

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lana Beach, CA 90802-4664

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B. City shall pay Contractor in due course of payments following receipt from Contractor and approval by City of invoices showing the services or task performed, the time expended (if billing is hourly), and the name of the Project. Contractor shall certify on the invoices that Contractor has performed the services in full conformance with this Agreement and is entitled to receive payment. Each invoice shall be accompanied by a progress report indicating the progress to date of services performed and covered by the invoice, including a brief statement of any Project problems and potential causes of delay in performance, and listing those services that are projected for performance by Contractor during the next invoice cycle. Where billing is done and payment is made on an hourly basis, the parties acknowledge that this arrangement is either customary practice for Contractor's profession, industry or business, or is necessary to satisfy audit and legal requirements which may arise due to the fact that City is a municipality.

C. Contractor represents that Contractor has obtained all necessary information on conditions and circumstances that may affect its performance and has conducted site visits, if necessary.

D. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. It the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should Contractor discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, Contractor must immediately inform the City of that fact and may not proceed except at Contractor's risk until written instructions are received from the City.

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E. Contractor must adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by the City, except those losses or damages as may be caused by the City's own negligence.

F. CAUTION: Contractor shall not begin work until this Agreement has been signed by both parties and until Contractor's evidence of insurance has been delivered to and approved by City.

2. TERM. The term of this Agreement shall commence at midnight on October 1, 2020, and shall terminate at 11:59 p.m. on September 30, 2021, unless sooner terminated as provided in this Agreement, or unless the services or the Project is completed sooner. The City shall have the option to extend the term for two (2) one-year periods, at the discretion of the City Manager.

3. COORDINATION AND ORGANIZATION.

A. Contractor shall coordinate its performance with City's representative, if any, named in Exhibit "C", attached to this Agreement and incorporated by this reference. Contractor shall advise and inform City's representative of the work in progress on the Project in sufficient detail so as to assist City's representative in making presentations and in holding meetings on the Project. City shall furnish to Contractor information or materials, if any, described in Exhibit "D", attached to this Agreement and incorporated by this reference, and shall perform any other tasks described in the Exhibit.

B. The parties acknowledge that a substantial inducement to City for entering this Agreement was and is the reputation and skill of Contractor's key employee, named in Exhibit "E" attached to this Agreement and incorporated by this reference. City shall have the right to approve any person proposed by Contractor to replace that key employee.

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1 4. INDEPENDENT CONTRACTOR. In performing its services,
2 Contractor is and shall act as an independent contractor and not an employee,
3 representative or agent of City. Contractor shall have control of Contractor's work and the
4 manner in which it is performed. Contractor shall be free to contract for similar services to
5 be performed for others during this Agreement; provided, however, that Contractor acts in
6 accordance with Section 9 and Section 11 of this Agreement. Contractor acknowledges
7 and agrees that (a) City will not withhold taxes of any kind from Contractor's compensation;
8 (b) City will not secure workers' compensation or pay unemployment insurance to, for or
9 on Contractor's behalf; and (c) City will not provide and Contractor is not entitled to any of
10 the usual and customary rights, benefits or privileges of City employees. Contractor
11 expressly warrants that neither Contractor nor any of Contractor's employees or agents
12 shall represent themselves to be employees or agents of City.

13 5. INSURANCE.

14 A. As a condition precedent to the effectiveness of this
15 Agreement, Contractor shall procure and maintain, at Contractor's expense for the
16 duration of this Agreement, from insurance companies that are admitted to write
17 insurance in California and have ratings of or equivalent to A:V by A.M. Best
18 Company or from authorized non-admitted insurance companies subject to Section
19 1763 of the California Insurance Code and that have ratings of or equivalent to A:VIII
20 by A.M. Best Company, the following insurance:

21 (a) Commercial general liability insurance equivalent in coverage
22 scope to ISO CG 00 01 10 93 naming the City of Long Beach, and its
23 officials, employees, and agents as additional insureds on a form equivalent
24 in coverage scope to ISO CG 20 26 11 85 from and against claims,
25 demands, causes of action, expenses, costs, or liability for injury to or death
26 of persons, or damage to or loss of property arising out activities performed
27 by or on behalf of the Contractor in an amount not less than One Million
28 Dollars (US \$1,000,000) per occurrence and Two Million Dollars (US

1 \$2,000,000) in general aggregate. Such coverage shall not exclude claims
2 alleging abuse or molestation.

