County of Los Angeles Public Library
7400 East Imperial Hwy., P.O. Box 7011, Downey, CA 90241-7011
(562) 940-8461, TELEFAX (562) 803-3032

Library

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

December 2, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AWARD OF TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES CONTRACTS FOR PUBLIC LIBRARY (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Public Library is recommending Board approval of contracts with Library Associates, Inc. and AppleOne Employment Services at a combined annual amount of $600,000 to provide temporary professional and paraprofessional librarian personnel services to the Public Library for a period of three years effective upon Board's approval or January 1, 2009, whichever is later.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached contracts with Library Associates, Inc. and AppleOne Employment Services to provide temporary professional and paraprofessional librarian personnel services for a period of 36 months, with two 12-month renewal options and month-to-month extensions, not to exceed a total of six months, at a combined annual amount of $600,000. These contracts shall become effective upon your Board's approval or January 1, 2009, whichever is later.

2. Authorize the County Librarian to exercise the renewal options and month-to-month extensions not to exceed six months under the terms of the contracts at

her sole discretion and to increase expenditures, not to exceed twenty percent of the estimated annual cost for a particular contract year based on an increase in unanticipated work.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This is to recommend that the Board approve the award of the contracts for temporary professional and paraprofessional librarian personnel services to Library Associates, Inc. and AppleOne Employment Services on an as-needed basis which will provide the Public Library with the ability and flexibility to maintain operations with minimal disruption to library customers. The recommended contract award also provides the Department, on an as-needed basis, with outside expertise that the Public Library does not possess such as the cataloging of various non-English library books and materials.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan Goals in the areas of Service Excellence (1), Organizational Effectiveness (3), and Fiscal Responsibility (4).

FISCAL IMPACT/FINANCING

The Department is requesting approval for a combined annual amount not to exceed $600,000 under these contracts. The contract documents provide that the County guarantees no minimum service or expenditure to the contractors. The cost for these contracts will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the provisions of Section 2.121.250 through Sections 2.121.420 of the Los Angeles County Code as amended, proposals were solicited for the provision of temporary professional and paraprofessional librarian personnel services for the Public Library. All requirements of the California Government Code 31000.4 for contracting of temporary services have been met and there is no conflict of interest. The solicitation permits the award of more than one contract, and the Department has determined that the award of two contracts will provide more flexibility in maintaining operations. It has been the Department's practice to have two contracts available to meet the need for professional and paraprofessional librarian personnel services, and the award of these contracts is consistent with that practice.

The contracts contain a provision which requires the contractors to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the contracts. The recommended contractors also agree to comply with the Jury Service Program and the Safely Surrendered Baby Law.

On final analysis and consideration of the awards, the recommended contractors were selected without regard to gender, race, color, creed, or national origin.

County Counsel has reviewed and approved the proposed contracts as to form.

CONTRACTING PROCESS

On July 28, 2008, proposals were solicited from the Public Library's proposers' list (Attachment A), which includes contractors listed in the County's Office of Affirmative Action Compliance Community Business Enterprise (CBE) Database.

Advertisements were placed in the *Los Angeles Times, The Sentinel*, and a number of bilingual community newspapers published by the The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the Office of Small Business website. The CBE information is summarized in Attachment B.

The Public Library received and evaluated a total of four proposals. Each proposal was rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; proposer's quality control plan; and cost. The Public Library also reviewed available resources to assess the recommended contractors past performance, and history of labor violations.

The Department determined, through the Request for Proposals process, that these services can be performed by Library Associates, Inc. and AppleOne Employment Services. These recommended contractors were ranked the highest overall, and were determined to have the most responsive and responsible proposals.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts as these contracts are for non-Proposition A services.

IMPACT ON CURRENT SERVICES

Approval of these contracts will assure continuation of temporary professional and paraprofessional librarian personnel services for County of Los Angeles Public Library with minimal disruption to library customers.

CONCLUSION

Please return a conformed copy of the adopted Board Letter and the contracts to the Public Library and the Office of the County Counsel. In addition, please return to the Public Library two fully conformed copies of the contracts with original signatures.

Respectfully submitted,

MARGARET DONNELLAN TODD
County Librarian

MDT:DF:bf

Attachments (4)

c: Chief Executive Office
County Counsel
Auditor-Controller

ATTACHMENT A

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

2ND CENTURY TECHNOLOGIES, INC
2 EXECUTIVE DRIVE, SUITE 230
SOMERSET, NJ, 08873

A T RESOURCES, INC.
2060-D AVE DE LOS ARBOLES, #611
THOUSAND OAKS, CA, 91362

A.S.K. DATA SYSTEMS, INC.
PO BOX 7661
MANCHESTER, MO, 63011-1066

ABBOTT STAFFING COMPANIES
2090 N. TUSTIN AVE., STE. 250
SANTA ANA, CA, 92705

ABUNDANT CARE
13428 MAXELLA AVENUE #363
MARINA DEL REY, CA, 90292

ACCENT NETWORKS
26 STRATFORD
IRVINE, CA, 92620-3253

ACCESS NURSES, INC.
5935 CORNERSTONE COURT W 3RD FL
SAN DIEGO, CA, 92121

ACCESS RESOURCE GROUP
1610 E. 1ST ST
LONG BEACH, CA, 90802-5935

ACCOUNT MANAGEMENT ASSOCIATESAMPRO STAFFING
AMPRO STAFFING, 41 E. FOOTHILL BLVD., STE. 106
ARCADIA, CA, 91006-2361

ACCOUNTING PRINCIPALS
11845 W. OLYMPIC BLVD., STE. 702
LOS ANGELES, CA, 90064-1149

ACRO SERVICE CORPORATION
40 N. ALTADENA DR.
PASADENA, CA, 91107-3345

ACS CONSULTANT COMPANY INC
5225 AUTO CLUB DRIVE
DEEARBORN, MI, 48126

ACT 1 PERSONNEL STAFFING
16371 BEACH BLVD., STE. 237
HUNTINGTON BEACH, CA, 92647-4160

ACT 1 PERSONNEL STAFFING
1999 W. 190TH ST.
TORRANCE, CA, 90504-6202

ACTION TECHNICAL
833 W. 17TH ST.
COSTA MESA, CA, 92627-4313

ADDISON INTERNATIONAL
PO BOX 8116
INDUSTRY, CA, 91748-3900

ADMIN BUS SERVICES INCDBA ABS PERSONNEL
711 E. BALL RD SUITE 201
ANAHEIM, CA, 92805

AFFLALOS INC.EXPRESS PERSONNEL SERVICES
EXPRESS PERSONNEL SERVICES
3961 SEPULVEDA BLVD., SUITE 206
CULVER CITY, CA, 90230

AFRA CONSULTING & SERVICES INC
4551 GLENCOE AVENUE, SUITE 245
MARINA DEL REY, CA, 90292

AHR PHARMACY SOLUTIONS
20532 EL TORO RD, SUITE 302
MISSION VIEJO, CA, 92692

AJILON PROFESSIONAL STAFFINGAJILON LEGAL AJILON LEGAL
10940 WILSHIRE BLVD SUITE 850
LOS ANGELES, CA, 90024

ALERT STAFFING
300 CORPORATE POINTE, STE. 300
CULVER CITY, CA, 90230-8716

ALL'S WELL HEALTHCARE SERVICES
16371 BEACH BVLD.#141
HUNTINGTON BEACH, CA, 92647

ALLIANCE PERFUSION LLC
1981 SCENIC RIDGE DR
CHINO HILLS, CA, 91709

ALLIANCE RESOURCE CONSULTING
1 WORLD TRADE CTR., STE. 420
LONG BEACH, CA, 90831-0420

ALMA PALACIOS
833 N. HAZARD AVE.
LOS ANGELES, CA, 90063-3341

AMERICA WORKS
228 E 45TH ST., 16TH FL
NY, NY, 10017

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

AMERICAN UNIVERSITY OF HEALTHSCIENCES
SCIENCES, 3501 ATLANTIC AVENUE,
LONG BEACH, CA, 90807

AMEY MANAGEMENT SERVICES
P.O. BOX 76077
LOS ANGELES, CA, 90076

AMICUS
645 N GARDNER ST
LOS ANGELES, CA, 90036-5712

AMM VENTURES INC.PROMED HEALTHCARE STAFFIN
PROMED HEALTHCARE STAFFIN, 665 SAN RODOLFO DRIVE, STE. 124-117,
SOLANA BEACH, CA, 92075

AMS CONSULTING
5359 SAN VICENTE BLVD., APT. 99
LOS ANGELES, CA, 90019-2736

ANCESTRAL ACQUISITIONS
2605 BRIGHTON AVENUE
LOS ANGELES, CA, 90018

ANDERSON ASSOCIATES STAFFING
6310 SAN VICENTE BLVD., STE. 400
LOS ANGELES, CA, 90048-5427

ANOTHER PAIR OF HANDS, INC.
3250 WILSHIRE BLVD., STE. 1500
LOS ANGELES, CA, 90010-1608

AON CONSULTING
707 WILSHIRE BLVD., STE. 5700
LOS ANGELES, CA, 90017-3543

APLAN INC.
7 CORPORATE PARK, SUITE 250
IRVINE, CA, 92606

APPLIED MGMT. CONSULTANTS
11925 WILSHIRE BLVD., STE. 200
LOS ANGELES, CA, 90025-6618

APR CONSULTING, INC.
22632 GOLDEN SPRINGS DR., STE. 380
DIAMOND BAR, CA, 91765-5487

ASSIGNMENT READY, INC.
26651 AGOURA RD
CALABASAS, CA, 91302-1959

ASSISTANCE LEAGUE OF SO CA
VOLUNTEER CENTER OF L A - ATTN: JIM LEAHY,
8134 VAN NUYS BLVD., STE. 200
PANORAMA CITY, CA, 91402-4818

AT-TECH
16371 BEACH BLVD., STE. 221, ,
HUNTINGTON BEACH, CA, 92647-4105

AVANTI CONSULTANTS
6949 DOHENY PL., APT. C
ALTA LOMA, CA, 91701-6101

B. E. SMITH
9777 RIDGE DRIVE, SUITE 300
LENEXA, KS, 66219

BACK OFFICE SUPPORT SERVICE
5757 W. CENTURY BLVD
LOS ANGELES, CA, 90045-6401

BAYARD
4929 WILSHIRE BLVD., STE. 415
LOS ANGELES, CA, 90010-3800

BAYSIDE RECRUITING LLC
27102 WINGED ELM DRIVE
WESLEY CHAPEL, FL, 33544

BECTON HEALTHCARE RESOURCES
200 WEBSTER ST., STE. 130
OAKLAND, CA, 94607-4108

BEHAVIORAL HEALTH CONCEPTS INCEVALUATION CONCEPTS EVALUATION CONCEPTS
2716 FORUM BLVD., STE. 4
COLUMBIA, MO, 65203-5450

BENNETT-STREB & ASSOC.
750 E. GREEN ST., STE. 305
PASADENA, CA, 91101-2134

BIDDLE CONSULTING GROUP INC
193 BLUE RAVINE ROAD, SUITE 270,
FOLSOM, CA, 95630

BLUEJIREH INCORPORATED
2846-H REGAL CIRCLE
HOOVER, AL, 35216

BONAVENTURE BUSINESS CENTER
404 S. FIGUEROA ST., STE. 105
LOS ANGELES, CA, 90071-1794

BOTTOM LINE CONSULTING INC
10940 WILSHIRE BLVD., SUITE 1600, ,
LOS ANGELES, CA, 90024

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

BRAY & ASSOCIATES
301 ATLANTIC AVE
LONG BEACH, CA, 90802-2526

BRIGHT GIRL & ASSOCIATES
112 W. ACACIA AVE., APT. 208
GLENDALE, CA, 91204-3378

BROADWAY SOLUTIONS
6865 E. WASHINGTON BLVD
MONTEBELLO, CA, 90640

BUILD REHABILITATION IND.
1323 TRUMAN ST
SAN FERNANDO, CA, 91340-3221

BUSINESS RESOURCE GROUP
13545 HAWTHORNE BLVD #200
HAWTHORNE, CA, 90250

C-COM CONSULTING GROUP, INC.
1209 TURF DR
OCEANPORT, NJ, 07757-1026

CABRERA CONSULTING SERVICE
PO BOX 255073
SACRAMENTO, CA, 95865-5073

CAK INTERNATIONAL, LLC
17595 HARVARD AVENUE, SUITE C549,
IRVINE, CA, 92614

CALIBER ASSOCIATES
10530 ROSEHAVEN ST., STE. 400
FAIRFAX, VA, 22030-2840

CALIFORNIA TECHNOLOGY SERVICES
PO BOX 70726
PASADENA, CA, 91117-7726

CALIFORNIA WORKFORCE ASS'N.
1530 J STREET LOFT 300
SACRAMENTO, CA, 95814

CANOPY RESOURCE SOLUTIONS, INC
26741 PORTOLA PKWY., STE. 1E # 412
FOOTHILL RANCH, CA, 92610-1763

CARDINAL HEALTH
184 TECHNOLOGY DR., STE. 100
IRVINE, CA, 92618-2457

CARDINAL HEALTHCARE STAFFING
5665 ATLANTA HIGHWAY SUITE 103-102
ALPHARETTA, GA, 30004

CAREERBUILDERGOVERNMENT
SOLUTIONS LLC
GOVERNMENT SOLUTIONS LLC, 200 N.
LASALLE STREET SUITE 1100,
CHICAGO, IL, 60601

CATHYJON ENTERPRISES, INCDBA: HB
STAFFING
2120 MAIN ST., STE. 260
HUNTINGTON BEACH, CA, 92648-6419

CBIZ ACCOUNTING, TAX ANDADVISORY
OF ORANGE COUNTY, INC
2301 DUPONT DR., STE. 200
IRVINE, CA, 92612-7503

CEDAR ENTERPRISE SOLUTIONS
400 CONTINENTAL BLVD., 6TH FLOOR,
EL SEGUNDO, CA, 90245-5076

CGI TECHNOLOGIES & SOLUTIONSINC
350 S. GRAND AVE., STE. 2350
LOS ANGELES, CA, 90071-3433

CHERRYROAD TECHNOLOGIES
2355 MAIN ST., STE. 130
IRVINE, CA, 92614-4290

CHG HEALTHCARE SERVICES
6440 MILLROCK DR
SALT LAKE CITY, UT, 84121

CHICAGO SYSTEMS GROUP, INC.
180 N. STETSON AVE., STE. 3200
CHICAGO, IL, 60601-6790

CHOICE PERSONNEL
900 WILSHIRE BLVD., STE. 630
LOS ANGELES, CA, 90017-4707

CHRISTOPHER W. COFER, MPPA
59 S. MERIDITH AVE., APT. 4
PASADENA, CA, 91106-2815

CHUFFED ENTERPRISES
14007 MORRISON ST
SHERMAN OAKS, CA, 91423-1940

CLEAR VISION II
3723 WESTSIDE AVE
LOS ANGELES, CA, 90018-4142

CM CONSULTS
7822 VERAGUA DR
PLAYA DEL REY, CA, 90293-7980

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

COLEY AND ASSOCIATES
140 HEIMER ROAD
SAN ANTONIO TX, TX, 78232

COMMUNITY OUTREACH
ANDOPPORTUNITY PROGRAMS
OPPORTUNITY PROGRAMS, 8936 S.
SEPULVEDA BLVD., SUITE #202
LOS ANGELES, CA, 90045

