



## AGENDA REPORT

**Meeting Date:** August 30, 2016  
**Item Number:** D-8  
**To:** Honorable Mayor & City Council  
**From:** Nancy Hunt-Coffey, Director of Community Services  
**Subject:** AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND STAR, INC. FOR AFTER SCHOOL AND SUMMER CLASS INSTRUCTION SERVICES THROUGH THE CITY'S DEPARTMENT OF COMMUNITY SERVICES; AND  
  
APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$270,000 FOR THE SERVICES DESCRIBED  
  
**Attachments:** 1) Agreement

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### **RECOMMENDATION**

Staff recommends that City Council approve the agreement and purchase order with STAR, Inc. for one year of services to provide after school and summer class instruction services in an amount not-to-exceed \$270,000 per year.

### **INTRODUCTION**

The services of STAR, Inc. have been used by the City for the past nine years. STAR, Inc. offers over two hundred various after school enrichment classes at each of the elementary schools and attracts a large number of resident youth participants. The vendor's staff is comprised of highly qualified professionals from diverse backgrounds teaching in their area of expertise.

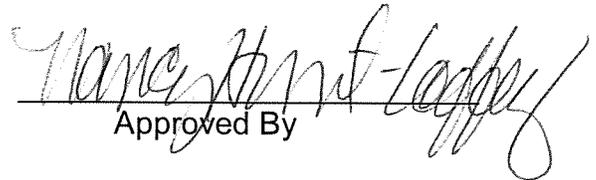
### **DISCUSSION**

STAR, Inc. will provide after school and summer class instruction for the City's Community Services Department in accordance with a schedule approved by the City. Instruction in classes such as crafts, math, science, theatre, cooking, and other areas will be offered.

**FISCAL IMPACT**

The revenue split provision with STAR, Inc. is 80% of the resident rate of the registration fees to the vendor and the City retaining the remaining amount. The revenue split for STAR, Inc. is slightly higher than other contractual instructors and vendors due to their provision of Site Directors at each school site that provides much needed oversight for the numerous classes they provide each session. Funds are currently available for this expenditure which is offset by revenue in an amount not to exceed \$270,000.

  
\_\_\_\_\_  
Finance Approval

  
\_\_\_\_\_  
Approved By

# **Attachment 1**

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
STAR, INC. FOR AFTER SCHOOL AND SUMMER CLASS  
INSTRUCTION SERVICES THROUGH THE CITY'S  
DEPARTMENT OF COMMUNITY SERVICES

NAME OF VENDOR: Star, Inc.

RESPONSIBLE PRINCIPAL  
OF VENDOR Katya Bozzi, Executive Director

VENDOR'S ADDRESS: 10117 Jefferson Boulevard  
Culver City, CA 90232

CITY'S ADDRESS: City of Beverly Hills  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Attention: Nancy Hunt-Coffey,  
Director of Community Services

COMMENCEMENT DATE: September 1, 2016

TERMINATION DATE: June 20, 2017

CONSIDERATION: Not to exceed \$270,000 as described in  
Section 3 (rate includes reimbursables)

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
STAR, INC. FOR AFTER SCHOOL AND SUMMER CLASS  
INSTRUCTION SERVICES THROUGH THE CITY'S  
DEPARTMENT OF COMMUNITY SERVICES

THIS AGREEMENT is made as of the Commencement Date set forth above, by and between the City of Beverly Hills, a municipal corporation (hereinafter called "CITY"), and Star, Inc., a corporation (hereinafter called "VENDOR").

RECITALS

A. CITY desires to have certain services provided (the "Services") as set forth in Exhibit A, attached hereto and incorporated herein.

B. VENDOR represents that it is qualified and able to perform the Services.

NOW, THEREFORE, the parties agree as follows:

Section 1. VENDOR's Services.

VENDOR shall perform the Scope of Services described in Exhibit A, attached hereto and incorporated herein, to the full satisfaction of CITY.

VENDOR shall acquire, repair and maintain at its sole cost and expense such equipment as VENDOR requires for its use to conduct the services required by this Agreement.

VENDOR shall supply at its sole cost and expense any instructional materials, supplies, handouts, books and photocopying VENDOR may require for the conduct of the services required by this Agreement.

VENDOR is solely responsible for the hiring, training, supervision and compensation of substitutes or assistants required for the conduct of the services under this Agreement.

Section 2. Time of Performance. VENDOR shall commence its Services under this Agreement upon the Commencement Date. VENDOR shall perform the Services on or by the Termination Date set forth on the cover page hereof.

Section 3. Compensation/Payment.

(a) CITY shall pay VENDOR at the rate of 80% of an amount to be based on the CITY resident rate multiplied by the number of registrants of the class and/or camp provided by VENDOR for CITY under this Agreement.

(b) If VENDOR does not teach all of the classes in a session, CITY, in its discretion, will either refund the registrants for all of the classes and VENDOR will not be compensated for this session, or CITY will refund the registrants only for the remaining classes that were not conducted by VENDOR and VENDOR receives his/her contracted percentage of the number of classes that VENDOR performed.

