AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND Southwest Interiors, Inc. (in the amount $5,000 or less)

THIS AGREEMENT made and entered into at Menlo Park, California, this 27th day of November, 2017, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY", and Southwest Interiors, Inc., hereinafter referred to as "FIRST PARTY."

It is agreed between the CITY and FIRST PARTY as follows:

1. SERVICES TO BE PERFORMED BY FIRST PARTY

   In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services for the City of Menlo Park as set forth in Exhibit "A", Scope of Services, attached hereto.

2. AGREEMENT TERM

   The term of this agreement shall be from January 8, 2018 to January 8, 2018 unless mutually agreed upon by CITY and FIRST PARTY in writing.

3. COMPENSATION AND PAYMENT

   In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," CITY shall make payment to FIRST PARTY in the manner specified herein and in Exhibit "A." This compensation shall be based on the rates described in Exhibit "A". Payments shall be monthly for the invoice amount or such other amount as approved by CITY. CITY shall have the discretion to approve the invoice and the work competed statement. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges. In the event that the CITY makes any advance payments, FIRST PARTY agrees to refund any amounts in excess of the amount owed by the CITY at the time of agreement termination. CITY reserves the right to withhold payment if the CITY determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for all services under this agreement exceed $2600.00 unless mutually agreed upon in writing by the CITY and FIRST PARTY.

4. RELATIONSHIP OF THE PARTIES

   FIRST PARTY agrees and understands that the work/services performed under this agreement are performed as an Independent Contractor and not as an employee of the City of Menlo Park and that FIRST PARTY acquires none of the rights, privileges, powers or advantages of City employees.
5. INSURANCE AND INDEMNITY

1. General Liability Insurance:
   FIRST PARTY, at its own expense, shall provide and keep in force, commercial general liability
   insurance insuring against liability for bodily injury and property damage arising out of its work in an
   amount of not less than One Million Dollars ($1,000,000) for injury to, or death of one person in any
   one accident or occurrence, and in an amount of not less than One Million Dollars ($1,000,000) for
   injury to, or death of more than one person in any one accident or occurrence, and in the amount of
   not less than One Million Dollars ($1,000,000) per occurrence in respect to damage to property.
   CITY shall be named as an additional insured on Contractor's commercial general liability
   insurance policy FIRST PARTY shall provide CITY with a certificate of insurance coverage
   evidencing said coverage, including a copy of all declarations of exclusions, prior to commencing
   work.

2. Automobile Liability Insurance:
   The FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this Agreement in an
   amount of not less than One Million Dollars ($1,000,000) for each occurrence combined single limit
   or not less than One Million Dollars ($1,000,000) for any one (1) person, and one million dollars
   ($1,000,000) for any one (1) accident, and three hundred thousand dollars, ($300,000) property
   damage. To the full extent permitted by law FIRST PARTY agrees to defend, indemnify and hold
   CITY, its employees, agents, officials, and officers, harmless from any and all claims, liability for
   damages caused by contractor's negligent performance of services under this Agreement.

3. Professional Liability Insurance:
   FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims
   arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this Agreement,
   in the amount of not less than One Million Dollars ($1,000,000) per claim and in the aggregate.
   Said professional liability insurance is to be kept in force for not less than one (1) year after
   completion of services described herein.

6. NON-ASSIGNABILITY

   FIRST PARTY shall not assign this Agreement or any portion thereof to a third party without the prior
   written consent of CITY, and any attempted assignment without such prior written consent in violation
   of this Section shall automatically terminate this Agreement.

7. TERMINATION OF AGREEMENT

   The CITY may, at any time, terminate this Agreement, in whole or in part, for the convenience of CITY,
   by giving written notice specifying the effective date and scope of such termination. In the event of
   termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and
   materials (hereinafter referred to as materials) prepared by FIRST PARTY under this Agreement shall
   become the property of the CITY upon FIRST PARTY'S receipt of final payment and shall be promptly
   delivered to the CITY. Upon termination, the FIRST PARTY may make and retain a copy of such
   materials. FIRST PARTY shall be entitled to receive payment for work/services provided prior to
   termination of the Agreement. Such payment shall be that portion of the full payment which is
   determined by comparing the work/services completed to the work/services required by the
   Agreement.

8. WORKER'S COMPENSATION INSURANCE

   FIRST PARTY agrees and understands that the CITY does not provide Worker's Compensation
   Insurance to, or on behalf of, the FIRST PARTY for the work/services performed, but that said
   insurance is the sole responsibility of the undersigned.

9. PAYMENT OF PERMITS/LICENSES
FIRST PARTY shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

10. NON-DISCRIMINATION

No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this Agreement on account of their race, sex, color, national origin, religion, age, or disability. FIRST PARTY shall ensure full equal employment opportunity for all employees under this Agreement.

11. RETENTION OF RECORDS

FIRST PARTY shall maintain all required records for three years after the CITY makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the CITY, a federal agency, and the State of California.

12. MERGER CLAUSE

This Agreement, including Exhibit “A” attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document’s date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the CITY. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit “A” attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

This Agreement is not valid until signed by both parties.

FIRST PARTY:
Justin Allmon
Signature

Justin Allmon
Name

942147497
Tax ID#

APPROVED AS TO FORM:
William L. McClure, City Attorney

CITY OF MENLO PARK:
Signature
Derek Schweigart
Name

11/29/17
Date
Project Manager
Title

1/31/19
Date

11/27/17
Date
Department Head
Title
**Quote**

**DATE:** November 22, 2017  
**FROM:** Ray Walters  
**TO:** Jarrod Harden  
**PROJECT:** Arrillaga Family Gymnasium  
**LOCATION:** 600 Alma St  
**PHONE:** 650.330.2239  
**FAX / E-MAIL:** jwharden@menlopark.org

**Proposal includes:**

- Materials, tax, freight and service for the following:
- Repair and/or replace two curtain hoist cables.
- Replace plastic curtain cable pulleys.
- Inspect and repair if possible one shot clock.
- Inspect all other backstops.
- Make minor repairs or adjustments time permitting.

**Southwest Interiors, Inc. Clarifications/Exclusions:**

Terms: 100%, net 20. Add 1% per month or parts thereof for late payments.

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**Total cost:** (Valid for 60 days) $2,600.00

**Proposal Accepted by:**

Date: 11.27.17

Either fill out the information below or email/fax a PO and we will start the order process.

**Bill To:** City of Menlo Park  
701 Laurel St  
Menlo Park, CA 94025

**Ship to:** City of Menlo Park  
600 Alma St  
Menlo Park, CA 94025

Thank you for your business!