

**SERVICE CONTRACT BETWEEN THE TOWN OF CASTLE ROCK
AND THE CASTLE ROCK HISTORICAL SOCIETY**

DATE: _____, 2016.

PARTIES: **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Town”).

CASTLE ROCK HISTORICAL SOCIETY, P.O. Box 1572, Castle Rock, Colorado 80104 (“Historical Society”).

RECITALS:

- A. The Town and the Historical Society have agreed to the terms and conditions by which the Town will provide funding through the Philip S. Miller Fund for designated functions of the Historical Society: and
- B. The Castle Rock Historical Society will use the funding provided by the Town to (i) fund the operating expenses to staff and maintain the Castle Rock Museum (“Museum”), (ii) provide care and safe-keeping of Museum artifacts, and (iii) provide exhibits which focus on the history of Castle Rock.
- C. The Historical Society agrees to ensure that the Museum will be open four days per week, 5 hours per day, Wednesday through Saturday, excluding holidays with no admission charge.
- D. The Historical Society agrees to provide pre-scheduled tours of the Museum and Historic Downtown Castle Rock for residents and visitors.

TERMS:

Section 1. Scope of Services. The Historical Society shall provide the services as defined in Recitals of this Service Contract. The Town’s contractual obligation under this Service Contract shall not to exceed \$73,000. Payments shall be made to the Historical Society on a quarterly basis in the amount of \$18,250, on or about March 15, June 15, September 15 and December 15.

Section 2. Term. The term of this Service Contract shall be from January 1, 2017 to December 31, 2017.

Section 3. Assignment. This Service Contract shall not be assigned by the Historical Society without the written consent of the Town.

Section 4. Notice. Any notice required or permitted by this Service Contract shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such notice is to be given at the address set forth on the first page of this Service Contract, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

Section 5. Reporting. The Historical Society shall submit in writing to the Town Manager a report on its activities no later than July 31, and shall also submit a written annual report for 2017 no later than January 31, 2018. Such reports shall include, but not be limited to, financial reporting and information on Historical Society of 2017 performance objectives as outlined in its proposal attached as *Exhibit 1*.

Section 6. Prohibition Against Employing Illegal Aliens. Historical Society shall not knowingly employ or contract with an illegal alien to perform work under this contract. Historical Society shall not enter into a contract with a subcontractor that fails to certify to the Historical Society that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Historical Society has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services through participation in either the E-verify program or the Department program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively. Historical Society is prohibited from using the E-verify program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Historical Society obtains actual knowledge that a subcontractor performing work under this Contract for services knowingly employs or contracts with an illegal alien, Historical Society shall:

A. Notify the subcontractor and the Town within three days that the Historical Society has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

B. Terminate the subcontract with the subcontractor if within three days of receiving notice required pursuant to this paragraph the subcontractor does not stop employee or contracting with the illegal alien; except that the Historical Society shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Historical Society shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. §8-17.5-102(5).

If Historical Society violates a provision of this contract required pursuant to C.R.S. §8-17.5-102, Town may terminate the contract for breach of contract. If the contract is so terminated, the Historical Society shall be liable for actual and consequential damages to the Town.

Section 7. Insurance. Historical Society agrees to procure and maintain, at its own cost, the following policy or policies of insurance. Historical Society shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to the Contract Documents by

reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

A. Historical Society shall procure and maintain, and shall cause each subcontractor of the Historical Society in Historical Society's own policy the minimum insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Town. All coverage shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employer's Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-each employee.

2. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

B. The policies required above, except Workers' Compensation insurance and Employers' Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Historical Society. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Historical Society shall be solely responsible for any deductible losses under each of the policies required above.

C. Certificates of insurance shall be completed by Historical Society's insurance agent as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

D. Failure on the part of Historical Society to procure or maintain policies providing the required coverage, conditions, and minimum limits shall constitute a material breach of contract upon which the discretion may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Town shall be repaid by Historical Society to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Historical Society from the Town.

E. The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$350,000 per person, \$990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

Section 8. Additional Documents. The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Service Contract.

Section 9. Entire Service Contract. This Service Contract represents the entire Service Contract between the parties and there are no oral or collateral agreements or understandings. This Service Contract may be amended only by an instrument in writing signed by the parties. If any other provision of this Service Contract is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Service Contract shall continue in full force and effect.

Section 10. Waiver. A waiver by any party to this Service Contract of the breach of any term or provision of this Service Contract shall not operate or be construed as a waiver of any subsequent breach by either party.

Section 11. Governing Law. This Service Contract shall be governed by the laws of the State of Colorado.

