



Los Angeles County
Board of Supervisors

February 02, 2010

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

John F. Schunhoff, Ph.D.
Interim Director

Robert G. Splawn, M.D.
Interim Chief Medical Officer

**AMENDMENTS TO HOUSEKEEPING SERVICES AGREEMENTS
(ALL DISTRICTS)
(3 VOTES)**

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

*To improve health
through leadership,
service and education.*

SUBJECT

Request approval to extend the term of the Proposition A Agreements with Servicon Systems, Inc. for the continued provision of housekeeping services at various Department of Health Services and Department of Public Health facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair of the Board, to sign the attached Amendment No. 3 to Agreement No. 75053 with Servicon Systems, Inc. to extend the term of the Agreement, for the period of March 1, 2010 through August 31, 2010, for the continued provision of housekeeping services at Department of Health Services (DHS) Olive View-UCLA Medical Center; Mid-Valley Comprehensive Health Center; and San Fernando Health Center and Department of Public Health (DPH) Burbank, Glendale, North Hollywood, and; Pacoima Health Centers, for a cost of \$2,196,878 plus the provision of the five percent monthly fund set aside for unscheduled work, for an additional \$107,189 for a total Contract Sum of \$2,304,067.

2. Approve and instruct the Chair of the Board, to sign the attached Amendment No. 3 to Agreement No. 75054 with Servicon Systems, Inc. to extend the term of the Agreement, for the period of March 1, 2010 through August 31, 2010, for the continued provision of housekeeping services at DHS



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High Desert Health System, Antelope Valley Health Center, Lake Los Angeles Community Clinic, Littlerock Community Clinic, and South Valley Health Center and DPH Acton Health Clinic, and Warm Springs Health Clinic, for a cost of \$492,754 plus the provision of the five percent monthly fund set aside for unscheduled work, for an additional \$24,397 for a total Contract Sum of \$517,151.

3. Approve and instruct the Chair of the Board, to sign the attached Amendment No. 4 to Agreement No. 75055 with Servicon Systems, Inc. to extend the term of the Agreement, for the period of March 1, 2010 through August 31, 2010, for the continued provision of housekeeping services at DHS Harbor UCLA Medical Center, Long Beach Comprehensive Health Center and Lomita Family Health Center, for a cost of \$2,510,597 plus the provision of the five percent monthly fund set aside for unscheduled work, for an additional \$115,310 for a total Contract Sum of \$2,625,906.

4. Approve and instruct the Chair of the Board, to sign the attached Amendment No. 4 to Agreement No. 75056 with Servicon Systems, Inc. to extend the term of the Agreement, for the period of March 1, 2010 through August 31, 2010, for the continued provision of housekeeping services at the DHS Administrative Offices-Commerce, El Monte Comprehensive Health Center, and La Puente Health Center, and the DPH Ruth Temple Health Center, Whittier Public Health Center, and Laboratory and Trailer, for a cost of \$571,125 plus the provision of the five percent monthly fund set aside for unscheduled work, for an additional \$27,756 for a total Contract Sum of \$598,882.

5. Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months for the period of September 1, 2010, through November 30, 2010, under the same terms and conditions, for a monthly cost of \$961,893, plus the provision of the five percent monthly fund set aside for unscheduled work, for an additional monthly cost of \$45,775 for a total Contract Sum of \$3,023,004 for the full three months.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the continued provision of housekeeping services at DHS and DPH facilities. The existing Agreements will expire on February 28, 2010. All of the Agreements are being extended to provide time to complete the Request for Proposals (RFP) process for housekeeping services. The solicitation process was delayed due to the complexity of the solicitation, as considerable staff time has been required to analyze each facility service requirements and to standardize the RFP format. There has been a significant increase in new departmental contracting projects in the last nine months. Additional time is required to complete the solicitation documents, conduct the evaluation process, perform the Proposition A (Prop A) cost effective analysis and obtain the approval of the Auditor-Controller, negotiate the Agreements, and obtain your Board's approval of the replacement Agreements. It is anticipated that the RFP will be released this month. The Department expects that successor Agreements will be approved and implemented prior to August 31, 2010. The recommendation of a further month-to-month extension for up to three months through November 30, 2010 will be implemented only if the timeframes for the

transition to new agreements for all facilities is delayed.

Implementation of Strategic Plan Goals

The recommended actions support Goal 4, Health and Mental Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The cost of four Amendments for the provision of housekeeping services for six months, and the five percent unscheduled work is \$6,046,005. A cost analysis for housekeeping services for the six month extension was prepared in accordance with Auditor-Controller guidelines and methodologies (Attachment 5). The Department has determined that the contract is cost effective with a total cost savings of \$914,404 (fourteen percent). The County Auditor-Controller's office reviewed the cost analysis of the amendments to the housekeeping Contracts # 75054 and #75056 and determined they fall below the \$ 1 million review threshold, and determined that amendments to Contracts # 75053 and #75055 are lower than ten percent of the current Contract amounts and therefore the Auditor-Controller determined they do not need to review the cost effectiveness analysis related to these amendments.

In the event the Departments exercise the additional month-to-month, not to exceed three months option, the monthly service cost is \$961,893, and the five percent unscheduled work, cost is \$45,775. The total Contract Sum is \$3,023,004 for the full three months.

Funding is included in DHS and DPH Fiscal Year (FY) 2009-10 Final Budget and will be requested in the future fiscal year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 10, 2004, your Board approved, after a competitive solicitation, four Prop A, housekeeping services Agreements (Nos. 75053, 75054, 75055, and 75056) with Pedus Service. All Agreements terms are for five years that includes delegated authority to extend the Agreements on a month-to-month basis not to exceed six months.

On November 21, 2006, your Board approved four Amendments to assign the rights of all four of the housekeeping Agreements with Pedus Service to Servicon Systems, Inc.

On August 25, 2009, the Interim Director of Health Services exercised his delegated authority sole option and extended the Agreements Contract term on a month-to-month basis for six months. These Agreements may be terminated for convenience by the County in its sole discretion; with no less than ten (10) days after written notice is sent.

All Amendments

The housekeeping Agreements have the current Living Wage language and the Contractor is in compliance with the Living Wage Program. The Department has determined that contracting housekeeping services continues to be cost effective and operationally feasible (Attachment 5).

The Amendment includes the Board of Supervisors' recent provision – Defaulted Property Tax Reduction Program.

County Counsel has reviewed and approved the Amendments set forth in Attachments 1 through 4 as to use and form.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure the continued provision of housekeeping services at DHS and DPH facilities.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Schunhoff". The signature is fluid and cursive, with a large initial "J" and "S".

JOHN F. SCHUNHOFF, Ph.D.
Interim Director

KH:tvf

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 3

This Amendment is made and entered into this _____ day of _____, 2010 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75053 to provide Housekeeping Services at Olive View-UCLA Medical Center, Mid-Valley Comprehensive Health Center, and Burbank, Glendale, North Hollywood, Pacoima, and San Fernando Health Centers; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75053 on a month-to-month basis for six (6) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective March 1, 2010.
2. The Agreement is hereby amended to add Subparagraph 4.5 in Paragraph 4.0, Term of Contract as follows:

“4.5 The term of this Contract is extended for an additional six (6) months for the period of March 1, 2010 to August 31, 2010, unless sooner terminated or extended, in whole or in part, as provided in this Contract. The County shall have the sole option to further extend the Contract term on a month-to-month basis, for three (3) months from September 1, 2010 to November 30, 2010. Each such extension shall be exercised at the sole discretion of the Director, or designee.”

