



City of Palo Alto

City Council Staff Report

(ID # 8634)

Report Type: Consent Calendar

Meeting Date: 12/11/2017

Summary Title: Approval of Contract with the Downtown Streets Team

Title: Approval of a Three Year Contract with Downtown Streets, Inc. in a Total Amount Not to Exceed of \$410,616 for Maintenance Services for the City's Five Downtown Parking Garages, Downtown Sidewalks and Alleys, Lytton and Cogswell Plaza, the Stanford/Palo Alto Playing Fields, City Hall and the Old Community Garden, and Provide Outreach Case Management Services to the Downtown Core with the Intent of Linking Homeless Individuals to Community and Housing Services

From: City Manager

Lead Department: Public Works

Recommendation

Staff recommends that the City Council approve and authorize the City Manager or his designee to execute the attached contract with the Downtown Streets Team, Inc. (Attachment A) in the amount of \$136,872 per year for a term of three years in an amount not to exceed \$410,616 for cleaning in the City's five downtown parking garages and on Downtown Business District sidewalks, alleys and plazas; peer to peer outreach; and case management services for the homeless.

Background

The Downtown Business District is maintained in a safe, clean and appealing manner. Not only is cleanliness an important civic priority, it is essential to maintaining a healthy and vital economic environment which continues to generate healthy tax revenues and our downtown Palo Alto visitors, shoppers, diners, employees and local residents expect a positive experience when using downtown services.

The Downtown Streets Team (DST) is a program founded by the Palo Alto

Business Improvement District (BID) to reduce panhandling, provide re-entry skills to the homeless in our community and clean downtown streets. The program is aimed at reducing homelessness by encouraging participants to “take an active role in their recovery”, model positive behavior, and “create long-term solutions for their peers.” In return participants can work with a case manager to obtain housing and other life support credits. Each participant is evaluated on his/her individual performance and recognized for their accomplishments. The skills learned through this program can then be used to seek further employment.

The City has partnered with DST since 2006 and the resultant decrease in homeless issues has been attributed to the increased presence of DST participants in the garages. In 2010 discussions with downtown stakeholders, including BID and Palo Alto Downtown Professional and Business Association (PAd), a combination of services that would raise the standards of cleanliness in the area was requested. The enhanced services included emptying overflowing garbage receptacles on University Avenue on Saturday and Sunday afternoons, cleaning the alleyways, picking up litter in the five parking structures (S & L, R, J, Q and Civic Center), and providing a roving patrol moving every 30 minutes through each garage where facilities are checked for homeless persons, suspicious vehicles, skateboarders, roller skaters, bicyclists, and/or other safety hazards which are then appropriately reported to departments for action. City staff also inspects downtown areas periodically and any problems or issues related to DST work are addressed and responded to within 48 hours.

Discussion

In addition to the existing service DST participants provide, including maintenance services seven days a week in the parking garages, sidewalks and alleys; Lytton and Cogswell plazas; and various other locations in the downtown area. Services include: picking up litter and emptying trash recepticals; reporting safety hazards and areas in need maintenance to City staff; wiping down and rearranging tables and chairs in Lytton Plaza; reporting vandalism and graffiti; and notification of suspicious persons and vehicles to the authorities, the new contract will include an increased presence in the common areas of City Hall to provide peer outreach and litter removal. DST and the City have developed a tentative schedule of daily tasks that shall be adhered to except for in cases of inclement weather or exceptional operational needs. This schedule of performance is outlined in Exhibit B of the attached contract (Attachment A).

In addition to the structured schedule for DST participants, DST will provide an intermediary between DST and the City in the form of a Project Manager, who shall provide a minimum of four hours of outreach services per week. The contract also provides for a minimum of twelve hours per week for Case Management sessions and project support. The DST Project Manager will provide the City with monthly written reports, attend monthly meetings with PAd to report on the current progress of DST, and attend quarterly meetings with a Community Services Department manager.

Since DST is the only vendor that uses a peer-to-peer model to provide outreach to homeless individuals while providing services to the downtown area, this contract meets the requirements for exemption from solicitation based on Municipal Code section 2.30.360(d).

Resource Impact

The cost of this contract remains the same as currently paid to Downtown Streets Team, Inc. and funding for year one of the contract was approved as part of the Fiscal Year 2018: the University Avenue Parking Permit Fund (\$107,748.00) and Community Services Department's General Fund operating budget (\$29,124.00). Funding for contract years two and three are subject to the annual appropriation of funds.

Policy Implications

Approval of the agreements is consistent with existing City policies.

Environmental Review

These services for continuing maintenance do not constitute a project for the purposes of the California Environmental Quality Act.