COMPASS RECRUITING
756 DAILEY AVE.
SAN JOSE, CA, 95123-2958

COMPETITIVE STAFFING
SOLUTIONSINC.
14042 TEDEMORY DR.
WHITTIER, CA, 90605-1038

COMPUTERWORKS TECHNOLOGIES
711 S. VICTORY BLVD
BURBANK, CA, 91502-2426

CONSTELLATION CONSULTING GROUP
11342 MAPLE ST
WHITTIER, CA, 90601-2616

CONSULTING DIRECT, INC.
11301 W. OLYMPIC BLVD., # 410
LOS ANGELES, CA, 90064-1653

COPLEY PRESS INCDAILY BREEZE
DAILY BREEZE, 5215 TORRANCE BLVD
TORRANCE, CA, 90503

CORESTAFF SERVICES
16133 VENTURA BLVD., STE. 880
ENCINO, CA, 91436-2438

CORESTAFF SERVICES
2 NORTH LAKE AVENUE, SUITE 900
PASADENA, CA, 91101

COTELLIGENT
100 THEORY, STE. 200
IRVINE, CA, 92617-3057

COVENANT INDUSTRIES INC.
3455 S. NOGALES ST., STE. 135
WEST COVINA, CA, 91792-5102

CPEHR INC
9200 SUNSET BLVD, SUITE 1100
WEST HOLLYWOOD, CA, 90069

CREATIVE ANSWERS, INC.
5777 WEST CENTURY BOULEVARD,
SUITE 910
LOS ANGELES, CA, 90045

CUSTOM RESEACH SOLUTIONS
5450 KATELLA AVE., STE. 104
LOS ALAMITOS, CA, 90720-6803

CWH MANAGEMENT SOLUTIONS
9085 E. MINERAL CIR., STE. 350
CENTENNIAL, CO, 80112-3400

CYBERLINK TECHNOLOGIES, INC.
6700 FALLBROOK AVE., STE. 126
WEST HILLS, CA, 91307-3553

CYNOSURE MANAGEMENT SOLUTIONS
3460 WILSHIRE BLVD. SUITE 1126
LOS ANGELES, CA, 90010-2231

D W MCCALL & DAUGHTERS, INC.DWM
GUARDIAN ANGEL & ASSOC.
DWM GUARDIAN ANGEL & ASSOC
39045 FOXHOLM DRIVE
PALMDALE, CA, 93551

DARNELL TECHNICAL SERVICES,INC
1912 N. BROADWAY, STE. 106
SANTA ANA, CA, 92706-2621

DELOITTE CONSULTING LLP
2868 PROSPECT PARK DR., STE. 400
RANCHO CORDOVA, CA, 95670-6065

DEVELOPMENT CONSULTING NETWORK
PO BOX 713
COBB, CA, 95426-0713

DEVELOPMENT DIMENSIONS INT'L.
3100 BRISTOL ST
COSTA MESA, CA, 92626-3099

DIVERSE CAREERS
PO BOX 3024
CORONA, CA, 92878

DIVINE AMERICA, INC.
18000 STUDEBAKER ROAD, SUITE 285,
CERRITOS, CA, 90703

DO IT RECRUITING
2001 S. BARRINGTON AVE., STE. 100
LOS ANGELES, CA, 90025-5337

DONNOE & ASSOCIATES, INC.
5743 MARCONI AVE.
CARMICHAEL, CA, 95608-4413

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

DOUGLAS LARSON, PH.D.
PO BOX 8457
REDLANDS, CA, 92375

DR. ROSIE MILLIGAN
1425 W. MANCHESTER AVENUE, SUITE "C"
LOS ANGELES, CA, 90047

DR. STEVE ALBRECHT, PHR, CPP
9528 MIRAMAR ROAD, #270
SAN DIEGO, CA, 92126

DUFOUR LAW GROUPDUFOUR SEMINARS
831 F STREET
SACRAMENTO, CA, 95814

DYNACOM PROS, INC.
18034 VENTURA BLVD, SUITE 474,
ENCINO, CA, 91316

DYNAMIC CONCEPTS
3020 OLD RANCH PKWY., STE. 300, ,
SEAL BEACH, CA, 90740-2751

DYNAMICS OF BUSINESS INC.
P.O. BOX 768
PASADENA, CA, 91102

E-CONSULTING, INC.
9808 HICKORY HOLLOW LN
IRVING, TX, 75063-5043

E-CORE TECHNOLOGIES, INC.
516 SE. MORRISON ST., STE. M3
PORTLAND, OR, 97214-2379

EB JACOBS, LLC
300 S. BURROWES ST
STATE COLLEGE, PA, 16801-4012

EDWARD H. DAVIS MEDIATION
5942 EDINGER AVE., STE. 113-226
HUNTINGTON BEACH, CA, 92649-1763

EGF'S SMALL BUSINESS CONSULTIN
5914 BIXBY VILLAGE DR., APT. 77
LONG BEACH, CA, 90803-6315

ELABOR INC.
5153 CAMINO RUIZ
CAMARILLO, CA, 93012-8663

ELINK SOFTWARE
10950 CHURCH STREET, SUITE 423
RANCHO CUCAMONGA, CA, 91730

ELITE BUSINESS SERVICES
PO BOX 4819
COVINA, CA, 91723-4819

ELITE COMPUTER CONSULTANTS
CORD/B/A ECCO SELECT
3101 BROADWAY ST., STE. 460
KANSAS CITY, MO, 64111-2478

EMA, INC.
8885 RIO SAN DIEGO DR., STE. 301
SAN DIEGO, CA, 92108-1610

EMERALD CITY SOFTWARE
3131 WESTERN AVE, SUITE 324
SEATTLE, WA, 98121

EMLAC COMMUNICATIONS INC.
6601 4TH AVE.
LOS ANGELES, CA, 90043-4556

ENCOMPASS KNOWLEDGE SYSTEMS
100 CORPORATE POINTE, SUITE 210
CULVER CITY, CA, 90230

ENHANCEMENT CONSULTING GROUP
238 VENUS ST
THOUSAND OAKS, CA, 91360-2957

ENI CONSTRUCTION MGMT SERVICES
2221 FEATHER ROCK RD
DIAMOND BAR, CA, 91765-3216

ENSEMBLE WORKFORCE SOLUTIONS
530 W. DUARTE RD., UNIT. B
MONROVIA, CA, 91016-5360

ENVISION
6317 CAHUENGA BLVD
NORTH HOLLYWOOD, CA, 91606-3907

EQUATERRA
3 RIVERWAY SUITE 1660
HOUSTON, TX, 77056

EQUIFAX INFORMATION SERVICES
2601 SATURN ST., STE. 301
BREA, CA, 92821-6702

ERGOMETRICS & APPLIED RESEARCH
18720 33RD AVE WEST, STE 200
LYNNWOOD, WA, 98037

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

ERISS
16644 WEST BERNARDO DRIVE, SUITE 100
SAN DIEGO, CA, 92127

ESTEEM PERFORMANCE ASSOCIATES
P.O. BOX 937
BONSALL, CA, 92003-4709

EXCELL PERSONNEL
8611 W. CRENSHAW BLVD, SUITE 211
INGLEWOOD, CA, 90305

EXEMPLAR HUMAN SERVICES, LLC
13308 COUNTRY TRAILS LANE
AUSTIN, TX, 78732

EXPERIO SOLUTIONS, INC.
18300 VON KARMAN AVE
IRVINE, CA, 92612-1057

EXPRESS PERSONNEL SERVICESARDENT VENTURES, INC.
ARDENT VENTURES, INC., 1111 N. BRAND BOULEVARD, SUITE J
GLENDALE, CA, 91202

