

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

THIS FIRSTAMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (“First Amendment”), is entered into and effective as of Feb. 3, 2016 (“Effective Date”), which is the date of when this First Amendment was approved by the Chief Executive Officer of the City of Costa Mesa. This First Amendment is by and between the CITY OF COSTA MESA, a municipal corporation (“City”), and MERCHANTS BUILDING MAINTENANCE, California LLC Entity 199600210062 (“Consultant”). City and Consultant shall hereinafter collectively be referred to as “Parties”.

RECITALS

WHEREAS, the City and Consultant entered into a Professional Services Agreement on September 16, 2014 (“Agreement”) wherein Consultant provides City with janitorial services (“Services”) for City facilities; and

WHEREAS, City desires to increase Consultant’s services to City facilities;

WHEREAS, with the increase of Consultant’s services to City facilities, City shall increase Consultant’s fair market rate compensation (“Compensation”) accordingly, as set forth herein;

WHEREAS, this First Amendment shall not extend the term of the contractual relationship between City and Consultant; the original Term of five (5) years shall remain in effect, as set forth in Agreement, Article 4, Section 4.1, Term; and

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged; the Parties hereby amend the Agreement as follows:

1. For Services¹ that Consultant shall provide to City, Consultant shall receive the contracted and agreed upon Compensation.²
2. Consultant shall receive a monthly increase of approximately One Thousand Three Hundred Seventy Four Dollars and Twelve Cents (\$1,374.12 USD) and shall not receive more than a total monthly compensation of Thirty Seven Thousand Four Hundred Fifty Dollars and Fifty Cents (\$37,450.50 USD).
3. Commencing on February 1, 2016, Consultant shall receive monthly compensation:
 - A. Twenty Nine Thousand Six Hundred Twenty Two Dollars and Sixty Seven Cents (\$29,622.67 USD) for City building services; and
 - B. Seven Thousand Eight Hundred Twenty Seven Dollars and Eighty Three Cents (\$7,827.83 USD) for park restroom services.
4. All other terms and provisions of the Agreement and all amendments, shall remain in full force and effect.

¹ See **Scope of Work** hereto attached and incorporated herein as Exhibit ‘A’.

² See **Fee Schedule**, hereto attached and incorporated herein as Exhibit ‘B’.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to the Agreement to be executed by and through their respective authorized officers, and shall be in full effect as of the date first written above.

CITY OF COSTA MESA

REDACTED

Date: 2.3.16

for:

Chief Executive Officer

REDACTED

Date: 2.2.16

Finance Director

REDACTED

Date: 2.2.16

Department Head | Director

CONSULTANT

REDACTED

Date: 2.1.16

Signature

George Rodriguez Branch Manager

Name and Title

REDACTED

Taxpayer ID Number

ATTEST:



REDACTED

City Clerk and ex-officio Clerk of the City of Costa Mesa

APPROVED AS TO FORM:

REDACTED

Date: 02/03/16

City Attorney

APPROVED AS TO INSURANCE:

REDACTED
[Redacted Signature]

Risk Management

Date: 2/1/2010

APPROVED AS TO CONTENT:

REDACTED
[Redacted Signature]

Project Manager

Date: 2/2/10

[End.]

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EXHIBIT 'A'
SCOPE OF WORK

COMMUNICATIONS CENTER: (Total 7,960 sq. ft.)

SERVICE SCHEDULE: Sunday – Saturday. This is a 24 hr. per day operation.

Description: Receptionist Area, All Office work space, Break Room, Men's and Women's Restroom – Locker Rooms, 911 Area, Conference Room, Shop Office Area and restroom.

Excluding: Vehicle Repair Bay and Mezzanine Storage, Equipment Server Room, Shop Storage, Screen Storage, Telephone Room, Electrical (2,530 sq. ft.)

Daily Activities

- Empty waste baskets and carry trash to pick area. Replace liners if torn or soiled, cleanup soiled areas resulting from leaking liners.
- Spot clean interior & exterior entranceway door glass, push plates and handles.
- Clean both sides of partition glass using an approved window cleaner.
- Vacuum carpeted floor traffic lanes, workspaces and all accessible areas, spot and edge clean as needed.
- Completely clean, disinfect restroom, fixtures and bright work, showers, restock dispensers, refill soap as needed.
- Dust mop hard floors with a chemically (city approved) treated dust mop.
- Spot mop stains and spills / clean all mop splatter from all vertical surfaces.
- Dust horizontal top surfaces using a synthetic duster or a treated towel.
- Spot clean soiled wall and fixtures.
- Clean conference room tables; arrange chairs neatly around table and room perimeter.
- Clean dry erase boards.
- Clean exterior & interior of microwave and disinfect counters and sinks in break room.
- Clean and polish drinking fountains.

