



REQUEST FOR PROPOSALS (RFP) FOR  
**COST OF SERVICES USER FEE STUDY**

Proposal Issue Date: January 17, 2025

Proposal Due Date: February 28, 2025, 5 PM (PST)

Coachella Valley Public Cemetery District  
82925 Avenue 52, Coachella, CA 92236

## **Introduction and Purpose of the RFP**

The Coachella Valley Public Cemetery (District) is requesting proposals for consulting services to conduct a Cost of Services User Fee Study. The simple purpose of a Cost of Services User Fee Study is to accurately, fairly, and reasonably determine the full cost for the District to provide services to its constituents such as in-ground interment, niche interment, disinterment, headstone setting, contract establishment, and other cemetery related services.

The District wants assistance in reviewing the Cemetery District Fees, analyzing current fees assessed, determining the correct market rate for each fee, establishing the market fee, and providing a market analysis of the total fees related to cemetery district administrative and interment activities. The consultant should make recommendations for adjustments to fees as needed. All prospective consultants will have the full opportunity to submit statements of qualifications in response to this request. This Request for Proposal (RFP) is an invitation by the District for consultants to submit a proposal. Submittal of a proposal should not create any expectations for a contract with the District.

## **Background on the District**

The Coachella Valley Public Cemetery District was formed August 8, 1927, under Section 8890 of the California Health and Safety Code. District boundaries include approximately 3,450 square miles. The District has performed over 24,000 interments and set over 15,000 grave markers. Records for all interments are available in the Cemetery's Administration Office during business hours. The total District property consists of 60 acres, 29 of the 60 have been developed for interment purposes. The District estimates current property should meet the needs of the public through 2070.

The Coachella Valley Public Cemetery District is a Special District; a special-purpose governmental unit that exists independent from local governments such as counties and cities. The Coachella Valley Public Cemetery is one of over 265 public cemetery districts in California which are supported, in part, by property taxes. A small portion of the property tax revenue that is collected from taxpayers within the Special District is part of the revenue the Cemetery relies on for its annual budget. Individuals who do not reside in or pay property taxes in this Special District are required by law to pay a surcharge to the District for interment in the Cemetery.

The Coachella Valley Public Cemetery District is governed by a Board of five Trustees. Trustees are appointed by the Riverside County Board of Supervisors to serve a four-year term. The Board of Trustees meets once a month for regular business meetings.

The last fee study conducted by the District was completed in August of 2022.

## **Scope of Work**

The District is requesting proposals from qualified professionals experienced in conducting Cost of Services User Fee studies for a contract. Consultant must provide a not-to-exceed

cost. The District expects ongoing communications between the Consultant and the District's staff. All recommendations must comply with applicable county, state and federal laws.

The study shall produce a recommended, comprehensive Cost of Services User Fee Schedule for the District. The recommended fees will recover the entire cost of providing the service and may not exceed the estimated reasonable cost of providing the service or regulatory act for which the fee is charged.

The successful respondent shall include, but is not limited to, the following services:

1. Update fee schedule consistent with all costs to provide service.
2. Work with District staff to gather and analyze all costs associated with providing service.
3. Give recommendations for any new fees for relevant services provided by the District.
4. Give recommendations and adjustments to current fees, if needed.
5. Provide any additional feedback regarding the District's current fee schedule and how it may be updated or improved.
6. Present the final findings to the District's Board of Trustees.
7. Prepare a report with written recommendations, which will include discussion of methods, techniques, and data used to develop the updated Fee Schedule.

### **Format and Contents of the Submission**

Submissions should be in a PDF format and include the following information:

#### **1. Agents and Address**

- a. Name, mailing address, email address, and telephone number of the Consultant.
- b. Description of the Consultant (corporation, partnership, other relevant descriptions.) and year established.
- c. Name(s), title(s), and business address of the person(s) responsible for submitting the proposal.
- d. Identification by name of all key personnel working on the project, their experience, education, and the specific role everyone will fill.
- e. Description of the experience the Consultant has in conducting similar studies, please note any relevant work for other governmental entities or cemetery districts.
- f. Listing of any subcontractors, if any, and the scope of work they will perform.
- g. A written description of the scope of involvement with District staff (expectations of staff/deliverables).