FAY CRATON, LMFT
PO BOX 90193
LOS ANGELES, CA, 90009

FIREFIGHTER SELECTION, INC.
DBA FIRE & POLICE SELECTION INC,
193 BLUE RAVINE ROAD SUITE 270
FOLSOM, CA, 95630

FIREFIGHTER'S ABC'S
9315 BRAQUET AVE
GILROY, CA, 95020

FIRST CLASS STAFFING, INC.
437 GRANT ST., FRICK BUILDING MEZZANINE
PITTSBURGH, PA, 15219-6002

FORCE OF HOPE EDC
777 WEST 190TH STREET
LOS ANGELES, CA, 90248

FOX CREEK TECHNOLOGY, LLC
667 PATTERSON AVE
GLENDALE, CA, 91203-1029

FRANKLIN HILL GROUP
1032 FRANKLIN STREET
SANTA MONICA, CA, 90403-2322

FREEDOM HEALTHCARE STAFFING
2600 SOUTH PARKER ROAD, 6-360
DENVER, CO, 80014

FRIEDLAND ASSOCIATES INC
430 S. BURNSIDE AVE., APT. 5D
LOS ANGELES, CA, 90036-5328

FRONTLINE PUBLICATIONS
22386 SUNLIGHT CRK
LAKE FOREST, CA, 92630-5643

FUTURE PERSONNEL AGENCY INC.
TOP TEMPO
3731 WILSHIRE BLVD., SUITE 512
LOS ANGELES, CA, 90010

ZTA & ASSOC., INC.
2036 CULLIVAN ST
LOS ANGELES, CA, 90047-4635

G. GOVINE CONSULTING
260 N. MAR VISTA AVENUE, SUITE 2
PASADENA, CA, 91106-1413

GANS, GANS & ASSOCIATES
4129 E. FOWLER AVE
TAMPA, FL, 33617-2011

GARNER CONSULTING
35 N. LAKE AVE., STE. 720
PASADENA, CA, 91101-1856

GC SERVICES LTD PARTNERSHIP
24411 RIDGE ROUTE DR., STE. 120
LAGUNA HILLS, CA, 92653-1691

GEOSEARCH INC
PO BOX 60789
COLORADO SPRING, CO, 80960-0789

GFTA GWYN FOXX TALENT AGENCYGFTA
GFTA, 3500 WEST OLIVE AVE STE 300
BURBANK, CA, 91505-9122

GLOBAL DATA RESEARCH SERVICES
2694 E. GARVEY AVE. S., # 350
WEST COVINA, CA, 91791-2113

GLOBAL ENVIRONMENTAL NETWORK,INC. (GENI)
106 W. 4TH ST
SANTA ANA, CA, 92701-4646

GLOBAL RESOURCE MANAGEMENT INC
5400 LAUREL SPRINGS PKWY STE 902
SUWANEE, GA, 30024

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

GONZALEZ & COMPANY
18662 MACARTHUR BLVD
IRVINE, CA, 92612-1200

GOVERNET
6435 SETTING SUN DR
HUNTINGTON BEACH, CA, 92648-6715

GP CONSULTING
17328 VENTURA BLVD SUITE 373
ENCINO, CA, 91316

GRADUATE SCHOOL, USDA
600 MARYLAND AVENUE SW, SUITE 270,
WASHINGTON, DC, 20024-2520

GRANT WRITER
PO BOX 4322
VISALIA, CA, 93278-4322

GRAY SYSTEMS, INC
3160 CAMINO DEL RIO S., STE. 308
SAN DIEGO, CA, 92108-3835

GSS AMERICA INC
220 W CAMPUS DR, SUITE # 104,
ARLINGTON HEIGHTS, IL, 60004-1498

GURU, INC.
615 BATTERY ST
SAN FRANCISCO, CA, 94111-1808

H.L. YOH COMAPNY, LLC
14140 VENTURA BLVD, STE. 250
SHERMAN OAKS, CA, 91423-2752

HAIG BARRETT INC.
233 WILSHIRE BOULEVARD
SANTA MONICA, CA, 90401

HAPPY HOUR MEDIA STAFFING
12340 SANTA MONICA BLVD., STE. 237
LOS ANGELES, CA, 90025-0405

HAR-MAR
PO BOX 5339
BEVERLY HILLS, CA, 90209-5339

HARMONY HOUSESTRATEGIC PLANNING
STRATEGIC PLANNING, 1909
NORTH NIAGARA, BURBANK, CA, 91505

HARVARD CONSULTING GROUP, INC
555 CAJON STREET, SUITE A
REDLANDS, CA, 92373

HCL (MASS.),INC
400 CROWN COLONY DRIVE, SUITE 500,
QUINCY, MA, 02169

HEALTH ENTERPRISES LIFE LONG
ALTERNATIVE HOME CARE, 5805
SEPULVEDA BLVD. STE 740
SHERMAN OAKS, CA, 91411-2549

HEALTH TALENT INC.
100 ELK RUN DRIVE, SUITE 115
BASALT, CO, 81621

HEALTHCARE RESOURCES &TECHNOLOGIES
215 THROCKMORTON AVENUE # 3
MILL VALLEY, CA, 94941

HEALTHSOURCE CONSULTING
14 CANYON CREEK VLG. # 21
RICHARDSON, TX, 75080-1602

HELPMATES STAFFING SERVICES
900 WILSHIRE BLVD., STE. 914
LOS ANGELES, CA, 90017-4710

HOWROYD WRIGHT,DBA APPLEONE EMPLOYMENT SVCS
327 W. BROADWAY
GLENDALE, CA, 91204-1301

HR CONCEPTS
PO BOX 9208
MARINA DEL REY, CA, 90295-1608

HR NETWORK, INC.
12062 VALLEY VIEW ST., STE. 215
GARDEN GROVE, CA, 92845-1739

HR OHANA CORPORATION
222 N. SEPULVEDA BLVD., STE. 2000
EL SEGUNDO, CA, 90245-5614

HUMAN RESOURCE CAPITALCONSULTANTS INC.
6236 PASEO COLINA
CARLSBAD, CA, 92009-2103

HUMAN RESOURCES MARKETING
1717 RISING GLEN RD
LOS ANGELES, CA, 90069-1250

HUNTER RECRUITMENT ADVISORS
6222 WILSHIRE BLVD., STE. 313
LOS ANGELES, CA, 90048-5193

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

HUNTERBROWN CONSULTING
PO BOX 338
BANGOR, CA, 95914-0338

IDEAL STAFFING SOLUTIONS INC
3535 INLAND EMPIRE BLVD
ONTARIO, CA, 91764

IMRG STAFFING SOLUTIONS INC
4640 FORBES BLVD SUITE 200A
LANHAM, MD, 20706

INDUSTRIAL / ORGANIZATIONALSOLUTION, LLC
1127 S. MANNHEIM RD. STE. 203
WESTCHESTER, IL, 60154-2562

INFORMATION ANALYTICS, INC.
23418 FERN PL.
MURRIETA, CA, 92562-2234

INFORMATION BUILDERS, INC.
2 PENN PLZ.
NEW YORK, NY, 10121-0101

INFORMATION TECH. SOLUTIONS
555 W. 5TH ST., STE. 3100
LOS ANGELES, CA, 90013-1010

INLAND EMPIRE VETERANSEMPLOYMENT COMMITTEE
237 WEST RIVER ROAD
CORONA, CA, 92880

INLAND STRATEGIES GROUP, INC.
3585 MAIN ST., STE. 208
RIVERSIDE, CA, 92501-2809

INNOVATIVE LEARNING SYSTEMS
340 5TH ST
HUNTINGTON BEACH, CA, 92648-5120

INSTITUTE FOR MULTICULTURAL RESEARCH AND DEVELOPMENT
345 PIONEER DRIVE #304
GLENDALE, CA, 91203

INTEGRATED MANAGEMENT RESOURCE
4550 FORBES BLVD., STE. 130
LANHAM, MD, 20706-6300

INTELISTAF HEALTHCARE, INC.
4101 MCEWEN RD., STE. 200
DALLAS, TX, 75244-5112

INTELLISWIFT SOFTWARE INC
3190 ARGONAUT WAY, SUITE #210
FREMONT, CA, 94538

INTERACTION ASSOCIATES, INC.
600 TOWNSEND ST., STE. 550
SAN FRANCISCO, CA, 94103-4945

INTERETHNICA
7951 ROSEWOOD AVENUE
LOS ANGELES, CA, 90048-2710

INTERNATIONAL FIELDWORKS, INC.
1626 PUEBLA DR
GLENDALE, CA, 91207-1232

INTERNATIONAL RESCUE COMMITTEE
425 E COLORADO STREET, SUITE 550,
GLENDALE, CA, 91205

INVANTAS SOLUTIONS CORP.
5482 WILSHIRE BLVD., STE. 129
LOS ANGELES, CA, 90036-4218

INVESTMENT MANAGEMENTENTERPRISE INC.
2401 26TH RD. S
ARLINGTON, VA, 22206-2819

IRVINE TECHNOLOGY CORPORATION
200 SANDPOINTE AVE., STE. 820
SANTA ANA, CA, 92707-5760

ISPACE, INC.
2141 ROSECRANS AVENUE, SUITE 5175
EL SEGUNDO, CA, 90245

ISSG
300 E. MAGNOLIA BLVD., STE. 403
BURBANK, CA, 91502-3263

IT CAREER RESOURCE,INC.
1500 QUAIL ST., STE. 550
NEWPORT BEACH, CA, 92660-2748

J. JIREH & ASSOCIATES, INC
729 MISSION ST
SOUTH PASADENA, CA, 91030-3069

JANE KOW & ASSOCIATES
750 VAN NESS AVENUE, SUITE 1204
SAN FRANCISCO, CA, 94102

JANWAY STAFFING INC.
12300 WILSHIRE BLVD., STE. 405
LOS ANGELES, CA, 90025-1057

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

JBA INTERNATIONAL, LLC
1192 NORTH LAKE AVENUE
PASADENA, CA, 91104

JENNIFER L. MAGNABOSCO, PH.D.
807 18TH STREET, TH #4
SANTA MONICA, CA, 90403

JK CORPORATE SERVICES
4927 RUNWAY DR
FAIR OAKS, CA, 95628-8153

JOAN I ROSENBERG
1663 SAWTELLE BLVD, SUITE 250
LOS ANGELES, CA, 90025

JOHN A BRODERICK INC
WORLDBRIDGE PARTNERS
25000 AVE STANFORD SUITE 250
VALENCIA, CA, 91355

JOHN ALEXANDER
PO BOX 48377
LOS ANGELES, CA, 90048-0377

JOHNSTON & COMPANY
6167 BRISTOL PKWY., STE. 140
CULVER CITY, CA, 90230-6611

JOSEPH M. FABRICATORE, PH.D.A
PROFESSIONAL CORPORATION
10780 SANTA MONICA BLVD., STE. 450
LOS ANGELES, CA, 90025-7635

JOSHUA CASEY CORPORATETRAINING
915 E. KATELLA AVE# 200
ANAHEIM, CA, 92825-5704

JOYCE JAMES SEMINARS
11743 MOUNT VERNON AVE
GRAND TERRACE, CA, 92313-5167

JRW & ASSOCIATES
13636 VENTURA BOULEVARD, #138
SHERMAN OAKS, CA, 91423

JULIE ORLOV CONSULTING
P.O. BOX 1446
TORRANCE, CA, 90505

JWT SPECIALIZED COMMUNICATIONS
5200 W. CENTURY BLVD., STE. 310
LOS ANGELES, CA, 90045-5923

KARYN WILLIAMSMANAGEMENT
CONSULTANT
6841 S. PAXTON AVE
CHICAGO, IL, 60649-1602

KATRINA KENNEDY TRAINING
PO BOX 160172
SACRAMENTO, CA, 95816-0172

KBR SERVICESEXPRESS PERSONNEL
SERV. EXPRESS
711 FAIR OAKS AVE., SUITE F
SOUTH PASADENA, CA, 91030

KELLY SERVICES, INC.
5757 WILSHIRE BLVD., STE. 106
LOS ANGELES

KENDA SYSTEMS, INC.
1 STILES RD., STE. 106
SALEM, NH, 03079-4863

KENEXA
2930 RIDGE LINE ROAD, SUITE 200
LINCOLN, NE, 68516

KH CONSULTING GROUP
MANAGEMENT CONSULTANTS, 1901
AVENUE OF THE STARS, STE. 1900
LOS ANGELES, CA, 90067-6020

KILLER SEARCH, INC.
1441 HUNTINGTON DR., STE. 1030
SOUTH PASADENA, CA, 91030-4512

KIM FLYNNLABOR COMPLIANCE
SERVICES
3355 SUZIE LN.
LAKE HAVASU CITY, AZ, 86404-5225

KIMCO OFFICE/INDUSTRIALSTAFFING
12070 TELEGRAPH RD., STE. 300
SANTA FE SPRINGS, CA, 90670-8200

KMS GROUP
4425 PACIFIC COAST HWY., SUITE 117
TORRANCE, CA, 90505-5671

KNOWLEDGE TRANSFER, LLC
1622 PIONEER WAY
EL CAJON, CA, 92020-1636

KOOSHAREM CORPORATION
SELECT STAFFING, 777 SOUTH
FIGUEROA STREET SUITE 2500
LOS ANGELES, CA, 90017

KOOSHAREM CORPORATION
SELECT STAFFING, 5127 LAUREL
CANYON BLVD
NORTH HOLLYWOOD, CA, 91607

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

KOOSHAREM CORPORATION
SELECTSTAFFING
4332 E. SOUTH STREET
LAKEWOOD, CA, 90712

KT-PROFESSIONAL MEDICALSTAFFING
& HOME CARE INC.,
950 FULTON AVE., STE. 205
SACRAMENTO, CA, 95825-4503

L & A CONSULTING
1200 S. HOLT AVE
LOS ANGELES, CA, 90035-2452

LADERA CAREER PATHS INC
6820 LA TIJERA BLVD., STE. 217
LOS ANGELES, CA, 90045-1931

LANTECH PC SYSTEMS
4288 LINCOLN BLVD
MARINA DEL REY, CA, 90292-5655

LATPRO INC
3050 UNIVERSAL BLVD; SUITE 120
WESTON, FL, 33331

LAW OFFICES OF GAIL KAPLAN