Attachments:

- Attachment A - Downtown Streets Team Contract

CITY OF PALO ALTO CONTRACT NO. _____

**GENERAL SERVICES AGREEMENT
BETWEEN THE CITY OF PALO ALTO AND DOWNTOWN STREETS TEAM, INC.**

THIS AGREEMENT made and entered into on the 5th day of December, 2017, by and between the **CITY OF PALO ALTO, a California chartered municipal corporation** (“**CITY**”), and **DOWNTOWN STREETS TEAM, INC.**, a California public benefit non-profit corporation, located at 1671 The Alameda, Suite 306, San Jose, CA 95126, Telephone Number: (650) 305-1174 (“**CONTRACTOR**”). In consideration of their mutual covenants, the parties hereto agree as follows:

1. **SERVICES.** CONTRACTOR shall provide or furnish the services (the “Services”) described in the Scope of Services, attached at Exhibit A.

Optional On-Call Provision (This provision only applies if checked and only applies to on-call agreements.)

Services will be authorized by CITY, as needed, with a Task Order assigned and approved by CITY’s Project Manager. Each Task Order shall be in substantially the same form as Exhibit A-1. Each Task Order shall designate a CITY Project Manager and shall contain a specific scope of work, a specific schedule of performance and a specific compensation amount. The total price of all Task Orders issued under this Agreement shall not exceed the amount of Compensation set forth in Section 5 of this Agreement. CONTRACTOR shall only be compensated for work performed under an authorized Task Order and CITY may elect, but is not required, to authorize work up to the maximum compensation amount set forth in Section 5.

2. **EXHIBITS.** The following exhibits are attached to and made a part of this Agreement:

- “A” - Scope of Services
- “B” - Schedule of Performance
- “C” - Schedule of Fees
- “D” - Insurance Requirements

CONTRACT IS NOT COMPLETE UNLESS ALL INDICATED EXHIBITS ARE ATTACHED.

3. TERM.

The term of this Agreement is from November 12, 2017 to November 11, 2020 inclusive, subject to the provisions of Sections Q and V of the General Terms and Conditions.

4. SCHEDULE OF PERFORMANCE. CONTRACTOR shall complete the Services within the term of this Agreement in a reasonably prompt and timely manner based upon the circumstances and direction communicated to CONTRACTOR, and if applicable, in accordance with the schedule set forth in the Schedule of Performance, attached at Exhibit B. Time is of the essence in this Agreement.

5. COMPENSATION FOR ORIGINAL TERM. CITY shall pay and CONTRACTOR agrees to accept as not-to-exceed compensation for the full performance of the Services and reimbursable expenses, if any:

The total maximum lump sum compensation of _____ dollars (\$ _____);

OR

The sum of _____ dollars (\$ _____) per hour, not to exceed a total maximum compensation amount of _____ dollars (\$ _____); **OR**

A sum calculated in accordance with the fee schedule set forth at Exhibit C, not to exceed a total maximum compensation amount of Four Hundred Ten Thousand, Six Hundred and Sixteen Dollars (\$410,616.00).

CONTRACTOR agrees that it can perform the Services for an amount not to exceed the total maximum compensation set forth above. Any hours worked or services performed by CONTRACTOR for which payment would result in a total exceeding the maximum amount of compensation set forth above for performance of the Services shall be at no cost to CITY.

CITY has set aside the sum of _____ dollars (\$ _____) for Additional Services. CONTRACTOR shall provide Additional Services only by advanced, written authorization from the City Manager or designee. CONTRACTOR, at the CITY's request, shall submit a detailed written proposal including a description of the scope of services, schedule, level of effort, and CONTRACTOR's proposed maximum compensation, including reimbursable expense, for such services. Compensation shall be based on the hourly rates set forth above or in Exhibit C (whichever is applicable), or if such rates are not applicable, a negotiated lump sum. CITY shall not authorize and CONTRACTOR shall not perform any Additional Services for which payment would exceed the amount set forth above for Additional Services. Payment for Additional Services is

subject to all requirements and restrictions in this Agreement.

6. COMPENSATION DURING ADDITIONAL TERMS.

- CONTRACTOR'S compensation rates for each additional term shall be the same as the original term; **OR**
- CONTRACTOR's compensation rates shall be adjusted effective on the commencement of each Additional Term. The lump sum compensation amount, hourly rates, or fees, whichever is applicable as set forth in section 5 above, shall be adjusted by a percentage equal to the change in the Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland- San Jose area, published by the United States Department of Labor Statistics (CPI) which is published most immediately preceding the commencement of the applicable Additional Term, which shall be compared with the CPI published most immediately preceding the commencement date of the then expiring term. Notwithstanding the foregoing, in no event shall CONTRACTOR's compensation rates be increased by an amount exceeding five percent of the rates effective during the immediately preceding term. Any adjustment to CONTRACTOR's compensation rates shall be reflected in a written amendment to this Agreement.

