

CONTRACT FOR SERVICES

Contract No. 2024-113

The Contract is entered into this ____ day of _____, 2024 by and between the City of Flagstaff ("City"), a political subdivision of the State of Arizona ("City") and Flagstaff Shelter Services, Inc., an Arizona non-profit corporation ("Contractor").

NOW THEREFORE, the City and Contractor (the "Parties") agree as follows:

- 1. Scope of Work: Contractor shall provide the professional services generally described as follows:

EMERGENCY SHELTER AND SERVICES

and as more specifically described in the Scope of Work attached hereto as Exhibit A.

- 2. Compensation: In consideration for satisfactory performance of the Contract, the City shall pay Contractor \$100,000.00, annually. Any increase in compensation must be approved by mutual written consent of the parties through a formal amendment. The City Manager or his/her designee (the Purchasing Director) may approve an amendment if the total amount of the Contract, as amended, is less than \$100,000; otherwise, City Council approval is required.
- 3. Terms and Conditions: The Terms and Conditions attached hereto as Exhibit B shall apply to the Contract.
- 4. Insurance Requirements: The Insurance Requirements attached hereto as Exhibit C shall apply to the Contract.
- 5. Contract Term: The Contract shall be for three (3) years, unless terminated pursuant to the Terms and Conditions. The Contract will be effective as of the date signed by both parties. Performance shall commence within ten (10) days from City's issuance of the Notice to Proceed.
- 6. Renewal: The Contract may be renewed or extended for up to two (2) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.
- 7. Notice: Any notice under the Contract shall be in writing and sent by certified mail and email:

To the City:

Greg Clifton
City Manager
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
greg.clifton@flagstaffaz.gov
Phone: (928) 213-2053

To Contractor:

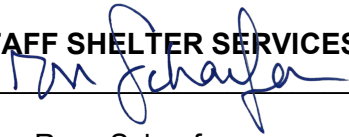
Ross Shaefer
Executive Director
Flagstaff Shelter Services, Inc.
4185 E. Huntington Dr.
Flagstaff, AZ 86004
ross@flagshelter.org
Phone: (928) 225-2533

With a copy to:

Patrick Brown
Procurement Director
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
pbrown@flagstaffaz.gov
Phone: (928) 213-2277

8. Authority: Each Party warrants that it has authority to enter into the Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into the Contract.

FLAGSTAFF SHELTER SERVICES, INC.:



Print name: Ross Schaefer _____

Title: Executive Director _____

CITY OF FLAGSTAFF

Print name: _____

Title: _____

Attest:

City Clerk

Approved as to form:

City Attorney's Office

Notice to Proceed issued: _____, 20__

EXHIBIT A SCOPE OF WORK



DATE: April 29, 2024

TO: Mayor and City Council Members

FROM: Ross Schaefer, Executive Director, Flagstaff Shelter Services

SUBJECT: Approve Agreement for Emergency Shelter Services between the City of Flagstaff and Flagstaff Shelter Services in the amount of \$100,000 annually

BACKGROUND:

The mission of Flagstaff Shelter Services (FSS) is to provide individuals and families experiencing homelessness with crisis stabilization and tools they need to achieve housing stability; regardless of faith, mental health, or sobriety. For 17 years, FSS has filled a critical gap in community services in Flagstaff and greater Coconino County by serving neighbors experiencing homelessness without preconditions or barriers. FSS provides these critical services to anyone in need, including those regularly turned away by every other homeless service provider in town. More than a bandage to the persistent challenge of homelessness, our goal is to end households' experiences in homelessness once and for all.

The vision of FSS is to provide "shelter tonight and housing tomorrow." This concept reflects the idea that FSS can be an emergency crisis response for the most vulnerable individuals, couples, and families in Northern Arizona and then, through the provision of resource referral and housing focused case management, stabilize households experiencing homelessness with safe and affordable housing that they have the tools and resources to maintain.

SCOPE OF SERVICES:

FSS has supported emergency shelter services in Flagstaff since 2006, and currently operates under a Memorandum of Understanding with the City of Flagstaff to provide emergency safety net services. We are the year-round community response, and this is particularly true during times of crisis, whether it be a pandemic, freezing winter temperatures, inclement weather, wildfires, or flash flooding. When the surrounding national forests are closed due to active wildfires or flooding, FSS is the community response, as outlined in the city's Wildfire Preparedness Plan. Those who were living in the forests and are suddenly displaced, come to FSS for safe shelter and connection to housing resources. Since the onset of the COVID-19 pandemic, FSS has served as the community safety net for COVID-positive individuals lacking stable housing. As the largest emergency shelter and only low-barrier shelter in the city, our organization serves two-thirds of the people experiencing homelessness in Coconino County daily. This means caring for hundreds of people a night and around 2,000 unduplicated people a year. FSS needs the City's financial support at \$100,000 annually to continue providing safe shelter, housing services, budgeting support, and access to nutritious meals and coordinated medical and behavioral health care for individuals and families experiencing homelessness in Flagstaff. These year-round services provided by FSS support the health and vitality of our most vulnerable neighbors as well as the larger Flagstaff community.

Sincerely,

A handwritten signature in black ink that reads "Ross Schaefer". The signature is fluid and cursive, with the first name "Ross" and last name "Schaefer" clearly legible.

Ross Schaefer
Executive Director

4185 East Huntington Drive, Flagstaff, AZ, 86004 | 928.225.2533 | hello@flagshelter.org