(c) CITY shall pay VENDOR upon receipt of an itemized statement on a form acceptable to CITY for VENDOR's services performed. CITY shall pay VENDOR the amount of such undisputed billing within thirty (30) days of receipt of same.

(d) Upon satisfactory completion of all after school and summer class instruction services to be provided as set forth in Exhibit A of this Agreement, CITY shall pay CONTRACTOR in an amount not to exceed the amount set forth above, at the rate of eighty (80%) of the CITY resident rate multiplied by the number of registrants of the classes provided by CONTRACTOR for CITY under this Agreement.

(e) CITY shall make two payments to CONTRACTOR upon receipt of an itemized statement on a form acceptable to CITY for CONTRACTOR's services performed. The first payment shall be made midway through each session and the second payment shall be made at the end of each session. CITY shall pay CONTRACTOR the amount of such undisputed billings within thirty (30) days of receipt of same.

(f) Additional Services. CITY may from time to time require CONTRACTOR to perform additional services not included in the Scope of Services. Such requests for additional services shall be made by CITY in writing and agreed upon by both parties in writing.

Section 4. Independent Contractor. VENDOR is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of VENDOR or any of VENDOR's employees, except as herein set forth. VENDOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

Section 5. Assignment. This Agreement shall not be assigned in whole or in part by VENDOR without the prior written consent of CITY. Any attempt by VENDOR to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

Section 6. Responsible Principal.

(a) VENDOR's Responsible Principal set forth above shall be principally responsible for VENDOR's obligations under this Agreement and shall serve as principal liaison between CITY and VENDOR. Designation of another Responsible Principal by VENDOR shall not be made without the prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 7. Personnel.

(a) VENDOR represents that all of the services required under this Agreement shall be performed by VENDOR. VENDOR further represents that it is qualified to perform such services.

(b) If services under this Agreement involve minors under the age of 18, VENDOR and VENDOR's personnel shall be fingerprinted by the CITY Police Department in order to conduct a State Department of Justice ("DOJ") background check prior to VENDOR performing services under this Agreement. CITY shall waive the administrative cost of

fingerprinting and shall pay the DOJ fees. If VENDOR or any VENDOR personnel have been convicted of a misdemeanor or felony involving moral turpitude according to the DOJ report, CITY may terminate this Agreement immediately.

Section 8. Interests of VENDOR. VENDOR affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having any such interest shall be employed by or be associated with VENDOR.

Section 9. Insurance.

(a) VENDOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance, with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by VENDOR.

(b) VENDOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive Vehicle Liability insurance covering personal injury and property damage, with minimum limits of One Millions Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by VENDOR in performing the services required by this Agreement.

(c) VENDOR agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation and employer's liability insurance as required by law. If VENDOR represents that it is not required by law to maintain workers' compensation insurance coverage, VENDOR shall sign an affidavit to this effect, which shall be attached hereto and incorporated herein as Exhibit B.

(d) VENDOR shall require each of its subconsultants or sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(e) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best's Insurance Guide.

(f) VENDOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at VENDOR's expense, the premium thereon.

(g) At all times during the term of this Agreement, VENDOR shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit B, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. VENDOR shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The General Liability policy of insurance required by this Agreement shall contain an endorsement naming the CITY as an additional insured. If the class is located on Beverly Hills Unified School District Property, the General Liability policy of insurance shall also name the Beverly Hills Unified School District as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30)

days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(h) The insurance provided by VENDOR shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(i) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, VENDOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or VENDOR shall procure a bond guaranteeing payment of losses and expenses.

#### Section 10. Indemnification

##### If Location of Class is on Beverly Hills Unified School District Property

VENDOR agrees to indemnify, hold harmless and defend CITY, the Beverly Hills Unified School District ("DISTRICT"), City Council and each member thereof, and every officer, employee and agent of CITY and DISTRICT, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of VENDOR or any person employed by VENDOR in the performance of this Agreement.

##### If Location of Class is on CITY Property

VENDOR agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of VENDOR or any person employed by VENDOR in the performance of this Agreement.

#### Section 11. Termination.

(a) CITY may cancel this Agreement at any time upon five (5) days written notice to VENDOR. VENDOR agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) VENDOR may cancel this Agreement at any time upon five (5) days written notice to CITY. After such effective date, VENDOR shall continue providing, to the conclusion of the session, any course and/or camp that began prior to the effective date of termination. Such performance shall be subject to the terms of this Agreement.

(c) In the event of termination or cancellation of this Agreement by CITY or VENDOR, due to no fault or failure of performance by VENDOR, VENDOR shall be paid full compensation for all services performed by VENDOR, in an amount to be determined as follows: For work done in accordance with all of the terms and provisions of this Agreement, VENDOR shall be paid an amount equal to the amount of services performed prior to the effective date of termination or cancellation; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would be paid VENDOR for the full performance of the services required by this Agreement.

