



Finance Committee Agenda

Tuesday, April 28, 2026, 8:30 AM
EXECUTIVE CONFERENCE ROOM - 3RD FLOOR
1 Civic Center Circle
Brea, CA 92821

MEMBERS: Mayor Pro Tem Marty Simonoff, Chair and Council Member Steve Vargas

ALTERNATES: Mayor Cecilia Hupp and Council Member Christine Marick

This agenda contains a brief general description of each item the Committee will consider. The Administrative Services Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the Administrative Services Department Office at (714) 990-7684 or view the Agenda and related materials on the City's website at <https://www.ci.brea.ca.us/509/Meeting-Agendas-Minutes>. Materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the Administrative Services Department's Office at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post document before the meeting.

Procedures for addressing the Committee

Members of the public may offer comment by phone or email or may observe the meeting by attending in person. All requests to offer comment must be submitted via phone by calling (714) 990-7684 or by emailing debbied@cityofbrea.gov by 12:00 p.m. on the Monday prior to the meeting.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administrative Services Office at (714) 990-7684. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE THE COMMITTEE IS IN SESSION.

1. CALL TO ORDER/ROLL CALL

- 1.A. Attendees
- 1.B. Matters from the Audience

2. CONSENT

- 2.A. Approval of Minutes 02-24-2026
- 2.B. Approval of Minutes 04-14-2026

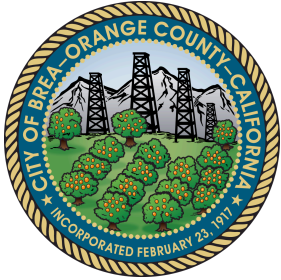
3. DISCUSSION

- 3.A. Budget Adjustments to the City Operating and Capital Improvement Program Budgets for FY 2025-27
- 1. Adopt a resolution amending the City Operating Budget for FY 2025-26 and FY 2026-27
 - 2. Adopt a resolution amending the FY 2025-26 and FY 2026-27 of the Capital Improvement Program Budget
 - 3. Amend the City's Position Allocation List to change the status of an existing Code Enforcement Officer position from part-time to full-time within the Community Development Department
- 3.B. Professional Services Agreement for City's Housing Rehabilitation Program
Approval of a Professional Services Agreement with GRC Associates to implement the City's Housing Rehabilitation Program
- 1. Approve a Professional Services Agreement between the City of Brea and GRC Associates (included as Attachment A) to implement the City's Housing Rehabilitation Program in an amount not-to exceed \$34,000 per year, for up to five years (\$170,000 total over five years);
 - 2. Authorize the City Manager to execute the Professional Services Agreement with GRC Associates
 - 3. Authorize the City Manager to approve non-substantive changes, as well as amend and extend the term of the Professional Services Agreement, for up to four additional one-year terms.
- 3.C. Sourcewell Maintenance Agreement with TK Elevator Corporation
- 1. Approve a Cooperative Purchase Agreement with TK Elevator Corporation for citywide elevator preventative maintenance services for a three (3) year term for \$33,600 per year, for a total of \$100,800.

4. ADJOURNMENT

Next Scheduled Meeting: Tuesday, May 12, 2026

Date Posted: April 23, 2026



CITY *of* BREA

Finance Committee Communication

April 28, 2026

Item No. 2A.

Approval of Minutes 02-24-2026

TO	PREPARED BY
Finance Committee Members	Debbie Duff, Accounting Technician II
DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
Monica Lo, Administrative Services Director	Kristin Griffith, City Manager

Attachments

[02-24-26 FC Minutes DRAFT.pdf](#)

**** The following document is a draft of the minutes and the not the official approved minutes**

Minutes for the Finance Committee

1 Civic Center Circle, Brea, CA 92821

February 24, 2026, 8:30 AM - 8:56 AM

1. CALL TO ORDER/ROLL CALL

Mayor Pro Tem Marty Simonoff called the meeting to order at 8:30 am.

1.A. Attendees

Mayor Pro Tem Marty Simonoff, Chair, Council Member Steve Vargas, Jason Killebrew, Michael Ho, Carrie Hernandez, Chief Mielke, Danielle Boal, Chris Harvey, Joses Walehwa, Philip Rodriguez, Ryan Chapman, Bryan Hong, Alicia Brenner, and Debbie Duff.

1.B. Matters from the Audience

None.

2. CONSENT

2.A. Approval of Finance Committee Meeting Minutes - January 27, 2026

The minutes of the January 27, 2026 Finance Committee were approved as written.

3. DISCUSSION

3.A. Cooperative Agreement with City of Anaheim, Fullerton, & Orange for the State College Boulevard/The City Drive Regional Traffic Signal Synchronization Program Project, CIP No. 7721

Staff provided an overview of the project. Staff confirmed that Brea's responsibility of the project cost is just under 10%. Council Member Vargas asked if Engineering and Police were coordinating together to plan for the Integrated Crime Center and both departments replied that they were.

The Finance Committee recommended this item for City Council action.

3.B. Contingency Adjustment for the Integrated Crime Center (ICC) Citywide Camera Network, CIP 7719

Staff provided an overview of the Integrated Crime Center (ICC) project. Unforeseen and necessary repairs used up the existing contingency so staff recommends that the contingency be replenished with an additional \$200,000. Council Member Vargas stated that in 2016 he received a map of the cameras and requested staff to provide him an updated version. Council Member Vargas asked if the conduit lines were pulled and staff responded that they were. The project manager for the conduit lines is Bryan Hong and the project manager for the cameras is Chris Harvey.

The Finance Committee recommended this item for City Council action.

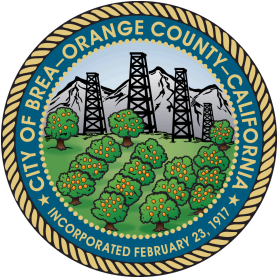
3.C. Designate the City Manager signing authority for all Public Provider Ground Emergency Medical Transport (PP-GEMT) and Variable Rate Range Intergovernmental Transfer (VRR-IGT) certifications and agreements

Chief Mielke provided an overview of the Ambulance program and presented a flow-chart further demonstrating the flow of the funding. Council Member Vargas shared a situation about a local Military Veteran who was transported by an ambulance and explained that the VA pays for the transport of Veterans if they are considered 30% disabled. Staff explained the process of how our Ambulance billing company works and that they are aware of this benefit for Veterans.

The Finance Committee recommended this item for City Council action.

4. ADJOURNMENT

Mayor Pro Tem Marty Simonoff adjourned the meeting at 8:56 am.



CITY *of* BREA

Finance Committee Communication

April 28, 2026

Item No. 2B.

Approval of Minutes 04-14-2026

TO	PREPARED BY
Finance Committee Members	Debbie Duff, Accounting Technician II
DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
Monica Lo, Administrative Services Director	Kristin Griffith, City Manager

Attachments

[Finance Committee-04-14-2026-minutesDraft.pdf](#)

**** The following document is a draft of the minutes and the not the official approved minutes ****

Minutes for the Finance Committee

1 Civic Center Circle, Brea, CA 92821

1. CALL TO ORDER/ROLL CALL

Meeting cancelled due to lack of quorum.

1.A. Attendees

1.B. Matters from the Audience

2. CONSENT

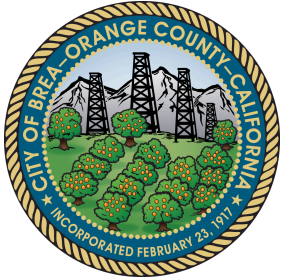
2.A. Approval of Minutes 02-24-2026

3. DISCUSSION

3.A. Waste Infrastructure System Enterprise Agreement with the County of Orange

3.B. Annual Engineer's Report for Landscape and Lighting Maintenance Districts Nos. 1, 2, 3, 4, 5, 6 and 7

4. ADJOURNMENT



CITY of BREA

Finance Committee Communication
 April 28, 2026
 Item No. 3A.

Budget Adjustments to the City Operating and Capital Improvement Program Budgets for FY 2025-27

TO	PREPARED BY
Finance Committee Members	Alicia Brenner, Budget Manager
DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
Monica Lo, Administrative Services Director	Kristin Griffith, City Manager

RECOMMENDATION

Staff recommends that the Finance Committee recommend that the City Council take the following action:

1. Adopt a resolution amending the City Operating Budget for FY 2025-26 and FY 2026-27;
2. Adopt a resolution amending the FY 2025-26 and FY 2026-27 of the Capital Improvement Program Budget and
3. Amend the City's Position Allocation List to change the status of an existing Code Enforcement Officer position from part-time to full-time within the Community Development Department.

BACKGROUND/DISCUSSION

Budget adjustments are presented to the City Council periodically for review. These adjustments represent the appropriation of funds for items previously approved by the City Council during the fiscal year, as well as staff-recommended adjustments for City Council consideration, including updates to revenue estimates. These adjustments are organized by funding source and accounts are identified as either revenue accounts "(REV)", expenditure accounts "(EXP)", transfers-out "(TEXP)" or transfers-in "(TREV)".

For FY 2025-27, the following information highlights a few of the recommended budget adjustments for the City's General Fund Operating Budget with a complete list (including non-General Fund adjustments) provided in City - Exhibit A. Funding is available from fund balance.

- Included in these adjustments are increased revenue projections from property taxes for FY 2026-27 in the amount of \$870,175, which are based upon updated projections provided by the City's property tax consultant, HdL Companies. Property tax projections are based upon activity through December 31, 2025 and represent a 5.2% increase in comparison to the current year budget.
- Sales tax activity increased by approximately 8.2% quarter-over-quarter for the period ending December 31, 2025. Primary drivers of growth include general consumer goods, building & construction and restaurant sectors. Despite this recent strength, the downward adjustment in the forecast compared to budget adoption is largely attributed to declines in the auto and transportation sectors. This results in a budget reduction of \$1,714,441 in FY 2025-26 and \$1,410,111 in FY 2026-27.

- For FY 2025-26, Olinda Landfill Host Fees for In-County tonnage are less than initially projected by \$710,172 based upon activity through December 31, 2025. No changes to future projections are assumed at this time as the cooperative agreement with the County is currently under review.
- For FY 2025-26, the Police Services Department anticipates salary and benefit savings from vacancies of \$1,436,000 and has also identified additional vehicle code traffic fine revenue of approximately \$49,300 from a one-time court order decision.
- For Community Development, initial revenue projections are recommended for the short-term rental program including increased transient occupancy tax (hotel tax) as well as short-term application fees for FY 2026-27. The short-term rental fee is currently set at \$1,000 per application. This results in a positive increase of \$253,670 and is based upon the issuance of 50 out of the 100 allowable application permits. Program expenditures of \$64,961 are also recommended to fund additional licenses for the short-term rental module within the City's development permitting software, as well as changes to the status of an existing Code Enforcement Officer position from part-time to full-time. This change requires City Council action to amend the City's adopted Position Allocation List.

For the City's Capital Improvement Program Budget, recommended adjustments are provided in CIP - Exhibit A. This includes a transfer request of Water Funds (420) of \$200,000 from the Thompson Oil Site Hydrant Improvement Project (CIP 7494) to the Miscellaneous Water Improvement Project (CIP 7442) to assist in the implementation of water improvements, including water main repairs and upgrades to existing facilities, equipment and appurtenances. In addition, a new CIP project is recommended to be added for the Carbon Canyon Helicopter Dip Tank Project (CIP 7498), which includes construction of a new helicopter dip tank and all the associated infrastructure improvements needed to support wildland firefighting operations. The project cost of \$265,000 will be funded through developer contributions. Lastly, staff recommends transferring \$888,971 in Road Maintenance & Repair Funds (221) from the Birch Street Improvements Project from Associated Road to Valencia (CIP 7329) to Birch Street Improvements Project from Brea Boulevard to S. Associated Road to continue roadway maintenance and repair efforts in accordance with the City's Pavement Management Plan.

FISCAL IMPACT/SUMMARY

The Fiscal Year 2025-26 and 2026-27 City Operating Budget adjustments for the City's General Fund (110) are provided in City - Exhibit A. The request results in a net decrease of \$2,239,385 in revenues and transfers-in and a decrease in expenditures and transfers-out of \$1,276,072; for a net General Fund decrease in revenues over expenditures of \$963,313 for FY 2025-26. For FY 2026-27, there is a net decrease in revenues over expenditures of \$493,018.

The City Operating Budget adjustments for all funds, including the General Fund (110), result in a net decrease in revenues and transfers-in of \$3,931,585 and a decrease in expenditures and transfers-out of \$1,628,272 for a net decrease in revenues over expenditures of \$2,303,313 for FY 2025-26. For FY 2026-27, the proposed adjustments result in a decrease in revenues and transfers-in of \$428,057 and an increase in expenditures and transfers-out of \$64,961 for a net decrease in revenues over expenditures of \$493,018.

The Capital Improvement Program Budget adjustments result in an increase in revenues of \$265,000 and increase in expenditures of \$265,000.

The budget remains balanced after all adjustments.

Attachments

[City - Exhibit A.pdf](#)

[City - Resolution](#)

[CIP - Exhibit A.pdf](#)

[CIP - Resolution](#)

[Amend Position Allocation List - Resolution](#)

City of Brea
FY 2025-26 & 2026-27
OPERATING BUDGET ADJUSTMENTS

May 5, 2026

			Fiscal Year 2025-26			Fiscal Year 2026-27			Description
			Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
GENERAL FUND (110)									
3729	(REV)	Miscellaneous Revenues	\$ 5,523	\$ 31,923	\$ 26,400	\$ 5,523	\$ 5,523	\$ -	For FY 2025-26, recognize credit from Verizon for the CradlePoint Modems that is recommended to be transferred to the IT Internal Services Fund (475) to offset related costs for the purchase of Police Mobile Data Computers (MDC)
5985	(TEXP)	Transfer Out to IT Internal Services Fund (475)	\$ -	\$ 26,400	\$ 26,400	\$ -	\$ -	\$ -	
3111	(REV)	Secured Current Year	\$ 15,898,526	\$ 15,898,526	\$ -	\$ 16,105,955	\$ 16,853,788	\$ 747,833	For FY 2026-27, property tax revenues include updated projections from the City's property tax consultant. Property tax projections are based upon activity through December 31, 2025. Represents a 5.2% increase in comparison to current year budget.
3112	(REV)	Unsecured Current Year	\$ 345,751	\$ 345,751	\$ -	\$ 335,163	\$ 350,481	\$ 15,318	
3113	(REV)	Secured/Unsecured Prior Years	\$ 160,000	\$ 160,000	\$ -	\$ 170,000	\$ 156,952	\$ (13,048)	
3514	(REV)	Property Tax in Lieu of Vehicle License Fees	\$ 5,958,870	\$ 5,958,870	\$ -	\$ 6,052,682	\$ 6,172,754	\$ 120,072	
3121	(REV)	Sales Tax	\$ 27,269,550	\$ 25,555,109	\$ (1,714,441)	\$ 27,439,453	\$ 26,029,342	\$ (1,410,111)	<p>Sales tax activity increased by approximately 8.2% in the fourth quarter of 2025 (4Q25) compared to the fourth quarter of 2024 (4Q24), primarily driven by growth in the general consumer goods, building and construction, and restaurant sectors. In addition, the City experienced a notable increase in county pool allocations during the quarter, which further contributed to the overall gain.</p> <p>Despite this recent strength, the downward adjustment to the forecast compared to budget adoption on June 17, 2025 is largely attributable to declines in the autos and transportation sector.</p>
3123	(REV)	Transient Occupancy Tax	\$ 2,513,388	\$ 2,513,388	\$ -	\$ 2,734,802	\$ 2,567,011	\$ (167,791)	For FY 2026-27, Projected revenue loss as a result of the permanent closure of Extended Stay Hotel.
3124	(REV)	Franchise Fees	\$ 1,543,787	\$ 1,369,787	\$ (174,000)	\$ 1,613,800	\$ 1,439,800	\$ (174,000)	For FY 2025-26, the franchise fee from Southern California Gas and Southern California Edison is less than initially projected as calculations can fluctuate year to year based upon gas/energy prices and customer usage.

