



County of Santa Cruz

DEPARTMENT OF CHILD SUPPORT SERVICES
LYNN C. MILLER, DIRECTOR

P.O. BOX 1841
SANTA CRUZ, CA 95061
(831) 454-3700
FAX (831) 454-3752

Agenda Date: January 8, 2002

December 20, 2001

The Honorable Tony Campos, Chairperson
and Members of the Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Re: Contract for Bulk Mailing Services

Dear Chairperson Campos and Members of the Board:

The Department of Child Support Services is required to mail periodic notices and statements to its clients. We are presently printing all statements and notices locally, shipping the documents to a bulk mailing facility for folding, inserting, and postage. This process is time-consuming and is resource intensive.

The purpose of this letter is to propose a contract with Print N Mail It to provide the Department of Child Support Services with bulk mailing services at a per piece rate of \$.43 for the term of the proposed contract. Print N Mail It, which has contracted with a number of other California counties, is a bulk mailing service able to accept electronic files containing statement and notice text, sort outgoing mail by Zip + 4, and accept electronic child support payments. These expanded services will contribute to expedited delivery of statements, improved receipt of payments, and will contain postage and duplicating costs for the term of the contract.

The term of this proposed contract is for February 1, 2002 through June 30, 2002. Appropriations are budgeted in the 2001-2002 fiscal year budget for this expense. There is no net county cost.

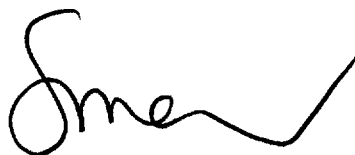
IT IS THEREFORE RECOMMENDED that your Board:

1. Approve the attached Independent Contractors Agreement between Print N Mail, Inc. and the Department of Child Support Services for bulk mailing services.
2. Authorize the Director of Department of Child Support Services to sign the Independent Contractors Agreement between Print N Mail, Inc. and the Department of Child Support Services on behalf of Santa Cruz County.

Respectfully,

LYNN C. MILLER, DIRECTOR
DEPARTMENT OF CHILD SUPPORT SERVICES

RECOMMENDED:



SUSAN MAURIELLO
COUNTY ADMINISTRATIVE OFFICER

Attachments:

Independent Contractor Agreement
ADM 29

cc: Auditor-Controller
Risk Management
County Counsel
Contractor

THIS AGREEMENT is entered into this 8th day of January 2008², by and between the SANTA CRUZ COUNTY, DEPARTMENT OF CHILD SUPPORT SERVICES, hereinafter called DCSS, and PRINT N MAIL, INC., hereinafter called CONTRACTOR. The parties agree as follows:

5. INDEMNIFICATION FOR DAMAGES, TAXES-AND CONTRIBUTIONS.

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless the DCSS (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

- A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the DCSS may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the DCSS. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.
- B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum, compliance with all of the following insurance coverage's and requirements. Such insurance coverage shall be primary coverage with respect to the DCSS and any insurance or self-insurance maintained by the DCSS shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and the DCSS both initial here _____ / _____

A. Types of Insurance and Minimum Limits

- (1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____ / _____
- (2) Vehicular Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g., owned by CONTRACTOR'S employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of

this Agreement and CONTRACTOR and the DCSS both certify to this fact by initialing here EW_____.

- (3) Comprehensive or Commercial Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.
- (4) Professional Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit. This insurance coverage shall not be required if both the CONTRACTOR and DCSS acknowledge this fact by initialing here EW_____.

B. Other Insurance Provisions

- (1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three years after the expiration of the Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.
- (2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The SANTA CRUZ COUNTY, Department of Child Support Services, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the SANTA CRUZ COUNTY."
- (3) All the insurance policies shall be endorsed to contain the following:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Lynn C. Miller, Director
Santa Cruz County
Department of Child Support Services
420 May Avenue
Santa Cruz, CA 95060

- (4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide the DCSS on or before the effective date of this Agreement with Certificates of Insurance for all required coverages, All Certificates of Insurance shall be delivered or sent to:

Lynn C. Miller, Director
 Santa Cruz County
 Department of Child Support Services
 420 May Avenue
 Santa Cruz, CA 95060

7. EOUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

- A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status or any other non-merit factor unrelated to job duties. Such non-discriminatory action shall include, but not be limited to the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.
- B. If this Agreement provides compensation in excess of \$50,000.00 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:
- (1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related) marital status, sex, sexual orientation, age (over 18), veteran status, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the DCSS.
- (2) The CONTRACTOR shall furnish Santa Cruz county Affirmative Action Office Information and reports in the prescribed reporting format (PER 4102) identifying the sex, race, handicap or disability, and job classification of its employees and the names, dates, and methods of advertisement and

direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

- (3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the DCSS.
- (4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000.00 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts of subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. The CONTRACTOR and the DCSS have reviewed and considered the principal test and secondary factors below and agree that the CONTRACTOR is an independent contractor and not an employee of the DCSS. The CONTRACTOR is responsible for all insurance (worker's compensation, unemployment, etc.) and all payroll related taxes. The CONTRACTOR is not entitled to any employee benefits. The DCSS agrees that the CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST. The CONTRACTOR rather than the DCSS has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS (a) The extent of control which, by agreement, the DCSS may exercise over the details of the work is slight rather than substantial; (b) The CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by the CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the DCSS supplies the instrumentalities, tools and workplace; (f) The length of time for which the CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of the CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of the DCSS; (i) The CONTRACTOR and the DCSS believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The DCSS conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that the CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NON-ASSIGNMENT. The CONTRACTOR shall not assign this Agreement without the prior written consent of the DCSS.
- 10 ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the CONTRACTOR.
- 11 RETENTION AND AUDIT OF RECORDS. The CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by the DCSS, whichever occurs first. The CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.
12. CONFIDENTIALITY. Both the DCSS and the CONTRACTOR shall comply with State and Federal laws and regulations concerning the safeguarding of information (See Cal. Family Code, § 17212 and 45 C.F.R. § 303.21). The use or disclosure of information concerning the applicants and recipients, of child support services shall require DCSS approval and shall be limited to persons directly connected with the CONTRACTOR and services provided. The CONTRACTOR shall maintain strict confidentiality controls over child enforcement information and any access, use, and/or disposal will be in accordance with the Information Practices Act of 1977 (See Cal. Civil Code, § 1798 - § 1798.78).

The CONTRACTOR agrees that it and its personnel shall at all times comply with all security standards, practices, and procedures which DCSS mandates. The CONTRACTOR further agrees that it and its personnel shall at all times comply with all Federal, State, and local laws and regulations respecting confidentiality of records and data which come under the CONTRACTOR'S possession, or to which the CONTRACTOR gains access, under this contract. CONTRACTOR shall take all necessary and appropriate measures to assure that its personnel comply with the requirements of this section.
- 13 PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
14. ATTACHMENTS. This Agreement includes attachments: ADDENDUM To Contract For Special Services For Outside Vending For Mailing

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

SANTA CRUZ COUNTY

CONTRACTOR

By: _____
Lynn C. Miller, Director
Department of Child Support Services
420 May Avenue
Santa Cruz, CA 95060

By: Gary D. Meeks
Gary D. Meeks
President
Print N Mail, Inc.
3108 Jenny Lind Road
Fort Smith, AR 72901

Tax ID #: 62-1699985

APPROVED AS TO INSURANCE:

By: Janet McKinley 12-14-2001
Risk Management

APPROVED AS TO FORM:

By: Joe M. Scott
County Counsel

DISTRIBUTION: County Administrative Officer
Auditor-Controller
County Counsel
Risk Management
Department of Child Support Services
Purchasing
Contractor

ADDENDUM TO

Contract For Special Services For Outside Vending For Mailing Between County of Santa Cruz Department of Child Support Services, hereafter referred to as "DCSS" And Print N Mail, Inc., hereafter referred to as "Contractor"

Addendum Provisions

- 1) CONTRACTOR agrees to provide to DCSS an unlimited use of a component called "ePay." ePay will provide the DCSS and its customers with the internet capability to securely access DCSS Child Support monthly statement information, to review and print that information, and/or to make a DCSS child support payment.