P.O. 241926
LOS ANGELES, CA, 90024

LEADERSHIP STRATEGIES, INC
56 PERIMETER CENTER E., SUITE 103
ATLANTA, GA, 30346

LEADING EDGE SOLUTIONS, LLC
2981 SAINT GREGORY RD
GLENDALE, CA, 91206-1917

LEARNING COMMUNICATIONS, LLC
38 DISCOVERY, SUITE 250
IRVINE, CA, 92618

LEE THOMAS
15045 MAGNOLIA BLVD., NO. 109
SHERMAN OAKS, CA, 91403-5601

LIBRARY ASSOCIATES
8845 W. OLYMPIC BLVD., STE. 100
BEVERLY HILLS, CA, 90211-3605

LIFE DESIGN INTERNATIONALNLP
TRAINING CENTER
PO BOX 22430
SANTA FE, NM, 87502-2430

LINEA SOLUTIONS
10940 WILSHIRE BLVD., STE. 600
LOS ANGELES, CA, 90024-3940

LINTAS LLC
566 W. ADAMS ST., STE. 450
CHICAGO, IL, 60661-5789

LODESTONE ADVENTURES INC.
PO BOX 414
BIG BEAR LAKE, CA, 92315-0414

LOFTON ENTERPRISES
5132 S. GARTH AVE.
LOS ANGELES, CA, 90056-1110

LTGB LIMITED
32 S. RAYMOND AVE., STE. 11
PASADENA, CA, 91105-1962

M&M CONSULTING AND
PROJECTMANAGEMENT
5073 CARRIAGE DRIVE
EL SOBRANTE, CA, 94803

M.LUI AND ASSOCIATES
553 GERONA AVE
SAN GABRIEL, CA, 91775-2227

MAC INCORPORATED
1743 S. DOUGLASS ROAD, SU
ANAHEIM, CA, 92806

MALAGON RESOURCES INC.
31878 DEL OBISPO ST., STE. 118
SAN JUAN CAPO, CA, 92675-3224

MALCOLM PIRNIE, INC.
725 S. FIGUEROA ST., STE. 1540
LOS ANGELES, CA, 90017-5415

MALCOM THOMAS ENTERPRISES
16654 SOLEDAD CANYON RD., 192
CANYON COUNTRY, CA, 91387-3217

MANAGED RESOURCES, INC.DBA: ASAP
STAFFING
11 GOLDEN SHORE, STE. 360
LONG BEACH, CA, 90802-4280

MANAGEMENT ACTION PROGRAMS INC
4725 HAZELTINE AVE
SHERMAN OAKS, CA, 91423-2326

MANAGEMENT ANALYSIS,INC
2159 AVENIDA TORONJA
CARLSBAD, CA, 92009-8707

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

MANAGEMENT DYNAMICS, INC.
1155 S. CAMINO REAL
PALM SPRINGS, CA, 92264-8440

MGMT HEALTH SVS.ABETTA CARE
3201 W. COMMERCIAL BLVD., SUITE 116
FORT LAUDERDALE, FL, 33309

MANAGEMENT RECRUITERS
INTERNATIONAL OF LOS ANGELES
28720 ROADSIDE DR., # 226
AGOURA HILLS, CA, 91301-3316

MANAGEMENT RECRUITERS
GLENDALEMR OF GLENDALE
315 ARDEN AVE., STE. 12
GLENDALE, CA, 91203-1158

MANDALAY ASSOCIATES LLC
190 EL CERRITO PLZ., PMB 226
EL CERRITO, CA, 94530-4002

MANPOWER, INC.DOWNTOWN LOS
ANGELES BRANCH
707 WILSHIRE BLVD, SUITE #4360
LOS ANGELES, CA, 90017

MARAVILLA FOUNDATION
5729 EAST UNION PACIFIC
COMMERCE, CA, 90022

MARY M. WALLER SIMMONS
1938 VIRGINIA RD
LOS ANGELES, CA, 90016-1730

MARY MILLER
1258 N. ALTADENA DR
PASADENA, CA, 91107

MAVERICK SOLUTIONS
2501 REDONDO BEACH BLVD, SUITE 123
LOS ANGELES, CA, 90249

MAXIMUM TECHNOLOGY SOLUTIONS
20941 DEVONSHIRE ST., STE. 204
CHATSWORTH, CA, 91311-8281

MAXIMUS INC.
10474 SANTA MONICA BLVD., STE. 208
LOS ANGELES, CA, 90025-6930

MB DOLPHIN & ASSOCIATES, LLC
125A ROSECRANS AVE.
MANHATTAN BEACH, CA, 90266-3237

MCCANN INVESTIGATIVES
2915 S. DEL NORTE AVE.
ONTARIO, CA, 91761-7027

MEDIATING SOLUTIONS
11684 VENTURA BLVD., STE 239
STUDIO CITY, CA, 91604

MEDSEARCH FINANCIAL INC.
940 SOUTH COAST DR. SUITE #110
COSTA MESA, CA, 92626

MEGACOM 2000, INC.
19389 DISCOVERY PL
ROWLAND HEIGHTS, CA, 91748-2356

MENTOR 4, INC.
1225 W. 190TH ST., STE. 100
GARDENA, CA, 90248-4336

MICHAEL L. STINE
4845 PARKGLEN AVE
LOS ANGELES, CA, 90043-1011

MICRO BUSINESS SOLUTIONS INC
6082 FRAGRANS WAY
WOODLAND HILLS, CA, 91367

MIDCITY JOB FORCE
3509 W. 113TH ST
INGLEWOOD, CA, 90303-2204

MIGHTY DESIGNS
1501 E. ORANGETHORPE AVE., STE. 130
FULLERTON, CA, 92831-5208

MIGLIORE CONSULTING SERVICES
205 CERRO STREET
ENCINITAS, CA, 92024

MILITARY STARS LLC
6497 PARKLAND DRIVE, SUITE G
SARASOTA, FL, 34243

MJHIRE
724 1/2 WESTMOUNT DR
WEST HOLLYWOOD, CA, 90069-5110

MOBILE OFFICE ASSISTANTS
920 W. 17TH ST., STE. A
SANTA ANA, CA, 92706-3576

MODIS, INCORPORATED
1230 ROSECRANS AVE., STE. 210
MANHATTAN BEACH, CA, 90266-2477

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

MORAN & ASSOCIATESAA COMPUTERS
AA COMPUTERS, PO BOX 13271
TORRANCE, CA, 90503

MORRIS & BERGER
201 S. LAKE AVE., STE. 700
PASADENA, CA, 91101-3068

MORRISONMCNABB
20 CURTIS AVE
SAN RAFAEL, CA, 94901-2007

MOTIVATIONAL SYSTEMS INT'L
11867 MOUNT ROYAL CT
RANCHO CUCAMONGA, CA, 91737-7954

MRG GLOBAL, INC.
11707 FAIR OAKS BLVD
FAIR OAKS, CA, 95628-2848

MSX INTERNATIONAL
8001 IRVINE CENTER DR STE. 400
IRVINE, CA, 92618-2956

MTS ADVANCED CORP
22817 VENTURA BLVD., # 448
WOODLAND HILLS, CA, 91364-1202

MULTI ASSET PERSONNEL
PO BOX 1224
PARAMOUNT, CA, 90723-1224

MULTISTATE ASSOCIATES
3931 LOS OLIVOS LN
LA CRESCENTA, CA, 91214-1629

NANCY ERBE
3565 LINDEN AVENUE 306
LONG BEACH, CA, 90807

NAS RECRUITMENT COMMUNICATIONS
15303 VENTURA BLVD., STE. 1050
SHERMAN OAKS, CA, 91403-5862

NATIONAL BUSINESS SOLUTIONS
14151 NEWPORT AVE., STE. 100
TUSTIN, CA, 92780-5174

NATIONAL COUNCIL ON THE AGING
1020 N. FAIR OAKS AVE
PASADENA, CA, 91103

NATIONAL STAFFING SOLUTIONS,INC.
4031 AVALON PARKWAY BLVD
ORLANDO, FL, 32828

NATURAL DATA, INC.
1055 WILSHIRE BLVD., STE. 1900
LOS ANGELES, CA, 90017-5602

NET TECH GROUP
11 CANAL CENTER PLZ., STE. 105
ALEXANDRIA, VA, 22314-1595

NETRESELL INCORPORATED
3875 WILSHIRE BLVD., STE. 709
LOS ANGELES, CA, 90010-3213

NEW DAY MANAGEMENT GROUP
11 FLORENTINE
ALISO VIEJO, CA, 92656-4229

NEW ERA SERVICES INC
1736 E CHARLESTON BLVD, SUITE164
LAS VEGAS, NV, 89104

NEW LEAF STAFFING, INC.
65 PINE AVENUE, SUITE 814
LONG BEACH, CA, 90802

NEW LIFE OPTIONSAKA THE MINDSPAN PROJECT
14431 VENTURA BLVD., # 312
SHERMAN OAKS, CA, 91423-2606

NEW YORK'S FINESTINVESTIGATIONS, INC
1010 WORLD TRADE WAY, STE 369
NEW WINDSOR, NY, 12553

NEWPOINT GROUP
2555 3RD ST., STE. 215
SACRAMENTO, CA, 95818-1100

NEWPOINT MANAGEMENT, LLC
144 GREENBRIAR LN
LA PUENTE, CA, 91744-4742

NEWSOME CONSULTING
5221 S. HOOVER ST
LOS ANGELES, CA, 90037-3731

NORTHROP GRUMMAN IT
15010 CONFERENCE CENTER DRIVE
CHANTILLY, VA, 20151

NTS
5730 BUCKINGHAM PKWY
CULVER CITY, CA, 90230-6518

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

O'REILLY & ASSOCIATES
7530 SUNNYWOOD LN
LOS ANGELES, CA, 90046-1248

OMRD, INC
3953 MCCLUNG DR
LOS ANGELES, CA, 90008-2638

ON TIME PERSONNEL
12584 CENTRAL AVE., STE. C
CHINO, CA, 91710-3507

ONSITE AVIATION, LLC
6167 BRISTOL PKWY., STE. 200
CULVER CITY, CA, 90230-6642

ONSITE COMPANIES
6167 BRISTOL PKWY
CULVER CITY, CA, 90230-6610

ONSTAFF
530 W. DUARTE RD., UNIT. B
MONROVIA, CA, 91016-5360

ORBIS PARTNERS INC.
111 COLONNADE RD. N., SUITE 207
OTTAWA, ONTARIO, , K2E7M-3

ORGANIZATION/MANAGEMENT CONSUL
11193 W. YUCCA
LITTLETON, CO, 80125-9283

OUTSOURCE MEDICAL
1970 E. GRAND AVE., STE. 120
EL SEGUNDO, CA, 90245-5081

PACHECO WORKFORCE CONSULTING
6250 TELEGRAPH RD. #2106
VENTURA, CA, 93003

PARTNERS IN ENTERPRISE, INC.
1500 N. PASS AVE., STE. O
BURBANK, CA, 91505-2015

PARTNERSHIP CALIFORNIA, INC.
2026 ATLANTIC AVE
LONG BEACH, CA, 90806-4916

PARTNOW COMMUNICATIONS
4425 BAKER AVE. NW
SEATTLE, WA, 98107-4352

PAT WOODS ASSOCIATES, LTD, LLC
PO BOX 660171
SACRAMENTO, CA, 95866-0171

PDQ PERSONNEL SERVICES, INC.
777 S. FIGUEROA ST., STE. 2500
LOS ANGELES, CA, 90017-5857

PDQ PERSONNEL SERVICES, INC.
777 S. FIGUEROA ST., STE. 2500
LOS ANGELES, CA, 90017-5857

PEAK TECHNICAL SERVICES
6355 TOPANGA CANYON BLVD STE 410
WOODLAND HILLS, CA, 91367-2102

PEOPLEVU CORPORATION
4225 OCEANSIDE BLVD. # M141
OCEANSIDE, CA, 92056-3472

PERCEPTIVE ENTERPRISES, INC.
844 COLORADO BLVD SUITE 204
LOS ANGELES, CA, 90041

PERSONNEL DECISIONSINTERNATIONAL (PDI)
45 S. 7TH ST., STE. 2000
MINNEAPOLIS, MN, 55402-1625

PHENOMENAL AMBITIONSCONSULTANTS
9081 FM 78, STE. 102-131
CONVERSE, TX, 78109-1202

PHP PACIFIC INC
PREMIER HEALTHCARE PROFESSIONALS
8 STAR THISTLE
IRVINE, CA, 92604

PINAMAR CORP
11124 WASHINGTON BLVD
CULVER CITY, CA, 90232-3902

PLR & ASSOCIATES
P O BOX 90307
LOS ANGELES, CA, 90009-0307

POLICY STUDIES INC
999 18TH ST., STE. 1000
DENVER, CO, 80202-2499

POPULAR TECH
14151 NEWPORT AVE SUITE 204
TUSTIN, CA, 92780

POVERNY & ASSOCIATES
3215 ETTRICK ST
LOS ANGELES, CA, 90027-2503

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

POWERHOUSE BEHAVORIAL HEALTH
3250 WILSHIRE BLVD, #706
LOS ANGELES, CA, 90010

PRACTICAL DATA PROCESSING, INC
11515 ARTESIA BLVD
ARTESIA, CA, 90701-3852

PREMIER HEALTHCARE PROFESSIONA
2450 ATLANTA HIGHWAY, SUITE 601
CUMMINS, GA, 30040

PREMIER MARKETING SERVICES,INC.
222 FASHION LANE, SUITE 112
TUSTIN, CA, 92780

PRESTEMPSSEMPER INTERNATIONAL LLC
SEMPER INTERNATIONAL LLC
11968 AVIATION BLVD
INGLEWOOD, CA, 90304

PRIVATE I 4 U
PO BOX 156
WALNUT, CA, 91788-0156

PRO TEM SOLUTIONS INC
249 E. OCEAN BLVD., STE. 500
LONG BEACH, CA, 90802-8806

PROCUREMENT SERVICES ASSOC
61 CHILPANCINGO PKWY. # 2
PLEASANT HILL, CA, 94523-1300

PROFESSIONAL SELECTHEALTHCARE STAFFING, INC.
732E EDEN WAY. N., # 150
CHESAPEAKE, VA, 23320-2790

PROFESSIONAL STAFFING
950 FULTON AVE., STE. 230
SACRAMENTO, CA, 95825-4518

