

**IMPERIAL VALLEY FOREIGN TRADE ZONE #257
REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES TO PROVIDE
ACTIVATION AND OPERATIONAL MANAGEMENT**



**Funded by the
Imperial Valley Foreign Trade Zone – Joint Powers Authority
(IVFTZ-JPA)**

Issued October 27, 2025

DUE DATE AND SUBMISSION REQUIREMENTS:

One (1) Original and Ten (10) Copies of Proposals must be received by **5:00 P.M.** on **November 21, 2025**

Point of Contact:

Jade Padilla
Program Manager
1250 Main Street
El Centro, CA 92243
(442) 265-7193

jadepadilla@co.imperial.ca.us

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Exhibit 1

IMPRIAL VALLEY FOREIGN TRADE ZONE #257 **REQUEST FOR QUALIFICATIONS FOR** **CONSULTANT SERVICES**

NOTICE IS HEREBY GIVEN that the Imperial Valley Foreign Trade Zone (IVFTZ) #257 will receive up to, but no later than **5:00 p.m. on November 21, 2025**, sealed PROPOSALS for negotiation and award of a contract concerning **CONSULTANT SERVICES TO PROVIDE ACTIVATION AND OPERATION MANAGEMENT FOR IVFTZ #257**.

To be considered, **one original and ten copies of PROPOSALS** must be received in the office of the **Imperial County Purchasing Department, 1125 Main Street, El Centro, California, 92243, and Attention: Priscilla A. Lopez, Director of Workforce and Economic Development, re FTZ Consultant Services** by the time specified above.

Proposals shall be evaluated by a selection committee. It is Imperial Valley Foreign Trade Zone-Joint Powers Authority (IVFTZ-JPA)'s intention to select the Consultant whose proposal is deemed most advantageous to IVFTZ-JPA in accordance with the evaluation criteria set forth in this Request for Qualifications (RFQ). A Selection Committee appointed by the IVFTZ-JPA will review and score the qualifications and recommend the most responsive and responsible firm(s) to receive the contract award. IVFTZ-JPA reserves the right to select more than one firm under this RFQ. The Selection Committee's recommendation will be forwarded to the IVFTZ-JPA for final determination.

Each Proposal must conform and be responsive to the Governing Agreement, a sample of which is attached as Exhibit 3. This Governing Agreement may also be obtained at the office of the Workforce & Economic Development Department located at 1250 Main Street, El Centro, California, 92243.

IVFTZ-JPA reserves the right to reject any or all PROPOSALS, or to waive any irregularities or informalities in any statement of qualifications or in the qualification and selection process.

Exhibit 2

INFORMATION FOR PROPOSERS

1.0 PURPOSE

IVFTZ-JPA, through the Imperial County Workforce & Economic Development (ICWED) Department, is soliciting proposals from consultants and consulting firms for services to provide Foreign Trade Zone (FTZ) activation forecasting and operational management services for IVFTZ #257.

These consultant services may include, but will not be limited to, assisting the IVFTZ-JPA members in developing a marketing plan, assisting potential new foreign trade zone operators with the activation process, data collection, record keeping, and reporting. Final selection of a Consultant(s) may be contingent upon approval from the state funding agency.

All communications relating to this RFQ must be directed to the contact person named below and **only** through email or written correspondence by **November 13, 2025 at 12:00 P.M.** Any communications between a respondent and IVFTZ-JPA members or COUNTY staff concerning this RFQ are prohibited. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a statement of qualifications with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in IVFTZ-JPA's disqualification of the proposal. The respondent is responsible for ensuring the response is received before the deadline. Copies or faxed responses will **NOT** be accepted. The COUNTY assumes no responsibility for lost or misrouted mail.

The term of the Agreement for services will be for a period of up to one year from the date of an executed agreement. Contract may be extended if deemed necessary by the IVFTZ-JPA.

2.0 PRE-PROPOSAL CONFERENCE

2.1 A pre-proposal conference will be held on **November 12, 2025, at 10:00 A.M.:**

Workforce & Economic Development Building
1250 Main Street
El Centro, CA 92243
Contact: Jade Padilla at (442) 265-7193

Attendance at the pre-proposal conference **is not** a mandatory requirement for those interested in submitting their proposals.

3.0 CALENDAR OF EVENTS

3.1	RFQ sent out to consultants	October 27, 2025
3.2	Pre-proposal conference	November 12, 2025 10:00 A.M.
3.3	Deadline for County to receive written questions	November 13, 2025 12:00 P.M.
3.4	Deadline to submit qualifications: package, references, and other documentation must be <u>received</u> by County on or before	November 21, 2025 5:00 P.M.

