

**MEMORANDUM
COUNTY OF PLACER
CHILD SUPPORT SERVICES**

TO: Honorable Board of Supervisors
FROM: April Nunez, Administrative Services Officer *AN*
DATE: September 28, 2010
SUBJECT: Approve the Renewal of a Blanket Purchase Order with ABC Legal, Inc. to Provide Process of Service to Support the Placer County Department of Child Support Services in the amount not to exceed \$150,000.00.

ACTION REQUESTED

Approve the renewal of a blanket purchase order with ABC Legal, Inc. of Seattle, Washington to provide Process of Service to support the Placer County Department of Child Support Services in the amount not to exceed \$150,000.00, from October 1, 2010 through September 30, 2011, and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

On March 24, 2009, your Board approved the renewal of Blanket Purchase Order (BPO) number 15443 with ABC Legal, Inc. for Process of Service through FY 09-10 in the amount not to exceed \$150,000.00. The resulting blanket purchase order BP016774 was extended through September 30, 2010.

The Placer County Department of Child Support Services (CSS) is a governmental law office that is mandated by state and federal law to seek and enforce child support pursuant to Title IV-D of the Social Security Act. CSS is required to serve customers/participants with legal documents pursuant to CCP 413.10 et seq. and pursuant to Due Process of Law. CSS has approximately 10,000 active child support cases that require service. Personal service of legal documents on a customer/participant may include Summons and Complaint, Order to Show Cause, Order of Examination, or Registration of Order depending on the nature of the legal process. Service of process must be timely, diligent, and reliable to meet the requirements of the Department.

CSS provides electronic copies of service documents to ABC Legal, Inc. through the statewide child support system eliminating the need to print and mail these documents thereby increasing the department's cost effectiveness. ABC Legal provides automated upload of documents into the statewide system which expedites the process beyond what other providers offer. This expedited service enhances the department's ability to serve its customers.

In accordance with Purchasing Policy Manual 1.3(l), sole source procurement for a service that can only be purchased through one supplier due to the specialized or unique character is exempt from the normal competitive process.

FISCAL IMPACT

There is no impact to the General Fund as a result of this action. Child Support Services receives no General Fund allocation. The Department is fully funded by the State of California and the Federal Government. The blanket purchase order resulting from this recommendation will total \$150,000.00.

Attachment(s): CSS Fiscal Impact Statement

cc: Troy Held, Director
Gretchen Nedved, Senior Management Analyst
Jim Boggan, Purchasing Manager

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Administering Agency: Placer County Child Support Services

Contract No. _____

Contract Description: Personal Service of civil process with ABC Legal Services, Inc.

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Auburn, California, as of _____, 20___, by and between the County of Placer, Child Support Services ("County"), and ABC Legal Services, Inc. ("Consultant"), who agree as follows:

1. **Services.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide the services described in Exhibit A. Consultant shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment.** County shall pay Consultant for services rendered pursuant to this Agreement at the time and in the amount set forth in Exhibit B. The payment specified in Exhibit B shall be the only payment made to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Consultant uses for billing clients similar to County. The amount of the contract shall not exceed **One-Hundred Fifty Thousand, dollars (\$150,000)**. The County will only pay for services rendered.
3. **Facilities, Equipment and Other Materials, and Obligations of County.** Consultant shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.
4. **Exhibits.** All exhibits referred to herein will be attached hereto and by this reference incorporated herein.
5. **Form of Agreement.** The parties' entire agreement concerning the System consists of this Placer County Consultant Services Agreement; Exhibit A, Statement of Work; Exhibit B, Deliverable Form.

In the event of any conflict or inconsistency among documents related to this Agreement, said conflict or inconsistency shall be resolved by giving precedence in the order stated in the paragraph immediately preceding. Any variance where not covered by the above statement of document precedence shall be agreed to by both parties and shall be modified by an amendment to this Agreement.
6. **Time for Performance.** Time is of the essence. Failure of Consultant to perform any services within the time limits set forth in Exhibit A shall constitute material breach of this contract.
7. **Independent Consultant.** At all times during the term of this Agreement, Consultant shall be an independent Consultant and shall not be an employee of the County. County shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement. County shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement.
8. **Licenses, Permits, Etc.** Consultant represents and warrants to County that it has all licenses, permits, qualifications, and approvals of whatsoever nature, which are legally required for Consultant to practice its profession. Consultant represents and warrants to County that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any

licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.