PROFIT BY SOLUTIONS, INC.
1521 NOGALES ST., STE. 8737
ROWLAND HEIGHTS, CA, 91748-9000

PROGRAMMERS, INC.
700 N. CENTRAL AVE., STE. 470
GLENDALE, CA, 91203-3225

PROGRESSIVE EMPLOYEE MANAGEMEN
2549 CAMERON AVE.
COVINA, CA, 91724-3924

PROMAC SOLUTION INC
9916 BUNDORAN DRIVE
AUSTIN, TX, 78717

PROPTIONS
PO BOX 12033
TALLAHASSEE, FL, 32317-2033

PSYCHOLOGICAL RESOURCES
10940 WILSHIRE BLVD., SUITE 1600
LOS ANGELES, CA, 90024

PSYCHOLOGICAL SERVICES INC
100 W. BROADWAY, STE. 1100
GLENDALE, CA, 91210-1216

PUBLIC HEALTH FOUNDATION
13200 CROSSROADS PKWY N, SUITE 135
INDUSTRY, CA, 91746

PUBLIC POLICY ASSOCIATES
134 LYELL STREET
LOS ALTOS, CA, 94022

PUBLIC SECTOR PARTNERS
3539 BRADSHAW ROAD, SUITE B-388,
SACRAMENTO, CA, 95827

PUBLLIC BIDS
333 FIRST ST., STE. K-212
SEAL BEACH, CA, 90740

QUADRANT MANAGEMENT SERVICES
700 S. FLOWER ST., STE. 1100
LOS ANGELES, CA, 90017-4113

QUANTEM ENTERPRISES
DBAUNIFORCE STAFFING SERVICES
9920 S. LA CIENEGA BLVD., STE. 103
INGLEWOOD, CA, 90301-4429

R SYSTEMS, INC.
5000 WINDPLAY DR., STE. 5
EL DORADO HILLS, CA, 95762-9319

R.L. KLEIN & ASSOCIATES
3939 ATLANTIC AVE., STE. 100
LONG BEACH, CA, 90807-3529

RALPH ANDERSON & ASSOCIATES
5800 STANFORD RANCH ROAD, STE 410
ROCKLIN, CA, 95765

RC ASSOCIATES STAFFING SERVICE
3701 STOCKER ST., STE. 200
LOS ANGELES, CA, 90008-5144

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

REALTY RESCUE REVIEW
24325 CRENSHAW BLVD., # 402
TORRANCE, CA, 90505-5349

REBUILDING THE VILLAGEFOUNDATION
PO BOX 7004
TORRANCE, CA, 90504-0904

RECANA SOLUTIONS
12200 FORD ROAD, SUITE 360
DALLAS, TX, 75234

RECOURSE COMMUNCIATIONS, INC.RCI
RECRUITMENT SOLUTIONS
550 HERITAGE DRIVE, JUPITER, FL,
33458

REED-SHAW ASSOCIATES, INC.
1954 HILLHURST AVENUE, SUITE 172,
LOS ANGELES, CA, 90027-2722

REMEDY INTELLIGENT STAFFING
3501 SEPULVEDA BLVD., STE. 101
TORRANCE, CA, 90505-2538

REMX TECHNOLOGY GROUP
700 S. FLOWER ST., STE. 1201
LOS ANGELES, CA, 90017-4114

RENOIR CORPORATION
15233 VENTURA BLVD
SHERMAN OAKS, CA, 91403-2201

RIDONE INCORPORATED
9907 WHITE OAK AVE., APT. 123
NORTHRIDGE, CA, 91325-4832

RJE CONSULTING
115 W 4TH ST, UNIT 412
LONG BEACH, CA, 90802

RNW CONSULTING, INC.
23548 CALABASAS RD., STE. 208
CALABASAS, CA, 91302-1343

ROBERT F. ZAMORA
16833 SOMERSET PL.
FONTANA, CA, 92336-1220

ROBERT HALF INTERNATIONAL INC.
10877 WILSHIRE BLVD., SUITE 400
WESTWOOD, CA, 90024

ROBERT HALF INTERNATIONAL INC.
865 SOUTH FIGUEROA ST, SUITE 2600
LOS ANGELES, CA, 90017

ROBERT J. SPIERER
23432 THORNEWOOD DR
SANTA CLARITA, CA, 91321-3953

ROBERT T. OLMOS
2120 E. LIVE OAK DRIVE
LOS ANGELES, CA, 90068

ROBERTSON & ASSOCIATES
3932 N. VIRGINIA RD., UNIT. 106
LONG BEACH, CA, 90807-2660

RRR CONSULTING
1622 E. CYRENE DR
CARSON, CA, 90746-2928

RULEMEISTER, INC.
13191 CROSSROADS PARKWAY, ST 295
INDUSTRY, CA, 91746

RYDEK COMPUTER PROFESSIONALS
100 CORPORATE POINTE, STE. 280
CULVER CITY, CA, 90230-8759

SAALEX SOLUTIONS INC.
920 HAMPSHIRE RD., STE. A35
WESTLAKE VILLAGE, CA, 91361-6086

S. C. MYERS & ASSOCIATES, INC
3615 WISCONSIN AVE. NW
WASHINGTON, DC, 20016-3007

SABER
12440 434TH AVE. SE
NORTH BEND, WA, 98045

SADDLER CONSULTING
4676 DON LORENZO DRIVE #E
LOS ANGELES, CA, 90008

SAMA CONSULTING
3685 W. MESA AVE
FRESNO, CA, 93711-6568

SANTA MONICA BAY RESTORATION
FOUNDATION
320 WEST 4TH STREET, SUITE 200
LOS ANGELES, CA, 90013

SATURN STAFFING SOLUTIONS, INC
2400 CHESTERWOOD DRIVE
LITTLE ELM, TX, 75068

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

SAVANCE, LLC
18292 MIDDLEBELT RD
LIVONIA, MI, 48152-5007

SCB CONSULTING
1030 S. MEYLER STREET
SAN PEDRO, CA, 90731

SCITECH LLC
2000 NE. JENSEN BEACH BLVD
JENSEN BEACH, FL, 34957-7238

SHANGHAI NOODLE COMPANY LLC
559 S. FAIR OAKS AVE., STE. 339
PASADENA, CA, 91105-2605

SHARF, WOODWARD & ASSOCIATESDBA SWA ACCOUNTANCYNOW
5900 SEPULVEDA BLVD., STE. 104
VAN NUYS, CA, 91411-2511

SHARON KINNEY
P.O. BOX 6325
BAKERSFIELD, CA, 93386-6325

SHIELD OF FAITH ECONOMIC DEVELOPMENT
1750 WEST HOLT AVENUE
POMONA, CA, 91768

SHUKUA BUSINESS CONSULTING
5042 WILSHIRE BLVD., # 408
LOS ANGELES, CA, 90036-4305

SILVER & ASSOC. CONSULTING INC
7322 S.W. FRWY., SUITE 400
HOUSTON, TX, 77074

SIMPSON & SIMPSONBUSINESS AND PERSONNEL SERVICE
3600 WILSHIRE BLVD., STE. 1710, , LOS ANGELES, CA, 90010-2621

SKILL SEEKERS
PO BOX 83603, , LOS ANGELES, CA, 90083-0603

SLAVIN MANAGEMENT CONSULTANTS
3040 HOLCOMB BRIDGE ROAD, #A-1, , NORCROSS, GA, 30071

SOFT TRAIN INCORPORATED
2932 SOUTH DAIMLER STREET, , SANTA ANA, CA, 92705

SOFTCONCEPTS, INC.
16662 SIMMONE LN., , HUNTINGTON BEACH, CA, 92647-4355

SOFTEX CORPORATION
20656 VENTURA BLVD., , WOODLAND HILLS, CA, 91364-2314

SOFTWARE SOLUTIONS GROUP, INC.
11099 S. LA CIENEGA BLVD., , LOS ANGELES, CA, 90045-6143

SOLUTION INFUSION LLC
11936 WEST 119TH STREET SUITE 108, , OVERLAND PARK, KS, 66213

SOLUTIONS II
P.O. BOX 55801, , LONG BEACH, CA, 90805

SOPHISTICATED TECHNOLOGIES
6300 VARIEL AVE., STE. H, , WOODLAND HILLS, CA, 91367-7763

SOURCETEK COMPANY
5100 WOODMAN AVE., APT. 20, , SHERMAN OAKS, CA, 91423-1307

SOUTHWESTERN COLLEGE/SES
900 OTAY LAKES ROAD, , CHULA VISTA, CA, 91910

SPRY CONTROL LLC
35 BUTLER STREET
IRVINE, CA, 92612

SS ALLIANCE, INCSUPPORT SERVICES
2708 45TH ST
HIGHLAND, IN, 46322-2903

STAFF SUPPORT, INC.
11835 W. OLYMPIC BLVD., STE. 1125
LOS ANGELES, CA, 90064-5001

STAR SOLUTION
13079 ARTESIA BLVD., STE. B101
CERRITOS, CA, 90703-1370

WPSEEE INFORMATION TECHNOLOGYSERVICES INTERNATIONAL
18040 MIDWAY RD., APT. 193
DALLAS, TX, 75287-6511

STEALTH PARTNERS, INC STEALTH DATA.ORG
3844 W CHANNEL ISLANDS BL #171, OXNARD, CA, 93035

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

STEVEN HIRSCH & ASSOCIATES
18837 BROOKHURST ST., STE. 209,
CENTENNIAL PLAZA
FOUNTAIN VALLEY, CA, 92708-7302

STI KNOWLEDGE, INC.
400 PERIMETER CENTER TERRACE,
SUITE 249
ATLANTA, GA, 30346

STOTT & ASSOCIATES
1469 RAMONA DRIVE
CAMARILLO, CA, 93010

STRATEGIC HR
4343 VON KARMAN AVE., # 200
NEWPORT BEACH, CA, 92660-2005

STRATEGIC PARTNERSHIPS INC.
6034 W. COURTYARD DR., STE. 100
AUSTIN, TX, 78730-5066

STRATEGIC WORKPLACE SOLUTIONS
2520 LA SALLE POINTE
CHINO HILLS, CA, 91709-4383

STREAMLINE TECHNOLOGY GROUP
9483 HAVEN AVE., STE. 104
RANCHO CUCAMONGA, CA, 91730-5802

SUCCEED IN AMERICA, LLC
55 MILL PLAIN ROAD, #31-8
DANBURY, CT, 06811

SUCCESSFACTORS, INC.
999 BAKER WAY, SUITE 500
SAN MATEO, CA, 94404

SUN MICROSOLUTIONS INC.
29 AVANZARE
IRVINE, CA, 92606

SUNBURST BUSINESS SOLUTIONS
15918 SUNBURST DR.
FONTANA, CA, 92336-1700

SUPERBTECH, INC.
5601 W. SLAUSON AVE., STE. 168
CULVER CITY, CA, 90230-6584

SUPERIOR DESIGN INTERNATIONAL,INC.
250 INTERNATIONAL DRIVE,
WILLIAMSVILLE, NY, 14221

SUSAN CURRAN
801 DRIFTWOOD AVE
BREA, CA, 92821-3553

SWENSON CONSULTING SERVICES
545 S. FIGUEROA STREET, #1214
LOS ANGELES, CA, 90071

SYMMETRY GROUP, LLC
27305 LIVE OAK RD., STE. 222 UNIT A
CASTAIC, CA, 91384-4520

T & R CONSULTING
219 W. CHERRY AVE
MONROVIA, CA, 91016-4009

TAC PROF STAFFING SERVEDP
CONTRACT SERVICES
888 WASHINGTON ST
DEDHAM, MA, 02026-6017

TAMA SMITH & ASSOCIATES,
INC.MANAGEMENT CONSULTANTS
1800 CENTURY PARK. E., STE. 600
LOS ANGELES, CA, 90067-1509

TASC/WEBSITES ANONYMOUS
2263 W. 24TH ST
LOS ANGELES, CA, 90018-1904

TAYLOR DANE PERSONNEL SERVICES,
INC.
345 N. LA BREA, STE. 208
LOS ANGELES, CA, 90036-2539

TECHEXEC PARTNERS, LLC
4570 VAN NUYS BLVD
SHERMAN OAKS, CA, 91403-2913

TECHLINK SYSTEMS INC.
8383 WILSHIRE BLVD, SUITE 745
BEVERLY HILLS, CA, 90211

TECHNOLOGY SOLUTION GROUP, INC
3228 GULFSTREAM CT
MATTHEWS, NC, 28105-7437

TEMPTREE
3987 CROSSRIDGE CT
THOUSAND OAKS, CA, 91360-2676

TESLOW GROUP
21010 SW BIRCH STREET, SUITE 272,
NEWPORT BEACH, CA, 92660-1900

THE AEON GROUP LLC
5777 W CENTURY BLVD., SUITE 1750
LOS ANGELES, CA, 90045-5695

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

THE AJAMENT PARTNERS
6824 LA TIJERA BOULEVARD #120
LOS ANGELES, CA, 90045

THE COMPANION GROUP INC.
19900 BEACH BLVD., STE. F
HUNTINGTON BEACH, CA, 92648-3769

THE CONTRERAS-SWEET COMPANY
355 S. GRAND AVE., STE. 4295
LOS ANGELES, CA, 90071-1560

THE EMPLOYMENT CENTER
418 E. OLIVE AVE
BURBANK, CA, 91501-2111

THE HIRING NURSE GROUPDELTEC TOTAL SOLUTION CORP.
2222 ARTESIA BLVD., STE. B
REDONDO BEACH, CA, 90278-3112

THE HR STATISTICAL GROUP
6774 KAISER AVE
FONTANA, CA, 92336-1559

THE KEMTAH GRTOUP, INC.
3077 FILTE CIRCLE, SUITE 6
SACRAMENTO, CA, 95827

THE LAXMI GROUP, INC
7777 CENTER AVE., STE. 290
HUNTINGTON BEACH, CA, 92647-3059

THE LEFLORE GROUP
8015 OCEAN VIEW AVE
WHITTIER, CA, 90602-2750

THE MANAGEMENT SOLUTIONS GROUP
972 S. GOODRICH BLVD
COMMERCE, CA, 90022

THE NEXT LEVEL CONSULTANTS
6709 LA TIJERA BLVD. SUITE 167
LOS ANGELES, CA, 90045