4.0 SCOPE OF SERVICES

The Consultant will perform these services under the supervision and direction of the IVFTZ-JPA and the Director of Imperial County Workforce & Economic Development. The IVFTZ-JPA wishes to contract with a consultant to provide the following services:

- 4.1** Consultant shall provide services for a time period of up to five years from the date of an executed agreement. Contract may be extended if deemed necessary by the IVFTZ-JPA.
- 4.2** Consultant shall provide all tasks and services necessary related to the activation and operational management of IVFTZ #257.
- 4.3** Consultant shall provide knowledge and expertise related to rules and regulations associated with the activation, management, and operation of FTZ.
- 4.4** Consultant shall establish working relationships with local Customs Port Director and related staff that will assist in the operator activation of FTZ #257.
- 4.5** Consultant shall assist County Officials, City Officials, and prospective business owners by providing information to ensure they meet compliance of FTZ security, inventory regulations, and requirements.
- 4.6** Consultant shall assist County, IVFTZ-JPA Members, and City Officials with appropriate marketing of IVFTZ #257 and conduct preliminary assessments with prospective businesses to determine FTZ viability.
- 4.7** Consultant shall complete all tasks and services necessary to assist County, IVFTZ-JPA Members, and City Officials with data collection, record keeping, and reporting of FTZ activity.
- 4.8** Consultant shall make every effort to reduce costs by minimizing redundant effort and incorporating common or like work product whenever possible.
- 4.9** Consultant shall perform other tasks necessary and proper to assist the IVFTZ-JPA and Imperial County staff with the operations and management of FTZ #257.

5.0 MANDATORY REQUIREMENTS FOR ALL PROPOSALS

- 5.1** All proposals must demonstrate that the consultant has a willingness and ability to comply with all documents, including but not limited to, the Governing Agreement, a sample of which is identified as Exhibit 3.
- 5.2** All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded.
- 5.3** All parties submitting proposals shall include with their proposals at least three (3) current references, including name, address, and telephone number.

6.0 CONTRACT TERMS AND CONDITIONS

Please refer to the attached Exhibit 3, Governing Agreement. The attached Exhibit 3 is a sample of the agreement that the selected party will be expected to sign. It is not the final agreement and there may be additional or different terms included in the final agreement. In the event the proposer has any comments specific to the sample agreement, please identify these comments in your proposal.

7.0 PREPARATION OF PROPOSALS

All proposals must include one (1) original and ten (10) copies to be submitted in sealed envelopes bearing on the outside the name of the consultant, address, and the title of the RFQ for which the proposals are submitted. It is the sole responsibility of respondent to ensure that the proposals are received by COUNTY in the proper time. Any proposal received after the scheduled closing time for receipt will be returned to the consultant unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

8.0 SIGNATURE

The statement of qualifications document or any modification must be signed in the name of the consultant and must bear the original signature of the person or persons authorized to sign the proposal.

9.0 MODIFICATIONS

Any modification of any proposal submitted must be in writing and received by COUNTY prior to the closing time for proposals. Modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Any proposal or modifications received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened.

10.0 ERASURES

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the statement of qualifications.

11.0 WITHDRAWAL OF PROPOSAL

Respondents may withdraw their proposal either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

12.0 PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

12.1 Qualifications

- a. A history and summary of your qualifications
- b. Relevant Experience: Applicant's demonstration of adequate, meaningful and relevant experience with projects of a similar/comparable type. Provide a detailed description of your experience as it pertains to the Scope of Services above mentioned in Section 4 and a detailed description of the specific tasks completed on projects implemented. Preference will be given to individuals/firms with Foreign Trade Zone experience. Include the names, addresses and phone numbers of contact persons for several contracts for which you have performed services as solicited in this RFQ. If a contract was completed with grant funds, include the funding source and grant.
- c. Desirable Education: Applicant's demonstration of certification and training received to perform services.
- d. Responsiveness to Project Requirements: Applicant's demonstrated success in completing projects on time and responsiveness to meeting changing requirements. Attentiveness to and compliance with RFQ instructions, interview requirements, and other aspects of the selection process will be considered as an indication of responsiveness.
- e. A brief statement of your policy regarding affirmative action.
- f. The Consultant shall carry not less than the following insurance and shall provide verification to the County upon request:
 - 1. Professional Liability Insurance: Errors and Omissions Insurance in an amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Consultant in the capacity of acting as an Agent of the municipality.
 - 2. General Liability Insurance: General Liability Insurance in an amount of at least \$1,000,000, single limit coverage, covering all personnel employed by the Building Office in the capacity of acting as an Agent of the municipality.

3. Worker's Compensation: Worker's Compensation Coverage in full compliance with California statutory requirements for all personnel employed by the Consultant in the capacity of acting as an Agent of the municipality.
4. Automobile Liability Insurance: Automobile Liability Insurance in an amount of at least \$1,000,000 combined single limit coverage including owned, non-owned and hired vehicles.

12.2 Proposed Scope of Services

A prospective consultant should indicate an understanding of the requested services as described in Section 4, Scope of Services, and describe how it proposes to service the IVFTZ-JPA in these aspects. Provide a discussion of how your firm proposes to provide the services requested.

12.3 Project Personnel and Their Availability

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.

Except when, and if, the workload demands otherwise, all services shall be conducted within the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

12.4 Cost of Proposed Services

The cost of FTZ consulting services shall be based on the negotiated fee schedule proposed and work authorized. Describe your proposed fee schedule for determining the cost of the requested services for the term of the contract **and submit your proposed cost of services in a separate sealed envelope, apart from the RFQ.** Billing for the services shall be submitted to the Director of ICWED.

