



## AGENDA REPORT

**Meeting Date:** January 13, 2015  
**Item Number:** D-5  
**To:** Honorable Mayor & City Council  
**From:** Alan Schneider, Director of Project Administration  
Julio Guerrero, Contract Administrative Assistant  
**Subject:** APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND CPM ONE SOURCE, INC. FOR FURNITURE MANAGEMENT, RECONFIGURATION AND PROCUREMENT SERVICES FOR THE RECONFIGURATION OF COMMUNITY DEVELOPMENT FURNITURE; AND  
APPROVAL OF A PURCHASE ORDER IN THE NOT TO EXCEED AMOUNT OF \$78,752.20 TO CPM ONE SOURCE, INC. FOR THE PURCHASE AND SERVICES

**Attachments:** 1. Agreement

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### **RECOMMENDATION**

It is recommended that the City Council move to approve an agreement between the City of Beverly Hills and CPM One Source, Inc. for furniture management, reconfiguration and procurement services for Community Development furniture in the not to exceed amount of \$78,752.20; and approval of a Purchase Order in the not to exceed amount of \$78,752.20.

### **INTRODUCTION**

Due to the City's re-organization and augmentation of staff for the Community Development Department a budget enhancement request was approved in the fiscal year 2014-15 budget to reconfigure existing office space and add the necessary furniture for the increased staff within the Department. The proposed agreement addresses the need for furniture purchase and reconfiguration services.

### **DISCUSSION**

Under an agreement not to exceed \$1,500 approved at the department head level, CPM One Source, Inc. (vendor) was engaged to assist with design and layout of the necessary workstations and office space.

Upon approval of the furniture design by Community Development a proposal and scope of services was prepared by the vendor. The affected divisions include:

- Code Enforcement
- Inspectors
- Plan Review Engineering
- Planning Division
- Permit Center

The vendor's proposal is for the following services to supply all labor, materials and equipment to install new and reconfigure existing furniture for seventeen workstations:

- Furniture management
- Furniture relocation
- Furniture procurement
- Space planning
- Breakdown, reconfigure and install all existing furniture
- Manage all furniture procurement, delivery and installation
- Relocate employee contents to new location

Beverly Hills Municipal Code Section 3-3-205, Alternative Purchasing Procedures, provides that the City's purchasing agent may purchase equipment where competitive bid procedures have already been utilized such as purchased from federal, state or county governments as long as the City is supplied the equipment at the same or better price as was obtained through the competitive bid procedures. The basis for the cost proposal is General Services Administration (GSA) pricing for workstations, tables and seating outlined above; In addition to providing competitive pricing, CPM One Source is recommended for its commitment to a high level of customer service and providing a quality product

The cost of the services and furniture procurement is not to exceed amount \$78,752 which is within the allocated funding of \$80,000.

### **FISCAL IMPACT**

The total amount of the vendor services and purchase order has been budgeted in the FY 14-15 Operating Budget approved by the City Council for the Development Services Division of the Community Development Department.

Don Rhoads   
Finance Approval

David Lightner   
Approved By

# **Attachment 1**

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND CPM ONE SOURCE, INC. FOR FURNITURE MANAGEMENT, RECONFIGURATION AND PROCUREMENT SERVICES FOR THE RECONFIGURATION OF COMMUNITY DEVELOPMENT FURNITURE

NAME OF VENDOR: CPM ONE SOURCE, INC.

RESPONSIBLE PRINCIPAL OF VENDOR: Phillip Sapon, Principal

VENDOR'S ADDRESS: 1036-D Broxton Ave.  
Los Angeles, CA 90024

CITY'S ADDRESS: City of Beverly Hills  
345 Foothill Road  
Beverly Hills, CA 90210  
Attention: Alan Schneider, Director of Project Administration

COMMENCEMENT DATE: Upon receipt of written Notice to Proceed

TERMINATION DATE: June 1, 2015

CONSIDERATION: Not to exceed \$78,752.20 as more particularly described in Exhibit A (includes all applicable sales tax) and  
  
Contingency for additional work not to exceed \$1,000.00 as described in Exhibit B;  
  
Total not to exceed \$79,752.20

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND CPM ONE SOURCE, INC. FOR FURNITURE MANAGEMENT, RECONFIGURATION AND PROCUREMENT SERVICES FOR THE RECONFIGURATION OF COMMUNITY DEVELOPMENT FURNITURE

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and CPM ONE SOURCE, INC. (hereinafter called "VENDOR"), a CA corporation.