THE OCJ GROUP
5530 CORBIN AVE., STE. 112
TARZANA, CA, 91356-6048

THE REA COMPANY
PO BOX 869, 239 E. ALAMEDA STE 201
BURBANK, CA, 91503-0869

THE TEAMS GROUP
11114 AUTUMN MIST CV
MAGNOLIA, TX, 77354-6659

THE WENTWORTH COMPANY, INC.
479 W. 6TH ST
SAN PEDRO, CA, 90731-2657

THE WYSINGER COMPANY
5522 S. CHARITON AVE
LOS ANGELES, CA, 90056-1327

THINK-UP! INC.
1015 N. LAKE AVE., STE. 208
PASADENA, CA, 91104-4576

THINKING MINDS INC
3225 MCLEOD DR., STE. 100
LAS VEGAS, NV, 89121-2257

THIRD MILLENNIUM BUSINESSSYSTEMS, INC.
11601 WILSHIRE BLVD., STE. 500
LOS ANGELES, CA, 90025-1741

THIRST 4 KNOWLEDGE, INC.
4450 CALIFORNIA PL. PMB 350
LONG BEACH, CA, 90807-2229

THOMAS LENZO CONSULTING
2473 OSWEGO ST., APT. 10, ,
PASADENA, CA, 91107-4239

TIPS CONTRACT SERVICES
520 E. WEDDELL DR., STE. 14, ,
SUNNYVALE, CA, 94089-2120

TMI MANAGEMENT SYSTEMS, INC.
PO BOX 848
MARSHALLS CREEK, PA, 18335-0848

TMP WORLDWIDE
330 N. BRAND BLVD., #230
GLENDALE, CA, 91203-2308

TORIO LTD
22 W 051 BYRON AVE
ADDISON, IL, 60101

TRAJECTORY MANAGEMENT LTD
15202 HARTSOOK ST
SHERMAN OAKS, CA, 91403-1101

TRANSQUEST VENTURES
1875 CENTURY PARK. E., STE. 2040
LOS ANGELES, CA, 90067-2521

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

TRINITY PROFESSIONAL RECRUITME
6516 LAUREL STREET
CORONA, CA, 92880

TRUSTAFF TRAVEL NURSES
7767 MONTGOMERY ROAD, SUITE 200
CINCINNATI, OH, 45236-4255

TURNER CONSULTING, INC.
8370 W. CHEYENNE AVE 109-169
LAS VEGAS, NV, 89129

TURNER HOBBS ASSOCIATES
1104 WILLIAMS STREET
FORT COLLINS, CO, CO, 80524

TWO ROADS PROFESSIONAL RESOURC
5122 BOLSA AVE., SUITE 112
HUNTINGTON BEACH, CA, 92649

UNITED BUSINESS MANAGEMENT& ASSOCIATES
PO BOX 180454
LOS ANGELES, CA, 90018-9736

UNITED STAFFING ASSOCIATES
325 N. 2ND AVE., STE. B
UPLAND, CA, 91786-8301

UNIVERSAL HEALTHCARE STAFFING
3452 LAKE LYNDA DR., STE. 245
ORLANDO, FL, 32817-1481

USA PERSONNEL
850 COLORADO BLVD., STE. 104
LOS ANGELES, CA, 90041-1733

V PLATINUM CONSULTING OF CA LP
12750 MERIT DR SUITE 260
DALLAS, TX, 75251

VCG GROUP LLC (DBA CG GROUP)
25A CRESCENT DR., STE. 249, ,
PLEASANT HILL, CA, 94523-5501

VELOCITY STAFFING CORPORATION
2990 INLAND EMPIRE BLVD., STE. 112
ONTARIO, CA, 91764-4899

VENTURI STAFFING PARTNERS
350 S. GRAND AVE., STE. 1610
LOS ANGELES, CA, 90071-3484

VERTEX INFORMATION SYSTEMS INC
2634 S. 10TH AVE
ARCADIA, CA, 91006-5064

VIRTUAL PERFORMANCE LLC
6352 MULAN STREET
CORONA, CA, 92880

VISIONARY NTEGRATION PROFESSIONALS LLC
80 IRON POINT CIRLCE, SUITE 100,
FOLSOM, CA, 95630

VISTA HEALTH INFORMATION SRVCS
17303 FALDA AVE
TORRANCE, CA, 90504-2631

VOLT INFORMATION SCIENCES
970 W. 190TH ST., STE. 760
TORRANCE, CA, 90502-1060

W A HYNES & COMPANY INC
150 PROFESSIONAL CENTER DR., STE. D
ROHNERT PARK, CA, 94928-2148

WDA INTERMEDIARYWDA EMPLOYMENT SERVICES
18427 STUDEBAKER RD., APT. 219
CERRITOS, CA, 90703-5320

WEIDNER CONSULTING
1015 BEECAVE WOODS DR., STE. 207
AUSTIN, TX, 78746-6752

WESTERN EMPIRE INVESTIGATIONSINC
P.O. BOX 718
TUSTIN, CA, 92781-0718

WILCO MGMT INTL. INC-WILCOINVESTIGATIONS & CONSULTING
3731 WILSHIRE BLVD., SUITE 612
LOS ANGELES, CA, 90010-2877

WILLIAM AVERY ASSOCIATES, INC.
3 1/2 N. SANTA CRUZ AVE., STE. A
LOS GATOS, CA, 95030-5964

WORDTECHNOLOGY, INC.
9505 ARKANSAS ST
BELLFLOWER, CA, 90706-5715

WORK SKILLS FIRST, INC.
12305 COLLINSTONE PL.
GLEN ALLEN, VA, 23059-7105

WORKFORCE CONSULTING
325 CARLSON CT
VISTA, CA, 92083

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

WORKFORCE DEVELOPMENT GROUP
26452 LA TRAVIATA
LAGUNA HILLS, CA, 92653-7583

WORKING RELATIONSHIPS
16055 VENTURA BLVD., STE. 717
ENCINO, CA, 91436-2610

WORKPLACE TECHNOLOGIES
8150 N. CENTRAL EXPY., STE. 1100
DALLAS, TX, 75206-1815

ACCLAIM TECHNICAL SERVICES LLC
101 MAIN STREET STE 230
HUNTINGTON BEACH CA92648

ADVANCED INFO MGMT DBA SIM
PO BOX 391210
MOUNTAIN VIEW CA 94039-1210

AIRETEL STAFFING INC
PO BOX 915864
LONGWOOD FL 32791

ANNETTE PALAZUELOS INC DBA LIFELUNG
107 S FAIR OAKS AVE STE 215
PASADENA CA 91105

APPLEONE EMPLOYMENT SERVICES
2221 ROSECRANS AVE STE 126
EL SEGUNDO CA 90245

AREOL STAFFING SERVICE
6833 INDIANA AVE STE 101
RIVERSIDE CA 92506

CABAN RESOURCES LLC
15901 HAWTHORNE BLVD STE 320
LAWNDALE CA 90260

CEYCAL INC
6269 VARIEL AVE STE D
WOODLAND HILLS CA 91367

CWH MEDICAL STAFFING INC
20301 VENTURA BLVD STE 309
WOODLAND HILLS CA 91364

ESOURCE RESOURCES LLC
2701 ENTERPRISE DRIVE STE 202
ANDERSON IN 46013

FAY TECH SERVICES
PO BOX 1615
LOMITA CA 90717

FREEMAN ALTERNATIVE RESOURCES INC
881 DOVER DRIVE STE 200
NEWPORT BEACH CA 92663

HARMIN SERVICES NO 1 INC DBA HART
2982 E COLORADO BLVD STE 109-B
PASADENA CA 91107

IMPACT SOLUTIONS
100 WEST BROADWAY STE 600
LONG BEACH CA 90802

INTERNATIONAL WORD PROCESSING SERVICES
PO BOX 5053
DOWNEY CA 90241

JENN INTERNATIONAL INC DBA JENN
3250 WILSHIRE BLVD STE 926
LOS ANGELES CA 90010

KEYSOFT INTERNATIONAL INC
17326 EDWARDS RD STE A-230
CERRITOS CA 90703

MCGIL BARNES INC
44421 10TH STREET WEST STE E
LANCASTER CA 93534

ON TIME PERSONNEL
106 PALMETTO DR STE C
PASADENA CA 91105

PARTNERS IN DIVERSITY INC
PO BOX 654
SOUTH PASADENA CA 91031

PAT TAYLOR & ASSOCIATES INC
1101 17TH STREET NW #707
WASHINGTON DC 20036

TECHFORZA INC DBA TRIARIUS
8504 FIRESTONE BLVD STE 324
DOWNEY CA 92618

TOP TEMPO FUTURE
4727 WILSHIRE BLVD STE 200
LOS ANGELES CA 90010

TRANS COM SYSTEMS INC
385 SOUTH LEMON AVE E127
WALNUT CA 91789

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

VERDURA GROUP
2578 SARATOGA DRIVE
FULLERTON CA 92835

WC BARLOW & ASSOCIATES INC DBA FINESE
5652 AMETHYST AVENUE
ALTA LOMA CA 91737

360 DEGREES PROTECTION AGENCY
3780 KILROY AIRPORT WAY., STE. 200, , LONG BEACH, CA, 90806-2458

7-W INVESTIGATIONS, INC.
15051 LEFFINGWELL RD., STE. 206, ,
WHITTIER, CA, 90604-2159

A D YOUNG INVESTIGATIVE SVCS
12672 LIMONITE AVE., STE. 3E, #172, ,
CORONA, CA, 92880-4201

A-CHECK AMERICA INC.
2930 INLAND EMPIRE BLVD., STE. 105, , ONTARIO, CA, 91764-4802

FRANK HICKSFORENSIC DOCUMENT EXAMINER
100 OCEANGATE, STE. 670
LONG BEACH, CA, 90802-4367

ABSOLUTEBACKGROUNDS.COM
3875 ATHERTON RD
ROCKLIN, CA, 95765-3716

ACCESS STAFFING & SERVICES
1904 FRANKLIN ST., STE. 207
OAKLAND, CA, 94612-2929

ACCURATE C&S SERVICES, LLC
8726 SOUTH SEPULVEDA BOULEVARD STE E LOS ANGELES, CA, 90045

ACT 1 PERSONNEL STAFFING
16371 BEACH BLVD., STE. 237
HUNTINGTON BEACH, CA, 92647-4160

ACUSOURCE.NET
16 TECHNOLOGY DR., STE. 205
IRVINE, CA, 92618-2329

ADDICTION MEDICINE CONSULTANTS
PO BOX 8878
REDLANDS, CA, 92375-2078

ADVANCED MEDICAL PERSONNELSERVICES, INC. (AMPS)
9302 PRAIRIE VIEW DR
HIGHLANDS RANCH, CO, 80126-4005

ADVANTAGE TECHNOLOGYPROFESSIONAL RESOURCE
1914 ELISE WAY., APT. B
SANTA BARBARA, CA, 93109-1982

AGAPE EMPLOYMENT, INC.
7365 CARNELIAN STREET, SUITE 218
RANCHO CUCAMONGA, CA, 91730

AGOSTINI & ASSOCIATES NURSING SERVICE, 1150 MORAGA WAY SUITE 200
MORAGA, CA, 94556

ALLIANT DIAGNOSTICS, INC.
123 NW. 13TH ST., STE. 313,
BOCA RATON, FL, 33432-1645

ALLSTATE RECRUITING SERVICES
29019 MADRID PLACE
CASTAIC, CA, 91384

ALPHA AND OMEGA FOUNDATION ENTDBA: CORINTHIAN GROUP
517 N. MOUNTAIN AVENUE
UPALND, CA, 91786

ALTUS RECRUITING SOLUTIONS
2512 CHAMBERS RD., SUITE 101
TUSTIN, CA, 92780

AMERCARE INC.
475 W. CHANNEL ISLANDS BLVD., STE. 204 PORT HUENEME, CA, 93041-2134

AMERICAN ASSET PROTECTION
12241 BURBANK BLVD., APT. 214
NORTH HOLLYWOOD, CA, 91607-1738

AMERICAN DATABANK
820 16TH ST., STE. 870
DENVER, CO, 80202-3245

AMERICAN LABOR RESOURCES, LLC
PO BOX 3177, 5685 SHEEP CREEK,
WRIGHTWOOD, CA, 92397-3177

APEX STAFFING SERVICE
10935 FORDHAM CT
ALTA LOMA, CA, 91701-7511

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

APPLICANT BACKGROUND SEARCH
12293 STONECREEK CT
PARADISE, CA, 95969-4735

ARTHUR W STIP STIP'S
INVESTIGATIONS
376 E. AVOCADO CREST RD
LA HABRA HEIGHTS, CA, 90631

ASAP DRUG SOLUTIONS, INC.
1250 PACIFIC AVE
LONG BEACH, CA, 90813-3026

AVEN CARE PROVIDERSDUTY CALLS
12148 VICTORY BLVD., STE. 314
NORTH HOLLYWOOD, CA, 91606-3271

AVENUE STAFFING, INC
7000-57TH AVENUE N, SUITE 120
CRYSTAL, MN, 55428-3197

AXIS TECHNICAL GROUP, INC.
300 SOUTH HARBOR BLVD., SUITE 910
ANAHEIM, CA, 92805

AZTEC PRIVATE
INVESTIGATIONS,INC.
118 E. HUNTINGTON DR., STE. E
ALHAMBRA, CA, 91801-1054

B&V BACKGROUNDS
5970 VIA SANTANA
YORBA LINDA, CA, 92887-3417

BATZA & ASSOCIATES
25876 THE OLD RD., # 314
VALENCIA, CA, 91381-1711

BB&C ASSOCIATES QUAERE, INC
5901 WARNER AVENUE, UNIT 367
HUNTINGTON BEACH, CA, 92649

BERKHEMER/CLAYTON INC
221 S. FIGUEROA ST., STE. 240
LOS ANGELES, CA, 90012-2552

BLACK CROW ENTERPRISES
EXPRESS PERSONNEL SERVICES
87 E. GREEN STREET #304
PASADENA, CA, 91105

BIRMINGHAM INVESTIGATIONS
JAMES BIRMINGHAM
18806 SAN FELIPE ST
FOUNTAIN VALLEY, CA, 92708-7438

