

**AGREEMENT FOR PROFESSIONAL SERVICES
For LAKE COUNTY**

This AGREEMENT is entered into by and between Lake County ("County") and Superior Ambulance Service ("Contractor"), 395 W. Lake Street Elmhurst, IL 60126

RECITALS

WHEREAS, Lake County is seeking a Contractor to provide services for the Coroner's Removal Service as noted in Exhibit A, ("Services"); and

WHEREAS, Contractor has the professional expertise and credentials to provide these Services and has agreed to assume responsibility for this Agreement.

NOW, THEREFORE, Lake County and Contractor agree as follows:

SECTION 1. AGREEMENT DOCUMENTS

The Agreement Documents that constitute the entire Agreement between Lake County and Contractor are in order of precedence:

- A. This Agreement
- B. Removal Services (Exhibit A)

SECTION 2. SCOPE OF WORK

Contractor agrees to provide services for the Coroner's Removal Service as noted in Exhibit A, ("Services")

SECTION 3. DURATION

This Agreement shall commence January 16, 2018, and remain in effect for a two (2) year period with the option of extending up to three (3) additional one (1) year periods not to exceed a total of five (5) years.

At the end of the Agreement term Lake County reserves the right to extend the Agreement for an additional period up to sixty (60) days.

SECTION 4. AGREEMENT PRICE

The County will pay Contractor a fee of \$250 per deceased person removal as identified in Exhibit A and will bill the County not more than once per month based upon the actual deliverable.

SECTION 5. INVOICES & PAYMENT

- A. A purchase order will be issued for the work and Contractor shall submit invoice(s) detailing the products and services provided and identify the purchase order number on all invoices.
- B. Contractor shall maintain records showing actual time devoted and cost incurred. Contractor shall permit a representative from Lake County to inspect and audit all data and records of Contractor for work and/or services provided under this Agreement. Contractor shall make these records available at reasonable times during the Agreement period and for one year after the termination of this Agreement. Contractor shall provide run reports that include the physician certification statement verifying each pickup.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

SECTION 6. CHANGE ORDERS

In the event changes to the Scope of the project and/or additional work become necessary or desirable to the parties, the parties shall follow the procedures set forth in this Section. A Change shall be effective only when documented by a written, dated agreement executed by both parties which expressly references this Agreement (a "Change Order"). The Change Order shall set forth in detail: (i) the Change requested, (ii) the reason for the proposed Change; (iii) the cost of the Change; and (iv) the impact of the Change on time for completion of the project.

In the event either party desires a Change, the Project Manager for such party shall submit to the other party's Project Manager a proposed Change Order. If the receiving party does not accept the Change Order in writing within ten (10) days, the receiving party shall be deemed to have rejected the Change Order. If the parties cannot reach agreement on a proposed Change, Contractor shall nevertheless continue to render performance under this Agreement in accordance with its (unchanged) terms and conditions.

Changes that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In those cases where the County Purchasing Agent's signature is required, or County Board approval is needed, the Change Order shall not be deemed rejected by County after ten (10) days provided the Project Manager has indicated in writing within the ten (10) day period of his intent to present the Change Order for appropriate signature or approval.

SECTION 7. INDEMNIFICATION

Contractor agrees to indemnify, save harmless, and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses, including court costs and attorney's fees, for or on account of any claim for personal or bodily injury, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this Agreement. The foregoing indemnity shall apply except if such injury, death, or damage is caused directly by the gross negligence or willful or wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any of its subcontractors under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

SECTION 8. INSURANCE

The Contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability

- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Excess/ Umbrella Liability (if applicable)

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.

- d) Contractor shall provide Lake County with Certificates of Insurance and the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: RuthAnne Hall, Lake County Purchasing Agent**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

SECTION 9. INDEPENDENT CONTRACTOR

Contractor is defined and identified as an independent contractor, not an employee or agent of Lake County and the County has no right to control or direct Contractor's manner, detail, or means by which Contractor accomplishes tasks under this Agreement.

SECTION 10. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

SECTION 11. NO IMPLIED WAIVERS

The failure of either party at any time to require performance by the other party of any provision of this Agreement shall not affect in any way the full right to require such performance at any time thereafter. Nor shall the waiver by either party of a breach of any provision of this Agreement be taken or held to be a waiver of the provision itself.

SECTION 12. SEVERABILITY

If any part of this Agreement shall be held to be invalid for any reason, the remainder of this Agreement shall be valid to the fullest extent permitted by law.