13.0 SELECTION PROCESS

A selection committee comprised of IVFTZ-JPA members will review the proposals based on the selection criteria and 100 point scale as follows:

1.	General firm and individual experience:	15 points
2.	Specific experience as it pertains to Foreign Trade Zones activities:	30 points
3.	Specific experience as it pertains to the Scope of Services mentioned in Section 4.0:	30 points
4.	Quality of staff and their availability:	20 points
5.	Overall quality of qualifications, especially thoroughness:	5 points
Total Value:		100 points

Additional questions may be asked of those submitting proposals and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The COUNTY reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the qualification and review process, as long as COUNTY procedures remain consistent with procurement requirements. The COUNTY may select one consulting firm or a combination of consulting firms to provide the range of services requested.

14.0 PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED PROPOSALS

No party submitting a proposal who is permitted to withdraw the proposal shall, for compensation, perform any subcontract or other service for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

EXHIBIT 3
SAMPLE AGREEMENT

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement"), is made and entered into effective the _____ day of _____, 20____, by and between the IMPERIAL VALLEY FOREIGN TRADE ZONE - JOINT POWERS AUTHORITY hereinafter referred to as "GRANTEE" by and through the IMPERIAL COUNTY WORKFORCE & ECONOMIC DEVELOPMENT DEPARTMENT (ICWED) and [NAME OF CONSULTANT], [form of business entity] ("CONSULTANT") (individually, "Party;" collectively, "Parties").

W I T N E S S E T H

WHEREAS, ICCED is in need of _____ services for the _____

Projects (PROJECT); and

WHEREAS, GRANTEE desires to engage CONSULTANT to provide services by reason of its qualifications and experience for performing such services, and CONSULTANT has offered to provide the required services for the PROJECT on the terms and in the manner set forth herein;

NOW, THEREFORE, in consideration of their mutual covenants, GRANTEE and CONSULTANT have and hereby agree to the following:

1. TERM.

1.1. The term of this Agreement shall be from date first executed above for a period of _____ year(s).

1.2. GRANTEE and CONSULTANT agree that time is of the essence as it relates to the terms and conditions of this AGREEMENT.

2. CONTRACT COORDINATION.

2.1. The IMPERIAL COUNTY WORKFORCE & ECONOMIC DEVELOPMENT DIRECTOR ("the DIRECTOR") shall be the representative of GRANTEE for all purposes under this Agreement. The DIRECTOR or his/her designated representative, is hereby designated as the CONTRACT MANAGER for GRANTEE. He/She shall supervise the progress and execution of this Agreement.

2.2. CONSULTANT shall assign a single PROJECT MANAGER to have overall responsibility for the progress and execution of this Agreement. _____, _____, is

hereby designated as the PROJECT MANAGER for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT MANAGER for any reason, the PROJECT MANAGER designee shall be subject to the prior written acceptance and approval of GRANTEE's CONTRACT MANAGER.

3. DESCRIPTION OF WORK.

3.1. CONSULTANT shall provide all materials and labor to perform this Agreement as detailed in the [Name of Document] dated [date] ("PROPOSAL") attached as "**Exhibit A**". In the event of a conflict among this Agreement and the Request for _____ ("RF _____"), the Agreement shall take precedence. In the event of a conflict between any Task Order or the Agreement, the Agreement will take precedence.

3.2. The RF__ titled "[Name of Document] dated [date] [and includes Addendum NO (#)]" is attached as "**Exhibit B**".

4. WORK TO BE PERFORMED BY CONSULTANT.

4.1. CONSULTANT shall comply with all terms, conditions and requirements of the PROPOSAL and this Agreement.

4.2. CONSULTANT shall perform such other tasks as necessary and proper for the full performance of the obligations assumed by CONSULTANT hereunder.

CONSULTANT shall:

4.2.1. Procure all permits and licenses, pay all charges and fees, and give all notices that may be necessary and incidental to the due and lawful prosecution of the services to be performed by CONSULTANT under this agreement;

4.2.2. Make every reasonable effort to keep itself fully informed of all applicable Federal, State and local laws, ordinances, regulations, orders and decrees which may affect those engaged or employed under this Agreement, any materials used in CONSULTANT's performance under this Agreement or the conduct of the services under this Agreement;

4.2.3. At all times make every reasonable effort observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders and decrees mentioned above; and

4.2.4. Immediately report to GRANTEE's CONTRACT MANAGER in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders and decrees mentioned above in relation to any plans, drawings, specifications or provisions of this Agreement.

4.3. Any videotape, reports, information, data or other material given to, or prepared or assembled by, CONSULTANT under this Agreement shall be the property of GRANTEE and shall not be made available to any individual or organization by CONSULTANT without the prior written approval of GRANTEE's CONTRACT MANAGER.

5. REPRESENTATIONS BY CONSULTANT.

5.1. CONSULTANT understands and agrees that GRANTEE has limited knowledge in the multiple areas specified in the PROPOSAL. CONSULTANT has represented itself to be qualified in these fields and understands that GRANTEE is relying upon such representation.

5.2. CONSULTANT represents that it is a lawful entity possessing all required licenses and authorities to do business in the State of California and perform all aspects of this Agreement.

5.3. CONSULTANT shall not commence any work under this Agreement or provide any other services, or materials, in connection therewith until CONSULTANT has received written authorization from GRANTEE's CONTRACT MANAGER to do so.

