



# Administrative Report

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H.5., File # 21-2020

Meeting Date: 2/2/2021

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**To:** MAYOR AND CITY COUNCIL  
**From:** MARNI RUHLAND, FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE CONSENT TO ASSIGNMENT OF AGREEMENT WITH GOLDEN TOUCH CLEANING, INC. TO COMMERCIAL BUILDING MANAGEMENT SERVICES, INC. FOR THE EXISTING TERM TO MAY 31, 2022.
2. APPROVE AGREEMENT WITH MARK ANDY, INC. FOR MAINTENANCE AND REPAIR SERVICES FOR CHECK FOLDING / SEALING MACHINE IN AN AMOUNT NOT TO EXCEED \$3,200 FOR THE TERM FEBRUARY 2, 2021 TO FEBRUARY 1, 2023.
3. APPROVE FIRST AMENDMENT TO THE AGREEMENT WITH ELLIS ENVIRONMENTAL, INC. FOR THE REDONDO BEACH TRANSIT CENTER PROJECT JOB NO. 20120 FOR HAZARDOUS MATERIALS ABATEMENT MONITORING SERVICES FOR AN ADDITIONAL AMOUNT OF \$9,000 FOR THE EXISTING TERM TO DECEMBER 31, 2022.
4. APPROVE AGREEMENT WITH LOS ANGELES COUNTY REGISTRAR-RECORDER / COUNTY CLERK FOR USE OF LOS ANGELES COUNTY OFFICIAL VOTE BY MAIL BALLOT DROP BOXES FOR LOCAL ELECTIONS FOR THE CITY'S GENERAL MUNICIPAL ELECTIONS AT NO COST TO THE CITY FOR THE TERM FEBRUARY 2, 2021 TO FEBRUARY 1, 2026.

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Joe Hoefgen, City Manager*

**ATTACHMENTS**

Contracts, Signatures and Insurance

LA County Registrar-Recorder / County Clerk - Agreement will be submitted as a Blue Folder item.