			Fiscal Year 2025-26			Fiscal Year 2026-27			Description
			Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
3125	(REV)	Business License	\$ 1,100,000	\$ 1,149,000	\$ 49,000	\$ 1,100,000	\$ 1,150,000	\$ 50,000	For FY 2025-26, a Business License Study requested to be funded from additional projected business license tax revenue. For FY 2026-27, revenue is trending higher than initially projected
1424	(EXP)	Treasury	\$ 329,066	\$ 378,066	\$ 49,000	\$ 331,958	\$ 331,958	\$ -	
3126	(REV)	Real Property Transfer	\$ 250,000	\$ 400,000	\$ 150,000	\$ 250,000	\$ 400,000	\$ 150,000	For FY 2025-26 and FY 2026-27, real property transfer is projected to be higher than initially budgeted based upon revenue activity through December 31, 2025.
3627	(REV)	Olinda Host Fees	\$ 1,741,172	\$ 1,031,000	\$ (710,172)	\$ 1,741,172	\$ 1,741,172	\$ -	For FY 2025-26, In-County tonnage is less than initially projected from activity through December 31, 2025. No change to future projections as the cooperative agreement with the County is currently under review.

Police Services

3311	(REV)	Vehicle Code - Traffic	\$ 80,000	\$ 129,300	\$ 49,300	\$ 80,000	\$ 80,000	\$ -	During the month of August, additional vehicle code traffic fines were received related to a court order decision to distribute one-time bail amount to the City of Brea. No additional one-time revenue is anticipated for FY 2026-27.
2112	(EXP)	Community Outreach Bureau	\$ 1,039,076	\$ 846,376	\$ (192,700)	\$ 944,302	\$ 944,302	\$ -	For FY 2025-26, salary and benefit savings realized from vacancy savings.
2121	(EXP)	Investigation Bureau	\$ 5,484,418	\$ 4,826,418	\$ (658,000)	\$ 6,186,334	\$ 6,186,334	\$ -	
2131	(EXP)	Patrol	\$ 13,909,888	\$ 13,865,388	\$ (44,500)	\$ 14,688,020	\$ 14,688,020	\$ -	
2132	(EXP)	Traffic	\$ 2,422,539	\$ 2,240,339	\$ (182,200)	\$ 2,321,144	\$ 2,321,144	\$ -	
2133	(EXP)	Public Safety Communications	\$ 2,099,126	\$ 2,026,026	\$ (73,100)	\$ 2,126,967	\$ 2,126,967	\$ -	
2141	(EXP)	Special Programs	\$ 2,341,576	\$ 2,056,076	\$ (285,500)	\$ 2,427,065	\$ 2,427,065	\$ -	

Fire Services

3549	(REV)	State Grants - Other	\$ 609,794	\$ 624,015	\$ 14,221	\$ 156,000	\$ 156,000	\$ -	For FY 2025-26, Expense and reimbursement for various Fire Strike Team responses including the Wolf Fire in Riverside County, the Garnet Fire in Fresno County and the Gifford Fire in Santa Barbara County.
3569	(REV)	Federal Grants - Other	\$ 189,613	\$ 227,420	\$ 37,807	\$ 8,500	\$ 8,500	\$ -	
2221	(EXP)	Fire Operations	\$ 7,835,859	\$ 7,887,887	\$ 52,028	\$ 8,177,034	\$ 8,177,034	\$ -	

			Fiscal Year 2025-26			Fiscal Year 2026-27			Description
			Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
Community Development									
3123	(REV)	Transient Occupancy Tax	\$ 2,513,388	\$ 2,513,388	\$ -	\$ 2,567,011	\$ 2,770,681	\$ 203,670	For FY 2026-27 includes estimated short-term transient occupancy revenue. Based upon 50 out of the maximum 100 short-term rental applications. Future projections to be revised as more information becomes available.
3727	(REV)	Miscellaneous Revenues	\$ 123,395	\$ 123,395	\$ -	\$ 223,395	\$ 273,395	\$ 50,000	For FY 2026-27 includes estimated short-term rental application fees at \$1,000 per application.
3214	(EXP)	Economic Development	\$ 602,475	\$ 602,475	\$ -	\$ 640,937	\$ 646,937	\$ 6,000	For FY 2026-27, additional Accela licenses need for short-term rental module.
3243	(EXP)	Code Enforcement	\$ 91,133	\$ 91,133	\$ -	\$ 96,047	\$ 155,008	\$ 58,961	For FY 2026-27, a status change of an existing Code Enforcement Officer position from part-time to full-time status in the Community Development Department to address increased demand for enforcement services. The full-time Code Enforcement Officer would reduce delays in addressing complaints and violations more efficiently, as well as provide additional coverage to address the Public Works waste & recycling compliance efforts, the recently implemented short-term rental program, and ongoing violations.
Public Works									
3723	(REV)	Recovery of Overhead	\$ 45,502	\$ 78,002	\$ 32,500	\$ 25,500	\$ 25,500	\$ -	Repair and/or replacement of property damage due to traffic accidents (light poles, street signs, etc.) Reimbursed by insurance policyholder and/or responsible party.
5121	(EXP)	Street Maintenance	\$ 2,237,607	\$ 2,270,107	\$ 32,500	\$ 2,018,842	\$ 2,018,842	\$ -	
Change in Fund Revenues			\$ (2,239,385)			\$ (428,057)			
Change in Transfers-In			-			-			
Change in Fund Expenditures			\$ (1,302,472)			\$ 64,961			
Change in Transfers-Out			26,400			-			
Net Change in Revenues over Expenditures			\$ (963,313)			\$ (493,018)			
GENERAL PLAN MAINTENANCE FUND (120)									
3411	(REV)	Interest Earnings	\$ 14,000	\$ 14,865	\$ 865	\$ 25,000	\$ 25,000	\$ -	Increase in investment management fees that are proportionally distributed to each applicable fund. Offset by increase in interest earnings.
1424	(EXP)	Treasury	\$ 1,210	\$ 2,075	\$ 865	\$ 2,200	\$ 2,200	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			

			Fiscal Year 2025-26			Fiscal Year 2026-27			Description
			Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
PARAMEDIC SERVICES FUND (174)									
3549	(REV)	State Grants - Other	\$ -	\$ 13,758	\$ 13,758	\$ -	\$ -	\$ -	For FY 2025-26, Expense and reimbursement for various Fire Strike Team responses including the Wolf Fire in Riverside County, the Garnet Fire in Fresno County and the Gifford Fire in Santa Barbara County.
3569	(REV)	Federal Grants - Other	\$ -	\$ 260,824	\$ 260,824	\$ -	\$ -	\$ -	
2222	(EXP)	Paramedic Services	\$ 9,235,995	\$ 9,510,577	\$ 274,582	\$ 9,731,446	\$ 9,731,446	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			
GAS TAX FUND (220)									
3411	(REV)	Interest Earnings	\$ 1,100	\$ 3,469	\$ 2,369	\$ 1,400	\$ 1,400	\$ -	Increase in investment management fees that are proportionally distributed to each applicable fund. Offset by increase in interest earnings.
1424	(EXP)	Treasury	\$ 130	\$ 2,499	\$ 2,369	\$ 150	\$ 150	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			
ROAD MAINTENANCE & REPAIR TAX FUND (221)									
3411	(REV)	Interest Earnings	\$ 25,500	\$ 27,033	\$ 1,533	\$ 46,000	\$ 46,000	\$ -	Increase in investment management fees that are proportionally distributed to each applicable fund. Offset by increase in interest earnings.
1424	(EXP)	Treasury	\$ 2,020	\$ 3,553	\$ 1,533	\$ 3,630	\$ 3,630	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			
AIR QUALITY IMPROVEMENT FEES FUND (240)									
3411	(REV)	Interest Earnings	\$ 20	\$ 326	\$ 306	\$ 120	\$ 120	\$ -	Increase in investment management fees that are proportionally distributed to each applicable fund. Offset by increase in interest earnings.
1424	(EXP)	Treasury	\$ 20	\$ 326	\$ 306	\$ 120	\$ 120	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			
PARK DEVELOPMENT FUND (250)									
3411	(REV)	Interest Earnings	\$ 7,900	\$ 9,645	\$ 1,745	\$ 8,000	\$ 8,000	\$ -	Increase in investment management fees that are proportionally distributed to each applicable fund. Offset by increase in interest earnings.
1424	(EXP)	Treasury	\$ 680	\$ 2,425	\$ 1,745	\$ 690	\$ 690	\$ -	
Net Change in Revenues over Expenditures			\$ -			\$ -			

			Fiscal Year 2025-26			Fiscal Year 2026-27			Description
			Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
AFFORDABLE HOUSING TRUST FUND (270)									
3549	(REV)	State Grants - Other	\$ 8,688,491	\$ 6,688,491	\$ (2,000,000)	\$ -	\$ -	\$ -	For FY 2025-26, the City Council authorized an appropriation on May 7, 2024 of \$8,028,491.51 for the Jamboree PSH project which initially included funding from CalOptima of \$6,028,491.51 and \$2,000,000 from Fund 270. Subsequently, on July 8, 2024, the City was also awarded a \$660,000 grant from the State's Prohousing Incentive Program (PIP) for the PSH project, therefore reducing the original \$2,000,000 obligation of 270 funds to \$1,340,000.
3215	(EXP)	Housing	\$ 11,020,291	\$ 10,360,291	\$ (660,000)	\$ -	\$ -	\$ -	
Net Change in Revenues over Expenditures					\$ (1,340,000)			\$ -	
IT INTERNAL SERVICES FUND (475)									
3985	(TREV)	Transfer In from the General Fund (110)	\$ -	\$ 26,400	\$ 26,400	\$ -	\$ -	\$ -	For FY 2025-26, recognize credit from Verizon for the CradlePoint Modems that is recommended to be transferred from the General Fund (110) to offset related costs for the purchase of Police Mobile Data Computers (MDC)
1471	(EXP)	Information Technology	\$ 4,023,194	\$ 4,049,594	\$ 26,400	\$ 3,006,630	\$ 3,006,630	\$ -	
Net Change in Revenues over Expenditures					\$ -			\$ -	
Total Change in Fund Revenues					\$ (3,957,985)			\$ (428,057)	
Total Change in Transfers-In					26,400			-	
Total Change in Fund Expenditures					\$ (1,654,672)			\$ 64,961	
Total Change in Transfers-Out					26,400			-	
Net Change in Revenues over Expenditures					\$ (2,303,313)			\$ (493,018)	

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA
AMENDING THE CITY OPERATING BUDGET FOR FY 2025-26 AND
FY 2026-27 AS AMENDED**

A. RESOLUTION:

The City Council of the City of Brea does hereby find, determine and resolve that the City Operating Budget for FY 2025-26 and FY 2026-27, Resolution No. 2025-045, as heretofore amended, be further amended as set forth in City – Exhibit A, attached.

APPROVED AND ADOPTED this 5th day of May, 2026.

Mayor

ATTEST: _____

I, Victoria Popescu, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 5th day of May, 2026 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: _____

City Clerk

City of Brea

BUDGET ADJUSTMENTS
CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

May 5, 2026

Account	Fiscal Year 2025-26			Fiscal Year 2026-27			Description
	Current Budget	Amended Budget	Funding Required	Current Budget	Amended Budget	Funding Required	
CAPITAL IMPROVEMENT PROGRAM FUND (510)							
510909420 3985 (TREV) Transfer-In from Water Fund (420)	\$ 7,213,149	\$ 7,213,149	\$ -	\$ 3,950,000	\$ 3,950,000	\$ -	The planned fire hydrant improvements appropriated under CIP Project 7497 will no longer be needed as additional analysis is needed to identify the long-term viability of oil production at the project site. Water Funds (420) are requested to be transferred to CIP Project 7442 to aid in the implementation of water improvements including water main repairs and upgrades to existing facilities, equipment, and appurtenances.
510707494 4098 (EXP) Thompson Oil Site Hydrant Improvements	\$ 200,000	\$ -	\$ (200,000)	\$ -	\$ -	\$ -	
510707442 4098 (EXP) Miscellaneous Water Improvements	\$ 299,521	\$ 499,521	\$ 200,000	\$ -	\$ -	\$ -	
510707498 3742 (REV) Developer Contribution - Public Improvements	\$ -	\$ 265,000	\$ 265,000	\$ -	\$ -	\$ -	Add CIP Project 7498 Carbon Canyon Helicopter Dip Tank. The Project consists of the construction of a new helicopter dip tank and all infrastructure improvements necessary to use the site for wildland firefighting purposes. Funded from developer contributions.
510707498 4098 (EXP) Carbon Canyon Helicopter Dip Tank	\$ -	\$ 265,000	\$ 265,000	\$ -	\$ -	\$ -	
510909221 3985 (TREV) Transfer-In from RMRA (221)	\$ 3,905,082	\$ 3,905,082	\$ -	\$ -	\$ -	\$ -	The planned phases of CIP Project 7329 - Birch St. Improvements have been constructed and project savings from the Road Maintenance and Repair Fund (221) are requested to be transferred to CIP Project 7335.
510707329 4098 (EXP) Birch Street Improvements S. Associated Road to Valencia	\$ 4,045,177	\$ 3,156,206	\$ (888,971)	\$ -	\$ -	\$ -	
510707335 4098 (EXP) Birch Street Improvements Brea Boulevard to S. Associated Road	\$ -	\$ 888,971	\$ 888,971	\$ -	\$ -	\$ -	CIP Project 7335 will improve the pavement on Birch Street, from Brea Boulevard to S. Associated Road, pursuant to the City's Pavement Management Plan. The improvements will include paving upgrades, the removal and reconstruction of curb, gutter, sidewalk, and ADA ramps.
Change in Fund Revenues			\$ 265,000				\$ -
Change in Transfers-In			-				-
Change in Fund Expenditures			265,000				-
Change in Transfers-Out			-				-
Net Change in Revenues over Expenditures			\$ -				\$ -

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA
AMENDING FISCAL YEAR 2025-26 AND FISCAL YEAR 2026-27 OF
THE CAPITAL IMPROVEMENT PROGRAM BUDGET**

A. RESOLUTION:

The City Council of the City of Brea does hereby find, determine and resolve that Fiscal Year 2025-26 and 2026-27 of the Capital Improvement Program Budget, Resolution No. 2025-047, as heretofore amended, be further amended as set forth in CIP - Exhibit A, attached.

APPROVED AND ADOPTED this 5th day of May, 2026.

Mayor

ATTEST: _____

I, Victoria Popescu, City Clerk of the City of Brea, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Brea, held on the 5th day of May, 2026, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

DATED: _____

City Clerk

RESOLUTION NO. 2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BREA AMENDING THE POSITION ALLOCATION LIST TO CHANGE THE STATUS OF THE EXISTING CODE ENFORCEMENT OFFICER POSITION FROM PART-TIME TO FULL-TIME IN THE BUILDING & SAFETY DIVISION WITHIN THE COMMUNITY DEVELOPMENT DEPARTMENT.

A. Recitals.

- (i) Section 2.08 of the Brea Municipal Code provides that the City Council shall prepare, revise and maintain a position classification plan covering all positions within the classified services, including employment standards and qualifications for each classification.
- (ii) The Brea Municipal Code provides that the City Council shall approve a plan of compensation directly correlated to the position classification plan and a rate or range of pay for each classification.
- (iii) It is necessary, from time to time, to review and adjust the classification and compensation plan to reflect the changing organizational responsibilities of the City and to insure the efficient economical operation of the various City departments.
- (iv) In order to most effectively implement and monitor the position classification plan, it is necessary, from time to time, to amend the Position Allocation List which specifies the actual number and distribution of authorized positions within the City.

B. Resolution.

NOW THEREFORE, it is found, determined and resolved by the City Council of the City of Brea to Amend the Position Allocation List beginning with Fiscal Year 2026-27 to change the status of the Code Enforcement Officer Position from part-time to full-time within the Community Development Department.

APPROVED and ADOPTED THIS 5th day of May 2026.

Cecilia Hupp, Mayor

ATTEST: _____
Victoria Popescu, City Clerk

I, Victoria Popescu, City Clerk of the City of Brea, do hereby certify that the foregoing resolution was introduced at a regular meeting of the City Council of the City of Brea, held on the 5th of May 2026, and was adopted by the following votes:

AYES: COUNCILMEMBERS:

RESO NO. 2026-
May 5, 2026

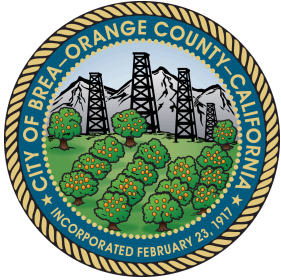
NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAINED: COUNCILMEMBERS:

DATED: _____

Victoria Popescu, City Clerk



CITY of BREA

Finance Committee Communication

April 28, 2026

Item No. 3B.