BRADLEY SECURITY &
DETECTIVEAGENCY
4660 EL CAJON BLVD STE 206
SAN DIEGO, CA, 92110

BRAINSHARE STAFFING
1621 N. 3RD ST., STE. 900
COEUR D ALENE, ID, 83814-3385

BRIGHTAM CONSULTING
668 N COAST HWY 405
LAGUNA BEACH, CA, 92651

C.A. & ASSOCIATES
P.O. BOX 292
ETIWANDA, CA, 91739

CAPITAL CASE PROJECT
DIVERSIFIED LEGAL SERVICES
19528 VENTURA BOULEVARD #520
TARZANA, CA, 91356

CAREERBASE.COM
6 VENTURE, SUITE 235
IRVINE, CA, 92618

CAREGIVERS OVERLOAD
PO BOX 61902, 215 W. 119TH STREET
LOS ANGELES, CA, 90061-7004

CARYL WINTER, A PROFESSIONAL
LAW CORPORATION
400 S. BEVERLY DRIVE, SUITE 214
BEVERLY HILLS, CA, 90212-4482

CDT, INC.
4510 E. PACIFIC COAST HIGHWAY,
STE #310
LONG BEACH, CA, 90804

CENTRAL DRUG SYSTEM, INC.
16560 HARBOR BLVD, SUITE A
FOUNTAIN VALLEY, CA, 92708

CHARTER STAFFING
4000 BARRANCA PKWY SUIT 250
IRIVNE, CA, 92604

CHERYL A DORSEY INVESTIGATIONS
PO BOX 1131
CORONA, CA, 92878-1131

CHIEF MEDICAL STAFFING
8200 WILSHIRE BLVD., SUITE 400
BEVERLY HILLS, CA, 90211

CHOICEPOINT
1000 ALDERMAN DR., MAIL DROP 70-
U, ALPHARETTA, GA, 30005-4101

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

CHOICEPOINT GOVERNMENT SERVICE
1410 SPRING HILL ROAD, SUITE 450
MCLEAN, VA, 22102

CHRIS LOOMIS CONSULTATIONSA PRIVATE INVESTIGATIONS FIRM
PO BOX 660351
ARCADIA, CA, 91006

CHRYSALIS CENTERCHRYSALIS WORKS
CHRYSALIS WORKS
1853 LINCOLN BLVD
SANTA MONICA, CA, 90404

CITY OF COMPTONCOMPTON CAREERLINK/CITY HALL
700 N. BULLIS ROAD
COMPTON, CA, 90221

CLUB STAFFING INC
5901 BROKEN SOUND PARKWAY #500
BOCA RATON, FL, 33487

COASTAL MEDICAL SERVICES, INC.
122 E. WALNUT AVE., STE. C
MONROVIA, CA, 91016-3449

COASTLINE PRVT. INVESTIGATIONS
305 NORTH HARBOR #302
FULLERTON, CA, 92832

COMMERCIAL PROGRAMMING SYSTEMS
4400 COLDWATER CANYON AVE STE 200
STUDIO CITY, CA, 91604-5039

CONTEMPORARY INFORMATION CORP.
42913 CAPITAL DRIVE, UNIT 101
LANCASTER, CA, 93535

CONTROL RISKS GROUP, LLC
550 S. HOPE ST., SUITE 2330
LOS ANGELES, CA, 90071-2632

CORESTAFF SERVICES
16133 VENTURA BLVD., STE. 880
ENCINO, CA, 91436-2438

COVENANT INDUSTRIES INC.
3455 S. NOGALES ST., STE. 135
WEST COVINA, CA, 91792-5102

COVENANT SECURITY & PATROL
P.O. BOX 292
ETIWANDA, CA, 91739-0292

CRAFT RESOURCES
220 S. PACIFIC COAST HWY., STE. 112
REDONDO BEACH, CA, 90277-3339

CREATIVE OXYGEN, LLC
3962 INCE BLVD
CULVER CITY, CA, 90232-2635

CSI STAFFING, LLC
18411 CRENSHAW BLVD., STE. 160
TORRANCE, CA, 90504-5051

CURIOUS EYE INVESTIGATIVE SERV
4300 10TH AVENUE
LOS ANGELES, CA, 90008

CUSTOM RESEACH SOLUTIONS
5450 KATELLA AVE., STE. 104
LOS ALAMITOS, CA, 90720-6803

DANIEL D. STEVENS, INC
7618 17TH AVENUE
HOWARD BEACH, NY, 11414

DANIEL S REIDDER
REIDDER INVESTIGATIONS
28045 CHARLES DRIVE
SANTA CLARITA, CA, 91350

DELOITTE & TOUCHE LLP
350 S. GRAND AVE
LOS ANGELES, CA, 90071-3406

DISCOVERY RESOURCES GROUP INC
556 SOUTH FAIR OAKS AVENUE
SUITE 143, PASADENA, CA, 91105

DIVERSIFIED RISK MANAGEMENT
5042 WILSHIRE BLVD., STE. 569
LOS ANGELES, CA, 90036-4305

DR ASSOCIATES INTERNATIONAL
PO BOX 2399
DAVIS, CA, 95617-2399

DRUG TESTING NETWORK, INC.
958 POSTAL WAY., STE. 6B
VISTA, CA, 92083-6991

DURAN AND PARRY
8335 WINNETKA AVE, SUITE 119
WINNETKA, CA, 91306

E-VERIFILE.COM
900 CIR 75 PKWY., STE. 600
ATLANTA, GA, 30339-3084

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

E-Z ACCESS STAFFING SERVICES
1055 STANISLAUS DRIVE
CORONA, CA, 92881

EAGLE GLEN INVESTIGATIONS
1824 PLAINFIELD WAY
CORONA, CA, 92883-0709

EB JACOBS, LLC
300 S. BURROWES ST
STATE COLLEGE, PA, 16801-4012

EDWARD H. DAVIS MEDIATION
5942 EDINGER AVE., STE. 113-226
HUNTINGTON BEACH, CA, 92649-1763

ELITE STAFFING SERVICES OF AZ
2702 N. 3RD ST., STE. 2002
PHOENIX, AZ, 85004-1130

ELLIOTT INVESTIGATIONS
BOX 6098
ALTADENA, CA, 91003

EMPLOYEE SCREENING SERVICES,
INC. D/B/A IRA JANE HURST
PO BOX 82113
LAFAYETTE, LA, 70598-2113

EVANS SECURITY TRAINING ACAD
1501 W. EL SEGUNDO BLVD
COMPTON, CA, 90222-1023

EXACT STAFF, INC.
3435 WILSHIRE BLVD., STE. 970
LOS ANGELES, CA, 90010-1913

FAY CRATON, LMFT
PO BOX 90193
LOS ANGELES, CA, 90009

FIRST ADVANTAGE
ENTERPRISESCREENING
CORPORATION
100 CARILLON PARKWAY, ST
PETERSBURG, FL, 33716

FIRST CALL STAFFING SERVICES
3511 P.C.H., SUITE E,
TORRANCE, CA, 90505

FIRST LEGAL INVESTIGATIONS
1517 W. BEVERLY BLVD
LOS ANGELES, CA, 90026

FORENSIC ENTOMOLOGY SERVICES
5434 REDLAND PLACE
SAN DIEGO, CA, 92115-2217

FRANCES NICHOLS
10468 ALTA LOMA DR
ALTA LOMA, CA, 91737-3847

GAILEY ASSOCIATES, INC.
P.O. BOX 5277
GARDEN GROVE, CA, 92846

GALAHAD PROTECTIVE SRVS, INC.
14320 VENTURA BLVD., # 612
SHERMAN OAKS, CA, 91423-2717

GARY KAPLAN & ASSOCIATES
201 S. LAKE AVE
PASADENA, CA, 91101-3004

GENESIS RESEARCH GROUP, INC.
7365 CARNELIAN ST., STE. 219
RCH CUCAMONGA, CA, 91730-1157

GEORGE E. JOHNSON (DBA)
MODICINVESTIGATIONS &
POLYGRAPH
PO BOX 3215
SEAL BEACH, CA, 90740-2215

GIBSON ARNOLD & ASSOCIATES INC
10 UNIVERSAL CITY PLZ., STE. 820
UNIVERSAL CITY, CA, 91608-1051

GLOBAL DRUG TESTING LABS, INC.
2201 N. GOVERNMENT WAY, SUITE C
COEUR D,ALENE, ID, 83814

GLOBAL DRUG TESTING SERVICES
38 W. MORTON AVE
PORTERVILLE, CA, 93257-2331

GORDON L. JOHNSONDBA
G.L.JOHNSON INVESTIGATIONS
4141 BALL ROAD, #387
CYPRESS, CA, 90630

GR8 INVESTIGATIVE SERVICES
23411 SUMMERFIELD, APT. 11K
ALISO VIEJO, CA, 92656-2844

GUMSHOE INVESTIGATIONS
P.O. BOX 661959
LOS ANGELES, CA, 90066-8759

HEALTHCARE CONSULTING, INC
OFFICE WORKSRX
18801 VENTURA BLVD STE. 205
TARZANA, CA, 91356-3343

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

HEALTHCARE PROS, INC.
4050 KATELLA AVE., SUITE 212
LOS ALAMITOS, CA, 90720-3434

HEALTHCARESEEKER.COM
612 MAIN STREET
BOONTON, NJ, 07005

HODSON AND ASSOCIATESINVESTIGATIONS
PO BOX 505
FULLERTON, CA, 92836-0505

HOWARD C. RILE JR
100 OCEANGATE, STE. 670
LONG BEACH, CA, 90802-4367

I.F.R.S. GROUP
7453 EL CAMPO CIR
BUENA PARK, CA, 90620-1702

IDEAL LABOR READY STAFFPROVIDER
171 N. LA BREA AVE., STE. 206
INGLEWOOD, CA, 90301-1246

IN DEMAND PROFESSIONAL SERVICE
19209 SCOBEY AVE
CARSON, CA, 90746-2013

INDEPENDENT LEGAL SUPPORT SVC
PO BOX 74373
LOS ANGELES, CA, 90004-0373

INFOMART
1582 TERRELL MILL ROAD
MARIETTA, GA, 30067

INFORMED CHOICEINFORMATION SERVICES
17547 VENTURA BLVD., SUITE 205
LOS ANGELES, CA, 91316

INFORMED CHOICE, LLC
PO BOX 7
CANOGA PARK, CA, 91303

INNOVATIVE EDUCATIONAL SYSTEMS
2301 W. IMPERIAL HWY
INGLEWOOD, CA, 90303-3322

INQUIRIES, INC.
129 N. WEST
EASTON, VA, 21601

INTEGRA TEST
333 S. MAGNOLIA AVE
ANAHEIM, CA, 92804

INTEGRITY INVESTIGATIONS INC
INTEGRITY ENTERPRISES, PO BOX 1106, RANCHO CUCAMONGA, CA, 91729

INVESTIGATION CENTER
5201 GAGE AVE., STE. 206
BELL, CA, 90201-1549

J. MICHAEL BELL & ASSOCIATES
215 E. ORANGETHORPE AVE., # 143
FULLERTON, CA, 92832-3017

JERLOW & ASSOCIATES
3128 E. CHAPMAN AVE., # 130
ORANGE, CA, 92869-3708

JJ & ASSOCIATES
12188 CENTRAL AVE., # 309
CHINO, CA, 91710-2420

JK BENN & ASSOCIATES INC BENN & ASSOCIATES
2570 N. SANTIAGO BLVD, SUITE A
ORANGE, CA, 92867

JL HEALTHCARE ASSOCIATES
7245 REDDEN WAY. NE
LANESVILLE, IN, 47136-8101

JMN INVESTIGATIONS, LLC
5 1/2 W. PINE STREET, SUITE 6
LODI, CA, 95241

JOB1USA
701 JEFFERSON AVE
TOLEDO, OH, 43604

JOHN REZA
11221 LONG BEACH BLVD., SUITE 102
LYNWOOD, CA, 90262

JP ALTERNATIVE STAFFING CORP
4421 W. RIVERSIDE DR., STE. 212
BURBANK, CA, 91505-4051

JUSTICE FOR ALL
14584 BASELINE AVE., STE. 300-333
FONTANA, CA, 92336-1646

JUSTUS INVESTIGATIONS
4118 MARIA COURT
CHINO, CA, 91710

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

KC & CO, INCKC STAFFING
4345 E. LOWELL ST., STE. N
ONTARIO, CA, 91761-2224

KEITH-THOMAS SECURITY CORP.
7047 OWENSMOUTH AVE
CANOGA PARK, CA, 91303-2006

KROLL BACKGROUND AMERICA
1900 CHURCH ST., STE. 400
NASHVILLE, TN, 37203-2287

KROLL FACTUAL DATA, INC.
5200 HAHNS PEAK DR
LOVELAND, CO, 80538

KROLL LABORATORY SPECIALISTS,INC.
1111 NEWTON STREET
GRETNA, LA, 70053

LA BUSINESS PERSONNEL, INC.
3325 WILSHIRE BLVD., SUITE 805
LOS ANGELES, CA, 90010

LA LIVE SCAN
18663 VENTURA BLVD, SUITE 215
TARZANA, CA, 91356

LABCORP
5601 OBERLIN DR., SUTIE 100
SAN DIEGO, CA, 92121-3747

LARSEN,WHITNEY,BLECKSMIH & ZILLIACUS
888 W. 6TH ST., STE. 500
LOS ANGELES, CA, 90017-2734

LEAD STAFFING CORPORATION
2694 E GARVEY AVE SOUTH, PMB # 397, WEST COVINA, CA, 91791

LEGACY LOCUM TENENS LLC
3650 MANSELL ROAD, SUITE 500
ALPHARETTA, GA, 30022

LEGAL PLUS AGENCY, INC.
8500 WILSHIRE BLVD., STE. 1006
BEVERLY HILLS, CA, 90211-3108

LHA SERVICES
10342 KURT ST
SYLMAR, CA, 91342-6933

LLORENTE INVESTIGATIONS, INC.
7400 CENTER AVE., STE. 212
HUNTINGTON BEACH, CA, 92647-3086

LOFFREDO & ASSOCIATES
141 S. LAKE AVE., STE. 140
PASADENA, CA, 91101-4947

M & S INVESTIGATION
1159 LINDEN AVE #1, P.O. BOX 557,
VERDUGO CITY, CA 91046