9. **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of Consultant's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.
10. **Insurance.** Consultant shall file with County a Certificate of Insurance, with companies acceptable to County, with a Best's Rating of no less than A:VII showing the following coverage:

10.1 **Hold Harmless and Indemnification Agreement**

The CONSULTANT hereby agrees to protect, defend, indemnify, and hold PLACER COUNTY free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by PLACER COUNTY arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the COUNTY) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the contract or agreement. CONSULTANT agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the CONSULTANT. CONSULTANT also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against CONSULTANT or the COUNTY or to enlarge in any way the CONSULTANT'S liability but is intended solely to provide for indemnification of PLACER COUNTY from liability for damages or injuries to third persons or property arising from CONSULTANT'S performance pursuant to this contract or agreement.

As used above, the term PLACER COUNTY means Placer County or its officers, agents, employees, and volunteers.

10.2 **Insurance:**

CONSULTANT shall file with COUNTY concurrently herewith a Certificate of Insurance, in companies acceptable to COUNTY, with a Best's Rating of no less than A:VII showing.

10.3 **Worker's Compensation and Employers Liability Insurance:**

Worker's Compensation Insurance shall be provided as required by any applicable law or regulation. Employer's liability insurance shall be provided in amounts not less than one million dollars (\$1,000,000) each accident for bodily injury by accident, one million dollars (\$1,000,000) policy limit for bodily injury by disease, and one million dollars (\$1,000,000) each employee for bodily injury by disease.

If there is an exposure of injury to CONSULTANT'S employees under the U.S. Longshoremen's and Harbor Worker's Compensation Act, the Jones Act, or under laws, regulations, or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.

Each Worker's Compensation policy shall be endorsed with the following specific language:

Cancellation Notice - "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer".

Consultant shall require all SUBCONSULTANTS to maintain adequate Workers' Compensation insurance. Certificates of Workers' Compensation shall be filed forthwith with the County upon demand.

10.4 General Liability Insurance:

- A. Comprehensive General Liability or Commercial General Liability insurance covering all operations by or on behalf of CONSULTANT, providing insurance for bodily injury liability and property damage liability for the limits of liability indicated below and including coverage for:
- (1) Contractual liability insuring the obligations assumed by CONSULTANT in this Agreement.
- B. One of the following forms is required:
- (1) Comprehensive General Liability;
 - (2) Commercial General Liability (Occurrence); or
 - (3) Commercial General Liability (Claims Made).
- C. If CONSULTANT carries a Comprehensive General Liability policy, the limits of liability shall not be less than a Combined Single Limit for bodily injury, property damage, and Personal Injury Liability of:
- One million dollars (\$1,000,000) each occurrence
Two million dollars (\$2,000,000) aggregate
- D. If CONSULTANT carries a Commercial General Liability (Occurrence) policy:
- (1) The limits of liability shall not be less than:
One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
One million dollars (\$1,000,000) for Products-Completed Operations
Two million dollars (\$2,000,000) General Aggregate
 - (2) If the policy does not have an endorsement providing that the General Aggregate Limit applies separately, or if defense costs are included in the aggregate limits, then the required aggregate limits shall be two million dollars (\$2,000,000).
- E. Special Claims Made Policy Form Provisions:
CONSULTANT shall not provide a Commercial General Liability (Claims Made) policy without the express prior written consent of COUNTY, which consent, if given, shall be subject to the following conditions:
- (1) The limits of liability shall not be less than:
One million dollars (\$1,000,000) each occurrence (combined single limit for bodily injury and property damage)
One million dollars (\$1,000,000) aggregate for Products Completed Operations
Two million dollars (\$2,000,000) General Aggregate
 - (2) The insurance coverage provided by CONSULTANT shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein if the policy is a claims-made policy.

10.5 Endorsements:

Each Comprehensive or Commercial General Liability policy shall be endorsed with the following specific language:

- A. "The County of Placer, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement."
- B. "The insurance provided by the Consultant, including any excess liability or umbrella form coverage, is primary coverage to the County of Placer with respect to any insurance or self-insurance programs maintained by the County of Placer and no insurance held or owned by the County of Placer shall be called upon to contribute to a loss."
- C. "This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Placer"

10.6 Automobile Liability Insurance:

Automobile Liability insurance covering bodily injury and property damage in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence.

