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(928) 474-2029

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1400 E. Ash St. Globe, AZ. 85501  
(928) 425-3231 Ext. 8753

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(928) 425-3231 Ext. 8753



**Don E. McDaniel Jr., County Manager**  
Clerk of the Board  
Phone (928) 425-3231 Ext.8761

**Jeff Hessenius, Finance Director**  
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**GILA COUNTY**

FAX (928) 425-0319  
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[www.gilacountyaz.gov](http://www.gilacountyaz.gov)

## PROFESSIONAL CONSULTING SERVICES

CONTRACT NO. 081613

### CONSULTING SERVICES FOR CONDUCTING A WORK SESSION FOR THE GILA-PINAL WORKFORCE INVESTMENT BOARD

**THIS AGREEMENT**, made and entered into this 18<sup>TH</sup> day of SEPTEMBER, 2013, by and between Gila County, a political subdivision of the State of Arizona, hereinafter designated the **COUNTY**, and Loyola Associates of the City of Phoenix, County of Maricopa, State of Arizona, hereinafter designated the **CONSULTANT**.

**WITNESSETH:** That the **Consultant**, for and in consideration of the sum to be paid him by the **County**, in the manner and at the time hereinafter provided, and of the other covenants and agreements herein contained, hereby agrees, for himself, his heirs, administrators, successors, and assigns as follows:

**ARTICLE I – SCOPE OF SERVICES:** The Consultant will perform consulting services as directed by Malissa Buzan, Gila County Community Services Director. The tasks to be performed include but are not limited to:

1. Participate in personal, telephone and email communications with Community Services Director and other staff as requested.
2. Research and analyze federal and state legislation, federal regulations, State of Arizona Plans, Policies and Directives, program reviews and audits in preparation for meetings and WIB facilitation.
3. Attend meetings as requested by Community Services Director. These may include, but are not limited to, meetings with the Department of Economic Security, Arizona Commerce Authority, local elected officials, non-profits and community leaders.
4. Attend Board of Supervisors meetings or other meetings as requested by Community Service Director.

5. Assist in developing Agenda, Power Point Presentations and facilitate Pinal-Gila Workforce Investment Board Work Session to be scheduled by Community Services Director.
6. Within two weeks of the WIB Work Session, prepare and submit a written report with summaries and recommendations as necessary.
7. Participate in a debriefing conference call to be scheduled by Community Services Director.

The Consultant warrants that the performance of the Services and the use of any deliverables under this contract will (a) comply with all applicable laws, rules, orders and regulations; and (b) will not violate or infringe any patent, trademark, copyright, or any other proprietary right of a third party.

The Consultant understands that information and records provided to or made available about Participants in and clients of services of this Agreement are considered confidential and shall not be used for any purpose other than to perform the required services. Regardless of the data format, the Consultant agrees that it, and any of its employees, will not disclose or allow disclosure of any such data or derivatives of it to any third party without the written permission of Gila County.

**ARTICLE II – SCHEDULE AND FEES:** Discounted rate of \$1,000 for Work Session, plus expenses related to WIB Work Session, including any additional meetings and reports, as required, by the Community Services Director. In the event additional meetings and reports are required outside of the above "Scope of Services" refer to Attachment "A" to Professional Consulting Services Contract No. 081613, by mention made a binding part of this agreement as set forth herein, for rates. In no event, shall the total amount of this contract exceed \$5,000.00 without prior written approval of the County.

**ARTICLE III – INDEMNIFICATION CLAUSE:** Consultant shall indemnify, defend, save and hold harmless the County of Gila and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Consultant from and against any and all claims. It is agreed that the Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Consultant agrees to waive all rights of subrogation against the County, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the County.

**ARTICLE IV - INSURANCE REQUIREMENTS:** Consultant and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Consultant from liabilities that might arise out of the performance of the work under this contract by the Consultant, his agents, representatives, employees or subcontractors and Consultant is free to purchase additional insurance as may be determined necessary.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE:** Consultant shall provide coverage with limits of liability not less than those stated below.

**1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed to include the following additional insured language: **"The County of Gila shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant"**.

**2. Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

a. Policy shall contain a **waiver of subrogation** against the County of Gila.

**3. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Consultant 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.

- B. ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. On insurance policies where the County of Gila is named as an additional insured, the County of Gila shall be an additional insured to the full limits of liability purchased by the Consultant even if those limits of liability are in excess of those required by this Contract.
  2. The Consultant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
  3. Coverage provided by the Consultant shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. 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, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the County. Such notice shall be sent directly to **Jeannie Sgroi, 1400 E. Ash St., Globe, AZ 85501** and shall be sent by certified mail, return receipt requested.
- D. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Consultant from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE:** Consultant shall furnish the County with certificates of insurance (ACORD form or equivalent approved by the County) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the County before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be mailed directly to **Jeannie Sgroi, 1400 E. Ash St., Globe, AZ 85501** or email to Jeannie Sgroi at [dsgroi@co.gila.az.us](mailto:dsgroi@co.gila.az.us). The County project/contract number and project description shall be noted on the certificate of insurance. The County reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

- F. SUBCONTRACTORS:** Consultants' certificate(s) shall include all subcontractors as additional insured's under its policies or Consultant shall furnish to the County separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the County Attorney, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

**ARTICLE V – LEGAL ARIZONA WORKERS ACT COMPLIANCE:** Consultant hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Consultants employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the “State and Federal Immigration Laws”). Consultant shall further ensure that each subcontractor who performs any work for Consultant under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Consultant and any subcontractor in order to verify such party’s compliance with the State and Federal Immigration Laws.