Weekly Activities

- Dust low areas up to six foot in height.
- Damp mop all hard surface floors / clean mop splatter on walls.
- Use shampoo system to remove large soil spots and dry.
- Disinfect all door handles.
- Spot clean around all wall switch plates, doors, door frames and counters.
- Wipe down vinyl and leather furniture.
- Clean accessible baseboards.
- Surface clean carpets as needed.

Monthly Activities

- Vacuum upholstered seating, ceiling vents, deflectors. Detail vacuum corners & edges.
- Dust all vertical and horizontal blinds, ledges and window sills over six feet.
- Machine scrub hard surface floor and apply finish.
- Clean accessible baseboards.

Quarterly Activities

- Clean carpet and hot water extract, using a high-pressure extraction.

Semi-Annual Activities

- Machine strip hard surface floors / clean grout in floor tile and reapply floor finish.

COSTA MESA BALEARIC COMMUNITY CENTER: (Total 7,680 sq. ft.)

SERVICE SCHEDULE: Monday – Thursday (after 10:00 p.m.) Friday & Saturday (after 11:00 p.m.)

Description: Office Areas: All office work space, ECP1 & ECP2, ECP Office, ECP Kitchen, All Interior Restrooms, Exterior Restrooms, Sierra & Adobe Room and Staff Room areas, Men's and Women's restroom.

LOCK FACILITY, EXTERIOR RESTROOMS AND ACTIVATED SECURITY SYSTEM

Excluding: Heater room, Custodial Closet, Toy Storage, Storage Rooms, and 2 ECP Storage Rooms (436 sq. ft.)

Daily

Empty waste baskets and carry trash to pick up area. Replace liners if torn or soiled, cleanup soiled areas resulting from leaking liners.

Spot clean interior & exterior entranceway door glass, push plates and handles.

Clean both sides of partition glass using an approved window cleaner.

Vacuum carpeted floor traffic lanes, workspaces and all accessible areas, spot and edge as needed.

Completely clean & disinfect restrooms, fixtures and bright work; restock dispensers; refill soap as needed.

Dust mop hard floors with a chemically (city approved) treated dust mop.

Spot mop stains and spills / clean all mop splatter from all vertical surfaces.

Dust all horizontal top surfaces using a synthetic duster or a treated dusting towel.

Spot clean soiled walls and fixtures.

Clean conference room tables and dry erase boards.

Clean exterior & interior of microwave; damp wipe counters and sinks in break room.

Clean and polish drinking fountains.

Weekly Activities

Dust low areas up to six foot in height.

Damp mop all hard surface floors / clean mop splatter on walls.

Use shampoo system to remove large soil spots and dry.

Disinfect all door handles.

Spot clean around wall switch plates, doors, doorframes and counters.

Wipe down vinyl and leather furniture.

Surface clean carpets as needed.

Monthly Activities

Vacuum upholstered seating and replace furniture in its designated location.

Dust all vertical and horizontal blinds; dust ledges and window sills over six feet.

Vacuum ceiling vents & air deflectors. Detail vacuum corners and edges.

Machine scrub hard surface floor and apply finish.

Quarterly Activities

Clean carpet and hot water extract, using a high-pressure extraction system.

Semi-Annual Activities

Machine strip hard surface floors; clean grout in floor tile; reapply approved floor finish.

COSTA MESA POLICE WESTSIDE SUBSTATION: (8,966 total sq. ft.)

SERVICE SCHEDULE: Monday – Friday after 5:00 p.m.

Description: All work spaces within General Facility: including Park Ranger Area, Police Supervisor Office, Police Group Work Area, Lobby, Code Enforcement Room, Homeless Outreach Office, Men's and Women's Restrooms

****LOCK FACILITY AND ACTIVATE SECURITY SYSTEM**

Excluding all secured areas 7,696 sq. ft.