7. CLAIMS PROCEDURE FOR "9204 PUBLIC WORKS PROJECTS". For purposes of this Section 7, a "9204 Public Works Project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind. Public Contract Code Section 9204 mandates certain claims procedures for Public Works Projects, which are set forth in "Appendix __ Claims for Public Contract Code Section 9204 Public Works Projects".

- This project is a 9204 Public Works Project** and is required to comply with the claims procedures set forth in Appendix __, attached hereto and incorporated herein.

OR

- This project is not a 9204 Public Works Project.**

8. INVOICING. CONTRACTOR shall send invoices for the Street Cleaning Services to CITY Attention: Project Manager. The Project Manager is Todd Seeley, Dept. Public Works, 3201 East Bayshore Road, Palo Alto, CA 94303. Cleaning

Maintenance Services shall be invoiced separately and sent to City of Palo Alto, Attention: Catherine Bourquin, 3201 East Bayshore Road, Palo Alto, CA 94303. Invoices shall be submitted in arrears for Services performed. Invoices shall not be submitted more frequently than monthly. Invoices shall provide a detailed statement of Services performed during the invoice period and are subject to verification by CITY. CITY shall pay the undisputed amount of invoices within 30 days of receipt.

GENERAL TERMS AND CONDITIONS

- A. ACCEPTANCE.** CONTRACTOR accepts and agrees to all terms and conditions of this Agreement. This Agreement includes and is limited to the terms and conditions set forth in sections 1 through 7 above, these general terms and conditions and the attached exhibits.
- B. QUALIFICATIONS.** CONTRACTOR represents and warrants that it has the expertise and qualifications to complete the services described in Section 1 of this Agreement, entitled "SERVICES," and that every individual charged with the performance of the services under this Agreement has sufficient skill and experience and is duly licensed or certified, to the extent such licensing or certification is required by law, to perform the Services. CITY expressly relies on CONTRACTOR's representations regarding its skills, knowledge, and certifications. CONTRACTOR shall perform all work in accordance with generally accepted business practices and performance standards of the industry, including all federal, state, and local operation and safety regulations.
- C. INDEPENDENT CONTRACTOR.** It is understood and agreed that in the performance of this Agreement, CONTRACTOR and any person employed by CONTRACTOR shall at all times be considered an independent CONTRACTOR and not an agent or employee of CITY. CONTRACTOR shall be responsible for employing or engaging all persons necessary to complete the work required under this Agreement.
- D. SUBCONTRACTORS.** CONTRACTOR may not use subcontractors to perform any Services under this Agreement unless CONTRACTOR obtains prior written consent of CITY. CONTRACTOR shall be solely responsible for directing the work of approved subcontractors and for any compensation due to subcontractors.
- E. TAXES AND CHARGES.** CONTRACTOR shall be responsible for payment of all taxes, fees, contributions or charges applicable to the conduct of CONTRACTOR's business.

- F. COMPLIANCE WITH LAWS.** CONTRACTOR shall in the performance of the Services comply with all applicable federal, state and local laws, ordinances, regulations, and orders.
- G. PALO ALTO MINIMUM WAGE ORDINANCE.** CONTRACTOR shall comply with all requirements of the Palo Alto Municipal Code Chapter 4.62 (Citywide Minimum Wage), as it may be amended from time to time. In particular, for any employee otherwise entitled to the State minimum wage, who performs at least two (2) hours of work in a calendar week within the geographic boundaries of the City, CONTRACTOR shall pay such employees no less than the minimum wage set forth in Palo Alto Municipal Code section 4.62.030 for each hour worked within the geographic boundaries of the City of Palo Alto. In addition, CONTRACTOR shall post notices regarding the Palo Alto Minimum Wage Ordinance in accordance with Palo Alto Municipal Code section 4.62.060.
- H. DAMAGE TO PUBLIC OR PRIVATE PROPERTY.** CONTRACTOR shall, at its sole expense, repair in kind, or as the City Manager or designee shall direct, any damage to public or private property that occurs in connection with CONTRACTOR's performance of the Services. CITY may decline to approve and may withhold payment in whole or in part to such extent as may be necessary to protect CITY from loss because of defective work not remedied or other damage to the CITY occurring in connection with CONTRACTOR's performance of the Services. CITY shall submit written documentation in support of such withholding upon CONTRACTOR's request. When the grounds described above are removed, payment shall be made for amounts withheld because of them.
- I. WARRANTIES.** CONTRACTOR expressly warrants that all services provided under this Agreement shall be performed in a professional and workmanlike manner in accordance with generally accepted business practices and performance standards of the industry and the requirements of this Agreement. CONTRACTOR expressly warrants that all materials, goods and equipment provided by CONTRACTOR under this Agreement shall be fit for the particular purpose intended, shall be free from defects, and shall conform to the requirements of this Agreement. CONTRACTOR agrees to promptly replace or correct any material or service not in compliance with these warranties, including incomplete, inaccurate, or defective material or service, at no further cost to CITY. The warranties set forth in this section shall be in effect for a period of one year from completion of the Services and shall survive the completion of the Services or termination of this Agreement.
- J. MONITORING OF SERVICES.** CITY may monitor the Services performed under this Agreement to determine whether CONTRACTOR's work is completed in a satisfactory manner and complies with the provisions of this Agreement.

