

**CITY OF TORRANCE COMMUNITY SERVICES DEPARTMENT  
SEEKING PROPOSALS FROM CONTRACT INSTRUCTOR FOR  
DOG AGILITY CLASSES**

The City of Torrance Community Services Department Cultural Services Division is now accepting proposals for an instructor to teach Dog Agility classes on a contracted basis. We are looking for someone to start teaching the classes during our fall 2018 session which begins the week of September 16. Class enrollment varies, however the average enrollment has been between 40 – 50 participants.

**Location:** Classes will be held at Entradero Park, 5500 Towers Street Torrance, CA 90503

**Classes:** The Community Services Department offers classes four sessions per year. Winter session runs the second week in January through mid-March; spring session runs the end of March or beginning of April through mid-June; Summer session runs the end of June through the end of August; fall session runs mid-September through the beginning of December. Classes can only be offered during time frame of the Community Services Department session. Contractors set their class schedule. Classes have been generally scheduled on Thursdays and Sundays.

**Rates:** The contractor will be paid 60% of the class fee less the registration fee (currently \$4.00) per participant upon verification of an accurate invoice submitted to the Community Services Department after the 5<sup>th</sup> week of classes (for classes that meet 8 weeks or more) or at the end of the class for classes that meet less than 8 weeks.

**Equipment:** Contractor must provide their own equipment.

**Storage:** Contractor will have the option of providing their own storage container to store equipment onsite if desired. If space for a storage container is requested, delivery must be coordinated with the City of Torrance Community Services Department staff prior to delivery. The container must be removed at the end of the contract period if the contract is not renewed.

**Requirements:** The contractor must provide the following prior to entering into a contract with the City of Torrance:

- 1) A City of Torrance Business License. The Business License must remain current throughout the contract period.
- 2) One million dollar (\$1,000,000) General Liability insurance policy, naming the City of Torrance as additionally insured.
- 3) One million dollar (\$1,000,000) Worker's Compensation insurance policy, if the contractor has employees.

- 4) One million dollar (\$1,000,000) Automobile liability insurance if a vehicle will be used to conduct any City of Torrance Contract class business. If a vehicle will be used to conduct City of Torrance Contract class business, the contractor will be required to submit the minimum required by the State of California.

All insurance policies must be primary and non-contributory.

- 5) Fingerprinting for all personnel working with children. Fingerprinting will be at the contractors expense and must be completed at the city designated live scan facility.

Class proposal applications can be found on our web page at

[www.arts.torranceca.gov/classes](http://www.arts.torranceca.gov/classes)

Or

[www.TorranceCA.Gov/ClassRegistration](http://www.TorranceCA.Gov/ClassRegistration)

**Proposal will be accepted through September 27, 2018 at 5:00 p.m.**

For additional information contact Joyce Bell at [JBell@TorranceCA.Gov](mailto:JBell@TorranceCA.Gov) or (310) 618-3844.