

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND EXCELLENT MAINTENANCE PRO INC.

This Agreement is entered into this _____ day of _____, 2017, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Excellent Maintenance Pro, Inc., hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of janitorial services for Daly City Clinic, South San Francisco Clinic, Fair Oaks Health Center Sequoia Teen Wellness Clinic, Shasta Clinic.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Services
Exhibit B—Payments and Rates
Exhibit E—Corporate Compliance SMMC Code of Conduct
Attachment H—HIPAA Business Associate Requirements

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed THREE HUNDRED NINETY THREE THOUSAND DOLLARS (\$393,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement. All invoices must be approved by the Deputy Director of Ambulatory Services or their designee and paid within 30 days of receipt of the invoice. Invoices must be sent to: SMMC-Accounts-Payable@smcgov.org. Processing time may be delayed if invoices are not submitted electronically.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from May 1, 2017, through April 30, 2018.

5. Termination

This Agreement may be terminated by Contractor or by the Chief of the Health System or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the

performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

The parties agree that, pursuant to Section 70713 of Title 22 of the California Code of Regulations ("Title 22"), San Mateo Medical Center retains all professional and administrative responsibility for services rendered under this Agreement to the extent that such services are subject to Title 22 and are rendered by a "qualified professional person" as used in Section 70713, and the parties further agree in that instance that this Agreement is otherwise subject to any applicable requirements of Title 22.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the

Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

17. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: San Mateo Medical Center
Attn: Accounts Payable

Address: 222 W 39th Ave
San Mateo, CA 94403
Email: SMMC-Accounts-Payable@smcgov.org

In the case of Contractor, to:

Name/Title: Excellent Maintenance Pro, Inc.
Address: 3620 Haven Avenue, Suite D
Redwood City, CA 94063

18. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: Excellent Maintenance Pro, Inc.

Alfredo Hernández
Contractor Signature

03-21-17
Date

Alfredo Hernandez
Contractor Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Contractor shall perform the following services at the listed frequency at all locations listed on Exhibit B:

| <u>Common Areas – Lobby’s, Corridors, Elevators and Stairwells</u> | <i>Service Frequency</i> | | | | | |
|--|---------------------------------|-------------|--------------|--------------|-------------|--------------|
| Service Description | Daily | Wkly | Mthly | Qrtly | Yrly | Other |
| Collect trash and change plastic liners | x | | | | | |
| Empty and clean cigarette urns outside of building | x | | | | | |
| Wipe down doors in and out | x | | | | | |
| Spot clean carpet as needed | x | | | | | |
| Wipe down cleared tables | x | | | | | |
| Vacuum carpets | x | | | | | |
| Clean glass on lobby doors in and out | x | | | | | |
| Wipe clean tables/chairs in common areas | x | | | | | |
| Clean drinking fountains | x | | | | | |
| Sweep and mop floor areas | x | | | | | |
| Report suspicious activity and comply with security regulations | x | | | | | |
| Fair Oaks Health Center, play wall should be cleaned daily and the panels and partition glass cleaned daily | x | | | | | |
| Dust all surfaces to hand height such as, window ledges, sills, pictures frames, display objects and shelves | | x | | | | |
| Remove smudges from light switches and doors | | x | | | | |
| Spot clean panels and partition glass | | x | | | | |
| Remove cobwebs | | x | | | | |
| Detail vacuum all overhead air vents | | | x | | | |
| Shampoo and extract carpets (Extra charge) | | | | | | x |

| <u>Office and Cubicle Areas including Distribution area (FO) Conference & Exam Rooms</u> | <i>Service Frequency</i> | | | | | |
|---|---------------------------------|-------------|--------------|--------------|-------------|--------------|
| Service Description | Daily | Wkly | Mthly | Qrtly | Yrly | Other |
| Collect trash and change liners as needed | x | | | | | |
| Vacuum carpeted areas | x | | | | | |

