

**Administering Agency:** Nevada County Sheriff's Office

**Contract No.** \_\_\_\_\_

**Contract Description:** Mortuary and Transportation Services

### PROFESSIONAL SERVICES CONTRACT

**THIS PROFESSIONAL SERVICES CONTRACT** ("Contract") is made at Nevada City, California, as of July 1, 2024 by and between the County of Nevada, ("County"), and Hooper & Weaver Mortuary Inc. ("Contractor"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed One Hundred Fifteen Thousand Three Hundred and Fifty Dollars (\$115,350.00).**
3. **Term** This Contract shall commence on, 7/1/2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: 6/30/2027.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages shall apply shall not apply to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of the County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of the County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a Material Breach of this

Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the County's Chief Information Officer or his/her designee.

14. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be

in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:

- Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
- The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

15. **Accessibility** It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.
16. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
18. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

19. **Financial, Statistical and Contract-Related Records:**

- 19.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.
- 19.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 19.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

20. **Termination**

- A. A Material Breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor**.
- C. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of the County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

21. **Intellectual Property** To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
22. **Waiver** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other party.
23. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.
24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other Contract, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Contract, shall be binding or valid.
25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.

27. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.

28. **Additional Contractor Responsibilities**

- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

29. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

**COUNTY OF NEVADA:**

**CONTRACTOR:**

Nevada County Sheriff's Office

Hooper & Weaver Mortuary Inc.

Address: 950 Maidu Ave.  
City, St, Zip Nevada City CA 95959  
Attn: Chief Fiscal Officer  
Email: SheriffFinance@nevadacountyca.gov  
Phone: 530-265-1471

Address 459 Hollow Way  
City, St, Zip Nevada City CA 95959  
Attn: Debbie Prisk Olsen  
Email: debbie@hooperandweaver.com  
Phone: 530-265-2429

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

Executed as of the day first above stated:

**Authority:** All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

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

Printed Name/Title: Honorable Hardy Bullock, Chair, of the Board of Supervisors

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

Attest: Clerk of the Board of Supervisors, or designee

Approved as to Form – County Counsel:

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

**CONTRACTOR: Hooper & Weaver Mortuary Inc.**

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

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

\* Title: \_\_\_\_\_

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

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

\* Title: \_\_\_\_\_

***\*If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

**Exhibits**

- A. Schedule of Services
- B. Schedule of Charges and Payments
- C. Insurance Requirements
- D. Schedule A – Low Income Cremation Application



## EXHIBIT A

### SCHEDULE OF SERVICES

- I. SERVICE AREAS: For the purpose of this agreement, Nevada County is divided into two distinct service areas, as follows:
  - A. Truckee service area: All that portion of the County of Nevada lying easterly of the Highway 20 – Interstate 80 intersection.
  - B. Western service area: All of the County of Nevada except the Truckee service area.
- II. MORTUARY REFERRALS: It is agreed that the coroner cases in the County of Nevada will be referred to Contractor for the services specified herein, upon the following basis:
  - A. Where the place of death is in the Western service area and an autopsy is required, the case will be referred to Contractor.
  - B. For the purpose of this agreement, the place of death is the place where the body is found, except that in doubtful cases, where the body is transported for medical care and is found to be dead on arrival, the place of death is the place where a physician pronounces the body dead. In any event, referrals shall be at the sole discretion of the coroner and Contractor shall not have any vested right to any cases not referred to Contractor by the coroner.
  - C. County reserves the right to enter into a contract with another service provider(s). Should County choose to do so then this contract will repeat on a rotation basis with other service provider. Services will be alternated between mortuaries on a quarterly basis after the initial agreement set forth in this paragraph. Rotation shall begin for Contractor on October 1, 2024 through December 31, 2024. The other service provider will have the months of July 1, 2024 through September 30, 2024. Quarterly rotation will continue for the life of the contract. If either mortuary is unable, for any reason, to respond in a timely manner, the coroner reserves the right to call out other providers.
- III. GENERAL OPERATIONS
  - A. Upon the request of the coroner, or any deputy coroner of the County of Nevada, Contractor shall promptly remove dead bodies from any place in the Western service area of the County of Nevada to the mortuary or other location as directed by the coroner or deputy coroner.
  - B. For the purposes of such removal, Contractor shall provide at least one clean, properly equipped removal vehicle headquartered in the Western service area, available at all times, and to be able to start within thirty (30) minutes to answer any call for removal of dead bodies within the Western service area of the County of Nevada. Clean linen(s) shall be provided by Contractor for each removal. All cases will be taken to the Contractor's facility unless directly specified by coroner/deputy coroner. All cases going to the Placer County Morgue will arrive during the window

open to receive the body.