3. The Agreement is hereby amended to add Subparagraph 5.1.1 and Subparagraph 5.1.2 in Paragraph 5.0, Contract Sum, as follows:

“5.1.1 For the six (6) month period March 1, 2010, through August 31, 2010, the Contract Sum shall not exceed \$2,196,878 as shown in Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for the six (6) month period shall be an additional \$107,189, for a total Maximum Contract Sum of \$2,304,067.

5.1.2 For the three (3) month period from September 1, 2010 through November 30, 2010, the Contract Sum shall not exceed \$1,098,439 as shown in Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$53,595 for a total Maximum Contract Sum of \$1,152,033. The Contract Sum grand total for all facilities shall not exceed \$3,456,100.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$17,865 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. Exhibit B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a, are attached hereto and incorporated herein by reference.

6. The Agreement is hereby amended to replace Paragraphs 8.24, GENERAL INSURANCE REQUIREMENTS and 8.25, INSURANCE COVERAGE REQUIREMENTS as follows:

“8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement

by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contract Administration & Monitoring
And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, CA 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a

Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior

notice may be given to County in event of cancellation for non-payment of premium.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law."

7. The Agreement is hereby amended to add Paragraphs 8.52 and 8.53 as follows:

"8.52 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.52.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that

benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.52.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.53 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.52 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.”

8. This Agreement is hereby amended to add Exhibit O, Chapter 2.206 Defaulted Property Tax Reduction Program as attached hereto.
9. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Chair and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
JULIA WEISSMAN
Deputy County Counsel

HOUSEKEEPING SERVICES FOR AGREEMENT #75053
SIX MONTHS (MARCH 1, 2010 - AUGUST 31, 2010)
PLUS 3 MONTHS (SEPTEMBER 1, 2010 - NOVEMBER 30, 2010)
BUDGET SUMMARY

	Olive View-UCLA MC	Mid-Valley CHC	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	San Fernando HC	TOTALS
Monthly Base Amount by Facility	\$336,113	\$14,338	\$1,829	\$3,598	\$3,073	\$3,598	\$3,598	\$366,146
Monthly Base 5% Unscheduled Work Fund by Facility	\$16,396	\$700	\$89	\$176	\$154	\$176	\$176	\$17,865

Total 6 Months Amount by Facility	\$2,016,675	\$86,027	\$10,973	\$21,589	\$18,436	\$21,589	\$21,589	\$2,196,878
Total 5% Unscheduled Work	\$98,375	\$4,197	\$535	\$1,053	\$922	\$1,053	\$1,053	\$107,189

Total for 6 Months Plus 5% Unscheduled Work Fund For All Facilities	\$2,304,067
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	Olive View-UCLA MC	Mid-Valley CHC	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	San Fernando HC	TOTALS
Total 3 Months Amount by Facility	\$1,008,338	\$43,014	\$5,487	\$10,794	\$9,218	\$10,794	\$10,794	\$1,098,439
Total 5% Unscheduled Work Fund for 3 Months by	\$49,188	\$2,099	\$268	\$527	\$461	\$527	\$527	\$53,595

Total for 3 Months Plus 5% Unscheduled Work Fund For All Facilities:	\$1,152,033
Grand Total for 6 Months Plus 3 Months and Unscheduled Work Fund For All Facilities	\$3,456,100

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Olive View-UCLA Medical Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Director & Associate	2.00	\$ 25.63	\$ 8,919.24
Supervisors	8.00	\$ 15.38	\$ 21,408.96
Admin Asst.	1.00	\$ 10.25	\$ 1,783.50
Housekeeper I & II	106.00	\$ 9.63	\$ 177,699.24

Total Salaries and Wages \$ 209,810.94

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	117.00	\$ 189.11
Holiday Reserve	106.00	\$ 36.85
Vacation & Sick Leave	106.00	\$ 96.72

Total Benefits \$ 36,837.36

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 18,868.59
FUTA	\$ 1,973.19
SUI	\$ 7,399.45
CGL	\$ 4,932.97
Worker's Comp	\$ 24,914.28

Total Payroll Taxes \$ 58,088.48

Supplies & Services

Uniforms	\$ 1,086.50
Paper Supplies	
Trash Liners	
Hand Soaps	
Walk Off Mats	
Vehicle/Allowance	
Gas/Oil	
Startup Equip	\$ -
Equip Repair	\$ 150.00
Equip Depreciation	\$ -
Monthly Supplies	\$ 6,619.38
Trash Removal	\$ 3,023.75
Pest Control	\$ 492.00
P.Lot Sweeping	\$ 492.00
Window Cleaning	\$ 307.50

Total Supplies & Services \$ 12,171.13

TOTAL DIRECT COSTS \$ 316,907.91

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 175.00
TOTAL INDIRECT COSTS	<u>\$ 179.38</u>

TOTAL DIRECT AND INDIRECT COST \$ 317,087.29

PROFIT (Please enter percentage:) 6.00% \$ 19,025.24

TOTAL MONTHLY COSTS \$ 336,112.53

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$16,395.86, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$336,112.53.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Mid Valley Health Center****DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Mid Valley Health Center	4.00	\$ 9.94	\$ 6,919.98
		\$ -	\$ -

Total Salaries and Wages **\$ 6,919.98**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.00	\$ -
Holiday Reserve	4.00	\$ 38.03
Vacation & Sick Leave	4.00	\$ 99.80

Total Benefits **\$ 551.32**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 571.55
FUTA	\$ 59.77
SUI	\$ 224.14
CGL	\$ 149.43
Worker's Comp	\$ 1,087.07

Total Payroll Taxes **\$ 2,091.96**

Supplies & Services

Uniforms	\$ 61.50
Paper Supplies	\$ 896.88
Trash Liners	\$ 410.00
Hand Soaps	\$ 397.19
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 75.00
Equip Depreciation	
Monthly Supplies	\$ 291.38
Trash Removal	\$ 768.75
Pest Control	\$ 397.19
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

Total Supplies & Services **\$ 3,912.89**

TOTAL DIRECT COSTS **\$ 13,476.15**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS **\$50.17**

TOTAL DIRECT AND INDIRECT COST **\$ 13,526.32**

PROFIT (Please enter percentage:) 6.00% **\$ 811.53**

TOTAL MONTHLY COSTS **\$ 14,337.85**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$699.50, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,337.85.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Burbank Health Center**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Burbank Health Center	0.50	\$ 9.95	\$ 865.65
		\$ -	\$ -

Total Salaries and Wages \$ 865.65

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 38.02
Vacation & Sick Leave	0.50	\$ 99.80

