

CITY OF TORRANCE COMMUNITY SERVICES DEPARTMENT
SEEKING PROPOSALS FROM CONTRACT INSTRUCTOR FOR
TAI CHI CHUAN CLASSES

The City of Torrance Community Services Department Cultural Services Division is now accepting proposals for an instructor to teach Tai Chi Chuan classes for adults on a contracted basis. We are looking for someone to start teaching the classes during our winter 2019 session which begins the week of January 13. Class enrollment varies, however the average enrollment has been between 15 – 20 participants.

Location: Classes will be held at the Torrance Cultural Arts Center, 3330 Civic Center Drive, 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 each of the Community Services Department predetermined sessions. Contractors set their class schedule. Classes have been generally scheduled on Monday nights. Contractors can propose alternate class days and times.

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 5th 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: Storage is not available.

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

1. Contractor must obtain a City of Torrance Business License and renew it annually as long as the contractor is offering classes with the City.
2. Contractor must have annual one-million dollar General Liability Insurance, naming the City of Torrance as additionally insured.
 - a. Contractor insurance must be Primary and Non-Contributory.
 - b. Contractor insurance certificate must contain language stating that no termination, cancellation or change of coverage can be made without 30 day notice to the City.
3. For contractors that teach children:
 - a. If the General Liability policy does not cover or has an exclusion of sexual and physical abuse and/or molestation, a separate policy to cover this exposure will be required with \$1,000,000 per claim and \$2,000,000 aggregate.
4. Contractor must have one-million dollar Workers' Compensation Insurance, if the contractor has employees. The Workers' Compensation policy shall be endorsed

with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

5. Contractor must have one-million dollar Automobile Insurance. The million dollar policy can be waived if the contractor does not use their vehicle to conduct City of Torrance business. The contractor must submit a copy of their policy showing that it meets the minimum required by the State of California. The contractor must sign a waiver requesting an exemption from the million dollar policy.
6. Contractor must provide annual fingerprinting for all personnel working with children. Fingerprinting must be completed at a City designated live scan facility.

Class proposal applications and guidelines can be found on our web page at

www.arts.torranceca.gov/classes

Or

www.TorranceCA.Gov/ClassRegistration

Proposals will be accepted through November 30, 2018 at 5:00 p.m.

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