Section 12. Indemnification. Historical Society expressly agrees to indemnify and hold harmless Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of the Historical Society or any of their employees or agents in performing work pursuant to this Service Contract. In the event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Historical Society.

Section 13. Worker's Compensation. The Historical Society shall at its own expense keep in full force and effect during the term of this Service Contract Statutory Worker's Compensation Insurance.

Section 14. Independent Contractor. The Historical Society and Town hereby represent that the Historical Society is an independent contractor for all purposes hereunder. As such, the Historical Society is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. The Historical Society shall not create any indebtedness on behalf of the Town.

Section 15. No Third Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Service Contract, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Historical Society, and nothing contained in this Service Contract shall give or allow any such claim or right of action by any other third party on such Service Contract. It is the express intention of the parties that any person other than Town or Historical Society receiving services or benefits under this Service Contract shall be deemed to be an incidental beneficiary only.

Section 16. Default and Remedies. In the event either party should default in performance of its obligations under this Service Contract, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action.

ATTEST:

TOWN OF CASTLE ROCK

Sally A. Misare, Town Clerk

Paul Donahue, Mayor

Approved as to form:

Robert J. Slentz, Town Attorney

CASTLE ROCK HISTORICAL SOCIETY:

By: _____

Its: _____

CASTLE ROCK HISTORICAL SOCIETY *CASTLE ROCK MUSEUM*

Phone (303) 814-3164

Established 1991

P.O. Box 1572
Castle Rock, CO 80104

Castle Rock Town Council
100 N. Wilcox St.
Castle Rock, CO. 80104

20 June 2016

Ladies and Gentlemen,

Thank you for the opportunity to apply for community funding grants from the Philip S. Miller Foundation. This public/private partnership has enabled the Castle Rock Historical Society (CRHS) to operate the Society's museum and provide quality educational programs to the community in a cost effective manner. We are grateful for your support.

The Society's museum is a valuable cultural resource for the community. It provides a sense of place, and is a destination for residents and visitors. New residents frequently visit the museum to get a perspective on the community they have chosen to make their home. The Society adheres closely to the goals of the Miller Fund, thus resources for the operation of the museum can be provided with non-tax dollars. Through fundraising and other avenues, the Society also acquires additional funds to ensure the health and preservation of the building, artifacts and grounds.

The 2017 goal of the CRHS is to continue to provide a quality museum experience for the enjoyment and education of the community. We believe that our continuing efforts to raise awareness of CRHS and the museum are paying off as demonstrated by the increasing number of visitors, from within and without the community and out of state, to the museum and to our other events. While the initial focus of the museum's exhibits were somewhat static, we have expanded the vision of the museum to add featured exhibits and other events which highlight a special historic event or era.

CRHS continues to look for ideas to increase revenue, including the following:

- Grants for museum building restoration and stability
- Increasing membership, including inviting business members
- Individual giving/donations, such as our BRICK donation program
- The museum's donation box and the Gift Shop
- Grants to fund artifact preservation
- Leveraging membership in Colorado Gives and other appropriate local societies
- Participation in community events, such as the annual Castle Rock Cruise In Car Show, to raise community awareness of the Society and its museum
- Fundraising events, such as this year's Victoria's Tea Party

CRHS will stay focused on its mission and goals in 2017:

- Provide interesting and educational information about the history of Castle Rock. A main focus in 2017 will be on the effort of the Castle Rock town-fathers to increase the town's economic base by having the Denver & Rio Grande railroad build a depot in Castle Rock, which is now the Society's museum.
- Create an exhibit on Castle Rock's involvement in WWI
- Work with Castle Rock Adventist Hospital to name its second medical office building after Mary Briscoe, the first Douglas County public nurse, and develop an exhibit with relevant artifacts and educational materials for the building's lobby. The Society provided the same services for the Hospital's Alexander Medical Office Building.
- Continue to use volunteers. Volunteers run tours, donate artifacts, support new museum exhibits, guide museum visitors, help promote the Society, and perform maintenance duties.
- Provide on-going community education. CRHS hosts elementary school tours, and if schools don't have a budget for field trips then CRHS will go to the schools. And the Society continues to provide programs to senior and community groups in Castle Rock.
- Recruit top quality presenters who educate and entertain at the Society's free monthly meeting at Philip S. Miller Library.
- Conduct historic tours. The annual Trolley Tour and Walking Tours are well attended. These tours are provided at no cost to participants but they do increase our donations. Visiting groups from other local areas visit the museum and often stay in Castle Rock for lunch and shopping.

Over the last three years we had requested a yearly amount of \$71,000. For 2017 we are requesting \$73,000, a \$2,000 increase. We are requesting this increase to cover increases in basic operational costs as well as an increased emphasis on fundraising.