Professional Services Agreement for City's Housing Rehabilitation Program

TO	PREPARED BY
Finance Committee Members	Jaquelyn Salgado, Community Development Specialist
DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
Jason Killebrew, Assistant City Manager/Community Development Director	Kristin Griffith, City Manager

RECOMMENDATION

Staff recommend the Finance Committee recommend the City Council take the following actions:

1. Approve a Professional Services Agreement between the City of Brea and GRC Associates (included as Attachment A) to implement the City's Housing Rehabilitation Program in an amount not-to exceed \$34,000 per year, for up to five years (\$170,000 total over five years);
2. Authorize the City Manager to execute the Professional Services Agreement with GRC Associates; and
3. Authorize the City Manager to approve non-substantive changes, as well as amend and extend the term of the Professional Services Agreement, for up to four additional one-year terms.

BACKGROUND/DISCUSSION

The City of Brea has successfully participated in the Community Development Block Grant (CDBG) Program for Single-Family Rehabilitation (Housing Rehabilitation Program) for over 50 years, assisting low-income Brea homeowners with home repairs, which include correcting health, safety, and building code violations.

The City has utilized consultant services to assist with implementing the City's Housing Rehabilitation for the past nine years. Services provided by housing rehabilitation consultants include property inspections, arranging contractor bid walks, and conducting on-site visits to verify construction progress and inspections to verify the quality of work. This expert knowledge has elevated the services provided by the City to Housing Rehabilitation Program participants.

The current Professional Services Agreement (PSA) with Housing Programs, for the implementation of the City's Housing Rehabilitation Program, is set to expire on June 6, 2026. With the Housing Rehabilitation Program ongoing, staff have identified the need to retain continued support and expertise provided by a consultant to effectively complete the full scope of the Housing Rehabilitation Program. This support will aid the City in maintaining a high-level of service by securing expert knowledge in CDBG Program guidelines, residential construction processes, and quality of work. With the desire to keep the Housing Rehabilitation Program operating seamlessly, and the current PSA with Housing Programs expiring on June 6, 2026, City staff began preparing a new RFP package.

On February 17, 2026, City staff issued a new RFP solicitation via Public Purchase for housing rehabilitation program implementation services. The RFP was available online for 22 days, having closed on March 10, 2026. Two proposals were received – one from GRC Associates (GRC) and one from CivicStone, Inc. City staff interviewed both consultants on April 8, 2026; based on their experience, references, and fees, GRC is recommended by staff to be awarded the PSA as the new consultant for the City's Housing Rehabilitation Program.

For approximately 20 years, GRC has administered CDBG-funded housing rehabilitation programs throughout various municipalities in Southern California. GRC's extensive experience implementing CDBG-funded housing rehabilitation has allowed GRC to build a relationship with the contractor community, which can increase the ease of obtaining bids for housing rehabilitation projects and elevate the services already in place. If awarded, GRC's services will include conducting property inspections; preparing program documents; coordinating bid walks; verifying construction contractor eligibility; reviewing construction progress; and conducting construction work inspections to examine quality of work. Staff recommends awarding a PSA to GRC based on the consultant's experience, understanding of the scope of work, qualifications, familiarity with CDBG-funded housing rehabilitation programs, and the desire to maintain program continuity.

GRC's proposed annual not-to-exceed cost of \$34,000 is based on the completion of approximately four mobile home and four single-family home projects; however, this amount may vary year-to-year based on project types and work scopes. The recommended PSA with GRC will be for a one-year term initially, with four optional one-year extensions, with a total contract amount not-to-exceed \$170,000. The PSA will be funded by CDBG Program funds (Fund 290), which the City anticipates an award amount of \$161,280 for Fiscal Year 2026-27 from the County of Orange.

FISCAL IMPACT/SUMMARY

Staff is seeking Finance Committee approval of a PSA with GRC to serve the City's Housing Rehabilitation Program in an amount not to exceed \$34,000 annually, for up to five years, with a total contract amount not to exceed \$170,000.

This PSA will be funded by CDBG Program funds (Fund 290) with no fiscal impact to the General Fund (110).

Attachments

[Attachment A - PSA for Housing Rehabilitation Program Implementation Services](#)

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

This Professional Services Agreement (“Agreement”) is dated **May 5, 2026** for reference purposes and is executed by the City of Brea, a California municipal corporation (“City”), and **GRC Associates, Inc.** a **Consultant** (“Proposer”).

RECITALS

- A. City desires to retain Proposer as an independent Proposer to provide the following professional services: **Housing Rehabilitation Program Implementation Services**
- B. Proposer represents that it is duly licensed, fully authorized by law, and has the necessary experience and qualifications, to provide such services.

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

1. Scope of Services.

Proposer shall perform the services referenced in the Recitals, as required by the RFP dated **February 17, 2026** and more specifically described in the Scope of Services set forth in the attached hereto as Exhibit “A”, and as otherwise required by this Agreement, all to City’s satisfaction (collectively, “Services”).

2. Compensation.

- A. City shall pay for the Services satisfactorily performed, in accordance with the Fee Schedule set forth in the attached **Attachment 1 to Exhibit A** hereto.
- B. In no event shall the total amount paid for the Services over the term of this Agreement exceed an annual sum of **\$34,000.00** (“Contract Amount”). This amount covers and is inclusive of all labor, materials, and any and all other costs incurred by Proposer in performing the Services. Proposer shall be deemed to have made all inquiries and site inspections deemed necessary by Proposer prior to execution of this Agreement.
- C. Unless the Fee Schedule calls for payment of a one-time flat fee, periodic payments for undisputed work shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Proposer’s invoices shall indicate the amount of time spent on each task and the applicable rate.
- D. Unless the Fee Schedule calls for payment on a different schedule, Proposer shall invoice City on a monthly basis.

3. Contingency Work.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

4. Term.

The term of this Agreement is one-year term with an optional four consecutive one-year extensions.

5. Time of Performance.

A. Proposer shall complete the Services within the term of this Agreement, and shall meet any other established and agreed upon schedules and deadlines agreed upon in writing. Proposer shall commence performance within two business days of receiving City's written notice to proceed.

B. Force Majeure. Neither party shall be considered in default of this Agreement for delays in performance caused by a force majeure event. As used in this Agreement, the term "force majeure event" means circumstances beyond the reasonable control of the non-performing party and includes the following: abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; or judicial restraint. Proposer's lack of financial capability, shall not constitute a force majeure event unless directly attributable to any of the foregoing events.

C. Should a force majeure event occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

6. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to the Services, including costs incurred, shall be maintained by Proposer and made available for review by City at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment by City.

7. Standard of Care.

Proposer's Services shall be performed in accordance with the generally accepted professional standards of practice and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently performing similar services under similar conditions. Proposer shall maintain all professional licenses and certifications required to lawfully perform the Services.

8. Compliance with Law.

- A. Proposer shall comply with all applicable laws including Cal/OSHA requirements.
- B. Proposer shall obtain a City of Brea business license.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

C. Proposer is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled or released as a result of, or in connection with, its performance of the Services or related operations performed under this Agreement.

D. If the Services include work to be performed during the design, site assessment, feasibility study, or any other preconstruction phase of any construction project or otherwise constitute a “public works project” with the scope of the Prevailing Wage Law (Labor Code Section 1720 et. Seq.), then Proposer shall comply with the Labor Code Requirements set forth in the attached Exhibit B.

E. Proposer shall comply with all CDBG requirements set forth in the attached Exhibit C.

9. Assignment and Subcontracting.

A. Proposer shall not assign or transfer this Agreement or any rights or obligations under, or any interest in this Agreement, or subcontract any required performance hereunder, without the prior written consent of City, which may be withheld for any reason. City shall be deemed to have approved Proposer’s utilization of subProposers identified in Proposer’s proposal for the Services.

B. Any attempt to so assign, transfer, or subcontract without City’s prior written consent shall be void and shall constitute grounds for City’s termination of this Agreement. Authorized subcontracts shall contain a provision making the subProposer subject to all requirements of this Agreement.

C. If use of a subProposer is approved, then City may withhold 5% of each monthly payment to Proposer. Such retention shall be released upon City’s receipt of an unconditional release of all claims signed by any such subProposer, as to work performed to date.

10. Independent Proposer.

A. Proposer is retained as an independent Proposer and is not an employee of City. No employee or agent of Proposer is or shall become an employee of City.

B. Proposer will determine the means, methods, and details by which Proposer’s personnel will perform the Services. Proposer shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the customary professional standards.

C. Proposer’s personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City. Proposer’s personnel shall not use any City e-mail address or City telephone number in the performance of the Services. Proposer shall acquire and maintain at its sole cost and expense such vehicles, equipment and supplies as Proposer’s personnel require to perform the Services. Proposer shall perform the Services off of City premises at locations of Proposer’s choice, except as otherwise

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

may from time to time be necessary in order for Proposer's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product, or as may be necessary to inspect or visit City locations. City may make a computer available to Proposer from time to time for Proposer's personnel to obtain information about or to check on the status of projects pertaining to the Services.

D. Proposer shall be responsible for and pay all wages, salaries, benefits and other amounts due to Proposer's personnel in connection with the Services. Proposer shall be responsible for all reports and obligations respecting such additional personnel, including Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Proposer and its officers, employees, agents, and subProposers shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") or any other retirement program, as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits or any other retirement benefits.

11. CalPERS Compliance.

The parties acknowledge that City is a local agency member of CalPERS, and as such has certain pension reporting and contribution obligations to CalPERS on behalf of qualifying employees. Proposer agrees that, in providing its employees and any other personnel to City to perform the Services, Proposer shall assure compliance with the Public Employees' Retirement Law (Government Code Section 20000 et seq.), the regulations of CalPERS, and the Public Employees' Pension Reform Act of 2013 (Government Code Section 7522 et seq.). Without limitation to the foregoing, Proposer shall assure compliance with regard to personnel who have active or inactive membership in CalPERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

12. Insurance.

Unless otherwise permitted or waived in writing by City's Risk Manager, Proposer shall not commence work until it has secured all insurance required under this section and provided evidence thereof that is acceptable to City. In addition, Proposer shall not allow any subProposer to commence work on any subcontract until it has secured all insurance required under this section.

A. Commercial General Liability

i. Proposer shall take out and maintain, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to City.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

- ii. Coverage for Commercial General Liability insurance shall be at least as broad as the following:
 - a. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.
- iii. Commercial General Liability Insurance must include coverage for the following:
 - a. Bodily Injury and Property Damage
 - b. Personal Injury/Advertising Injury
 - c. Premises/Operations Liability
 - d. Products/Completed Operations Liability
 - e. Aggregate Limits that Apply per Project
 - f. Contractual Liability with respect to this Agreement
 - g. Broad Form Property Damage
 - h. Independent Proposers Coverage
- iv. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to this Agreement.
- v. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent Proposers in the role of City officials, as additional insureds using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.
- vi. The general liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, only if approved by City's Risk Manager in writing, and further provided that such deductibles shall not apply to coverage of the additional insureds.

B. Automobile Liability

- i. Proposer shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to City.
- ii. Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).
- iii. The policy shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent Proposers in the role of City officials, as additional insureds.

PROFESSIONAL SERVICES AGREEMENT

Housing Rehabilitation Program Implementation Services

iv. Subject to City's written approval, the automobile liability coverage may utilize deductibles or provide coverage excess of a self-insured retention, provided that such deductibles shall not apply to coverage of the additional insureds.

C. Workers' Compensation/Employer's Liability

i. Proposer certifies that Proposer is aware of the provisions of Labor

Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she/it will comply with such provisions before commencing work under this Agreement.

ii. Proposer shall maintain full compensation insurance for its employees in accordance with the Workers' Compensation and Insurance Act (Labor Code Section 3200 et seq.) and Employer's Liability Coverage in amounts indicated herein. Proposer shall require all subProposers to obtain and maintain workers' compensation coverage of the same type and limits as specified in this section.

D. Professional Liability (Errors and Omissions)

Proposer shall maintain professional liability or errors and omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to City and with the limits required herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy coverage form specifically designed to protect against acts, errors or omissions of Proposer in the performance of professional services. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

E. Cyber Liability

If Cyber Liability is included in the Minimum Policy Limits Required below, then Proposer shall maintain cyber liability insurance providing protection against claims and liabilities arising from: (i) errors and omissions in connection with maintaining security of City Data (as defined below); (ii) data breach including theft, destruction, and/or unauthorized use of City Data; (iii) identity theft including bank charges assessed; and (iv) violation of privacy rights due to a breach of City Data.

F. Minimum Policy Limits Required

i. A.M. Best's Rating

Each policy of insurance required herein shall be from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

ii. The following insurance limits are required for this Agreement:

If <input checked="" type="checkbox"/> , then required	<u>Combined Single Limit</u>
<input checked="" type="checkbox"/> Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
<input checked="" type="checkbox"/> Automobile Liability	\$2,000,000 per occurrence (any auto) for bodily injury and property damage
<input checked="" type="checkbox"/> Workers' Compensation	In the amount required by California law
<input checked="" type="checkbox"/> Employer's Liability	\$1,000,000 per occurrence
<input checked="" type="checkbox"/> Professional Liability	\$2,000,000 per claim and aggregate (errors and omissions)
<input type="checkbox"/> Cyber Liability	\$2,000,000 per occurrence

iii. Defense costs shall be payable in addition to the limits.

iv. Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as additional insured pursuant to this Agreement.

G. Proof of Insurance

Within five days of execution of this Agreement, but prior to commencement of the Services, Proposer shall file with City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

H. Policy Provisions Required

- i. Proposer shall provide City at least 30 days prior written notice of cancellation of any policy required by this Agreement, except that Proposer shall provide at least 10 days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, Proposer shall deliver renewal certificate(s) including the required additional insured endorsement to City at least 10 days prior to the effective date of cancellation or expiration.

PROFESSIONAL SERVICES AGREEMENT

Housing Rehabilitation Program Implementation Services

- ii. The Commercial General Liability Policy and Automobile Liability Policy shall each contain a provision stating that Proposer's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by City or any additional insureds shall not be called upon to contribute to any loss.
- iii. The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. If a "claims-made" professional liability policy is provided, it shall include an extended reporting period of not less than three years.
- iv. All required insurance coverages, except for the professional and cyber liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent Proposers in the role of City officials, or shall specifically allow Proposer or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Proposer hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subProposers.
- v. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve Proposer from liability in excess of such coverage, nor shall it limit Proposer's indemnification obligations to City or preclude City from taking such other actions available to City under other provisions of this Agreement or law.

I. Additional Insurance Provisions

i. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Proposer, and any approval of such insurance by City, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Proposer pursuant to this Agreement, including the provisions concerning indemnification.

ii. If at any time during the term of this Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Proposer or City will withhold amounts sufficient to pay premium from Proposer payments. In the alternative, City may terminate this Agreement for cause.

iii. City may require Proposer to provide for inspection by City, complete copies of all insurance policies in effect for the duration of the Agreement.

iv. No City official, officer, employee, agent or volunteer shall be personally responsible for any liability arising under or by virtue of this Agreement.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

v. The insurance obligations under this Agreement shall be: (1) all the

insurance coverage and/or limits carried by or available to Proposer; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Proposer under this Agreement.

J. SubProposer Insurance Requirements

Proposer shall not allow any subProposer to commence work on any subcontract until it has provided evidence satisfactory to City that it has secured all insurance required under this section. Policies of commercial general liability insurance provided by such subProposers shall be endorsed to name City, its officials, officers, employees, agents, servants, designated volunteers and agents serving as independent Proposers in the role of City officials as additional insureds, using ISO form CG 20 38 04 13 or an endorsement providing the same coverage. If requested by Proposer, City may approve different scopes or minimum limits of insurance for particular subProposers.

13. **Indemnification.**

A. Other than in the performance of professional services, and to the fullest extent permitted by law, Proposer shall defend (with counsel reasonably approved by City), indemnify and hold City, its officials, officers, attorneys, agents, employees, servants, designated volunteers, successors, assigns and those City agents serving as independent Proposers in the role of City officials (collectively "Indemnitees") free and harmless with respect to any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages, stop notices and/or injury of any kind, in law or equity, to property or persons, including bodily injury, wrongful death, personal injury and property damage, and destruction, or unauthorized access to, use, and/or theft of City Data (collectively, "Claims") in any manner and to the extent arising out of, pertaining to, or incidental to any act, error, omission, or willful misconduct of Proposer, its owners, officials, officers, employees, servants, subProposers, consultants or agents (and/or any entity or individual for whom Proposer shall bear legal liability) in connection with the performance of the Services including the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses actually incurred in connection with such defense. Proposer's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Proposer, or by City or any of the other Indemnitees. Proposer shall have no liability hereunder for claims and liabilities arising out of the sole, active negligence of any of the Indemnitees.

