

**SECOND ADDENDUM TO CONTRACT FOR SERVICES
BY INDEPENDENT CONTRACTOR
JONES CARPET CLEANING AND JANITORIAL**

THIS SECOND ADDENDUM is to that Contract for Services entered into on May 7, 2014, as amended by a First Addendum dated 6/09/2015 by and between the County of Siskiyou Health and Human Services Agency ("County") and Jones Carpet Cleaning & Janitorial ("Contractor") and is entered into this _____ day of _____, 2017.

WHEREAS, the Contract, as amended, expires on June 30, 2017 and services at 818 South Main Street, Yreka, CA continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract; and

WHEREAS, the cost of contracted services to be provided at 818 South Main Street, Yreka, CA, has increased to add Fiscal Year 2017-18 to the term of the contract; and

WHEREAS, the parties desire to incorporate this increased cost in the amount of compensation payable under the contract; and

WHEREAS, the parties desire to make verbiage changes in Paragraphs 8 and 14 in the base contract; in Exhibit A (Scope of Janitorial Services), Paragraph A; and in Exhibit B (Janitorial Services Satisfaction Checklist).

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- I. Paragraph 4 "Compensation" (of the Contract for Services) shall be amended to add the total not to exceed amount by THIRTY-SIX THOUSAND ONE HUNDRED EIGHTY and NO/100 DOLLARS (\$36,180.00) for the period July 1, 2017 through June 30, 2018, increasing the total not to exceed amount for the total term of the contract to ONE HUNDRED THIRTY-FIVE THOUSAND NINE HUNDRED and NO/100 DOLLARS (\$135,900.00).
- II. Paragraph 5 "Term of Contract:" (of the Contract for Services) shall be amended to extend the termination date to June 30, 2018.
- III. Paragraph 8 "Provisions for Unsatisfactory Service" shall be deleted in its entirety and replaced with the following:

"8. **Provisions for Unsatisfactory Service:** For the benefit of the County and Contractor, Exhibit "B" has been attached identifying a County employee and providing the means by which this employee can confirm that services as set forth in this Contract are being adequately performed by the Contractor. The Contractor shall provide the designated County employee with Exhibit "B" or some other document designated by County on a daily, weekly, monthly, quarterly or annual basis, as directed by County, and shall

be signed and dated by the Contractor employee performing the services. The designated County employee shall initial the form to indicate that services were satisfactory or indicate any problems with service in the Comments section. The form shall then be forwarded to the Department Head for review. Should the Contractor fail to perform services at any time as set forth in this Contract, the Department Head shall contact the Contractor in an effort to resolve any issues and facilitate the performance of services as set forth in this Contract. If, after contact is made, the services are still unsatisfactory in the opinion of County, County shall have the option to bring in janitorial services to perform the janitorial needs as set forth herein and deduct the cost of such services from the monthly rate established in this Contract.”

- IV. Paragraph 14 “Confidentiality” shall be deleted in its entirety and replaced with the following:

“14. **Confidentiality:** Because of the nature of information potentially available or accessible to employees of Contractor, County reserves the right to either screen or reject actual or potential employees of Contractor, in County’s sole discretion, when County has concerns regarding the ability of Contractor or its employees to maintain the integrity of certain confidential records or to have potential access to such records.

Contractor shall require that all employees having access to these premises sign a confidentiality agreement acceptable to County, and provide copies of those signed agreements to County upon request. If requested by County, Contractor shall provide a list of all employees who will or may be providing services under this Contract, and who have signed a confidentiality agreement.

Contractor acknowledges that services may be performed on premises containing confidential, privileged, sensitive or proprietary documents or information. Contractor shall make all reasonable efforts to safeguard the premises while services are being performed and only employees of Contractor providing services are to be granted access to the premises. Contractor shall not knowingly read, review, copy, disturb or tamper with any information or documentation encountered while services are being performed and any information inadvertently obtained shall be kept confidential by Contractor. Contractor shall comply with all federal, state and local confidentiality laws and regulations.”

