



CITY OF MERCED

REQUEST FOR PROPOSALS RECRUITING SERVICES

**RFP Released on October 10, 2024
Deadline for Submissions November 12, 2024**



678 W. 18th Street, Merced, CA 95340
www.cityofmerced.org

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I. INTRODUCTION

The City of Merced is currently seeking proposals from qualified recruitment/consulting firms interested in providing comprehensive recruitment for executive and middle management level positions. Firms must have substantial and relevant experience in executive and middle management level recruiting. The City must receive official proposals no later than 4:00 p.m., Tuesday, November 12, 2024.

II. BACKGROUND & PURPOSE

The City of Merced is a dynamic community of more than 90,000 people, with friendly small-town living in a mid-size city. The University of California Merced campus, opened in 2005, provides new educational and economic opportunity, adding to the already-established growth of the region. Merced's population is youthful and diverse.


Located in California's agricultural Central Valley, Merced is the region's hub for education, culture, and business. The community offers pleasant neighborhoods, and tree-lined streets. Bicycle paths along creeks link major City parks. Even with recent increases in prices, Merced's housing remains affordable compared to many California locations. In addition, Merced's revitalized downtown is emerging as the area's entertainment center. Annual events and festivals bring regional and even national recognition.

Merced is a charter city operating under a Council/Manager form of government. There are six City Council Members currently elected by districts, serving over-lapping four-year terms. The Mayor is elected at-large for a four-year term. The Charter imposes a two-term limit on City Council Members and the Mayor. The City has approximately 500 full-time employees serving various departments and divisions, including the City Manager's Office, Finance, Economic Development, Housing, Support Services, Information Technology, Public Works (water, wastewater treatment, and solid waste collection), Planning, Inspection Services, Engineering, Parks, Police, Fire, and the City Attorney's Office. The City also operates a regional airport providing commercial and general aviation services, and has a small zoo.

III. SCOPE OF SERVICES

The City is seeking the assistance of a professional search firm to conduct a recruitment process to fill executive and middle management level positions. The scope of services includes:

1. Meeting with the City Manager and the respective department head to obtain information regarding the expectations, challenges, requirements, and responsibilities of the position.
2. Meeting with key personnel to obtain information about the City, including demographics, budget and organizational structure.
3. Development of a position profile and advertising brochure.

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4. An aggressive, direct networking campaign for top talent that may include national, regional, in-state and local elements as determined during the initial meetings with the City.
 5. Advertisements are to be placed in select appropriate professional publications, on internet bulletin boards, and social media platforms such as LinkedIn.
 6. Thorough screening of applicants, including face to face or videoconferences of viable candidates.
 7. Creation of a list of finalists.
 8. Meeting with the City Manager and the respective department head with final recommendations and assistance with the selection process and interview panels, including attending one round of interviews with the finalist candidates.

The consultant or the City may propose additional tasks as deemed necessary to complete the assignments. Any additional work shall be compensated as agreed upon in the consultant's contract with the City.

IV. QUALIFICATIONS

In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, meet the following minimum qualifications:

1. Proposer has completed at least five (5) years of recruitment experience, preferably for federal, state, or local public sector agencies.
2. A proven history of engagements of similar size and scope, with other government public sector clients.

V. SUBMISSION REQUIREMENTS

All proposals shall be concise, to the point, and should include the following information, organized as separate sections of the proposal.

Section One: Introductory Letter

All proposals shall be accompanied by a transmittal letter addressed to Scott McBride, City Manager, signed by an officer authorized to commit firm resources. The letter shall include the following:

- a. The name of the proposing firm, the primary contact, mailing and physical address, telephone number and email address.
- b. Cover letter stating interest in the work and whether the consultant provides services related to state government, federal government, or both

- c. Certification that (1) all information submitted in the proposal is true and correct, (2) the person signing the proposal has the full authority to do so on behalf of the firm, (3) the fees proposed have not been knowingly disclosed, directly or indirectly, to any other firm responding to this RFP, and (4) no attempt has been made by the proposing firm to induce any other company to submit or not submit a response to this RFP for the purpose of restricting competition.