3 (b) Workers' compensation coverage as required by the Labor Code
4 of the State of California and Employer's liability insurance with minimum
5 limits of One Million Dollars (US \$1,000,000) per accident or occupational
6 illness. The policy shall be endorsed with a waiver of the insurer's right of
7 subrogation against the City of Long Beach, and its officials, employees,
8 and agents.

9 (c) If vehicles are used in performing the services provided but do
10 not include transporting people experiencing homelessness, commercial
11 automobile liability insurance equivalent in coverage scope to ISO CA 00
12 01 06 92 in an amount not less than One Million Dollars (US \$1,000,000)
13 combined single limit (CSL) covering Symbol 1 ("any auto"). IF people
14 experiencing homelessness are transported, limits increase to Five Million
15 Dollars (US \$5,000,000) CSL.

16 B. (d) Professional liability or errors and omissions liability
17 insurance in an amount not less than One Million Dollars (\$1,000,000) per claim and
18 in aggregate covering the services provided (including, but not limited to,
19 Psychologists, Social Workers, Practical Nurses, Registered Nurses (RN),
20 Physicians (MDs), Nurse Practitioner (NPs), and Physician Assistants (PAs))
21 pursuant to this Agreement. Any self-insurance program, self-insured retention, or
22 deductible must be separately approved in writing by City's Risk Manager or
23 designee and shall protect City, its officials, employees and agents in the same
24 manner and to the same extent as they would have been protected had the policy
25 or policies not contained retention or deductible provisions.

26 C. Each insurance policy shall be endorsed to state that coverage
27 shall not be reduced, non-renewed or canceled except after thirty (30) days prior
28 written notice to City, shall be primary and not contributing to any other insurance

1 or self-insurance maintained by City, and shall be endorsed to state that coverage
2 maintained by City shall be excess to and shall not contribute to insurance or self-
3 insurance maintained by Contractor. Contractor shall notify City in writing within five
4 (5) days after any insurance has been voided by the insurer or cancelled by the
5 insured.

6 D. If this coverage is written on a "claims made" basis, it must
7 provide for an extended reporting period of not less than one hundred eighty (180)
8 days, commencing on the date this Agreement expires or is terminated, unless
9 Contractor guarantees that Contractor will provide to City evidence of uninterrupted,
10 continuing coverage for a period of not less than three (3) years, commencing on
11 the date this Agreement expires or is terminated.

12 E. Contractor shall require that all sub-contractors or contractors
13 that Contractor uses in the performance of these services maintain insurance in
14 compliance with this Section unless otherwise agreed in writing by City's Risk
15 Manager or designee.

16 F. Prior to the start of performance, Contractor shall deliver to City
17 certificates of insurance and the endorsements for approval as to sufficiency and
18 form. In addition, Contractor shall, within thirty (30) days prior to expiration of the
19 insurance, furnish to City certificates of insurance and endorsements evidencing
20 renewal of the insurance. City reserves the right to require complete certified copies
21 of all policies of Contractor and Contractor's sub-Contractors and contractors, at any
22 time. Contractor shall make available to City's Risk Manager or designee all books,
23 records and other information relating to this insurance, during normal business
24 hours.

25 G. Any modification or waiver of these insurance requirements
26 shall only be made with the approval of City's Risk Manager or designee. Not more
27 frequently than once a year, City's Risk Manager or designee may require that
28 Contractor, Contractor's sub-Contractors and contractors change the amount,

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1 scope or types of coverages required in this Section if, in his or her sole opinion, the
2 amount, scope or types of coverages are not adequate.

3 H. The procuring or existence of insurance shall not be construed
4 or deemed as a limitation on liability relating to Contractor's performance or as full
5 performance of or compliance with the indemnification provisions of this Agreement.