- K. CITY'S PROPERTY.** Any reports, information, data or other material (including copyright interests) developed, collected, assembled, prepared, or caused to be prepared under this Agreement will become the property of CITY without restriction or limitation upon their use and will not be made available to any individual or organization by CONTRACTOR or its subcontractors, if any, without the prior written approval of the City Manager.
- L. AUDITS.** CONTRACTOR agrees to permit CITY and its authorized representatives to audit, at any reasonable time during the term of this Agreement and for three (3) years from the date of final payment, CONTRACTOR's records pertaining to matters covered by this Agreement. CONTRACTOR agrees to maintain accurate books and records in accordance with generally accepted accounting principles for at least three (3) following the terms of this Agreement.
- M. NO IMPLIED WAIVER.** No payment, partial payment, acceptance, or partial acceptance by CITY shall operate as a waiver on the part of CITY of any of its rights under this Agreement.
- N. INSURANCE.** CONTRACTOR, at its sole cost, shall purchase and maintain in full force during the term of this Agreement, the insurance coverage described at Exhibit D. Insurance must be provided by companies with a Best's Key Rating of A-:VII or higher and which are otherwise acceptable to CITY's Risk Manager. The Risk Manager must approve deductibles and self-insured retentions. In addition, all policies, endorsements, certificates and/or binders are subject to approval by the Risk Manager as to form and content. CONTRACTOR shall obtain a policy endorsement naming the City of Palo Alto as an additional insured under any general liability or automobile policy. CONTRACTOR shall obtain an endorsement stating that the insurance is primary coverage and will not be canceled or materially reduced in coverage or limits until after providing 30 days prior written notice of the cancellation or modification to the Risk Manager. CONTRACTOR shall provide certificates of such policies or other evidence of coverage satisfactory to the Risk Manager, together with the required endorsements and evidence of payment of premiums, to CITY concurrently with the execution of this Agreement and shall throughout the term of this Agreement provide current certificates evidencing the required insurance coverages and endorsements to the Risk Manager. CONTRACTOR shall include all subcontractors as insured under its policies or shall obtain and provide to CITY separate certificates and endorsements for each subcontractor that meet all the requirements of this section. The procuring of such required policies of insurance shall not operate to limit CONTRACTOR's liability or obligation to indemnify CITY under this Agreement.

- O. HOLD HARMLESS.** To the fullest extent permitted by law and without limitation by the provisions of section N relating to insurance, CONTRACTOR shall indemnify, defend and hold harmless CITY, its Council members, officers, employees and agents from and against any and all demands, claims, injuries, losses, or liabilities of any nature, including death or injury to any person, property damage or any other loss and including without limitation all damages, penalties, fines and judgments, associated investigation and administrative expenses and defense costs, including, but not limited to reasonable attorney's fees, courts costs and costs of alternative dispute resolution), arising out of, or resulting in any way from or in connection with the performance of this Agreement. CONTRACTOR's obligations under this Section apply regardless of whether or not a liability is caused or contributed to by any negligent (passive or active) act or omission of CITY, except that CONTRACTOR shall not be obligated to indemnify for liability arising from the sole negligence or willful misconduct of CITY. The acceptance of the Services by CITY shall not operate as a waiver of the right of indemnification. The provisions of this Section survive the completion of the Services or termination of this Agreement.
- P. NON-DISCRIMINATION.** As set forth in Palo Alto Municipal Code section 2.30.510, CONTRACTOR certifies that in the performance of this Agreement, it shall not discriminate in the employment of any person because of the race, skin color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, familial status, weight or height of such person. CONTRACTOR acknowledges that it has read and understands the provisions of Section 2.30.510 of the Palo Alto Municipal Code relating to Nondiscrimination Requirements and the penalties for violation thereof, and agrees to meet all requirements of Section 2.30.510 pertaining to nondiscrimination in employment.
- Q. WORKERS' COMPENSATION.** CONTRACTOR, by executing this Agreement, certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and certifies that it will comply with such provisions, as applicable, before commencing and during the performance of the Services.
- R. TERMINATION.** The City Manager may terminate this Agreement without cause by giving ten (10) days' prior written notice thereof to CONTRACTOR. If CONTRACTOR fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, the City Manager may terminate this Agreement immediately upon written notice of termination. Upon receipt of such notice of termination, CONTRACTOR shall immediately discontinue performance. CITY shall pay CONTRACTOR for services satisfactorily