Section Two: Previous Experience

Statement of previous experience and expertise, including a minimum of three other local governments for which proposer has provided similar services.

Section Three: Staffing and Qualifications

Names and qualifications of key personnel assigned to this project, including resumes.

Names of qualified subcontractors, if any, including resumes of key subcontractor personnel.

Section Four: References

All proposals shall include a minimum of three client references, with at least one reference being a recent municipal client. References should include the client's name, contact person, mailing address, telephone number and email address.

Section Five: Fee Proposal

All proposals shall include a detailed explanation of the fees and costs to be charged to the City for the services described in this RFP.

Submittals shall include 5 copies of the proposal and one electronic file in Adobe PDF format.

Official proposals must be received in a sealed envelope, clearly marked with the RFP title, via courier or United States Postal Service by 4:00 pm, Tuesday, November 12, 2024 at the address listed below:

**Suzanne Fierro
City of Merced
Human Resources Department
678 W. 18th Street
Merced, CA 95340**

VI. APPLICATION REVIEW & SELECTION

Proposals will be evaluated in accordance with the criteria outlined in the section entitled Submission Requirements. Proposals will be evaluated for specificity, completeness, personnel qualifications, and demonstrated knowledge and experience as described in the section entitled Scope of Services.

The consultant will be selected based on qualifications and demonstrated competence. The agreement may not necessarily be awarded to the lowest responsible proposer. When selecting the firm, the skill and ability of the entity or person performing the services is a key component of the selection criteria. The City will select the consultant based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

The following criteria will be considered in the application review process:

1. Qualifications of the proposed team members including prior experience.
2. Ability to communicate effectively both verbally and in written form.
3. Ability to work effectively with management, attorneys, and staff.
4. Cost and availability of services.
5. The overall quality of the response and conformance with RFP requirements for content and clear understanding of City of Merced needs.
6. References.

An internal staff ad-hoc committee will review, and evaluate submitted proposals and a group of proposals may be elevated for additional review. Additional review may include one or more interviews, in person or by phone. A reference check will be conducted with the finalists. The ad-hoc committee will make recommendations for the City Council's consideration upon the conclusion of the review and interviews with qualified firms.

The City reserves the right to evaluate other service providers based on its needs, the level of cooperation displayed by proposers, including in the negotiation of contract terms, at any time and without notice.

Ultimate acceptance or rejection of the recommended proposal and execution of a contract agreement thereto is the independent sole legal prerogative of the City.

VII. NOTIFICATION

All applicants will be notified of Council decision of award within ten (10) days of Council action. The City reserves the right to reject all proposals and to waive informalities and minor irregularities.

VIII. AWARD OF CONTRACT TO SUCCESSFUL PROPOSERS

Upon approval of funding by the Council, the successful proposers or entity will be required to enter into a contractual agreement with the City of Merced. Proposers will be required to submit invoices for payment monthly.

IX. SPECIAL MATTERS & REQUIREMENTS

Representations. Proposers are advised to become familiar with all conditions, instructions, and specifications of this RFP. By submitting a proposal, proposer represents and warrants that it has thoroughly examined and is familiar with work required under this RFP, that proposer has conducted such additional investigation as it deems necessary and convenient, that proposer can provide the services requested by the City in a manner that meets the City's objectives and specifications as outlined in this RFP, and that proposer has reviewed and inspected all materials submitted in response to this RFP. Once the consultant has been selected, a failure to have read the conditions, instructions, and specifications herein shall not be cause to alter the contract or for proposer to request additional compensation.

Non-Discrimination. By submitting a proposal, the proposer represents that it and its subsidiaries do not and will not discriminate against any employee or applicant for employment on the basis of race, religion, sex, color, national origin, sexual orientation, gender identity or gender expression, ancestry, marital status, physical condition, pregnancy or pregnancy-related conditions, political affiliations or opinion, age, or medical condition.

Conditions of Acceptance. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City reserves the right to waive any minor irregularities or informalities, reject any or all proposals received, negotiate with any qualified source, or cancel the RFP in part or in whole. The City of Merced also reserves the right to award in whole or in part, by item or group of items, by section or geographic area, when such action serves the best interest of the City.