- C. Unless additional personnel are requested by the coroner, one operator shall be sufficient, with such assistance as may be necessary provided by the coroner/deputy coroner at the location of removal.
- D. Operator shall have a valid California driver's license. The operator will have the appropriate physical ability and dress to perform the required removals. Contractor will also provide transportation of the body to and from the Placer County Morgue for autopsy.
- E. Contractor agrees without additional charge, to testify at all civil and criminal proceedings when requested to do so by the District Attorney of the County of Nevada as to any matter relating to removal, transport or mortuary duties.
- F. Contractor shall maintain necessary State and County licenses and provide a State licensed preparation room with necessary equipment to handle coroner's cases, taking photographs of the deceased, and viewing the deceased.
- G. Contractor shall type necessary forms to be submitted to the coroner or his deputy, including but not limited to initiating all death certificates.
- H. Contractor shall retain possession of the body of the deceased until the investigation of cause of death by the coroner's office has been completed.

Contractor must be diligent in making certain all of deceased is present prior to cremation or burial. The fingers and hands are sometimes removed for fingerprinting at Department of Justice and the mandible may be removed for dental charting and x-ray.

#### IV. OTHER SERVICES:

- A. Low-income cremation: Contractor shall, upon coroner's request, complete cremation of deceased low-income or indigent individuals. Contractor shall use the existing Low Income Cremation Program application attached hereto as Schedule A. Contractor shall use a consistent process for review and approval of all Low Income Cremation Applicants as well as a cost not to exceed \$600 for all services provided to all approved low income participants. Contractor shall arrange with Secondary Contractor for pickup of low income or indigent decedents that may be at secondary contractor location as necessary.
- B. Contractor shall provide monthly reports of service provided. Report shall include (1) date, time and location of pickups and deliveries; (2) name and date of death and determination of low income or indigent along with cost charged for the low income program applicants, along with copy of completed application for all low income applicants; (3) listing of outstanding cremations or burials due forensic testing of body parts at separate facilities or locations and return of those body parts.

## **County Contacts**

### Project Management:

Coroner

Coroner@nevadacountyca.gov

530-265-1471

### Fiscal:

Chief Fiscal and Administrative Officer

Georgette Aronow

[SheriffFinance@nevadacountyca.gov](mailto:SheriffFinance@nevadacountyca.gov)

530-265-1471

## EXHIBIT B

### SCHEDULE OF CHARGES AND PAYMENTS

Payment for services: County agrees to pay Contractor performing the services as follows:

- A. Pursuant to §27472 of the California Government Code, Contractor shall collect the removal and transport fees from the party entitled to control the disposition of the decedent's remains, as specified in §7100 of the Health and Safety Code. The charge shall not exceed one hundred dollars (\$100) or be imposed upon a person who claims and proves to be indigent, or in cases in which the body is that of a child not more than 14 years of age, or in cases in which the coroner ascribes the death to the criminal act of another, unless the Coroner has reasonable grounds to believe the deceased was involved in any criminal activity which contributed to his or her own death. County will pay the remainder of the balance when applicable.
- B. For the services specified in subdivisions (A) through (I), of Exhibit "A", Paragraph III, the sum of \$225.00 for removal of cases that are transported to Placer County Morgue for autopsy. This rate will increase by CPI (California Urban Wage Earners and Clerical Workers) in Year 2 and Year 3 of the Agreement, with a not to exceed amount of 5% for each year.
- C. If more than one operator is requested by the coroner, an additional \$50 per transport shall be paid to the Contractor for a total transport rate of \$275.00. This rate will increase by CPI (California Urban Wage Earners and Clerical Workers) in Year 2 and Year 3 of the Agreement, with a not to exceed amount of 5% for each year.
- D. Transportation costs incurred by the mortuary beyond those stipulated in this contract and the supplies required for completion of subdivisions (A) through (J) of Exhibit "A", Paragraph III, shall be the responsibility of the Contractor.
- E. Refrigerated storage of bodies at request of the coroner, will be paid at a rate of \$0.00 per day.
- F. For the service of providing an Indigent Cremation, a fixed rate will be paid for each indigent by the coroner:
  - a. FY 2024-25 - \$600
  - b. FY 2025-26 - \$700
  - c. FY 2026-27 - \$800
- G. If determined by the coroner that the indigent decedent is morbidly obese (minimum of 300 pounds), the Contractor shall be paid an additional \$200 for the indigent cremation.
- H. For the service of providing a Low Income cremation, the sum of \$0.00 will be paid by the coroner. See Exhibit A, section IV and Exhibit D for additional requirements for low-income cremations.

