

TOWN OF SUPERIOR  
RESOLUTION NO. R-26  
SERIES 2020

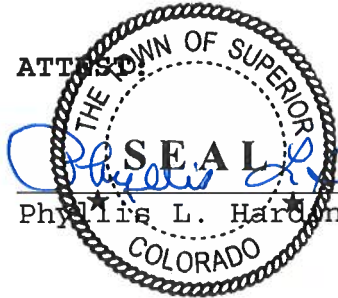
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR APPROVING AN AGREEMENT WITH RC SPECIAL EVENTS  
FOR EVENT RENTAL EQUIPMENT

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR, COLORADO, as follows:

Section 1. The Agreement for Services between the Town  
of Superior and RC Special Events is hereby approved in  
substantially the same form as attached hereto, subject to final  
approval by the Town Attorney.

ADOPTED this 13<sup>th</sup> day of April, 2020.

  
\_\_\_\_\_  
Clint Folsom, Mayor

ATTN: TOWN OF SUPERIOR  
The seal is circular with a double-line border. The outer ring contains the text 'THE TOWN OF SUPERIOR' at the top and 'COLORADO' at the bottom. The center of the seal contains the word 'SEAL' in large, bold, capital letters. A blue ink signature is written across the seal.  
\_\_\_\_\_  
Phyllis L. Hardin, Town Clerk-Treasurer

## AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into this 13<sup>th</sup> day of April, 2020 (the "Effective Date"), by and between the Town of Superior, 124 East Coal Creek Drive, Superior, Colorado 80027, a Colorado municipal corporation (the "Town"), and RC Special Events, an independent contractor with a principal place of business at 6330 Gunpark Dr, Boulder, CO 80301 ("Contractor") (each individually a "Party" and collectively the "Parties").

WHEREAS, the Town requires services; and

WHEREAS, Contractor has held itself out to the Town as having the requisite expertise and experience to perform the required services.

NOW THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### I. SCOPE OF SERVICES

A. Contractor shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from the Scope of Services set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall not be effective unless authorized as an amendment to this Agreement. If Contractor proceeds without such written authorization, Contractor shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town is authorized to modify any term of this Agreement, either directly or implied by a course of action.

### II. TERM AND TERMINATION

A. This Agreement shall commence on the Effective Date, and shall continue until Contractor completes the Scope of Services to the satisfaction of the Town, or until terminated as provided herein.

B. Either Party may terminate this Agreement upon 30 days advance written notice. The Town shall pay Contractor for all work previously authorized and completed prior to the date of termination. If, however, Contractor has substantially or materially breached this Agreement, the Town shall have any remedy or right of set-off available at law and equity.

### III. COMPENSATION

In consideration for the completion of the Scope of Services by Contractor, the Town shall pay Contractor \$36,216.47. This amount shall include all fees, costs and expenses incurred by Contractor, and no additional amounts shall be paid by the Town for such fees, costs and expenses. Contractor shall be paid as outlined in **Exhibit B**.

#### **IV. RESPONSIBILITY**

A. Contractor hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and licenses in good standing, required by law.

B. The work performed by Contractor shall be in accordance with generally accepted practices and the level of competency presently maintained by other practicing contractors in the same or similar type of work in the applicable community. The work and services to be performed by Contractor hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. The Town's review, approval or acceptance of, or payment for any services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

#### **V. OWNERSHIP**

Any materials, items, and work specified in the Scope of Services, and any and all related documentation and materials provided or developed by Contractor shall be exclusively owned by the Town. Contractor expressly acknowledges and agrees that all work performed under the Scope of Services constitutes a "work made for hire." To the extent, if at all, that it does not constitute a "work made for hire," Contractor hereby transfers, sells, and assigns to the Town all of its right, title, and interest in such work. The Town may, with respect to all or any portion of such work, use, publish, display, reproduce, distribute, destroy, alter, retouch, modify, adapt, translate, or change such work without providing notice to or receiving consent from Contractor.