- V. Exhibit A shall be deleted in its entirety and replaced with a revised Exhibit A attached hereto.
- VI. Exhibit B shall be deleted in its entirety and replaced with a revised Exhibit B attached hereto.

All other terms and conditions of the Contract for Services shall remain in full force and effect.

(Signatures on next page.)

**SECOND ADDENDUM TO CONTRACT FOR SERVICES
BY INDEPENDENT CONTRACTOR
JONES CARPET CLEANING AND JANITORIAL**


Signature Page

IN WITNESS WHEREOF, the parties hereto have executed this Second Addendum to Contract for Services the date hereinabove set forth.

COUNTY OF SISKIYOU, a political subdivision of the State of California

CONTRACTOR: Jones Carpet Cleaning & Janitorial

By: _____
Michael N. Kobseff, Chair
Siskiyou County Board of Supervisors

By:  _____
Josh Jones, Owner
Taxpayer I.D. on file
Telephone No: 530-905-8420
Address: P.O. Box 633
Yreka, CA 96097

ATTEST:
COLLEEN SETZER
Clerk, Board of Supervisors

By: _____
Deputy

Fund: 2120	Organization: 501010	Account: 723000	FY 14-15	<u>NTE</u> \$ 27,360.00
			FY 15-16	36,180.00
			FY 16-17	36,180.00
			FY 17-18	<u>36,180.00</u>
			818 S. Main 4-YEAR TOTAL	\$135,900.00

Encumbrance: E1700130

EXHIBIT A

818 SOUTH MAIN STREET – SCOPE OF JANITORIAL SERVICES

- A. Siskiyou County Health and Human Services Agency (SCHHSA) requires the following minimum services from its janitorial contractor for offices at 818 South Main Street, Yreka California. Services shall be performed daily, Monday through Friday. Janitorial staff must begin work at this location between the hours of 5:00 p.m. and 5:30 p.m.
1. DAILY:
 - a. Empty all garbage and trash containers including the exterior trash receptacle/ash tray in front of the building's main lobby doors.
 - b. Sweep & clean exterior entrance area (main front lobby from double doors to steps).
 - c. Sweep & clean exterior employee entrance area (East building main entrance).
 - d. Vacuum all public areas and hallways.
 - e. Empty small paper shredding containers, if needed.
 - f. Wipe down any exposed furniture surfaces (counter tops, cabinet faces, tables, desks, etc. Dust other exposed surfaces; however, **do not move articles or papers on desks**).
 - g. Bathrooms: thoroughly clean & sanitize all stalls & toilets, doors, sinks, mirrors, cabinet surfaces, sweep and mop floors. Empty trash and sanitary napkin containers. Ensure all soap, paper towel, toilet tissue, & seat cover dispensers are full. Replace urinal/toilet and room deodorizers, as needed.
 - h. Kitchen Areas: clean & sanitize sinks thoroughly, wipe down all exposed counter and backsplash surfaces, sweep, mop, empty garbage containers, clean front surfaces of refrigerator & microwaves etc. Ensure all paper towel dispensers are full.
 - i. Thoroughly clean water fountains.
 - j. Manually set building alarm upon leaving the building. Ensure red signal tag is displayed outward, and ensure doors are closed and locked when leaving.
 2. TWICE PER WEEK:
 - a. Vacuum all office and hallway carpets.
 - b. Clean any noticeable spots on carpets (ensure cleaned areas will dry sufficiently before the beginning of the next office shift).
 3. ONCE PER MONTH:
 - a. Clean all HVAC ceiling vents and returns.
 4. TWICE PER YEAR:
 - a. Dust Window blinds.
 - b. Strip/Wax vinyl floors as needed but at least twice annually.
 - c. Clean entry mats at the rear employee entrance and at the front foyer entrance.
 - d. Wet-clean all hallway carpets (using commercial-style cleaning apparatus).
 - 1) Carpets should be cleaned all at once or in sections allowing at least one day to dry and air out.
 5. ANNUALLY:
 - a. Clean inside windows.
 - b. Clean outside windows.
 - c. Wet-clean all office carpets (using commercial-style cleaning apparatus).
 - 1) Carpets should be cleaned all at once or in sections allowing at least one day to dry and air out.