6 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
7 contemplates the personal services of Contractor and Contractor's employees, and the
8 parties acknowledge that a substantial inducement to City for entering this Agreement was
9 and is the professional reputation and competence of Contractor and Contractor's
10 employees. Contractor shall not assign its rights or delegate its duties under this
11 Agreement, or any interest in this Agreement, or any portion of it, without the prior approval
12 of City, except that Contractor may with the prior approval of the City Manager of City,
13 assign any moneys due or to become due Contractor under this Agreement. Any
14 attempted assignment or delegation shall be void, and any assignee or delegate shall
15 acquire no right or interest by reason of an attempted assignment or delegation.
16 Furthermore, Contractor shall not subcontract any portion of its performance without the
17 prior approval of the City Manager or designee, or substitute an approved sub-Contractor
18 or contractor without approval prior to the substitution. Nothing stated in this Section shall
19 prevent Contractor from employing as many employees as Contractor deems necessary
20 for performance of this Agreement.

21 7. CONFLICT OF INTEREST. Contractor, by executing this Agreement,
22 certifies that, at the time Contractor executes this Agreement and for its duration,
23 Contractor does not and will not perform services for any other client which would create a
24 conflict, whether monetary or otherwise, as between the interests of City and the interests
25 of that other client. And, Contractor shall obtain similar certifications from Contractor's
26 employees, sub-Contractors and contractors.

27 8. MATERIALS. Contractor shall furnish all labor and supervision,
28 supplies, materials, tools, machinery, equipment, appliances, transportation and services

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1 necessary to or used in the performance of Contractor's obligations under this Agreement,
2 except as stated in Exhibit "D".

3 9. OWNERSHIP OF DATA. All materials, information and data
4 prepared, developed or assembled by Contractor or furnished to Contractor in connection
5 with this Agreement, including but not limited to documents, estimates, calculations,
6 studies, maps, graphs, charts, computer disks, computer source documentation, samples,
7 models, reports, summaries, drawings, designs, notes, plans, information, material and
8 memorandum ("Data") shall be the exclusive property of City. Data shall be given to City,
9 in a format identified by City, and City shall have the unrestricted right to use and disclose
10 the Data in any manner and for any purpose without payment of further compensation to
11 Contractor. Copies of Data may be retained by Contractor but Contractor warrants that
12 Data shall not be made available to any person or entity for use without the prior approval
13 of City. This warranty shall survive termination of this Agreement for five (5) years.

14 10. TERMINATION. Either party shall have the right to terminate this
15 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days
16 prior notice to the other party. In the event of termination under this Section, City shall pay
17 Contractor for services satisfactorily performed and costs incurred up to the effective date
18 of termination for which Contractor has not been previously paid. The procedures for
19 payment in Section 1.B. with regard to invoices shall apply. On the effective date of
20 termination, Contractor shall deliver to City all Data developed or accumulated in the
21 performance of this Agreement, whether in draft or final form, or in process. And,
22 Contractor acknowledges and agrees that City's obligation to make final payment is
23 conditioned on Contractor's delivery of the Data to City.

24 11. CONFIDENTIALITY. Contractor shall keep all Data confidential and
25 shall not disclose the Data or use the Data directly or indirectly, other than in the course of
26 performing its services, during the term of this Agreement and for five (5) years following
27 expiration or termination of this Agreement. In addition, Contractor shall keep confidential
28 all information, whether written, oral or visual, obtained by any means whatsoever in the

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1 course of performing its services for the same period of time. Contractor shall not disclose
2 any or all of the Data to any third party, or use it for Contractor's own benefit or the benefit
3 of others except for the purpose of this Agreement.

4 12. BREACH OF CONFIDENTIALITY. Contractor shall not be liable for a
5 breach of confidentiality with respect to Data that: (a) Contractor demonstrates Contractor
6 knew prior to the time City disclosed it; or (b) is or becomes publicly available without
7 breach of this Agreement by Contractor; or (c) a third party who has a right to disclose does
8 so to Contractor without restrictions on further disclosure; or (d) must be disclosed pursuant
9 to subpoena or court order.

10 13. ADDITIONAL SERVICES. The City has the right at any time during
11 the performance of the services, without invalidating this Agreement, to order extra work
12 beyond that specified in the RFP or make changes by altering, adding to or deducting from
13 the work. No extra work may be undertaken unless a written order is first given by the City,
14 incorporating any adjustment in the Agreement Sum, or the time to perform this Agreement.
15 Any increase in compensation of ten percent (10%) or less of the Agreement Sum, or in
16 the time to perform of One Hundred Eighty (180) days or less, may be approved by the
17 City Representative. Any greater increases, taken either separately or cumulatively, must
18 be approved by the City Council. It is expressly understood by Contractor that the
19 provisions of this paragraph do not apply to services specifically set forth in the RFP or
20 reasonably contemplated in the RFP. Contractor acknowledges that it accepts the risk that
21 the services to be provided pursuant to the RFP may be more costly or time consuming
22 than Contractor anticipates and that Contractor will not be entitled to additional
23 compensation for the services set forth in the RFP.

