

**REPORT TO CITY COUNCIL**

**DATE: MAY 22, 2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: JOHN TREICHLER, ADMINISTRATIVE ANALYST**

**SUBJECT: APPROVAL OF AGREEMENT FOR CONTRACTOR SERVICES WITH EXECUTIVE FACILITIES SERVICES, INC. FOR CUSTODIAL SERVICES**

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On August 11, 2021, the City Council approved a contract with Executive Facilities Services, Inc. to provide custodial services for both City Hall and the Reyes Adobe Historical Site. The current contract is set to expire on June 30, 2024, so to avoid an interruption in custodial services staff began discussions with Executive Facilities Services, Inc. for consideration of entering into another three-year agreement.

During the term of their Agreement, Executive Facilities Services, Inc. has demonstrated their ability to utilize and follow custodial cleaning tasks while adhering to all requirements, as specified in “Exhibit A – Tasks to be Performed”, all of which have been done in a professional manner. Executive Facilities Services, Inc. is familiar with the City’s facilities, including particular uses and associated needs, providing additional services such as interior and exterior window cleaning, and specialized cleaning for the parking garage.

The cost of the current Agreement had a not to exceed amount of \$84,198 over the three-year term. It should be noted, during that period, Executive Facilities Services, Inc. did not request any cost-of-living increases or adjustments while dealing with the COVID-19 Pandemic.

City staff have been pleased with the work performed by Executive Facilities Services, Inc., and the city is confident that the firm will continue to provide high quality services.

Below is the cost proposal breakdown for the Fiscal Years 2024-27:

<b>Company</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Executive Facilities Services, Inc	\$31,300	\$33,200	\$35,200
Windows & Garage Pipes (est.)	\$4,500	\$4,800	\$5,000
<b>TOTAL</b>	<b>\$35,800</b>	<b>\$38,000</b>	<b>\$40,200</b>

## **FISCAL IMPACT**

The term of the contract will cover Fiscal Years 2024-27, with a not-to-exceed amount of \$120,000. The cost proposal provided for the upcoming 2024-25 Fiscal Year of \$35,800 has been requested under the General Fund / Department Public Facilities.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

## **RECOMMENDATION**

Staff respectfully recommends the City Council approve the Agreement for Contractor Services with Executive Facilities Services, Inc. to continue providing Custodial Services.

Attachment: Agreement for Contractor Services

**AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS**

NAME OF CONTRACTOR: Executive Facilities Services, Inc.  
RESPONSIBLE PRINCIPAL OF CONTRACTOR: Attn: Jim Ferraro  
CONTRACTOR'S ADDRESS: 6865 Weaver Street  
Riverside, CA 92504  
CITY'S ADDRESS: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301  
Attn: City Manager  
PREPARED BY: John Treichler  
COMMENCEMENT DATE: July 1, 2024  
TERMINATION DATE: June 30, 2027  
CONSIDERATION: Contract Price  
Not to Exceed: \$120,000.00

<b>ADDITIONAL SERVICES</b> <i>(Describe Services, Amount, and Approval):</i> <u>Any unforeseen emergencies, carpet cleaning, window washing, basement cleaning</u> _____ _____ _____ _____
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Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Authorized By: \_\_\_\_\_  
*(Not to Exceed 10% of Contract Price)* City Manager

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN  
THE CITY OF AGOURA HILLS AND EXECUTIVE  
FACILITIES SERVICES, INC.**

**THIS AGREEMENT** is made and effective as of July 1, 2024, between the City of Agoura Hills, a municipal corporation ("City") and Executive Facilities Services, Inc. ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**1. TERM**

This Agreement shall commence on July 1, 2024, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2027, unless sooner terminated pursuant to the provisions of this Agreement.

*The City may, at its option, extend this Agreement for one additional term of three years upon providing written notice of its intent to extend this Agreement to the Contractor not less than thirty (30) days prior to the expiration of the initial Term.*

**2. SERVICES**

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

**3. PERFORMANCE**

In meeting its obligations under this Agreement, Contractor shall always faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

**4. PREVAILING WAGES**

A. Prevailing wages are required on all CITY agreements involving construction, design, and preconstruction phases of construction (including, but not limited to, inspection and land surveying work), and maintenance (except for janitorial or security guards) for work on CITY property.

B. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute by this Contractor from the Director of the Department of Industrial Relations. Copies may be obtained from the California Department of Industrial Relations Internet website at <http://www.dir.ca.gov>. Contractor shall provide a copy of prevailing wage rates to any staff or sub-contractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code.

Pursuant to the provisions of 1775 of the Labor Code, Contractor shall forfeit to the City, as a penalty, the sum of \$50.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this contract, by him or by any sub-contractor under him, in violation of the provisions of the Agreement..

**5. PAYMENT**

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed One Hundred Twenty Thousand and Zero Cents (\$120,000.00) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

The City Manager may approve additional work up to ten percent (10%) of the amount of the Agreement. Any additional work in excess of this amount shall be approved by the City Council.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

**6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "PAYMENT" herein.

## **7. DEFAULT OF CONTRACTOR**

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

## **8. OWNERSHIP OF DOCUMENTS**

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon

reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

## **9. INDEMNIFICATION**

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or sub-contractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

## **10. INDEPENDENT CONTRACTOR**

A. Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services and tasks under this Agreement on behalf of Contractor shall not be City employees and shall at all times be under Contractor's exclusive direction and control. Contractor and all of Contractor's personnel shall possess the qualifications, permits, and licenses required by state and local law to perform the services and tasks under this Agreement, including, without limitation, a City business license as required by the Agoura Hills Municipal Code. Contractor shall determine the means, methods, and details by which Contractor's personnel will perform the services and tasks. Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and tasks, and compliance with the customary professional standards. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents.

B. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of City. Contractor and Contractor's personnel shall not supervise any of City's employees; and City's employees shall not supervise Contractor's personnel. Contractor's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as a City employee; and Contractor's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services and tasks under this Agreement. Contractor shall acquire and maintain at

its sole cost and expense such vehicles, equipment, and supplies as Contractor's personnel require to perform any of the services and tasks required by this Agreement. Contractor shall perform all services and tasks off of City premises at locations of Contractor's choice, except as otherwise may from time to time be necessary in order for Contractor's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Contractor's performance of any services and tasks under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services and tasks. City may make a computer available to Contractor from time to time for Contractor's personnel to obtain information about, or to check on, the status of projects pertaining to the services and tasks performed under this Agreement. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

C. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services and tasks hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services and tasks hereunder. Contractor shall be responsible for and pay all salaries, wages, benefits, and other amounts due to Contractor's personnel in connection with their performance of the services and tasks under this Agreement, and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to, Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute, or ordinance to the contrary, Contractor and any of its officers, employees, agents, and subcontractors providing any of the services and tasks under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit, or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as a City employee, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

D. Contractor shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Contractor's personnel practices, or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.



## 11. PERS COMPLIANCE AND INDEMNIFICATION

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Contractor agrees that, in providing its employees and any other personnel to City to perform the services and tasks under this Agreement, Contractor shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Contractor shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Contractor shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from, caused by, or relating to Contractor's violation of any provisions of this Section. This duty of indemnification is in addition to Contractor's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

## 12. INSURANCE REQUIREMENTS

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability Form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials,

employees, and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City. Self-insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause..** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. The city reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

### **13. INDEPENDENT CONTRACTOR**

A. Contractor is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or

agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

#### **14. LEGAL RESPONSIBILITIES**

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws, and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws, and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

#### **15. RELEASE OF INFORMATION**

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or sub-contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

**16. NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, California 91301  
Attention: City Manager

To Contractor: **Executive Facilities Services, Inc.**  
**6865 Weaver Street**  
**Riverside, CA 92504**  
**Attention: Jim Ferraro**

**17. ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

**18. LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

**19. GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

**20. PROHIBITED INTEREST**

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial, or otherwise, in this transaction, or in the business of the Contractor or Contractor's sub-contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**21. EXHIBITS**

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**22. ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

**23. AMENDMENT OF AGREEMENT**

This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

**24. AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

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Illece Buckley Weber,  
Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk

*Date Approved by City Council:* \_\_\_\_\_  
To Be Completed by City Clerk

APPROVED AS TO FORM:

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Candice K. Lee,  
City Attorney

**CONTRACTOR**

Executive Facilities Services, Inc.  
6865 Weaver Street  
Riverside, CA 92504  
Contact: Jim Ferraro  
Off: 844-780-2626  
Fax: 951-780-0292