Section 12. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the

receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth above, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

Section 13. Attorney's Fees. In the event that either party commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

Section 14. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and VENDOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and VENDOR.

Section 15. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 16. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 17. CITY Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than VENDOR.

Section 18. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

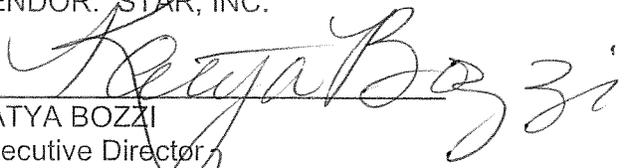
\_\_\_\_\_  
JOHN A. MIRISCH  
Mayor of the City of Beverly Hills, California

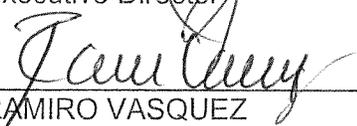
ATTEST:

\_\_\_\_\_  
(SEAL)  
BYRON POPE  
City Clerk

[Signatures continue]

VENDOR: STAR, INC.

  
KATYA BOZZI  
Executive Director

  
RAMIRO VASQUEZ  
Chief Financial Officer

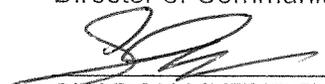
APPROVED AS TO FORM:

  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

MAHDI ALUZRI  
City Manager

  
NANCY HUNT-COFFEY  
Director of Community Services

  
SHARON L'HEUREUX DRESSEL  
Interim Risk Manager

## EXHIBIT A

### SCOPE OF SERVICES

VENDOR shall provide after school and summer class instruction services for CITY's Department of Community Services at all DISTRICT elementary school sites, and in accordance with a schedule mutually agreed upon by the parties in writing. The schedule is subject to change by CITY, which may reschedule or cancel any or all classes at its discretion, provided, however, that any such action does not result in VENDOR having less than two subjects per day at each school site. VENDOR may cancel any class due to low enrollment (i.e., less than seven students), except RockSTAR. CITY and VENDOR shall mutually agree upon the rates charged for the after school classes. CITY agrees that, as consideration for VENDOR to enter into this Agreement, CITY shall not permit more than one (1) of CITY's other vendors to provide one-hour kindergarten class per day per school site or five (5) per week per school site.

VENDOR shall provide a Site Director ("Director") employed by VENDOR at each school site. The Director shall be on site after school during the hours of class instruction provided, however, that the Director shall be permitted to leave once all of VENDOR's and CITY's classes have ended. The Director shall oversee the general operation of the instruction services and be responsible for the general supervision of the registered participants and their attendance at and direction to their registered classes. CITY acknowledges and agrees to the following: (1) every class shall have a maximum of fourteen (14) students to one (1) teacher ratio for safety purposes, unless CITY's Director of Community Services or his designee agrees to a different ratio in writing for a particular class; (2) CITY shall be solely responsible for providing VENDOR with all information necessary for the safety and health of the students including, emergency contact information, allergy and any other medical requirements; and (3) if CITY cancels a class offered by another vendor, the CITY shall be responsible for notifying the students, their parents, and the Director of such cancellation in a timely manner; (3) CITY shall provide a substitute teacher or CITY staff to supervise registered participants in classes cancelled by other vendors.

VENDOR may use the class rosters to monitor registrants' attendance and for emergency purposes only. VENDOR shall not use the class rosters for publicity, marketing or any other commercial purposes.

VENDOR shall conduct school assemblies and/or VENDOR class demonstrations from time to time upon CITY's written request during regular school hours.

VENDOR shall provide summer instruction at CITY recreation centers for CITY's Department of Community Services in accordance with a schedule mutually agreed upon by the parties in writing. The schedule is subject to change by CITY, which may reschedule or cancel any or all classes at its sole discretion. CITY and VENDOR shall agree upon rates charged to participants for the summer recreation classes.

Other than as necessary to meet the needs of students and program participants, VENDOR shall set its own schedule, hours (including preparation) and location of work.

VENDOR has experience and training in providing the services and instruction outlined in this Scope of Services. CITY lacks this experience and training and is not qualified to determine the methods and means to be employed in providing such services. CITY is only interested in the results to be achieved. As a result, VENDOR shall be solely responsible for determining the

outline and content of instruction provided under this Agreement. VENDOR shall be solely responsible for determining the instructional methods and means to be used for all instruction under this Agreement and in determining manner by which services will be provided.

VENDOR retains the right to provide similar services, including recreation classes, for other cities, special districts or private entities or to provide its services directly to the general public.

EXHIBIT B

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED

COMPANIES AFFORDING COVERAGE

- A.
- B.
- C.

ADDRESS

COMPANY (A. B. C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	LIMITS		
				B.I.	P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/>					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
 Authorized Insurance Representative

AGENCY: \_\_\_\_\_  
 \_\_\_\_\_

TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

RM02.DOC REVISED 10/14/96.