24 14. RETENTION OF FUNDS. Contractor authorizes the City to deduct
25 from any amount payable to Contractor (whether or not arising out of this Agreement) any
26 amounts the payment of which may be in dispute or that are necessary to compensate the
27 City for any losses, costs, liabilities or damages suffered by the City, and all amounts for
28 which the City may be liable to third parties, by reason of Contractor's acts or omissions in

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1 performing or failing to perform Contractor's obligations under this Agreement. In the event
2 that any claim is made by a third party, the amount or validity of which is disputed by
3 Contractor, or any indebtedness exists that appears to be the basis for a claim of lien, the
4 City may withhold from any payment due, without liability for interest because of the
5 withholding, an amount sufficient to cover the claim. The failure of the City to exercise the
6 right to deduct or to withhold will not, however, affect the obligations of Contractor to insure,
7 indemnify and protect the City as elsewhere provided in this Agreement.

8 15. AMENDMENT. This Agreement, including all Exhibits, shall not be
9 amended, nor any provision or breach waived, except in writing signed by the parties which
10 expressly refers to this Agreement.

11 16. LAW. This Agreement shall be construed in accordance with the laws
12 of the State of California, and the venue for any legal actions brought by any party with
13 respect to this Agreement shall be the County of Los Angeles, State of California for state
14 actions and the Central District of California for any federal actions. Contractor shall cause
15 all work performed in connection with construction of the Project to be performed in
16 compliance with (1) all applicable laws, ordinances, rules and regulations of federal, state,
17 county or municipal governments or agencies (including, without limitation, all applicable
18 federal and state labor standards, including the prevailing wage provisions of sections 1770
19 *et seq.* of the California Labor Code); and (2) all directions, rules and regulations of any fire
20 marshal, health officer, building inspector, or other officer of every governmental agency
21 now having or hereafter acquiring jurisdiction. If any part of this Agreement is found to be
22 in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in
23 conflict with any applicable laws, but the remainder of the Agreement will remain in full
24 force and effect.

25 17. PREVAILING WAGES.

26 A. Consultant agrees that all public work (as defined in California
27 Labor Code section 1720) performed pursuant to this Agreement (the "Public
28 Work"), if any, shall comply with the requirements of California Labor Code sections

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1 1770 *et seq.* City makes no representation or statement that the Project, or any
2 portion thereof, is or is not a "public work" as defined in California Labor Code
3 section 1720.

4 B. In all bid specifications, contracts and subcontracts for any
5 such Public Work, Consultant shall obtain the general prevailing rate of per diem
6 wages and the general prevailing rate for holiday and overtime work in this locality
7 for each craft, classification or type of worker needed to perform the Public Work,
8 and shall include such rates in the bid specifications, contract or subcontract. Such
9 bid specifications, contract or subcontract must contain the following provision: "It
10 shall be mandatory for the contractor to pay not less than the said prevailing rate of
11 wages to all workers employed by the contractor in the execution of this contract.
12 The contractor expressly agrees to comply with the penalty provisions of California
13 Labor Code section 1775 and the payroll record keeping requirements of California
14 Labor Code section 1771."

15 18. ENTIRE AGREEMENT. This Agreement, including all Exhibits,
16 constitutes the entire understanding between the parties and supersedes all other
17 agreements, oral or written, with respect to the subject matter in this Agreement.

18 19. INDEMNITY.

19 A. Consultant shall indemnify, protect and hold harmless City, its
20 Boards, Commissions, and their officials, employees and agents ("Indemnified
21 Parties"), from and against any and all liability, claims, demands, damage, loss,
22 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
23 costs and expenses, including attorneys' fees, court costs, expert and witness fees,
24 and other costs and fees of litigation, arising or alleged to have arisen, in whole or
25 in part, out of or in connection with (1) Consultant's breach or failure to comply with
26 any of its obligations contained in this Agreement, including all applicable federal
27 and state labor requirements including, without limitation, the requirements of
28 California Labor Code section 1770 *et seq.* or (2) negligent or willful acts, errors,

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1 omissions or misrepresentations committed by Consultant, its officers, employees,
2 agents, subcontractors, or anyone under Consultant's control, in the performance
3 of work or services under this Agreement (collectively "Claims" or individually
4 "Claim").