Total Benefits \$ 68.91

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 71.49
FUTA	\$ 7.48
SUI	\$ 28.04
CGL	\$ 18.69
Worker's Comp	\$ 135.16

Total Payroll Taxes \$ 260.85

Supplies & Services

Uniforms	\$ 7.69
Paper Supplies	\$ 112.11
Trash Liners	\$ 51.25
Hand Soaps	\$ 49.65
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.38
Equip Depreciation	
Monthly Supplies	\$ 36.42
Trash Removal	\$ 96.09
Pest Control	\$ 49.65
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 66.63

Total Supplies & Services \$ 523.71

TOTAL DIRECT COSTS \$ 1,719.12

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$ <u>6.27</u>

TOTAL DIRECT AND INDIRECT COST \$ 1,725.39

PROFIT (Please enter percentage:) 6.00% \$ 103.52

TOTAL MONTHLY COSTS \$ 1,828.91

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$89.23, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,828.91.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Glendale Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Glendale Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

Total Salaries and Wages \$ 1,729.56

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

Total Benefits \$ 134.47

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

Total Payroll Taxes \$ 526.79

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	\$ -
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,381.88

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 75.00	
	TOTAL INDIRECT COSTS	\$12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,394.43

PROFIT (Please enter percentage:) 6.00% \$ 203.67

TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

**REQUIRED FORMS - ATTACHMENT Q
BUDGET SHEET FOR HOUSEKEEPING SERVICES**

EXHIBIT B-5b

AT: North Hollywood Health Center
Additional four hours added

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
North Hollywood Health Cente	1.00	\$ 9.95	\$ 1,731.30
		\$ -	\$ -

Total Salaries and Wages \$ 1,731.30

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 38.02
Vacation & Sick Leave	1.00	\$ 99.80

Total Benefits \$ 137.82

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.99	7.65%
FUTA	\$ 14.95	0.80%
SUI	\$ 56.07	3.00%
CGL	\$ 37.38	2.00%
Worker's Comp	\$ 236.48	12.65%

Total Payroll Taxes \$ 487.88

Supplies & Services

Uniforms	\$ 7.69
Paper Supplies	\$ 115.31
Trash Liners	\$ 51.25
Hand Soaps	\$ 51.25
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.61
Equip Depreciation	
Monthly Supplies	\$ 46.70
Trash Removal	\$ 96.09
Pest Control	\$ 51.25
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 61.50

Total Supplies & Services \$ 535.49

TOTAL DIRECT COSTS \$ 2,892.49

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 75.00	
	TOTAL INDIRECT COSTS	\$6.27

TOTAL DIRECT AND INDIRECT COST \$ 2,898.76

PROFIT (Please enter percentage:) 6.00% \$ 173.93

TOTAL MONTHLY COSTS \$ 3,072.68

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$153.63, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,072.68.

NOTE: Since Exhibit B-5a, additional hrs were added per week in the amount of \$1,249.21.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Pacoima Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Pacoima Health Center	1.00	\$ 9.95	\$ 1,731.30
		\$ -	\$ -

Total Salaries and Wages \$ 1,731.30

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 38.02
Vacation & Sick Leave	1.00	\$ 99.80

Total Benefits \$ 137.82

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.99
FUTA	\$ 14.95
SUI	\$ 56.07
CGL	\$ 37.38
Worker's Comp	\$ 270.30

Total Payroll Taxes \$ 521.70

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	\$ -
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,381.88

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,394.43

PROFIT (Please enter percentage:) 6.00% \$ 203.67

TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: San Fernando Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
San Fernando Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

Total Salaries and Wages \$ 1,729.56

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

Total Benefits \$ 134.47

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

Total Payroll Taxes \$ 526.79

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,381.88

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,394.43

PROFIT (Please enter percentage:) 6.00% \$ 203.67

TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 3

This Amendment is made and entered into this _____ day of _____, 2010 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75054 to provide Housekeeping Services at High Desert Health System, Antelope Valley Health Center, Lake Los Angeles Community Clinic, Littlerock Community Clinic, South Valley Health Center; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc., increase cleaning services for the warehouse at Department of Health Services High Desert Health System, and to add housekeeping services at the Department of Public Health's Acton and Warm Springs Health Clinics; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75054 on a month-to-month basis for six (6) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective March 1, 2010.

2. The Agreement is hereby amended to add Subparagraph 4.5 in Paragraph 4.0, Term of Contract as follows:

“4.5 The term of this Contract is extended for an additional six (6) months for the period of March 1, 2010 to August 31, 2010, unless sooner terminated or extended, in whole or in part, as provided in this Contract. The County shall have the sole option to further extend the Contract term on a month-to-month basis, for three (3) months from September 1, 2010 to November 30, 2010. Each such extension shall be exercised at the sole discretion of the Director, or designee.”

3. The Agreement is hereby amended to add Subparagraph 5.1.1 and Subparagraph 5.1.2 in Paragraph 5.0, Contract Sum, as follows:

“5.1.1 For the six (6) month period March 1, 2010, through August 31, 2010, the Contract Sum shall not exceed \$492,754 as shown in Exhibit Budget Summary and Exhibits B-1c, B-2b, B-3a, B-4a, B-5a, B-6, B-7. The 5% monthly Unscheduled Work Fund for the six (6) month period shall be an additional \$24,397, for a total Maximum Contract Sum of \$517,151.

5.1.2 For the three (3) month period from September 1, 2010 through November 30, 2010, the Contract Sum shall not exceed \$246,377 as shown in Exhibit Budget Summary and Exhibits B-1c, B-2b, B-3a, B-4a, B-5a, B-6, B-7. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$12,198 for a total Maximum Contract Sum of \$258,575. The Contract Sum grand total for all facilities shall not exceed \$775,726.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$4,066 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. Exhibit B-1c, B-2b, B-3a, B-4a, B-5a, B-6, B-7, are attached hereto and incorporated herein by reference.

6. The Agreement is hereby amended to replace Paragraphs 8.24, GENERAL INSURANCE REQUIREMENTS and 8.25, INSURANCE COVERAGE REQUIREMENTS as follows:

“8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contract Administration & Monitoring

And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, CA 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less

than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law."

7. The Agreement is hereby amended to add Paragraphs 8.52 and 8.53 as follows:

"8.52 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.52.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that

benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.52.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.53 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.52 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.”