By: Jim Ferraro  
Name: owner  
Title:

By: Alva Ferraro  
Name: owner  
Title:

**[Signatures of Two Corporate Officers Required]**

## EXHIBIT A

### TASKS TO BE PERFORMED

*The specific elements (scope of work) of this service include:*

**FACILITIES: City Hall, Council Chambers and Foyer, Community Room, and Stairwell/Elevator Lobby**

#### **PERSONEL AND SECURITY**

A cleaning team will be permanently assigned to the facility for continuity and accountability. All employees must have knowledge of City security policies and exit responsibilities. Janitorial employees are at no time allowed access to any person other than authorized City personnel. Janitorial employees are not to use City equipment such as telephones, fax machines, computers, televisions, etc. for personal use. Janitorial staff will be given a security code and keys that are assigned to the janitorial crew. This code is strictly confidential. A breach in security caused by any member of the janitorial team will result in appropriate actions and immediate termination of the contract.

#### **CITY HALL SCOPE OF SERVICES**

##### **Daily**

1. Vacuum all carpeted floors, carpeted mats, and spot clean carpet, as necessary. Pick up mats and clean underneath.
2. Clean and sanitize drinking fountains, sinks and kitchenettes.
3. Empty trash containers and wastebaskets, replace liners, clean, as necessary.
4. Empty recycling containers.
5. Spot clean all interior and exterior doors, window, frames and glass to remove fingerprints/smudges.
6. Spot clean fingerprints from light switch plates, partitions, and walls.
7. Dust all counter tops.
8. Sweep the front entrance and pick up all debris inside and within 10 feet of the doors outside.
9. Sweep and hot damp mop all hard surface flooring. Remove scuff marks, spills, and smudges where necessary.
10. Wipe down main counter and information desktops.

##### **Bi-Weekly**

1. Remove dust and cobwebs from filing cabinets, picture frames, wall clocks, partition tops, HVAC grates, walls, fixtures, and corners.
2. Low dust all horizontal surfaces (under six' high) including windowsills, ledges, molding, picture frames and vents.
3. Clean front windows of Council Chamber Foyer inside and out for City Council Meetings



### **Monthly**

1. High dust all horizontal surfaces (over 6' high) including shelves, moldings ledges, pipes, ducts, office furniture etc.

### **Lobby/Reception Areas**

#### **Daily**

1. Damp mop floors, paying special attention not to splash on counter/walls. Use slip resistant solution in water.
2. Clean and vacuum.
3. Wipe down and disinfect all countertop surfaces.

#### **Bi-Monthly (60 Days)**

1. Steam Clean or something similar to keep hard surface floors and grout clean.

### **RESTROOMS – Note: Do NOT use caustic chemicals on metal fixtures!**

#### **Daily**

1. Clean and sanitize floors and floor base, sink surfaces, basins, and faucets, under sink fixtures.
2. Clean and polish all chrome fixtures.
3. Clean and polish all mirrors and shelving.
4. Clean and sanitize toilet, toilet seats, both sides, toilet valves, door handles, urinals, and urinal valves.
5. Empty all containers and disposals, replace liners as required.
6. Clean and sanitize the exterior of all containers.
7. Empty and sanitize interior of sanitary containers and replace wax liners.
8. Spot clean tile walled surfaces.
9. Spot clean and dust tops of toilet partitions and urinal modesty panels.
10. Restock liquid soap and all paper supplies.
11. Maintain batteries and scents in air fresheners.
12. Report leaky faucets, urinals, toilets, or any other restroom deficiencies.

#### **Weekly**

1. Pour enzyme disinfectant into floor drains.
2. Wash and sanitize toilet partitions and urinal modesty panels.
3. Damp clean ceiling air diffusers and door vents.
4. Clean all door kick panels.
5. Notify Facilities Manager for replacement batteries and scents for air fresheners.

#### **Monthly**

1. Damp clean and sanitize tiled wall surface.

#### **Bi-Monthly (60 days)**

1. Steam Clean tile floors.
2. Change all urinal cakes. Facilities Manager to provide.

### **Bi-Annually**

1. Change out urinal cartridges, flush and clean drainpipe. Facilities manager to provide cartridges.

## **GENERAL OFFICE AREAS: INCLUDES PRIVATE ROOMS AND WORKSTATIONS**

### **Daily**

1. Empty wastebaskets and replacing plastic liners as required.
2. Dust/clean desks, tables, chairs, pen sets, and telephone and desk top computers. Do not disturb papers on furniture. Reposition all chairs for a neat appearance.
3. Clean tops of all work surfaces, exposed filing cabinets, bookcases, shelves, tables, and other equipment.
4. Vacuum all the carpet.
5. Spot clean interior glass.