The website provides several customer service benefits as well:

- a) Customers can contact the DCSS via email with a question regarding their statement.
 - b) Customers can request the statement via email instead of via the Post Office saving DCSS all costs associated with mailing the statement.
 - c) DCSS and customers have the ability to review any previous month's statements.
 - d) DCSS can accept a credit card or debit card payment at the front window or over the phone.
 - e) DCSS has available to them each customers email address as additional information provided by the customers.
- 2) CONTRACTOR and DCSS understand that the internet availability of the DCSS Child Support monthly statement information will correspond in time to no later than the receipt of the DCSS Child Support statement by the customer via the U.S. Postal System.
- 3) CONTRACTOR accepts full and complete responsibility, and all benefits and liabilities arising thereunder, for all costs associated with the merchant account used to clear electronic DCSS child support payments made by a DCSS customer on ePay for their DCSS child support account at the DCSS.
- 4) CONTRACTOR accepts full and complete responsibility, and all benefits and liabilities arising thereunder, for all maintenance costs associated with the website used for ePay. The website is not a product or creation of the DCSS and the DCSS shall have no responsibility for the website whatsoever.

- 5) CONTRACTOR accepts full and complete responsibility, and all benefits and liabilities arising thereunder, for all costs associated with loading the monthly statement information received by the DCSS into the ePay database. CONTRACTOR shall have no responsibility for the accuracy of the data received by the DCSS.
- 6) CONTRACTOR shall pay any DCSS child support payment monies received from a DCSS customer by ePay to the DCSS by the next business day. Monies are considered received when the nightly process scheduled to run finds a payment transaction in the database for the DCSS. A payment transaction cannot appear unless a successful electronic clearing of the credit card or debit card occurs. Timing of the nightly process will be based on the most productive hour determined by the transaction activity.
- 7) All DCSS child support data associated with payment transactions shall be kept available for review by the DCSS at any time via the internet. ePay shall handle all DCSS child support transactions specified herein in accordance with generally accepted accounting principles.
- 8) CONTRACTOR warrants the data presented via the Internet to be precise, accurate and secure.
- 9) CONTRACTOR shall maintain the ePay website to insure that at all times, all DCSS child support data provided for use in the services agreed to herein shall remain strictly confidential. CONTRACTOR agrees to comply, to the best of its ability, with any and all legal and state statutes and regulations in the State of California to maintain that confidentiality, barring criminal acts by others. In this regard, CONTRACTOR shall develop and institute a log-in process whereby only a DCSS customer with specific personal information can access his or her own DCSS child support data.

All other provisions of the existing contract shall remain the same.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

SANTA CRUZ COUNTY

CONTRACTOR

By: _____

Lynn C. Miller, Director
 Department of Child Support Services
 420 May Avenue
 Santa Cruz, CA 95060

By: Gary D. Meeks _____

Gary D. Meeks
 President
 Print N Mail, Inc.
 3108 Jenny Lind Road
 Fort Smith, AR 72901

Tax ID #: 62-1699985

APPROVED AS TO INSURANCE:

By: Janet McKinley 12-14-2001

Risk Management

APPROVED AS TO FORM:

By: Mr. M. Scott

County Counsel

DISTRIBUTION: County Administrative Officer
 Auditor-Controller
 County Counsel
 Risk Management
 Department of Child Support Services
 Purchasing
 Contractor

AMENDMENT TO

Contract For Special Services For Outside Vending For Mailing Between County of Santa Cruz Department of Child Support Services, hereafter referred to as "DCSS" And Print N Mail, Inc., hereafter referred to as "Contractor"

Amendment Provisions

To Section 2 titled COMPENSATION:

In consideration for the CONTRACTOR accomplishing said result, **DCSS** agrees to pay the CONTRACTOR for work as described in the existing contract as follows:

Piece rate: \$.43

Includes: Printing, #10 Envelope (outgoing envelope), #09 Envelope (response envelope), Inserts, First Class Postage, Automation Compliant, CASS Certified.

Following each mailing, the CONTRACTOR will submit to DCSS a detailed billing statement of services performed including the number of mailings. The actual monthly rate/fee will vary due to the fluctuation of the DCSS caseload, however, the total amount of the service agreement is not to exceed \$45,000 for the initial term (as stated in the original contract) and \$100,000 per fiscal year thereafter, unless this contract is amended by mutual written agreement between the CONTRACTOR and DCSS.

