

## Standard Services Agreement

This Standard Services Agreement (hereinafter "Agreement") is by and between Cal Poly Pomona Philanthropic Foundation (hereinafter "Philanthropic Foundation"), a nonprofit 501(c)(3) supporting organization of California State Polytechnic University, Pomona, and

\_\_\_\_\_ (hereinafter Company).

### RECITALS

**WHEREAS**, subject to the terms of this Agreement, the Philanthropic Foundation desires to engage the services of Company to perform specified activities and the Philanthropic Foundation is willing to retain the services of the Company upon the terms and conditions set forth below; and

**WHEREAS**, Company is willing to provide services, in consideration of the terms and conditions of this Agreement as set forth below;

### TERMS AND CONDITIONS

**NOW, THEREFORE**, in consideration of the covenants, conditions, and stipulations hereinafter expressed, and in consideration of the mutual benefits to be derived therefrom, the parties hereby mutually agree as follows:

1. **SCOPE OF PROJECT:** (either indicate the scope here within this Agreement or include the scope to the Agreement in ATTACHMENT A), and is hereafter referred to as "PROJECT."
2. **COMMENCEMENT OF WORK:** Work shall not commence under this Agreement until a fully executed Agreement has been received by Company and Company has been given approval to proceed. Any work performed by the Company prior to the date of approval shall be considered as having been performed at the Company's own risk and as an unpaid volunteer.
3. **PERIOD OF PERFORMANCE:** The activities of PROJECT shall be conducted during the specified period agreed upon by both parties. This period will be subject to modification or renewal only by mutual written agreement of the parties hereto.
4. **PAYMENT:** In consideration of the Company's performance hereunder, the Philanthropic Foundation agrees to pay the Company in the amount of \$ \_\_\_\_\_ total agreed upon amount. This amount shall not be exceeded by Company without the advance written authorization of the Philanthropic Foundation.

\_\_\_\_\_  
(if there are any terms of payment please indicate here)

The payment(s) due under the AGREEMENT shall be made payable to Company, and shall be mailed to:

Company: \_\_\_\_\_ Company Official  
 \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ City, State, Zip  
 \_\_\_\_\_ Phone Number  
 \_\_\_\_\_ Fax Number

**Invoices:** Invoices shall be submitted, in arrears, and mailed to the address shown below. The Agreement and/or Purchase Order number must be included on the invoice. The final invoice shall be marked as such unless otherwise specified, The Philanthropic Foundation shall pay properly submitted invoices not more than 30 days after (i) the performance completion date of services; or (ii) receipt of an undisputed invoice, whichever is later. Late payment penalties shall not apply to the Agreement:

**Foundation:** Cal Poly Pomona Philanthropic Foundation  
 \_\_\_\_\_ Department Name  
 Attention: \_\_\_\_\_  
 3801 W. Temple Ave., Bldg. #121 Pomona, CA 91768  
 \_\_\_\_\_ Phone number  
 \_\_\_\_\_ Fax number

5. **POLICIES AND PROCEDURES:** The PROJECT conducted hereunder shall be performed in accordance with the policies and procedures of the California State Polytechnic University, Pomona (UNIVERSITY) and the Philanthropic Foundation

6. **INSURANCE COVERAGE:** The Company shall obtain & furnish the following policies and coverages prior to commencement of work:

1) Comprehensive General Liability Insurance (including Product and Completed Operation coverage): On an occurrence basis, covering work done or to be done by or on behalf of the Company and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the work. Minimum Limits of Liability:

\$2,000,000 General Aggregate  
 \$1,000,000 Each occurrence – combined single limit for bodily injury and property damage.

2) Business Automobile Liability Insurance: On an occurrence basis, covering owned, scheduled, hired, and non-owned automobile used by or on behalf of the Company and providing insurance for bodily injury and property damage. Minimum Limits of Liability:

\$1,000,000 Each Accident- combined single limit for bodily injury and property damage.

3) Worker's Compensation: including Employers Liability limits of at least \$1,000,000 and other limits as required under California law.

4) Errors and Omissions Insurance: On an occurrence basis for a minimum of \$1,000,000 per occurrence and annual aggregate of \$2,000,000. Errors and Omission Insurance is required only for professional licensed services consultants such as architects/engineers/attorneys/contractors, etc. If the total contract amount exceeds \$1,000,000 Company shall renew and keep such insurance in effect for at least five (5) years after the recordation of the notice of completion.

