



October 22, 2025

Larry Marshall  
Operations Officer  
Reliable Translations, Inc.  
121 W. Lexington Dr. Ste L106D  
Glendale, CA 921203

**Re: Letter of Agreement for Simultaneous Interpretation and Translation for City Council, Planning Commission, Parks and Recreation Commission, Cultural and Arts Commission, and Youth Commission Meetings and Agendas**

Dear Mr. Marshall,

This letter shall be our Agreement regarding the Simultaneous Interpretation and Translation services described below (“Services”) to be provided by Reliable Translations, Inc. (“Contractor”) as an independent contractor to the City of Coachella for the City Council, Planning Commission, Parks and Recreation Commission, Culture and Arts Commission, and Youth Commission Meetings (“Project”).

The Services to be provided include the following at the contracted rate of \$114.00 per hour per interpreter for On-Site Meetings, Online Zoom/Videoconference Meetings, and for other languages at the rates incorporated in Exhibit A:

1. Provide two (2) interpreters via Zoom and one (1) On-site interpreter for two (2) Council Meetings each month for Simultaneous Interpretation
2. Provide one (1) interpreter via Zoom and one (1) On-site interpreter for two (2) Planning Commission Meetings each month for Simultaneous Interpretation
3. Provide one (1) interpreter via Zoom and one (1) On-site interpreter for one (1) Parks and Recreation Meeting each month for Simultaneous Interpretation.
4. Provide one (1) interpreter via Zoom for one (1) Culture and Arts Commission Meeting each month for Simultaneous Interpretation
5. Provide one (1) interpreter via Zoom for one (1) Economic Development Committee each month for Simultaneous Interpretation
6. Provide one (1) interpreter via Zoom for one (1) Youth Commission Meeting per month during the local school year session estimated to be 8 months for Simultaneous Interpretation

Additional Services to be provided include the following at the contracted rate of \$0.18 per word for Spanish language written translation, and for other languages incorporated in Exhibit A with a minimum flat rate cost of \$80.00 regardless of the size of the document.

Contractor shall perform all Services under this Letter of Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California, and consistent with all applicable laws. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Compensation for the above services shall be based on the actual amount of time spent in adequately performing the Services, and shall be billed at the hourly rate(s) of \$114.00 per interpreter for meetings, with a minimum charge of 1 ½ hour for remote/Zoom meetings, or a minimum charge of 2 hours for onsite meetings. For any meetings longer than 2.5 hours, a second interpreter will join the meeting at an additional \$114.00 per hour for simultaneous interpreting. Onsite meetings will incur an additional IRS mileage fee for greater than 25 miles round trip based on the remote office of the interpreter; and \$ 0.18 per word for translation of agendas with a minimum charge per document at \$80.00. However, unless expressly agreed in writing in advance by the City, the cost to the City for the Services shall not exceed \$50,000.00 for the Term of the Project.

Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 1600, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

If Contractor is an employer or otherwise hires one or more employees during the term of this Project, Contractor shall also provide proof of workers’ compensation coverage for such employees which meets all requirements of state law.

Invoices shall be submitted to the City monthly as performance of the Services progresses. City shall review and pay the approved charges on such invoices in a timely manner. Services on the Project shall begin immediately and be completed by December 31, 2026 ("Term"), unless extended by the City in writing. The City may terminate this Letter of Agreement at any time with or without cause. If the City finds it necessary to terminate this Letter of Agreement without cause before Project completion, Contractor shall be entitled to be paid in full for those Services adequately completed prior to the notification of termination. Contractor may terminate this Letter of Agreement for cause only.

Contractor shall defend, indemnify and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any and all claims, demands, causes of action, expenses, liabilities, losses, damages, and injuries to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services or this Agreement, including, without limitation, the payment of all consequential damages, attorneys fees and other related costs and expenses.

If you agree with the terms of this Letter of Agreement, please indicate by signing and dating where indicated below.

**CITY OF COACHELLA**

*Approved by:*

\_\_\_\_\_  
Bill Pattison  
City Manager

**CONTRACTOR**

*Reviewed and Accepted by Contractor:*

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Exhibit “ A”

Category		MINIMUM CHARGE	
On-Site Meetings	Rate/hour	2 hours	
	Spanish	\$114	\$228
	Amharic	\$192	\$384
	Arabic	\$154	\$308
	ASL*	\$180	\$360
	Cantonese	\$154	\$308
	Farsi	\$154	\$308
	Hmong	\$192	\$384
	Italian	\$154	\$308
	Korean	\$154	\$308
	Mandarin	\$154	\$308
	Somali	\$192	\$384
	Russian	\$154	\$308
	Tagalog	\$154	\$308
	Vietnamese	\$180	\$360
Other Languages - request quote			
Zoom/Videoconference Meetings	Rate/hour	1.5 hours / except ASL	
	Spanish	\$114	\$171.0
	Amharic	\$192	\$288.0
	Arabic	\$154	\$231.0
	ASL	\$180	\$270.0
	Cantonese	\$154	\$231.0
	Farsi	\$154	\$231.0
	Hmong	\$192	\$288.0
	Italian	\$154	\$231.0
	Korean	\$154	\$231.0
	Mandarin	\$154	\$231.0
	Russian	\$154	\$231.0
	Somali	\$192	\$288.0
	Tagalog	\$154	\$231.0
	Vietnamese	\$180	\$270.0
Other Languages - request quote			
Phone Conferences	Rate/hour	1 hour	
	\$		
	Spanish 114.00	\$	114.00

If more than 2.5 hours , a second interpreter will be needed.

If more than 2.5 hours , a second interpreter will be needed.

	\$		
Amharic	192.00	\$	192.00
	\$		
Arabic	154.00	\$	154.00
	\$		
Cantonese	154.00	\$	154.00
	\$		
Farsi	154.00	\$	154.00
	\$		
Italian	154.00	\$	154.00
	\$		
Korean	154.00	\$	154.00
	\$		
Mandarin	154.00	\$	154.00
	\$		
Russian	154.00	\$	154.00
	\$		
Somali	192.00	\$	192.00
	\$		
Tagalog	154.00	\$	154.00
	\$		
Vietnamese	180.00	\$	180.00

**Other Languages - request quote**

We charge for additional time in 15-minute increments, rounded to the nearest 15 minutes.

Mileage will be charged at Standard IRS Reimbursement rate for the year if mileage is > 25 miles round trip.

You are committing to the booked time. If the meeting or conference ends early, the booked time is still due.

WRITTEN TRANSLATIONS	Professional Translator	Calif Court Certified
Spanish	0.18/word	0.28/word
Amharic	\$0.32	\$0.38
Arabic	\$0.29	\$0.40
Chinese	\$0.29	\$0.40
Farsi	\$0.29	\$0.40
French	\$0.25	\$0.34
Italian	\$0.25	\$0.34
Korean	\$0.29	\$0.40
Russian	\$0.28	\$0.38
Somali	\$0.32	\$0.42
Tagalog	\$0.27	\$0.36
Vietnamese	\$0.29	\$0.46

FLAT RATE MINIMUM OF \$80.00 PER MOST LANGUAGES, REGARDLESS OF THE SIZE OF THE DOCUMENT

Cancellations are not permitted on written translations since we are obligated to pay the translator in full once the job order is begun.