### Invoices

Invoices shall be submitted to County in a form and with sufficient detail as required by County. Work performed by Contractor will be subject to final acceptance by the County project manager(s).

Submit all invoices to:

Nevada County Sheriff's Office  
Address: 950 Maidu Ave.  
City, St, Zip Nevada City CA 95959  
Attn: Chief Fiscal Officer  
Email: SheriffFinance@nevadacountyca.gov  
Phone: 530-265-1471

### **Payment Schedule**

All invoices are to be provided to county within 30 days of the service provided. The County will make payment within thirty (30) days after the billing is received and approved by County.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

## EXHIBIT C

### INSURANCE REQUIREMENTS

**Insurance.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (ii) **Automobile Liability** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- (iii) **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- (iv) If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

#### **Other Insurance Provisions:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (i) **Additional Insured Status: The County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
- (iii) **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- (v) **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement

attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.

- (vi) **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. **(Note – all deductibles and self-insured retentions must be discussed with risk, and may be negotiated)**
- (vii) **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: **(note – should be applicable only to professional liability)**
  - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
  - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (x) **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- (xi) **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.
- (xiii) **Premium Payments** The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
- (xiv) **Material Breach** Failure of the Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.

(xv) **Certificate Holder** The Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada  
950 Maidu Ave.  
Nevada City, CA 95959

Upon initial award of a contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.



## Exhibit D – Schedule A

### LOW INCOME ASSISTANCE CREMATION PROGRAM

The Nevada County Low Income Assistance Cremation program has been designed to help families who, at this difficult time are financially unable to pay for a funeral. Upon approval, applicants are limited to direct cremation at reduced rates. The county does not supplement funds already available to the family or decedent for funeral arrangements.

Proof of Income of the applicant and co-applicant must be attached. Please furnish this office with your latest pay stub, 2 months bank statements & last year's W-2 and a copy of government issued identification (such as a Driver's License). An incomplete application will be denied.

California Health and Safety Code Section 7100 determine who has the right to make decisions concerning funeral and burial arrangements, and the responsibility to pay for these arrangements.

These persons are:

- 1.) An agent acting under a power of attorney for health care.
- 2.) The competent surviving spouse.
- 3.) The majority of surviving competent children.
- 4.) The surviving competent parent or parents.
- 5.) The majority of surviving competent siblings
- 6.) The majority of surviving competent adults in the next degree of kinship, (grandparents, aunts/ uncles, cousins).
- 7.) The Public Administrator, but **only** if the deceased's estate has sufficient funds.

## Application For Low Income Assistance Cremation

### Deceased Information (Proof of Income Must Be Attached)

#### Decedent

1. Name of Requestor \_\_\_\_\_

Relationship \_\_\_\_\_

2. Deceased's Name \_\_\_\_\_ SSN \_\_\_\_\_  
(First) (Middle) (Last)

Decedent Residence \_\_\_\_\_ P.O. Box \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Date of Death \_\_\_\_\_ Place of Death \_\_\_\_\_

Age \_\_\_\_\_ Marital Status \_\_\_\_\_

Cause of Death \_\_\_\_\_ Mortuary \_\_\_\_\_

Decedent's Occupation \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Other Source of Income \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Social Security \$ \_\_\_\_\_ Veteran \$ \_\_\_\_\_ Retired \$ \_\_\_\_\_ Etc. \$ \_\_\_\_\_

#### 3. Decedent Banking Information

Savings [ ] Yes [ ] No Balance \$ \_\_\_\_\_

Checking: [ ] Yes [ ] No Balance \$ \_\_\_\_\_

Name of Bank \_\_\_\_\_ Branch Location \_\_\_\_\_

#### Real Property:

[ ] Own? [ ] Rent? Monthly Payment \$ \_\_\_\_\_

Location \_\_\_\_\_  
(Street) (City) (Zip)

Other Real Property

\_\_\_\_\_  
(Street) (City) (Zip)

#### Personal Property:

Vehicles:

\_\_\_\_\_  
(year) (Make) (Model)  
Located at \_\_\_\_\_

\_\_\_\_\_  
(year) (Make) (Model)  
Located at \_\_\_\_\_  
\_\_\_\_\_  
(year) (Make) (Model)