| | | | | | | |
|---|----------|----------|----------|----------|--|----------|
| Dust mop and wet mop sealed concrete/ vct areas | x | | | | | |
| Spot clean carpet as needed | x | | | | | |
| Wipe down treatment tables both sides and tops | x | | | | | |
| Wipe clean tables/chairs in conference room | | | | | | |
| Arrange chairs in proper position | x | | | | | |
| Secure and lock doors as requested | x | | | | | |
| Remove cobwebs | | x | | | | |
| Report suspicious activity and comply with security regulations | x | | | | | |
| Dust all surfaces to hand height such as, window ledges, sills, pictures frames and shelves | | x | | | | |
| Spot clean partition glass | | x | | | | |
| Clean sink, counters and refill towel dispenser | x | | | | | |
| Wipe down cleared desk areas | | x | | | | |
| Clean fingerprints from doors | | | x | | | |
| Dust partitions up to seven feet | | | x | | | |
| Detail vacuum all overhead air vents | | | x | | | |
| Wipe down all baseboards | | | x | | | |
| Shampoo and extract carpets, (extra charge) | | | | | | x |
| Wax tile floors | | | | x | | |

| <u>Rest Rooms</u> | <i>Service Frequency</i> | | | | | |
|---|---------------------------------|-------------|--------------|--------------|-------------|--------------|
| Service Description | Daily | Wkly | Mthly | Qrtly | Yrly | Other |
| Remove trash and replace liners | x | | | | | |
| Clean and sanitize toilets and urinals | x | | | | | |
| Restock hand towels, toilet paper and soap | x | | | | | |
| Wipe down mirror and counter top | x | | | | | |
| Clean, sanitize and polish fittings | x | | | | | |
| Sweep and mop floors | x | | | | | |
| Clean and sanitize walls and partitions | | x | | | | |
| Wipe down fingerprints from doors | | x | | | | |
| Flush floor drains with enzyme solution to eliminate odor | | | x | | | |
| Clean shower stalls | | x | | | | |
| Scrub VCT floors | | | | x | | |
| Detail vacuum all overhead air vents | | | x | | | |

| <u>Break Room / Cafeteria</u> | <i>Service Frequency</i> | | | | | |
|--------------------------------------|---------------------------------|-------------|--------------|--------------|-------------|--------------|
| Service Description | Daily | Wkly | Mthly | Qrtly | Yrly | Other |

| | | | | | | |
|--|----------|----------|--|--|--|--|
| Clean counters and sink area | x | | | | | |
| Clean microwaves inside and out | x | | | | | |
| Replenish hand towels | x | | | | | |
| Sweep and mop floors | x | | | | | |
| Remove trash and replace plastic liners | x | | | | | |
| Arrange chairs | x | | | | | |
| Wipe down tables, chairs and exterior of refrigerators | x | | | | | |
| Clean under vending machines | | x | | | | |
| Dust on top of vending machines | | x | | | | |
| Dust on top of refrigerator | | x | | | | |

The Contractor is available 24 hours a day 365 days a year for any emergency response. They provide each Customer with the contact information of the Area Supervisor assigned to the account.

- Contractor shall provide all labor, payroll taxes. Insurance, workers' compensation insurance, health & welfare benefits. Equipment supervision and cleaning materials required to perform contracted janitorial services.
- Contractor is responsible to provide the soap for any area other than the clinics.
- Contractor's insurance carrier will provide the County with certificates of General Liability naming the County as additionally insured and Workers' Compensation consistent with industry standards upon award of the contract.
- Consumable products such as toilet tissue, hand towels and plastic liners are not included in this agreement.

Travel reimbursement will not be a part of this agreement.