8. This Agreement is hereby amended to add Exhibit O, Chapter 2.206 Defaulted Property Tax Reduction Program as attached hereto.
9. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Chair and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
JULIA WEISSMAN
Deputy County Counsel

HOUSEKEEPING SERVICES FOR AGREEMENT #75054
 SIX MONTHS (MARCH 1, 2010 - AUGUST 31, 2010)
 PLUS 3 MONTHS (SEPTEMBER 1, 2010 - NOVEMBER 30, 2010)
 BUDGET SUMMARY

	High Desert Health System	Antelope Valley HC	Lake Los Angeles Community Clinic	Littlerock Community Clinc	South Valley HC	Acton Health Clinic	Warm Springs Helath Clinc	Totals
Monthly Base Amount by Facility	\$49,802	\$4,807	\$1,145	\$846	\$16,151	\$4,687	\$4,687	\$82,126
Monthly Base 5% Unscheduled Work Fund by Facility	\$2,472	\$240	\$56	\$41	\$788	\$234	\$234	\$4,066

Total 6 Months Amount by Facility	\$298,812	\$28,842	\$6,867	\$5,078	\$96,905	\$28,124	\$28,124	\$492,754
Total 5% Unscheduled Work Fund for 6 Months by Facility	\$14,832	\$1,442	\$335	\$248	\$4,727	\$1,406	\$1,406	\$24,397

Total 6 Months Plus 5% Unscheduled Work Fund For All Facilities:	\$517,151
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	High Desert Health System	Antelope Valley HC	Lake Los Angeles Community Clinic	Littlerock Community Clinc	South Valley HC	Acton Health Clinic	Warm Springs Helath Clinc	Totals
Total 3 Months Amount by Facility	\$149,406	\$14,421	\$3,434	\$2,539	\$48,453	\$14,062	\$14,062	\$246,377
Total 5% Unscheduled Work Fund for 3 Months by Facility	\$7,416	\$721	\$167	\$124	\$2,364	\$703	\$703	\$12,198

Total 3 for Months Plus 5% Unscheduled Work Fund For All Facilities:	\$258,575
Grand Total for 6 Months Plus 3 Months and Unscheduled Work Fund For All Facilities:	\$775,726

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: High Desert Health System

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Admin/Supervisors	1.00	\$ 20.50	\$ 3,567.16
Lead Person	1.00	\$ 11.28	\$ 1,962.72
Cleaner	1.00	\$ 9.46	\$ 1,646.04
Day Shift	2.90	\$ 10.66	\$ 5,379.04
Evening Shift	8.40	\$ 10.66	\$ 15,580.66
Graveyard Shift	1.40	\$ 10.66	\$ 2,596.78

Total Salaries and Wages \$ **30,732.38**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	
Medical Insurance	15.70	\$ 27.89	\$ 437.87
Holiday Reserve	13.70	\$ 41.35	\$ 566.50
Vacation & Sick Leave	13.70	\$ 149.23	\$ 2,044.44

Total Benefits \$ **3,048.81**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 2,592.76
FUTA	\$ 271.13
SUI	\$ 960.46
CGL	\$ 669.94
Worker's Comp	\$ 2,970.15

Total Payroll Taxes \$ **7,464.44**

Supplies & Services

Uniforms	\$ 195.26
Paper Supplies	\$1,178.75
Trash Liners	\$ 307.50
Hand Soaps	\$358.75
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$100.00
Equip Depreciation	\$ -
Monthly Supplies	\$ 1,257.82
Trash Removal	\$794.38
Pest Control	\$281.88
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 358.75

Total Supplies & Services \$ **5,191.84**

TOTAL DIRECT COSTS \$ **46,437.47**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 205.00	
TOTAL INDIRECT COSTS		\$205.00

TOTAL DIRECT AND INDIRECT COST \$ **46,642.47**

PROFIT (Please enter percentage:) 6.00% \$ **2,798.55**

TOTAL MONTHLY COSTS \$ **49,802.00**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$2,472.05, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$49,802.

Note: Since Exhibit B-1b, an additional Cost for the Hope Clinic has been added in the amount of \$360.98

BUDGET SHEET FOR HOUSEKEEPING SERVICES
AT: Antelope Valley Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Antelope Valley Health Center:	1.00	\$ 9.95	\$ 1,731.30
		\$ -	\$ -

Total Salaries and Wages **\$ 1,731.30**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 38.02
Vacation & Sick Leave	1.00	\$ 99.80

Total Benefits **\$ 137.82**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.99
FUTA	\$ 14.95
SUI	\$ 56.07
CGL	\$ 37.38
Worker's Comp	\$ 275.23

Total Payroll Taxes **\$ 526.62**

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 178.97
Trash Liners	\$ 40.67
Hand Soaps	\$ 32.54
Walk Off Mats	\$ 24.41
Vehicle/Allowance	\$ 138.29
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 93.58
Trash Removal	\$ 126.91
Pest Control	\$ 61.01
Mop Cleaning	\$ -
Window Cleaning	\$ 143.50

Total Supplies & Services **\$ 855.26**

TOTAL DIRECT COSTS **\$ 3,251.00**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 25.00

TOTAL INDIRECT COSTS **\$ 13.43**

TOTAL DIRECT AND INDIRECT COST **\$ 3,264.43**

PROFIT (Please enter percentage:) 6.00% **\$ 195.87**

TOTAL MONTHLY COSTS **\$ 4,807.06**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$240.35, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,807.06.

NOTE: Since Exhibit B-2a, an additional 4 hrs per day, 5 days per week to be completed by 9p for Security Reasons has been added in the amount of \$1,346.76

BUDGET SHEET FOR HOUSEKEEPING SERVICES
AT: Lake LA Primary Care Clinic

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Lake LA Primary Care Clinic	0.30	\$ 9.95	\$ 519.39
		\$ -	\$ -

Total Salaries and Wages **\$ 519.39**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.30	\$ -
Holiday Reserve	0.30	\$ 38.02
Vacation & Sick Leave	0.30	\$ 99.80

Total Benefits **\$ 41.35**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 42.90
FUTA	\$ 4.49
SUI	\$ 16.82
CGL	\$ 14.02
Worker's Comp	\$ 93.77

Total Payroll Taxes **\$ 157.98**

Supplies & Services

Uniforms	\$ 4.61
Paper Supplies	\$ 53.69
Trash Liners	\$ 12.20
Hand Soaps	\$ 9.76
Walk Off Mats	\$ 7.32
Vehicle/Allowance	\$ 41.49
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 28.07
Trash Removal	\$ 38.07
Pest Control	\$ 18.31
Mop Cleaning	\$ -
Window Cleaning	\$ 143.50

Total Supplies & Services **\$ 357.02**

TOTAL DIRECT COSTS **\$ 1,075.74**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 25.00	

TOTAL INDIRECT COSTS **\$ 4.03**

TOTAL DIRECT AND INDIRECT COST **\$ 1,079.77**

PROFIT (Please enter percentage:) 6.00% **\$ 64.79**

TOTAL MONTHLY COSTS **\$ 1,144.56**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$55.83, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,144.56.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Littlerock Community Clinic**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Littlerock Community Clinic	0.20	\$ 9.95	\$ 346.26
		\$ -	\$ -

Total Salaries and Wages \$ 346.26

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.20	\$ -
Holiday Reserve	0.20	\$ 38.02
Vacation & Sick Leave	0.20	\$ 99.80

Total Benefits \$ 27.56

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 28.60
FUTA	\$ 2.99
SUI	\$ 11.21
CGL	\$ 9.35
Worker's Comp	\$ 53.19

Total Payroll Taxes \$ 105.34

Supplies & Services

Uniforms	\$ 3.08
Paper Supplies	\$ 35.79
Trash Liners	\$ 8.14
Hand Soaps	\$ 6.51
Walk Off Mats	\$ 4.88
Vehicle/Allowance	\$ 27.65
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 18.72
Trash Removal	\$ 25.38
Pest Control	\$ 12.20
Mop Cleaning	\$ -
Window Cleaning	\$ 174.25