Daily Activities

Empty waste baskets and carry trash to pick area. Replace liners if torn or soiled, cleanup soiled areas resulting from leaking liners.
Clean both sides of partition glass using an approved window cleaner.
Vacuum carpeted floor traffic lanes, workspaces and all accessible areas, spot and edge as needed.
Completely clean, disinfect restroom, fixtures and bright work, restock dispensers, refill soap as needed.
Dust mop hard floors with a chemically (city approved) treated dust mop.
Spot mop stains and spills / clean all mop splatter from all vertical surfaces.
Dust railings, ledges and spot clean.
Dust horizontal top surfaces using a synthetic duster or a treated towel.
Spot clean soiled wall and fixture marks.
Clean conference room tables.
Clean dry erase boards.
Clean exterior and interior of microwave and disinfect counters and sinks in break room.
Clean and polish drinking fountains.
Dust low areas up to six foot in height.
Damp mop all hard surface floors / clean mop splatter on walls.
Use shampoo system to remove large soil spots and dry.
Disinfect all door handles.
Spot clean around all wall switch plates, doors, door frames and counters.
Wipe down vinyl and leather furniture.
Clean accessible baseboards.
Surface clean carpets as needed.

Monthly Activities

Vacuum upholstered seating.
Dust all vertical and horizontal blinds.
Dust ledges and window sills over six feet.
Vacuum ceiling vents and air deflectors.
Machine scrub hard surface floor and apply finish.
Detail vacuum corners and edges.
Clean accessible baseboards.

Quarterly Activities

Clean carpet and hot water extract, using a high-pressure extraction.

EXHIBIT 'B'
FEE SCHEDULE

AMENDED FEE SCHEDULE FOR JANITORIAL SERVICES
Merchants Building Maintenance
Monthly and Annual Fee Schedule (Page 1 of 2)

City Buildings	Address	FY 15-16 Monthly Cost	FY 15-16 Annual Cost
Balearic Community Center	1975 Balearic Drive	\$ 11,679.89	\$ 120,153.68
Communications Center	79 Fair Drive	\$ 11,948.00	\$ 124,480.72
Corporation Yard (Old)	2300 Placentia Avenue	\$ 563.53	\$ 6,762.36
Corporation Yard (New)	2310 Placentia Avenue	\$ 563.53	\$ 6,762.36
City Hall	77 Fair Drive	\$ 7,422.33	\$ 89,067.96
Downtown Recreation Center	1860 Anaheim Avenue	\$ 3,723.68	\$ 44,684.16
Neighborhood Community Center	1845 Park Avenue	\$ 2,126.04	\$ 25,512.48
Police Facility	99 Fair Drive	\$ 7,700.64	\$ 92,407.68
Police Substation	567 W. 18th Street	\$ 850.97	\$ 10,211.64
Senior Center	695 W. 19th Street	\$ 3,952.00	\$ 47,424.00
	SUBTOTAL	\$ 29,622.67	\$ 355,472.04
Fire Station #1 through #6	Various	\$ -	\$ 3,147.50
	TOTAL	\$ 29,622.67	\$ 358,619.54

AMENDED FEE SCHEDULE FOR JANITORIAL SERVICES
Merchants Building Maintenance
Monthly and Annual Fee Schedule (Page 2 of 2)

Park Restrooms	Address	FY 15-16 Monthly Cost	FY 15-16 Annual Cost
Balearic Community Center	1975 Balearic Drive	\$ 473.63	\$ 5,683.56
Del Mesa Park	2080 Manistee Drive	\$ 473.63	\$ 5,683.56
Estancia Park	1900 Adams Avenue	\$ 473.63	\$ 5,683.56
Fairview Park	2525 Placentia Avenue	\$ 493.88	\$ 5,926.56
Heller Park	257 E. 16th Street	\$ 473.63	\$ 5,683.56
Jack Hammett Sports Complex	2750 Fairview Road	\$ 493.88	\$ 5,926.56
Lions Park - Davis Field	570 W. 18th Street	\$ 473.63	\$ 5,683.56
Lions Park	570 W. 18th Street	\$ 473.63	\$ 5,683.56
Shiffer Park	3400 Bear Street	\$ 473.63	\$ 5,683.56
Smallwood Park	1646 Corsica Place	\$ 473.63	\$ 5,683.56
Tewinkle #1 - Angels Playground	885 Junipero Road	\$ 493.88	\$ 5,926.56
Tewinkle #2 - Middle Restroom	970 Arlington Drive	\$ 189.00	\$ 2,268.00
Tewinkle #3 - Skate Park	900 Arlington Drive	\$ 473.63	\$ 5,683.56
Tewinkle #4 - Sports Complex	980 Arlington Drive	\$ 473.63	\$ 5,683.56
Vista Park	1200 Victoria Street	\$ 473.63	\$ 5,683.56
Wakeham Park	3400 Smalley Road	\$ 473.63	\$ 5,683.56
Wilson Park	360 W. Wilson Street	\$ 473.63	\$ 5,683.56
TOTAL		\$ 7,827.83	\$ 93,933.96
COMBINED TOTAL		\$ 37,450.50	\$ 452,553.50