SECTION 13. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This Agreement shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

SECTION 14. NOTICES AND COMMUNICATIONS

All notices and communications which may be given by Lake County to Contractor relative to this Agreement shall be addressed to the Contractor at the address shown herein below:

Superior Ambulance Service
Attn Alison Ablan
395 W. Lake Street
Elmhurst, IL 60126

Copies of any notices and communications which propose to alter, amend, terminate, interpret, or otherwise change this Agreement shall be provided to: Lake County Purchasing Division, 18 North County Street, Waukegan, Illinois 60085-4350; Attention: Purchasing Agent.

SECTION 15. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS

Except as otherwise provided herein, this Agreement shall not be assigned, delegated, altered, or modified without the express written consent of both parties. This Agreement supersedes any and all other agreements, oral or written, between the parties hereto with respect to the subject matter hereof.

To the extent Lake County agrees to an assignment, delegation, or subcontract by Contractor, Contractor shall remain liable to Lake County with respect to each and every item, condition and other provision hereof to the same extent that Contractor would have been obligated if it had done the work itself and no assignment, delegation, or subcontract had been made.

SECTION 16. TERMINATION

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon thirty (30) days written notice. In case of such termination, Contractor shall be entitled to receive payment from Lake County for work completed to date in accordance with the terms and conditions of this Agreement.

In the event that this Agreement is terminated due to Contractor's default, Lake County shall be entitled to purchase substitute items and/or services elsewhere and charge Contractor with any or all losses incurred, including attorney's fees and expenses.

SECTION 17. CONFIDENTIALITY

Both parties acknowledge that Contractor's documents and dealings related to this Agreement are subject to the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) and the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

SECTION 18. WORK PRODUCT

All work product prepared by Contractor pursuant to this Agreement, including, but not limited to, policies, reports, analysis, plans, designs, calculations, work drawings, studies, photographs, models, and recommendations shall be the property of Lake County. Contractor shall deliver the work product to Lake County upon completion of Contractor's work, or termination of the Agreement, whichever comes first. Contractor may retain copies of such work product for its records; however, Contractor may not use, print, share, disseminate, or publish any work product related to this Agreement without the consent of Lake County.

SECTION 19. COMPLIANCE WITH APPLICABLE LAWS

The Contractor warrants it is familiar with and shall comply with Federal, State and local laws, statutes, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workers' Compensation Laws, minimum salary and wage statutes and regulations, and laws with respect to permits and licenses

and fees in connection therewith. No plea of misunderstanding or ignorance thereof will be considered.

SECTION 20. NEWS RELEASES

Contractor may not issue any news releases regarding this Agreement without prior approval from Lake County.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

Lake County:

Superior Ambulance Service

Coroner
Lake County

Title

Date _____

Date _____

Exhibit A

Removal Services

1. Contractor will charge \$250.00 per deceased person removal. This is all inclusive of Lake County approved body bags, labor, vehicle, and fuel. In the event of a removal of deceased over 500lbs the Lake County Coroner shall provide a body bag.
2. Contractor shall certify that all drivers making removals of deceased person(s) for the Lake County Coroner shall have a valid state issued Driver's License.
3. Contractor shall be available 24 hours a day, 7 days a week, 365 days a year.
4. Contractor shall arrive to a scene within 30 minutes (outside of weather conditions) from the initial notification for call for pick up, from any location in the Lake County Coroner's jurisdiction.
5. Contractor shall have the ability to make a removal of multiple deceased person(s) at one time from multiple location with a capability to remove four (4) bodies per location, one body per cot, with all cots being secured in vehicle.
6. The Lake County Coroner's office will not assist in lifting, rolling, or placing of the deceased person. This includes at the scene to the Coroner's office.
7. In the event of a deceased person removal requiring the identification of actual parts of the deceased person, the Lake County Coroner's and or other Authority having Jurisdiction would assist in pointing out what is and what is not a part of the deceased person.
8. Contractor shall have at a minimum two (2) employees at each removal and the necessary staffing to make removals from unpleasant and or demanding situations (i.e. heavier and or decomposed bodies/severe weather conditions) at all times.
9. Contractor shall assure that all employees will conduct themselves in a professional and courteous manner when making a removal of a deceased person(s) from any location requested by the Lake County Coroner (crime scene/hospital/residence)
10. Contractor will assure that all employees are in clean and professional looking uniform.
11. Contractor and or employees are prohibited from releasing any and all information they hear or see in any way to the family of the deceased. No information shall be released to anyone other than the Coroner's office, on scene Police, and Fire departments.
12. Contractor shall ensure that no cameras or cell phones will be used on scene other than for the use of official business.
13. Contractor shall ensure that all employees are able to pass a felony background check.
14. Contractor shall ensure that all applicable Occupational Safety and Health Administration (OSHA) regulations and or standards are followed and adhered to in relation to deceased person removal services.
15. Invoices shall be submitted monthly. Invoices shall include names and locations of deceased person removal for tracking and auditing purposes.