5.4. CONSULTANT represents that the people executing this Agreement on behalf of CONSULTANT have the authority of CONSULTANT to sign this Agreement and bind CONSULTANT to the performance of all duties and obligations assumed by CONSULTANT herein.

5.5. CONSULTANT represents that any employee, contractor and/or agent who will be performing any of the duties and obligations of CONSULTANT herein possess all required licenses and authorities, as well as the experience and training, to perform such tasks.

1 5.6. CONSULTANT represents that the allegations contained in the PROPOSAL are true and
2 correct.

3 5.7 CONSULTANT is familiar with the State and Federal requirements that may be
4 applicable to CONSULTANT pursuant to the [Funding Source] agreements between the
5 GRANTEE through ICWED and the State of California that are incorporated into
6 this Agreement including but not limited to the Davis-Bacon Act (40 U.S.C 3141-3148; 24
7 CFR Part 85.36), the Anti-Kickback Act of 1986 (41 U.S.C. 51-58), Contract Work
8 Hours and Safety Standards Act-CWHSSA (40 U.S.C. 3702.)

9 5.8. CONSULTANT understands that GRANTEE considers the representations made herein
10 to be material and would not enter into this Agreement with CONSULTANT if
11 such representations were not made.

12 6. RETENTION AND ACCESS OF BOOKS AND RECORDS.

13 6.1 CONSULTANT represents that it shall maintain books, records, documents, reports and
14 other materials developed under this AGREEMENT as follows:

15 6.1.1. CONSULTANT shall maintain all ledgers, books of accounts, invoices, vouchers,
16 cancelled checks, and other records relating to CONSULTANT's charges for
17 services or expenditures and disbursements charged to GRANTEE for a
18 minimum period of five (5) years, or for any longer period required by law, from
19 the date of final payment to CONSULTANT pursuant to this AGREEMENT.

20 6.1.2. CONSULTANT shall maintain all reports, documents and records which
21 demonstrate performance under this AGREEMENT for a minimum period of five
22 (5) years, or for any longer period required by law, from the date of termination or
23 completion of this AGREEMENT.

24 6.1.3. Any records or documents required to be maintained by CONSULTANT
25 pursuant to this AGREEMENT shall be made available to GRANTEE for inspection or
26 audit, at any time during CONSULTANT's regular business hours provided
27 GRANTEE provides CONSULTANT with seven (7) days advanced written or
28 oral notice. Copies of such documents shall at no cost to GRANTEE, be provided to
GRANTEE.

1 for inspection at CONSULTANT's address indicated for receipt of notice under this
2 AGREEMENT.

3 7. COMPENSATION.

4 The total compensation payable under this Agreement shall be at the hourly rates identified in the
5 Hourly Rate Schedule for identified employees as set forth as "Exhibit C", or as agreed upon under any
6 approved Task Order. .

7 8. PAYMENT.

8 CONSULTANT will bill GRANTEE on a time and material basis at the hourly rates identified in
9 the Hourly Rate Schedule for identified employees as set forth as "Exhibit C", or as agreed upon under
10 any approved Task Order. GRANTEE shall pay CONSULTANT for completed and approved services
11 upon presentation of its itemized billing. GRANTEE shall retain ten percent (10%) of the total
12 compensation until the Work to be Performed by Consultant has been completed in accordance with
13 this Agreement, as determined by GRANTEE.

14
15 9. METHOD OF PAYMENT.

16 CONSULTANT shall at any time prior to the fifteenth (15th) day of any month, submit to
17 the DIRECTOR a written claim for compensation for services performed the prior month under any
18 approved Task Order. The claim shall be in a format approved by GRANTEE. No payment shall
19 be made by GRANTEE prior to the claims being approved in writing by the DIRECTOR or
20 his/her designee. CONSULTANT may expect to receive payment within a reasonable time thereafter and
21 in any event in the normal course of business within thirty (30) days after the claim is submitted.

22 10. TIME FOR COMPLETION OF THE WORK.

23 Both Parties agree that time is of the essence in the performance of this Agreement.
24 CONSULTANT acknowledges that the services called for herein are on an "as needed" basis.
25 Time extensions under any approved Task Order may be allowed for delays caused by
26 GRANTEE, other governmental agencies or factors not directly brought about by the negligence or
27 lack of due care on the part of CONSULTANT.

11. SUSPENSION OF AGREEMENT.

GRANTEE's CONTRACT MANAGER shall have the authority to suspend this Agreement, wholly or in part, for such period as deemed necessary due to unfavorable conditions or to the failure on the part of CONSULTANT to perform any provision of this Agreement. CONSULTANT will be paid the compensation due and payable to the date of suspension.

12. TERMINATION.

12.1. GRANTEE retains the right to terminate this Agreement for any reason by notifying CONSULTANT in writing seven (7) days prior to termination and by paying the compensation due and payable to the date of termination; provided, however, if this Agreement is terminated for fault of CONSULTANT, GRANTEE shall be obligated to compensate CONSULTANT only for that portion of CONSULTANT's services which have been completed in accordance with this Agreement. Said compensation is to be arrived at by mutual agreement between GRANTEE and CONSULTANT; should the Parties fail to agree on said compensation, an independent arbitrator shall be appointed and the decision of the arbitrator shall be binding upon the Parties.

