



**Hope Services  
Contingent Staffing Service Agreement**

**Agreement #: City of Salinas FY24-25**

**Hope Contacts**

Accounts Receivable: Dixie Lim, dlim@hopeservices.org 30 Las Colinas Lane, San José, CA 95119

Hope Primary Contact for Project

Name: Freya Childers

Phone: (831) 758-0973

Cell: (831) 595-6641

E-Mail: fchilders@hopeservices.org

District Director

Name: Sheryl Hagemann

Phone: (831) 600-1503

Cell: (831) 345-5256

E-Mail: shagemann@hopeservices.org

**Part 1 - Company Identification**

Company: City of Salinas Community Development Dept.

Primary

Name: Maria E. Contreras

Phone: (831) 758-7429

Cell:

E-Mail: mariac@ci.salinas.ca.us

Address: 65 West Alisal St. 2nd floor

City: Salinas, CA

Zip: 93901

**Part 2 - Work Dates, Hours and Billing Rate**

This agreement is for (check one):

☐ One or more individuals

☒ **Group with Hope Supervisor**

The work is (check one):

☐ Temporary, less than 1 month

☒ **Long term as agreed**

**Start Date: July 1, 2024**

**End Date: December 31, 2024**

**Contract Review Date: October 28, 2024**

**Work Hours: 3.5 hours per day  
3 days per week**

**Work Days: Tuesday, Wednesday, Thursday**

**# of Workers: 4 plus a supervisor**

**Billing Rate: \$90.00 per hour or \$315 per day x 52 weeks = \$49,140**

**Any hours over 8 in one day or 40 in one week will be billed at 1 ½ time the rate above.**

**Part 3 - Specific Job Duties**

- Litter abatement
- Cleaning of garbage/recycling bins
- Cleaning benches and planter boxes
- Disposing of litter at 655 Elvee Dr., Salinas (City Facility)
- Cleaning of trash receptacles
- Other similar tasks as agreed upon by City of Salinas and Hope management

**Part 4 - To Be Provided By**

Hope and the Company will provide supplies and services as follows:

Company	Hope
Integration of workers into the work place	Training support
Supplies, tools and equipment required for the job	Payroll burden incl. benefits, insurance, payroll administration
Typical training for the positions	Other disability related training and consulting
	Qualified workers
	Regular Safety huddles/tailgate meetings

## Part 5 - Additional Supplies/Costs (if any) Will be Paid For or Provided By:

City of Salinas Community Development Dept.

## Part 6 - Payroll and Billing

Hope pay periods are the 1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> to the last day of each month. The worker(s) is responsible for reporting hours worked to Hope by fax or e-mail using the form provided by Hope and will submit hours to Hope weekly and/or by the 15<sup>th</sup> and last day of each month. In accordance with Department of Labor standards, overtime will be calculated at one and one half times the regular rate for any hours over 8 in one day and also for any hours worked over 40 in one week.

Hope will bill Company on the 15<sup>th</sup> and the last day of each month. Invoices are due and payable on receipt. Payment in full for invoices shall be made to Hope within thirty (30) days from invoice date. Invoices that are more than seven (7) days past due are subject to a late charge of one percent (1 %) per month on the amount of the past due balance. Late charges shall be calculated using the U.S. Method, therefore interest will not be compounded on the past due balance. If the Client's account is past due and Hope has notified Client verbally or in writing of the past due balance, Hope may, *upon 30 days' notice*, immediately cease providing any and all further Services without any liability to Client for interruption of pending work.

Implementation of this agreement is contingent on submission by the Company of an on-line credit application (<http://fs20.formsite.com/HOPEservices/form10/index.html>) and signing of this agreement by both the Company and Hope representatives.

## Part 7 - Confidentiality

By signing this contract you agree in accordance with California Welfare and Institutions Code Sections 5328 through 5330, to regard as confidential all information received directly or indirectly concerning any Hope client employed by you. Confidentiality extends to photos and you agree to request a written photo release for any photos displayed showing any Hope client.

Hope agrees that Hope staff will not disclose confidential business information to any party regarding the Company's practices, products or procedures.

## Part 8 - Labor Law and Accommodations

All State and Federal Labor laws apply to all employees covered by this contract. On request, Hope will provide consultation relating to disability-related issues, application of labor law to employees with disabilities, and on accommodating persons with disabilities in the workplace.

## Part 9 - Liability and Worker's Compensation Coverage

Hope assumes liability for clients and staff and is insured by the Berkshire Hathaway Homestate Companies, Policy **HOWC320215**. Certificates of insurance are available upon request. In the event of an emergency or life threatening injury, please call the local emergency services to provide care for any staff provided by Hope. Follow up by informing your Hope representatives as soon as possible. In the case of non-life threatening injury or illness, please contact your Hope representatives as soon as you become aware of the incident.

## Part 10 - Approval (required for implementation)

When signed, this agreement will be held valid for a minimum of 90 days (unless temporary as noted in Part 2 above); either party may request renegotiation of the agreement with a 30-day notice.

\_\_\_\_\_  
Company or Representative

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Clayton Ng  
Hope Services CFO

06/28/24  
\_\_\_\_\_  
Date