilities of a broker/agent and give a very brief example of how you have fulfilled these three responsibilities for one client. Also, please give reference information for this

	client.
	Please summarize why you believe that you and your organization are the best party to represent the County in the marketplace and how your approach to client services and program is unique.
	Submit a copy of any contract you would require to be executed in this process
	Insurance Certificate
	W-9
	Signature Page
	Addendum Acknowledgement(s) (If Applicable)



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## EVALUATION CRITERIA

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The proposals will be reviewed by a selection committee. The committee may request additional information from vendors or request interviews with one or more vendors. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- See below

**A scoring matrix with the order and priority of criteria to be used by the county in its evaluation and selection process is shown below:**

<b>Description</b>	<b>Points</b>
Provide the requested services, as well as qualified, dedicated key account personnel.	30
Demonstrate experience with governmental entities in similar size to Boulder County.	25
Fixed annual fees and cost for additional associated services competitive, reasonable, and advantageous.	25
Provide a breadth of insurance companies that provide coverage to public entities.	10
Demonstrate ability to meet required timelines.	5
Fully understand the specific objective, requested information, and general instruction found within this document.	5
<b>Total Possible</b>	<b>100</b>



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**SIGNATURE PAGE**

Contact Information	Response
Company Name including DBA	
List Type of Organization (Corporation, Partnership, etc.)	
Name, Title, and Email Address of Person Authorized to Contract with Boulder County	
Company Address	
Company Phone Number	
Company Website	

**By signing below I certify that:**

- I am authorized to bid on my company's behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- (Sole Proprietorships Only) I am not a Public Employees' Retirement Association (PERA) retiree.

\_\_\_\_\_

**Signature of Person Authorized to Bid on  
Company's Behalf**

\_\_\_\_\_

**Date**

Note: If you cannot certify the above statements, please explain in a statement of explanation.

# BOULDER COUNTY (name of service contracting for) CONTRACT

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THIS CONTRACT ("Contract") is entered into between the County of Boulder, State of Colorado, acting by and through its Board of County Commissioners ("County") and (name of company) ("Contractor"), (collectively, the "Parties").

In consideration of the rights and obligations specified below, the County and the Contractor agree as follows:

1. Incorporation into Contract: The following documents (the "Contract Documents") are each expressly incorporated into this Contract by reference:

- a. *The Invitation for Bid and Bid Specifications of Boulder County Bid No. \_\_\_\_\_* together with any alterations and/or modifications to these Specifications (the "Bid Documents"); **[if applicable]**
- b. Contractor's proposal in response to the Bid Document (the "Proposal"); **[if applicable]**
- c. The scope of services, attached hereto as Exhibit A (the "Scope of Services"); **[if applicable]** and
- d. The fee schedule, attached hereto as Exhibit B (the "Fee Schedule"). **[if applicable]**

2. Work to be Performed: The Contractor will, in a good and workmanlike manner and at its own cost and expense, furnish all labor and equipment and do all work necessary and incidental to performing (specify type of work) as specified in the Contract Documents and this Contract (the "Work"). The Contractor shall perform the Work in strict accordance with the Bid Documents and this Contract.

3. Term of Contract: This Contract shall begin and become effective on the date of execution by the parties, which date is the date specified on the signature page of this Contract. Under this Contract, the Contractor shall begin Work on (date) and shall continue through (date).

4. Payment for Work Performed: In consideration of the Work to be performed by the Contractor, and subject to paragraph 14, the County shall pay to the Contractor, in accordance with the Bid Documents, \$ (contract price).

5. Extension and/or Renewal of Contract Term:

- a. The County, in its sole discretion, may elect to extend the term of this Contract. In the event the County elects to exercise this right, it shall send notice to Contractor, pursuant to paragraph 15, of its intent to extend the term of the Contract. The notice shall set forth the length of the extension.
- b. Upon mutual agreement by the parties, this Contract may be renewed for four additional one-year periods through date during which time this Contract shall

be in full force and effect, subject to the termination provisions of paragraph 14. If this option to renew is exercised, the parties shall execute a written agreement no later than thirty (30) days before the expiration of this Contract or any subsequent renewals.