Exhibit B

In consideration of the services provided by Excellent Maintenance Pro, Inc. in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Mike Nevin Health Center, (Daly City Clinic) 380 90th Street, Daly City, CA 94015

| | | |
|--|---|----------------------|
| Evening Custodial Services | Mon-Fri | \$2,355.00 per month |
| Day Porter Service | Mon-Fri | \$1,879.00 per month |
| Pressure Wash Garage Parking And Pavers At The Main Entrance | 1 x per year Total \$1360.00 per service split with 2 nd floor | \$680.00 per service |
| Carpet Cleaning Common Areas | -0- | -0- |
| Carpet Cleaning All Carpets | 1 x per year | \$480.00 per service |
| Windows Exterior | 1 x per year | \$320.00 per service |
| Windows Interior | 1 x per year | \$320.00 per service |
| Restrooms: scrub vct floors Wax tile floors: offices, cubicles, conference and exam rooms | Cost to be determined if clinic manager requests service | -0- |

Behavioral Health and Recovery Services, 380 90th Street, Daly City, CA 94015

| | | |
|--|---|----------------------|
| Evening Custodial Services | Mon-Fri | \$2,355.00 per month |
| Day Porter Service | Mon-Fri | \$1,879.00 per month |
| Pressure Wash Garage Parking And Pavers At The Main Entrance | 1 x per year Total \$1360.00 per service split with 1 st floor | \$680.00 per service |
| Carpet Cleaning Common Areas | -0- | -0- |
| Carpet Cleaning All Carpets | 1 x per year | \$480.00 per service |
| Windows Exterior | 1 x per year | \$720.00 per service |
| Windows Interior | 1 x per year | \$480.00 per service |
| Restrooms: scrub vct floors Wax tile floors: offices, cubicles, conference and exam rooms | Cost to be determined if Clinic manager requests service | -0- |

Women Infant and Children, 380 90th Street, Daly City, CA 94015

| | | |
|--|--|----------------------|
| Evening Custodial Services | Mon-Fri | \$693.00 per month |
| Day Porter Service | Mon – Fri | \$418.00 per month |
| Pressure Wash Garage Parking And Pavers At The Main Entrance | -0- | -0- |
| Carpet Cleaning Common Areas | -0- | -0- |
| Carpet Cleaning All Carpets | 1 x per year | \$150.00 per service |
| Restrooms: scrub vct floors Wax tile floors: offices, cubicles, conference and exam rooms | Cost to be determined if clinic manager requests | -0- |
| Windows Exterior | 1x per year | \$360.00 per service |
| Windows Interior | 1 x per year | \$160.00 per service |

South San Francisco Clinic, 306 Spruce Avenue, South San Francisco, CA 94080

| | | |
|----------------------------|--|----------------------|
| Evening Custodial Services | Mon-Fri | \$1,295.00 per month |
| Windows exterior | Cost to be determined if clinic manager requests | -0- |
| Windows interior | Cost to be determined if clinic manager requests | -0- |
| Clean all carpets | Cost to be determined if clinic manager requests | -0- |

Woman Infant and Children, 306 Spruce Avenue, South San Francisco, CA 94080

| | | |
|----------------------------|--|--------------------|
| Evening Custodial Services | Mon-Fri | \$379.00 per month |
| Clean all carpets | Cost to be determined if clinic manager requests | -0- |

Fair Oaks Health Center, 2710 Middlefield Road, Redwood City, CA 94063

| | | |
|----------------------------|--------------|------------------------|
| Evening Custodial Services | Mon-Fri | \$5,764.00 per month |
| Day Porter Service | Mon-Fri | \$4,002.00 per month |
| Weekend Service | Saturday | \$675.00 per month |
| Windows Exterior | 1 x per year | \$2,300.00 per service |

| | | |
|---|--|----------------------|
| Windows Interior | 1 x per year | \$980.00 per service |
| Restrooms: scrub vct floors. Wax tile floor: offices, cubicles, distribution area, conference and exam rooms | Cost to be determined if requested by clinic manager | -0- |
| Clean carpets | Cost to be determined if requested by clinic manager | -0- |

Sequoia Teen Wellness Center, 200 James Avenue, Redwood City, CA 94062

| | | |
|-----------------------------|--|--------------------|
| Evening Custodial Services | Mon-Fri | \$759.00 per month |
| Wash windows inside and out | Cost to be determined if clinic manager requests | -0- |

Shasta Clinic, 727 Shasta Street, Redwood City, CA 94063

| | | |
|----------------------------|-----------|----------------------|
| Evening Custodial Services | Mon - Fri | \$1,188.00 per month |
|----------------------------|-----------|----------------------|