5 B. In addition to Consultant's duty to indemnify, Consultant shall
6 have a separate and wholly independent duty to defend Indemnified Parties at
7 Consultant's expense by legal counsel approved by City, from and against all
8 Claims, and shall continue this defense until the Claims are resolved, whether by
9 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
10 breach, or the like on the part of Consultant shall be required for the duty to defend
11 to arise. City shall notify Consultant of any Claim, shall tender the defense of the
12 Claim to Consultant, and shall assist Consultant, as may be reasonably requested,
13 in the defense.

14 C. If a court of competent jurisdiction determines that a Claim was
15 caused by the sole negligence or willful misconduct of Indemnified Parties,
16 Consultant's costs of defense and indemnity shall be (1) reimbursed in full if the
17 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
18 percentage of willful misconduct attributed by the court to the Indemnified Parties.

19 D. The provisions of this Section shall survive the expiration or
20 termination of this Agreement.

21 20. FORCE MAJEURE. If any party fails to perform its obligations
22 because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain
23 labor or materials or reasonable substitutes for labor materials, governmental restrictions,
24 governmental regulations, governmental controls, judicial orders, enemy or hostile
25 governmental action, civil commotion, fire or other casualty, or other causes beyond the
26 reasonable control of the party obligated to perform, then that party's performance will be
27 excused for a period equal to the period of such cause for failure to perform.

28 21. AMBIGUITY. In the event of any conflict or ambiguity between this

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1 Agreement and any Exhibit, the provisions of this Agreement shall govern.

2 22. NONDISCRIMINATION.

3 A. In connection with performance of this Agreement and subject
4 to applicable rules and regulations, Contractor shall not discriminate against any
5 employee or applicant for employment because of race, religion, national origin,
6 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap or
7 disability. Contractor shall ensure that applicants are employed, and that employees
8 are treated during their employment, without regard to these bases. These actions
9 shall include, but not be limited to, the following: employment, upgrading, demotion
10 or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay
11 or other forms of compensation; and selection for training, including apprenticeship.

12 23. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in
13 accordance with the provisions of the Ordinance, this Agreement is subject to the
14 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
15 Long Beach Municipal Code, as amended from time to time.

16 A. During the performance of this Agreement, the Consultant
17 certifies and represents that the Consultant will comply with the EBO. The
18 Consultant agrees to post the following statement in conspicuous places at its place
19 of business available to employees and applicants for employment:

20 "During the performance of a contract with the City of Long Beach, the
21 Consultant will provide equal benefits to employees with spouses and its
22 employees with domestic partners. Additional information about the City of
23 Long Beach's Equal Benefits Ordinance may be obtained from the City of
24 Long Beach Business Services Division at 562-570-6200."

25 B. The failure of the Consultant to comply with the EBO will be
26 deemed to be a material breach of the Agreement by the City.

27 C. If the Consultant fails to comply with the EBO, the City may
28 cancel, terminate or suspend the Agreement, in whole or in part, and monies due or

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1 to become due under the Agreement may be retained by the City. The City may
2 also pursue any and all other remedies at law or in equity for any breach.

3 D. Failure to comply with the EBO may be used as evidence
4 against the Consultant in actions taken pursuant to the provisions of Long Beach
5 Municipal Code 2.93 et seq., Contractor Responsibility.

6 E. If the City determines that the Consultant has set up or used its
7 contracting entity for the purpose of evading the intent of the EBO, the City may
8 terminate the Agreement on behalf of the City. Violation of this provision may be
9 used as evidence against the Consultant in actions taken pursuant to the provisions
10 of Long Beach Municipal Code Section 2.93 et seq., Contractor Responsibility.

11 24. NOTICES. Any notice or approval required by this Agreement shall
12 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
13 postage prepaid, addressed to Contractor at the address first stated above, and to City at
14 411 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager, with a copy
15 to the City Clerk at the same address. Notice of change of address shall be given in the
16 same manner as stated for other notices. Notice shall be deemed given on the date
17 deposited in the mail or on the date personal delivery is made, whichever occurs first.