RECITALS

A. CITY desires to obtain services of a VENDOR to perform work as described in Exhibit A ("Project"), attached hereto and incorporated herein.

B. VENDOR represents that it is licensed, qualified and able to perform the services.

NOW, THEREFORE, the parties agree as follows:

Section 1. VENDOR's Services. VENDOR shall perform and complete in good and workmanlike manner the Scope of Work described in Exhibit A in a manner satisfactory to CITY.

Section 2. Time of Performance. VENDOR shall commence its services under this Agreement upon receipt of a written notice to proceed from CITY. VENDOR shall perform the services on or by the Termination Date set forth above, unless extended in writing by the City Manager or his designee pursuant to the same terms and conditions of the Agreement.

Section 3. Compensation.

(a) Compensation. CITY agrees to compensate VENDOR for the services and/or goods provides under this Agreement, and VENDOR agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B, attached hereto and incorporated herein.

(b) Expenses. The amount set forth in paragraph (a) shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement (including, but not limited to, all labor, materials, delivery, tax, assembly, and installation, as applicable). There shall be no claims for additional compensation for reimbursable expenses.

(c) Additional Services. CITY may from time to time require VENDOR 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. Method of Payment. Unless otherwise provided for herein, VENDOR shall submit to CITY a detailed invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services

rendered during the billing period and the amount due. Within 30 days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall pay VENDOR said Consideration in accordance with the schedule of payment set forth in Exhibit B.

Section 5. Independent VENDOR. VENDOR is and shall at all times remain, as to CITY, a wholly independent VENDOR. 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 6. Assignment. This Agreement shall not be assigned in whole or in part by VENDOR without the prior written approval 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 7. Responsible Principal(s).

(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 by CONSULTANT shall not be made without 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 8. Personnel. VENDOR represents that it has, or shall secure at its own expense, all personnel required to perform VENDOR's services under this Agreement. All personnel engaged in the work shall be qualified to perform such work.

Section 9. Changes to the Scope of Services. CITY may by written notice initiate any change to the scope of services. The cost of any change order must be agreed to by both parties in writing.

Section 10. 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 11. 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 Two Million Dollars (\$2,000,000) 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 Million 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 insurance as required by law.

(d) VENDOR shall require each of its sub-consultants or sub-VENDORS 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) (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 C, 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 insurance required by this Agreement shall contain an endorsement naming the CITY 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 12. Indemnification. 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 13. Termination.

(a) CITY shall have the right to terminate this Agreement for any reason or for no reason 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) In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by VENDOR, VENDOR shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall

VENDOR be entitled to receive more than the amount that would be paid VENDOR for the full performance of the services required by this Agreement. VENDOR shall have no other claim against CITY by reason of such termination, including any claim for compensation.

Section 14. Notice. Any notice, 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 15. Prevailing Wages. In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. VENDOR will be required to pay to all persons employed on the project by the VENDOR sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State of California.

Section 16. Affirmative Action in Contracting Policy. CITY is an equal opportunity employer. Qualified firms owned by women, minorities and disabled persons are encouraged to submit bids or proposals. VENDOR expressly agrees to comply with the CITY's ordinances and regulations concerning Equal Opportunity Employment and Affirmative Action principles. VENDOR and every supplier of materials and services shall be an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21 of Title 42 of the United States Code and Federal Executive Order #11375, and as such shall not discriminate against any person by reason of race, creed, color, religion, age, sex or physical handicap with respect to the application for employment, hiring, tenure, or terms or conditions of employment of any person.