12.2. Upon such termination, CONSULTANT shall immediately turn over to GRANTEE any and all copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed, prepared by CONSULTANT in connection with this Agreement. Such materials shall become the permanent property of GRANTEE.

13. INSPECTION.

CONSULTANT shall furnish GRANTEE with every reasonable opportunity for GRANTEE to ascertain that the services of CONSULTANT are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to GRANTEE's CONTRACT MANAGER's inspection and approval. The inspection of such work shall not relieve CONSULTANT of any of its obligations to fulfill its Agreement as prescribed. CONSULTANT shall also permit monitoring and auditing by the [Funding Source] and/or a similar agency, if applicable.

14. OWNERSHIP OF MATERIALS.

All original drawings, videotapes and other materials prepared by or in possession of CONSULTANT pursuant to this Agreement shall become the permanent property of GRANTEE and shall be delivered to GRANTEE upon demand. CONSULTANT shall not be held liable for any reuse of such GRANTEE-owned materials for purposes outside this Agreement.

15. INTEREST OF CONSULTANT.

15.1. CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder.

15.2. CONSULTANT covenants that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed.

15.3. CONSULTANT certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of GRANTEE.

16. INDEMNIFICATION.

16.1. CONSULTANT agrees to the fullest extent permitted by law to indemnify, defend, protect and hold GRANTEE and its representatives, officers, managers, designees, employees, agents, successors and assigns harmless from any and all claims, expenses, liabilities, causes of action, demands, losses, penalties, attorneys fees and costs, in law or equity, of every kind and nature whatsoever arising out of or in connection with CONSULTANT's negligent acts and omissions or willful misconduct under this Agreement ("Claims"), whether or not arising from the passive negligence of GRANTEE, but does not include Claims that are finally determined to be the result of the gross negligence or willful misconduct of GRANTEE.

16.2. CONSULTANT agrees to defend with counsel mutually acceptable, indemnify and hold GRANTEE harmless from all Claims, including but not limited to:

16.2.1. Personal injury, including but not limited to bodily injury, emotional injury, sickness or disease or death to persons including but not limited to GRANTEE's representatives, officers, managers, designees, employees, agents, successors and

1 assigns, subcontractors and other third parties and/or damage to property of anyone
2 (including loss of use thereof) to the extent caused by CONSULTANT's negligent
3 performance, or willful misconduct under this Agreement, or anyone directly or
4 indirectly employed by CONSULTANT or anyone for whose acts CONSULTANT
5 may be liable;

6 16.2.2. Liability arising from injuries to CONSULTANT and/or any of CONSULTANT's
7 employees or agents to the extent caused by CONSULTANT's negligent
8 performance or willful misconduct under this Agreement, or anyone directly or
9 indirectly employed by CONSULTANT or anyone for whose acts CONSULTANT
10 may be liable;

11 16.2.3. Penalties imposed upon account of the violation of any law, order, citation, rule,
12 regulation, standard, ordinance or statute caused by the negligent action or inaction,
13 or willful misconduct of CONSULTANT or anyone directly or indirectly employed
14 by CONSULTANT or anyone for whose acts CONSULTANT may be liable;

15 16.2.4. Infringement of any patent rights which may be brought against GRANTEE
16 arising out of CONSULTANT's work;

17 16.2.5. Any violation or infraction by CONSULTANT of any law, order, citation, rule,
18 regulation, standard, ordinance or statute in any way relating to the occupational
19 health or safety of employees; and

20 16.2.6. Any breach by CONSULTANT of the terms, requirements or covenants of this
21 Agreement.

22 16.3. The indemnification provisions of Paragraphs 16.2.1 through 16.2.6 above shall extend to
23 Claims occurring after this Agreement is terminated, as well as while it is in force.

24 //

25 //

17. INDEPENDENT CONTRACTOR.

In all situations and circumstances arising out of the terms and conditions of this Agreement, CONSULTANT is an independent contractor, and as an independent contractor, the following shall apply:

- 17.1. CONSULTANT is not an employee or agent of GRANTEE and is only responsible for the requirements and results specified by this Agreement or any other Agreement.
- 17.2. CONSULTANT shall be responsible to GRANTEE only for the requirements and results specified by this Agreement and except as specifically provided in this Agreement, shall not be subject to GRANTEE's control with respect to the physical actions or activities of CONSULTANT in fulfillment of the requirements of this Agreement.
- 17.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, GRANTEE, and GRANTEE shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation coverage or any other type of employment or worker insurance or benefit coverage required or provided by any Federal, State or local law or regulation for, or normally afforded to, an employee of GRANTEE.
- 17.4. GRANTEE shall not be entitled to have GRANTEE withhold or pay, and GRANTEE shall not withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability program required or provided by any Federal, State or local law or regulation.
- 17.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or make any claim against any GRANTEE fringe program, including, but not limited to, GRANTEE's pension plan, medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan, or coverage designated for, provided to, or offered to GRANTEE's employee.
- 17.6. GRANTEE shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local tax, including, but not limited to, any personal income tax, owed by CONSULTANT.

17.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent and conduct itself as an independent contractor, not as an employee of GRANTEE.

17.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind or obligate GRANTEE in any way without the written consent of GRANTEE.