Total Supplies & Services \$ 316.60

TOTAL DIRECT COSTS \$ 795.76

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ 25.00	
	TOTAL INDIRECT COSTS	<u>\$2.69</u>

TOTAL DIRECT AND INDIRECT COST \$ 798.45

PROFIT (Please enter percentage:) 6.00% \$ 47.91

TOTAL MONTHLY COSTS \$ 846.36

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$41.29, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$846.36.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: South Valley Health Clinic

(Identify Facility Here)

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0			
South Valley Health Clinic	4.80	\$ 9.963	\$ 8,321.09

Total Salaries and Wages **\$ 8,321.09**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance		
Holiday Reserve		
Vacation & Sick Leave		
Total Benefits		\$ 662.95

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	
FUTA	
SUI	
CGL	
Worker's Comp	

Total Payroll Taxes **\$ 2,515.53**

Supplies & Services

Uniforms	\$ 73.80
Paper Supplies	\$ 859.05
Trash Liners	\$ 195.24
Hand Soaps	\$ 156.19
Walk Off Mats	\$ 117.15
Vehicle/Allowance	\$ 663.81
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 449.21
Trash Removal	\$ 609.15
Pest Control	\$ 292.85
Mop Cleaning	
Window Cleaning	\$ 256.25

Total Supplies & Services **\$ 3,672.70**

TOTAL DIRECT COSTS **\$ 15,172.27**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 25.00
TOTAL INDIRECT COSTS	\$64.44

TOTAL DIRECT AND INDIRECT COST **\$15,236.71**

PROFIT (Please enter percentage:) 6.00% **\$ 914.20**

TOTAL MONTHLY COSTS **\$16,150.91**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$787.85 for emergency or expanded services only, which is over and above the Total Monthly Costs of \$16,150.91.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Acton Health Clinic

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Housekeeper	1.40	\$ 9.46	\$ 2,304.46
Floorcare	0.07	\$ 9.46	\$ 113.64

Total Salaries and Wages \$ 2,418.10

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.47	\$ -
Holiday Reserve	1.47	\$ 36.18
Vacation & Sick Leave	1.47	\$ 94.96

Total Benefits \$ 192.65

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 199.72
FUTA	\$ 20.89
SUI	\$ 3.92
CGL	\$ 41.77
Worker's Comp	\$ 295.01

Total Payroll Taxes \$ 717.96

Supplies & Services

Uniforms	\$ 14.69
Paper Supplies	\$ 600.00
Trash Liners	\$ -
Hand Soaps	\$ -
Walk Off Mats	\$ -
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 234.97
Trash Removal	\$ -
Pest Control	\$ -
P.Lot Sweeping	\$ -
Window Cleaning	\$ 110.00

Total Supplies & Services \$ 959.66

TOTAL DIRECT COSTS \$ 4,288.37

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ -

TOTAL INDIRECT COSTS \$ 124.53

TOTAL DIRECT AND INDIRECT COST \$ 4,412.90

PROFIT (Please enter percentage:) 6.22% \$ 274.48

TOTAL MONTHLY COSTS \$ 4,687.38

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$234.37, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,687.38.

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Warm Springs Health Clinic****DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Housekeeper	1.40	\$ 9.46	\$ 2,304.46
Floorcare	0.07	\$ 9.46	\$ 113.64

Total Salaries and Wages **\$ 2,418.10**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.47	\$ -
Holiday Reserve	1.47	\$ 36.18
Vacation & Sick Leave	1.47	\$ 94.96

Total Benefits **\$ 192.65**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 199.72	7.65%
FUTA	\$ 20.89	0.80%
SUI	\$ 78.32	3.00%
CGL	\$ 65.27	2.50%
Worker's Comp	\$ 365.51	14.00%

Total Payroll Taxes **\$ 717.96**

Supplies & Services

Uniforms	\$ 14.69
Paper Supplies	\$ 600.00
Trash Liners	\$ -
Hand Soaps	\$ -
Walk Off Mats	\$ -
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 234.97
Trash Removal	\$ -
Pest Control	\$ -
P.Lot Sweeping	\$ -
Window Cleaning	\$ 110.00

Total Supplies & Services **\$ 959.66**

TOTAL DIRECT COSTS **\$ 4,288.37**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 124.53
TOTAL INDIRECT COSTS	\$ 124.53

TOTAL DIRECT AND INDIRECT COST **\$ 4,412.90**

PROFIT (Please enter percentage:) 6.22% **\$ 274.48**

TOTAL MONTHLY COSTS **\$ 4,687.38**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$234.37, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,687.38.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 4

This Amendment is made and entered into this _____ day of _____, 2010 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75055 to provide Housekeeping Services at Harbor UCLA Medical Center, and Long Beach Comprehensive Health Center; and

WHEREAS, on March 21, 2006, the County of Los Angeles approved Amendment No. 1 to add housekeeping services at the Lomita Family Health Center and increase housekeeping services for Harbor-UCLA Medical Center's Urgent Care Clinic and increase parking lot sweeping services; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 2 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective March 1, 2010.
2. The Agreement is hereby amended to add Subparagraph 4.5 in Paragraph 4.0, Term of Contract as follows:

“4.5 The term of this Contract is extended for an additional six (6) months for the period of March 1, 2010 to August 31, 2010, unless sooner terminated or extended, in whole or in part, as provided in this Contract. The County shall have the sole option to further extend the Contract term on a month-to-month basis, for three (3) months from September 1, 2010 to November 30, 2010. Each such extension shall be exercised at the sole discretion of the Director, or designee.”

3. The Agreement is hereby amended to add Subparagraph 5.1.1 and Subparagraph 5.1.2 in Paragraph 5.0, Contract Sum, as follows:

“5.1.1 For the six (6) month period March 1, 2010, through August 31, 2010, the Contract Sum shall not exceed \$2,510,597 as shown in Exhibit Budget Summary and Exhibits B-1c, B-2a, B-3. The 5% monthly Unscheduled Work Fund for the six (6) month period shall be an additional \$115,310, for a total Maximum Contract Sum of \$2,625,906.

5.1.2 For the three (3) month period from September 1, 2010 through November 30, 2010, the Contract Sum shall not exceed \$1,255,298 as shown in Exhibit Budget Summary and Exhibits B-1c, B-2a, B-3. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$57,655 for a total Maximum Contract Sum of \$1,312,953. The Contract Sum grand total for all facilities shall not exceed \$3,938,860.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$19,218 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. Exhibit B-1c, Exhibit B-2a, Exhibit B-3, are attached hereto and incorporated herein by reference.

6. The Agreement is hereby amended to replace Paragraphs 8.24, GENERAL INSURANCE REQUIREMENTS and 8.25, INSURANCE COVERAGE REQUIREMENTS as follows:

“8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified

copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contract Administration & Monitoring

And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, CA 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the

County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law."