### **Weekly**

1. Vacuum all carpet thoroughly, giving detail to file cabinet bases, under desks and based board edges.
2. Damp clean ceiling air diffusers.
3. Damp clean plastic, leather and vinyl chair/seat covers.
4. Vacuum upholstered furniture.
5. Low dust all horizontal surfaces to hand height (6 feet) including windowsills, ledges, moldings, shelves, picture frames, vents, etc.

### **Monthly**

1. Wash exterior and interior of waste receptacles.
2. Vacuum under clear plastic chair mats.
3. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.

## **Common Areas**

### **Daily**

1. Clean work area counter tops (copier areas, layout tables, etc.)
2. Clean and sanitize sinks.

## **CONFERENCE ROOMS**

### **Daily**

1. Vacuum carpet.
2. Clean table tops and bases
3. Wipe off chairs.
4. Empty wastebaskets and replacing plastic liners, as necessary.
5. Dust telephones and televisions.

### **Weekly**

1. Damp clean ceiling air diffusers.
2. Low dust all horizontal surfaces.

### **Monthly**

1. High dust above hand height (6 feet).

## **STAFF BREAK ROOM & KITCHEN**

### **Daily**

1. Damp mop and disinfect/sanitize floors.
2. Spot clean walls.
3. Clean, sanitize counter tops, refrigerator, sink basins, faucets, cabinets, drawers, shelving, and tabletops.
4. Wipe down all chairs.
5. Empty all trash containers, replace liners.
6. Clean exterior of all waste containers.

### **Weekly**

1. Clean inside of microwave ovens.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

### **Monthly**

1. High dust refrigerator above hand height (6 feet).
2. On the last Friday of every month, clean the interior and exterior of all refrigerators. This includes disposal of all perishable food and containers. Facilities will assist in the disposal.

### **Bi-Annual**

1. Clean & Sanitize interior of refrigerator.

## **EXTERIOR, ELEVATOR, STAIRWELL, ELEVATOR LOBBY**

### **Daily**

1. Clean, sanitize tops: Exterior trash cans in Rotunda (3 sets)
2. Clean, sanitize, mop inside and out of elevator, panels, doors, floor, handrails.

### **Bi-Monthly**

1. Power wash back patio, picnic table, rotunda benches.
2. Mop both stairwells, under stairwell and downstairs elevator lobby
3. Remove cobwebs from stairwell and exit lighting.

### **Bi-Annually**

1. Power wash downstairs garage. The Facilities Manager will coordinate this project due to length of time, equipment, and procedures. (see additional services)

## **COUNCIL CHAMBER AND FOYER**

### **Daily**

The following daily services for the Council Chamber are on an "as needed" basis. This facility is not used every day.

1. Empty waste baskets and replace liners (as needed)
2. Vacuum carpets
3. Spot clean carpets (as needed)
4. Wipe and disinfect both council and staff dais.
5. Sweep and mop lobby to council chambers.
6. Spot clean inside glass doors leading into council chambers.

### **Weekly**

1. Clean off stadium seating.
2. Clean all baseboards.
3. Clean push and kick plates of doors

### **Bi-weekly**

On the second and fourth Wednesday of each month the interior and exterior windows in the City Council foyer/lobby are to be cleaned prior to our City Council meeting.

**NOTE:** Due to COVID-19 City Council Meetings are held via ZOOM until further notice. The Facilities Manager will notify the contractor when this task begins.

## **COMMUNITY ROOM**

### **Daily**

The following daily services for the Community Room are required. This room is used consistently and **requires daily monitoring**. City will provide contractor a monthly calendar of the community room use to assist Contractor with scheduling.

1. Clean all tables and chairs.
2. Pick up any trash off of floors, and common areas.
3. Clean kitchen and empty all waste baskets and replace liners.
4. Clean windows as needed.
5. Sweep and mop all floors, remove floor scuff marks.
6. Spot clean entrance glass doors

### **Weekly**

1. Clean all baseboards and windowsills.
2. Clean push and kick plates on entrance doors

### **Monthly**

1. On the last Friday of every month, clean the interior and exterior of all refrigerators. This includes disposal of all perishable food and containers. Facilities will assist in the disposal.