17.9 Without receiving CONSULTANT's written permission, GRANTEE agrees not to actively solicit the hiring, or contracting with any employee of CONSULTANT who performs services for GRANTEE under this AGREEMENT for a period of one year from the date this AGREEMENT is terminated.

18. INSURANCE.

18.1. CONSULTANT hereby agrees at its own cost and expense to procure and maintain during the entire term of this Agreement, and any extended term thereof, commercial general liability insurance (bodily injury and property damage), employer's liability insurance, commercial automobile liability insurance (bodily injury and property damage) and professional liability insurance in a sum acceptable to GRANTEE and adequate to cover potential liabilities arising in connection with the performance of this Agreement and in any event not less than the minimum limit set forth as follows:

<u>Insurance</u>	<u>Minimum Limit</u>
Errors & Omissions Coverage	[TBD by Scope of Work] [where applicable]
Worker's Compensation, Coverage A	Statutory
Employers Liability, Coverage B	[TBD by Scope of Work] [where applicable]
Commercial General Liability (Including Contractual Liability):	
Bodily Injury	[TBD by Scope of Work] per occurrence
Property Damage	[TBD by Scope of Work] aggregate
	[TBD by Scope of Work] per occurrence
Commercial Automobile Liability (owned, hired & non-owned vehicles)	[TBD by Scope of Work] aggregate

Bodily Injury [TBD by Scope of Work] per occurrence
Property Damage [TBD by Scope of Work] per occurrence

18.2. Special Insurance Requirements. All insurance required under paragraph 18 shall:

18.2.1. Be procured from an insurer authorized to do business in California.

18.2.2. Be primary coverage as respects GRANTEE and any insurance or self-insurance maintained by GRANTEE shall be in excess of CONSULTANT's insurance coverage and shall not contribute to it.

18.2.3. Name GRANTEE as an additional insured on all policies, except Workers' Compensation, and Professional Liability and provide that GRANTEE may recover for any loss suffered by GRANTEE by reason of CONSULTANT's negligence.

18.2.4. State that it is primary insurance and regards GRANTEE as an additional insured and contains a cross-liability or severability of interest clause.

18.2.5. Not be canceled, non-renewed or reduced in scope of coverage until after thirty (30) days written notice has been given to GRANTEE. However, CONSULTANT may not terminate such coverage until it provides GRANTEE with proof that equal or better insurance has been secured and is in place. Cancellation or change without the prior written consent of GRANTEE shall, at the option of GRANTEE, be grounds for termination of this Agreement.

18.3. Additional Insurance Requirements.

18.3.1. Complete copies of certificates of insurance for all required coverages including additional insured endorsements and 30-day notice of cancellation clause endorsements shall be attached hereto as "**Exhibit D**" and incorporated herein.

18.3.2. GRANTEE is to be notified immediately of all insurance claims. GRANTEE is also to be notified if any aggregate insurance limit is exceeded.

18.3.3. The comprehensive or commercial general liability shall contain a provision of endorsements stating that such insurance:

A. Includes contractual liability;

- 1 B. Does not contain any exclusions as to loss or damage to property caused
2 by explosion or resulting from collapse of buildings or structures or
3 damage to property underground, commonly referred to by insurers as the
4 “XCU Hazards;”
- 5 C. Does not contain a “pro rata” provision which looks to limit the insurer’s
6 liability to the total proportion that its policy limits bear to the total
7 coverage available to the insured; and
- 8 D. Does not contain an “excess only” clause which requires the exhaustion of
9 other insurance prior to providing coverage.

10 18.4. Deposit of Insurance Policy. Promptly on issuance, reissuance, or renewal of any
11 insurance policy required by this Agreement, CONSULTANT shall, if requested
12 by GRANTEE, cause to be given to GRANTEE satisfactory evidence that insurance
13 policy premiums have been paid together with a duplicate copy of the policy or a
14 certificate evidencing the policy and executed by the insurance company issuing the
15 policy or its authorized agent.

16 18.5 Additional Insurance. Nothing in this, or any other provision of this Agreement, shall be
17 construed to preclude CONSULTANT from obtaining and maintaining any additional
18 insurance policies in addition to those required pursuant to this Agreement.

19 19. WORKERS’ COMPENSATION CERTIFICATION.

20 19.1. CONSULTANT shall sign and file with GRANTEE the following certification prior
21 to performing the Work: “I am aware of the provisions of California Labor Code
22 §§3700 *et seq.* which require every employer to be insured against liability for
23 Workers’ Compensation or to undertake self-insurance in accordance with the
24 provisions of that code, and I will comply with such provisions before commencing the
25 performance of the work of this contract.”

26 19.2. This certification is included in this Agreement and signature of the Agreement shall
27 constitute signing and filing of the certificate.
28

1 19.3. CONSULTANT understands and agrees that any and all employees, regardless of hire
2 date, shall be covered by Workers' Compensation according to the statutory requirements
3 prior to beginning work on the Project.

4 19.4. If CONTRACTOR has no employees, initial here: _____.

5 20. ASSIGNMENT.

6 Neither this Agreement nor any duties or obligations hereunder shall be assignable by
7 CONSULTANT without the prior written consent of GRANTEE. CONSULTANT may employ
8 other specialists to perform services as required with prior approval by GRANTEE.

9 21. NON-DISCRIMINATION.