B. Professional Services. To the fullest extent permitted by law, Proposer shall, at its sole cost and expense, protect, defend, hold harmless and indemnify the Indemnitees, from and against any and all Claims, whether actual, alleged or threatened, to the extent arising out of, pertaining to, or relating to, in whole or in part, the negligence, recklessness or willful

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

misconduct of Proposer, and/or its officers, agents, servants, employees, subProposers, Proposers or their officers, agents, servants or employees (and/or any entity or individual for whom Proposer shall bear legal liability) in the performance of professional services under this Agreement. Proposer shall defend the Indemnitees in any action or actions filed in connection with any Claims with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs, actually incurred in connection with such defense.

C. Proposer's obligations under this Section shall survive the expiration or termination of this Agreement.

14. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California without regard for change of venue laws. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Orange, State of California. Proposer must comply with the claim procedures set forth in the Government Claims act (Government Code Section 810 et seq.) prior to filing any lawsuit against City.

15. Termination.

A. City may terminate any portion or all of the Services or this Agreement with or without cause by giving 10 days' written notice to Proposer. In such event, City shall be immediately given title to and possession of all Work Product (as defined) below and original field notes, drawings and specifications, written reports and all other documents produced or developed pursuant to this Agreement. Provided Proposer is not then in breach, City shall pay Proposer for any portion of the Services satisfactorily completed prior to termination. If termination occurs prior to completion of any specific task for which a payment request has not been received, the charge for Services performed shall be the reasonable value of such Services, based on an amount agreed to by the parties. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Proposer shall not be entitled to payment for unperformed Services, and shall not be entitled to damages or compensation resulting from such termination.

B. Proposer may terminate this Agreement only for cause and by serving written notice of termination to City, provided Proposer has first served City with a written notice of default and demand to cure, and City has failed to cure such default within 30 days of receipt of such notice.

16. Ownership of Work Product.

A. All draft and final reports, documents, and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files, and/or other media whatsoever created or developed by Proposer in the performance of this

PROFESSIONAL SERVICES AGREEMENT

Housing Rehabilitation Program Implementation Services

Agreement (collectively, “Work Product”) shall be considered to be “works made for hire” for the benefit of City. All Work Product and any and all intellectual property rights arising from their creation, including all copyrights and other proprietary rights, shall be and remain the property of City without restriction or limitation upon their use, duplication or dissemination by City upon final payment being made, provided that any such use shall be at City’s sole risk. Proposer shall not obtain or attempt to obtain copyright protection as to any of the Work Product. Proposer agrees that the compensation set forth in Section 2 of this Agreement includes conveyance to City of ownership of all Work Product, including intellectual property rights, as provided in this Section 16.

B. Proposer hereby assigns to City all rights of ownership to the Work Product, including any and all related intellectual property and proprietary rights, that are not otherwise vested in City pursuant to subsection A above.

C. Proposer warrants and represents that it has secured all necessary licenses, consents or approvals necessary to the production of the Work Product, and that upon final payment or Proposer’s default, City shall have full legal title to the Work Product, and full legal authority and the right to use and reproduce the Work Product for any purpose. Proposer shall defend, indemnify and hold City, and the other Indemnitees harmless from any and all losses, claims or liabilities in any way related to a claim that City’s use of any of the Work Product violates federal, state or local laws, or any contractual provisions, or any rights or laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products, ideas or inventions. Proposer shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the Work Product produced under this Agreement. In the event the use of any of the Work Product or other deliverables hereunder by City is held to constitute an infringement and the use of any of the same is enjoined, Proposer, at its expense, shall: (a) secure for City the right to continue using the Work Product and other deliverables by suspension of any injunction, or by procuring a license or licenses for City; or (b) modify the Work Product and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. Proposer’s obligations under this Section shall survive the expiration or termination of this Agreement.

17. **Data Security.**

A. As used in this Agreement, “City Data” means any and all information and data provided or made accessible, directly or indirectly, to Proposer by City, or otherwise acquired from City, in connection with Proposer’s performance of the Services. Except where subject to a third party’s intellectual property rights, any and all City Data is solely owned by City. Proposer is granted a limited, non-exclusive, and revocable license to use City Data solely as necessary to perform the Services. At no time shall Proposer use City Data for its own purposes, or sell, disclose or disseminate City Data, except as required by law or to provide the Services. At all times herein, Proposer shall protect and maintain the security of City Data using methods providing not less than the level of security Proposer uses for its own confidential data, and that

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

otherwise comply with recognized industry data security standards applicable to similar kinds of governmental data and information.

B. To the extent any City Data consists of personal information as defined in Consumer Privacy Act (Civil Code Section 1798.100 et seq.), Proposer shall comply with that statute and with Civil Code Section 1798.80, et seq., including providing the required notifications in the event of any unauthorized access of personal information stored, maintained, accessed, used or transmitted by Proposer in connection with this Agreement. Notwithstanding the foregoing, Proposer shall within 24 hours notify the City Representative by telephone and in writing of any unauthorized access of City Data. Thereafter, Proposer shall render any assistance to City and law enforcement as necessary to ascertain the nature and extent of such unauthorized access.

C. Proposer shall not store City Data using cloud-based storage without City's prior, written consent, unless the use of such storage is clearly described in the Scope of Services. Where permitted herein, any and all cloud-based storage shall be on servers and other hardware located within the continental United States, and shall be in compliance with ISO/IEC 27001 - 27018, as applicable, unless otherwise agreed to in writing by the City Representative.

18. Party Representatives.

A. Proposer hereby designates **Robert Vasquez**, or such person's designee, as Proposer's Representative for this Agreement, unless and until written notice of a new representative acceptable to City is provided to City.

B. City hereby designates **Melissa Furio** or such person's designee, as the City Representative for this Agreement.

C. The foregoing representatives shall be authorized to provide consent where required herein, and to make other administrative decisions that will be binding on their respective party, except as otherwise specifically required herein.

19. Notices.

Any notices, invoices, or other documents related to 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 e-mail before or during the receiving party's regular business hours; (b) the business day after delivery, if delivered by e-mail after the receiving party's regular business hours; or (c) on the second business day following deposit in the United States mail, certified mail with return receipt requested and postage prepaid, to the addresses listed below, or to such other addresses as the parties may, from time to time, designate in writing.

City
City of Brea

Proposer
GRC Associates, Inc.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

1 Civic Center Circle

Brea, CA 92821

United States

Melissa Furio

Melissaf@cityofbrea.gov

(714) 990-7769

8060 Florence Ave., Suite 303

Downey, CA 90240

United States

Robert G. Vasquez

rvasquez@grcassoc.com

626-331-6373

20. Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than City and Proposer.

21. Conflicts of Interest.

A. Proposer covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services. Proposer certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of City.

B. Proposer further covenants that, in the performance of this Agreement, no subProposer or person having any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services shall be employed. Proposer has provided City with a list of all City-approved subProposers and the key personnel for such subProposers that are retained or to be retained by Proposer in connection with the performance of the Services, to assist City in affirming compliance with this Section.

C. Proposer maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Proposer, to solicit or secure this Agreement. Further, Proposer warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Proposer, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. If required, Proposer further agrees to file, or shall cause its employees or subProposers to file, a Statement of Economic Interest with the City Clerk as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to terminate this Agreement without liability. No director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

22. Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

23. Successors and Assigns.

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of the parties.

24. Non-Waiver.

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specified in writing, and any such waiver shall be limited to that set of circumstances and not to any future circumstances unless another written waiver is executed.

25. Time of Essence.

Time is of the essence in each and every provision of this Agreement.

26. City's Right to Employ Other Proposers.

City reserves its right to employ other Proposers to provide the Services or similar services.

27. Exhibits.

The attached **{ExhibitsAttached}** are incorporated herein by reference. In the event of any conflict or inconsistency between the provisions of this Agreement and any Exhibit, the provisions of this Agreement shall govern. In the event of any conflict or inconsistency between the provisions of this Scope of Services and Specifications Requirements and the Proposer's Proposal set forth in the attached **Attachment 1 to Exhibit A**, the provisions of the Scope of Services and Specifications Requirements shall govern.

28. Entire Agreement.


This Agreement (including the attached Exhibits) represents the entire understanding of the parties as to the Services, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both parties. This is an integrated Agreement.

[SIGNATURES ON FOLLOWING PAGE]

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

TO EXECUTE THIS AGREEMENT, the Parties have caused their authorized representatives to sign below. Digital Signatures are acceptable if they conform to all requirements of California Government Code Section 16.5.

GRC Associate, Inc.

By: 
Robert G. Vasquez (Apr 15, 2026 11:46:21 PDT)

Robert G. Vasquez
President
rvasquez@grcassoc.com

By: _____

Date Signed: 04/15/26

Date Signed: _____

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

City of Brea

By: _____
Kristin Griffith
City Manager
cmoffice@cityofbrea.gov

Attest (if over \$25,000)

By: _____
Victoria Popescu
City Clerk
victoriap@cityofbrea.gov

Date Signed: _____

Date Signed: _____

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

EXHIBIT A
Scope of Services and Specifications Requirements

CONTRACT TERM: One-year term with an optional four consecutive one-year extensions

Please refer to the City's sample agreement for additional details.

CITY

The City of Brea is located in North Orange County and encompasses 12.43 square miles of residential, commercial, industrial, as well as some agriculture and oil producing land. Brea's population is approximately 49,000 residents with more than 100,000 people visiting the city daily to work, shop, or enjoy entertainment.

Brea is responsible for the City's Housing Rehabilitation Program, which provides technical and financial assistance for home repairs to low-income Brea homeowners. This Program is Federally-funded through the Community Development Block Grant Program (CDBG) and offers forgivable grants to mobile home owners and no-interest loans to single family home owners.

DEPARTMENT

The Community Development Department is comprised of multiple divisions and sections, including but not limited to: Building and Safety, Code Enforcement, Planning/Zoning, Economic Development, and Housing.

SCOPE

Brea desires to obtain services from a well-qualified firm to provide Housing and Rehabilitation Program Assistance and Program Implementation Services as detailed in the Scope of Services section below.

- A. Required Services will include, but are not limited, to the following:
- i. Conduct application review and qualification, as needed
 - ii. Provide liaison between Program participants, construction contractors, and City Staff
 - iii. Conduct property inspections before, during, and after construction work, including providing photos to City Staff.
 - iv. Prepare Program documents including, but not limited to:
 - a. Minor Rehabilitation Environmental Report – Appendix A (CDBG requirement), as needed.
 - b. State Historic Preservation Office correspondence (CDBG requirement), as needed,
 - c. Construction bid packets
 - d. Loan documents
 - e. Construction contracts
 - f. Change Orders
 - g. Inspection checklists

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

- h. Notice of Completion
 - v. Coordinate bid walks, bid review, and construction contractor selection.
 - vi. Verify construction contractor eligibility (and provide documentation) for:
 - a. Contractor State License Board license in good standing
 - b. Non-debarment or suspension
 - c. City / Program insurance requirements
 - d. Valid city business license
 - vii. Provide oversight of construction progress
 - viii. Prepare document recording with the Orange County Recorder or California Housing and Community Development Department, as needed.
 - a. Provide City with regular status reports of rehab projects as requested.
 - b. Work with City, Program participants, and escrow company to process required forms for subordination, payoffs, and reconveyances, as needed.
 - c. Verify compliance of all Program participants via annual recertifications, as needed.
- B. Anticipated Schedule
- i. Work Schedule. City has proposed the following post-award schedule: the start of contract will be on a date mutually agreed upon, rehabilitation projects will be dependent upon County award of funding, and ongoing services will be as needed.
 - ii. Payment Schedule. Payments will be made based on the completion of Rehabilitation Projects. Consultant may submit monthly progress payments for completed phases of work.

End of Exhibit A

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

EXHIBIT B
Labor Code Requirements

A. Contractor acknowledges that this contract is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the Labor Code relating to public works, and Contractor agrees to be bound by all provisions thereof as though set forth in full herein.

B. This is a public work and requires the payment of prevailing wages for the work or craft in which the worker is employed for any public work done under the contract by Contractor or by any subcontractor pursuant to Labor Code Section 1771. Pursuant to Labor Code Section 1773, City has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this contract from the Director of the Department of Industrial Relations. These rates are on file with the City Clerk or may be obtained at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

C. Copies may be obtained at cost at the City Clerk's office. Contractor shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Labor Code Sections 1775, 1776, 1777.5, 1777.6, and 1813. Pursuant to Labor Code Section 1775 of the Labor Code, Contractor shall forfeit to City, as a penalty, not more than \$200 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this contract, by Contractor or by any subcontractor, in violation of the provisions of this Agreement.

D. In accordance with Labor Code Sections 1725.5 and 1771.1, and except for projects involving construction, alteration, demolition, installation, or repair work of \$25,000 or less, or maintenance work of \$15,000 or less, no contractor or subcontractor shall be qualified to bid on, be listed in a bid proposal, subject to the requirements of Public Contract Code Section 4104, or engage in the performance of any public work contract unless currently registered and qualified to perform public work pursuant to Section 1725.5 [with limited exceptions for bid purposes, only, pursuant to Labor Code Section 1771.1(a)].

E. Pursuant to Labor Code Section 1776, Contractor shall maintain and make available an accurate record showing the name of each worker and hours worked each day and each week by each worker employed by Contractor performing services covered by this Agreement. Contractor and its subcontractors shall furnish electronic certified payroll records to the Labor Commissioner in accordance with Labor Code Section 1771.4. The project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor is responsible for compliance with Section 1776 by itself and all of its subcontractors. This project is subject to compliance monitoring and enforcement by the DIR. Contractor shall post job site notices, as prescribed by regulation.

PROFESSIONAL SERVICES AGREEMENT

Housing Rehabilitation Program Implementation Services

F. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6 and 1777.7 and California Code of Regulations Title 8, Section 200 et seq. concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these Sections for all apprenticeable occupations. Before commencing the Services, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding the Services, Contractor and each of its subcontractors shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

G. Contractor agrees to comply with the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. Contractor shall, as a penalty to City, forfeit \$25 for each worker employed in the execution of the contract by Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code.

H. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by executing this Agreement, Contractor certifies as follows:

“I am aware of the provisions of Section 3700 of the 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 that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

End of Exhibit B

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

EXHIBIT C
CDBG Contract Provisions (24 CFR 85.36(i))

(i) Contract provisions.

A grantee's and sub grantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Procurement Policy.

(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

(2) Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

(3) Compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub grantees)

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a toa-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers)

(7) Notice of awarding agency requirements and regulations pertaining to reporting.

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

PROFESSIONAL SERVICES AGREEMENT
Housing Rehabilitation Program Implementation Services

(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clear Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000.)

(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

(14) County, the State of California and the United States Government and/or their representatives, shall have access, for purposes of monitoring, auditing, and examining, to Subrecipient's activities, books, documents and papers (including computer records and emails) and to records of Subrecipient's subcontractors, contractors, contracted employees, bookkeepers, accountants, employees and participants related to this Contract.

Proposal

City of Brea

Housing Rehabilitation Program
Implementation Services

RFP No. 2026.02.17.01

Prepared for:

Community Development Department – Housing
City of Brea

March 7, 2026



GRC Associates, Inc.
8060 Florence Ave., Suite 303
Downey, CA 90240

Title Page

Solicitation Subject: Brea Housing Rehabilitation Program
Implementation Services

Firm: GRC Associates, Inc.
8060 Florence Ave., Suite 303
Downey, CA 90240

Date of Proposal: March 7, 2026

Contact Person: Robert G. Vasquez
President
rvasquez@grcassoc.com
Tel: 626.331.6373
Fax: 626.331.6375

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A. Letter of Transmittal

Please see following pages for the letter of transmittal.



Urban Planning
Sustainable Communities
Economic Development
Housing
Environmental

March 7, 2026

Ms. Stephanie Garcia
Senior Buyer
City of Brea
1 Civic Center Circle
Brea, CA 92821

RE: Housing Rehabilitation Program Implementation Services-City of Brea

Dear Ms. Garcia:

GRC Associates, Inc. (GRC) is pleased to submit our proposal to provide the City of Brea with housing rehabilitation program implementation services.