Section 17. Standard Specifications. In connection with contracts to which it may apply, and except as otherwise provided below, all public works construction Work shall be done in accordance with the provisions of the most current edition of "Standard Specifications for Public Works Construction" (commonly known as "the Green Book") including Supplements, prepared and promulgated by the Southern California Chapter of the American Public Works Association and the Associated General VENDORS of California, which specifications are hereinafter referred to as the "Standard Specifications." The provisions of these General Specifications shall apply to and/or shall supersede, as the case may be, provisions of the above referenced Standard Specifications.

Section 18. Compliance with Labor Laws. VENDOR shall comply with and adhere to all applicable labor laws, such as, but not limited to, alien labor, prevailing wages, etc. VENDOR shall comply with the provisions of Sections 1770-1777.5 of the California Labor Code, and Section 7-2 of the Standard Specifications, entitled "Labor." The California Department of Industrial Relations has ascertained the general prevailing rate of wages in the county in which the Work is to be done. A copy of the general prevailing rate of wages is on file with the City Clerk of CITY and is available for inspection and reference during regular business hours.

Section 19. Materials and Workmanship. CITY shall have the right to inspect any material used. Material furnished shall be new, complete, ready-for-use and of the latest model, shall not have been used in demonstration or other services and shall have all the usual equipment as shown by its manufacturer's current specifications and catalogs, unless otherwise specified. Equipment, supplies or services that fail to comply with the Agreement requirements regarding design, material or workmanship may be rejected at the option of CITY. Any materials rejected shall be removed from CITY premises at the VENDOR's sole expense.

Section 20. Licenses and Permits. Except as provided herein below, VENDOR shall obtain and pay for all permits and licenses required by federal, state or local law, rule or regulation. Costs for obtaining CITY permits required under this Agreement will be waived. All requirements for obtaining permits (including CITY permits) remain in effect and are not waived; only the costs of CITY permits are waived.

Section 21. Assignment of Unfair Business Practices. In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, VENDOR or its sub-vendor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arises from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to VENDOR, without further acknowledgment by the parties.

Section 22. Safety and Protection of Workers. Pursuant to Public Contract Code Section 7104, if any work under this Contract involves digging trenches or other excavations that extend deeper than four feet below the surface:

(a) VENDOR shall promptly, and before the following conditions are disturbed, notify CITY, in writing, of any:

(1) Material that VENDOR believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in the Agreement.

(b) CITY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the VENDOR's cost of, or the time required for, performance of any part of the work shall be in the form of a written amendment to the Agreement.

(c) In the event that a dispute arises between the CITY and VENDOR, whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in VENDOR's cost of, or time required for, performance of any part of the work, VENDOR shall not be excused from any scheduled completion date provided for by the

Agreement, but shall proceed with all work to be performed under the Agreement. VENDOR shall retain any and all rights provided either by the Agreement or by law which pertain to the resolution of disputes and protests between the contracting parties.

Section 23. Special Conditions.

(a) Hours of Work. All construction activity shall be performed only between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. For any construction activity to be performed after these hours or on weekends, VENDOR shall obtain the written approval of the CITY's representative.

(b) Conduct of the Work. Workmen shall behave, at all times, in a courteous, professional manner. While on site, or entering or exiting the site, there shall be no loud noise, shouting or other extraneous activity that might cause disruption to staff or patrons as the case may be. The operations of describe location i.e. city hall, etc. will remain open throughout the construction period.

(c) Storage will be limited to the Project area.

(d) VENDOR shall have a competent representative on the Project site at all times Work is in progress. Communication given to the representative shall be binding as if given to the VENDOR. VENDOR shall immediately replace any individual who ceases to perform his duties satisfactorily, in the opinion of the CITY's representative, with a qualified, competent replacement acceptable to the CITY's representative.

(e) VENDOR shall submit schedule information to the CITY's representative for integration into the overall Project schedule. Activity information shall be of sufficient detail to ensure adequate coordination, planning and execution of the work within the Time of Performance required by the Agreement.

(f) Rubbish, debris, waste, dust or surplus materials, shall not be allowed to accumulate and shall be removed continuously and disposed of by the VENDOR as the work progresses. The CITY may elect if required, upon written notice to the VENDOR, to perform cleanup, the cost for which will be deducted from the Agreement amount.

Section 24. 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 25. 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 26. 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 27. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 28. CITY Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than VENDOR.

Section 29. 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.

