

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.27
(ID # 26170)**

MEETING DATE:
Tuesday, October 22, 2024

FROM : PURCHASING AND FLEET SERVICES

SUBJECT: PURCHASING AND FLEET SERVICES: Ratify and Approve the Professional Services Agreement with Fontana Resources at Work for Automotive Detailing and Fleet Facility Attendant Services, without seeking competitive bids, for an amount of \$89,439.96 for one year with the option to renew for two one-year periods, for a total \$274,560.00 through June 30, 2027. All Districts. [Total Cost: \$274,560.00; up to \$27,456.00 in additional compensation – 100% Departments Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve the Professional Services Agreement with Fontana Resources at Work for Automotive Detailing and Fleet Facility Attendant Services, without seeking competitive bids, for an amount of \$89,439.96 from July 1, 2024, through June 30, 2025 with the option to renew for two one-year periods for a total of \$274,560.00 through June 30, 2027;

Continued on Page 2

ACTION:Policy


Meghan Hahn, Director of Procurement 10/10/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: October 22, 2024
xc: Purchasing

Kimberly A. Rector
Clerk of the Board

By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

2. Authorize the Purchasing Agent in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to: (a) issue Purchase Orders to Fontana Resources at Work for services under the Agreement that do not exceed the approved aggregate amount; (b) sign amendments to the Agreement, including modifications of the scope of services that stay within the intent of the Agreement; and (c) sign amendments to the compensation provisions that do not exceed the sum total of \$27,456.00 of additional contingency compensation through June 30, 2027; and

3. Authorize the Chair to sign three (3) copies of the Agreement on behalf of the County and direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the Agreement to Purchasing for distribution.

FINANCIAL DATA	Current Fiscal Year:	Fiscal Year 25/26:	Fiscal Year 26/27:	Total Cost:	Ongoing Cost
COST	\$89,439.96	\$91,520.04	\$93,600.00	\$274,560.00	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0	\$0
SOURCE OF FUNDS:				Budget Adjustment: No	
100% Department Budget				For Fiscal Year: 23/24-26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside Fleet Services requires consistent and reliable automotive detailing and fleet facility attendant services at the Riverside Fleet Facility to assist with vehicle cleaning and detailing. This request is for a Single Source agreement with Fontana Resources at Work (FRW). The company is a non-profit organization founded in 1964 that serves the needs of individuals with developmental disabilities. It provides supervised employment opportunities for individuals with various disabilities and has existing contracts with the federal, state, and local agencies, providing a capable work force that can perform a wide range of supportive services. FRW will provide a single site work crew, consisting of two employees (one supervisor and one laborer) to perform the required vehicle washing and detailing services to support the Central Fleet motor pool at the Orange Street facility in Riverside. This agreement represents a unique civic opportunity focused on utilizing the underemployed population of people with disabilities in our community. It will also help reinforce the County of Riverside's commitment towards the provisions of the Americans with Disabilities Act (ADA) by supporting the skills, talents, and interests of individuals with disabilities.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Purchasing and Fleet Services requests ratification and approval of Professional Services Agreement to July 1, 2024, with Fontana Resources at Work for Automotive Detailing and Fleet Facility Attendant Services without seeking competitive bids, with reference to Single Source review (#24-156). These services provide a vital, high quality on-site service detailing Fleet motor pool vehicles.

Impact on Residents and Businesses

There is no negative impact on the citizens or businesses.

Additional Fiscal Information

The County of Riverside Board of Supervisors adopted the FY 24/25 Central Fleet Services rates which establish full cost recovery of all professional service agreements, contracts, maintenance and services required to maintain the County's central motor pool of vehicles. These rates ensure funding of this item through the established car wash and motor pool rental rates that are reviewed each year.

Contract History and Price Reasonableness

County vehicles are used throughout the Inland Empire and easily identifiable by the black bold "COUNTY OF RIVERSIDE" marking on the driver and passenger side doors of the vehicles. It is important that we maintain our fleet in top operating condition and reflect an overall appearance that is representative of our professional ethics and demeanor. Further, the anticipated total cost of \$274,560.00 has only increased moderately from previous years compared to higher increases with general market labor rates for a laborer and working supervisor which will be provided at the Riverside Fleet Facility in support of the facility and over 2200 vehicles annually.