#### **2. Statement of Methods and Procedures**

- a. Provide a statement describing the Scope of Work for the project.
- b. Provide a narrative proposal on what approach and techniques the Consultant will use in identifying and evaluating the Scope of Work.

#### **3. Work Schedule**

- a. An estimate of time to complete the project and a proposed timeline of work tasks, with the date of completion of the project. The District is requesting

completion of the project within 90 days. Billable work may not commence until July 1, 2025.

#### 4. Fees

a. A breakdown of the Consultant's rates and charges for services, by phase and for total project, and a proposed invoice schedule. The fees should not exceed the amount for the work described under Scope of Work.

#### 5. References

a. At least three references, including individual contact name, name of the organization, email address and telephone number from other municipalities or government agencies where similar work was performed.

### **Timetable for Submission**

For consideration to be given to any proposal submitted for this RFP, Consultant must submit proposal via email only to: "Josh.Bonner@cvpcd.org" with "Cemetery District Fee Study Proposal" in the subject line of the email, on or before February 28, 2025, by 5:00 pm (PST). Late responses will not be accepted. Responses sent by fax, mail, or other methods other than email will not be considered.

Those submitting proposals are strongly recommended to request a read/receipt confirmation from the District. If acknowledgement of receipt is not received within 24 hours of submission, or prior to the deadline for submission, the submitter may wish to follow up with a phone call to ensure receipt. District staff may be reached at (760) 398-3221. The District will not be responsible for proposals that are delinquent, incorrectly marked, sent to an address other than that given herein, or submissions that are lost or delayed due to technical issues such as internet outages, transmission delay, or other delivery related issues. Proposals received after the date and time listed for submission ("deadline") will be rejected.

### **Proposed Timeline**

1. Issue RFP January 17, 2025
2. RFP Inquiries/Questions Due by February 14, 2025
3. Staff Responses to Questions Posted February 21, 2025
4. Proposals Due February 28, 2025
5. Review of Proposals March 3-7, 2025
6. Check references March 10-14, 2025
7. Award Contract March 21, 2025
8. Consultant may submit "pre-work" to District staff required for the study, April-June 2025
9. Consultant may commence billable work on project, July 1, 2025
10. All work is to be complete, and a recommendation prepared to present to the Board of Trustees by October 1, 2025

## **Evaluation Criteria**

All proposals will be reviewed by the District's RFP evaluation committee. Those deemed unresponsive will be removed from consideration and notified. Proposals will be assessed using the following criteria in their evaluation and comparison of submitted proposals. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

1. Responder's compliance with specifications as outlined in the RFP.
2. Experience, training, and credentials.
3. Demonstration of the Consultant's ability to complete all requirements as specified in the Scope of Work, including what methods will be employed.
4. The Consultant's experience and performance in comparable studies.
5. Qualifications of project staff, which includes internal staff and staff that may be involved in duties being outsourced.
6. Recent references from similar clients.
7. Cost of Services.
8. Proposed project timeline & completion.

The District shall have absolute discretion in determining the applicability and weight or relative weight of some or all the criteria listed above.

## **Right to Reject Proposals**

The District reserves the right to reject any or all proposals. Any award made for this engagement will be made to the responder who, in the opinion of the District, is best qualified to conduct the study. The selection of the proposal will be made at the sole discretion of the District.

## **District Contact**

For questions regarding the RFP, the District Fee study or specifications, please contact the District's General Manager at: [Josh.Bonner@cvpcd.org](mailto:Josh.Bonner@cvpcd.org). Questions will be accepted until February 14, 2025, 5:00 pm (PST).

## **RFP Posting and Updates**

This RFP, along with relevant documents including Response to Questions, Modification to Timeline, Notice of Intent to Award, or other updates, modifications, or changes effecting or related to this RFP, will be publicly posted to the District's website at: [CVPCD.org/governance/public-notices/](http://CVPCD.org/governance/public-notices/)

## **Public Records and Use of Submissions**

All information included in this RFP and submissions received in response to this RFP are subject to disclosure pursuant to the California Public Records Act. All submissions become District property and will not be returned. The District reserves the right to retain all proposals, as well as any reports, data, or other material prepared or assembled by proposer and submitted to District in response to this RFP, and to use any idea in any

proposal regardless of whether that proposal is selected, or to release the proposal in response to a Public Records Act request without notice to the proposer.

Responses to this RFP containing language restricting the public dissemination of information contained within the proposal may be rejected.

### **Failure to Execute the Agreement**

If the Consultant to whom the award is made fails to enter into the Professional Services Agreement prepared by the District within twenty (20) days after award by the Board of Directors, the award will be annulled, and an award may be made to the next proposer who will fulfill every stipulation as if it were the party to whom the first award was made at the District's discretion.

### **Reservation of Rights**

The District reserves the right to:

1. Accept or reject any proposals received in response to this RFP, and to readvertise for new submittals.
2. Waive or modify any irregularities in proposals received after prior notification to the Consultants.
3. Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the District.
4. Consider proposals or changes received at any time before the award is made, if such is in the best interest of the District.
5. Request clarification and additional information from the Consultant during the evaluation process.
6. Negotiate with the selected Consultant to include further services not identified in this RFP.
7. The District shall not be responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to this RFP.

### **Confidentiality**

All information included in this RFP is subject to disclosure according to the California Public Records Law.

### **Disclaimer**

THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY. It is intended to identify potential independent contractors who can provide commercial appraisal services for the Coachella Valley Public Cemetery District. The information provided in this RFP is subject to change and is not binding on the District. The District has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become District property and will not be returned.

Attachments to RFP:

1. Sample Contract
2. Current District Fee Schedule

## **Attachment A – Sample Contract**



**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT  
AGREEMENT FOR GENERAL SERVICES**

**PARTIES AND DATE**

This Agreement for Services (“Agreement”)  day of **DATE**, 20**2** by and between the Coachella Valley Public Cemetery District, a California public cemetery district (“District”) and **CONTRACTOR**, with its principal place of business at **ADDRESS** (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

**RECITALS**

**Contractor.**

Contractor desires to perform and assume responsibility for the provision of a Cost of Services User Fee Study required by District on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing Cost of Services User Fee Study services to public clients, is licensed in the State of California, and is familiar with the plans of District.

**Project.**

District desires to engage Contractor to render such services for the Cost of Services User Fee Study project (“Project”) as set forth in this Agreement.

**TERMS**

Scope of Services and Term.

General Scope of Services. Contractor promises and agrees to furnish to District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the services and advice on various issues affecting the decisions of District regarding the Project and on other programs and matters affecting District (“Services”). The Services are more particularly described in Exhibit “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

Term. The term of this Agreement shall be from **\*\*\*INSERT DATE\*\*\*** to **\*\*\*INSERT DATE\*\*\***, unless earlier terminated as provided herein. The District shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than three (3) additional one-year terms. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

**Compensation.**

Compensation. Contractor shall receive compensation for all Services rendered under this Agreement. The total compensation shall not exceed **TOTAL COST** (\$) without written

approval of District's General Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

Payment of Compensation. Contractor shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon.

Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District's Representative.

### **Responsibilities of Contractor.**

Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee of District. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor's exclusive direction and control. Neither District, or any of its officials, officers, directors, employees or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees or agents, except as set forth in this Agreement. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

### Schedule of Services/Time for Performance.

Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Contractor represents that it has the skilled personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, District shall respond to Contractor's submittals in a timely manner. Upon request of District, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

Neither District nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include a Force

Majeure Event. A Force Majeure Event shall mean an event that materially affects a Party's performance and is one or more of the following: (1) Acts of God or other natural disasters; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the services); (4) strikes and other organized labor action occurring at the site and the effects thereof on the services, only to the extent such strikes and other organized labor action are beyond the control of Contractor and its subcontractors, and to the extent the effects thereof cannot be avoided by use of replacement workers; and (5) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety, and other actions of a public agency applicable to the services and Agreement.

Should a Force Majeure Event occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Force Majeure Events and/or delays, regardless of the Party responsible for the delay, shall not entitle Contractor to any additional compensation. Notwithstanding the foregoing in this section, the District may still terminate this Agreement in accordance with the termination provisions of this Agreement.

Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of District.

Reserved.

District's Representative. District hereby designates General Manager, or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than District's Representative or his or her designee.

Contractor's Representative. Contractor hereby designates [\*\*\*INSERT NAME OR TITLE\*\*\*], or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

Coordination of Services. Contractor agrees to work closely with District staff in the performance of Services and shall be available to District's staff, contractors and other staff at all reasonable times.

Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by contractors in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of

whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Contractor shall perform, at its own cost and expense and without reimbursement from District, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to District for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions. Any employee of Contractor or its subcontractors who is determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to District, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

#### Insurance

Time for Compliance. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the District to terminate this Agreement for cause.

Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, the Contractor, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Contractor agrees to amend, supplement or endorse the policies to do so.

Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; or (4) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 00 01 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence.

Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

Insurance Endorsements. Required insurance policies shall contain the following provisions, or Contractor shall provide endorsements on forms approved by the District to add the following provisions to the insurance policies:

Commercial General Liability: (1) Additional Insured: The District, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Contractor shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement. (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the District except ten (10) days shall be allowed for non-payment of premium.

Automobile Liability. (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the District except ten (10) days shall be allowed for non-payment of premium.

Workers' Compensation: (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the District except ten (10) days shall be allowed for non-payment of premium. (2) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the District, its officials, officers, employees, agents, and volunteers.

Primary and Non-Contributing Insurance. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the District, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

Waiver of Subrogation. All required insurance coverages shall contain or be endorsed to waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the District and shall protect the District, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

Evidence of Insurance. The Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the District, together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the District for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the District. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to transact business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

Enforcement of Agreement Provisions (non estoppel). Contractor acknowledges and agrees that actual or alleged failure on the part of the District to inform Contractor of non-compliance with any requirement imposes no additional obligation on the District nor does it waive any rights hereunder.

Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this Section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

#### Additional Insurance Provisions

The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Contractor or District will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, District may cancel this Agreement.

The District may require the Contractor to provide complete copies of all insurance policies in effect for the duration of the Project.

Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Contractor from liability in excess of such coverage, nor shall it limit the Contractor's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

Contractor shall report to the District, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

Insurance for Subcontractors. Contractor shall include all subcontractors engaged in any work for Contractor relating to this Agreement as additional insureds under the Contractor's policies, or the Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the District, its officials, officers, employees, agents, and volunteers as additional insureds to the subcontractor's policies. All policies of Commercial General Liability insurance provided by Contractor's subcontractors performing work relating to this Agreement shall be endorsed to name the District, its officials, officers, employees, agents and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Contractor shall not allow any subcontractor to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subcontractor's compliance with all insurance requirements under this Agreement, to the extent applicable. The Contractor shall provide satisfactory evidence of compliance with this section upon request of the District.

Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident and incident prevention for all employees and subcontractors, to include instructions on conflict resolution and proper security techniques; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

### **Labor Code Requirements.**

Prevailing Wage. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage

Laws. Contractor shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

Registration. If the Services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

Compliance Monitoring. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor’s performance of Services, including any delay, shall be Contractor’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the District. Contractor shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

### **Termination of Agreement.**

Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been fully and adequately rendered to District through the effective date of the termination, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause. The rights and remedies of the District provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under this Agreement.



Effect of Termination. If this Agreement is terminated as provided herein, District may require Contractor to provide all finished or unfinished Documents and Data, as defined below, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

### **Indemnification.**

Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the District, its officials, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Agreement, including without limitation the payment of all expert witness fees, attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent required by Civil Code section 2782, Contractor's indemnity obligation shall not apply to such loss or damage which is caused by the sole negligence or willful misconduct of the District.

Additional Indemnity Obligations. Contractor shall defend, with counsel of District's choosing and at Contractor's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against District or its officials, employees, agents and volunteers. In addition, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its officials, employees, agents and volunteers as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse District for the cost of any settlement paid by District or its officials, employees, agents and volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for District's attorney's fees and costs, including expert witness fees. Contractor shall reimburse District and its officials, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its officials, employees, agents and volunteers.

### **General Provisions.**

Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

Independent Contractors and Subcontracting.

Use of Contractors. Contractor is aware of statutory and case law regarding classification of workers as independent contractors, including California Labor Code Section 2750.3 and Dynamex Operations West, Inc. v. Superior Court, 4 Cal. 5th 903 (2018). To ensure that Contractor is in compliance with the California Labor Code, Contractor shall only utilize its employees to provide the Services. Contractor may not provide the services through any independent contractor, subcontractor or subconsultant (“Subcontractor(s)”) unless approved by the District as set forth in Section 3.7.2 below. Contractor represents and warrants that all personnel who perform the Services on Contractor’s behalf are Contractor’s employees, and that Contractor complies with all applicable laws, rules and regulations governing its employees, including, but not limited to, the California Labor Code, Unemployment Insurance Code and all applicable Industrial Welfare Commission Wage Orders.

Prior Approval Required. Contractor shall not use any Subcontractor to provide the Services, or any portion of the work required by this Agreement, without prior written approval of District. In the event that District authorizes Contractor to use a Subcontractor, Contractor shall enter into a written agreement with the Subcontractor, which must include all provisions of the Agreement, including a restriction on the Subcontractor’s use of further independent contractors, subcontractors or subconsultants without the District’s prior written consent.

Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**Contractor:**

COMPANY NAME  
COMPANY ADDRESS  
Attn: [\*\*\*INSERT\*\*\*]

**District:**

Coachella Valley Public Cemetery District  
82-925 Avenue 52  
Coachella, CA 92236  
Attn: General Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

Attorneys’ Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the

prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

Time of Essence. Time is of the essence for each and every provision of this Agreement.

District's Right to Employ Other Contractors. District reserves the right to employ other Contractors in connection with this Project.

Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

Assignment or Transfer. shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

Employment Adverse to District. Contractor shall notify District, and shall obtain District's written consent, prior to accepting work to assist with or participate in a third-party lawsuit or other legal or administrative proceeding against District during the term of this Agreement.

Conflict of Employment. Employment by Contractor of personnel currently on the payroll of District shall not be permitted in the performance of this Agreement, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on District's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with District, is prohibited.

Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

**SIGNATURE PAGE FOR AGREEMENT FOR GENERAL SERVICES  
BETWEEN THE COACHELLA VALLEY PUBLIC CEMETERY DISTRICT  
AND  
CONTRACTOR**

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed on the day and year first above written.

**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT**      **CONTRACTOR**

*Approved By:*

By: \_\_\_\_\_

\_\_\_\_\_  
[INSERT NAME]  
[INSERT TITLE]

Its: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Approved as to Form:*

By: \_\_\_\_\_

\_\_\_\_\_  
Best Best & Krieger LLP  
General Counsel

Its: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Attested By:*

\_\_\_\_\_  
Board Clerk

**EXHIBIT "A"**

**SCOPE OF SERVICES**

**EXHIBIT "B"**

**SCHEDULE OF SERVICES AND FEES**

**[INSERT SCHEDULE OF SERVICES]**

## **Attachment B – Current District Fee Schedule**





**Interments: Monday through Friday ONLY**

*Services to be completed within 60 minutes*

*Services must exit upon conclusion so grounds crew may complete interment*

**ADULT: FULL SIZE LOT**

	LOT	ENDOWMENT	VAULT	TAX	LABOR	TOTAL
<b>#5 - 1st interment</b> 30" x 85" x 26"	\$1,120.00	\$720.00	\$320.00	\$24.80	\$2,107.00	<b>\$4,291.80</b>
<b>#5 - 2nd interment</b> 30" x 85" x 26"	-	-	\$320.00	\$24.80	\$2,107.00	<b>\$2,451.80</b>
<b>#7</b> 38" x 92" x 32"	\$1,120.00	\$720.00	\$800.00	\$62.00	\$2,347.00	<b>\$5,049.00</b>

*#7 vaults cannot be interred with a second vault*

**CHILDREN: HALF LOT & QUARTER LOT**

Inside Vault	LOT	ENDOWMENT	VAULT	TAX	LABOR	TOTAL
<b>#1 (¼ Lot)</b> 15 ½" x 31 ½"	\$360.00	\$240.00	\$104.00	\$8.06	\$827.00	<b>\$1,539.06</b>
<b>#2 (½ Lot)</b> 18 ½" x 56 ½"	\$520.00	\$288.00	\$128.00	\$9.92	\$827.00	<b>\$1,772.92</b>
<b>#3 (½ Lot)</b> 23 ½" x 56 ½"	\$520.00	\$288.00	\$128.00	\$9.92	\$907.00	<b>\$1,852.92</b>

*\*Casket size required if scheduling child services; Cemetery cannot finalize without this measurement\**