EXHIBIT A

818 SOUTH MAIN STREET – SCOPE OF JANITORIAL SERVICES

- 2) Furniture may remain in place during cleaning; staff will be informed to pick up chairs, paper, etc.

6. DAILY OR AS NEEDED:
 - a. Clean entry way (Lobby and foyer) doors and interior glass partitions/windows.
 - b. Wipe down front surfaces of vending machines.
 - c. Clean fluorescent light diffusers when bugs or debris are visible.
 - d. Remove cobwebs throughout building interior and at exterior entrances.
 - e. Change light tubes or bulbs when burned out (light bulbs and tubes will be provided by SCHHSA).
 - f. Keep Janitorial closets neat, orderly and sanitary.
 - g. Clean garbage/trash receptacles.
7. AS REQUESTED BY SCHHSA:
 - a. Complete Exhibit B (satisfaction checklist) and leave original, signed and dated, at a location designated by SCHHSA on the same day the services were performed.

- B. CONTRACTOR SHALL PROVIDE ALL RESTROOM PRODUCTS AND CLEANING SUPPLIES INCLUDING THE FOLLOWING:

RESTROOM SUPPLIES

1. 2-ply Toilet Tissue (Coastwide item #GP1828001 or equivalent).
2. Enmotion Roll Towels (Coastwide item #GP89460 or equivalent).
3. Trashcan Liners, 24x24 (Coastwide item #HHD242408N or equivalent).
4. Trashcan Liners, 40x48 (Coastwide item #HHD404822N or equivalent).
5. Toilet Seat Covers (Coastwide item #HSDS5000 or equivalent).
6. Hand Soap (Coastwide item #GJ5165 or equivalent).

CLEANING SUPPLIES

1. Disinfectants.
2. Toilet cleanser.
3. Window cleaner.
4. Furniture polish.
5. Floor wax.

- C. CONTRACTOR SHALL ALSO:

1. Report any building issues, mishaps, damage (water leaks, electrical problems, broken appliances, inadvertent damage caused by janitorial staff, etc.) to Administrative Services Manager or designee.
2. Not enter or be responsible for cleaning rooms 153 (Telecommunications & Server Room), or 202 (SIU).
3. Refer any and all Safety & Security issues to the Administrative Services Manager as soon as possible.

EXHIBIT B

JANITORIAL SERVICES SATISFACTION CHECKLIST

For Services performed at:
Siskiyou County Health and Human Services Agency, Social Services Division
818 South Main Street, Yreka, CA 96097

DAILY (Consistently)

- | | |
|---|---|
| <input type="checkbox"/> Vacuum all hallways & public area carpets | <input type="checkbox"/> Replenish all restroom supplies |
| <input type="checkbox"/> Thoroughly clean and disinfect kitchen (sink) areas in Breakroom, Resource Ctr, Rooms #181 (in Fiscal) and #149. | <input type="checkbox"/> Thoroughly clean & disinfect restrooms |
| <input type="checkbox"/> Sweep entrance areas | <input type="checkbox"/> Thoroughly clean drinking fountains |
| <input type="checkbox"/> Empty/clean ext. lobby trash receptacle | <input type="checkbox"/> Set building alarm and lock doors |
| <input type="checkbox"/> Empty all trash receptacles | |
| <input type="checkbox"/> Dust all exposed surfaces | |

TWICE PER WEEK (Consistently)

- | | |
|--|--|
| <input type="checkbox"/> Vacuum all carpeted areas | <input type="checkbox"/> Clean all noticeable spots on carpets |
|--|--|