10 21.1 During the performance of this Agreement, CONSULTANT and its subcontractors shall not
11 unlawfully discriminate, harass or allow harassment against any employee or applicant for
12 employment because of sex, race, color, ancestry, religious creed, national origin, physical
13 disability (including HIV and AIDS), mental disability, medical condition (cancer), age
14 (over forty (40)), marital status and denial of family care leave. CONSULTANT and its
15 subcontractors shall insure that the evaluation and treatment of their employees and
16 applicants for employment are free from such discrimination and harassment.
17 CONSULTANT and its subcontractors shall comply with the provisions of the Fair
18 Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable
19 regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285
20 et seq.). The applicable regulations of the Fair Employment and Housing Commission
21 implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2
22 of the California Code of Regulations, are incorporated into this Agreement by reference
23 and made a part hereof as if set forth in full. The applicable regulations of Section 504 of
24 the Rehabilitation Act of 1973 (29 U.S.C. §794 (a)) are incorporated into this Agreement by
25 reference and made a part hereof as if set forth in full. CONSULTANT and its
26 subcontractors shall give written notice of their obligations under this clause to labor
27 organizations with which they have a collective bargaining or other agreement.
28

CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform Work under this Agreement.

21.4. State Nondiscrimination Clause:

21.4.1. During the performance of this Agreement, CONSULTANT and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status and denial of family care leave. CONSULTANT and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. CONSULTANT and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258.0 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. CONSULTANT and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

21.4.2. This CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

“The CONSULTANT hereby agrees to abide by the requirement of executive order 11246 and all implement regulations of the Department of Labor.”

22. “SECTION 3” CLAUSE.

CONSULTANT will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing Regulations at 24 CFR, Part 135.

23. NOTICES AND REPORTS.

23.1. Any notice to be given pursuant to this Agreement shall be in writing and personally delivered or sent by United States First Class Mail, postage prepaid, return receipt requested or by overnight carrier, priority overnight delivery, postage and delivery charges prepaid, addressed to each Party at the following address:

GRANTEE

David Dale
Foreign Trade Zone, Chairman
City of Calexico
608 Heber Ave.
Calexico, CA 92231

CONSULTANT

[Business Name]
[Street Address or PO Box]
[City, State ZIP]

23.2. Notice shall be deemed to have been delivered only upon receipt by the Party, seventy-two (72) hours after deposit in the United States mail or twenty-four (24) hours after deposit with an overnight carrier.

23.3. The addressees and addresses for purposes of this paragraph 21 may be changed to any other addressee and address by giving written notice of such change in the manner provided in paragraph 21.1. Unless and until written notice of change of addressee and/or address is delivered in the manner provided in paragraph 21.1, the addressee and address set forth in this Agreement shall continue in effect for all purposes hereunder.

24. ENTIRE AGREEMENT.

This Agreement contains the entire Agreement between GRANTEE and CONSULTANT relating to the transactions contemplated hereby and supersedes all prior or contemporaneous agreements, understandings, provisions, negotiations, representations, or statements, either written or oral.

25. MODIFICATION.

No modification, waiver, amendment, discharge, or change of this Agreement shall be valid unless the same is in writing and signed by the Party against whom the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

1 26. CAPTIONS.

2 Captions in this Agreement are inserted for convenience of reference only and do not define,
3 describe or limit the scope or the intent of this Agreement or any of the terms thereof.

4 27. PARTIAL INVALIDITY.

5 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,
6 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being
7 impaired or invalidated in any way.

8 28. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

9 As used in this Agreement and whenever required by the context thereof, each number, both
10 singular and plural, shall include all numbers, and each gender shall include a gender. CONSULTANT
11 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall
12 likewise include both the singular and the plural, a corporation, a partnership, individual, firm or person
13 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity
14 or any other entity. All covenants herein contained on the part of CONSULTANT shall be joint and
15 several if more than one person, firm or entity executes this Agreement.

16 29. WAIVER.

17 No Waiver of any breach or of any of the covenants or conditions of this Agreement shall be
18 construed to be a waiver of any other breach or to be consent to any further or succeeding breach of the
19 same or any other covenant or condition.

20 30. DISPUTE RESOLUTION PROCESS.

21 The parties shall attempt to resolve any dispute arising out of or relating to this contract through
22 negotiations between the Contract Manager for GRANTEE and the Project Manager for
23 CONSULTANT, who have authority to settle the same.

24 31. CHOICE OF LAW.

25 This Agreement shall be governed by the laws of the State of California. This Agreement is
26 made and entered into in Imperial County, California. Any action brought by either Party with respect
27 to this agreement shall be brought in a court of competent jurisdiction within said County.
28

32. ATTORNEY'S FEES.

If either Party herein brings an action to enforce the terms thereof or declare rights hereunder, the prevailing Party in any such action, on trial or appeal, shall be entitled to its reasonable attorney's fees and actual costs to be paid by the losing Party as fixed by the court.

33. AUTHORITY.

33.1.

Each individual executing this Agreement on behalf of CONSULTANT represents that:

33.1.1. He/She is duly authorized to execute and deliver this Agreement on behalf of CONSULTANT;

33.2.2. Such execution and delivery is in accordance with the terms of the Articles of Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT and;

33.2.3. This Agreement is binding upon CONSULTANT accordance with its terms. 33.2.4 CONSULTANT shall deliver to GRANTEE evidence acceptable to GRANTEE of the foregoing within thirty (30) days of execution of this Agreement.