Any breach of Consultant or any subcontractor’s warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Consultant to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Consultant shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, (subject to Consultant approval if MWBE preferences apply) as soon as possible so as not to delay project completion.

Consultant shall advise each subcontractor of County’s rights, and the subcontractor’s obligations, under this Article by including a provision in each subcontract substantially in the following form:

“Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor’s employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor’s books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract.”

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Consultant. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of Consultant approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which Consultant shall be entitled to an extension of time, but not costs.

**ARTICLE VI – LAWS AND ORDINANCES:** This agreement shall be enforced under the laws of the State of Arizona. Consultant shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the **Consultant**. The **Consultant** shall comply with the applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the Act.

**ARTICLE VII – CANCELLATION:** This agreement is subject to cancellation pursuant to **A.R.S. § 38-511**. If this Agreement is terminated, the County shall be liable only for payment for services rendered and accepted material received by the County before the effective date of termination. The **Consultant** shall be considered in default of this contract and such default will be considered as cause to terminate the contract for any of the following reasons if the **Consultant**:

- a. Fails to perform the work under the contract within the time specified in the “Notice to Proceed”; or
- b. Fails to perform the work or fails to provide sufficient workers, equipment or data to assure completion of work in accordance with the terms of the contract; or
- c. Performs the work unsuitably or neglects or refuses to follow the Scope of Work; or
- d. Discontinues the prosecution of the work; or
- e. Fails to resume work which as been discontinued within a reasonable time after notice to do so; or
- f. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency; or
- g. Makes assignment for the benefit or creditors.
- h. If it is found that gratuities were offered or given by the Consultant or any agent or representative of the Consultant, to any officer or employee of the County.

**ARTICLE VIII – CONTRACT PERIOD:** Contract shall commence on June 1, 2013, and be in effect through September 30, 2013.

**ARTICLE IX – PAYMENT:** The Scope of Services as outlined above will be performed on a lump sum basis with a not-to-exceed without written authorization amount of     \$ 5,000.00    . Additional work, as authorized, will be performed per Attachment “A” to Professional Services Contract No. 081613.

Invoicing to be submitted to the County as work warrants, but not more often than once a month. Each invoice must include itemized task and dollar figure for each task completed. Each invoice must show a signature by the County representative confirming services rendered and authorizing payment.

**IN WITNESS WHEREOF**, two (2) identical counterparts of this Professional Consulting Services Contract No. 081613, each which shall include original signatures and for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the date and year first above written.

In return for the performance of the Contract by the **Consultant**, the **County** agrees to pay the **Consultant** amount of not more than \$5,000.00 including all applicable taxes through a payment schedule as described in the Contract documents and as may be modified and executed by change orders.

**GILA COUNTY PROFESSIONAL CONSULTING SERVICES CONTRACT NO. 081613**

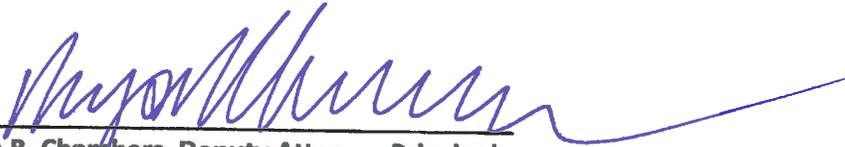
**GILA COUNTY:**

  
\_\_\_\_\_  
Don E. McDaniel Jr., County Manager *9/18/13*

**LOYOLA ASSOCIATES:**

  
\_\_\_\_\_  
Signature of Consultant  
JOSE GABRIEL LOYOLA  
\_\_\_\_\_  
Print Name

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Bryan B. Chambers, Deputy Attorney Principal  
for Bradley D. Beauchamp, County Attorney

**ATTACHMENT "A" TO PROFESSIONAL CONSULTING SERVICES  
CONTRACT NO. 081613**

**LOYOLA Associates  
(EIN 43-1986257)  
1310 West Campbell Ave.  
Phoenix, AZ 85013**

602.277.9278 Voice

602.277.9282 Fax

[JGLOYOLA@cox.net](mailto:JGLOYOLA@cox.net)

***Short-Term Contract Rate***

<b>BUDGET DESCRIPTION</b>	<b>BUDGET CALCULATION</b>
Cost Per Hour	\$125.00/Hour Max \$1,000.00/day
Travel	\$.55 per mile
Lodging	Government Rate, if applicable and with prior approval