Covered vehicles shall include owned, non-owned, and hired automobiles/trucks.

- 11. **Consultant Not Agent.** Except as County may specify in writing Consultant shall have no authority, express or implied, to act on behalf of County in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied pursuant to this Agreement to Bind County to any obligation whatsoever.
- 12. **Assignment Prohibited.** Consultant may assign its rights and obligations under this Agreement only upon the prior written approval of County, said approval to be in the sole discretion of County.
- 13. **Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that County, in its sole discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by Consultant to perform services pursuant to this Agreement. Consultant shall remove any such person immediately upon receiving notice from County of the desire of County for removal of such person or persons.
- 14. **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. All products of whatsoever nature which Consultant delivers to County pursuant to this Agreement shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Consultant's profession.
- 15. **Termination.**
 - A. County shall have the right to terminate this Agreement at any time upon thirty- (30) working days' advance written notice of such termination to Consultant. In the event County shall give notice of termination, Consultant shall cease rendering service in accordance with such written notice, pursuant to this Agreement. In the event County shall terminate this Agreement:
 - (1) Consultant shall deliver copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or

representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.

(2) County shall have full ownership and control of all such writings delivered by Consultant pursuant to this Agreement.

(3) County shall pay Consultant the reasonable value of services rendered by Consultant to the date of termination pursuant to this Agreement not to exceed the amount documented by Consultant and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the agreement specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this Agreement. In this regard, Consultant shall furnish to County such financial information as in the judgment of the County is necessary to determine the reasonable value of the services rendered by Consultant. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

B. Consultant may terminate its services under this Agreement upon thirty- (30) working days' advance written notice to the County.

16. **Non-Discrimination.** Consultant shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Records.** Consultant shall maintain, at all times, complete detailed records with regard to work performed under this agreement in a form acceptable to County, and County shall have the right to inspect such records at any reasonable time. Notwithstanding any other terms of this agreement, no payments shall be made to Consultant until County is satisfied that work of such value has been rendered pursuant to this agreement. However, County shall not unreasonably withhold payment and, if a dispute exists, the withheld payment shall be proportional only to the item in dispute.
18. **Ownership of Information.** All professional and technical information developed under this Agreement and all work sheets, reports, and related data shall become the property of County, and Consultant agrees to deliver reproducible copies of such documents to County on completion of the services hereunder. The County agrees to indemnify and hold Consultant harmless from any claim arising out of reuse of the information for other than this project.
19. **Waiver.** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Agreement shall not operate as a waiver of any subsequent breach or default by the other party.
20. **Conflict of Interest.** Consultant certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Consultant agrees that no such person will be employed in the performance of this agreement without immediately notifying the County.
21. **Entirety of Agreement.** This Agreement contains the entire agreement of County and Consultant with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.

21. **Alteration.** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 14, Termination.
22. **Governing Law.** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. Any legal proceedings on this agreement shall be brought under the jurisdiction of the Superior Court of the County of Placer, State of California, and Consultant hereby expressly waives those provisions in California Code of Civil Procedure §394 that may have allowed it to transfer venue to another jurisdiction.
23. **Notification.** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF PLACER: Placer County Child Support Services
 Attn: April Nunez
 1000 Sunset Blvd. Ste. 200
 Rocklin, CA 95765
 Phone: 916-435-5760
 Fax: 916-435-5750

CONSULTANT: ABC Legal Services, Inc.
 Attn: Reid McNair
 Phone: 800-232-8854 xt. 3269
 Fax:

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

COUNTY OF PLACER

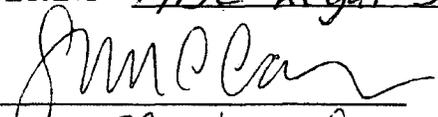
By: _____

Printed Name/Title: _____

Approved As to Form – County Counsel:

By:  _____

CONSULTANT - ABC Legal Services

By:  _____

Name: Stephen Carrigan

Title: President/Vice President

By:  _____

Name: Andy Carrigan

Title: Secretary

**If a corporation, agreement must be signed by two corporate officers; one must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation.*