18 25. COVENANT AGAINST CONTINGENT FEES. Contractor warrants
19 that Contractor has not employed or retained any entity or person to solicit or obtain this
20 Agreement and that Contractor has not paid or agreed to pay any entity or person any fee,
21 commission or other monies based on or from the award of this Agreement. If Contractor
22 breaches this warranty, City shall have the right to terminate this Agreement immediately
23 notwithstanding the provisions of Section 10 or, in its discretion, to deduct from payments
24 due under this Agreement or otherwise recover the full amount of the fee, commission or
25 other monies.

26 26. WAIVER. The acceptance of any services or the payment of any
27 money by City shall not operate as a waiver of any provision of this Agreement or of any
28 right to damages or indemnity stated in this Agreement. The waiver of any breach of this

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1 Agreement shall not constitute a waiver of any other or subsequent breach of this
2 Agreement.

3 27. CONTINUATION. Termination or expiration of this Agreement shall
4 not affect rights or liabilities of the parties which accrued pursuant to Sections 7, 10, 11,
5 18, 21 and 28 prior to termination or expiration of this Agreement.

6 28. TAX REPORTING. As required by federal and state law, City is
7 obligated to and will report the payment of compensation to Contractor on Form 1099-Misc.
8 Contractor shall be solely responsible for payment of all federal and state taxes resulting
9 from payments under this Agreement. Contractor shall submit Contractor's Employer
10 Identification Number (EIN), or Contractor's Social Security Number if Contractor does not
11 have an EIN, in writing to City's Accounts Payable, Department of Financial Management.
12 Contractor acknowledges and agrees that City has no obligation to pay Contractor until
13 Contractor provides one of these numbers.

14 29. ADVERTISING. Contractor shall not use the name of City, its officials
15 or employees in any advertising or solicitation for business or as a reference, without the
16 prior approval of the City Manager or designee.

17 30. AUDIT. City shall have the right at all reasonable times during the
18 term of this Agreement and for a period of five (5) years after termination or expiration of
19 this Agreement to examine, audit, inspect, review, extract information from and copy all
20 books, records, accounts and other documents of Contractor relating to this Agreement.

21 31. THIRD PARTY BENEFICIARY. This Agreement is not intended or
22 designed to or entered for the purpose of creating any benefit or right for any person or
23 entity of any kind that is not a party to this Agreement.

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IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

February 17, 2021

MYNELA, LLC, a California limited liability company
By [Signature]
Name Mireya Argueta
Title CEO

CITY OF LONG BEACH, a municipal corporation
By _____
City Manager

"City"

This Agreement is approved as to form on _____, 2021.

CHARLES PARKIN, City Attorney
By _____
Deputy

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IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

February 17, 2021

MYNELA, LLC, a California limited liability company
By [Signature]
Name Mireya Arguelles
Title CEO

February 24, 2021

CITY OF LONG BEACH, a municipal corporation
By [Signature]
City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

"City"
This Agreement is approved as to form on February 22, 2021.

CHARLES PARKIN, City Attorney
By [Signature]
Deputy

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EXHIBIT "A"

Scope of Work

SCOPE OF PROJECT

Congregate and Non-Congregate Shelter

The City, Department of Health and Human Services (DHHS) requires a staffing agency to provide temporary medical personnel to support congregate and non-congregate sheltering sites that have been activated in response to COVID-19. DHHS currently provides oversight of two types of shelter operations which provide emergency housing for NON-COVID-19 People Experiencing Homelessness (PEH):

- **Non-Congregate Shelter:** prioritized for PEH over 65 years of age and have underlying health conditions that make them more vulnerable to COVID-19.
- **Congregate Shelter:** serves PEH over the age of 18 years.

DHHS needs clinical nurse staff coverage 8 hours a day, 5 days a week at the non-congregate shelter site, Project Room Key (PRK), with the number of staff varying based on site and time of day. Payment of services will be transacted through a reimbursement process.