7. The Agreement is hereby amended to add Paragraphs 8.52 and 8.53 as follows:

"8.52 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.52.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.52.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.53 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.52 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.”

8. This Agreement is hereby amended to add Exhibit O, Chapter 2.206 Defaulted Property Tax Reduction Program as attached hereto.
9. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Chair and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
JULIA WEISSMAN
Deputy County Counsel

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Harbor-UCLA Medical Center****DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Director & Associate	2.00	\$ 31.25	\$ 10,875.00
Supervisors	8.00	\$ 15.30	\$ 21,304.13
Administrative Asst.	1.00	\$ 12.60	\$ 2,192.40
Housekeeper I & II	115.00	\$ 9.74	\$ 194,897.40
Urgent Care Additional Hours	0.70	\$ 9.74	\$ 1,462.10

Total Salaries and Wages	\$ 230,731.03
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*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	126.70	\$ 188.72
Holiday Reserve	115.70	\$ 37.24
Vacation & Sick Leave	115.70	\$ 135.53

Total Benefits	\$ 43,900.74
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Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 21,009.33
FUTA	\$ 2,197.05
SUI	\$ 8,238.95
CGL	\$ 6,865.79
Worker's Comp	\$ 26,697.97

Total Payroll Taxes	\$ 65,009.10
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Supplies & Services

Uniforms	\$ 1,178.75
Paper Supplies	\$ 0.00
Trash Liners	\$ -
Hand Soaps	\$ 0.00
Walk Off Mats	\$ -
Vehicle/Allowance	\$ 358.75
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 153.75
Equip Depreciation	\$ -
Monthly Supplies	\$ 7,280.01
Trash Removal	\$ 3,843.75
Pest Control	\$ 492.00
Mop Cleaning	\$ 512.50
Window Cleaning	\$ 307.50
Parking Lot Sweeping Addtl. Days	1,780.00

Total Supplies & Services	\$ 15,907.01
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TOTAL DIRECT COSTS	\$ 355,547.88
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INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 175.00

TOTAL INDIRECT COSTS	\$ 179.38
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TOTAL DIRECT AND INDIRECT COST	\$ 355,727.26
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PROFIT (Please enter percentage:)	6.00%	\$ 21,343.64
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TOTAL MONTHLY COSTS	\$ 397,750.90
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NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$18,200.36, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$397,750.90.

NOTE: Since Exhibit B-1b, additional Cost for the transport of trash from old loading dock to new loading dock (5 full time employees- \$18,180 per month and lease of truck-\$2,500 per month for a total of \$20,680 per month)

BUDGET SHEET FOR HOUSEKEEPING SERVICESAT: Long Beach Comp. Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 8.53	\$ 2,968.44
Cleaners	2.40	\$ 8.53	\$ 3,562.13

Total Salaries and Wages **\$ 6,530.57**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.40	\$ 198.36
Holiday Reserve	4.40	\$ 32.62
Vacation & Sick Leave	4.40	\$ 57.07

Total Benefits **\$ 1,267.42**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 596.55
FUTA	\$ 62.38
SUI	\$ 233.94
CGL	\$ 194.95
Worker's Comp	\$ 871.05

Total Payroll Taxes **\$ 1,958.87**

Supplies & Services

Uniforms	\$ 45.10
Paper Supplies	\$1,537.50
Trash Liners	\$ 256.25
Hand Soaps	\$205.00
Walk Off Mats	\$ 205.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	
Equip Repair	\$0.00
Equip Depreciation	\$ 36.08
Monthly Supplies	\$ 519.28
Trash Removal	\$871.25
Pest Control	\$246.00
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 179.38

Total Supplies & Services **\$ 4,152.09**

TOTAL DIRECT COSTS **\$ 13,908.95**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 100.00
TOTAL INDIRECT COSTS	\$102.50

TOTAL DIRECT AND INDIRECT COST **\$ 14,011.45**

PROFIT (Please enter percentage:) 6.00% **\$ 840.69**

TOTAL MONTHLY COSTS **\$ 14,852.14**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$726.45, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,852.14.

BUDGET SHEET FOR HOUSEKEEPING SERVICES
AT: Lomita Family Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (av Monthly Salary)	
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Day Porter	1.00	\$ 9.70	\$ 1,687.80
PM Cleaner	1.00	\$ 10.20	\$ 1,774.80

Total Salaries and Wages \$ 3,462.60

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	2.00	\$ -
Holiday Reserve	2.00	\$ 266.35
Vacation & Sick Leave	2.00	\$ 95.13

Total Benefits \$ 361.48

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)		
FICA & MDCR	\$ 292.54	7.65%
FUTA	\$ 30.59	0.80%
SUI	\$ 114.72	3.00%
CGL	\$ 95.60	2.50%
Worker's Comp	\$ 537.28	14.05%

Total Payroll Taxes \$ 1,070.74

Supplies & Services

Uniforms	\$ 20.00
Paper Supplies	
Trash Liners	\$ -
Hand Soaps	
Walk Off Mats	\$ -
Vehicle/Allowance	
Gas/Oil	\$ -
Startup Equip	\$ 72.00
Equip Repair	
Equip Depreciation	\$ 78.93
Monthly Supplies	\$ 305.93
Trash Removal	
Pest Control	
Mop Cleaning	\$ -
Window Cleaning	\$ -

Total Supplies & Services \$ 476.86

TOTAL DIRECT COSTS \$ 5,371.68

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	95.60
TOTAL INDIRECT COSTS	\$ 95.60

TOTAL DIRECT AND INDIRECT COST \$ 5,467.28

PROFIT (Please enter percentage:) 6.63% \$ 362.44

TOTAL MONTHLY COSTS \$ 5,829.72

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$291.49, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$5,829.72.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 4

This Amendment is made and entered into this _____ day of _____, 2010 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75056 to provide Housekeeping Services at DHS Administrative Offices-Commerce, El Monte Comprehensive Health Center, La Puente Health Center, Ruth Temple Health Center, and Whittier Public Health Center; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc. and Amendment No. 2 to add housekeeping services at the Department of Public Health's Public Health Laboratory; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective March 1, 2010.

2. The Agreement is hereby amended to add Subparagraph 4.5 in Paragraph 4.0, Term of Contract as follows:

“4.5 The term of this Contract is extended for an additional six (6) months for the period of March 1, 2010 to August 31, 2010, unless sooner terminated or extended, in whole or in part, as provided in this Contract. The County shall have the sole option to further extend the Contract term on a month-to-month basis, for three (3) months from September 1, 2010 to November 30, 2010. Each such extension shall be exercised at the sole discretion of the Director, or designee.”

3. The Agreement is hereby amended to add Subparagraph 5.1.1 and Subparagraph 5.1.2 in Paragraph 5.0, Contract Sum, as follows:

“5.1.1 For the six (6) month period March 1, 2010, through August 31, 2010, the Contract Sum shall not exceed \$571,125 as shown in Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5a, B-6. The 5% monthly Unscheduled Work Fund for the six (6) month period shall be an additional \$27,756, for a total Maximum Contract Sum of \$598,882.