Other Assets Cash\_\$ \_\_\_\_\_ Checks\_\$ \_\_\_\_\_

Life Insurance [ ] Yes [ ] No If Yes, Name of Company \_\_\_\_\_  
Face Value \_\_\_\_\_ Policy # \_\_\_\_\_ Beneficiary \_\_\_\_\_

**List Next of Kin (NOK):** (Attach additional pages for NOK if necessary)

1. \_\_\_\_\_  
(NAME) (RELATIONSHIP)  
\_\_\_\_\_  
(Street) (City) (Zip)

2. \_\_\_\_\_  
(NAME) (RELATIONSHIP)  
\_\_\_\_\_  
(Street) (City) Zip)

3. \_\_\_\_\_  
(NAME) (RELATIONSHIP)  
\_\_\_\_\_  
(Street) (City) (Zip)

**Income Information of Next of Kin** (Proof of income **must** be attached – Attach additional pages for NOK if necessary)

**1. Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
DOB \_\_\_\_\_ SSN \_\_\_\_\_ Tele No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
(Street) (City) (Zip)  
Marital Status \_\_\_\_\_ Number of Dependents \_\_\_\_\_

Employed  Yes  No Occupation \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_  
(Street) (City) (Zip)

Savings Account  Yes  No Balance \$ \_\_\_\_\_ Checking:  Yes  No Balance \$ \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch Location \_\_\_\_\_

List all other sources of income or means of support and monthly Income:

Social Security \$ \_\_\_\_\_ Retirement \$ \_\_\_\_\_ Dividends \$ \_\_\_\_\_

Income Verification \_\_\_\_\_  
(Most Recent Pay Stub, Proof of AFDC Soc. Sect)

Any other Assets: Yes or No If Yes,  
Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Name \_\_\_\_\_ Relationship \_\_\_\_\_**

DOB \_\_\_\_\_ SSN \_\_\_\_\_ Tele No. (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Zip)

Marital Status \_\_\_\_\_ Number of Dependents \_\_\_\_\_

Employed  Yes  No Occupation \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_  
(Street) (City) (Zip)

Savings Account  Yes  No Balance \$ \_\_\_\_\_ Checking:  Yes  No Balance \$ \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch Location \_\_\_\_\_

List all other sources of income or means of support and monthly Income:

Social Security \$ \_\_\_\_\_ Retirement \$ \_\_\_\_\_ Dividends \$ \_\_\_\_\_

Income Verification \_\_\_\_\_  
(Most Recent Pay Stub, Proof of AFDC Soc. Sect)

Any other Assets: Yes or No If Yes, Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Internment:**

Mortuary being used \_\_\_\_\_

Does Applicant Agree to Cremation: Yes \_\_\_\_\_ No \_\_\_\_\_

Total Cost of Burial/Cremation \_\_\_\_\_

Intended placement / disposition of Cremains \_\_\_\_\_

---

**I do not have the means for the cremation and I am unable to contact anyone for means of assistance. Under these circumstances I hereby request and authorize for the cremation.**

**I declare under penalty of perjury that the statements made by me on this form are true and correct. I/we agree to repay the County of \*for all aid advanced for this Burial/Cremation as stated under Division 9, Part 5, of the Welfare and Institutions Code of the State of California (copy attached).**

**The above statement has been thoroughly read and fully understood by me and this action is what I want to have done.**

Date \_\_\_\_\_ Applicant or next of kin \_\_\_\_\_

Date \_\_\_\_\_ Applicant or next of kin \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

COUNTY USE ONLY

Approved: [ ] Yes [ ] No Date \_\_\_\_\_ Referred to Collections [ ] Yes [ ] No



CALIFORNIA CODES  
HEALTH AND **SAFETY CODE**  
SECTION **7100**-7117

**7100.**

(a) The right to control the disposition of the remains of a deceased person, the location and conditions of interment, and arrangements for funeral goods and services to be provided, unless other directions have been given by the decedent pursuant to Section **7100.1**, vests in, and the duty of disposition and the liability for the reasonable cost of disposition of the remains devolves upon, the following in the order named:

(1) An agent under a power of attorney for health care who has the right and duty of disposition under Division 4.7 (commencing with Section 4600) of the Probate **Code**, except that the agent is liable for the costs of disposition only in either of the following cases:

(A) Where the agent makes a specific agreement to pay the costs of disposition.

(B) Where, in the absence of a specific agreement, the agent makes decisions concerning disposition that incur costs, in which case the agent is liable only for the reasonable costs incurred as a result of the agent's decisions, to the extent that the decedent's estate or other appropriate fund is insufficient.