#### **VI. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Contractor to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Contractor for all purposes. Contractor shall make no representation that it is a Town employee for any purposes.

#### **VII. INSURANCE**

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.
2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and

employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

### **VIII. INDEMNIFICATION**

Contractor agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Contractor, any subcontractor of Contractor, or any officer, employee, representative, or agent of Contractor, or which arise out of a worker's compensation claim of any employee of Contractor or of any employee of any subcontractor of Contractor.

### **IX. ILLEGAL ALIENS**

A. Certification. By entering into this Agreement, Contractor hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that Contractor will participate in either the E-Verify Program administered by the U.S. Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement.

B. Prohibited Acts. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement, or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. If Contractor has employees, Contractor has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Contractor shall not use the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under this Agreement, Contractor shall: notify the subcontractor and the Town within 3 days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under this Agreement; and terminate the subcontract with the subcontractor if within 3 days of receiving the notice required pursuant to subsection 1 hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under this Agreement; except that Contractor shall not terminate the subcontract if during such 3 days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under this Agreement.

D. Duty to Comply with Investigations. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Agreement.

E. Affidavits. If Contractor does not have employees, Contractor shall sign the "No Employee Affidavit" attached hereto. If Contractor wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Contractor shall sign the "Department Program Affidavit" attached hereto.

X. MISCELLANEOUS

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class U.S. Mail to the Party at the address set forth on the first page of this Agreement.

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the Parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. Governmental Immunity. The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. Rights and Remedies. The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

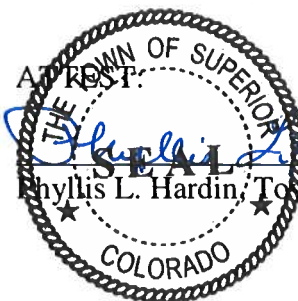
K. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

TOWN OF SUPERIOR, COLORADO



Clint Folsom, Mayor



Phyllis L. Hardin, Town Clerk

**CONTRACTOR**

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

*[Handwritten signature]*

STATE OF COLORADO )

) ss.

COUNTY OF Boulder )

The foregoing instrument was subscribed, sworn to and acknowledged before me this 3<sup>rd</sup> day of April, 2020, by Ian Menzies as owner of RC Special Events.

My commission expires:

(S E A L)

**JODI L. SALAMAN  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20124053218  
My Commission Expires Aug 16, 2020**

*Jodi L. Salaman*  
Notary Public

## EXHIBIT A SCOPE OF SERVICES

### Contractor's Duties

During the term of this Agreement, Contractor shall perform the following duties, as directed by the Town:

- Provide event rental equipment as specified by the Town for each Town event, including delivery, set-up and breakdown services as indicated in the Contractor's Deliverables section below.

### Contractor's Deliverables

In performance of the duties described above, Contractor shall deliver the following items to the Town, during the timeframes established by the Town:

The following list details the equipment needed for each Town event as determined by the date of the RFP. The Town shall provide the Contract with a confirmation of equipment needs prior to each event as well as updated site plans for delivery and set up. The selected vendor shall extend the pricing for equipment as proposed for additional Town events not listed in the event listing below as they may come up throughout the year.

**1. Event: Arbor Day, Saturday, April 25, 10:00am-12:00pm**

Equipment Delivery: Friday, April 24, 12:00pm-4:00pm

Equipment Pick Up: Saturday, April 25, 12:30-5:00pm

Location: Wildflower Park, 3151 S. Indiana St., Superior (Google maps may not be accurate. The park is located near the intersection of W. Torrey's Peak Drive and S. Indiana Street).