EXECUTED the \_\_\_\_ day of \_\_\_\_\_ 2015, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

\_\_\_\_\_  
LILI BOSSE  
Mayor of the City of Beverly Hills, California

ATTEST:

\_\_\_\_\_  
BYRON POPE  
City Clerk

[Signatures continue]

VENDOR: `
CPM ONE SOURCE, INC.

*Phillip Saron*

PHILLIP SARON
Principal

*Ted Afetian*

TED AFETIAN
Secretary

[Signatures continue]

APPROVED AS TO FORM

  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT

\_\_\_\_\_  
JEFFREY C. KOLIN  
City Manager

  
DAVID E. LIGHTNER  
Deputy City Manager/ Director of Capital Assets

\_\_\_\_\_  
KARL KIRKMAN  
Risk Manager

## EXHIBIT A

### SCOPE OF WORK

VENDOR shall provide all materials, necessary equipment, and skilled labor to provide and perform the following scope. VENDOR guarantees that the work shall be performed in accordance with direction provided by CITY's project manager. VENDOR shall at all times have management on site familiar with the project and with authority to direct VENDOR's staff. In addition, VENDOR agrees to comply with all required regulations and safety procedures, and provide its services to CITY's full satisfaction.

Proposal #14-497-2.0, dated 12/04/14 ("Proposal")

Provide the following services for CITY's Community Services Department located at City Hall, 455 N. Rexford Drive, Beverly Hills, CA 90210. Supply all labor, materials and equipment to install furniture in accordance with the VENDOR'S Proposal #14-497-2.0, dated 12/04/14 to include:

- Furniture Management
- Furniture Reconfiguration
- Furniture Procurement
- Space Planning
- Submit space plan and one set of revisions
- Breakdown, reconfigure & install all existing furniture
- Manage all furniture procurement, delivery, and installation
- Relocate employee contents to new location

**Affected Community Development divisions include:**

- Code Enforcement
- Inspectors
- Plan Review Engineering
- Planning Department
- Supervisor - Reconfiguration, Furniture Procurement
- Permit Center - Reconfiguration, Furniture Procurement

**Assumptions:**

- VENDOR will be provided with accurate employee information
  - Name
  - Position
  - Current & Future Location
- VENDOR will be provided electronic (.dwg) drawings of existing space
- VENDOR will be utilizing their in-house movers and installers
- Reconfigurations & relocations will be scheduled for off hours/weekend hours
- CITY will provide adequate building access as well as loading and unloading
- A Project Manager (Move Manager) from VENDOR shall oversee all Furniture breakdowns and installations

**Exclusions:**

- VENDOR will not be responsible for breaking down or installing computer equipment
- VENDOR will not pack/unpack personal items unless added to above scope
- VENDOR is not currently providing special accommodations regarding confidential items; i.e. files

## **Project Solution**

### **Space Planning:**

- Field measure and verify existing space and furniture
- Analyze and advise on the relocation options and associated costs and risks
- Identify areas to review for potential budget savings and possible cost overruns
- Participate in project meetings; assist in reviewing agendas, procedures and handouts
- Furniture inventory, planning and tagging
- Develop and hang mover directionals, room placards, file placards and other move signage
- Execute the move work plan taking any required preventative action
- Supervise furniture management on site
- Manage post move related issues
- Oversee the disposition of furniture, trash and e-waste

### **Furniture Procurement:**

- Specify all new furniture
- Develop new furniture drawings
- Coordinate new furniture with current furniture reconfigurations
- Provide client with detailed new furniture quotes
- Order new furniture
- Manage and coordinate new furniture delivery and installation
- Manage new furniture punch list

### **Furniture Breakdown & Installation:**

- Install floor and wall protection before moving any items
- Breakdown and reconfigure office furniture
- Breakdown and install wall mounted items
- Clean up all floor and wall protection

## **SCHEDULE OF WORK**

VENDOR shall:

- Work during regular business hours only
- Start work upon receipt of executed Agreement and Written Notice To Proceed
- Complete work within 45 days after commencement of services

## **WARRANTY**

One (1) year materials and labor

**EXHIBIT B**

**RATES or UNIT COSTS / PAYMENT SCHEDULE**

- A. CITY shall compensate VENDOR for the satisfactory performance of the work described in this Agreement in the amount of Seventy Eight Thousand Seven Hundred Fifty Two Dollars and Twenty Cents (\$78,752.20) as described in this Exhibit.