Exhibits

- A. Statement of Work
- B. Deliverables and Payment for Services Rendered

EXHIBIT A

SCOPE OF SERVICES

I. PURPOSE

The following Scope of Services is to establish a scope of work and define responsibilities for the provision of personal service of civil process and related duties on an as needed basis. As used herein, the following phrases shall be defined:

- (1) Service of Process: The act of delivering in person, or by substitute service as outlined in the California Code of Civil Procedures, of any and all documentation in a judicial proceeding compelling the person so named and served to appear as a party or witness in that judicial proceeding, including, but not limited to the following: summons and complaint, orders of examination, writs of execution, writs of attachments, and subpoenas.
- (2) Non-Estus (Non Est Invents): Non-service of process based upon the unavailability of the person named for service.

By execution hereof, Consultant acknowledges that any resultant contract is not intended to be a grant to Consultant of an exclusive right to perform the service of process on behalf of the County or any of its departments. Consultant shall provide such services only on an "as needed" basis. Consultant understands and acknowledges that the County is free to utilize the service of other legal process firms for process of service if needed, as well as the personnel of the Placer County Sheriff to perform such tasks, and any exercise of this right by County shall not provide Consultant with justifiable cause to alter, modify, or terminate the terms and conditions of this agreement unless otherwise set forth herein.

Specific tasks to be performed by Consultant are described in the "Responsibilities" section of this contract.

All services performed by Consultant shall conform to this contract and shall be performed to the satisfaction of the County departments requiring services.

II. CONFIDENTIALITY

Both the County Department of Child Support Services and ABC Legal Services, Inc. shall comply with State and federal laws and regulations concerning safeguard of information. (See *CA Family Code, section 17212* and *45 CFR section 303.21*.) No information that identifies any applicant or recipient of public assistance by name or address shall be disclosed to any committee, legislative body or any individual who does not have a recognized right and need for such information.

III. STANDARDS

The parties to this Scope of Services agree to comply with Title IV-D of the Social Security Act, its implementing regulations, and all federal and State regulations and requirements promulgated thereunder. The parties to this agreement shall maintain the Title IV-D requirements under State and Federal law for which they are responsible under this plan.

IV. RESPONSIBILITIES

The Department of Child Support Services may, as provided by federal and State law, enter into an agreement with a Consultant as necessary to carry out their responsibilities under this agreement. When such a delegation of duties is made, PLDCSS shall be responsible and accountable for the execution of such duties within the county and shall ensure all such functions are being carried out properly, efficiently, and effectively. The parties to this agreement shall comply with the Title IV-D of the Social Security Act, implementing regulations and all federal and State regulations and requirements promulgated hereunder. ABC Legal Services, Inc. shall have the following responsibilities:

1. Consultant must be a registered and bonded process server of at least three (3) years.
2. Any record of substantiated and/or justified complaint filed against the Consultant with Placer County Superior Court shall be possible grounds to deem the Consultant unsatisfactory.
3. Consultant must appear and testify in court to verify proper service if required by the County at no additional charge to the County.
4. Consultant must provide a detailed monthly billing statement for all charges within five working days following the end of each month.
5. Consultant must serve individual in a legal and professional manner and follow due process as outlined in applicable California Code of Civil Procedure.
6. Consultant must make inquiries if neighbors and existing residents to attempt to locate party before turning a non-service notice.
7. Consultant must contact the referring agency on all non-service prior to returning documents to request possible alternative address for re-service. (Rates for non-serve per price list)
8. Consultant must provide County department with written notification of non-service or proof of service as specified in the service instructions for each piece of process from each department. Separate written notification is required for each case.
9. Consultant will only file proof of service with the Court prior to delivering copies to the County department, if requested or instructed by the County department.
10. Consultant must provide proofs of service that comply with Judicial Council format.
11. Consultant must return proof of service of all served cases no later than five (5) business days after service has been effected, unless otherwise requested or instructed by the County department.
12. Consultant must return original, copies of documents and non-service notice of all non-served cases within one week of non-serve attempts, unless otherwise requested or instructed by the County department.