Public Records. Proposals and all other information and documents submitted in response to this RFP are subject to the California Public Records Act, California Government Code §§ 6250 through 6276.48 (CPRA), which generally mandates the disclosure of documents in the possession of the City upon the request of any person, unless the content of the document falls within a specific exemption category.

Non-Liability. By participating in the RFP process, each respondent agrees to hold the City, its officers, employees, agents, representatives, volunteers and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP.

No Conflict of Interest. Selected consultant/firm shall not employ any City employee or City official in the work performed pursuant to this RFP. No officer or employee of the City shall have any financial interest in the proposed RFP that would violate California Government Code Sections 1090 et seq. If the RFP results in an Agreement being made in violation of Government Code section 1090 et seq., the entire Agreement is void and consultant will not be entitled to any compensation for services performed pursuant to said Agreement, including reimbursement of expenses, and consultant/firm will be required to reimburse the City for any sums paid to the consultant/firm. Consultant/firm understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code Section 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Terms of Agreement and Service Requirement. The selected consultant/firm will be required to enter into an agreement with the City of Merced containing the terms and conditions set forth in the City of Merced's standard agreement. A copy of this standard agreement is in Exhibit 1 of this RFP. If consultant/firm has any exceptions to the standard agreement, requested changes must be submitted as a supplement to the agreement. If the consultant/firm has additional terms or conditions to be included in the agreement, or an alternative service agreement format, these must be submitted as a supplement to the proposal with a clear explanation of modifications or alternate language sought. The City will review but is not obligated to accept any proposed changes or alternative service agreement formats.

Insurance Requirements and Responsibilities. Consultant shall provide and maintain insurance in accordance with the City of Merced's standard service agreement, section 10. Upon execution of the service agreement, evidence of insurance will be required and annually thereafter upon expiration of the policies.



X. QUESTIONS OR TECHNICAL ASSISTANCE

All questions and requests for technical assistance concerning this RFP are to be directed attention to Suzanne Fierro via email at **personnel@cityofmerced.org** and shall be submitted no later than 4:00 p.m., Thursday, October 24, 2024.

From the date this RFP is issued until a firm or entity is selected and selection is announced, consultant firms are not allowed to communicate outside the process set forth in this RFP with a City employee other than the person listed above regarding questions and technical assistance for this RFP. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

XI. TIMELINE (dates are subject to change)

Issuance of RFP:
October 10, 2024

Questions/Technical Assistance
Due: 4:00 p.m. (PST), Thursday, Oct
24, 2024

Proposals Due:
4:00 p.m. (PST), Tuesday, Nov 12,
2024

Interviews – Tentatively
Thursday, November 21, 2024

Contract Awarded – Tentatively
Monday, December 16, 2024

EXHIBIT 1

SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 20__, by and between the City of Merced, a California Charter Municipal Corporation, whose address of record is 678 West 18th Street, Merced, California 95340, (hereinafter referred to as “City”) and _____, a Please Select, whose address of record is _____, (hereinafter referred to as “Contractor”).

WHEREAS, City is undertaking a project to _____; and,

WHEREAS, Contractor represents that it possesses the professional skills to provide _____ services in connection with said project.

NOW, THEREFORE, the parties hereto, in consideration of the mutual covenants hereinafter recited, hereby agree as follows:

1. SCOPE OF SERVICES. The Contractor shall furnish the following services: Contractor shall provide the _____ services described in Exhibit “A” attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the City, stating the dollar value of the services, the method of payment, and any adjustment in contract time. All such services are to be coordinated with City and the results of the work shall be monitored by the _____ or designee. However, the means by which the work is accomplished shall be the sole responsibility of the Contractor.

2. TIME OF PERFORMANCE. All of the work outlined in the Scope of Services shall be completed in accordance with the Schedule outlined in Exhibit “Please Select” attached hereto and incorporated herein by reference. By mutual agreement and written addendum to this Agreement, the City and the Contractor may change the requirements in said Schedule.