performed up to the effective date of termination. If the termination is for cause, CITY may deduct from such payment the amount of actual damage, if any, sustained by CITY due to CONTRACTOR's failure to perform its material obligations under this Agreement. Upon termination, CONTRACTOR shall immediately deliver to the City Manager any and all copies of studies, sketches, drawings, computations, and other material or products, whether or not completed, prepared by CONTRACTOR or given to CONTRACTOR, in connection with this Agreement. Such materials shall become the property of CITY.

- S. ASSIGNMENTS/CHANGES.** This Agreement binds the parties and their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written consent of CITY. No amendments, changes or variations of any kind are authorized without the written consent of CITY.
- T. CONFLICT OF INTEREST.** In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Contract. CONTRACTOR further covenants that, in the performance of this Contract, it will not employ any person having such an interest. CONTRACTOR certifies that no CITY Officer, employee, or authorized representative has any financial interest in the business of CONTRACTOR and that no person associated with CONTRACTOR has any interest, direct or indirect, which could conflict with the faithful performance of this Contract. CONTRACTOR agrees to advise CITY if any conflict arises.
- U. GOVERNING LAW.** This contract shall be governed and interpreted by the laws of the State of California.
- V. ENTIRE AGREEMENT.** This Agreement, including all exhibits, represents the entire agreement between the parties with respect to the services that may be the subject of this Agreement. Any variance in the exhibits does not affect the validity of the Agreement and the Agreement itself controls over any conflicting provisions in the exhibits. This Agreement supersedes all prior agreements, representations, statements, negotiations and undertakings whether oral or written.
- W. NON-APPROPRIATION.** This Agreement is subject to the fiscal provisions of the Charter of the City of Palo Alto and the Palo Alto Municipal Code. This Agreement will terminate without any penalty (a) at the end of any fiscal year in the event that funds are not appropriated for the following fiscal year, or (b) at any time within a fiscal year in the event that funds are only appropriated for a portion of the fiscal year and funds for this Contract are no longer available. This

Section shall take precedence in the event of a conflict with any other covenant, term, condition, or provision of this Contract.

X. ENVIRONMENTALLY PREFERRED PURCHASING AND ZERO WASTE REQUIREMENTS. CONTRACTOR shall comply with CITY's Environmentally Preferred Purchasing policies which are available at CITY's Purchasing Division, which are incorporated by reference and may be amended from time to time. CONTRACTOR shall comply with waste reduction, reuse, recycling and disposal requirements of CITY's Zero Waste Program. Zero Waste best practices include first minimizing and reducing waste; second, reusing waste and third, recycling or composting waste. In particular, CONTRACTOR shall comply with the following zero waste requirements:

- All printed materials provided by CONTRACTOR to CITY generated from a personal computer and printer including but not limited to, proposals, quotes, invoices, reports, and public education materials, shall be double-sided and printed on a minimum of 30% or greater post-consumer content paper, unless otherwise approved by CITY's Project Manager. Any submitted materials printed by a professional printing company shall be a minimum of 30% or greater post-consumer material and printed with vegetable based inks.
- Goods purchased by Contractor on behalf of CITY shall be purchased in accordance with CITY's Environmental Purchasing Policy including, but not limited to, Extended Producer Responsibility requirements for products and packaging. A copy of this policy is on file at the Purchasing Division's office.
- Reusable/returnable pallets shall be taken back by CONTRACTOR, at no additional cost to CITY, for reuse or recycling. CONTRACTOR shall provide documentation from the facility accepting the pallets to verify that pallets are not being disposed.

Y. AUTHORITY. The individual(s) executing this Agreement on behalf of the parties represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

Z. PREVAILING WAGES

This Project is not subject to prevailing wages. Contractor is not required to pay prevailing wages in the performance and implementation of the Project in accordance with SB 7, if the contract is not a public works contract, if contract does not include a public works construction project of more than \$25,000, or the contract does not include a public works alteration, demolition, repair, or maintenance (collectively, 'improvement') project of more than \$15,000.