5.1.2 For the three (3) month period from September 1, 2010 through November 30, 2010, the Contract Sum shall not exceed \$285,563 as shown in Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5a, B-6. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$13,878 for a total Maximum Contract Sum of \$299,441. The Contract Sum grand total for all facilities shall not exceed \$898,322.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$4,626 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. Exhibits B-1a, B-2a, B-3a, B-4a, B-5a, and B-6, are attached hereto and incorporated herein by reference.

6. The Agreement is hereby amended to replace Paragraphs 8.24, GENERAL INSURANCE REQUIREMENTS and 8.25, INSURANCE COVERAGE REQUIREMENTS as follows:

“8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other Contractual obligation imposed upon Contractor pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Agreement.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Kathy K. Hanks, C.P.M.
Director, Contract Administration & Monitoring

And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, CA 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less

than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law."

7. The Agreement is hereby amended to add Paragraphs 8.52 and 8.53 as follows:

"8.52 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.52.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that

benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.52.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.53 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.52 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.”

8. This Agreement is hereby amended to add Exhibit O, Chapter 2.206 Defaulted Property Tax Reduction Program as attached hereto.
9. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Chair and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
JULIA WEISSMAN
Deputy County Counsel

HOUSEKEEPING SERVICES FOR AGREEMENT # 75056
SIX MONTHS (MARCH 1, 2010 - AUGUST 31, 2010)
PLUS 3 MONTHS (SEPTEMBER 1, 2010 - NOVEMBER 30, 2010)
BUDGET SUMMARY

	DHS Administrative Offices-Commerce	El Monte Comprehensive HC	La Puente HC	Ruth Temple HC	Whittier Public HC	Public Health Laboratory and Trailer	Totals
Monthly Base Amount by Facility	\$32,628	\$23,466	\$4,835	\$10,582	\$7,280	\$16,396	\$95,188
Monthly Base 5% Unscheduled Work Fund by Facility	\$1,592	\$1,145	\$237	\$516	\$355	\$781	\$4,626

Total 6 Months Amount by Facility	\$195,770	\$140,798	\$29,012	\$63,490	\$43,680	\$98,375	\$571,125
Total 5% Unscheduled Work Fund for 6 Months by Facility	\$9,554	\$6,869	\$1,420	\$3,098	\$2,131	\$4,685	\$27,756

Total for 6 Months Plus 5% Unscheduled Work Fund For All Facilities	\$598,882
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	DHS Administrative Offices-Commerce	El Monte Comprehensive HC	La Puente HC	Ruth Temple HC	Whittier Public HC	Public Health Laboratory and Trailer	Totals
Total 3 Months Amount by Facility	\$97,885	\$70,399	\$14,506	\$31,745	\$21,840	\$49,187	\$285,563
Total 5% Unscheduled Work Fund for 3 Months by Facility	\$4,777	\$3,435	\$710	\$1,549	\$1,065	\$2,342	\$13,878

Total for 3 Months Plus 5% Unscheduled Work Fund For All Facilities:	\$299,441
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Grand Total for 6 Months Plus 3 Months and Unscheduled Work Fund For All Facilities:	\$898,322
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BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: DHS Admin. Offices - Commerce**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Admin/Supervisors	1.00	\$ 11.53	\$ 2,006.22
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 9.74	\$ 3,389.52
Hosuekeepers	7.75	\$ 9.74	\$ 13,134.39

Total Salaries and Wages \$ 18,530.13

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	10.75	\$ -
Holiday Reserve	9.75	\$ 37.24
Vacation & Sick Leave	9.75	\$ 97.75

Total Benefits \$ 1,316.15

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 1,518.24
FUTA	\$ 158.77
SUI	\$ 595.39
CGL	\$ 496.16
Worker's Comp	\$ 2,672.66

Total Payroll Taxes \$ 5,441.22

Supplies & Services

Uniforms	\$ 99.94
Paper Supplies	\$1,783.50
Trash Liners	\$ 461.25
Hand Soaps	\$394.63
Walk Off Mats	\$ 246.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	
Equip Repair	\$0.00
Equip Depreciation	\$ -
Monthly Supplies	\$ 865.04
Trash Removal	\$896.88
Pest Control	\$292.13
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 307.50

Total Supplies & Services \$ 5,449.37

TOTAL DIRECT COSTS \$ 30,736.87

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ -
TOTAL INDIRECT COSTS	\$ <u>44.59</u>

TOTAL DIRECT AND INDIRECT COST \$ 30,781.46

PROFIT (Please enter percentage:) 6.00% \$ 1,846.89

TOTAL MONTHLY COSTS \$ 32,628.35

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$1,592.38, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$32,628.35.

BUDGET SHEET FOR HOUSEKEEPING SERVICESAT: EI Monte Comp. Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Admin/Supervisors	1.00	\$ 17.42	\$ 3,031.08
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Housekeeper I	3.50	\$ 9.79	\$ 5,962.11
Housekeeper II	2.00	\$ 9.79	\$ 3,406.92

Total Salaries and Wages **\$ 12,400.11**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	6.50	\$ -
Holiday Reserve	5.50	\$ 43.43
Vacation & Sick Leave	5.50	\$ 131.02

Total Benefits **\$ 959.48**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 1,022.01
FUTA	\$ 106.88
SUI	\$ 400.79
CGL	\$ 333.99
Worker's Comp	\$ 1,641.40

Total Payroll Taxes **\$ 3,505.06**

Supplies & Services

Uniforms	\$ 84.56
Paper Supplies	\$1,947.50
Trash Liners	\$ 307.50
Hand Soaps	\$307.50
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$0.00
Equip Depreciation	\$ 162.47
Monthly Supplies	\$ 516.36
Trash Removal	\$871.25
Pest Control	\$205.00
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

Total Supplies & Services **\$ 5,017.14**

TOTAL DIRECT COSTS **\$ 21,881.79**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify):	Business License

TOTAL INDIRECT COSTS **\$ 256.25**

TOTAL DIRECT AND INDIRECT COST **\$ 22,138.04**

PROFIT (Please enter percentage:) 6.00% **\$ 1,328.28**

TOTAL MONTHLY COSTS **\$ 23,466.32**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$1,144.90, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$23,466.32.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: La Puente Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Housekeeper I & II	1.00	\$ 9.70	\$ 1,687.19

Total Salaries and Wages \$ 1,687.19

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance		
Holiday Reserve		
Vacation & Sick Leave		

Total Benefits \$ 60.26

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR		
FUTA		
SUI		
CGL		
Worker's Comp		

Total Payroll Taxes \$ 506.76

Supplies & Services

Uniforms	\$ 10.25
Paper Supplies	\$922.50
Trash Liners	\$ 205.00
Hand Soaps	\$256.25
Walk Off Mats	\$ 102.50
Vehicle/Allowance	
Gas/Oil	\$ -
Startup Equip	
Equip Repair	
Equip Depreciation	\$ -
Monthly Supplies	\$ 52.42
Trash Removal	\$399.75
Pest Control	\$153.75
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 153.75