- c. All of the provisions of this Contract shall remain in full force and effect during any extension or renewed term except that the scope of services and compensation to be paid to Contractor during any extension or renewed term shall be mutually agreed upon prior to the commencement of any extension or renewed term. The agreed upon scope of services and compensation shall be reduced to writing, signed by both parties, and attached to this Contract.
- d. **TEN CALENDAR DAYS BEFORE THE COMMENCEMENT OF ANY EXTENDED TERM THE CONTRACTOR SHALL SUBMIT TO THE COUNTY PROOF OF INSURANCE AS REQUIRED IN PARAGRAPH 9.**
- e. Should the Parties fail to agree upon the scope of services or compensation to be paid to Contractor for any extension or renewed term, or should Contractor fail to submit the required documents within the time period specified in paragraph 5(d), then this Contract shall terminate at the end of the then current term and no extension or renewal of the term of the Contract shall occur.

6. Quality of Performance: The Contractor shall perform the Contract in a manner satisfactory and acceptable to the County. The County shall be the sole judge of the quality of performance.

7. Schedule of Work: The Contractor shall perform the Work during the hours designated by the County so as to avoid inconvenience to the County and its personnel and interference with the County's operations.

8. Indemnity: The Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Contractor, its employees, agents, representatives or other persons acting under the Contractor's direction or control in performing or failing to perform the Work under this Contract. The Contractor will indemnify and hold harmless the County, its elected and appointed officials, and its employees, agents and representatives (the "indemnified parties"), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to attorneys' fees, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of the Contractor, its employees, agents or representatives, or other persons acting under the Contractor's direction or control.

9. Insurance Requirements: The Contractor shall procure and maintain at its own expense, and without cost to the County, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until this Contract has expired or is terminated:



a. Commercial General Liability.

***Non-Construction contracts use the following language:***

This coverage should be provided on an Occurrence Form, ISO CG001 or equivalent, with Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate.

***Construction Contracts only – include the following paragraph:***

Coverage should be provided on an Occurrence form, ISO CG0001 or equivalent. The policy shall be endorsed to include Additional Insured endorsements CG 2010 (or equivalent), Designated Construction Projects General Aggregate Endorsement CG2503 (or equivalent) and Additional Insured (for products/completed operations) CG 2037 (or equivalent). Minimum limits required of \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate". The County requires Products/Completed Operations coverage to be provided 2 years after completion of construction. An endorsement must be included with the certificate.

b. Automobile Liability.

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of the Contract. Minimum limits \$1,000,000 Each Accident.

***This coverage may not be required if Contractor is not using a vehicle as part of its performance under the contract.***

c. Workers' Compensation and Employer's Liability.

Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

***This coverage may not be required if contractor is not mandated under State law to maintain this coverage.***

d. Umbrella / Excess Insurance

Umbrella/Excess Liability insurance in the amount \$X,000,000.00, following form.

e. Professional Liability (Errors and Omissions).

Professional liability coverage with minimum limits of \$1,000,000 Per Loss and \$1,000,000 Aggregate. Professional Liability provisions indemnifying for loss and expense resulting from errors, omission, mistakes or malpractice is acceptable and may be written on a claims made basis. The contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a

period of two (2) years beginning at the time work under this Contract is completed.

f. **Pollution Liability.**

Coverage shall cover the Contractor's completed operations. The coverage must also include sudden and gradual pollution conditions including clean-up costs when mandated by governmental authority, when required by law or as a result of a third party claim. Minimum limits required are \$1,000,000 Per Loss and \$1,000,000 Aggregate. If the coverage is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.

g. **Commercial Crime Insurance / Third Party Fidelity Bond**

The Crime limit shall be \$1,000,000 Per Loss and include an endorsement for "Employee Theft of Client Property". This third party coverage can also be provided by obtaining a third party fidelity bond

h. **Privacy / Cyber Liability Insurance (HIPAA Compliance)**

As a provider of a service which *may* require the knowledge and retention of HIPPA sensitive personal information of clients served, the following minimum insurance limits are required:

- Contractors with 10 or fewer clients: \$50,000.
- Contractors with 11 – 15 clients: \$500,000.
- Contractors with more than 25 clients: \$1,000,000.

The Contractor shall provide a Certificate of Insurance to Boulder County demonstrating that the insurance requirements have been met prior to the commencement of Work under this Contract. Boulder County shall be named as an additional insured for General Liability and Pollution Liability, as designated in the contract. Additional insured shall be endorsed to the policy.