FRW is a 501 (c) (3) non-profit organization that has served adults with disabilities for over fifty-years. The proposed annual expense to Fleet is a portion of the total employee wage with the balance of funding provided by other government, grant funding administered by FRW. This funding allows the Fleet to continue to offer car washes and detail services at a competitive price.

ATTACHMENT

ATTACHMENT A. Professional Services Agreement, Exhibit A Scope of Work, and Exhibit B "Payment Provisions"

ATTACHMENT B. Amended Single Source Justification Document

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

Melissa Curtis _____ *Melissa Curtis* _____
Melissa Curtis, Deputy Director of Purchasing and Fleet 10/10/2024 Melissa Curtis, Deputy Director of Purchasing and Fleet 10/10/2024

Veronica Santillan _____ *Aaron Gettis* _____
Veronica Santillan, Principal Management Analyst 10/17/2024 Aaron Gettis, Chief of Deputy County Counsel 10/10/2024

PROFESSIONAL SERVICE AGREEMENT

for

AUTOMOTIVE DETAILING AND FLEET FACILITY ATTENDANT SERVICES

between

COUNTY OF RIVERSIDE

and

FONTANA RESOURCES AT WORK



OCT 22 2024 3.27

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This Agreement, made and entered into this 1st day of July, 2024, by and between Fontana Resources at Work, a California Nonprofit Corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, at the prices stated in Exhibit B, and Payment Provisions.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms this it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective July 1, 2024, and continues in effect through June 30, 2025 with the option to extend the agreement for two additional one-year terms up to June 30, 2027. Each term shall be renewable by written amendment in twelve-month increments, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed Eighty-Nine Thousand Four Hundred Thirty-Nine Dollars and Ninety-Six Cents (\$89,439.96) annually for the period of performance from July 1, 2024, through June 30, 2025, including all expenses. Compensation for optional renewal year period of performance from July 1, 2025, through June 30, 2026, shall not exceed Ninety-One Thousand Five Hundred Twenty Dollars and

Four Cents (\$91,520.04) including all expenses. Compensation for optional renewal period of performance from July 1, 2026, through June 30, 2027, shall not exceed Ninety-Three Thousand Six Hundred Dollars (\$93,600.00) including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of thirty (30) days advance notice in writing is required to request an annual increase to be considered and approved by COUNTY. Frequency of annual increase amounts will not exceed more than one per twelve-month period during the aggregate performance term of the Agreement. No retroactive price adjustments will be considered. Any annual price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index (CPI) - All Items - Riverside-San Bernardino-Ontario, CA area and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors. Annual CPI increase will be calculated using the over-the-year percentage change most recent month/year data posted prior to the date of the annual increase written request and as provided by the U.S. Bureau of Labor Statistics.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

COUNTY OF RIVERSIDE
PURCHASING AND FLEET SERVICES
ATTN: ACCOUNTS PAYABLE
3450 14TH, STREET, SUITE 420
RIVERSIDE, CA 92501

AP_PURCH_FLEET@RIVCO.ORG

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; **Agreement number PUARC-92893-001-06/27** quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered “monthly” in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his/her designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement

or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to,

duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also

terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. Independent Contractor/Employment Eligibility

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the

COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third-party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

PURCHASING AND FLEET SERVICES

ATTN: PCS

3450 14TH, STREET, SUITE 420

RIVERISDE, CA 92501

(951) 955-4937

CONTRACTOR

EXECUTIVE DIRECTOR

ATTN: JOE VARELA

9460 SIERRA AVENUE

FONTANA, CA 92335

(909) 428-3833 Ext.170

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

E. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the

event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).