5) Company shall submit to the Philanthropic Foundation certificates of insurance and original endorsements to the policies of insurance required by the agreement as evidence of the insurance coverage (meets or exceeds ISO Form # CG 20 10 11 85).

5a) **CERTIFICATE OF INSURANCE:**

The Certificate holder on the Certificate of Insurance should read as: **Cal Poly Pomona Philanthropic Foundation, 3801 W. Temple Ave., Building #121 Pomona, CA 91768** AND name as additional insured shall be *Cal Poly Pomona Philanthropic Foundation, the State of California, the trustees of the California State University, the California State Polytechnic University Pomona, Associated Students, Inc., their officers, employees, representatives, agents, and volunteers.*(except for professional liability and worker's compensation insurance). The scope of coverage and deductible shall be shown of the certificate of insurance.

5b) **ORIGINAL ENDORSEMENT:**

Each insurance policy required by this Agreement shall be endorsed to the Philanthropic Foundation and state *that coverage shall not be cancelled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Foundation.* Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A-VII, unless otherwise agreed to by Foundation.

Company hereby grants to the Philanthropic Foundation a waiver of any right to subrogation which any insurer of said Company may acquire against the Philanthropic Foundation by virtue of the payment of any loss under such insurance. Company agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, and this provision applies regardless of whether or not the Philanthropic Foundation has received a waiver of subrogation endorsement from the insurer. For any claims related to this Agreement, the Company's insurance coverage shall be primary

7. **ARBITRATION:** It is expected that both parties will make every effort to resolve any issue, conflict or dispute informally and equitably which may arise as a result of this Agreement, and without the need for intervention by third parties, unless the parties agree that such intervention (e.g., a mutually acceptable mediator of fact finder) would assist in resolution of the issue, conflict or dispute. Both parties agree to participate in good faith in attempting any such resolutions. If informal resolution is unsuccessful, except for claims falling within the jurisdiction of small claims court, any and all disputes arising under or relating to the performance of the services contracted for under this Agreement and any other claim arising under or relating to this Agreement, shall be settled by arbitration in accordance with the applicable rules of the American Arbitration Association or any successor thereto. In the event the parties are unable to agree to a single arbitrator, the dispute shall be submitted to a panel of three (3) arbitrators, Each party shall appoint an arbitrator and the two arbitrators so appointed shall then select a third arbitrator. Such arbitration shall be final and binding upon the parties and shall be the sole and exclusive remedy of the parties with respect to any dispute arising out of, relating to or resulting from the interpretation of the terms of this Agreement or its breach. The costs of such arbitration shall be allocated by the arbitrator under applicable law. Each party shall be responsible

- for its own attorneys' fees, unless the arbitrator makes an award of costs and attorney's fees under applicable law.
8. **LIQUIDATED DAMAGES:** The Company agrees it will pay the Philanthropic Foundation the sum of \$ \_\_\_\_\_ for each day completion is delayed beyond the Period of Performance as indicated in this Agreement unless mutually agreed upon in writing by Company and Foundation prior to the delay.
  9. **TAXES:** The Company shall be responsible for sales, consumer, use, payroll and similar taxes that are legally required under the Agreement as executed.
  10. **AMBIGUITIES:** This Agreement is the result of negotiations in which each party has had the opportunity to be represented by legal counsel and any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
  11. **TERMINATION:** Performance under this Agreement may be terminated by either party upon sixty (60) days written notice. Upon termination by either party, Company will be reimbursed for all costs and non-cancelable commitments incurred in the performance of the Agreement prior to the date of termination in an amount not to exceed the total commitment within one (1) month of the written notice of termination. Upon termination by Company, all costs and non-cancelable commitments incurred thereafter will be the responsibility of Company. In the event that Company terminates this Agreement, Company will return any unused funds to the Philanthropic Foundation within one (1) month of the written notice of termination.
  12. **INDEMNIFICATION:** Company shall indemnify, defend and hold harmless the State of California, the Trustees of the California State University, California State Polytechnic University, Pomona (UNIVERSITY), Cal Poly Pomona Philanthropic Foundation, Cal Poly Pomona Foundation, Inc., Associated Students Inc., their officers, employees, representatives, and agents from and against any and all claims, liability, loss, damage, demands, suits, judgments, expenses and costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the Company's performance hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the UNIVERSITY or the Philanthropic Foundation.
  13. **USE OF NAMES:** Company shall not employ or use the name of the Philanthropic Foundation or UNIVERSITY in any promotional materials, advertising, or in any other manner without the prior express written permission of the Philanthropic Foundation and UNIVERSITY, except that Company and the Philanthropic Foundation may, during the term of this Agreement or thereafter state that Company is sponsoring, or has sponsored, the PROJECT at the Philanthropic Foundation or UNIVERSITY.
  14. **NOTICES:** Any notice given under this Agreement shall be in writing and shall be deemed delivered three (3) days after deposit in the United States mail, certified or registered, postage prepaid, and addressed to the parties as follows:

Cal Poly Pomona Philanthropic Foundation:  
Attn: Daniele LeCesne, Interim Chief Operational Officer  
3801 Temple Ave., Bldg. 121, Room 3185  
Pomona, CA 91768  
FAX: (909) 869-4586

Company: \_\_\_\_\_ Company Official  
 \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ City, State, Zip  
 \_\_\_\_\_ Phone Number  
 \_\_\_\_\_ Fax Number

15. **INDEPENDENT PARTIES:** For purpose of this Agreement, the parties hereto shall be independent contractors and shall at all times be considered neither an agent nor employee of the other. No joint venture, partnership, or like relationship is created between the parties by this Agreement. The Company and Foundation are independent business entities and neither has any authority to act for, or on behalf of, or bind the other to, any contract, without the other's written approval or except as otherwise expressly set forth in this Agreement.
16. **ASSIGNMENTS:** This Agreement shall be binding upon and inure to the benefit of the parties hereto, and may be assigned only to the successors of these parties. Any other assignment by either party without prior written consent of the other party shall be void.
17. **FORCE MAJEURE:** Company shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, material shortages, disease, or similar occurrences.
18. **SEVERABILITY:** In the event that a court of competent jurisdiction holds any provision of this Agreement to be invalid, such holding shall have no effect on the remaining provisions of this Agreement, and they shall continue in full force and effect.
19. **GOVERNING LAW:** This Agreement will be governed by, and construed in accordance with, the laws of the State of California, without giving effect to the principles of conflict of laws thereof. Any action brought in connection with this Agreement, whether through arbitration or otherwise, shall be brought through arbitration and/or a Court of competent jurisdiction located in Pomona, California.
20. **FEDERAL, STATE, AND LOCAL REGULATIONS AND LAWS:** The Company at all times shall be in full compliance with all Federal, State and Local laws and regulations with respect to the production, handling, labeling, distribution, menu, signage, product information and use of any and all food products for human consumption. The Company will provide as requested copies of all federal permits and certificates, as well as any and all requested State and Local permits and certificates. Including but not limited to Health Permits, Health department inspections, USDA certificates, Operational permits and certificates showing, resale licenses and tax identification certificates etc. as required. Company hereby acknowledges that Foundation is subject to The Richard McKee Transparency Act of 2011.
21. **AUTHORITY:** Each party represents to the other that the person signing on its behalf has the legal right and authority to execute, enter into and bind such party to the commitments

and obligations set forth herein.

22. **ENTIRE AGREEMENT:** Unless otherwise specified herein, this Agreement embodies the entire understanding of the parties for this PROJECT and any prior contemporaneous representations, either oral or written, are hereby superseded. No amendments or changes to this Agreement including, without limitation, changes in the activities of the PROJECT, total estimated cost, and period of performance, shall be effective unless made in writing and signed by authorized representatives of both parties. If any provisions stated in the Agreement, resulting purchase orders, and the project proposal are in conflict, the order of precedence, from first to last shall be: (a) this Agreement with attachments, (b) the project proposal, and (c) the purchase order, it being understood and agreed that any purchase order or similar document issued by Foundation will be for the sole purpose of establishing a mechanism for payment of any sums due and owing hereunder. Notwithstanding any terms and conditions contained in said purchase order, the purchase order will in no way modify or add to the terms of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement by their duly authorized officers or representatives.

**Company:**

\_\_\_\_\_  
Name of Company

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

Signature: \_\_\_\_\_  
Company Official

**Philanthropic Foundation:**

Cal Poly Pomona Philanthropic Foundation

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

Signature: \_\_\_\_\_  
Daniele LeCesne,  
Interim Chief Operating Officer

Acknowledged and accepted by the Philanthropic  
Foundation project director or Philanthropic  
Foundation authorized individual:

Signature: \_\_\_\_\_

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