For approximately 20 years GRC has administered CDBG-funded housing rehab programs. GRC has extensive experience implementing CDBG funded housing rehabilitation programs for other cities in Southern California, such as Huntington Beach, Fullerton, Jurupa Valley, Westminster, Costa Mesa, Hesperia and Stanton.

In addition, GRC is very familiar with housing issues. GRC has completed numerous Analysis of Impediments to Fair Housing Choice, Consolidated Plans, CAPERS and other HUD-required documents.

To ensure that Brea's Housing Rehabilitation Program is a success, GRC will assign to the program experienced staff members who will act as an extension of the City staff. The GRC team includes the following individuals:

Robert G. Vasquez, President, will serve as Program Manager and provide construction management services, on a day-to-day basis. Mr. Vasquez is very familiar with housing rehabilitation work, having managed numerous loans and grants over the course of GRC's contracts over the past 20 years. He will conduct initial intake, meet with applicants, inspect the property, prepare the work write-up and bid package and manage the construction phase. He will also work on the other CDBG-required tasks, including environmental and working with the California Office of Historical Preservation to obtain SHPO comments under Section 106 of the National Historic Preservation Act and prepare the necessary Tier 2 Environmental Reports. He is fluent in Spanish and has processed numerous applications for Spanish-speaking applicants. Mr. Vasquez is a graduate of Harvard University, Columbia University, and the University of Southern California with a Master of Public Administration, a Master of Business Administration, and a Bachelor of Science in Business Administration, respectively.

William R. Kuntz, Associate, will assist with intake work, construction management services and also in processing the loans and grants and manage the applicant files. Mr. Kuntz, with customer service experience and communication skills, has helped numerous applicants through other similar programs. Mr. Kuntz is a graduate of the University of California, San Diego with a Bachelor of Science in Computer Engineering.

8060 Florence Ave.
Suite 303
Downey, CA 90240
626.331.6373
www.grcassoc.com

The individual submitting this proposal and the contact person who is authorized to make representations for the firm is as follows:

Robert G. Vasquez, President
GRC Associates, Inc., a California Corporation
8060 Florence Ave., Suite 303
Downey, CA 90240
Telephone: (626) 331-6373
Fax: (626) 331-6375
rvasquez@grcassoc.com

GRC is committed to providing the City of Brea with excellent housing rehabilitation program implementation services for the requested time periods in the RFP. This proposal shall be valid for at least 120 days.

In addition, GRC has the track record and expertise to promote housing rehabilitation programs, increasing the number of applicants and subsequently completing loans and grants to meet the City of Brea housing rehabilitation program's annual goals.

We appreciate the opportunity to propose on this project and look forward to working with the City of Brea. If you have any questions or require additional information, please contact me.

Respectfully submitted,



Robert G. Vasquez
President

B. Background & Experience

GRC Associates, Inc. (“GRC”) is pleased to offer its skilled and experienced team to administer the City of Brea’s Housing Rehabilitation Program (“HRP”).

Per RFP requirements: The company’s full legal name is GRC Associates, Inc., a C-Corporation, located at 8060 Florence Ave., Suite 303, Downey, CA 90240. The phone number is 626.331.6373, the fax number is 626.331.6375, and the website is grcassoc.com. GRC has been in business for over 30 years, since 1995. Robert G. Vasquez, President, is the owner and authorized to contractually bind the company. GRC has had no past litigation, nor does it have any current pending litigation. No GRC contract has ever been terminated, nor have there been any government enforcement actions against GRC.

Over the last 20 years, GRC has been helping numerous cities implement their housing rehabilitation programs, funded by federal Community Development Grant (CDBG) funds. As administrators of these types of programs during the past 20-year period, GRC has processed over 650 loan and grant applications, conforming to CDBG regulations.

During this next HRP cycle, GRC will work diligently in assisting applicants through the loan or grant application and construction process, while working closely with the City’s housing staff to make sure goals are being met. GRC will take every step necessary to ensure that applicants are well served. In cases where the loan or grant applicants only speaks Spanish, GRC’s Spanish-speaking staff member will assist the homeowner through the loan/grant process. Because of GRC’s level of customer service, many satisfied homeowners have referred their friends and neighbors to also apply to the housing rehabilitation programs.

An important part of the HRP is to ensure that the construction improvements meet all building standards and the satisfaction of the homeowner. GRC’s program manager has experience that enables him to quickly inspect the improvements and identify and correct any construction-related issues.

Additionally, as a publicly-funded program, it is critical that all loan and grant documents and disclosures (i.e., deeds of trust, credit reports, promissory notes) be processed, documented, and carefully filed to pass any federal/state audit. GRC has worked with multiple cities on housing programs similar to the requirements of the City of Brea’s HRP.

In summary, GRC has provided loan and grant services for numerous Cities and successfully delivered excellent customer service to homeowners. The team is

experienced in processing loans and grants, construction management and meeting the guidelines of the cities' housing rehabilitation programs. Over the next year GRC proposes to work with City staff to provide HRP implementation services that meet the City's goals for the program.

C. References

City of Huntington Beach

Project Manager: Robert G. Vasquez

Timeframe: 2007 - Present

GRC has provided construction management services for the City of Huntington Beach Rehabilitation Loan Program for the past 19 years. As an extension of City staff, GRC performs the following tasks: visits and inspections of homes to assess the improvement needs and prepares work write-ups; prepares bid packages; analyzes each bid and prepared, provides a summary spreadsheet to assist the homeowner in selecting a contractor; manages all aspects of the construction phase (including transmittal of Contractor's Notice to Proceed, conducted final inspections, reviewed permits, and reviewed contractor invoices and lien releases); and prepared the final walk-through form (punch-list).

Name: Charles Kovac, Housing Manager

Address: 2000 Main St., Huntington Beach, CA 92648

Telephone: (714) 374 - 5316

Email: charles.kovac@surfcity-hb.org

City of Jurupa Valley

Project Manager: Robert G. Vasquez

Timeframe: 2019 - Present

GRC provides construction management services for the City's Housing Rehabilitation Program and MORE Program (a mobile home grant program). GRC's services includes: 1) intake of applications, 2) qualifying applicants, 3) site visit, interview, work write-up; 4) contractor bid package and review of termite reports; and 5) construction management. In addition, GRC prepares the City's Consolidated Plans, Annual Action Plans, Citizen Participation Plan, and other HUD required documents.

Name: Amy Sells, Deputy City Manager

Address: 8930 Limonite Ave., Jurupa Valley, CA 92509

Telephone: 951-332-6464 (phone), 951-332-6995 (fax)

Email: asells@jurupavalley.org

City of Fullerton

Inspection Services: Robert G. Vasquez

Timeframe: 2025 - Present

GRC provides inspections-work write-ups, for the City's home improvement program, on an as needed basis.

Name: Daniel Valdez, Housing Manager

Address: 303 W. Commonwealth Ave. Fullerton, CA 92832

Telephone: (714) 738 – 2858

Email: Daniel.Valdez@cityoffullerton.com

D. Qualifications & Understanding

The GRC staff is experienced in both the loan/grant processing and the construction management of CDBG programs. In addition, GRC understands that cities have housing rehabilitation goals that need to be met each year. GRC staff is skilled at promoting housing rehabilitation loan and grant programs – and will assist the City in this key task.

The GRC team will include experienced members that will represent the City as an extension of its staff. All persons identified on the project team are considered key individuals and will be available for the duration of the project. The following individuals will act as the core project team:

Robert G. Vasquez, Program Manager, will be the person responsible for the day-to-day work on the Brea HRP. He has many years of experience in residential development projects, from conducting financial feasibility analyses to construction management of rehabilitation programs. Mr. Vasquez has managed and implemented housing programs for the Cities of Huntington Beach, Fullerton, Westminster, Jurupa Valley, Stanton, Costa Mesa and Hesperia. He is currently the Project Manager for the Huntington Beach, Fullerton and Jurupa Valley housing rehabilitation programs. He has recently prepared various Five-Year Consolidated Plans, Action Plans and Analyses of Impediments to Fair Housing Choice. He is also fluent in Spanish and has processed numerous applications in Spanish. Mr. Vasquez is a graduate of Harvard University, Columbia University, and the University of Southern California with a Master of Public Administration, a Master of Business Administration, and a Bachelor of Science in Business Administration, respectively.

William R. Kuntz, Associate, will assist in the administration, construction management and loan processing phase of the Brea HRP. One of Mr. Kuntz' key roles at GRC will be to assist in processing Brea's HRP. This will include collecting and analyzing the applicants' income, ownership and credit information and determining eligibility, as well as maintaining coordination with applicants, City staff, contractors, escrow, title and loan servicing companies. Recently, Mr. Kuntz assisted the Cities of Huntington Beach, Jurupa Valley and Fullerton in reviewing and processing various CDBG-funded projects. Mr. Kuntz is a graduate of the University of California, San Diego with a Bachelor of Science in Computer Engineering.

E. Approach & Proposed Schedule

The proposed Scope of Services will be completed within the timeframe established by the City. GRC proposes to provide staffing and other resources necessary for the implementation of the HRP.

Task 1: Project Management and Coordination

At the start of the HRP, GRC will develop a work plan for the City that best achieves the goals of the program. City staff may want to update the loan and grant amounts, and other key issues in the HRP Guidelines, or Policies and Procedures. GRC will administer the HRP from its office in Downey on a daily basis; however, the Program Manager will be at City Hall as needed to meet with City staff.

GRC proposes a meeting with the City once a month to evaluate the progress of the program and adjust the process if necessary. Additionally, a monthly progress report will be submitted to the City that identifies new and existing applicants, as well as tasks completed during the month, percent completed and potential issues.

Task	Team Member	Timeframe
<i>Kick-off meeting</i>	<i>Robert G. Vasquez</i>	<i>First week of the HRP</i>
<i>Progress meeting and report</i>	<i>Robert G. Vasquez William R. Kuntz</i>	<i>Monthly</i>

Task 2: Loan - Grant Processing

GRC will process the loan and grant applications in a timely and efficient manner. After the application is submitted, GRC will contact the applicant and mail a letter listing the requested information such as credit account statements, employment and income verifications, bank statements, proof of residency, most recent income tax return, property insurance policy, and priority repair items. GRC will set a meeting date to interview the applicant, collect the information and photograph the required repair(s). In addition, GRC will coordinate with the California Office of Historical Preservation to obtain SHPO comments under Section 106 of the National Historic Preservation Act and prepare necessary Tier 2 Environmental Reports. GRC

will also request a lead-based paint inspection if the home was built prior to 1978, collect all of the required environmental and abatement forms, and request property title-related documents. If necessary, a termite inspection will be procured. Once the package is completed, GRC will determine the applicant’s eligibility under CDBG requirements. At times, certain loan applications will require “special needs” consideration, which may include improvements exceeding the loan limits to achieve basic health and safety or disability requirements. Finally, GRC will submit a loan approval form with the applicant information package to the City loan approval committee.

In these cases, GRC will coordinate with the City on the appropriate approach and amount. Any special needs loans will not proceed without written authorization from the City.

Task	Team Member	Timeframe
<i>Complete application processing</i>	<i>Robert G. Vasquez William R. Kuntz</i>	<i>Three weeks from receiving application</i>
<i>Applicant interview</i>	<i>Robert G. Vasquez</i>	<i>Month 1</i>
<i>Request lead inspection, if needed</i>	<i>William R. Kuntz</i>	<i>Month 1</i>

Timeframe represent approximate time required per typical loan — grants are generally shorter.

Task 3: Loan Documents

GRC will prepare all loan documents, coordinate the execution and disposition of the documents pursuant to the City and CDBG regulations and established State and Federal lending regulations.

Task	Team Member	Timeframe
<i>Loan / Grant Documents</i>	<i>Robert G. Vasquez William R. Kuntz</i>	<i>Month 1</i>

Task 4: Property Inspection/Work Write-Up

GRC's Program Manager will conduct the initial inspection of the home with the applicant to identify any existing code violations and repairs or improvements requested by the applicant that are eligible through the HRP. Work specifications highlighting the code violations will be provided to the property owner. In addition, GRC will prepare the line-item cost estimate of the proposed work. GRC will photograph all needed repairs and include them with the work write-up. These photos will be used for before-and-after documentation.

Task	Team Member	Timeframe
<i>Work write-up</i>	<i>Robert G. Vasquez William R. Kuntz</i>	<i>First two weeks of Month 2</i>

Task 5: Bid Package

If the loan is approved, GRC will provide the homeowner with a list of licensed contractors that are in good standing with the City, State or the Federal government. All contractors must be licensed by the California State Contractors Licensing Board. The homeowner will select the contractor.

Task	Team Member	Timeframe
<i>Bid package</i>	<i>Robert G. Vasquez William R. Kuntz</i>	<i>Last two weeks of Month 2</i>

Task 6: Construction Management

GRC will manage all aspects of the construction phase of the HRP including, but not limited to, the following tasks:

- Lead Based Paint abatement and clearance (if built prior to 1978);
- Transmittal of Contractor’s Notice to Proceed;
- Construction progress inspection and final inspection – photos to be taken before and after construction;
- Loan disbursement, including retention amount and contractor lien releases; and
- Conflict resolution regarding either homeowner/contractor disputes or program concerns. In rare cases, major disputes may arise between the

homeowner and the contractor on work performed or not performed. In these cases, and only with the City's authorization, GRC will work with both the homeowner and contractor to find a solution. This may include developing a work plan, agreed upon by both parties, that identifies and addresses the problem.

Task	Team Member	Timeframe
<i>Construction inspection</i>	<i>Robert G. Vasquez</i>	<i>Month 3</i>
<i>Conflict Resolution</i>	<i>Robert G. Vasquez</i>	<i>During the construction process</i>
<i>Administration</i>	<i>Robert G. Vasquez</i> <i>William R. Kuntz</i>	<i>Month 3</i>

F. Fee Proposal

GRC completed the City's standard pricing form, as described in the RFP's Exhibit "A". It is incorporated in the following Section G. In this form, GRC proposes to be compensated based on a **flat, not-to-exceed fee per loan (or grant)**. This fee shall be adhered to during the life of the contract and is based on the current loan and grant limits and program requirements. The per loan and grant costs are presented below, which includes the cost to prepare documents to be submitted to the California Office of Historical Preservation to obtain SHPO comments under Section 106 of the National Historic Preservation Act and the cost to prepare the necessary Tier 2 Environmental Reports:

- **Loan: \$4,750**
- **Grant: \$3,750**

Monthly invoices shall be submitted according to completed milestones per loan or grant; for example, application review (20% of total loan fee), work write-up (25%), contract bid selection (20%), loan approval (10%), loan and contractor signings (10%), final construction inspection and loan closeout/completed file (15%). Percentages will be approved by the City prior to the start of the project.

Any additional services outside the scope of work will be first approved by the City and will be billed on a time and material basis, based on a blended billing hourly rate of \$120 per hour. Indirect costs for additional service outside the not-to-exceed amount will be billed at GRC's cost. Indirect costs may include printing of documents, purchases of project-related material and postage.

G. Standard Forms

REQUEST FOR PROPOSALS
Housing Rehabilitation Program Implementation Services
2026.02.17.01

STANDARD FORM A

NON-COLLUSION AFFIDAVIT FORM

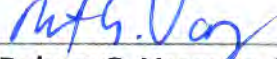
Note: To be executed by Proposer and submitted with Proposal.

State of California
(the State of the place of business)
County of Los Angeles
(the County of the place of business)
Robert G. Vasquez, being first duly sworn, deposes and
(name of the person signing this form)
says that he/she is President of
(title of the person signing this form)
GRC Associates, Inc., the party making the foregoing
proposal (name of proposing company)

that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the PROPOSER has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal; that the PROPOSER has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing; that the PROPOSER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the PROPOSER or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer; that all statements contained in the proposal are true; and, the PROPOSER has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a PROPOSER that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that they have full power to execute, and does execute, this declaration on behalf of the PROPOSER.

I declare under penalty of perjury under the Laws of the State of California that the foregoing is true and correct and that this declaration is executed as set forth.

Signature: 
Name/Title Date: Robert G. Vasquez, President, March 7, 2026

Notary is not required for this proposal.

REQUEST FOR PROPOSALS
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**STANDARD FORM B
REFERENCES FORM**

GRC Associates, Inc.