23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

23.13 This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.


IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California


By: 
Chuck Washington
Chair of the Board of Supervisors

Dated: 10/22/2024

ATTEST:
Kimberly A. Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: 
Deputy County Counsel

FONTANA RESOURCES AT WORK

By: 
Joseph Varela (Oct 1, 2024 12:37 PDT)
Joseph Varela
Executive Director

Dated: 10/01/2024

Exhibit A
Scope of Work

CONTRACTOR RESPONSIBILITIES

1. Service Days and Times:

- A. 7am – 4pm Monday through Thursday (1 hour Lunch Break) (Excluding County Holidays)
- B. 7am – 3:30pm Fridays (30min lunch break) (Excluding County Holidays)
- C. Minimum service hours per day: 8 hours
- D. Service hours or are not to be changed without the approval of the Fleet Services Operations Manager or the Assistant Director of Fleet Services.

2. Provide Contractor's Personnel:

- A. (1) Contractor's personnel per day
- B. (1) Onsite Contractor's Supervising personnel per day
- C. Fleet Services must be notified at fleetadministration@rivco.org on days when no services will be provided or when working hours are reduced due to planned or unplanned absences for billing and operational purposes.

3. Daily Contractor's Support Service Levels Not Met:

- A. Less than (1) Contractor's personnel per day – Contractor will issue a refund, as indicated on Exhibit B when required daily Contractor's personnel levels for the entire workday fall below the minimum requirements, except for extenuating circumstances where site conditions require interruption of service performance (e.g. building or site evacuation)
- B. Less than (1) onsite Contractor's Supervisor personnel per day - Contractor will issue a refund, as indicated on Exhibit B when required daily onsite Contractor's Supervisor personnel levels for the entire workday fall below the minimum requirements, except for extenuating circumstances where site conditions require interruption of service performance (e.g. building or site evacuation)

NOTE: the assigned Contractor's personnel may not start work until the Contractor's Supervisor personnel is present. Should the assigned Contractor's Supervisor personnel have an unexpected delay or absence, they will notify the Contractor's personnel and the County point of contact that services will not be provided that day.

4. Reporting and Performance Requirements:

- A. Supplier supervision will provide weekly written updates on the volume and types of services provided.
- B. Contractor's personnel are required to perform a minimum of 9 car washes daily.

CAR WASHING

5. Provide fleet detailing services to include but not limited to:

- A. Inside vehicle vacuuming and interior detailing.
- B. Upholstery cleaning.
- C. Vehicle washing by hand or by Contractor's Supervising Personnel driving through County owned car wash.
NOTE: ONLY the Contractor's Supervisor personnel is authorized to operate a county vehicle at any time and for any purpose
- D. Drying wet vehicles.
- E. Cleaning vehicle windows.
- F. Cleaning vehicle tires.
- G. Application of tire and interior dressings.
- H. Decal removals and exterior buffing.

SHOP PORTER DUTIES

6. Provide facility support services and ground maintenance, as needed.

- A. Check and service trash receptacles inside and outside of parking facility, in maintenance shop, gas island, and at vacuum stations.
- B. Clean exterior windows around facility.
- C. Mop floors and empty shop bay trash receptacles.
- D. Clean and Replace mop water, mop heads and buckets.
- E. Clean debris from car wash.
- F. Clean and sweep interior and exterior stair wells.
- G. Sweep debris from parking lot and interior spaces.
- H. Wipe down and disinfect fuel island equipment and handrails.
- I. Wipe down and disinfect the break room tables and chairs.
- J. Wipe down and disinfect inside of County owned microwaves, toasters and refrigerators.

COUNTY RESPONSIBILITIES

7. Fleet Services will be responsible for providing the following:

- A. Rags and Towels for use in detailing fleet vehicles and cleaning fleet facilities
- B. Car wash / detailing supplies and chemicals used in the washing of County vehicles.
- C. Vacuums and equipment required to perform automotive detailing.
- D. Storage containers or lockers to secure cleaning materials and equipment
- E. Potable water and restroom facilities and to provide mops, buckets, brooms, cleaning rags, and tools required to perform duties.