(2) The competent surviving spouse.

(3) The sole surviving competent adult child of the decedent, or if there is more than one competent adult child of the decedent, the majority of the surviving competent adult children. However, less than the majority of the surviving competent adult children shall be vested with the rights and duties of this section if they have used reasonable efforts to notify all other surviving competent adult children of their instructions and are not aware of any opposition to those instructions by the majority of all surviving competent adult children.

(4) The surviving competent parent or parents of the decedent. If one of the surviving competent parents is absent, the remaining competent parent shall be vested with the rights and duties of this section after reasonable efforts have been unsuccessful in locating the absent surviving competent parent.

(5) The sole surviving competent adult sibling of the decedent, or if there is more than one surviving competent adult sibling of the decedent, the majority of the surviving competent adult siblings. However, less than the majority of the surviving competent adult siblings shall be vested with the rights and duties of this section if they have used reasonable efforts to notify all other surviving competent adult siblings of their instructions and are not aware of any opposition to those instructions by the majority of all surviving competent adult siblings.

(6) The surviving competent adult person or persons respectively in the next degrees of kinship, or if there is more than one surviving competent adult person of the same degree of kinship, the majority of those persons. Less than the majority of surviving competent adult persons of the same degree of kinship shall be vested with the rights and duties of this section if those persons have used

reasonable efforts to notify all other surviving competent adult persons of the same degree of kinship of their instructions and are not aware of any opposition to those instructions by the majority of all surviving competent adult persons of the same degree of kinship.

(7) The public administrator when the deceased has sufficient assets.

**7103.**

(a) Every person, upon whom the duty of interment is imposed by law, who omits to perform that duty within a reasonable time is guilty of a misdemeanor.

(b) Every licensee or registrant pursuant to Chapter 12 (commencing with Section 7600) or Chapter 19 (commencing with Section 9600) of Division 3 of the Business and Professions **Code**, and the agents and employees of the licensee or registrant, or any unlicensed person acting in a capacity in which a license from the Cemetery and Funeral Bureau is required, upon whom the duty of interment is imposed by law, who omits to perform that duty within a reasonable time is guilty of a misdemeanor that shall be punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding ten thousand dollars (\$10,000), or both that imprisonment and fine.

(c) In addition, any person, registrant, or licensee described in subdivision (a) or (b) is liable to pay the person performing the duty in his or her stead treble the expenses incurred by the latter in making the interment, to be recovered in a civil action.



**SUMMARY OF CONTRACT**

**Hooper & Weaver Mortuary Inc.**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

**Mortuary and Transportation Services Contract**

**SUMMARY OF MATERIAL TERMS**

**Max Multi-Year Price:** \$115,350

FY 24/25 =\$35,600

FY 22/23 =\$38,450

FY 23/24 =\$41,300

**Contract Start Date:** 7/1/2024

**Contract End Date:** 6/30/2027

**Liquidated Damages:** NA

**INSURANCE POLICIES**

**FUNDING:**

Commercial General Liability (\$2,000,000)	<b>0101 20201 152 1000</b>
Automobile Liability (\$1,000,000)	<b>0101 20201 151 1000</b>
Worker's Compensation (Statutory Limits)	

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: Per Contract

**NOTICE & IDENTIFICATION**

**COUNTY OF NEVADA:**  
Nevada County Sheriff's Office

**CONTRACTOR:**  
Hooper & Weaver Mortuary Inc.

Address: 950 Maidu Ave.  
City, St, Zip Nevada City CA 95959  
Attn: Chief Fiscal Officer  
Email: SheriffFinance@nevadacountyca.gov  
Phone: 530-265-1471

Address 459 Hollow Way  
City, St, Zip Nevada City CA 95959  
Attn: Debbie Prisk Olsen  
Email: debbie@hooperandweaver.com  
Phone: 530-265-2429

**Contractor is a:** (check all that apply)

- Corporation:  Calif.,  Other,  LLC,
- Non- Profit  Corp  Yes  No
- Partnership:  Calif.,  Other,  LLP,  Limited
- Person:  Indiv.,  DbA,  Ass'n  Other

**EDD Worksheet Required**

Yes  No

**ATTACHMENTS**

**Exhibit A:**Schedule of Services

**Exhibit D:** Schedule A – Low Income Cremation Program

**Exhibit B:**Schedule of Charges and Payments

**Exhibit C:**Insurance Requirements