Coastside Clinic SMMC, 225 So. Cabrillo Hwy, Half Moon Bay, CA 94019

| | | |
|--|--------------------|--|
| Evening Custodial Services (Includes additional 2 nd floor areas) | Monday - Friday | \$3,610.00 per month |
| Weekend Service | Saturday or Sunday | \$570.00 per month |
| Carpet Cleaning Common Areas | -0- | -0- |
| Windows Exterior | | Cost to be determined at request of clinic manager |
| Windows Interior | | Cost to be determined |
| Scrub and wax all vct floors: 1 st floor | Quarterly | \$2,816.00 per service |
| Scrub and wax all vct floors in additional 2 nd floor area | Quarterly | \$800.00 per service |

Coastside Clinic (BHRS), 225 So. Cabrillo Hwy, HMB 94019

| | | |
|-------------------------------------|-----------------|--|
| Evening Custodial Services | Monday - Friday | \$1,100.00 per month |
| Carpet Cleaning including stairwell | As requested | \$280.00 per service |
| Windows Exterior | As requested | Cost to be determined at request of clinic manager |
| Scrub and wax all vct floors | Quarterly | \$800.00 per service |

Emergency Call Service for toilet overflows, water extraction, bodily fluids at the rates below.

Emergency Service Rates (For All Locations)

| Service Type | Straight Time | Overtime Rates * |
|------------------------------|---------------|------------------|
| General Emergency Janitorial | \$25.00 | \$37.50 |

* Overtime rates apply for services requested outside of Contractor's normal business days (Monday – Friday)

Invoicing

Funds in the amount of \$270,453.00 are included in this agreement for the following locations:

Mike Nevin Health Center (Daly City Clinic) 380 90th Street, Daly City, CA 94015
South San Francisco Clinic 306 Spruce Avenue, South San Francisco, CA 94080
Fair Oaks Health System 2710 Middlefield Road, Redwood City, CA 94063
Sequoia Teen Wellness Center 200 James Avenue, Redwood City, CA 94062,
Coastside Clinic SMMC, 225 Cabrillo Hwy S. Half Moon Bay, CA 94019

Invoices for these locations should be sent to be sent the address below for payment.

San Mateo Medical Center
Accounts Payable
222 W. 39th Avenue
San Mateo, CA 94403

Funds in the amount of \$84,384.00 are included in this agreement for the following locations:

Behavioral Health and Recovery Services 380 90th Street, Daly City, CA 94015
Shasta Clinic, 727 Shasta Street, Redwood City, CA 94063, Coastside BHRS, 225
Cabrillo Hwy S, Half Moon Bay, CA 94019

Invoices for this locations should be sent to be sent the address below for payment.

Behavioral Health and Recovery Services
Attn: Brad Johnson
225 37th Ave
San Mateo, CA 94403

Funds in the amount of \$18,550.00 are included in this agreement for the following locations:

Women Infant and Children 380 90th Street, Daly City, CA 94015
Woman Infant and Children 306 Spruce Avenue, South San Francisco, CA 94080

Invoices for these locations should be sent to be sent the address below for payment.

Family Health Services
Attn: Ankita Tandel
2000 Alameda de las Pulgas
San Mateo, CA 94403

The total cost of the one-year agreement is \$373,387.00. This agreement should contain a contingency fund of \$19,613.00 to cover emergencies, which is included in the total cost.

EXHIBIT E

CORPORATE COMPLIANCE SMMC CODE OF CONDUCT (THIRD PARTIES)

Contractor recognizes and is fully dedicated to advancing SMMC's commitment to full compliance with all Federal, State, and other governmental health care program requirements, including its commitment to prepare and submit accurate claims consistent with such requirements.

Contractor will comply with all Federal, State or other governmental health care program requirements.

Contractor, to the extent its contractual duties require it to submit the reports covered in this paragraph, will promptly submit accurate information for Federal health care cost reports including, but not limited to, the requirement to submit accurate information regarding acute available bed count for Disproportionate Share Hospital (DSH) payment.