**THE ADDITIONAL INSURED WORDING SHOULD BE AS FOLLOWS:** *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.*

Contractor shall forward certificates of insurance directly to (\_\_\_\_) **Agency / Department Representative's Name & Address**).

**Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify the County of any cancellation, suspension, and/or nonrenewal of any insurance

within seven (7) days of receipt of insurers' notification to that effect.

Please forward certificates to the county representative named above.

10. Nondiscrimination: The Contractor agrees to comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, et seq., as amended, and all applicable local, state and federal laws respecting discrimination and unfair employment practices. Boulder County prohibits unlawful discrimination on the basis of race, color, religion, gender, gender identity, national origin, age 40 and over, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state or local law and the Boulder County Policy manual (of which is available upon request).

11. Nondiscrimination Provisions Binding on Subcontractors: In all solicitations by the Contractor for any Work related to this Contract to be performed under a subcontract, either by competitive bidding or negotiation, the Contractor shall notify each potential subcontractor of the Contractor's obligations under this Contract, and of all pertinent regulations relative to nondiscrimination and unfair employment practices.

12. Information and Reports: The Contractor will provide to authorized governmental representatives, including those of the County, State and Federal Government, all information and reports which they may require for any purpose authorized by law. The Contractor will permit such authorized governmental representatives access to the Contractor's facilities, books, records, accounts, and any other relevant sources of information. Where any information required by any such authorized government representative is in the exclusive possession of a person other than the Contractor, then such Contractor shall so certify to the County, and shall explain what efforts it has made to obtain the information.

13. Independent Contractor: The Parties recognize and agree that the Contractor is an independent contractor for all purposes, both legal and practical, in performing services under this Contract, and that the Contractor and its agents and employees are not agents or employees of Boulder County for any purpose. As an independent contractor, the Contractor shall be responsible for employing and directing such personnel and agents as it requires to perform the services purchased under this Contract, shall exercise complete authority over its personnel and agents, and shall be fully responsible for their actions.

**Contractor acknowledges that it is not entitled to unemployment insurance benefits or workers' compensation benefits from Boulder County, its elected officials, agents, or any program administered or funded by Boulder County. Contractor shall be entitled to unemployment insurance or workers' compensation insurance only if unemployment compensation coverage or workers' compensation coverage is provided by Contractor, or some other entity that is not a party to this Contract. Contractor is obligated to pay federal and state income tax on any monies earned pursuant to this Contract.**

14. Termination and Related Remedies:

a. The other provisions of this Contract notwithstanding, financial obligations of Boulder County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. **Boulder**

**County is prohibited by law from making financial commitments beyond the term of its current fiscal year.** The County has contracted for goods and/or services under this Contract and has reason to believe that sufficient funds will be available for the full term of the Contract. Where, however, for reasons beyond the control of the Board of County Commissioners as the funding entity, funds are not allocated for any fiscal period beyond the one in which this Contract is entered into, the County shall have the right to terminate this Contract by providing seven (7) days written notice to the Contractor pursuant to paragraph 15, and will be released from any and all obligations hereunder. If the County terminates the Contract for this reason, the County and the Contractor shall be released from all obligations to perform Work and make payments hereunder, except that the County shall be required to make payment for Work which has been performed by the Contractor prior to the effective date of termination under this provision; and, conversely, the Contractor shall be required to complete any Work for which the County has made payment prior to providing written notice to the Contractor of the termination.

- b. The preceding provisions notwithstanding, the County may terminate this Contract, either in whole or in part, for any reason, whenever the County determines that such termination is in the County's best interests. Such termination shall be effective after the County provides seven (7) days written notice to the Contractor pursuant to paragraph 15.
- c. In the event the County exercises either of the termination rights specified in paragraphs 14(a) or 14(b), this Contract shall cease to be of any further force and effect, with the exception of all Contract remedies which are specified herein and may otherwise be available to the parties under the law, and with the exception of any rights or liabilities of the parties which may survive by virtue of this Contract.