Equipment List:

- (15) 10x10 white fiesta frame tents, set up/take down, must be staked
- (15) 8' rectangle banquet tables
- (30) black folding chairs
- No site plan available at this time as this is a new site for the event. Site plan to be provided 30 days prior to event

**2. Event: 4th of July Parade & Pancake Festival, 8:00am-12:00pm**

Equipment Delivery: Friday, July 3, arrive by 9:00am, must be set up by 4:00pm

Equipment Pick Up: Saturday, July 4, 12:30pm-4:00pm or Sunday, July 5 by 12:00pm

Location: Community Park, 1350 Coalton Rd., Superior

Restrictions: No trucks are allowed on the grass, driver must remain on warning track and infield at all times unless given permission in advance.

Equipment List:

- 40x80 white fiesta frame tent, set up/take down, must be staked
- 15x15 white fiesta frame tent, set up/take down, must be staked
- 15x15 white fiesta tent with stage set up, set up/take down
- (300) black plastic folding chairs, distribute



- (95) 8' banquet tables, distribute and take down
- \*\*(5) 10x10 pop-up tents with weights
- \*\*\*(10) 2x3 propane griddle and stands, set up and test
- \*\*\*(10) propane tanks (full)
- \*\*\*(1) extra griddle stand
- (40) 10' retractable stanchions (or comparable footage to guide 10 lines at griddles appx 20' long)
- (11) 8' rectangular stainless steel warming chafers, food pans, lids and sternos (if other items are needed for this to be a complete set, please list)
- See attached site plan.
- Distribute tables and chairs throughout site from the truck in stacks of appx 5 tables and any number of chairs on carts, pick up in stacks.
- \*\* Deliver 10x10 fiesta tents and weights to infield near stage
- \*\*\*Deliver griddles and propane tanks to west side of baseball field, see attached 2019 site plan.

**3. Event: Main Event, Saturday, August 8, 4:00-8:00p**

Equipment Delivery: Friday, August 7, set up by 4:00pm

Equipment pick up: Sunday, August 9th by 12:00pm

Location: Superior Marketplace in front of Michaels, 410 Marshall Rd, Superior

Equipment List:

- (10) 10x10 white fiesta frame tents and weights, set up/take down
- (4) Sidewalls for each tent, set up/take down
- (5) 5' round tables, take down
- (10) 3' round 42" high, take down
- (4) 8' banquet tables, take down
- 10x10 white fiesta frame tent with stage set up under, set up/take down
- (50) gold or yellow folding chairs (color preferred, if not available, substitute black)
- (4) generators, 5500 wt ultra-quiet, extra fuel, turn on and test at delivery

\* See attached site plan from 2019 event

**4. Event: Chili Fest, Saturday, September 19, 2:00pm-6:00pm**

Equipment Delivery: Friday, September 18, deliver 8:00am-9:00am, set up by 2:00pm

Equipment Pick Up: Sunday, September 20 by 12:00pm

Location: Community Park, 1350 Coalton Rd., Superior

Equipment List:

- 30x30 white fiesta frame tent, set up/take down, concrete weights
- 20x40 white fiesta frame tent, set up/take down, concrete weights
- (20) 10x10 pop up tents and weights
- 10x20 white fiesta frame tent with sidewalls, set up/take down, concrete weights
- sides with windows, (1) long side no window
- \*\*(325) black plastic folding chairs, distribute
- \*\*(125) 8' banquet tables, distribute
- (3) 2-bay steam tables with propane (or electric please indicate), set up and test/take down

- (20) 10' retractable stanchions
- (11) 8' rectangular stainless steel warming chafers, food pans, lids and sternos (if other items are needed for this to be a complete set, please list)
- (4) generators, 5500 wt ultra-quiet, extra fuel, turn on and test at delivery
- 2x4 metal troughs, clean for storing ice and bottled water
- 150 qt coolers, clean for storing ice and beer
- 15x15 fiesta frame tent with stage to fit under, set up/take down
- 100' power distribution cable and box

\* See attached Site Plan from 2019 event

\*\*Banquet tables and chairs to be distributed throughout the site from the truck in stacks of approximately 5 tables and any number of chairs on carts, pick up in stacks.