MONTHLY

- Clean HVAC ceiling vents

TWICE PER YEAR (Date: _____)

- | | |
|---|---|
| <input type="checkbox"/> Strip, wax and buff all vinyl floors | <input type="checkbox"/> Dust window blinds |
| <input type="checkbox"/> Wet-clean all hallway carpets & entry mats | |

ANNUALLY (Date: _____)

- | | |
|--|---|
| <input type="checkbox"/> Clean interior and exterior windows | <input type="checkbox"/> Clean all office carpets |
|--|---|

AS NEEDED

- | | |
|---|--|
| <input type="checkbox"/> Clean light covers when necessary | <input type="checkbox"/> Change light tubes/bulbs |
| <input type="checkbox"/> Wipe down vending machines | <input type="checkbox"/> Clean trash receptacles |
| <input type="checkbox"/> Clean entryway glass doors and windows | <input type="checkbox"/> Keep janitorial closets clean |

AS REQUESTED BY SCHHSA (e.g., daily, weekly, monthly, quarterly, annually)

- Complete Exhibit B (satisfaction checklist) and leave original signed and dated on the same day the services were performed at a location designated by SCHHSA

OVERALL RATING (COUNTY): _____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

COMMENTS: _____

By: _____

Date: _____

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/07/2016

PRODUCER
TNT Only One Insurance Agency
19510 Van Buren Blvd #300
Riverside, CA 92508
(951) 780-6375 Office (951) 780-7348 Fax

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Joshua R. Jones
dba: Jones Carpet Cleaning and Janitorial
504 Shadow Lane
Yreka, CA 96097

INSURERS AFFORDING COVERAGE NAIC #

INSURER A: Mesa Underwriters Specialty
INSURER B: Wesco Insurance
INSURER C: .
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	MP0004019001013	08/29/2016	08/29/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ Included				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WWC3196880	04/24/2016	04/24/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	OTHER Janitorial Bond				E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER Janitorial Bond	100209759	11/13/2015	11/13/2016	Bond Limit - \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Siskiyou County Health and Human Services is named as Additional Insured.


* 10 Day cancellation clause for non-payment of premium.

CERTIFICATE HOLDER

Siskiyou County Health and Human Services
818 South Main Street
Yreka, CA 96097

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Nika Marks 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/02/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brookhurst Insurance Services LLC 16260 Ventura Blvd. Ste 720 Encino CA 91436	CONTACT NAME: Daniel Sassoon PHONE (A/C. No. Ext): (818) 465-7860 E-MAIL ADDRESS: daniel@brookhurst.com	FAX (A/C. No): (818) 465-7856
	INSURER(S) AFFORDING COVERAGE	
INSURED Jones, Joshua DBA Jones Janitorial P.O. Box 633 Yreka, CA 96097	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D : CompWest Insurance Company	
	INSURER E :	
	INSURER F :	


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCV 5501293	04/24/2017	04/24/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Siskiyou County Health and Human Services Agency 818 South Main Street Yreka, CA 96097	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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OLD REPUBLIC SURETY COMPANY

(800) 217-1792

BUSINESS SERVICES BOND

Bond Number: W150285524

AGREEMENT

In consideration of an agreed premium, the Company indicated above (hereinafter called "Surety") hereby agrees to indemnify JONES CARPET CLEANING AND JANITORIAL

of 201 EOBERLIN RD STE A YREKA, CA 96097

(hereinafter called "Obligee"), against direct loss of money or other property, from the premises of any and all subscribers (hereinafter called "Subscribers") to its services and belonging to the Subscriber, or in which the Subscriber has a pecuniary interest or for which the Subscriber is legally liable, which the Subscriber shall sustain as a result of any employee dishonesty, as hereinafter defined, of an Employee or Employees of the Obligee and for which the Obligee is liable, to an amount not exceeding Twenty Five Thousand Dollars

(\$ 25,000.00), the limit of the bond.