OR

Contractor is required to pay general prevailing wages as defined in Subchapter 3, Title 8 of the California Code of Regulations and Section 16000 et seq. and Section 1773.1 of the California Labor Code. 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 worker needed to execute the contract for this Project from the Director of the Department of Industrial Relations (“DIR”). Copies of these rates may be obtained at the Purchasing Division’s office of the City of Palo Alto. Contractor shall provide a copy of prevailing wage rates to any staff or subcontractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of all sections, including, but not limited to, Sections 1775, 1776, 1777.5, 1782, 1810, and 1813, of the Labor Code pertaining to prevailing wages.

AA.DIR REGISTRATION. In regard to any public work construction, alteration, demolition, repair or maintenance work, CITY will not accept a bid proposal from or enter into this Agreement with CONTRACTOR without proof that CONTRACTOR and its listed subcontractors are registered with the California Department of Industrial Relations (“DIR”) to perform public work, subject to limited exceptions. City requires CONTRACTOR and its listed subcontractors to comply with the requirements of SB 854.

CITY provides notice to CONTRACTOR of the requirements of California Labor Code section 1771.1(a), which reads:

“A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.”

CITY gives notice to CONTRACTOR and its listed subcontractors that CONTRACTOR is required to post all job site notices prescribed by law or regulation and CONTRACTOR is subject to SB 854-compliance monitoring and enforcement by DIR.

CITY requires CONTRACTOR and its listed subcontractors to comply with the requirements of Labor Code section 1776, including:

Keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by, respectively, CONTRACTOR and its listed subcontractors, in connection with the Project.

The payroll records shall be verified as true and correct and shall be certified and made available for inspection at all reasonable hours at the principal office of CONTRACTOR and its listed subcontractors, respectively.

At the request of CITY, acting by its project manager, CONTRACTOR and its listed subcontractors shall make the certified payroll records available for inspection or furnished upon request to the project manager within ten (10) days of receipt of CITY's request.

[For state- and federally-funded projects] CITY requests CONTRACTOR and its listed subcontractors to submit the certified payroll records to the project manager at the end of each week during the Project.

If the certified payroll records are not produced to the project manager within the 10-day period, then CONTRACTOR and its listed subcontractors shall be subject to a penalty of one hundred dollars (\$100.00) per calendar day, or portion thereof, for each worker, and CITY shall withhold the sum total of penalties from the progress payment(s) then due and payable to CONTRACTOR.

Inform the project manager of the location of CONTRACTOR's and its listed subcontractors' payroll records (street address, city and county) at the commencement of the Project, and also provide notice to the project manager within five (5) business days of any change of location of those payroll records.

BB. CONTRACT TERMS. All unchecked boxes do not apply to this Agreement. In the case of any conflict between the terms of this Agreement and the exhibits hereto or CONTRACTOR's proposal (if any), the Agreement shall control. In the case of any conflict between the exhibits hereto and CONTRACTOR's proposal, the exhibits shall control.

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

CITY OF PALO ALTO

City Manager or Designee
(Required on contracts \$85,000 and over)

Purchasing Manager or Designee

Approved as to form:

City Attorney or Designee

By _____

Name _____

Title _____

Telephone: _____

EXHIBIT A SCOPE OF SERVICES

Task 1 – Street Cleaning Services

Contractor shall perform ongoing Street Cleaning Services, which includes cleaning of the City's five parking garages (Bryant/Lytton Garage; High/Alma South Garage; High/Alma North Garage; Webster/Cowper Garage; and the Civic Center Garage), sidewalks, and alleyways in the Downtown Palo Alto area. These services shall be performed according to the attached schedule, and shall be performed at a minimum by a two person crew. The level of service provided shall include, but not be limited to, picking up litter, emptying trash receptacles along University Avenue, reporting suspicious persons and vehicles to the proper authorities, reporting safety hazards such as raised sidewalks and lights that are out, and reporting cases of vandalism and graffiti. Contractor shall also, through the use of their employees, encourage other homeless individuals to explore other options, and to explain all of the services that are available to homeless individuals. Contractor shall send teams daily to Palo Alto City Hall to conduct outreach, pick up trash, and ensure that no individuals are violating Palo Alto City Policy 4-07/MGR – Conduct in City Facilities.