Castle Rock Historical Society is committed to our mission of historical education, maintaining the sense of community, and the small-town feel in Castle Rock. Your steadfast support has helped enable us to receive over \$100,000.00 in grants and donations over the last five years. These grants help ensure the continued preservation and stability of our beloved 141-year old D&RG Station and museum. Thank you for your time and attention. We look forward to the approval of our 2017 grant request. Please contact us with any questions, as we are happy to provide any additional information you may require.

Respectfully,



Dorothy Kelly, President
Castle Rock Historical Society Board of Directors

Contact: Angie Deleo, Museum Director
420 Elbert St. Castle Rock, CO. 80204.
303-814-3164

Enclosures

Castle Rock Historical Society Board of Directors

President, Dorothy Kelly

Vice President, Cindy Malone

Secretary, Lynette McNairy

Treasurer, James Allamian

Education, Guy Mordeaux

Assistant Secretary/Treasurer, Suzie Perry

Member at Large (non voting) Angie Deleo, Museum Director

**2017 SERVICE ORGANIZATION
FUNDING APPLICATION**

ORGANIZATION REQUESTING FUNDING: *Castle Rock Historical Society*

I. 2017 FUNDING REQUEST *(Please use this form for this information and not another format.)*

Breakdown of funds *(What would monies from the Town specifically be used for?)*

Salaries, including taxes and Insurance	\$55,400
Utilities	\$ 6,000
Office, Equip & Bldg Maint	\$ 7,950
Fundraising	\$ 2,960
Insurance	\$ 690
 TOTAL FUNDING REQUEST	 \$73,000

II. 2017 PROJECTED ORGANIZATION BUDGET

(Please use this form for this information and not another format.)

2017 projected organizational budget
(Including funding from the Town) \$(1,920)

Projected sources of revenue

Museum Donation Box	\$ 1,725
Gift Shop	\$ 1,380
Town of Castle Rock	\$73,000
Fundraising and Grants	\$13,700
 TOTAL PROJECTED REVENUE	 \$89,805

Projected expenditures
(By major budget category)

Payroll, employer taxes & insurance.	\$55,400
Utilities	\$ 6,000
Office, Equip & Bldg Maint	\$ 7,950
Professional assoc. memberships	\$ 550
Insurance & taxes	\$ 4,300
Fundraising	\$ 2,960
Misc & contingency services	\$ 325
Staff training & travel	\$ 600
Capital improvements to the Museum	\$13,640
 TOTAL PROJECTED EXPENDITURES	 \$91,725

III. 2017 PROPOSED PERFORMANCE OBJECTIVES

Please propose up to eight measurable performance objectives that your organization will strive to accomplish in direct relationship to any funding and contract awarded by the Town

In accordance with the contracts, organizations will be required to track and report on attainment of the objectives at the middle and end of the contract term. (Not quarterly, as previously required.)

Specific services to the Town the organization proposes to provide as a result of Town funding:

1. To continue to discover, collect and promote the preservation of any archive material, sites buildings and oral history which may help to establish or illustrate the history of the Castle Rock area. The Society's museum has illustrated the geology, exploration, settlement, development, conditions, events, public figures and progress of the town.
2. Hold open the Society's museum four days per week, five hours per day, excluding holidays, with no admission charge, 100 percent of the time. We would like to expand hours based upon financial resources.
3. Provide permanent exhibits of artifacts and curated exhibits at the Society's museum. Support historic exhibits at other appropriate sites in Castle Rock. In the past we provided an exhibit on the site of the hospital.
4. Continue to curate traveling and rotating exhibits at the Society's museum.
5. Continue hosting historical tours of the Castle Rock area. Past examples include a Trolley Tour, Walking Tours and local site Tours which encourage visits to Castle Rock.
6. Continue providing informative historical presentations to groups including the general public, seniors, and school children.
7. Assist economic development of Castle Rock by presenting the development of Castle Rock from the founding to the present day, and encourage growth of local businesses as our partners, all the while preserving the small town atmosphere.

IV. SUPPLEMENTAL INFORMATION

a. Provide a cover letter no longer than three pages that includes:

a. A summary of how the requested funding would be leveraged with other dollars and volunteer resources to maximize the return on the Town's requested investment

(What does your organization expect to generate using monies the Town might give?)

b. The name of and contact information for the person within the organization responsible for administration of the requested contract

c. If applicable, the amount of additional funds requested this year, and an explanation for the request

d. Any further discussion about the application as deemed necessary by the requesting organization

b. Provide a list of the board of directors of the organization