**5. Event: Superior Shindig, Saturday, September 26, 4:00-6:00pm**

Equipment Delivery: Saturday, September 26, set up by 12:00pm

Equipment Pick up: Saturday, September 26, 6:30-8:30pm

Location: Wildflower Park, 3151 S. Indiana St., Superior

Equipment List:

- (10) 10x10 white fiesta frame tents, set up/take down, must be staked
- (10) 8' banquet tables
- (50) black plastic folding chairs
- (2) 5500 wt ultra-quiet generators, turn on and test at delivery
- (2) 50' power cords

\* See attached Site Plan from 2019 event

**6. Event: Cookies with Veterans, Wednesday, November 11th, 11:00am-12:00pm**

Equipment Delivery: Wednesday, November 11th set up by 9:00am

Equipment Pick Up: Wednesday, November 11th, 1:00-4:00pm

Location: Wildflower Park, 3151 S. Indiana St., Superior

Equipment List:

- \*(1) 20x30 white fiesta frame tent, set up/take down, must be staked
- (4) side walls with windows, set up/take down
- (3) 8' banquet tables, set up/take down
- (30) black folding chairs, set up/take down

\* See attached Site Plan from 2019 event. No staff will be onsite but available by phone.

**7. Event: Wolf Pack Ninja, August 15-16, time to be determined**

Event Date: TBD

Equipment Delivery: TBD

Equipment Pick up: TBD

Location: Wildflower Park, 3151 S. Indiana St., Superior

Equipment List:

- (10) 10x10 white fiesta frame tents, set up/take down, must be staked
- (10) 8' banquet tables

- (50) black plastic folding chairs
- (2) 5500 wt ultra-quiet generators, turn on and test at delivery
- (2) 50' power cords

\* This is a new event so a site plan is not available at this time.

**EXHIBIT B  
COMPENSATION**

Contractor shall be paid a fixed amount based on estimates prepared for each Town event described in Exhibit A, Scope of Services, and listed in the table below. Contractor shall provide itemized invoices detailing the equipment and work performed for each event. Such invoices shall be submitted to the Town within 30 days after the completion of each event and on a monthly basis. Payment shall be made 30 days after receipt of the invoice by the Town.

<b>EVENT</b>	<b>RC Events Estimate</b>
<b>Arbor Day</b>	\$2,855.70
<b>4<sup>th</sup> of July Parade</b>	\$10,095.65
<b>Main Event</b>	\$5,567.23
<b>Chili Fest</b>	\$12,381.69
<b>Superior Shindig</b>	\$2,808.10
<b>Cookies with Veterans</b>	In-kind
<b>Wolf Pack Ninja</b>	\$2,508.10
<b>National Trails Day</b>	TBD
<b>TOTAL</b>	<b>\$36,216.47</b>
<b>In-kind Discount</b>	<b>\$1,292</b>

**NO EMPLOYEE AFFIDAVIT**

*[To be completed only if Contractor has no employees]*

**1. Check and complete one:**

I, \_\_\_\_\_, am a sole proprietor doing business as \_\_\_\_\_. I do not currently employ any individuals. Should I employ any employees during the term of my Agreement with the Town of Superior (the "Town"), I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

I, \_\_\_\_\_, am the sole owner/member/shareholder of \_\_\_\_\_, a \_\_\_\_\_ [specify type of entity – *i.e.*, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the Town, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

**2. Check one.**

I am a United States citizen or legal permanent resident.

*The Town must verify this statement by reviewing one of the following items:*

- *A valid Colorado driver's license or a Colorado identification card;*
- *A United States military card or a military dependent's identification card;*
- *A United States Coast Guard Merchant Mariner card;*
- *A Native American tribal document;*
- *In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card; or*
- *Any other documents or combination of documents listed in the Town's "Acceptable Documents for Lawful Presence Verification" chart that prove both Contractor's citizenship/lawful presence and identity.*

OR

I am otherwise lawfully present in the United States pursuant to federal law.

*Contractor must verify this statement through the federal Systematic Alien Verification of Entitlement ("SAVE") program, and provide such verification to the Town.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

