

DATE: January 21, 2016

TO: Watershed Conservation Authority Governing Board

FROM: Salian Garcia, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 12: Consideration of a resolution to amend the FY 2015-2016 janitorial contract with BriteWorks, Inc. and amend FY 15/16 budget

RECOMMENDATION: The WCA Governing Board approve a contract amendment with BriteWorks Inc. for janitorial Services increasing the not to exceed value by \$775 to \$7,775. This action would also amend the FY 2015-2016 budget for janitorial services to increase the budget line item by \$775 or 11%, to a new not to exceed value of \$7,775.

BACKGROUND: As a part of operating expenses to run the office, the WCA outsources janitorial services to keep the office clean and maintained. The WCA Board approved entering into a 1-year contract for \$7,000 with an option to extend the contract for one additional year. The contract allows the vendor to increase their fee for Cost of Living changes and as the California State Minimum Wage increased effective January 1, 2016 raising the minimum wage from \$9/hour to \$10/hour. This action reflects this contract change in fee and will increase the budget to match.

FISCAL INFORMATION: This contract will be funded from Operations Revenues in the amount not to exceed \$7,775 for the remainder of Fiscal Year 2015/16. This amount is classified under janitorial services in the FY 2015/16 Budget and it will be amended accordingly.

Exhibit A

WCA15501

FY 15/16Ex

AGREEMENT FOR CONSULTANT SERVICES – Amendment One

THIS AGREEMENT is amended this 21st day of January, 2016:

BY AND BETWEEN

Watershed Conservation Authority (WCA), a joint powers authority between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District

AND

BriteWorks, Inc.
620 N. Commercial Ave.
Covina, CA 91723
Email: services@briteworks.com
Phone: (626) 337-0099
hereinafter referred to as "Contractor,"

The parties hereto do mutually agree to amend the agreement with respect to Section 3 and 7 only, as follows:

3. Consideration WCA agrees to pay Contractor a maximum not to exceed fee of Seven Thousand Seven Hundred Seventy Five Dollars (\$7,775.00). Services are extended through June 30, 2016 with the option to extend an additional year will be dependent upon negotiations and agreement over the contractual value.

7. Terms and Termination The term of this Agreement shall commence on the date stipulated on Page 1 of this agreement, through June 30, 2016 and unless otherwise modified, shall terminate on the date that the work is accepted by WCA. The Parties may cancel or terminate this Agreement for any lawful reason, without any liability other than payment for work already performed, up to the date of termination by giving three days written notice of such termination to the other Party.

This agreement may be extended one year, contingent upon acceptable performance of services per Executive Officer or authorized representative.

All other terms remain the same.

WCA

BriteWorks, Inc.

By _____

By _____

Mark Stanley
Executive Officer

Anita Ron
President

BriteWorks, Inc.

Updated Fee Schedule
Dated November 16, 2015; effective January 1, 2016

Janitorial Services	
SERVICE DESCRIPTION	PRICE
Increase for minimum wage 2016:	
(No changes on original SOW/ no changes to the terms and conditions)	\$73.76
Total Monthly Cost:	\$647.76

DRAFT



DATE: <11/16/15>

Quotation for: **Watershed Conversation Authority**
 Address: **100 N. Old San Gabriel Canyon Rd.**
Azusa CA 91702

Quotation Number: **011615A**
 Version: **01** / Salesperson: **AGR**
 Page Number: **1**

Cleaning Sites: <Same as Above>

1. BriteWorks is pleased to submit this Quotation for the products and services herein at the stated prices.
2. Unless otherwise expressly written in this Quotation, the Total Cost is in U.S. dollars and does not include taxes, tariffs or other impositions.
3. Payment terms: 100% 30 days after completion of all work stated herein.
4. This Quotation is good for thirty (30) days.
5. This Quotation contains confidential and proprietary information. Only customer's employees, contractors and agents with a legitimate need to review this Quotation have the rights to examine it.
6. The attached Contract Terms and Conditions are an integral part of this Quotation. Upon acceptance by Client of this Quotation and execution by the Client in the space provided below, this Quotation will be a legally binding contract between Client and BriteWorks, Inc. subject to the terms and conditions of the quotation.

Janitorial Services

SERVICE DESCRIPTION	PRICE
Increase for minimum wage 2016:	
(No changes on original SOW/ no changes to the terms and conditions)	\$73.76
Total Monthly Cost:	\$647.76

All janitorial Green Seal Certified cleaning agents supplied by BriteWorks, Inc. Paper supplies and trash liners to be purchased by Client.

Services to Commence on: _____, 2015

CUSTOMER APPROVAL	BRITWORKS APPROVAL
<p>Watershed Conversation Authority 100 N. Old San Gabriel Canyon Rd. Azusa, CA 91702</p>	<p>BriteWorks, Inc. 620 N. Commercial Ave Covina, CA 91723</p>
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
TIN# _____	

January 21, 2016 - Item 3

RESOLUTION 2016-03

**RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO AMEND
THE FY 2015-2016 JANITORIAL CONTRACT WITH BRITE WORKS, INC. AND
AMEND FY 15/16 BUDGET**

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (District); and

WHEREAS, the Watershed Conservation Authority (WCA) has further been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, this action will authorize the WCA to approve a contract for janitorial services with Brite Works, Inc. for an amount not to exceed \$7,775; and

WHEREAS, this action will authorize the WCA to amend the Fiscal Year 2015/2016 budget for the increased janitorial services expense; and

WHEREAS, the proposed action is exempt from the provisions of the California Environmental Quality Act; NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated January 21, 2016.
4. **AUTHORIZES** the Watershed Conservation Authority to amend current contract for janitorial services with Brite Works, Inc. for an amount not to exceed \$7,775.
5. **AUTHORIZES** the Watershed Conservation Authority to amend the FY 2015/16 budget for the increased janitorial services expense.

~ End of Resolution ~

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Resolution 2016-03

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On January 21, 2016

Brian Mejia, Chairperson

ATTEST: _____
Terry Fujimoto
Deputy Attorney General