3. TERM OF AGREEMENT. The term of this Agreement shall commence upon the day first above written and end on _____, 20__.

4. COMPENSATION. Payment by the City to the Contractor for actual services rendered under this Agreement shall be made upon presentation of an invoice detailing services performed under the Scope of Services, in accordance

with the fee schedule set forth in Exhibit “Please Select” attached hereto and incorporated herein by reference. The Contractor agrees to provide all services required under the Scope of Services in Exhibit “A” within the compensation amount set forth in Exhibit “Please Select”. For Contractor’s services rendered under this Agreement, City shall pay Contractor the not to exceed sum of \$.

5. METHOD OF PAYMENT. Compensation to Contractor shall be paid by the City after submission by Contractor of an invoice delineating the services performed.

6. RECORDS. It is understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Agreement shall be the property of the City, and Contractor hereby agrees to deliver the same to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use.

7. CONTRACTOR’S BOOKS AND RECORDS. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the City.

8. INDEPENDENT CONTRACTOR. It is expressly understood that Contractor is an independent contractor and that its employees shall not be employees of or have any contractual relationship with the City. Contractor shall be responsible for the payment of all taxes, workers’ compensation insurance and unemployment insurance. Should Contractor desire any insurance protection, the Contractor is to acquire same at its expense.

In the event Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City,

Contractor shall indemnify, protect, defend, and hold harmless the City for the payment of any employee and/or employer contributions for PERS benefits 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 City.

9. INDEMNITY. Contractor shall indemnify, protect, defend (with legal counsel selected by the City), save and hold City, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Contractor or Contractor's officers, employees, volunteers, and agents during performance of this Agreement; Contractor shall indemnify, protect, defend (with counsel selected by the City) save and hold City, its officers, employees and agents harmless from any and all claims or causes of action for any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Contractor or its employees, subcontractors, or agents, or by the quality or character of Contractor's work, or resulting from the negligence of the City, its officers, employees, volunteers and agents, except for loss caused by the sole negligence or willful misconduct of the City or its officers, employees, volunteers or agents. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Agreement and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

10. INSURANCE. During the term of this Agreement, Contractor shall maintain in full force and effect at its own cost and expense, the following insurance coverage:

a. Workers' Compensation Insurance. Full workers' compensation insurance shall be provided with a limit of at least One Hundred Thousand Dollars (\$100,000) for any one person and as required by law, including Employer's Liability limits of \$1,000,000.00 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the City.

b. General Liability.

- (i) Contractor shall obtain and keep in full force and effect general liability coverage at least as broad as ISO commercial general liability coverage occurrence Form CG 0001.
- (ii) Contractor shall maintain limits of no less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (iii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects liability arising out of work or operations performed by or on behalf of the Contractor.
- (iv) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.
- (v) Contractor shall maintain its commercial general liability coverage for three (3) years after completion of the work and shall add an additional insured endorsement form acceptable to the City naming the City of Merced, its officers, employees, agents and volunteers for each year thereafter for at least three (3) years after completion of the work. Copies of the annual renewal and additional insured endorsement form shall be sent to the City within thirty (30) days of the annual renewal.

c. Automobile Insurance.

- (i) Contractor shall obtain and keep in full force and effect an automobile policy of at least One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- (ii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects automobiles owned, leased, hired or borrowed by the Contractor.

- (iii) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.

d. Professional Liability Insurance. Contractor shall carry professional liability insurance appropriate to Contractor's profession in the minimum amount of One Million Dollars (\$1,000,000). Architects and engineers' coverage is to be endorsed to include contractual liability.

e. Qualifications of Insurer. The insurance shall be provided by an acceptable insurance provider, as determined by City, which satisfies all of the following minimum requirements:

- (i) An insurance carrier admitted to do business in California and maintaining an agent for service of process within this State; and,
- (ii) An insurance carrier with a current A.M. Best Rating of A:VII or better (except for workers' compensation provided through the California State Compensation Fund).

f. Certificate of Insurance. Contractor shall complete and file with the City prior to engaging in any operation or activity set forth in this Agreement, certificates of insurance evidencing coverage as set forth above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Agreement, without thirty (30) days written notice to City prior to the effective date of such cancellation—including cancellation for nonpayment of premium. In addition to any other remedies City may have, City reserves the right to withhold payment if Contractor's insurance policies are not current.