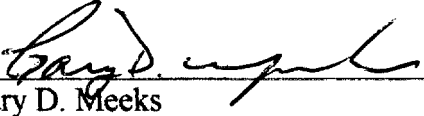
All other provisions of the existing contract shall remain the same.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

SANTA CRUZ COUNTY

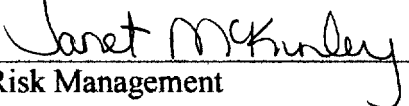
CONTRACTOR

By: _____
Lynn C. Miller, Director
Department of Child Support Services
420 May Avenue
Santa Cruz, CA 95060

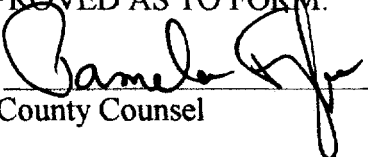
By: 
Gary D. Meeks
President
Print N Mail, Inc.
3108 Jenny Lind Road
Fort Smith, AR 72901

Tax ID #: 62-1699985

APPROVED AS TO INSURANCE:

By:  12-20-2001
Risk Management

APPROVED AS TO FORM:

By: 
County Counsel

DISTRIBUTION: County Administrative Officer
Auditor-Controller
County Counsel
Risk Management
Department of Child Support Services
Purchasing
Contractor

CERTIFICATE OF INSURANCE

0071

This certifies that



- ☐ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
☐ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder Print N Mail Inc DBA PNMit

Address of policyholder 321 South Broadway Yreka, CA. 96097

Location of operations same

Description of operations print and mail

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
94b35131-0f	Comprehensive Business Liability	1/5/99	1/5/2002	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:	<input checked="" type="checkbox"/> Products - Completed Operations			Each Occurrence \$1,000,000
	<input type="checkbox"/> Contractual Liability			General Aggregate \$2,000,000
	<input type="checkbox"/> Underground Hazard Coverage			Products - Completed Operations Aggregate \$2,000,000
	<input type="checkbox"/> Personal Injury			
	<input type="checkbox"/> Advertising Injury			
	<input type="checkbox"/> Explosion Hazard Coverage			
	<input type="checkbox"/> Collapse Hazard Coverage			
	<input type="checkbox"/>			
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	Each Occurrence \$
	<input type="checkbox"/> Other			Aggregate \$
94-CF-0033-5 F	Workers' Compensation and Employers Liability	1/1/2001	1/1/2002	Part 1 STATUTORY Part 2 BODILY INJURY Each Accident \$100,000 Disease Each Employee \$100,000 Disease - Pdb Limit \$500,000
POLICY NUMBER	TYPE OF INSURANCE	Effective Date	Expiration Date	LIMITS OF LIABILITY (at beginning of policy period)

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

RANDY L. BITTLE STATE FARM INSURANCE
 2218 SO 57TH SUITE B FORT SMITH, AR. 72903
 501-452-4088 FAX 501-452-6951

Name and Address of Certificate Holder

County of Santa Cruz
 Dept of Child Support Services
 420 May w e
 Santa Cruz, CA. 95060

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Signature of Authorized Representative
 agent Date 10/18/01

Agent's Code Stamp

AFO Code 1347

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0072

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Department of Child Support Services (Dept.)
[Signature] (Signature) 12/20/2001 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the Department of Child Support Services (Agency)
and Print N Mail, Inc. 3108 Jenny Lind Road, Fort Smith, AR 72901 (Name & Address)
- The agreement will provide bulk mailing services for State-required notices and statements
- The agreement is needed to meet State notification requirements for child support clients
- Period of the agreement is from February 1, 2002 to June 30, 2002
- Anticipated cost is \$ 45,000 (Fixed amount; Monthly rate; ~~Not to exceed~~)
- Remarks: _____
- Appropriations are budgeted in 251000 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are not available and have been encumbered. Contract No. 12675 Date 12/24/01
GARY A. KNUTSON, Auditor - Controller
By [Signature] Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the DIRECTOR OF CHILD SUPPORT SERVICES to execute the same on behalf of the Department of Child Support Services (Agency).
County Administrative Officer

Remarks: _____ (Analyst)
By [Signature] Date 12/27/01
Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod
018
No Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz.
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
By _____ Deputy Clerk