Total Supplies & Services \$ 2,307.42

TOTAL DIRECT COSTS \$ 4,561.63

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License	\$ -	0

TOTAL INDIRECT COSTS

TOTAL DIRECT AND INDIRECT COST \$4,561.63

PROFIT (Please enter percentage:) 6.00% \$ 273.70

TOTAL MONTHLY COSTS \$4,835.33

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$236.63 for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,835.33.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Ruth Temple Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Time	1.00	\$ 9.70	\$ 1,687.80
Night Cleaner	2.00	\$ 9.70	\$ 3,375.60

Total Salaries and Wages **\$ 5,063.40**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	3.00	\$ -
Holiday Reserve	3.00	\$ 37.08
Vacation & Sick Leave	3.00	\$ 129.79

Total Benefits **\$ 500.61**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 425.65
FUTA	\$ 44.51
SUI	\$ 166.92
CGL	\$ 139.10
Worker's Comp	\$ 1,001.87

Total Payroll Taxes **\$ 1,778.05**

Supplies & Services

Uniforms	\$ 46.13
Paper Supplies	\$922.50
Trash Liners	\$ 153.75
Hand Soaps	\$153.75
Walk Off Mats	\$ 153.75
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$0.00
Equip Depreciation	\$ 54.13
Monthly Supplies	\$ 305.92
Trash Removal	\$451.00
Pest Control	\$143.50
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 153.75

Total Supplies & Services **\$ 2,589.43**

TOTAL DIRECT COSTS **\$ 9,931.49**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 50.00
TOTAL INDIRECT COSTS	\$51.25

TOTAL DIRECT AND INDIRECT COST **\$ 9,982.74**

PROFIT (Please enter percentage:) 6.00% **\$ 598.96**

TOTAL MONTHLY COSTS **\$ 10,581.70**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$516.25, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$10,581.70.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Whittier Public Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Housekeeper I & II	2.00	\$ 9.70	\$ 3,375.60
0.00	0.00	\$ -	\$ -
Total Salaries and Wages			\$ 3,375.60

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	2.00	\$ -
Holiday Reserve	2.00	\$ 37.08
Vacation & Sick Leave	2.00	\$ 64.89
Total Benefits		\$ 203.94

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 273.83
FUTA	\$ 28.64
SUI	\$ 107.39
CGL	\$ 89.49
Worker's Comp	\$ 537.16
Total Payroll Taxes	\$ 1,036.50

Supplies & Services

Uniforms	\$ 30.75
Paper Supplies	\$907.13
Trash Liners	\$ 102.50
Hand Soaps	\$153.75
Walk Off Mats	\$ 128.13
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$0.00
Equip Depreciation	\$ 21.65
Monthly Supplies	\$ 169.97
Trash Removal	\$394.63
Pest Control	\$87.13
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 153.75
Total Supplies & Services	\$ 2,200.64

TOTAL DIRECT COSTS \$ 6,816.68**INDIRECT COST (List all appropriate)**

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 50.00
TOTAL INDIRECT COSTS	\$51.25

TOTAL DIRECT AND INDIRECT COST \$ 6,867.93PROFIT (Please enter percentage:) 6.00% **\$ 412.08****TOTAL MONTHLY COSTS \$ 7,280.01**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$355.15, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$7,280.01.

BUDGET FOR HOUSEKEEPING SERVICES

AT: County Public Health Lab-Downey

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Supervision	0.50	\$ 18.00	\$ 1,566.00
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	1.10	\$ 9.46	\$ 1,810.64
Housekeeper	2.63	\$ 10.15	\$ 4,636.01

Total Salaries and Wages \$ 8,012.66

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.23	\$ -
Holiday Reserve	3.73	\$ 49.76
Vacation & Sick Leave	3.73	\$ 69.66

Total Benefits \$ 444.86

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	7.65%	\$ 647.00
FUTA	0.80%	\$ 67.66
SUI	3.00%	\$ 253.73
Worker's Comp	14.00%	\$ 1,184.05
CGL	2.50%	\$ 368.29

Total Payroll Taxes \$ 2,520.72

Supplies & Services

Uniforms	\$ 57.60
Paper Supplies	\$ 1,370.00
Trash Liners	\$ 400.00
Hand Soaps	\$ 300.00
Waik Off Mats	\$ 150.00
Startup Equip	\$ 45.00
Equip Repair	\$ 40.00
Equip Depreciation	\$ 135.31
Monthly Supplies	\$ 359.59
Trash Removal	\$ -
Pest Control	\$ 185.00
P.Lot Sweeping	\$ -
Window Cleaning	\$ 75.00

Total Supplies & Services \$ 3,117.51

TOTAL DIRECT COSTS \$ 14,095.74

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify): Business License		
TOTAL INDIRECT COSTS		\$635.75

TOTAL DIRECT AND INDIRECT COST \$14,731.49

PROFIT (Please enter percentage:) 6.00% \$ 883.58

TOTAL MONTHLY COSTS \$15,615.08

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$780.75, for emergency or expanded services only, which is over and above the Total Monthly Cost of \$15,615.08.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

EXHIBIT B-6

Public Health Laboratory Trailer Office

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Cleaner	0.24	\$ 9.22	\$ 381.02
Floorcare	0.05	\$ 15.50	\$ 124.14
			<u>\$ 505.15</u>

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance		
Holiday Reserve	0.28	\$ 29.14
Vacation & Sick Leave	0.28	\$ 11.10
		<u>\$ 40.25</u>

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 41.72
FUTA	\$ 4.36
SUI	\$ 25.09
CGL	\$ 10.91
Worker's Comp	\$ 76.36
	<u>\$ 158.44</u>

Supplies & Services

Uniforms	\$ -
Paper Supplies	\$ -
Trash Liners	\$ -
Hand Soaps	\$ -
Walk Off Mats	\$ -
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ -
Equip Depreciation	\$ -
Monthly Supplies	\$ 27.27
Trash Removal	\$ -
Pest Control	\$ -
FALSE	\$ -
Window Cleaning	\$ -
	<u>\$ 27.27</u>
	<u>\$ 731.11</u>

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify):	Business License	\$ 5.45
		<u>\$ 5.45</u>

PROFIT (Please enter percentage:)	<u>6.00%</u>	<u>\$ 44.19</u>
		<u>\$ 780.75</u>

Department of Health Services
 Prop A - Housekeeping Services
 Cost Analysis Summary For Agreements #75053, #75054, #75055, AND #75056
 March 1, 2010 through August 31, 2010

Agreement #75053				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage
Total	\$2,553,938	\$2,196,878	\$357,060	14%

Agreement #75054				
Facilities: High Desert Health Systems, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Action Health Clinic, and Warm Springs Health Clinic				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage
Total	\$602,853	\$492,754	\$110,099	18%

Agreement #75055				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage
Total	\$2,833,345	\$2,510,597	\$322,748	11%

Agreement #75056				
Facilities: DHS Administrative Offices- Commerce, El Monte CHC, La Puente HC, Ruth Temple HC, Whittier Public HC, and Public Health Laboratory and Trailer				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage
Total	\$695,622	\$571,125	\$124,497	18%

Totals For All Facilities	\$6,685,758	\$5,771,354	\$914,404	14%
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