11. PREVAILING WAGES.

A. Labor Code Compliance. If the work performed under this Agreement falls within Labor Code Section 1720(a)(1) definition of a "public works" the Contractor agrees to comply with all of the applicable provisions of the Labor Code including, those provisions requiring the payment of not less than the

general prevailing rate of wages. The Contractor further agrees to the penalties and forfeitures provided in said Code in the event a violation of any of the provisions occurs in the execution of this Agreement.

B. These wage rate determinations are made a specific part of this Agreement by reference pursuant to Labor Code Section 1773.2. General Prevailing Wage Rate Determinations may be obtained from the Department of Industrial Relations Internet site at <http://www.dir.ca.gov/>.

C. After award of the Agreement, and prior to commencing work, all applicable General Prevailing Wage Rate Determinations, if applicable, are to be obtained by the Contractor from the Department of Industrial Relations. These wage rate determinations are to be posted by the Contractor at the job site in accordance with Section 1773.2 of the California Labor Code.

D. Contractor agrees to include prevailing wage requirements, if applicable, in all subcontracts when the work to be performed by the subcontractor under this Agreement is a “public works” as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771.

12. ASSIGNABILITY OF AGREEMENT. It is understood and agreed that this Agreement contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express written consent of the City.

13. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Agreement any time by mailing a notice in writing to Contractor that the Agreement is terminated. Said Agreement shall then be deemed terminated, and no further work shall be performed by Contractor. If the Agreement is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

14. CONFORMANCE TO APPLICABLE LAWS. Contractor shall comply with its standard of care regarding all applicable Federal, State, and municipal laws, rules and ordinances. No discrimination shall be made by Contractor in the employment of persons to work under this contract because of race, color, national origin, ancestry, disability, sex or religion of such person.

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. 1101 *et seq.*), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any agency or instrumentality of the federal or state government, including the courts, impose sanctions against the City for such use of unauthorized aliens, Contractor hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

15. WAIVER. In the event that either City or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

16. INCONSISTENT OR CONFLICTING TERMS IN AGREEMENT AND EXHIBITS. In the event of any contradiction or inconsistency between any attached document(s) or exhibit(s) incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control.

Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the City are not binding upon the City unless specifically agreed to in writing, and initialed by the authorized City representative, as to each additional contractual term or condition.

17. AMBIGUITIES. This Agreement has been negotiated at arms' length between persons knowledgeable in the matters dealt with herein. Accordingly, any rule of law, including, but not limited to, Section 1654 of the Civil Code of California, or any other statutes, legal decisions, or common-law principles of similar effect, that would require interpretation of any ambiguities in this Agreement against the party that drafted this Agreement is of no application and is hereby expressly waived.

18. VENUE. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to

this agreement shall be held exclusively in a state court in the County of Merced.

19. AMENDMENT. This Agreement shall not be amended, modified, or otherwise changed unless in writing and signed by both parties hereto.

20. INTEGRATION. This Agreement constitutes the entire understanding and agreement of the parties and supersedes all previous and/or contemporaneous understanding or agreement between the parties with respect to all or any part of the subject matter hereof.

21. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts with each counterpart being deemed an original. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterparts executed by the other parties hereto are in the physical possession of the party or parties seeking enforcement thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

CITY OF MERCED
A California Charter Municipal
Corporation

BY: _____
D. Scott McBride
City Manager

ATTEST:
D. SCOTT MCBRIDE, CITY CLERK

BY: _____

Assistant/Deputy City Clerk

APPROVED AS TO FORM:
CRAIG J. CORNWELL, CITY ATTORNEY

BY: _____
City Attorney Date

ACCOUNT DATA:
M. VENUS RODRIGUEZ, FINANCE OFFICER

BY: _____
Verified by Finance Officer

{Signatures continued on next page}

CONTRACTOR

BY: _____
(Signature)

(Typed Name)

Its: _____
(Title)

BY: _____
(Signature)

(Typed Name)

Its: _____
(Title)

Taxpayer I.D. No. _____

ADDRESS:

TELEPHONE: _____

FAX: _____

E-MAIL: