

## **SHORT-TERM CONSULTING SERVICES CONTRACT**

This Agreement for Professional Services (the "Agreement") is made this 1<sup>st</sup> day of April, 2020, by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and Preferred Removal Service, a Michigan Domestic Profit Corporation, whose principal place of business is located at 409 N. Grand Traverse Ave, P.O. Box 7007, Flint, MI 48507 (the "Contractor") (the Contractor and the County together, the "Parties").

### **1. Agreement and Authority**

Execution of this Agreement is authorized by Resolution #\_\_\_\_\_ issued by the Genesee County Board of Commissioners.

### **2. Term**

This Agreement is effective from April 1, 2020 (the "Effective Date") through August 31, 2023 (the "Termination Date").

### **3. Purpose**

This contract is entered into for the purpose of providing an independent contract employee paid through a grant from MDHHS.

### **4. Scope of Work**

The Contractor agrees to perform the Consulting Services described on Exhibit A (the "Services").

### **5. Compensation**

The Contractor shall be paid according to the rates identified on Exhibit A for the performance of the Services. The total amount paid to the Contractor shall not exceed \$48,779.00 per year. The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

### **6. Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

**7. Contract Administrator**

The contract administrator for this Agreement is Brian Hunter, Genesee County Medical Examiner (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Agreement. The Contractor agrees to provide a copy of all notices related to this Agreement to the Contract Administrator.

**8. Reporting Requirements**

During the term of this Agreement, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit B.

**9. Inspection and Acceptance**

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

**10. Warranties and Indemnification**

The Contractor warrants that:

- 10.1 The Services will be performed in a good workmanlike manner and in accordance with generally acceptable practices in the industry.
- 10.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.
- 10.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 10.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Agreement.
- 10.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Agreement.

The Contractor agrees to indemnify, defend, and hold harmless the County, its officials, officers, agents, and employees from any and all claims, damages, or liability arising out of the Contractor's breach of these warranties.

## **11. Suspension of Work**

### **11.1 Order to Suspend Performance**

Upon written order of the Director, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Director has directed that the Services be suspended.

### **11.2 Necessary Actions Before Suspension**

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Director of the nature of such harm, injury, or damage, and obtain the Director's written authorization to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Director pursuant to this paragraph are compensable.

## **12. Termination**

### **12.1 Termination for Cause**

If the Contractor is in breach of any provision of this Agreement, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Agreement. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

### **12.2 Immediate Termination**

If the County, in its discretion, determines that the Contractor's breach of this Agreement constitutes a threat to public health, safety, or welfare, the County may terminate this Agreement immediately upon notice to the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

### 12.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Agreement upon thirty (30) days' written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

## 13. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

## 14. **Freedom of Information Act**

This Agreement and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

## 15. **Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall become the property of the County upon termination of this Agreement. Upon the County's request, the Contractor agrees to convey all rights to and ownership of any intellectual property to the County.

## 16. **Audit Rights**

### 16.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Agreement, or any payment or dispute related to this Agreement, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

### 16.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

#### 16.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

#### 16.4 Records Retention

The Contractor agrees to maintain any business records related to this Agreement or the Contractor's performance under this Agreement for a period of at least three (3) years after final payment.

### 17. Insurance Requirements

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth below and keep such insurance coverage in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to the County at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage on any policy. The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified below, and including the County as an additional insured. The Contractor shall provide and maintain minimum insurance limits as follows:

<u>Coverage</u>	<u>Liability Limits</u>
Worker's Compensation	Statutory
Employer Liability	\$1,000,000
Commercial General Liability including: <ul style="list-style-type: none"> <li>▪ Premises and Operations</li> <li>▪ Product and Completed Operations</li> <li>▪ Blanket Agreement</li> <li>▪ Broad Form Property Damage</li> <li>▪ Personal Injury</li> </ul>	\$1,000,000 combined single limit

Commercial Automobile Liability including: <ul style="list-style-type: none"> <li>▪ Owned vehicles</li> <li>▪ Non-owned vehicles</li> <li>▪ Leased vehicles</li> <li>▪ Hired vehicles</li> </ul>	\$1,000,000 combined single limit
Professional Liability Insurance	\$1,000,000 combined single limit

## **18. Independent Contractor**

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

## **19. General Provisions**

### **19.1 Entire Agreement**

This Agreement, along with any Exhibits attached thereto, embodies the entire agreement between the Parties. There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein.

### **19.2 No Assignment**

The Contractor may not assign or subcontract this Agreement without the express written consent of the County.

### **19.3 Modification**

This Agreement may be modified only in writing executed with the same formalities as this Agreement.

### **19.4 Binding Effect**

The provisions of this Agreement shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

### **19.5 Headings**

The paragraph headings in this Agreement are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Agreement.

### **19.6 Governing Law and Venue**

This Agreement is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Agreement must be

initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

19.7 Severability and Survival

In the event that any provision of this Agreement is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Agreement.

19.8 Interpretation

Each Party has had opportunity to have this Agreement reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Agreement, there shall be no presumption in favor of any interpretation solely because the form of this Agreement was prepared by the County.

19.9 Remedies

All remedies specified in this Agreement are non-exclusive. The County reserves the right to seek any and all remedies available under this Agreement and applicable law in the event that the Contractor fails to abide by the terms of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized agents.

PREFERRED REMOVAL SERVICE

COUNTY OF GENESEE

By: \_\_\_\_\_  
Albert T. Boaz, President  
Preferred Removal Service, Inc.

By: \_\_\_\_\_  
Martin Cousineau, Chairperson  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_



EXHIBIT A  
Description of the Services

The Contractor will provide to the Genesee County Medical Examiner's Office, one employee who will work no less than 36 hours per week (excluding holidays). That contract employee will fill a temporary position funded by a grant from the MDDHS. The purpose of the grant, and the position, is for tracking opioid overdoses in Genesee County and reporting data to the State of Michigan on a weekly basis. The employee will also take direction from the Chief Medical Examiner as to other assigned duties throughout the course of the contract.

EXHIBIT B  
Reports Required from the Contractor

<u>Description of Report</u>	<u>Frequency</u>
Time card (hours worked) report	1 <sup>st</sup> of every month