The staffing agency would be responsible for:

- Personnel recruitment and screening, background and reference checks, and hiring of employees as required by law;
- Maintenance of all personnel files and payroll records;
- Administration of payroll services, such as withholding, payment, and reporting of relevant taxes, and issuing of employee W-2 forms;
- Maintenance of Workers' Compensation coverage in accordance with State and Federal law;
- Payment of unemployment insurance tax and maintenance of general liability insurance to each employee;
- Administration of unemployment claims for employees;
- Provision of human resources services, such as sexual harassment and discrimination training and complaints.
- Ability to recruit staffing regardless of actual or perceived race, color, religion, national origin, age, gender identity, pregnancy, citizenship, familial status, household composition, disability, Veteran status, sexual orientation or forensic background;
- Ability to recruit staff that have experience or ability to address special needs populations including households experiencing chronic homelessness, veterans, families, youth, seniors, disabled and specialized provisions for those fleeing domestic violence;
- Recruit staff to support established work schedules:
 - (1) Nurse 10:30am-7pm Monday-Friday (PRK)

Isolation and Quarantine Shelter

The City also requires temporary staffing for its Isolation & Quarantine Site (IQS). This IQS is for COVID-19 positive, suspected, or quarantined individuals. This site serves both homeless and housed persons. A patient's stay at the site generally ranges from 2 – 14 days. This position does not provide medical treatment or direct physical contact with patients.

IQS Goals:

- 1) Reduce the transmission of COVID-19 in the City, by providing safe isolation and quarantine, to individuals who do not have the ability to safely isolate at home.
- 2) Return patient to their pre-COVID-19 condition, or better.

DHHS takes infection control very seriously and the safety of City staff and patients is the utmost priority. Proper PPE training and PPE supplies are provided to all staff. Staff conduct most interactions with patients over the telephone, and on the rare occasions they do interact with patients, such as at check-in, staff wear proper PPE and also maintain at least 6-foot distance.

DHHS needs clinical nurse staff coverage 8-12 hours a day, 57 days a week at the IQS site, with the number of staff varying based on site and time of day. Payment of services will be transacted through a reimbursement process.

IQS Nurse Qualifications:

- Acute care or long-term care experience preferred;
- Experience with persons experiencing homelessness or persons with difficult psycho- social needs;
- Culturally-competent approaches to customer service;
- Problem solver;
- De-escalation skills;
- Can work independently (will often be the only Nurse on duty to cover up to 40 patients);
- Able to remain calm when plans change or when sudden needs arise;
- Able to multi-task and prioritize;
- Proficient with computers; and,
- Speaks English and another language such as Spanish, Khmer, or Tagalog.

IQS is a 24/7 operation with the following shifts:

- (1) Nurse 11am-8pm Monday-Sunday (IQS)
- (1) Nurse 8am-5pm Saturday and Sunday (IQS)

Staff Roles

Below are the Clinical staff roles needed to support shelter operations:

Shelter Nurse: supports the shelter management to ensure that the needs of program participants are met in the shelter setting, oversees intakes, coordination with hospital discharges, first responder drop offs and program participant exits.

Major tasks include:

- Provide medical screenings; monitoring and assessing for COVID-19 symptoms
- Conduct program participant intakes and assessments
- Support with meal provisions and conduct temperature checks
- Hourly checks to ensure all staff and residents are following illness prevention protocols and proper use of PPE
- Maintain contact with shelter manager and/or City's COVID-19 emergency response team
- Assist with any health-related issues and vital sign checks
- Medication education for existing and/or new prescriptions
- Maintain program participant files and nurse log
- Tracks daily shelter occupancy
- Ensure that proper shelter documents are posted inside and outside shelter
- Report dependent adult and elder abuse and neglect according to state law

IQS Nurse: Supports IQS for COVID-19 positive, suspected, or quarantined individuals. This site serves both homeless and housed persons. This position does not provide medical treatment or direct physical contact with patients.

Major tasks include:

- Support patients to voluntarily maintain isolation or quarantine until they are medically cleared.
- Coordinate on-site room entry (in-take) and exit (discharge).
- Review and ensure that the consent form has been signed and accepted. Review the rules with the patient.
- Obtain consent documents from the patient.
- Conduct daily visual check of the patient and patient's room – 6 feet away from open door.
- Daily wellness checks via phone with patients.
- Notify Program Manager and Meal Prep Contact of any known allergies listed on in-take form.
- Ensure that housekeeping and security are conducting their functions, elevating concerns to Program Manager. Communicate with shelter staff and security as needed.
- Notify Program Manager and DHHS CDCP if any patient leaves before they are medically cleared by DHHS.

