

# Attachment 1

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**AMENDMENT NO. 1  
TO PROFESSIONAL SERVICES AGREEMENT  
BETWEEN COUNTY OF MONTEREY AND  
HOUSEKEYS, INC.**

**THIS AMENDMENT NO. 1** to Standard Agreement No. A-15568 between the County of Monterey, a political subdivision of the State of California (“County”) and HouseKeys, Inc. (“CONTRACTOR”) is hereby entered into between the County and the CONTRACTOR (collectively, the “Parties”) and effective as of the last date opposite the respective signatures below.

**WHEREAS**, CONTRACTOR entered into Standard Agreement No. A-15568 with County on November 1, 2021 to provide services identifying, organizing, and communicating the County’s inclusionary programs housing inventory and procedures for an amount not to exceed \$145,000;

**WHEREAS**, the County has a continued need for services; and

**WHEREAS**, the Parties wish to amend the Agreement to extend the term by 20 months to June 30, 2024 and increase the amount by \$210,000 for a new not to exceed amount of \$355,000 to allow CONTRACTOR to continue to provide services identified in the Agreement and as amended by this Amendment No. 1.

**NOW, THEREFORE**, the Parties agree to amend the Agreement as follows:

1. Amend the second sentence of Paragraph 2.0, PAYMENT PROVISIONS, to read as follows:

The total amount payable by County to CONTRACTOR under this agreement shall not exceed the sum of \$355,000.

2. Amend the first sentence of Paragraph 3, “TERM OF AGREEMENT,” to read as follows:

The term of this Agreement is from November 1, 2021 to June 30, 2024, unless sooner terminated pursuant to the terms of this Agreement.

3. Invoices under this Agreement shall be submitted monthly and promptly, and in accordance with Paragraph 6, “Payment Conditions,” of the Agreement. All invoices shall reference the Multi-Year Agreement (MYA) number #3100\*6092, Project name and associated Delivery Order number, and an original hardcopy shall be sent to the following address or via email to [194-HCD-Finance@co.monterey.ca.us](mailto:194-HCD-Finance@co.monterey.ca.us):

County of Monterey  
Housing and Community Development – Finance Division  
1441 Schilling Place, South 2<sup>nd</sup> Floor  
Salinas, California 93901-4527

Any questions pertaining to invoices under this Agreement should be directed to the HCD Finance Division at (831) 755-4800 or via email to: [194-HCD-Finance@co.monterey.ca.us](mailto:194-HCD-Finance@co.monterey.ca.us).

- Amend EXHIBIT A – SCOPE OF SERVICES/PAYMENT PROVISIONS, Section B.1, COMPENSATION/PAYMENT, to add the following payment information.

Fiscal Year 2022	\$115,000
Fiscal Year 2023	\$120,000
Fiscal Year 2024	\$120,000
TOTAL	\$355,000

- All other terms and conditions of the Agreement, including all Exhibits thereto, remain unchanged and in full force.
- This Amendment No. 1 shall be attached to the Agreement and incorporated therein as if fully set forth in the Agreement.

\*\*\*THIS SECTION INTENTIONALLY LEFT BLANK\*\*\*

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 to the Agreement which shall be effective as of the last date opposite the respective signatures below.

**COUNTY OF MONTEREY**

**CONTRACTOR\***

By:

\_\_\_\_\_  
Contracts/Purchasing Officer

Date:

\_\_\_\_\_

**Approved as to Form and Legality  
Office of the County Counsel  
Leslie J. Girard, County Counsel**

By:

DocuSigned by:  
Sean Collins  
F8D18D27506F4A... Sean M. Collins  
Deputy County Counsel

Date:

10/5/2022

**Approved as to Fiscal Provisions**

By:

DocuSigned by:  
Jennifer Forsyth  
4E7E657875454... Auditor/Controller

Date:

10/5/2022

Housekeys, Inc.

\_\_\_\_\_  
Contractor's Business Name

By:

DocuSigned by:  
Julius Nyanda  
37991B7E813D4... (Signature of Chair, President or Vice President)

Julius Nyanda, President

\_\_\_\_\_  
(Print Name and Title)

Date:

10/5/2022

By:

N/A  
\_\_\_\_\_  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)

N/A

\_\_\_\_\_  
(Print Name and Title)

Date:

N/A

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

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