15. Notices: For purposes of the notices required to be provided under paragraphs 5, 9, and 14, all such notices shall be in writing, and shall be either sent by Certified U.S. Mail - Return Receipt Requested, Electronic Mail, or hand-delivered to the following representatives of the parties at the following addresses:

For the County: (enter DH/EO's name, Department, Mailing and Email Address)  
For the Contractor: (enter Contractor's name, Mailing and Email Address)

In the event a notice is mailed pursuant to the provisions of this paragraph, the time periods specified in paragraph 14 shall commence to run on the day after the postmarked date of mailing.

16. Statutory Requirements: This Contract is subject to all statutory requirements that are or may become applicable to counties or political subdivisions of the State of Colorado generally. Without limiting the scope of this provision, the Contract is specifically subject to the following statutory requirement:

Contract payments may be withheld pursuant to C.R.S. § 38-26-107 if the County receives a verified statement that the Contractor has not paid amounts due to any person who has

supplied labor or materials for the project.

17. Prohibitions on Public Contract for Services:

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

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

B. 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.

C. 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.

D. 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.

E. 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 sentence, 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.

F. 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).

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

18. Amendments: This Contract may be altered, amended or repealed only on the mutual agreement of the County and the Contractor by a duly executed written instrument.

19. Assignment: This Contract shall not be assigned or subcontracted by the

Contractor without the prior written consent of the County.

20. Complete Agreement/Binding Effect: This agreement represents the complete agreement between the Parties hereto and shall be fully binding upon the successors, heirs, and assigns of the Parties, if any, during the term hereof.

21. Governing Law: The laws of the State of Colorado shall govern the interpretation and enforcement of this Contract. Any litigation that may arise between the parties involving the interpretation or enforcement of the terms of this Contract shall be initiated and pursued by the parties in the Courts of the 20<sup>th</sup> Judicial District of the State of Colorado and the applicable Colorado Appellate Courts.

22. Breach: Any waiver of a breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.

23. Termination of Prior Agreements: This Contract cancels and terminates, as of its effective date, all prior agreements between the parties relating to the services covered by this Contract, whether written or oral or partly written and partly oral.

24. Invalidity Provision: Should any of the provisions of this Contract be held to be invalid or unenforceable, then the balance of the agreement shall be held to be in full force and effect as though the invalid portion was not included; provided, however, that should the invalidity or unenforceability go to the essence of the agreement or be of substantial nature, then the Party or Parties who would receive the benefit of the provision, were it not invalid or unenforceable, shall have the option to terminate this Contract, forthwith.

25. Third Party Beneficiary: The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to the County and the Contractor, and nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

26. Conflict of Provisions: In the event of any conflict between the terms of this Contract and the terms of any attachments or addenda, the terms of this Contract shall control.

27. Governmental Immunity: Nothing in this Contract shall be construed in any way to be a waiver of the County's immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended.

28. Execution by Counterparts; Electronic Signatures: This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties approve the use of electronic signatures for execution of this Contract Only the following two forms of electronic signatures shall be permitted to bind the Parties to this Contract: (1) Electronic or facsimile delivery of a fully

executed copy of a signature page; (2) The image of the signature of an authorized signer inserted onto PDF format documents. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 to 121.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, the Parties have executed and entered into this Contract as of the latter day and year indicated below.

Executed by Boulder County on \_\_\_\_\_.  
(date)

**COUNTY OF BOULDER  
STATE OF COLORADO**

**ATTEST:** \_\_\_\_\_

By: \_\_\_\_\_  
Administrative Assistant  
Clerk to the Board of Commissioners

(seal)

By: \_\_\_\_\_  
Chair,  
Board of County Commissioners

Executed by Contractor on \_\_\_\_\_.  
(date)

**CONTRACTOR:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_



**CONTRACTOR’S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statutes, § 8-17.5-101, et seq., as amended, as a prerequisite to entering into a contract for services with Boulder 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Note: Registration for the E-Verify Program can be completed at: <https://e-verify.uscis.gov/enroll/>.

**Boulder County 2019 - 2020 Insurance Schedule With Premiums**

<b>Public Entity Liability Premium - \$272,000.00</b>		<b>General Liability (Rifle Range) Premium - \$5,253.00</b>	
Pennsylvania Manufacturers' Association Insurance Co. Policy No: 8219000841395 Policy Term: January 1, 2019 to January 1, 2020		Evanston Insurance Company Policy No: 3EU0069 Policy Term: January 1, 2019 to January 1, 2020	
General Aggregate	\$10,000,000	General Aggregate	\$2,000,000
Each Occurrence Limit	\$10,000,000	Each Occurrence	\$1,000,000
Self Insured Retention	\$500,000	Personal & Advertising Injury	\$1,000,000
<b>Excess Liability Premium - \$62,001.00</b>		Damage to Premises Rented	\$100,000
Allied World Specialty Insurance Company Policy No: 5111008502 Policy Term: January 1, 2019 to January 1, 2020		Medical Expense Limit	\$5,000
		Deductible Per Claim - Combined BI & PD	\$500
Aggregate Limit (Where Applicable)		<b>All Risk Property Including Equipment Breakdown Premium - \$289,648.00</b>	
Each Occurrence Limit	\$10,000,000	Zurich American Insurance Company Policy No: MLP874816300 Policy Term: January 1, 2019 to January 1, 2020	
<b>Crime Premium - \$8,600.00</b>		Limit of Liability, NTE \$100,000 per Occurrence	
Travelers Casualty & Surety Company of America Policy No: 106034661 Policy Term: January 1, 2018 to January 1, 2021		Earthquake (Annual Aggregate)	
Public Employee Dishonesty (Including faithful performance)	\$2,000,000	Flood (Annual Aggregate) except	
Forgery or Alteration	\$2,000,000	Locations in SFHA Areas noted in Endorsement	
Theft, Disappearance & Destruction	\$2,000,000	Location in MFHA Areas as noted in Endorsement	
Robbery & Safe Burglary	\$2,000,000	Deductibles	
Computer Fraud	\$2,000,000	All Perils except as Noted in policy	
Retention - Single Loss	\$25,000	Flood in High Hazard - Each Location	
Claim Expense	\$100,000	Flood in Moderate High Hazard - Each Location	
Retention - Single Loss	\$10,000	Employee Tools	
Designated Agents as Employees (AMS Courier)	\$50,000	Boiler & Machinery	
Retention - Single Loss	\$10,000	<b>Inland Marine (Sheriff Mobile Command) Premium - \$3,901.00</b>	
<b>Contractors Pollution Liability Premium \$2,101.00</b>		Federal Insurance Company (Chubb) Policy No: 0669-80-58 WCE Policy Term: January 1, 2019 to January 1, 2020	
Ace American Insurance Company (Chubb) Policy No: CPMG24887479010 Policy Term: January 1, 2019 to January 1, 2020		Property Damage	
Claims-Made Coverage		Deductible	
Each Pollution Incident Limit/Agg	\$1,000,000	<b>Network Security &amp; Privacy Liability (Cyber Risk) Premium - \$52,583.00</b>	
Deductible- Each Loss	\$25,000	ACE American Insurance Company (Chubb) Policy No: EON G2566050A005 Policy Term: January 1, 2019 to January 1, 2020	
<b>Excess Workers Compensation Premium - \$10,507.00</b>		Privacy Liability Aggregate/Each Claim	
Midwest Employers Casualty Company Policy No: EWC005559 Policy Term: January 1, 2018 to January 1, 2020		Data Breach Fund - Each Incident/Aggregate Side Car	
Workers Compensation	Statutory	Network Security Liability Each Incident/Aggrgate	
Employers Liability	\$1,000,000	Regulatory Proceeding Sub-Limit Each Claim/Aggregate	
Self Insured Retention	\$500,000	Retention - Each Claim	
<b>General Liability (Road Maintenance) Premium - \$8,018.55</b>		<b>Difference in Conditions - Excess Flood &amp; Quake - Quota Share Basis Premium - \$75,750.00</b>	
Scottsdale Insurance Company Policy No: WLS0000628 Policy Term: January 1, 2019 to January 1, 2020		RSUI Indemnity Company / Liberty Surplus Insurance Corp Policy Nos: NHD906394 / 1000327485-01 Policy Term: January 1, 2019 to January 1, 2020	
General Aggregate	\$2,000,000	Excess Flood Per Occurrence/Annual Aggregate (excess of Flood Zone Moderate Areas as identified by Zurich)	
Products/Completed Ops Aggregate	\$2,000,000	Excess Earthquake Per Occurrence/Annual Aggregate	
Each Occurrence	\$1,000,000		
Personal & Advertising Injury	\$1,000,000		
Deductible	Nil		