(Proposer's Company Name)

Provide current business references for whom your company has provided similar services. Provide very brief description of the Project services your company provided to the reference. **Any unsatisfactory references or past unsatisfactory work performance with City may eliminate Proposer from further consideration (Brea City Code Sec. 3.24.020.M)**

1. Company Name	City of Huntington Beach
Address, City, State, Zip	2000 Main St., Huntington Beach, CA 92648
Contact's Name & Title	Charles Kovac, Housing Manager
Contact's Phone #	(714) 374 - 5316
Contact's Email	charles.kovac@surfcity-hb.org
Project	Residential Rehabilitation Program (CDBG-funded)
Completion Date & Value	June 30, 2028, \$150,000 (3-year contract)
2. Company Name	City of Jurupa Valley
Address, City, State, Zip	8930 Limonite Ave., Jurupa Valley, CA 92509
Contact's Name & Title	Amy Sells, Deputy City Manager
Contact's Phone #	951.332.6464
Contact's Email	asells@jurupavalley.org
Project	Affordable Homeowner Rehabilitation Program (CDBG-funded)
Completion Date & Value	June 30, 2026, \$30,000 (1-year contract)
3. Company Name	City of Fullerton
Address, City, State, Zip	303 W. Commonwealth Ave. Fullerton, CA 92832
Contact's Name & Title	Daniel Valdez, Housing Manager
Contact's Phone #	(714) 738 - 2858
Contact's Email	Daniel.Valdez@cityoffullerton.com
Project	Home Improvement Program (CDBG-funded)
Completion Date & Value	Contract terms are on "as needed" basis
4. Company Name	
Address, City, State, Zip	
Contact's Name & Title	
Contact's Phone #	
Contact's Email	
Project	
Completion Date & Value	

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STANDARD FORM C
SUBCONTRACTORS LIST-STANDARD FORM

GRC Associates, Inc.

(Proposer's Company Name)

Provide the information requested below. Duplicate this form as necessary to complete list.

Check this box, *if no subcontractors* are to be used for any of the proposed work.

1. Company Name		
Address, City, State, Zip		
Contact's Name & Title		
Contact's Phone #		
Contact's Email		
Proposed work & amounts		
License #s & Class		
DIR # & Exp Date		
2. Company		
Address, City, State, Zip		
Contact's Name & Title		
Contact's Phone #		
Contact's Email		
Proposed work & amounts		
License #s & Class		
DIR # & Exp Date		
3. Company		
Address, City, State, Zip		
Contact's Name & Title		
Contact's Phone #		
Contact's Email		
Proposed work & amounts		
License #s & Class		
DIR # & Exp Date		

REQUEST FOR PROPOSALS
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STANDARD FORM D

STATEMENT OF COMPLIANCE OR EXCEPTIONS FORM

Each Proposal must be accompanied by this form. Failure to provide this form will cause the Proposal to be deemed non-responsive and that Proposal will not be considered for further evaluation.

GRC Associates, Inc.

(Proposer's Company Name)

Select one:

No Exceptions

By checking the above box, Proposer declares their Proposal was prepared in strict compliance with the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement.

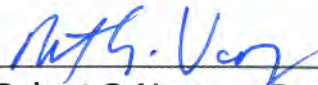
With Exceptions

By checking the above box, Proposer declares their Proposal was prepared in consideration of but with exceptions to one or more of the instructions, conditions, and terms of the Solicitation, Scope of Work, and Agreement, in which case **Proposer must provide a detailed list for all such exceptions in the following format.**

Section Page #	Term, Condition, Specification	Exception & Benefit to City	City A or D
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Proposer acknowledges that City may accept or reject any or all of Proposer's listed exceptions or reject the Proposer's entire Proposal that contain any exceptions.

Signature:



Name/Title Date:

Robert G. Vasquez, President, March 7, 2026

REQUEST FOR PROPOSALS
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STANDARD FORM E

STATUS OF PAST AND PRESENT CONTRACTS FORM

Each Proposal must be accompanied by this form. Failure to provide this form will cause the Proposal to be deemed non-responsive and that Proposal will not be considered for further evaluation. As used in this form, "Proposer" means Proposer or any 10% or greater owner of the proposing company; "Contract Termination" means termination for cause by any other party to a contract with the Proposer; "Settlement" means settlement of any claim or lawsuit brought against Proposer in connection with Proposer's services; and, "Legal Action" means any lawsuit alleging fraud, breach or any other misconduct by, or filed against, Proposer.

GRC Associates, Inc.

(Proposer's Company Name)

No Contract Terminations, Settlements, or Legal Actions

By checking the above box, Proposer declares that the Proposer has not had any Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder and currently does not have any pending Contract Terminations, Settlements, or Legal Actions.

One or More Contract Terminations, Settlements, or Legal Actions

By checking the above box, Proposer declares that the Proposer has had either one or more Contract Terminations, Settlements, or Legal Actions within the past five years of the date signed hereunder in which case, **Proposer must provide a list for all such contracts** and include: Contract Title, Contract Value, Termination Date, Company Name, Contact Name, Phone Number, and Reasons for and descriptions of the Terminations, Settlements, or Legal Actions.

The Proposer acknowledges that City may: reject any declarations that are not accompanied with the required documentation as described above; or reject any Proposals wherein Proposer has had any Terminations, Settlements, or Legal Actions that City in its sole discretion deems unacceptable.

Signature:



Name/Title Date:

Robert G. Vasquez, President, March 7, 2026

STANDARD FORM F
INSURANCE COMMITMENT FORM

Each Proposal must be accompanied by this form. Failure to provide this form will cause the Proposal to be deemed non-responsive and that Proposal will not be considered for further evaluation.

GRC Associates, Inc.

(Proposer's Company Name)

Proposer acknowledges that:

City reserves the right to modify the insurance requirements as set for in the Insurance Requirements section of the Agreement including limits, based on nature of the risk, prior experience, insurer, coverage, or other special circumstances.

City's acceptance and/or approval of the proposer's insurance documents does not and shall not be construed to relieve proposer of any obligations, responsibilities or liabilities under any resultant Contract.

Proposer's failure to comply with the required insurance as set forth in the Insurance Requirements of the Agreement is a breach of contract, which may result in one or more of the following: suspension of work, suspension or termination of contract, remuneration of procurement costs for obtaining a replacement contractor, and suspension from submitting future proposal based on proposer's default.

Proposer, at Proposer's sole cost and expense, hereby promises and agrees to:

Acquire required insurance set forth in the Insurance Requirements of the Agreement.

Provide policies of insurance from a company or companies having a current A.M. Best's rating of no less than A:VII and admitted and authorized to transact the business of insurance in the State of California prior to commencing any work and allowing any subcontractor to commence work on any subcontract until it has secured all required insurance unless otherwise permitted or waived in writing by City's Risk Manager.

Maintain in force at all times during the term of any Contract, insurance policies as set forth in the Insurance Requirements of the Agreement; replace any policies whose carrier's rating falls below A VII with policies that meet or better the required A VII rating no later than the renewal date of the policy; amend, supplement, or endorse existing insurance policies that do not meet the insurance requirements set forth in the Insurance Requirements.

Proposer certifies, represents, and commits to all the Insurance Requirements of the Agreement.

Signature:



Name/Title Date:

Robert G. Vasquez, President, March 7, 2026

REQUEST FOR PROPOSALS
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STANDARD FORM G
PROPOSER QUALIFICATIONS RESPONSE FORM
GRC Associates, Inc.

(Proposer's Company Name)

Proposers must have demonstrated trustworthiness, as well as the necessary quality, fitness, capacity, and experience to satisfactorily provide the requirements specified in this Solicitation based on prior experience with city, references, and other available information.

Provide the information requested below. Do not omit or renumber any sections. All items listed must be submitted and checked off to ensure qualification responsiveness.

1. Background.

Please provide the following information about your company:

- Your company's full legal name, address, phone, fax, email, website.
- Prior company names (if any) and years in business; mergers, buyouts, etc.
- Organizational structure (i.e. corp., LLC, sole proprietorship, etc.).
- Names and titles of the principal owner(s).
- Person(s) authorized to make commitments for your company.
- Special recognition or awards.

2. Experience.

Provide the following information relative to required services:

- Summary of Experience with similar kinds of work.
- Familiarity with state and federal procedures.
- Experience working with public agencies.
- Narrative of the working relationship with current business references for information not already included in the References Form.

3. Qualifications.

Provide the following information relative to required services:

- Financial responsibility.
- Demonstrated Technical Ability.
- Capability of developing innovative or advanced techniques.
- Special qualifications, training, credentials.
- Staff names, titles, role, qualifications, and experience assigned to this Project.
- Designated project manager assigned to this Project.

REQUEST FOR PROPOSALS

Housing Rehabilitation Program Implementation Services
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4. Understanding.

Provide the following information relative to required services:

- Understanding of the work to be done based on this Solicitation.
- Include issues that you believe will require special consideration for this Project.
- Identify unique approaches or strengths your company has relative to required services.

5. Approach.

Provide the following information relative to required services:

- Understanding of the work to be done.
- Adequacy of labor and resources to satisfactorily perform the requested services and meet the City's needs.
- Names and titles of key management personnel.
- Team to be assigned for these services.

Submitted by:

Signature:

Name/Title Date:



Robert G. Vasquez, President, March 7, 2026

REQUEST FOR PROPOSALS
Housing Rehabilitation Program Implementation Services
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STANDARD FORM H
FIRM PROPOSAL FORM

GRC Associates, Inc.

(Proposer's Company Name)

FIRM PROPOSAL made by Proposer to the City of Brea:

I, the undersigned, hereby represent and warrant that I am authorized to submit this Proposal on behalf of and to bind the principals who I represent, to all the requirements of the City of Brea's Terms and Conditions, Specifications, Scope or Work, any attachments, exhibits, amendments; and I offer and agree to those requirements at the prices set forth in the Proposal Form.

Further, I understand that no contract exists unless City accepts this Proposal by executing the attached Agreement.

Business Name: GRC Associates, Inc.
Business Address: 8060 Florence Avenue, Suite 303
Federal ID#: 95-4070461

If any Work is a Public Works Contractor Lic#: n/a DIR#: n/a

Business Type: 2. C Corp. 1. Individual/Sole Proprietor or Single-Member LLC; 2. C Corporation;
(Proposer enter a number) 3. Corporation; 4. Partnership; 5. Trust/Estate; 6. Limited Liability Co.

By: 

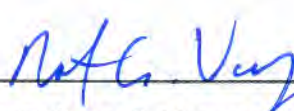
Name: Robert G. Vasquez

Title: President

Email: rvasquez@grcassoc.com

Date Signed: March 7, 2026

CORPs: Chairperson President Vice President
LLCs Manager

By: 

Name: Robert G. Vasquez

Title: Secretary

Email: rvasquez@grcassoc.com

Date Signed: March 7, 2026

CORPs Secretary Assist. Secretary, Chief Finance
Officer, Assist. Treasurer
LLCs: Manager

[Pursuant to California Corporations Code Section 313, both signature lines must be executed unless the signatory holds at least one of the offices designated on each line.]

[Pursuant to California Corporations Code Section 17703.01(d), for limited liability companies, both signature lines must be executed unless the articles of incorporation state that the firm is managed by only one manager.]

REQUEST FOR PROPOSALS
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**STANDARD FORM I
PRICE FORM**

GRC Associates, Inc.

(Proposer's Company Name)

Separate and describe your tasks, and associated costs, for the Scope of Services requirements. Attach additional pages if necessary.

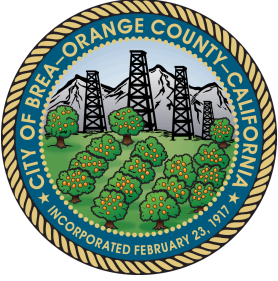
Please note that pricing Must Be All-Inclusive. ***EACH PROPOSAL MUST BE INCLUSIVE OF ALL COSTS TO PERFORM THE REQUIRED SERVICES.*** Any and all costs of labor, transportation, materials, software, equipment, proprietary licenses, and any and all other fees, costs, taxes, insurance, and expenses necessary to comply with the requirements of this RFP and to provide the Services, must be included in the proposal price.

Tasks	Description	Rate
1	Per Loan, All-Inclusive Cost/Flat Fee (complete all tasks in RFP's Exhibit A)	\$4,750 per loan
2	Per Grant, All-Inclusive Cost/Flat Fee (complete all tasks in RFP's Exhibit A)	\$3,750 per grant
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$
	Cost based on 4 loans and 4 grants Proposal Total Costs (add above lines)	\$ 34,000 *

Additional comments/remarks:

*** The \$34,000 figure is estimated based on a fee not to exceed \$4,750 per loan and \$3,750 per grant, assuming four loans and four grants will be completed during the next fiscal year. Total cost will depend on how many loans and grants the City approves and funds next year.**

For other City-requested work: An hourly consultant rate of \$120 per hour, billed as needed, requiring City approval before work begins.



CITY of BREA

Finance Committee Communication

April 28, 2026

Item No. 3C.

Sourcewell Maintenance Agreement with TK Elevator Corporation

TO	PREPARED BY
Finance Committee Members	Eric Aulls, Public Works Manager
DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
Michael Ho, Public Works Director	Kristin Griffith, City Manager

RECOMMENDATION

Staff recommends that the Finance Committee recommend the City Council to take the following action:

1. Approve a Cooperative Purchase Agreement with TK Elevator Corporation for citywide elevator preventative maintenance services for a three (3) year term for \$33,600 per year, for a total of \$100,800.

BACKGROUND/DISCUSSION

At the Civic Center there are five (5) TK Elevators. In the Downtown Brea Parking Structures, there are two (2) TK Elevators and four (4) Schindler elevators for a total of 11 elevators that require monthly state inspections and preventive maintenance to operate safely. Currently, the City uses as-needed service with TK Elevator Corporation and GMS Elevator Services, Inc. for elevator maintenance and repairs, with TK Elevators providing elevator maintenance for the City for over 46 years. Although the City has been able to use multiple elevator service companies, many elevator parts are manufactured by TK Elevator Corporation and require purchasing parts for repairs from TK Elevator Corporation. This Cooperative Purchasing Agreement (CPA) would allow the City to provide more time efficient repairs and preventative maintenance to the elevators, and lower repair costs for elevators at any of the 11 locations.

The CPA allows the City to piggyback on contracts that have already undergone the competitive bidding process. Piggybacking allows the City to take advantage of favorable pricing under the CPA without going through a traditional Request for Proposal process. TK Elevator Corporation, a national corporation, is currently under contract with Sourcewell which is a State of California local government agency and service cooperative. The City of Brea Public Works Department has worked with TK Elevator Corporation in the past through a CPA with Sourcewell to provide routine state-required inspections, preventive maintenance, and repairs.

The Public Works Department has considered continuing as-needed elevator services but has found that this option is not the most time or cost efficient approach. The CPA would provide preventive maintenance services for the elevators, including addressing major and catastrophic failures and emergencies; therefore, preventing the need for costly as-needed repairs. Additionally, since many of the elevator parts are proprietary to TK Elevator Corporation, the CPA will ensure the ease and efficiency of securing the needed parts for repairs.

FISCAL IMPACT/SUMMARY

Based on TK Elevator Corporation's ability to meet all Public Works requirements, including pricing, responsiveness, and overall stability, staff recommends approval of the Cooperative Purchase Agreement with TK Elevator Corporation for a three (3) year term, at \$33,600 per year, for a total of \$100,800. The Public Works Building Division has identified sufficient funds in Fund 490 in the FY 2025-26 budget. No additional appropriation is needed.

Attachments

[TKE_Sourcwell_Agreement.pdf](#)

Sourcewell Maintenance Agreement – #052224

for the Protection of Vertical Transportation Equipment

A. THIS AGREEMENT (hereinafter “Agreement”) made and entered into on this __ day of _____, 2026, by and between the City of Brea, a municipal corporation, 1 Civic Center Circle, Brea, Ca 92821-5792, hereinafter referred to as “Purchaser”), and TK Elevator Corporation, a Delaware corporation, 3100 Interstate n Circle SE Atlanta, GA 30339 (hereinafter referred to as “Service Provider”). In consideration of the mutual covenants contained herein, Service Provider agrees to perform the services described herein and Purchaser or its members agree to pay the amounts described herein, all on the terms and conditions set forth in this Agreement.