Contractor will report to the SMMC Compliance Officer any suspected violation of any Federal health care program requirements within fifteen (15) days of discovery of the violation.

Contractor has the right to use the SMMC Disclosure Program by calling the Compliance Hotline at (800) 965-9775 or reporting incidents directly to the Compliance Officer. SMMC is committed to non-retaliation and will maintain, as appropriate, confidentiality and anonymity with respect to such disclosures.

Contractor understands that non-compliance with Federal and State health care program requirements, and failing to report any such violations, could result in termination of the Agreement and/or any other penalties as permitted by law.

Contractor is responsible for acquiring sufficient knowledge to recognize potential compliance issues applicable to the duties outlined in the Agreement and for appropriately seeking advice regarding such issues.

Contractor will not offer, give, or accept any "kickback," bribe, payment, gift, or thing of value to any person or entity with whom SMMC has or is seeking any business or regulatory relationship in relation to said business or regulatory relationship (other than payments authorized by law under such relationships). Contractor will promptly report the offering or receipt of such gifts to the SMMC Compliance Officer.

Contractor will not engage in any financial, business, or other activity which may interfere or appear to interfere with the performance of the duties under the Agreement or that involve the use of SMMC/County property, facilities, or resources.

Contractor will cooperate fully and honestly in the event that SMMC and/or County is audited by an outside agency including, but not limited to, compliance audits regarding enforcement of Federal and State regulations, any applicable accreditation standards, and/or SMMC system-wide policies.

***TO REPORT VIOLATIONS,
CALL THE COMPLIANCE HOT LINE: (800) 965-9775***

Contractor, in executing this Agreement, certifies that an authorized representative has received this Code of Conduct, understands it, has authority to commit Contractor to this Code of Conduct, and has committed Contractor to comply with this Code of Conduct.

Attachment H

Health Insurance Portability and Accountability Act (HIPAA) Business Associate Requirements

DEFINITIONS

Terms used, but not otherwise defined, in this Schedule shall have the same meaning as those terms are defined in 45 Code of Federal Regulations (CFR) sections 160.103, 164.304, and 164.501. All regulatory references in this Schedule are to Title 45 of the Code of Federal Regulations unless otherwise specified.

- a. **Business Associate.** "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the parties to this agreement shall mean Contractor.
- b. **Covered Entity.** "Covered entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement shall mean County.
- c. **HIPAA Rules.** "HIPAA rules" shall mean the Privacy, Security, Breach Notification and Enforcement Rules at 45 CFR part 160 and part 164, as amended and supplemented by Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009.
- d. **Designated Record Set.** "Designated Record Set" shall have the same meaning as the term "designated record set" in Section 164.501.
- e. **Electronic Protected Health Information.** "Electronic Protected Health Information" (EPHI) means individually identifiable health information that is transmitted or maintained in electronic media; it is limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.
- f. **Individual.** "Individual" shall have the same meaning as the term "individual" in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).
- g. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- h. **Protected Health Information.** "Protected Health Information" (PHI) shall have the same meaning as the term "protected health information" in Section 160.103 and is limited to the information created or received by Business Associate from or on behalf of County.
- i. **Required By Law.** "Required by law" shall have the same meaning as the term "required by law" in Section 164.103.
- j. **Secretary.** "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.
- k. **Breach.** The acquisition, access, use, or disclosure of PHI in violation of the Privacy Rule that compromises the security or privacy of the PHI and subject to the exclusions set

forth in Section 164.402. Unless an exception applies, an impermissible use or disclosure of PHI *is presumed* to be a breach, unless it can be demonstrated there is a low probability that the PHI has been compromised based upon, at minimum, a four-part risk assessment:

1. Nature and extent of PHI included, identifiers and likelihood of re-identification;
 2. Identity of the unauthorized person or to whom impermissible disclosure was made;
 3. Whether PHI was actually viewed or only the opportunity to do so existed;
 4. The extent to which the risk has been mitigated.
- l. **Security Rule.** "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160 and Part 164, Subparts A and C.
- m. **Unsecured PHI.** "Unsecured PHI" is protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in relevant HHS guidance.
- n. **Security Incident.** "Security Incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system. "Security Incident" includes all incidents that constitute breaches of unsecured protected health information.

OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE

- a. Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Business Associate agrees to use appropriate safeguards to comply with Subpart C of 45 CFR part 164 with respect to EPHI and PHI, and to prevent the use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to make uses and disclosures requests for Protected Health Information consistent with minimum necessary policy and procedures.
- d. Business Associate may not use or disclose protected health information in a manner that would violate subpart E of 45 CFR part 164.504 if used or disclosed by Covered Entity.
- e. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- f. Business Associate agrees to report to County any use or disclosure of Protected Health Information not authorized by this Agreement.
- g. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of County, agrees to adhere to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

- h. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to provide access, at the request of County, and in the time and manner designated by County, to Protected Health Information in a Designated Record Set, to County or, as directed by County, to an Individual in order to meet the requirements under Section 164.524.
- i. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs or agrees to make pursuant to Section 164.526 at the request of County or an Individual, and in the time and manner designed by County.
- j. Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of County, available to the County at the request of County or the Secretary, in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining County's compliance with the Privacy Rule.
- k. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- l. Business Associate agrees to provide to County or an Individual in the time and manner designated by County, information collected in accordance with Section (k) of this Schedule, in order to permit County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- m. Business Associate shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Business Associate creates, receives, maintains, or transmits on behalf of County.
- n. Business Associate shall conform to generally accepted system security principles and the requirements of the final HIPAA rule pertaining to the security of health information.
- o. Business Associate shall ensure that any agent to whom it provides EPHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such EPHI.
- p. Business Associate shall report to County any Security Incident within three (3) business days of becoming aware of such incident. Business Associate shall also facilitate breach notification(s) to the appropriate governing body (i.e. HHS, OCR, etc.) as required by law. As appropriate and after consulting with County, Business Associate shall also notify affected individuals and the media of a qualifying breach.
- q. Business Associate understands that it is directly liable under the HIPAA rules and subject to civil and, in some cases, criminal penalties for making uses and disclosures

of Protected Health Information that are not authorized by this Attachment, the underlying contract as or required by law.

PERMITTED USES AND DISCLOSURES BY CONTRACTOR AS BUSINESS ASSOCIATE

Except as otherwise limited in this Schedule, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, County as specified in the Agreement; provided that such use or disclosure would not violate the Privacy Rule if done by County.

OBLIGATIONS OF COUNTY

- a. County shall provide Business Associate with the notice of privacy practices that County produces in accordance with Section 164.520, as well as any changes to such notice.
- b. County shall provide Business Associate with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- c. County shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that County has agreed to in accordance with Section 164.522.

PERMISSIBLE REQUESTS BY COUNTY

County shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if so requested by County, unless the Business Associate will use or disclose Protected Health Information for, and if the Agreement provides for, data aggregation or management and administrative activities of Business Associate.

DUTIES UPON TERMINATION OF AGREEMENT

- a. Upon termination of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from County, or created, maintained, or received by Business Associate on behalf of County, that Business Associate still maintains in any form. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
- b. In the event that Business Associate determines that returning or destroying Protected Health Information is infeasible, Business Associate shall provide to County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of the Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health

Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protection Health Information.

MISCELLANEOUS

- a. **Regulatory References.** A reference in this Schedule to a section in the HIPAA Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b. **Amendment.** The Parties agree to take such action as is necessary to amend this Schedule from time to time as is necessary for County to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.
- c. **Survival.** The respective rights and obligations of Business Associate under this Schedule shall survive the termination of the Agreement.
- d. **Interpretation.** Any ambiguity in this Schedule shall be resolved in favor of a meaning that permits County to comply with the Privacy Rule.
- e. **Reservation of Right to Monitor Activities.** County reserves the right to monitor the security policies and procedures of Business Associate.