EXHIBIT "B"

Rates/Charges



Cost Proposal

RFP Number HE20-060

July 14, 2020

1. PROJECT DESCRIPTION

Mynela Staffing to provide temporary staffing personnel to the City of Long Beach, providing support at both congregate and non-congregate shelter sites in the City.

Mynela Staffing may provide Clinical and Non-Clinical staffing support for both Covid and Non-Covid exposed facilities with the City of Long Beach.

2. PERIOD OF PERFORMANCE

These staffing needs will be on an on-going basis as needed by the City of Long Beach.

3. STAFFING RATES AND BILLING POLICY

Temp Clinical Staff for Covid-19 Response for: The City of Long Beach

STAFFING RATES

Bill rates for each position will be charged weekly as follows:

POSITION	BILL RATE
Registered Nurses	\$96/hour
Medical Assistants/Covid Screeners	\$28.80- \$36/hour
Shelter Supervisor	TBD
Shelter Associates	TBD
OTHER, TBD	TBD

TBD bill rates will be determined as staffing requests are submitted to Mynela Staffing. Bill rates are typically calculated as follows: 1.6x employee's hourly pay rate. Bill rate to be approved by City of Long Beach prior to confirming staffing.

BILLING POLICY AND STANDARDS

Standard Billing	BILL RATE
Standard Pay	Bill Rate
Overnight Pay	Bill Rate
Overtime	Bill Rate x 1.5
Double-time	Bill Rate x 2
Holiday	Bill Rate x 2

STANDARD WORK WEEK: Sunday to Saturday

OVERTIME RULE: Based on the California Overtime Law, overtime is classified as a shift that exceeds eight (8) hour per day OR forty (40) hours per. Employees will be paid out 1.5x their regular rate and Client will be billed 1.5x the regular bill rate.

DOUBLE-TIME RULE: Based on the California Overtime Law, double-time is classified as a shift that exceeds twelve (12) hours per day or if an employee works their seventh consecutive day. Employee will be paid out 2x their regular rate and Client will be billed 2x the regular bill rate.

HOLIDAY RULE: Holidays are billed at 2x the bill rate. Holiday pay begins on the Holiday Eve at 7PM (the day before holiday) to 7AM (the day after holiday). The Company and Client shall recognize the following six (6) holidays.

New Year's Day Labor Day Memorial Day
Independence Day Thanksgiving Christmas Day

CANCELLATION RULE:

1. The Client has the right to cancel any scheduled short-term assignments with a two (2) hour notice prior to the start of the shift without penalty.
2. If the Client cancels a shift without a two (2) hours' prior notice to the start of the shift, the Company will bill the Client four (4) hours at the standard bill rate.
3. If Company staff begins a shift and is sent home for any reason other than unsatisfactory performances or circumstances that are not controllable (such as disasters, system issues, etc), the entire shift will be billed.

Temp to Hire. Once a Personnel has accumulated 560 hours of work, the Client may hire the Personnel directly at no cost. In the event the Client would like to hire the Personnel before he/she has met the minimum 560 hours requirement, the Client agrees to pay the Company as follows:

<i>Hours Worked for Client</i>	<i>Conversion Fee %</i>
0 - 179	18
180 - 359	14
360 - 559	10
560+	0

The placement fee is a % of the Personnel's annual salary and is calculated as: (Hourly Pay Rate x 2080 hours x %). Direct hire fee will be invoiced to the Client on the Personnel's first day of work. For all fees paid within fifteen (15) days, Company will provide a thirty (30) day prorated guarantee, beginning on the employment start date, for any Personnel that terminates or is terminated his or her position of employment for any reason, except for a company-initiated reduction in workforce, elimination of the position or insufficient work for the Personnel. Client must notify Company within five (5) business days after such termination for the guarantee to be valid.

Mynela Staffing

Mireya Arguelles
Mireya Arguelles, President

07/14/2020
Date

EXHIBIT "C"

City's Representative(s):

Paul Duncan

Office: 562.570.4581

Paul.Duncan@longbeach.gov

EXHIBIT "D"

Materials/Information Furnished: None

EXHIBIT "E"

Consultant's Key Employee(s):

Mireya Arguelles
Office: ~~213.389.1500~~ *At* 310-606-0353
mireya@mynela.com