Exhibit B

Pricing

FONTANA RESOURCES AT WORK
9460 Sierra Avenue, Fontana, CA 92335
Quote for Services

Customer: County of Riverside Fleet Services

CONTRACTOR RATES FOR FISCAL YEAR 2024/2025

1. FY 24/25 Monthly and Annual

Period: 7/1/2024 to 6/30/2025
Fees: \$7,453.33 / Month \$89,439.96 / Year

2. FY 24/25 Monthly adjustments when services are not provided:

There will be no charge to the County of Riverside for days when services are not provided.
A minimum of 8 service hours must be provided to count as a full day.
Any day >4 service hours but <8 service hours will only be paid half day.

2a. Full-Service Day: Minimum 8 service hours to be paid for a full day.

- A. Contractor's Personnel Fee: \$149.07/ day
- B. Contractor's Supervisor Fee: \$223.60/ day
- C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$372.67/ day total

2b. Half Service Day: Any day with service greater than 4 hours but less than 8 hours will only be paid half day.

- A. Contractor's Personnel Fee: \$74.53/ day
- B. Contractor's Supervisor Fee: \$111.80/ day
- C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$186.33/ day total

CONTRACTORS RATES FOR FISCAL YEAR 2025/2026

3. FY 25/26 Monthly and Annual

Period: 7/1/25 to 6/30/2026
Fees: \$7,626.67 / Month 91,520.04 Year

4. FY 25/26 Monthly adjustments when services are not provided:

There will be no charge to the County of Riverside for days when services are not provided.
A minimum of 8 service hours must be provided to count as a full day.
Any day >4 service hours but <8 service hours will only be paid half day.

- 4a. Full-Service Day: Minimum 8 service hours to be paid a full day.
 - A. Contractor's Personnel Fee: \$152.53/ day
 - B. Contractor's Supervisor Fee: \$228.80/ day
 - C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$381.33/day total

- 4b. Half Service Day: Any day with service greater than 4 hours but less than 8 hours will only be paid half day.
 - A. Contractor's Personnel Fee: \$76.27/ day
 - B. Contractor's Supervisor Fee: \$114.40/ day
 - C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$190.67/ day total

CONTRACTORS RATES FOR FISCAL YEAR 2026/2027

- 5. FY 26/27 Monthly and Annual
Period: 7/1/2026 to 06/30/2027
Fees: \$7,800.00/ Month \$93,600.00 / Year

- 6. FY 26/27 Monthly adjustments when services are not provided:
There will be no charge to the County of Riverside for days when services are not provided.
A minimum of 8 service hours must be provided to count as a full day.
Any day >4 service hours but <8 service hours will only be paid half day.

- 6a. Full-Service Day: Minimum 8 service hours to be paid a full day.
 - A. Contractor's Personnel Fee: \$156/ day
 - B. Contractor's Supervisor Fee: \$234/ day
 - C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$390/day total

- 6b. Half Service Day: Any day with service greater than 4 hours but less than 8 hours will only be paid half day.
 - A. Contractor's Personnel Fee: \$78/ day
 - B. Contractor's Supervisor Fee: \$117/ day
 - C. Contractor's Supervisor & Contractor's Personnel Both Off Fee: \$195/ day total

REFUNDS:

2% Of the Monthly fee will be refunded or deducted from the next month's charges for each day not meeting minimum Contractor's personnel services.

5% Of the Monthly fee will be refunded or deducted from the next month's charges for each day not meeting minimum on-site Contractor's supervising services.

Refunds are due within 15 days or before the next monthly invoice, whichever occurs first.
If refunds are not received in the current billing cycle for which they are owed, then the next month's invoiced amount will be short paid the adjusted amounts per Exhibit B.