13. Consultant must provide a due diligence statement on all non-service and proof of service notices.
14. Consultant must return all original and copies of canceled documents within two (2) working days of cancellation request from the County department.
15. Consultant must receive approval from the requesting department before additional fee will be charged on a service.
16. Consultant must attempt service during evening and weekend hours in addition to daytime hours.

**V.
FINANCIAL PROVISIONS**

ABC Legal Services, Inc. shall submit to the County Department of Child Support Services a detailed invoice and be reimbursed for services pursuant of Exhibit B of this agreement. All bills must be supported with the fiscal records adequate to insure that claims for reimbursement are according to Federal and State requirements and shall retain such records as required by Federal and State regulation. Such reimbursement for services is conditioned on compliance by ABC Legal Services, Inc. with its required performance responsibilities and standards under this agreement as specified.

**VII.
GENERAL PROVISIONS**

All records and documentation shall be maintained in accordance with federal and State requirements and she be made available to State and federal personnel for the purpose of conduction audits of support enforcement program. The contracting party is responsible for safeguarding all information in accordance with U.S. Federal Code.

EXHIBIT B

DELIVERABLES AND PAYMENT FOR SERVICES RENDERED

Consultant shall submit monthly invoices verifying the services performed. All invoices must be verified before payment will be authorized. The total amount payable for each month represents an all inclusive rate with no additional reimbursements. Payments shall not exceed the amounts set forth below.

Compensation

- A. Contract Limit These services are provided as specified below **not to exceed** annual total contract amount of **\$150,000.00**.
- B. All expenses of Consultant, including travel, per diem and expert or professional assistance retained by Consultant, to complete the work set forth in the Scope of Services shall be paid only from the monies and within the limits set forth above.
- C. Invoices. Upon completion of services Consultant shall submit a monthly invoice to the address shown below and reference the contract number. Work performed by Consultant will be subject to final acceptance by the Department, for the deliverables against which, the contract is billed.

Placer County Dept. of Child Support Services
Attn: Accounts Payable
1000 Sunset Blvd., Suite 200
Rocklin, CA 95765
Ph: 916-435-5760

- D. Payment Schedule Payments shall be made to Consultant within thirty (30) days after the billing is received and approved by the department. Payments shall be billed monthly in 12 increments. Correct invoice must be submitted to the invoice address shown above.

Description	Found	Not Found
#1 Service Fee Nationwide	\$62.00	\$62.00

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/20/2010

PRODUCER (661)702-6000 FAX: (661)702-6060
L/B/W Insurance & Financial Services, Inc.
28055 Smyth Drive

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Valencia CA 91355

INSURERS AFFORDING COVERAGE

NAIC #

INSURED
ABC Legal Services, Inc.
Attn: Bob Belknap
633 Yesler Way
Seattle WA 98104

INSURER A: Golden Eagle Ins. -
INSURER B: American States Ins. Co.
INSURER C: Zurich Insurance Group
INSURER D: Hiscox Ins. Co.
INSURER E:

02287

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY	25CC24741320	11/1/2009	11/1/2010	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
B		AUTOMOBILE LIABILITY	01CI10486020	11/1/2009	11/1/2010	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		<input checked="" type="checkbox"/> HIRED AUTOS				
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
B		EXCESS/UMBRELLA LIABILITY	01XS15493820	11/1/2009	11/1/2010	EACH OCCURRENCE \$ 10,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 10,000,000
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input checked="" type="checkbox"/> RETENTION \$10,000				\$
						\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC0036699281	7/1/2009	7/1/2010	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 1000000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 1000000
						E.L. DISEASE - POLICY LIMIT \$ 1000000
D		OTHER Errors & Omissions	MPL109029910	1/20/2010	7/1/2011	Per Claim \$5,000,000
						Policy Limit \$5,000,000
						Policy Retention \$25,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The county of Placer, it's officers, agents, employees and volunteers are to be covered as additional insureds for liability arising out of the operations by or on behalf of the named insured in the performance of this agreement. The general liability insurance provided by constituent is primary and non-contributory. *10 day notice of cancellation for non-payment

CERTIFICATE HOLDER

Placer County
Dept of Child Support Services
Attn: Jim Boggan
11795 Education St #101
Auburn, CA 95602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Dawn Abasta 1/DAWN

703