A Contingency in an amount not to exceed One Thousand Dollars (\$1,000.00) shall be for additional, unforeseen and unanticipated work outside the scope of services described in Exhibit A, and shall not be undertaken without the express direction by the CITY in writing. Compensation for said additional work shall be mutually agreed upon by the parties in writing.

In no event shall the Fee and the Contingency exceed Seventy Nine Thousand Seven Hundred Fifty Two Dollars and Twenty Cents (\$79,752.20)

- B. VENDOR shall submit an itemized statement to CITY on a CITY approved form for its services performed, which shall include documentation setting forth in detail a description of the services rendered, and the hours of service, if appropriate. CITY shall pay VENDOR the amount of such undisputed billing within thirty (30) days of receipt of same. Payment shall be made upon the satisfactory completion and submission of the deliverables described in Exhibit A.

**Professional Fees:**

**A. Project Management:**

- Plan Review
- Stakeholder Meetings
- Project Scheduling
- Project Oversight
- Post Move Support

**Total Cost.....\$2,970.00**

**B. Furniture Inventory:**

*Code Enforcement-Reconfiguration, Furniture Procurement*  
*Inspectors-Reconfiguration, Furniture Procurement*  
*Plan Review Engineer-Reconfiguration, Furniture Procurement*  
*Planning Department-Reconfiguration, Furniture Procurement*  
*Supervisor- Reconfiguration, Furniture Procurement*  
*Permit Center- Reconfiguration, Furniture Procurement*

**Total Cost: .....\$575.00**

**C. Space Planning:**

*Code Enforcement-Reconfiguration, Furniture Procurement*  
*Inspectors-Reconfiguration, Furniture Procurement*  
*Plan Review Engineer-Reconfiguration, Furniture Procurement*

Planning Department-*Reconfiguration, Furniture Procurement*  
Supervisor - *Reconfiguration, Furniture Procurement*  
Permit Center- *Reconfiguration, Furniture Procurement*  
**Total Cost: .....\$1,350.00**

**D. Reconfiguration:**

Code Enforcement-*Reconfiguration, Furniture Procurement*  
Inspectors-*Reconfiguration, Furniture Procurement*  
Plan Review Engineer-*Reconfiguration, Furniture Procurement*  
Planning Department-*Reconfiguration, Furniture Procurement*  
Supervisor - *Reconfiguration, Furniture Procurement*  
Permit Center- *Reconfiguration, Furniture Procurement*  
**Total Cost: .....\$5,950.00**

**E. Personal Content Relocation:**

7 Employees  
W/ Project Management  
**Total Cost: .....\$2,600.00**

**F. Furniture Procurement:**

Code Enforcement-*Reconfiguration, Furniture Procurement*  
Inspectors-*Reconfiguration, Furniture Procurement*  
Plan Review Engineer -*Reconfiguration, Furniture Procurement*  
Planning Department-*Reconfiguration, Furniture Procurement*  
Supervisor - *Reconfiguration, Furniture Procurement*  
Permit Center- *Reconfiguration, Furniture Procurement*  
**Total Cost:.....\$65,307.22**

**Total Project Cost: .....\$78,752.20**

**Contingency**

**Not to Exceed.....\$ 1,000.00**

**Total Not to Exceed Cost.....\$79,752.20**

**EXHIBIT C**

**CERTIFICATE OF INSURANCE**

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

**NAMED INSURED**

**COMPANIES AFFORDING COVERAGE**

**ADDRESS**

- A.
- B.
- C.

COMPANY (A.B.C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS 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"/> VENDOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKER'S COMPENSATION					

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: VENDOR 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 VENDOR's officers, employees, agents or others employed by VENDOR while engaged by VENDOR 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  
 TITLE : \_\_\_\_\_  
 AGENCY : \_\_\_\_\_ Address : \_\_\_\_\_  
 \_\_\_\_\_