34. COUNTERPARTS.

This Agreement (as well as any amendments hereto) may be executed in any number of counterparts, each of which when executed shall be an original, and all of which together shall constitute one and the same Agreement. No counterparts shall be effective until all Parties have executed a counterpart hereof.

35. REVIEW OF AGREEMENT TERMS

35.1. Each Party has received independent legal advice from its attorneys with respect to the advisability of making the representations, warranties, covenants and agreements provided for herein, and with respect to the advisability of executing this Agreement.

35.2. Each Party represents and covenants with the other Party that:

35.2.1. This Agreement in its reduction to final written form is a result of extensive good

1 faith negotiations between the Parties and/or their respective legal counsel;

2 35.2.2. The Parties and their legal counsel have carefully reviewed and examined this
3 Agreement for execution by said Parties; and

4 35.2.3. Any statute or rule of construction that ambiguities are to be resolved against the
5 drafting party shall not be employed in the interpretation of this Agreement.

6 36. NON-APPROPRIATION.

7 This Agreement is based upon the availability of public funding. In the event that public funds
8 are unavailable and not appropriated for the performance of the services set forth in this Agreement, this
9 Agreement shall be terminated without penalty after written notice to CONSULTANT of the
10 unavailability and/or non-appropriation of funds.

11 **IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first
12 above written.

13 **FOREIGN TRADE ZONE:**

CONSULTANT:

14 By: _____

By: _____

15 [Name], Chairman
16 IVFTZ-JPA

[Designee Name]
[Business, Title]

17 **ATTEST:**

18
19
20 [Name], Clerk of the Board,
21 County of Imperial, State of California

22 **APPROVED AS TO FORM:**

23 MICHAEL ROOD
24 County Counsel

25 By: _____

26 [ATTORNEY NAME]
27 [Title]
28

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EXHIBIT E

ANTI-LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge or belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

CONSULTANT:

By: _____

[Designee Name]

[Business, Title]

EXHIBIT 4

CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

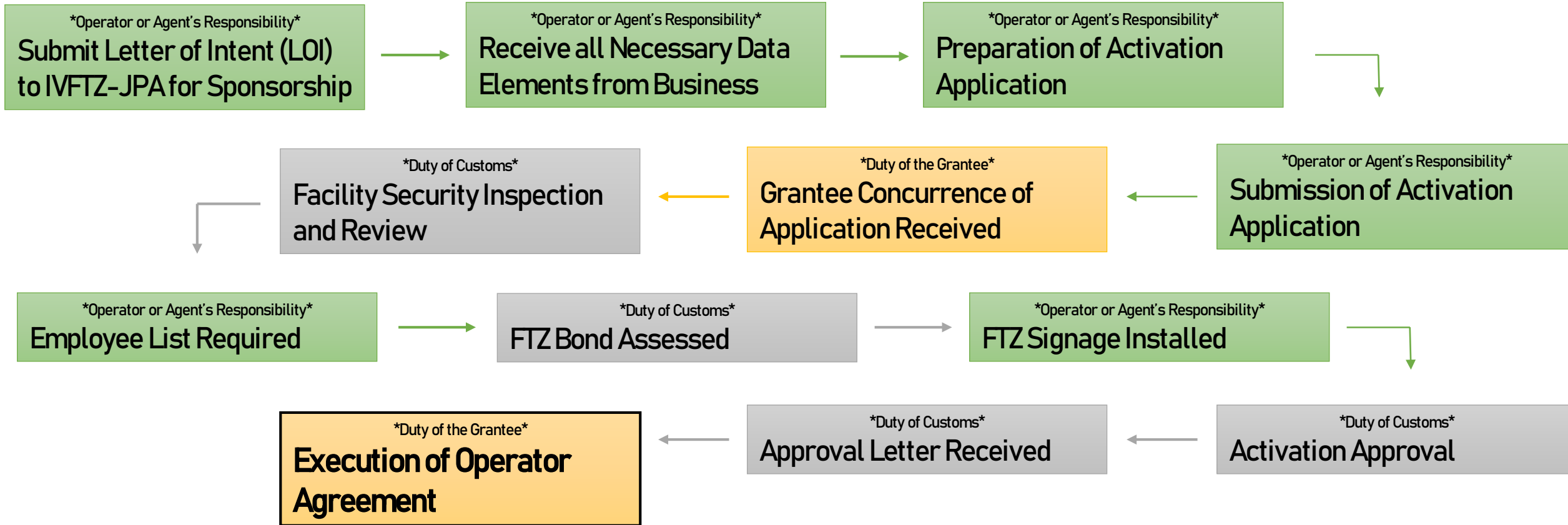
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Imperial Valley Foreign Trade Zone # 257

Activation Flow Chart



*Disclaimer: For illustration purposes only. IVFTZ consultant services are limited to the preparation of foreign trade zone activation. If an operator wishes to utilize the consultant's services throughout the activation process, it is at the operator's expense and not the responsibility of the IVFTZ-JPA Board.

Time Frame Approximately 120 Days