This Agreement is made and entered into by and between the COUNTY OF RIVERSIDE, hereinafter

Final Audit Report

2024-10-01

Created:	2024-10-01
By:	Verenice Ramirez (verramirez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADCQH-Psxu-hQjbA1Oe7iJLQYSInSKQOx

"This Agreement is made and entered into by and between the COUNTY OF RIVERSIDE, hereinafter" History

-  Document created by Verenice Ramirez (verramirez@rivco.org)
2024-10-01 - 7:18:14 PM GMT
-  Document emailed to Joseph Varela (jvarela@fontanaresources.com) for signature
2024-10-01 - 7:18:24 PM GMT
-  Document emailed to Stephanie Nelson (stnelson@rivco.org) for signature
2024-10-01 - 7:18:24 PM GMT
-  Email viewed by Stephanie Nelson (stnelson@rivco.org)
2024-10-01 - 7:20:40 PM GMT
-  Email viewed by Joseph Varela (jvarela@fontanaresources.com)
2024-10-01 - 7:30:35 PM GMT
-  Document e-signed by Joseph Varela (jvarela@fontanaresources.com)
Signature Date: 2024-10-01 - 7:37:04 PM GMT - Time Source: server
-  Document e-signed by Stephanie Nelson (stnelson@rivco.org)
Signature Date: 2024-10-01 - 10:16:40 PM GMT - Time Source: server
-  Agreement completed.
2024-10-01 - 10:16:40 PM GMT



Purchasing and Fleet Services

Meghan Hahn, Director

Purchasing ★ Fleet ★ Central Mail ★ Surplus

SSJ No.: 24-156

Amendment No.: 1

Date: Wednesday, September 25, 2024

To: Meghan Hahn, Director of Purchasing and Fleet Services

From: Darrell Stephen, Assistant Director Fleet Services

Via: Michael Jabaay, Operations Manager

Subject: Request for Fleet Facility Attendant and Automotive Detailing

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote Supplier Sole Source Letter X Final draft agreement
X Final draft Form 11 H-11 approved by RCIT/TSOC Grant Agreement
 Other: _____

1. Supplier Name: Fontana Resources at Work Supplier ID: 0000263625

2. Reason or Justification for the Amendment:

Fontana Resources at Work (FRW) helps provide employment opportunities for people with disabilities. Fleet desires to continue with FRW services as they provide a vital, high quality on-site service detailing fleet motor pool vehicles. In addition to helping ensure good customer service by providing a quick turnaround of rented vehicles with minimal down time, putting them back into service in a timely manner for continued use of County staff. Furthermore, FRW has been able to provide the Fleet Facility with consistent and reliable facility attendant service by assisting with vehicle washing, site maintenance, and detailing.

3. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

Description:	FY 23/24	FY _____	FY _____	FY _____	FY _____	Total
One-time Costs:	\$50,000					
<i>(Insert description)</i>						
Other Costs:						
Total Costs	\$50,000					

Note: Insert additional rows as needed

a. Amended goods and/or services costs must be identified below (If applicable):

Description:	FY 24/25	FY 25/26	FY 26/27	FY _____	FY _____	Total
One-time Costs:	\$89,439.96	\$91,520.04	\$93,600.00			\$274,560.00
<i>(Insert description)</i>						
Contingency						\$27,456.00
Total Costs	\$89,439.96	\$91,520.04	\$93,600.00			\$274,560.00

Note: Insert additional rows as needed

4. Period of Performance: 3 years

Ratify Start Date (if applicable): 7/1/2024

Initial Term Start Date: 01/01/2024 End Date: 06/30/2024

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): 2

Aggregate Term/ End Date: 06/30/27

5. Projected Board of Supervisor Date (if applicable): 10/08/24

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

_____ Darrell Stephen _____ *Darrell J. Stephen* _____ 9/17/2024 _____
Print Name **Department Head Signature** **Date**
 (Executive Level Designee)

.....
PCS Reviewed:

_____ Verenice Ramirez _____ *Verenice Ramirez* _____ 09/17/24 _____
Print Name **Signature** **Date**

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psolesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.



The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

<u>Melissa Curtis</u>	<u>9/25/2024</u>	<u>24-156a</u>
Purchasing Agent Signature	Date	Tracking Number
		(Reference on Purchasing Documents)