Contractor shall also provide Outreach Case Management to the downtown core with the intent of linking homeless individuals to community and housing services. The Project Manager shall meet with homeless individuals who are living on the streets of downtown Palo Alto and in parking garages in the downtown core. The Project Manager shall provide outreach services at a minimum of four hours per week. Contractor shall also provide Case Management sessions and project support at a minimum of twelve (12) hours per week.

The Downtown Streets Team Project Manager shall also attend quarterly meetings with a Palo Alto Community Services Department (CSD) manager. Contractor shall provide a monthly report to CSD Manager that reports data on the number of homeless individuals found in the garages, total number of interactions with homeless individuals, number of follow ups with homeless individuals, number of homeless individuals who report that they do not want to engage in any services offered, and other pertinent information that conveys the barriers that homeless individuals face in accessing, following up with and obtaining needed services. The Project Manager shall also attend monthly meetings of the Palo Alto Downtown Business and Professional Association (PAd) to act as a liaison between the business owners who have a vested interest in the services being provided, city staff who manage the contract, and the Downtown Streets Team who run the program. The Project Manager shall make a brief presentation at the monthly PAd meetings to relay what efforts have been undertaken since the last meeting.

Task 2 – Cleaning Maintenance Services

Contractor shall provide Cleaning Maintenance Services for the following locations at the prescribed frequencies:

Lytton Plaza – Maintenance service shall include, on a daily basis, the removal of trash and litter, the re-arranging of chairs in the plaza, and wiping down all tables and chairs located in the plaza. Garbage receptacles shall be serviced as well to ensure that no receptacles are overflowing. All maintenance shall be completed by 9:00 A.M. each morning.

Old Community Garden between Red Cross and El Camino Park – Maintenance service shall include removal of trash, litter, and debris, as well as the servicing of one trash receptacle located near the restroom. Frequency of this service shall be twice a week and occur on Mondays and Wednesdays.

Stanford/Palo Alto Playing Fields – Maintenance service shall include removal of trash and litter, manual removal of weeds taller than one (1)ft. in height in landscape areas (between parking lots and street), and servicing trash receptacles (contractor may use on-site dumpster for disposal at this location). Frequency shall be three times a week, and shall be conducted on Friday, Saturday, and Sunday before 9:00 A.M.

Cogswell Plaza – Maintenance service shall include removal of trash, litter and debris from landscape areas and concrete/asphalt pathways, as well as servicing trash receptacles. Frequency shall be daily for this location.

**EXHIBIT B
SCHEDULE OF PERFORMANCE**

CONTRACTOR shall perform the Services according to the schedule below. Contractor should not perform the services in cases of inclement weather (as determined by City staff and the Downtown Streets Team Project Manager) or during and observed city holidays. The schedule and tasks can be modified based on operational needs through an agreement between the City and the Contractor.

<u>Day</u>	<u>Time</u>	<u>Activities</u>
Monday	6-8 AM	Garage cleaning and outreach
	8 AM	Shift change at box
	8:30-10 AM	Red Cross Cleaning
	10-10:15 AM	Break at box and shift change
	10:15-11:30 AM	Alleyways (Downtown North and South)
	11:30-noon AM	Lytton Plaza
	Noon	Shift change at box
	Noon-1 PM	University Ave
	1-2 PM	Downtown South/City Hall
	2-2:15 PM	Break
	2:15-3 PM	Downtown North
	3-3:30 PM	Cogswell Park
	3:30-4 PM	Lytton Plaza
	4 PM	Dismissal at box
8 PM-Midnight	Garage cleaning and outreach	
Tuesday	6-8 AM	Garage cleaning and outreach
	8 AM	Shift change at box
	8:30-9 AM	Lytton Plaza
	9-10 AM	Downtown South and Alleyways
	10-10:15 AM	Break at box and shift change
	10:15-11AM	Cogswell Plaza
	11-noon AM	Downtown North and Alleyways
	Noon	Shift change at box
	Noon-1 PM	University Ave
	1-2 PM	Downtown South/City Hall
	2-2:15 PM	Break
	2:15-3 PM	Downtown North
	3-3:30 PM	Cogswell Park
	3:30-4 PM	Lytton Plaza
4 PM	Dismissal at box	
8 PM-Midnight	Garage cleaning and outreach	
Wednesday	6-8 AM	Garage cleaning and outreach
	8 AM	Shift change at box
	8:30-10 AM	Red Cross Cleaning
	10-10:15 AM	Break at box and shift change