## **MISCELLANEOUS**

### **Daily**

1. Clean sink in custodial closets.
2. Maintain custodial closets and supplies in a clean and orderly manner. Keep odor free.
3. Removing trash from hallways must clearly be marked "Trash/Basura."
4. Contractor will be required to utilize Industry Recommended cleaning products for some furniture and fixtures. The contractor and Facilities Manager will coordinate this effort.

The contractor shall keep on hand an ample supply of products available in the custodial closets (i.e., toilet paper, seat protectors, hand soap, paper towels etc.)

## **ADDITIONAL SERVICES**

**Carpet Cleaning** – This service is as needed and takes place over a holiday weekend to ensure there is plenty of time to dry and that there are no staff present.

**Window Washing** – This service is done twice a year and includes all exterior windows for the whole building and only interior for Community Room and City Hall. Library interior windows are not a part of this scope.

Interior Windows: 900 count for City Hall & Community Room

Exterior Windows: 1858 for City Hall & Community Room and Library

**Garage & Pipe Cleaning** – This service is done once or twice a year, on a Friday and the Facilities Manager will coordinate providing the water source, pressure washer, scrub brushes, push brooms, and squeegees.

## **FACILITIES: HISTORICAL REYES ADOBE**

### **PERSONEL AND SECURITY**

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### **REYES ADOBE SCOPE OF SERVICES**

#### **TWICE A MONTH**

##### Building Exterior

1. Sweep Adobe porch and flagstone surrounding the barn.

##### Building Interior

1. Empty & clean all trash & sanitary containers in restrooms and replace liners.
2. Restroom – dust dresser, Windex mirrors, clean toilet, sink and wet mop floor.
3. Stock restroom with paper towels, toilet paper & seat liners. Reserves are in the dresser.
4. Clean and sanitize counter in barn.
5. Clean outside of refrigerator
6. Wet mop with cleaner house and barn floors
7. Damp wipe office desk and tabletops – if cleared
8. Windex barn display cases
9. Clean house windows
10. Clean barn windows and glass doors (inside & out)
11. Dust reachable surfaces including picture frames and artifacts.
12. Clear all cobwebs from house and barn (attic included)

#### **Quarterly**

1. Dust adobe interior walls
2. Clean inside of refrigerator

#### **Semi-Annually**

1. Brush off ceiling vents & grills
2. Clean deck above closets in barn

***NOTE: Contractor to notify City Staff right away pertaining to any irregularities with property.***

**EXHIBIT B**  
**PAYMENT RATES AND SCHEDULE**

<u><b>Custodial Service</b></u>	<b>Civic Center</b>	<b>Reyes Adobe</b>
<u>Fiscal Year 2024-25</u>		
Size of nightly crew:	2-3 people	1-2 people
Total monthly price:	\$ 2,299.76	\$ 308.59
<b>ANNUAL COST:</b>	<b>\$ 27,597.12</b>	<b>\$ 3,703.08</b>
<b>TOTAL ANNUAL COST (both buildings)</b>	<b>\$ 31,300.20</b>	
 <u>Fiscal Year 2025-26</u>		
Size of nightly crew:	2-3 people	1-2 people
Total monthly price:	\$ 2,437.75	\$ 327.11
<b>ANNUAL COST</b>	<b>\$ 29,523.00</b>	<b>\$ 3,925.32</b>
<b>TOTAL ANNUAL COST (both buildings)</b>	<b>\$ 33,178.32</b>	
 <u>Fiscal Year 2026-27</u>		
Size of nightly crew:	2-3 people	1-2 people
Total monthly price:	\$ 2,584.01	\$ 346.73
<b>ANNUAL COST:</b>	<b>\$ 31,008.12</b>	<b>\$ 4,160.76</b>
<b>TOTAL ANNUAL COST (both buildings)</b>	<b>\$ 35,168.88</b>	

**Additional Services (As Needed)**

Carpet Cleaning	\$ Quote needed	N/A
Window Washing	\$ Quote needed	Quote needed
Garage/Pipe Cleaning - (bi-annually)	\$ Quote needed	N/A