WHEREAS,

- B. The Purchaser is engaged either as a real property owner or manager (or as a part in joint ventures or consortiums to that effect); and
- C. The Service Provider is engaged in the business of servicing and repairing elevators, escalators and other vertical transportation equipment.

NOW THEREFORE, the Parties hereto agree as follows:

1. BACKGROUND

The Purchaser and the Service Provider desire to enter into this Agreement as a long term commitment for the maintenance and repair of Purchaser’s vertical transportation equipment as further described in this Agreement. Under the Agreement the Purchaser may issue written requests to the Service Provider to provide certain vertical transportation maintenance services at locations controlled by Purchaser. The Agreement is to provide an umbrella for those location-specific written requests for vertical transportation maintenance services issued by the Purchaser.

2. GOVERNING DOCUMENTS

The following documents form and are an integral part of this Agreement and are to be taken as mutually explanatory of one another. In the case of any ambiguity or discrepancy between the documents forming the Agreement, then the priority of the documents will be in the order as listed below, unless otherwise agreed in writing between the parties:

- (a) Each individual location requirement (as specified at the time of ordering by the Purchaser). A Location requirement shall be considered “Accepted” if it is fully executed by a duly authorized representative of both the Purchaser and the Service Provider and provided to the Service Provider;
- (b) This Agreement;
- (c) Any other document mutually agreed to and signed by the parties, forming part of this Agreement.

3. PERFORMANCE

Service Provider will provide the services and/or scope of work applicable to all vertical transportation equipment described on any fully executed and properly delivered Agreement (the “equipment”) on the terms and conditions set forth in this Agreement (the “Services”). The term “Property” hereinafter will refer to the real property of the Purchaser on which the equipment is located. Service Provider will use trained personnel directly employed and supervised by Service Provider or sub-contractors. They will be qualified to keep Purchaser’s equipment properly adjusted, and they will use all reasonable care to maintain that equipment in proper operating condition. Service Provider will regularly and systematically examine, adjust and lubricate as required, and, in Service Provider’s sole opinion, if conditions warrant, Service Provider will repair or replace all equipment parts and devices not specifically excluded by this Agreement. Services will be performed on a quarterly basis for the hydraulic units and monthly for the traction units. TK Elevator will test firefighters service (Phase I & II) during each regularly scheduled service visit and will perform the required record

keeping in accordance with Title 8, California Code of Regulations, Sec. 3000(h), and ASME Rule 1206.7. Purchaser is responsible for maintaining long term storage of such records.

The Services shall be performed in a diligent and first class manner, with quality supplies, materials, equipment and workmanship and in such a manner so as to minimize the possibility of any annoyance, interference, or disruption to tenants or other occupants of the Property and their invitees. Upon completion of the Services, Service Provider shall restore the Property to its original condition and shall leave the Property clean and free of all tools, equipment, waste materials and rubbish.

Service Provider will service Purchaser's equipment and its component parts in their present condition with the understanding that Service Provider shall neither be required nor obligated to service, make renewals or repairs upon the equipment by reason of negligence, obsolescence, misuse of the equipment, loss of power, blown fuses, tripped stop switches, theft, vandalism, explosion, fire, power failure, water damage, storm, lightning, nuisance calls or by any other reason or any other cause beyond Service Provider's control, except ordinary wear and tear from the commencement date of this agreement. With the passage of time, equipment technology and designs will change. If any part or component of any equipment described in a NFA cannot, in Service Provider's sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. Purchaser will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, Service Provider will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will Service Provider be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Any work not specifically covered under this agreement shall be at Purchaser's sole expense.

The Service Provider may propose changes to the Services by informing the Purchaser in writing. To be binding, such changes must be approved by authorized representatives of both parties in writing. The Parties may also, at any time, agree to add new Services at agreed prices to be covered by this Agreement. To be binding, such additions must be approved by corresponding authorized representatives of both parties in writing.

Pledge of Purchaser Satisfaction

3.1 In the event that Purchaser elects to undertake an audit of the service provided under this Agreement and any Location(s) Agreement, such audit must be announced in writing at least ten (10) working days in advance. If any non-compliance is identified in writing to the Service Provider at the address set forth in this Agreement, whether pursuant to an audit or under any other circumstances, the Service Provider will begin to take appropriate measures to remedy such non-compliance within thirty (30) days thereafter.

3.2 The Purchaser and the Service Provider shall appoint appropriate personnel to meet regularly at local and global levels and at such intervals as is deemed necessary to enable the parties to discuss and review the performance of both parties of their respective obligations under this Agreement. The reviews will take place in order to:

- a) Monitor the effectiveness and efficiency with which this Agreement is being implemented;
- b) Agree to mutual objectives and timescales;
- c) Assess the overall performance of this Agreement by each party;
- d) Review business implications, targets and risks;
- e) Review whether this Agreement is being conducted in the spirit it was intended; and
- f) Assess, under this review process, the need to amend or update the performance criteria included in this Agreement.

4. INDEPENDENT CONTRACTOR RELATIONSHIP:

Service Provider shall assume all duties under this Agreement as an independent contractor, and shall not be deemed for any purpose to be an agent, servant, or representative of Purchaser. Purchaser shall have no direct control of Service Provider, its agents, or subcontractors in the performance of the work hereunder. Nothing contained herein shall be construed to be inconsistent with such independent contractor relationship.

5. BY HIGHLY-TRAINED SERVICE PROVIDER PROFESSIONALS:

Service Provider employs and supervises elevator technicians who are among the most trusted in the industry and who will provide all maintenance courteously and dependably. Service Provider's elevator technicians receive ongoing training in general equipment development as well as advancements made to Purchaser's specific equipment.

6. ASSURANCE OF SERVICE PROVIDER'S STANDARD OF QUALITY:

To help increase elevator performance and decrease downtime, Service Provider's technicians utilize the latest industry methods and technology available to Service Provider for Purchaser's specific brand of equipment. They will be equipped with the tools, documentation and knowledge to troubleshoot Purchaser's unique system.

Behind Service Provider's technicians is a team devoted to elevator excellence. Technicians are supported around the clock by a family of engineers and field support experts. Service Provider's International Technical Support facility in Texas continuously researches advancements in the industry and in Purchaser's equipment.

7. EXTENT OF COVERAGE:

Service Provider will perform the following Services with respect to any equipment described on any fully executed location requirement:

7.1 TRACTION ELEVATORS:

Service Provider agrees to and shall maintain the traction elevator equipment described on any Location Agreements on the following terms and conditions:

7.1.1 Service Provider will use trained employees directly employed and supervised by Service Provider. Such employees shall be qualified to keep the Equipment properly adjusted, and Service Provider will use all reasonable care to maintain the Equipment in proper and safe operating condition.

7.1.2 Service Provider will regularly and systematically examine, adjust, clean and lubricate the following as required, and if conditions warrant, repair or replace the same:

7.1.2a Machine thrust bearings, drive sheave shaft bearings, brake pulley and brake coil, contact linings and component parts;

7.1.2b Motor windings, rotating element, commutator, brushes, brush holders and bearings;

7.1.2c Silicon control rectifiers, reactors, filters, heat sinks, amp traps, transducers, and all control components;

7.1.2d Controller, selector and dispatching equipment, leveling devices and cams, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dash pots, timing devices, computer and micro computer devices, steel selector cable or tape, and mechanical and electrical driving equipment;

7.1.2e Governor, governor shaft assembly, bearings, contacts, and governor jaws;

7.1.2f Bearings, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheaves assembly, counterweight and counterweight guide shoes including rollers or gibs;

7.1.2g Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices and all fastening devices and associated reinforcement in attached components;

7.1.2h Hoistway entrance door sill areas beyond the entrance frame opening; will be cleaned.

7.1.2 i Automatic power operated door operator, car door hanger, car door contact, door protective device, car ventilation system platform, load weighing equipment, car safety mechanism, elevator car guide shoes, gibs or roller;

7.1.3 Service Provider shall maintain the individual minimum performance standards defined below:

7.1.3 a "Start to Stop Time" as measured from the moment the car begins motion till the time it stops for a single floor run.

7.1.3 b "Door Open Time" as measured from the fully closed door position to a fully open stopped position.

7.1.3c "Door Close Time" as measured from the fully open door position to a fully closed stopped position. Door closing pressure shall not exceed 30 lbs.

7.1.3d "Leveling Accuracy" as measured from car sill to landing sill at a fully stopped position under all load conditions.

7.1.3e "Rated Speed" as the same shall be that noted and shall not vary by more than 5% regardless of direction or load.

7.1.4 Service Provider shall maintain the Rated Speed in feet per minute, the original performance time, including acceleration and retardation as designed and installed by the manufacturer and perform the necessary adjustments as required to maintain the original Door Open Time and Door Close Time, within limits of applicable codes, or to adjust and maintain revised Door Open Time and/or door close Time upon direction of Purchaser.

7.1.5 Service Provider shall maintain smooth ride quality, smooth acceleration and deceleration and comfortable stop.

7.1.6. Service Provider shall maintain positive and quiet door operation with rapid and smooth checking at limits of travel. Service Provider shall annually, check the group dispatching systems and make necessary tests to insure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer or to adjust and maintain revised settings upon direction of Purchaser.

7.1.7 Service Provider shall examine periodically all safety devices and governors and conduct an annual no-load test at Purchaser's expense.

7.1.8 Service Provider shall calibrate load-weighing devices to Purchaser's selected settings, after annual and, as applicable, five-year safety tests are conducted.

7.1.9 Service Provider shall maintain, but not replace, all wire ropes as often as is necessary to maintain an adequate factor of safety; equalize the tension on all hoist and compensation ropes, lubricate ropes appropriately and when necessary remove all residue and accumulated deposits from the rope surface and shorten ropes and chains as required to provide legal and reasonable bottom clearances.

7.1.10 Service Provider shall repair or replace conductor cables and hoistway and machine room elevator wiring in such a way as to maintain the percentage of spare conductors present at the acceptance of the location requirement. In no case shall the number of spare conductors be less than 5%.

7.1.11 Service Provider shall furnish lubricants compounded to the manufacturer's rigid specifications.

7.1.12 Service Provider shall make other safety tests recommended or directed by all applicable governmental authorities in force at the time of the acceptance of the Agreement at Purchaser's expense. Service Provider shall not be required to install new attachments on the elevators recommended or directed by insurance companies, or by governmental authorities, nor to make replacements with parts of a different design recommended or directed by insurance companies, or by governmental authorities.

7.1.13 Service Provider shall coordinate all testing requiring an independent witness or inspector with the Purchaser's appointed representative for an additional cost at our standard billing rates.

7.1.14 Service Provider shall not be required to make renewals or repairs necessitated by reason of Purchaser's negligence or Purchaser's misuse of the Equipment or by reason of any other cause beyond Service Provider's reasonable control except ordinary wear and tear.

7.1.15 Service Provider shall also maintain, and if conditions warrant, repair or replace the following auxiliary equipment:

7.1.15a All handicap devices;

7.1.15 b All elevator related earthquake devices if applicable

7.1.16 Service Provider shall have no responsibility for the following items of Equipment, which are not included:

7.1.16 a the finishing, repairing, or replacement of cab enclosure, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, light bulbs and tubes, main line power switches, breaker, feeders to controller, alignment of elevator guide rails, smoke and fire sensors, fire service reports, air conditioners, ropes, sheaves, drives, hoist motors, machines and all other items as set forth and excluded in this Agreement. Elevator signal light bulbs will be replaced during regular service calls.

7.2 HYDRAULIC ELEVATORS:

Service Provider agrees to and shall maintain the hydraulic elevator equipment described on any fully executed Location Agreements under the same terms and conditions described under 7.1 entitled "Traction Elevators," as the same are applicable to hydraulic elevators, with the following additions:

7.2.1 Service Provider shall have no responsibility for the following items of Equipment in addition to those listed in provision 7.1.16a above: the finishing, repairing, or replacement of cab enclosure, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, light bulbs and tubes, main line power switches, breaker, feeders to controller, hydraulic elevator jack, pump motors, valves, jack packings, hydraulic oil replacement, hydraulic elevator outer casing, any type of underground piping or other material, alignment of elevator guide rails, smoke and fire sensors, fire service reports, air conditioners and all other items as set forth and excluded in this agreement. Elevator signal light bulbs will be replaced during regular service calls.

7.2.2 Filters, mufflers and muffler components are included.

7.2.3 Service Provider shall periodically examine all safety devices and conduct pressure tests and other tests required by ANSI A1 7.1 or other applicable codes at Purchaser's expense.

7.2.4 Service Provider shall periodically conduct an inspection of hydraulic fluid to detect contaminants and assure proper viscosity, make necessary corrections and add fluid as required to keep the tank unit full and furnish hydraulic fluid compounded to the manufacturer's rigid specifications.

7.2.5 Service Provider shall clean excessive fluid leakage from pump pans, cylinder heads, machine room and pit floors.

7.3 ESCALATORS:

Service Provider agrees to and shall maintain the escalator equipment described on any Location Agreements under the same terms and conditions described under 7.1 entitled "Traction Elevators," as the same are applicable to escalators, with the following additions:

7.3.1. Controller, all relays, contacts, coils, resistance for operating and motor circuits, operating transformers and operating rectifier;

7.3.2 Handrail, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step tread, step wheels, step chains, step axle bushings, comb plates, floor plates and tracks;

7.3.3 Upper drive, upper drive bearings, tension sprocket bearings, upper newel bearings, lower newel bearings;

7.3.4 All balustrade fastenings, deck and trim fastenings (screws, clips, etc.);

7.3.5 Skirt panels and panel finishes;

7.3.6 Escalator under-step lighting and balustrade panel and skirt lighting;

7.3.7 Upper and lower pit equipment spaces, pit lights, trusses and inclined truss pans.

7.3.8 Service Provider shall examine periodically (at intervals not longer than six months) all normal operating devices and equipment in accordance with ANSI A17.1, Section 1007 and conduct annual inspections and tests of all safety devices, brakes, step up thrust devices and governors in accordance with ANSI A17.1, Section 1008. If required, the governor will be calibrated and sealed for proper tripping speed.

7.3.9 Service Provider shall have no responsibility for the balustrade finishes, deck and trim finishes, wedge guards and exterior truss enclosures.

8. PARTS INVENTORY

Service Provider maintains a comprehensive parts inventory to support its field operations. Replacement parts are stored throughout North America in Service Provider's facilities and are normally available as necessary. Most specialized parts are available within 24 hours, seven days a week. All replacement parts used in Purchaser's vertical transportation equipment will be new or refurbished to meet the quality standards of Service Provider.

9. TESTING

Should Purchaser's Unit(s) require any type of equipment testing as required by any applicable law and/or code, such testing is expressly excluded from this Agreement and we will provide Purchaser with a separate written estimate that includes the cost of any associated labor and/or material(s).

Should Purchaser's Unit(s) require any safety tests as mandated by any applicable law and/or code on the commencement date of this Agreement, TK Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on applicable traction elevators, or the hydraulic system on applicable hydraulic elevators under the terms of this Agreement until the test has been completed and the Unit has passed. Should the respective Unit fail any of those tests, it shall be solely Purchaser's responsibility to make necessary repairs and place the Units in a condition that we deem acceptable for further coverage under the terms of this Agreement. Because the performance of any safety test places the Unit under extreme conditions that are outside of the Unit's normal operating parameters, Purchaser agrees that TK Elevator shall not be liable for any damage to the building structure or the Unit(s) resulting from the performance of any safety tests we properly perform at any time under this Agreement.

Should Purchaser's jurisdiction require the presence of either the applicable authority having jurisdiction or a third party witness at the time of testing, Purchaser agrees to pay for any costs of that individual along with any inspection/coordination fees.

10. COMPLIANCE WITH LAWS:

The rights and duties arising under this Agreement shall be governed by the laws of the State in which the Property is located. In performing the Services required under this Agreement, Service Provider shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations. In the event that any portion of this

Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Labor Code Requirements. Service Provider is aware of the requirements of California Labor Code Sections 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and for “maintenance” work. Since the work performed under this Agreement involves the performance of “maintenance,” as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Service Provider agrees to fully comply with such Prevailing Wage Laws. Service Provider and all subcontractors shall comply with all California Labor Code provisions, including, but not limited to, payment prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815), debarment of contractors and subcontractors (Labor Code Section 1777.1), and contractor and subcontractor registration (Labor Code Sections 1725.5 and 1771.1).

11. TERM:

Service under the terms and conditions of this Agreement shall be for an initial non-cancelable period of Three (3) years commencing on the date specified in the fully executed Location(s) Agreement and shall automatically be renewed for up to three (3) successive One (1) Year periods thereafter, unless either party timely serves written notice upon the other party of its intention to cancel at least ninety (90) days before the end of the initial Three (3) Year, or ninety (90) days before the end of any subsequent One (1) Year renewal period. Time is of the essence.

The term (length of contract) of maintenance agreements signed under the Sourcewell Contract may exceed the term of the Sourcewell Agreement. The terms and conditions of the Sourcewell Agreement in effect at the date the maintenance agreement is signed will remain in effect for the duration of members’ local maintenance agreement. Maintenance Agreements can be as long as the Sourcewell members request provided they are in accordance with local laws and regulations.

12. AFTER HOURS WORK

All Services are to be provided during Service Provider’s regular working hours of its regular working days unless otherwise specified below.

For specified locations marked as “Gold” within the Exhibit “A”, any overtime work requested by the Purchaser, Purchaser agrees to pay us overtime labor at our normal billing rates, including travel time, travel expenses, and time spent on the property.

For specified locations marked as “Platinum” within the Exhibit “A”, any overtime work requested by the Purchaser, Purchaser agrees to pay us for the difference between regular and overtime labor at our normal billing rates, including travel time, travel expenses, and time spent on the property.

For specified locations marked as “Platinum Premier” within the Exhibit “A”, for overtime calls involving one mechanic, Contractor will include our services at no additional cost.

For specified locations marked as “Bronze” within the Exhibit “A”, We will service Purchaser’s elevator/lift equipment described in this agreement under “Bronze” coverage on a quarterly basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 8:00 am to 4:30 pm (except scheduled holidays). All work performed before or after normal business working days and hours shall be considered “Overtime”.

Thyssenkrupp Elevator will perform the following services:

Examine Purchaser’s elevator/lift equipment for optimum operation. Our examination, cleaning and lubrication will cover the following components of your elevator system:

- Controller
- Machine
- Motor
- Interlocks

Lubricate guide rails

Make minor adjustments at the time of the regular examinations. Parts repair and replacement repair and/or replacement parts and labor are not included in the agreement without an additional charge. Service Provider will furnish the necessary lubricants and cleaning materials excluding the replacement of hydraulic fluid at no additional charge.

13. PRICING:

Pricing (Please See Exhibit A) The Price of Service Provider’s service as herein stated shall be specifically set forth on any fully executed Location Agreement(s), payable as agreed upon between the Service Provider and the Purchaser. Those prices are net of all taxes, duties and other levies. Those prices are valid for a period of one (1) year, commencing on the effective date of each respective Location(s) Agreement. Each such period of one year (365 consecutive days) shall be called a “Fixed Price Period”. Since Service Provider’s costs to provide Purchaser with the Services may increase, the Service Provider shall review and adjust the Monthly Payment Amount for each Location Agreement(s) at the end of each twelve (12) month period. Eighty percent (80%) of the Agreement price for each Location Agreement(s) shall be adjusted to reflect any increase in labor costs based on the straight time rate of elevator mechanics in the local area where the Property is located. The remaining twenty percent (20%) shall be adjusted to reflect any increase in material costs based on the Producer Price Index for Metals and Metal Products as published by the United States Department of Commerce, Bureau of Labor Statistics. However, in no event shall the total price escalations at the end of each twelve (12) month period be no more than four percent (4%) in any subsequent one (1) year period. Service Provider shall provide thirty (30) days advance written notice to Purchaser of all price adjustments referenced in this paragraph.

Should equipment covered by any Location Agreement be modified by the Purchaser during the pendency of any Location Agreement the parties will endeavor to reach a written agreement on a modified price for the Services applicable to that equipment. Should those parties fail to reach a written agreement on a modified price then that equipment will be removed from the applicable Location Agreement and the applicable Purchaser shall remain financially responsible to the Service Provider for the Service Provider’s lost profits associated with the Services originally designated for that piece of equipment at the original, agreed-to price for the remaining term of the applicable Location Agreement. The price is subject to increase in the event the existing equipment is modified from its present state. A service charge of 1 1/2% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. Time is of the essence.

14. INSURANCE REQUIREMENTS:

At its sole expense, Service Provider shall carry and maintain throughout the term of this Agreement the insurance described below. The all risk and liabilities policies must each contain a provision by which the insurer agrees that such policy shall not be canceled except after thirty (30) days written notice to Purchaser.

Before the commencement of the Services, Service Provider shall submit to Purchaser a Certificate of Insurance showing that all insurance requirements have been met. If any policy expires during the term of any fully executed Location Agreement(s), it shall automatically be renewed and a new Certificate of Insurance shall be sent immediately to Purchaser.

Workers’ Compensation Statutory Limits

- Employer’s Liability \$1,000,000 each accident
- \$1,000,000 policy limit-disease
- \$1,000,000 disease-each employee
- General Liability

This shall include all major divisions of coverage and be on a commercial occurrence form. It shall include premises operations, products and completed operations, contractual, and personal injury.

- Limits Primary: \$2,000,000 each occurrence – BI & PD
- \$2,000,000 general aggregate
- \$2,000,000 personal injury & adv. Injury

Automobile Liability and Property Damage

This shall be on an occurrence basis with a combined single limit of \$2,000,000. It shall include all automobiles owned, leased, hired or non-owned.

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents, and representatives are to be covered as additional insureds for the liability and defense of suits or claims arising out of the work or operations performed by or on behalf of Service Provider including materials, parts or equipment furnished in connection with such work or operations. Such additional insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by Contractor's acts, actions, omissions or neglects and not to the extent caused by the additional insured's own acts, actions, omissions, or neglects or for bare allegations.

The commercial general liability additional insured endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or both the CG 20 10 or CG 20 26, and CG 20 37 or their equivalent.

Waiver of Subrogation: Required insurance policies shall not prohibit Service Provider from waiving the right of subrogation prior to a loss. The Service Provider shall waive all rights of subrogation against the indemnified parties and policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

15. PURCHASER RESPONSIBILITIES:

Product Information. Purchaser agrees to provide Service Provider with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement. Purchaser agrees to authorize Service Provider to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back up of the software embodied therein. These items will remain Purchaser's property.

Safety. Purchaser agrees to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. Purchaser agrees to report immediately any condition that may indicate the need for correction before the next regular examination. Purchaser agrees to shut down the equipment immediately upon manifestation of any irregularities in operation or appearance of the equipment, notifying Service Provider at the address and phone number listed on any fully executed Location(s) Agreement at once, and written notice within ten (10) days after any occurrence or accident in or about the elevator. Purchaser agrees to provide Service Provider's personnel a safe place in which to work. Service Provider reserves the right to discontinue work in the building whenever, in Service Provider's sole opinion, Service Provider's personnel do not have a safe place in which to work. Purchaser agrees to provide a suitable machine room including secured doors, waterproofing, lighting, ventilation and heat to maintain the room at a temperature of 50°F minimum to 90°F maximum. Purchaser also agrees to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, Purchaser will contract with others for removal and the proper handling of such liquids.

Other. Purchaser agrees not to permit others to make alterations, additions, adjustment, or repairs or replace any component or part of equipment during the term of any fully executed Location(s) Agreement. Purchaser agrees to accept Service Provider's judgment as to the means and methods to be employed for any corrective work under this agreement. In the event of the sale, lease or other transfer of the elevator(s) or equipment described in any fully executed Location(s) Agreement, or the premises in which they are located, Purchaser agrees to see that such successor is made aware of that Location(s) Agreement and assumes and agrees to be bound by the terms of those documents for the balance of the Location(s) Agreement, and subject to termination herein provided, or otherwise be liable for the full unpaid balance due for the full unexpired term of the Location(s) Agreement.

Items Not Covered. Service Provider does not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, hydraulic elevator jack outer casing, pump motors, valves, jack packings, ropes, sheaves, drives, machines, buried piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, intercommunication devices, security systems not installed by Service Provider, batteries for emergency lighting and

lowering, air conditioners, heaters, ventilation fans and all other items as set forth and excluded in this Agreement.

16. EXCLUSIVITY

This Agreement is an exclusive frame agreement, which means that the Purchaser only undertakes to buy the Services, or parts thereof, from the Service Provider from the date that this Agreement is fully executed.

17. EXCUSABLE DELAYS

The Service Provider shall not be liable for delay in performing or for failure to perform its obligations under this Agreement or any location requirement if such delay or failure results from any of the following causes: (i) Acts of God, (ii) the act of any government or authority (including the denial or cancellation of any export license or other necessary license), (iii) the outbreak of wars, terrorism, insurrections, (iv) fire, explosion, flood (v) and strike, lock-out or other industrial action which is beyond the Service Provider's control or (vi) any other cause of any nature which is beyond the applicable Service Provider's control.

18. TERMINATION AND REMEDIES

18.1 The Service Provider has the right (but not the obligation) to terminate this Agreement or any location Agreement with 30 day's prior written notice in case of the Purchaser's failure to comply with any terms of this Agreements or any Location Agreement. Termination of a Location(s) Agreement shall not have effect on other existing Locations associated with this Agreement, which shall be completed in accordance with these terms and conditions. If such failure is remedied within the said 30 days period, this right to terminate shall expire. Purchaser may terminate this Agreement should Service Provider fail to cure any default within thirty (3) days of service by Purchaser of a notice of default and demand to cure.

18.2 The provisions of this Agreement, and the right and remedies of a party in the event of the other party's breach under this Agreement (including the breach of any warranty) are cumulative and are without prejudice to all other rights and remedies available to it and may have at law or otherwise; no exercise by a party of any one right or remedy under this Agreement, or at law or otherwise, shall operate so as to hinder or prevent the exercise of any other such right or remedy. However, and excepting claims and liabilities for bodily injury, death and/or property damage, in no event shall one party to this Agreement be liable to the other party for any indirect or consequential loss or damage, including but not limited to loss of profit, loss of production, loss of interest or otherwise, which may be suffered by the other party in connection with the entering into or operation of this Agreement.

Subject to the foregoing, and to the fullest extent permitted by law, Service Provider will defend, indemnify and hold Purchaser, its elected officials, officers, employees and volunteers, harmless with respect to any and all claims, losses, stop notices, and liabilities to the extent arising out of or related to Service Provider's performance of this Agreement. Service Provider's foregoing obligation shall not apply to claims and liabilities arising out of the sole negligence or willful misconduct of any indemnified party.

18.3 **Non-Appropriation.** Purchaser is subject to the California Constitutional Debt Limit rule. Therefore, during any of Purchaser's fiscal years, should its governing body fail to appropriate funds sufficient to pay for the following year's fees due hereunder, Purchaser may terminate this Agreement without penalty by providing at least thirty (3) days prior, written notice.

19. ASSIGNMENT

Purchaser may not assign, transfer, novate, sub-contract or otherwise dispose of any of its rights and obligations under this Agreement without the prior written consent of the Service Provider. Notwithstanding the above, Service Provider may without the consent of the Purchaser; use subcontractors for the performance of any Services purchased by the Purchaser under this Agreement or a local agreement. The use of subcontractors to provide Services shall in no way relieve the Service Provider of its responsibilities and obligations towards the Purchaser under this Agreement or a local agreement.

20. HEALTH & SAFETY, ENVIRONMENTAL AND QUALITY

The Service Provider and the Purchaser shall work towards the prevention of accidents aiming for zero accidents and the creation of a safer work environment.

21. ETHICAL COMMITMENT

The Service Provider has an extensive corporate compliance program and its employees are expected to maintain the highest level of ethical and legal conduct at all times during the term of the Agreement and expects the Purchaser to act in a like manner. Should the Purchaser suspect that the Service Provider or its employees have engaged in any illegal or unethical conduct, such suspicions must be reported through the Service Provider's toll-free compliance hotline at 1866-572-1739.

22. MISCELLANEOUS

22.1 The headings in this Agreement shall not affect its interpretation.

22.2 Throughout this Agreement, whenever required by context, the use of the singular number shall be construed to include the plural, and the use of the singular number shall be construed to include the plural, and the use of the plural the singular, and the use of any gender shall include all genders.

22.3 Should any term or provision in this Agreement shall be held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the validity and enforceability of the remainder of this Agreement shall not be affected.

22.4 The waiver or forbearance or failure of a party in insisting in any one or more instances upon the performance of any provision of this Agreement shall not be construed as a waiver or relinquishment of that party's right to future performance of such provision and the other party's obligations in respect of such future performance shall continue in full force and effect.

22.5 In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Agreement or to collect any monies due thereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

22.6 The parties hereby waive trial by jury and agrees that this Agreement and any applicable Location(s) Agreement shall be construed and enforced in accordance with the laws of the State of California without regard for conflicts of laws principles. The parties further agree to jurisdiction of the courts, both state and Federal, in the County of Orange, California as to all matters and disputes arising out of this that Location(s) Agreement.

22.7 Except for Service Provider's indemnification obligations herein, the liability of the parties' under this Agreement shall not exceed the value of the Services remaining on the then current and unexpired term of this Agreement or the applicable Location(s) Agreement, whichever is longer.

22.8 This Agreement supersedes all prior oral or written agreements between the Service Provider and the Purchaser and constitutes the entire agreement between the parties with respect to the services and work performed hereunder.

23 NOTICES:

Every notice or other communication to be given by either party to the other with respect to this Agreement(s), shall be given by personal delivery, by facsimile or by United States registered or certified mail postage prepaid, return receipt requested, addressed as hereinafter provided. Except as otherwise specified herein, the time period in which a response to any notice or other communication must be made, if any, shall commence to run on the earliest to occur of (a) if by personal delivery, the date of receipt, or attempted delivery, if such communication is refused; (b) if given by telecopy, the date on which such telecopy is

transmitted and confirmation of delivery, or attempted delivery, thereof is received; and (c) if sent by mail (as aforesaid), the date of receipt or delivery is refused. Until further notice, notices and other communications under this Agreement shall be addressed to the parties at:

FILL IN THE CONTACT INFORMATION FOR USA OPERATIONS FOR PURCHASER HERE

TK Elevator Corporation
3100 Interstate N Circle SE Suite 500
Atlanta, GA 30339
Attn: International Account Contract Administrator

This Agreement has been prepared in duplicate, of which each party has received a copy.

TK Elevator: Opportunity ID:

ACCEPTED:

City of Brea

TK ELEVATOR CORP.

BY:

Signature of Authorized Individual

BY:

Signed by:
chad kerr

841B6317B574498...
chad kerr

TITLE:

TITLE: Branch Account Executive General Manager

DATE:

DATE: 4/22/2026

Exhibit "A"
Property list/Location
Contract Type and Price

Location Name – City of Brea
Location Address – see table below
Unit Count - 11
Unit Type – please see below table
Contract Type – Gold
Contract Price: \$2,800
Billing Frequency - Monthly
Billing Rates – 20% discounted

Equipment Type	Building Name	Address	Nickname	Stops	Controller Manufacturer	Price per Month
Hydraulic	Brea Super Block 1 Parking Structure	235 Orange Ave S, Brea, CA 92821	1	4	thyssenkrupp Elevator	\$200
Hydraulic	Brea Super Block 1 Parking Structure	235 Orange Ave S, Brea, CA 92821	2	4	thyssenkrupp Elevator	\$200
Hydraulic	Theater Parking 1	101 Brea Blvd S, Brea, CA 92821	1	4	Schindler	\$200
Hydraulic	Theater Parking 2	101 Brea Blvd S, Brea, CA 92821	2	4	Schindler	\$200
Hydraulic	Theater Parking 2	175 Madrona Ave, Brea, CA 92821	Left	6	Schindler	\$200
Hydraulic	Theater Parking 2	175 Madrona Ave, Brea, CA 92821	Right	6	Schindler	\$200

Geared (Traction)	Brea Civic Circle	800 Birch St E, Brea, CA 92821	1	5	thyssenkrupp Elevator	\$500
Geared (Traction)	Brea Civic Circle	800 Birch St E, Brea, CA 92821	2	5	thyssenkrupp Elevator	\$500
Hydraulic	Brea Civic Circle	800 Birch St E, Brea, CA 92821	FRT	4	Dover	\$200
Hydraulic	Brea Civic Circle	800 Birch St E, Brea, CA 92821	Executive	4	MCE	\$200
Hydraulic	Brea Civic Circle	800 Birch St E, Brea, CA 92821	Plaza	4	MCE	\$200