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

California Cancellation and Nonrenewal Endorsement ORSC 41006 California Premium Endorsement ORSC46009

California Bond Termination Endorsement ORSC 41015

Sole Proprietorship or Partnership Endorsement ORSC 41001, if applicable

TERM OF BOND:

SECTION 1. The term of this bond begins at 12:01 A.M. standard time on 04/28/2017 at the address of the Obligee given above and ends at 12:01 A.M. standard time on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:

SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by an Employee of Obligee while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 14, or from its cancellation or termination in its entirety in any other manner, whichever shall happen first.

under the Criminal Code in the jurisdiction within which the occurrence took place, for which said Employee(s) is tried and convicted by a court of proper jurisdiction and only in an amount not to exceed the amount stated in the conviction.

DEFINITION OF OCCURRENCE:

SECTION 6. Occurrence means all loss(es) caused by or involving one or more Employees whether the result of a single act or a series of acts without regard to the number of Subscribers involved.

LIMITS OF BOND:

SECTION 3. The most the Surety will pay for loss for any one occurrence is the applicable limit of bond shown above.

DEFINITION OF PREMISES:

SECTION 7. Premises shall mean only the interior of the Subscriber's building or structure or any part thereof for which the Subscriber is the tenant or owner and for which the Obligee is rendering a service to the Subscriber but shall not include driveways, parking spaces, or appurtenant structures for which the Obligee is not performing a service.

DEFINITION OF EMPLOYEE:

SECTION 4. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this bond, and whom the Obligee compensates by salary or wage and has the right to govern and direct in the performance of such service, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

MERGER OR CONSOLIDATION:

SECTION 8. If any natural person shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

DEFINITION OF EMPLOYEE DISHONESTY:

SECTION 5. Employee dishonesty shall mean only the fraudulent or dishonest occurrence causing loss during the time the Employee is engaged in services on the premises of the Subscriber or Subscribers and which is punishable

NON-ACCUMULATION OF LIABILITY:

SECTION 9. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amount from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

SECTION 10. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 5 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Obligee or to any predecessor in interest of the Obligee and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Obligee under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be larger.

TRANSFER OF RIGHTS OF RECOVERY:

SECTION 11. The Obligee, as a condition to coverage under this bond, must transfer to the Surety all rights of recovery, to the extent that a loss is paid by the Surety against any person or organization for any loss the Obligee sustains and for which we have paid or settled the claim. The Obligee must also do everything necessary to secure those rights and do nothing after loss to impair them.

SALVAGE:

SECTION 12: If the Obligee shall sustain any loss or losses covered by this bond which exceed the amount of coverage provided by this bond, the Obligee shall be entitled to all recoveries, except from suretyship, insurance, reinsurance security and indemnity taken by or for the benefit of the Surety, by whomsoever made, on account of such loss or losses under this bond until fully reimbursed, less the actual cost of effecting the same; and any remainder shall be applied to the reimbursement of the Surety.

CANCELLATION AS TO ANY EMPLOYEE:

SECTION 13. This bond shall be deemed cancelled as to any Employee: (a) immediately upon discovery by the Obligee, or by any partner or officer thereof not in collusion with such Employee, of any fraudulent or dishonest act on the part of such Employee; or (b) at 12:01 A.M. standard time, upon the effective date specified in a written notice served by the Surety upon the Obligee or sent by mail. Such date, if the notice be served, shall not be less than ten days after such service, or, if sent by mail, not less than fifteen days after the date of mailing. Mailing by Surety of notice, as aforesaid, to the Obligee at its principal office shall be sufficient proof of notice.

CANCELLATION AS TO BOND IN ITS ENTIRETY:

SECTION 14. This bond shall be deemed cancelled in its entirety at 12:01 A.M. standard time, upon the effective date specified in a written notice by the Obligee upon the Surety or by the Surety upon the Obligee, or sent by mail. Such date, if the notice be served by Surety, shall not be less than ten days after such service, or, if sent by the Surety by mail, not less than fifteen days after the date of mailing. The mailing by the Surety of notice, as aforesaid, to the Obligee at its principal office shall be sufficient proof of notice. The Surety shall refund to Obligee the unearned premium computed pro rata if this bond be cancelled at the insistence of the Surety, or at short rates if cancelled or reduced at the insistence of the Obligee.

THIS BOND HAS AN EMPLOYEE CONVICTION REQUIREMENT TO SUBSTANTIATE ANY LOSS OR CLAIM.

PRIOR FRAUD, DISHONESTY OR CANCELLATION:

SECTION 15. No Employee, to the best of the knowledge of the Obligee, or of any partner or officer thereof not in collusion with such Employee, has committed any fraudulent or dishonest act in the service of the Obligee or otherwise. If prior to the issuance of this bond, any fidelity insurance in favor of the Obligee or any predecessor in interest of the Obligee and covering one or more of the Obligee's employees shall have been cancelled as to any such employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such employees, or (b) the giving of written notice of cancellation by the insurer issuing said fidelity insurance, whether the Surety or not, and if such employees shall not have been reinstated under the coverage of said fidelity insurance, or superseding fidelity insurance, the Surety shall not be liable under this bond on account of such employees unless the Surety shall agree in writing to include such employees within the coverage of this bond.

LOSS-NOTICE-PROOF-LEGAL PROCEEDINGS:

SECTION 16. At the earliest practical moment, and in no event not later than fifteen days after discovery of any fraudulent or dishonest act on the part of any Employee by the Obligee, or by any partner or officer thereof not in collusion with such Employee, the Obligee shall give the Surety written notice thereof and within four months after such discovery shall file with the Surety affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Surety render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this bond shall be brought before the expiration of two months from the filing of proof as aforesaid on account of such loss, nor after the expiration of fifteen months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this bond, such limitations shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

EXCLUSIONS:

SECTION 17. This bond does not apply:

- (a) To the defense of any legal proceeding brought against the Obligee or Subscriber, or to fees, costs or expenses incurred or paid by the Obligee or Subscriber in prosecuting or defending any legal proceeding whether or not such proceedings result or would result in a loss to the Obligee or Subscriber covered by this bond.
- (b) To potential income, including but not limited to interest and dividends, not realized by the Obligee or Subscriber because of a loss covered under this bond.
- (c) To damages of any type for which the Obligee or Subscriber is legally liable, except direct compensatory damages arising from a loss covered under this bond.
- (d) To costs, fees and other expenses incurred by the Obligee or Subscriber in establishing the existence of or the amount of loss covered under this bond.

Signed, sealed and dated 4/28/2017

OLD REPUBLIC SURETY COMPANY

By: Rolando S. Wetherill
Attorney-in-Fact



The below is a reference card for the Principal to keep with their bond record.



OLD REPUBLIC SURETY COMPANY

445 S. Moorland Road, Suite 200, Brookfield, WI 53005 | T: 800-217-1792
P.O. Box 1635, Milwaukee, WI 53201 | F: 262-797-9495
www.orsurety.com

Principal:

JONES CARPET CLEANING AND JANITORIAL
201 EOBERLIN RD STE A

YREKA, CA 96097

Bond Number: w150285524

Bond Effective Date: 4/28/2017

Bond Expiration Date: 4/28/2018

Bond Description: Business Services

Agency:

POINDEXTER & ASSOCIATES, INC. DBA POINDEXT
P O BOX 37284

RALEIGH, NC 27627

919-859-5294



OLD REPUBLIC INSURANCE GROUP

OLD REPUBLIC SURETY COMPANY

BUSINESS SERVICES BOND
SOLE PROPRIETOR OR PARTNERSHIP ENDORSEMENT

To be attached to Business Services Bond Number W150285524

It is agreed that:

In the event that the Subscriber shall sustain a loss by reason of the dishonest act or acts (as defined in Section 5) committed by the Obligee or any partner of the Obligee, if a partnership, then and only then, the Obligee shall be considered an Employee and the Customer or Subscriber as additional Obligee, subject to all terms and conditions hereof.

Signed, sealed and dated April 28, 2017



Old Republic Surety Company
Surety

By: Rolanda S. Witherspoon
Attorney-in-Fact



OLD REPUBLIC SURETY COMPANY

**BUSINESS SERVICES BOND
BOND TERMINATION ENDORSEMENT**

To be attached to and form part of Business Services Bond Number W150285524
in favor of JONES CARPET CLEANING AND JANITORIAL

It is agreed that:

1. Term of Bond: Section 1. of this bond is deleted and replaced by the following:

"Term of Bond: Section 1. The term of this bond begins with the 28th
day of April, 20 17, 12:01 A.M., standard time at the
address of the Obligee above given, and ends at 12:01 A.M., standard time, on the
28th day of April, 2018, unless extended by a
Continuation Certificate executed by the Surety.

2. The liability of the Surety under this Bond shall not be cumulative from Term to Term.

3. This endorsement is effective as of the time the attached bond is effective.

Signed, sealed and dated April 28, 2017

Old Republic Surety Company

Surety



By: Rolanda S. Wetheran
Attorney-in-Fact

OLD REPUBLIC SURETY COMPANY
BUSINESS SERVICES BOND
CANCELLATION AND NONRENEWAL ENDORSEMENT
CALIFORNIA

This endorsement modifies Business Services Bond Number W150285524

1. Section 14. **CANCELLATION AS TO BOND IN ITS ENTIRETY** is deleted and replaced by the following:

This bond shall be deemed cancelled in its entirety at 12:01 A.M. standard time, upon the effective date specified in a written notice by the Obligee upon the Surety or by the Surety upon the Obligee, or sent by mail. The Surety shall refund to Obligee the unearned premium computed pro rata if this bond be cancelled at the insistence of the Surety, or at short rates if cancelled or reduced at the insistence of the Obligee.

a. The Obligee shown on the Bond may cancel this Bond by making or delivering to us advance written notice of cancellation.

b. All Bonds In Effect For 60 Days or Less

If this Bond has been in effect for 60 days or less, and is not a renewal of a bond we have previously issued, we may cancel this bond by mailing or delivering to the Obligee at the last known mailing address and to the producer of record, advance written notice of cancellation, stating the reason for cancellation, at least:

(1) 10 days before the effective date of cancellation if we cancel for:

(a) Nonpayment of premium; or

(b) Discovery of fraud by:

(i) Any Obligee or his or her representative in obtaining this insurance; or

(ii) You or your representative in pursuing a claim under this bond.

(2) 30 days before the effective date of cancellation if we cancel for any other reason.

c. All Bonds In Effect For More Than 60 Days

If this bond has been in effect for more than 60 days, or is a renewal of a bond we issued, we may cancel this bond only upon the occurrence, after the effective date of the bond, of one or more of the following:

(1) Nonpayment of premium, including payment due on a prior bond we issued and due during the current bond term covering the same risks.

(2) Discovery of fraud or material misrepresentation by:

(a) Any Obligee or his or her representative in obtaining this insurance; or

(b) You or your representative in pursuing a claim under this bond.

(3) A judgment by a court or an administrative tribunal that you have violated a California or Federal law, having as one of its necessary elements an act which materially increases any of the risks insured against.

(4) Discovery of willful or grossly negligent acts or omissions, or of any violations of state laws, by you or your representative, which materially increase any of the risks insured against.

(5) Failure by you or your representative to implement reasonable loss control requirements, agreed to by you as a condition of bond issuance, or which were conditions precedent to our use of a particular rate or rating plan, if that failure materially increases any of the risks insured against.

(6) A determination by the Commissioner of Insurance that the:

(a) Loss of, or changes in, our reinsurance covering all or part of the risk would threaten our financial integrity or solvency; or

(b) Continuation of the bond coverage would:

(i) Place us in violation of California law or the laws of the state where we are domiciled;
or

(ii) Threaten our solvency.

We will mail or deliver advance written notice of cancellation, stating the reason for cancellation, to the Obligee's last known mailing address, and to the producer of record, at least 10 days before the effective date of cancellation, if we cancel for nonpayment of premium or discovery of fraud, or 30 days before the effective date of cancellation if we cancel for any other reason listed in Paragraph c.

2. The following is added and supersedes any provisions to the contrary:

NONRENEWAL

a. Subject to the provisions of Paragraph 2.b. below, if we elect:

- (1) not to renew this bond, or
- (2) to condition renewal upon reductions of limits, elimination of coverages, increase in deductibles, or increase of more than 25% in the rate upon which the premium is based, we will mail or deliver written notice, stating the reason for nonrenewal, to the Obligee's last known mailing address, and to the producer of record, at least 60 days, but not more than 120 days, before the expiration of anniversary date. We will mail or deliver our notice to the Obligee, and to the producer of record, at the last known mailing address.

b. We are not required to send notice of nonrenewal in the following situations:

- (1) If the transfer or renewal of a bond, without any changes in terms, conditions, or rates, is between us and a member of our insurance group.
- (2) If the bond has been extended for 90 days or less, provided that notice has been given in accordance with Paragraph 2.a.
- (3) If you obtained replacement coverage, or if the Obligee has agreed, in writing, within 60 days of the termination of the bond, to obtain that coverage.
- (4) If the bond is for a period of no more than 60 days and you are notified at the time of issuance that it will not be renewed.
- (5) If the Obligee requests a change in the terms or conditions or risks covered by the bond within 60 days of the end of the bond period.
- (6) If we have made a written offer to the Obligee, in accordance with the time frames shown in Paragraph 2.a., to renew the bond under changed terms or conditions or at a changed premium rate. As used in this paragraph, "terms or conditions" includes, but is not limited to, a reduction in limits, elimination of coverages, or an increase in deductibles.

Signed, sealed and dated April 28, 2017

Old Republic Surety Company

Surety



By: Rolanda S. Wetherout

Attorney-in-Fact



SURETY ONE

SURETY BONDS · FIDELITY BONDS & FINANCIAL GUARANTEE

A MEMBER OF THE POINDEXTER GROUP OF COMPANIES

404 AVENIDA DE LA CONSTITUCIÓN, #708
SAN JUAN, PR 00901

5 W. HARGETT STREET, 4TH FLOOR
RALEIGH, NC 27601

TELEPHONE
(787) 333-0222
(800) 373-2804

FACSIMILE
(919) 834-7039

WEBSITE
WWW.SURETYONE.COM

FEDERAL TREASURY LISTING (T-LIST) OF QUALIFIED SURETIES

Old Republic Surety Company (NAIC #40444)

BUSINESS ADDRESS: P.O. BOX 1635, MILWAUKEE, WI 53201 - 1635. PHONE: (262) 797-2640. UNDERWRITING LIMITATION b/: \$4,329,000. SURETY LICENSES c,f/: AL, AZ, AR, CA, CO, DC, FL, GA, ID, IL, IN, IA, KS, MD, MN, MS, MO, MT, NE, NV, NM, NC, ND, OH, OK, OR, PA, SC, SD, TN, TX, UT, VA, WA, WV, WI, WY. INCORPORATED IN: Wisconsin.

PLEASE DIRECT ALL CLAIMS TO:

OLD REPUBLIC SURETY COMPANY
P.O. Box 1635
Milwaukee, WI 53201

***Surety One, Inc., . . .national
surety leader!***