*Children lots cannot be interred with a second vault*

**CREMATION VAULT (IN-GROUND)**

Inside Vault	LOT	ENDOWMENT	VAULT	TAX	LABOR	TOTAL
<b>#1</b> 7½" x 5" x 13"	\$360.00	\$216.00	\$88.00	\$6.82	\$859.00	<b>\$1,529.82</b>
<b>#2</b> 13¾" x 9½" x 6½"	\$360.00	\$216.00	\$113.00	\$8.76	\$859.00	<b>\$1,556.76</b>
<b>#3</b> 13¾" x 9½" x 12"	\$360.00	\$216.00	\$138.00	\$10.70	\$859.00	<b>\$1,583.70</b>

**COLUMBARIUM - Inside Dimensions: 9" x 9" x 9"**

	NICHE	ENDOWMENT	SHUTTER	TAX	LABOR	TOTAL
<b>Outside Bottom</b>	\$864.00	\$400.00	\$163.34	\$12.66	\$209.30	<b>\$1,649.30</b>
<b>Outside Top</b>	\$944.00	\$400.00	\$163.34	\$12.66	\$209.30	<b>\$1,729.30</b>
<b>Inside Bottom</b>	\$1,024.00	\$400.00	\$163.34	\$12.66	\$209.30	<b>\$1,809.30</b>
<b>Inside Top</b>	\$1,104.00	\$400.00	\$163.34	\$12.66	\$209.30	<b>\$1,889.30</b>

*Interment of eligible NON-RESIDENTS will be subject to a surcharge payment of:*

Full Size Lots	Half Size Lots	Quarter Size Lots	Niches
<b>\$480.00</b>	<b>\$320.00</b>	<b>\$160.00</b>	<b>\$160.00</b>

DISINTERMENT FEES				
	VAULT	TAX	LABOR	TOTAL
Disinterment ONLY	-	-	\$2,925.00	\$2,925.00
<b>Below charges would apply only for 2nd interments where 1st interment was completed before 2003:</b>				
Disinter (w/liner) / Reinter (w/vault) 2 <sup>nd</sup> Interment	\$320.00	\$24.80	\$2,925.00	\$4,013.70
	\$320.00	\$24.80	\$399.10	
Disinter (w/vault) / Reinter (w/vault) 2 <sup>nd</sup> Interment	-	-	\$2,925.00	\$3,668.90
	\$320.00	\$24.80	\$399.10	

HEADSTONE SETTING FEE				
	SIZE	SETTING FEE	ENDOWMENT	TOTAL
Single	18" x 30" x 3"	\$272.00	\$48.00	\$320.00
Double	20" x 42" x 3"	\$368.00	\$112.00	\$480.00
¼ and ½ Lots	16" x 26" x 3"	\$272.00	\$48.00	\$320.00
* Setting Fee must be paid <b>PRIOR</b> to placement of the headstone				

NICHE SHUTTER ENGRAVING		
<b>PLEASE NOTE - Engraving fees are subject to change without notice based on current vendor pricing:</b>		
Single	\$110.00	Engraving of First Name, Last Name, YOB and YOD
Double	\$175.00	Engraving of First Name, Last Name, YOB and YOD
Artwork / Emblem	Market Rate	Additional engraving fee for artwork or emblem
Additional Engraving	\$75.00	Fee for each additional engraving after initial engraving

ADDITIONAL FEES		
Niche Vase	\$102.58	Niche vase, including installation (Current Market Rate)
Pallbearers	\$86.00	Available by advance request; trolley use required (Pallbearer service not guaranteed for #7)
Large Service Fee	\$774.00	TBD by Admin: Services that require extra traffic control
Marker Resetting	\$526.00	Removal + reset current marker/setting a new marker
Plot Transfer/Exchange	\$200.00	Administrative cost to transfer or exchange property
Contract Establishment Fee	\$50.00	Establishment fee for contracts
Returned Payment Fee	\$50.00	Charge for all returned payments
Late Fee	\$10.00	Per month on Pre-Need contracts with payment plans
Endowment	Current endowment fee will be charged on opening of all graves prior to 09/01/1967	

**REVISIONS ADOPTED BY THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY CEMETERY DISTRICT**

Prices Effective: 09/01/2023