	10:15-11:30 AM 11:30-noon AM Noon Noon-1 PM 1-2 PM 2-2:15 PM 2:15-3 PM 3-3:30 PM 3:30-4 PM 4 PM 8 PM-Midnight	Alleyways (Downtown North and South) Lytton Plaza Shift change at box University Ave Downtown South/City Hall Break Downtown North Cogswell Park Lytton Plaza Dismissal at box Garage cleaning and outreach												
Thursday	6-8 AM	Garage Cleaning												
	8 AM	Shift change at box												
	8-9 AM	<table border="1"> <thead> <tr> <th>Team 1</th> <th>Team 2</th> </tr> </thead> <tbody> <tr> <td>Lytton Plaza, then Cogswell Park</td> <td>Downtown South/City Hall and Alleyways</td> </tr> <tr> <td>Downtown North and Alleyways</td> <td>University Ave</td> </tr> <tr> <td colspan="2">Break at box</td> </tr> <tr> <td>Downtown North and alleyways</td> <td>University Ave</td> </tr> <tr> <td colspan="2">Dismissal at box</td> </tr> </tbody> </table>	Team 1	Team 2	Lytton Plaza, then Cogswell Park	Downtown South/City Hall and Alleyways	Downtown North and Alleyways	University Ave	Break at box		Downtown North and alleyways	University Ave	Dismissal at box	
	Team 1	Team 2												
	Lytton Plaza, then Cogswell Park	Downtown South/City Hall and Alleyways												
	Downtown North and Alleyways	University Ave												
	Break at box													
	Downtown North and alleyways	University Ave												
Dismissal at box														
9-10 AM														
10-10: 15 AM														
10:15-11:15 AM														
11:30 AM														
Friday	6-8 AM	Garage cleaning and outreach												
	8 AM	Shift change at box												
	7-10 AM	Palo Alto/Stanford Playing Fields												
	8:30-9 AM	Lytton Plaza												
	9-10 AM	Downtown South and Alleyways												
	10-10: 15 AM	Break at box and shift change												
	10:15-11AM	Cogswell Plaza												
	11-noon AM	Downtown North and Alleyways												
	Noon	Shift change at box												
	Noon-1 PM	University Ave												
	1-2 PM	Downtown South/City Hall												
	2-2:15 PM	Break												
	2:15-3 PM	Downtown North												
	3-3:30 PM	Cogswell Park												
3:30-4 PM	Lytton Plaza													
4 PM	Dismissal at box													
9 PM-1 AM	Garage cleaning and outreach													
Saturday	6-8 AM	Garage cleaning and outreach												
	7-10 AM	Palo Alto/Stanford Playing Fields												
	8 AM	Shift change at box												
	8-8:30	Lytton Plaza												
	8:30-9:30 AM	Downtown North												

	9:30-10 AM 10-10: 15 AM 10:15-11 11-11:45 Noon 9 PM-1 AM	Cogswell Park Break at Box Downtown South/City Hall University Ave Dismissal at box Garage cleaning and outreach
Sunday	6-8 AM 7-10 AM 8 AM 8-8:30 AM 8:30-10 AM 10-10: 15 AM 10:15-11 11-11:30 Noon 8 PM-Midnight	Garage cleaning and outreach Palo Alto/Stanford Playing Fields Shift change at box Lytton Plaza Garbage cans on University Break at Box Downtown South and North (split teams) Cogswell Dismissal at box Garage cleaning and outreach

**EXHIBIT C
SCHEDULE OF FEES**

CONTRACTOR shall perform the tasks as described and budgeted below. CITY's Project Manager may approve in writing the transfer of budget amounts between any of the tasks or categories listed below provided the total compensation for the Services does not exceed the amounts set forth in Sections 5 and 6 of the Agreement. Any services provided or hours worked for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to CITY.

DESCRIPTION OF TASK	NOT TO EXCEED COMPENSATION PER TASK
Task 1 (Street Cleaning Services)	\$8,979 per month.
Task 2 (Cleaning Maintenance Services)	\$2,427 per month.
Total compensation shall not exceed \$136,872 per year.	

**EXHIBIT D
INSURANCE REQUIREMENTS**

CONTRACTORS TO THE CITY OF PALO ALTO (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES YES	WORKER'S COMPENSATION EMPLOYER'S LIABILITY	STATUTORY STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
NO	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	ALL DAMAGES	\$1,000,000	
YES	THE CITY OF PALO ALTO IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

- I. INSURANCE COVERAGE MUST INCLUDE:
 - A. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
 - B. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.
 - C. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE CITY'S PRIOR APPROVAL.
- II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSUREDS"

A. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

B. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

C. NOTICE OF CANCELLATION

1. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
2. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

**PURCHASING AND
CONTRACT ADMINISTRATION
CITY OF PALO ALTO
P.O. BOX 10250
PALO ALTO, CA 94303**