GLENDALE, CA, 91201

M. WOODS INVESTIGATIONS
1237 VIA ESPERANZA
SAN DIMAS, CA, 91773-4230

MADINC LLC
5274 W. PICO BLVD., SUITE 212
LOS ANGELES, CA, 90019

MAPSTAFFING, LLC
120 E. OKLAHOMA ST
HENNESSEY, OK, 73742-1531

MARC AGENCY, INC.
1240 E. ONTARIO AVE., STE. 102-140
CORONA, CA, 92881-8671

MARINO AND ASSOCIATES
26642 TORREY PINES DRIVE
NEWHALL, CA, 91321

MARTIN PROGRESSIVE
1960 E. GRAND AVE
EL SEGUNDO, CA, 90245-5000

MCDONNELL INVESTIGATIONS
14536 BOOTS LN
FONTANA, CA, 92336-0184

MED SOURCE
6133 BRISTOL PKWY., STE. 273
CULVER CITY, CA, 90230-6628

MEDDIRECT, INC.
10929 OLD HIGHWAY 71
FORT SMITH, AR, 72916-8160

MEDITECH INTERNATIONAL
16291 COUNTESS DR., UNIT. 318, ,
HUNTINGTON BEACH, CA, 92649-1939

MEDSOURCE GROUP
11555 HERON BAY BLVD., STE. 308
CORAL SPRINGS, FL, 33076-3361

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

MICHAEL D. SPARKSDBA MIKE SPARKS INVESTIGATIONS
4141 BALL ROAD #387
CYPRESS, CA, 90630

MILES INVESTIGATIONS, INC
PO BOX 90759
LONG BEACH, CA, 90809-0759

MONSTER WORLDWIDETMP
24411 RIDGE ROUTE DRIVE SUITE 100
BLDG B,
LAGUNA HILLS, CA, 92653-7918

MRSIMGMT RESOURCE SOLUTIONS INC
558 SAINT CHARLES DR., STE. 110, ,
THOUSAND OAKS, CA, 91360-3967

NATIONAL CREDIT REPORTING
6830 VIA DEL ORO, STE. 105
SAN JOSE, CA, 95119-1353

NAVETRET, INC.
3744 COUNTRYSIDE LN
LONG BEACH, CA, 90806

NET CHECK INVESTIGATIONS
26523 N. HUNTSWOOD LANE
SANTA CLARITA, CA, 91387

NIKOLAS JAMES INVESTIGATIONS
1249 SO. DIAMOND BAR BLVD. #423
DIAMOND BAR, CA, 91765

NORCHEM LABORATORIES
PO BOX 70000, 2016 N. 4TH ST., STE
FLAGSTAFF, AZ, 86003-7000

NORTON MEDICAL INDUSTRIES
6265 SEPULVEDA BLVD SUITE 13
VAN NUYS, CA, 91411-1121

OFFICE RESOURCES
220 S. PACIFIC COAST HWY., STE. 110
REDONDO BEACH, CA, 90277-3339

ON THE QT
22508 6TH STREET, SUITE B
NEWHALL, CA, 91321

ON TIME PERSONNEL
12584 CENTRAL AVE., STE. C
CHINO, CA, 91710-3507

ONE SOURCE CAREERS, LLC
8726 S. SEPULVEDA BLVD., STE. D
LOS ANGELES, CA, 90045-4082

PACIFIC OASIS SYSTEMS INC
1028 N. LAKE AVE, SUITE 206
PASADENA, CA, 91104

PAUL A. STEMMLERPRIVATE INVESTIGATIVE SERVICES
4712 PASEO TORTUGAS
TORRANCE, CA, 90505-6336

PERSONNEL STRATEGIES, INC.
23 MAUCHLY SUITE 111
IRVINE, CA, 92618

PEXIS CORPORATION
3659 INDIA STREET, SUITE 201
SAN DIEGO, CA, 92103-4767

PHILLIP J. BURRUEL & ASSOCIATE
4201 WILSHIRE BLVD., STE. 401
LOS ANGELES, CA, 90010-3612

PHOENIX ENGINEERING CO INC.
2220 GLADWICK STREET
DOMINGUEZ HILLS, CA, 90220-6204

PINNACLE INVESTIGATIONS CORP
5805 E. SHARP AVENUE, SUITE 2
SPOKANE VALLEY, WA, 99212

PRE-EMPLOY.COM, INC.
2301 BALLS FERRY ROAD
ANDERSON, CA, 96007

PRECISE FIT, LLC
10940 WILSHIRE BLVD, SUITE 600
WESTWOOD, CA, 90024

PREFERRED TEMPORARY SERVICES
701 PALOMAR ROAD # 300
CARLSBAD, CA, 92009

PRO STAFF
8383 WILSHIRE BLVD., STE. 99
BEVERLY HILLS, CA, 90211-2401

PROACTIVE WORK HEALTH CENTERS
43835 10TH STREET WEST
LANCASTER, CA, 93534

PROFESSIONAL EACCESS NETWORK
5217 MARINA PACIFICA DR
LONG BEACH, CA, 90803

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

PROFESSIONAL REGISTRY NETWORK
PROFESSIONAL REGISTRY STAFFING
1187 N. RED GUM
ANAHEIM, CA, 92806

PROFESSIONAL TEMPORARIES
701 PALOMAR AIRPORT RD., STE. 300
CARLSBAD, CA, 92009-1028

PROTOCOL AGENCY, INC.
2659 TOWNSGATE ROAD, SUITE 203
WESTLAKE VILLAGE, CA, 91361

Q STAFFING SERVICES
127 W. BADILLO ST., STE. C
COVINA, CA, 91723-2054

QUEST DIAGNOSTICS
10101 RENNER BLVD
LENEXA, KS, 66219-9752

QUIK TRAVEL STAFFING
150 E OLIVE AVE
BURBANK, CA, 91502

R. CURTIS STEWART AND ASSOCIAT
1143 N. CENTRAL AVE., # 433
GLENDALE, CA, 91202-2505

RED CELL INVESTIGATIVE GROUPLLC
34428 YUCAIPA BLVD., SUITE E241
YUCAIPA, CA, 92399

REDLINE RISK MANAGEMENT,INC.
18090 BEACH BLVD., STE. 1
HUNTINGTON BEACH, CA, 92648

REED ELSEVIER
9443 SPRINGBORO PIKE
MIAMISBURG, OH, 45342

REID LONDON HOUSE
1 N. DEARBORN ST., STE. 1600
CHICAGO, IL, 60602-4331

RESEARCH FOR YOU
10929 FIRESTONE BLVD., # 1
NORWALK, CA, 90650-2289

RESEDA SUBSTANCE
ABUSETREATMENT CENTER
8745 PARTHENIA PL., STE. 4
NORTH HILLS, CA, 91343-5157

RESOURCE UNLIMITED
7049 N. FAIRCHILD CR
MILWAUKEE, WI, 53217

RHINO MEDICAL SERVICES
2000 E LAMAR BLVD, STE 780
ARLINGTON, TX, 76006

RHINO RECRUITING
13428 MAXELLA AVE., STE. 419
MARINA DEL REY, CA, 90292-5620

RHUMBLINE LEGAL SOLUTIONS, LLC
624 S. GRAND AVE., STE. 2900
LOS ANGELES, CA, 90017-3881

RICHARD L. BUHLER
15404 LOS ROBLES AVE
HACIENDA HEIGHTS, CA, 91745-2719

RICHARDSON & ASSOC CONSULTING, LLC
CONSULTING, LLC,
2639 UMSTEAD RD
DURHAM, NC, 27712

RIDONE INCORPORATED
9907 WHITE OAK AVE., APT. 123
NORTHRIDGE, CA, 91325-4832

RODBAT MANAGEMENT, INC.
10535 PARAMOUNT BLVD., STE. 201
DOWNEY, CA, 90241-2404

RIGHTSOURCE PARTNERS, INC
730 S. TERRI ANN DR
WEST COVINA, CA, 91791-2765

ROSS HEALTH CARE CLINIC
2442 S. ATLANTIC BLVD
LOS ANGELES, CA, 90040-1244

RRPI INSURANCE SERVICES, INC.
17316 EDWARDS RD., STE. 235
CERRITOS, CA, 90703-2450

SAFETY INVESTIGATIVE SERVICES,
28494 WESTINGHOUSE PLACE
VALENCIA, CA, 91355

SAGE STAFFING
520 W. PALMDALE BLVD., STE. J
PALMDALE, CA, 93551-4230

SALES PLACEMENT
6415 MELODY LN., APT. 2037
DALLAS, TX, 75231-7686

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOY. SVS.
14241 E. FIRESTONE BLVD SUITE 300
LA MIRADA, CA, 90638

SCIENTIFIC TESTING LABORA-TORIES
463 SOUTHLAKE BLVD
RICHMOND, VA, 23236-3044

SECURE EMPLOYEE INVESTIGATIONS
551 CRESTVIEW DR
GLENDORA, CA, 91741-2942

SHARP INVESTIGATIVE SEVICES
6320 VAN NUYS BLVD., STE. 400
VAN NUYS, CA, 91401-2694

SHAW, SEGRAVES & ASSO.
21601 DEVONSHIRE ST #317
CHATSWORTH, CA, 91311

SKILLSTORM,INC.
6540 LUSK BLVD., STE. C155
SAN DIEGO, CA, 92121-5789

SMITH & ASSOCIATES
3826 MONTEITH DR., STE. 300
LOS ANGELES, CA, 90043-1747

SNELLING PERSONNEL SERVICES
1801 AVENUE OF THE STARS, SUITE 224
LOS ANGELES, CA, 90067

SOLUTIONS STAFFING
6033 CLEVELAND AVE
COLUMBUS, OH, 43231-2256

SOR SERVICES INC
16787 BEACH BLVD #340
HUNTINGTON BEACH, CA, 92647

SO CAL MED LEGAL CONSULTANTS, INC
1500 PACIFIC COAST HWY.STE D
P.O. BOX 727
SEAL BEACH, CA, 90740-6249

SOUTHWEST OFFICE SOLUTIONS INC
6393 SUNSET RD
JOSHUA TREE, CA, 92252-2361

SPHERION CORPORATION
4727 WILSHIRE BLVD., STE. 204
LOS ANGELES, CA, 90010-3874

SPHINX GROUP
22156 SHERMAN WAY, SUITE G
WEST HILLS, CA, 91303

SPRINGBOARD INC.
PO BOX 3803
CAREFREE, AZ, 85377-3803

SS ALLIANCE, INCSUPPORT SERVICES
2708 45TH ST
HIGHLAND, IN, 46322-2903

STAFF DEPOT, INC.
1010 N HACIENDA BLVD
LA PUENTE, CA, 91744

STANDARD MEDICAL STAFFINGCORPORATION CORPORATION, 4969
WEST ADAMS BLVD
LOS ANGELES, CA, 90016

STANSEL INVESTIGATIONS, INC
1620 CENTINELA AVE., STE. 202
INGLEWOOD, CA, 90302-1091

STARSIDE SECURITY & INVEST.,
1930 S. BREA CANYON RD., STE. 220
DIAMOND BAR, CA, 91765-4011

STEVEN BECKMAN INVESTIGATIONSPAUL CHANCE PRIVATE INVEST
PAUL CHANCE PRIVATE INVEST
P.O. BOX 8565
RIVERSIDE, CA, 92515

STEWART INVESTIGATIVE SERVICES
10532 ACACIA ST., STE. B4
RANCHO CUCAMONGA, CA, 91730-5455

STRATEGIC SYSTEMS GROUP, INC
2541 MONROE AVE., STE. 304
ROCHESTER, NY, 14618-3123

SURAE AND SUORE NURSING INC
11015 PARAMOUNT BLVD., STE. 1
DOWNEY, CA, 90241-3662

TALEMED
403 LOVELAND MADEIRA RD
LOVELAND, OH, 45140

TEAM MATTSON INVESTIGATIONS
2461 E. ORANGETHORPE AVE., STE. 219 FULLERTON, CA, 92831-5302

TEAM-ONE EMPLOYMENT SPECIALIST
2999 OVERLAND AVE., STE. 130
LOS ANGELES, CA, 90064-4256

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

TECHNICAL WORKS, INC.
13200 CROSSROADS PKWY N, SUITE 260
INDUSTRY, CA, 91746

TECHRP
750 OLD HICKORY BLVD., STE. 110
BRENTWOOD, TN, 37027-4509

THE BERMUDEZ GROUP, INC.
7700 IRVINE CENTER DRIVE, SUITE 800 IRVINE, CA, 92618

THE CENTURION GROUP
5435 CAHUENGA BLVD., STE. B
NORTH HOLLYWOOD, CA, 91601-2948

THE CITADEL GROUP LP
6580 SEA COVE DRIVE
RANCHO PALOS VERDES, CA, 90275

THE DIAZ GROUP
PO BOX 3871
MONTEBELLO, CA, 90640-9171

THREAT MANAGEMENT & PROTECTIONINC.
PO BOX 5640
HUNTINGTON BEACH, CA, 92615-5640

TINA TUROCI
23 SAGEBRUSH WAY
AZUSA, CA, 91702

TINY PLANET INC
4433 E VILLAGE RD, SUITE B AND C
LONG BEACH, CA, 90808

TRACERS INFORMATION SPECIALIST
4538 COMMERCIAL WAY
SPRING HILL, FL, 34606-1957

TRANSMETRON
1725 SOUTH 1700 EAST
SALT LAKE CITY, UT, 84108

TRANSPLACE COMPLIANCE SERVICES
5800 GRANITE PKWY., STE. 1000
PLANO, TX, 75024-6619

TREATMENT ASSESSMENTSCREENINNG CENTER, INC.
2234 N. 7TH ST
PHOENIX, AZ, 85006-1651

TRELLIS TECHNOLOGY SOLUTIONSLLC
529 N MCKINLEY STREET, SUITE 104-128, CORONA, CA, 92879

TS LEGAL & PLACEMENT, INC.
523 W. 6TH ST., STE. 520
LOS ANGELES, CA, 90014-1225

TWO BEST HEADS INC
PO BOX 7437
SAN BERNARDINO, CA, 92411-0437

UNIFIED TECHNICAL, INC.
23172 PLAZA POINTE DR., STE. 240
LAGUNA HILLS, CA, 92653-1477

UNIVERSITY OF SAN DIEGO
5998 ALCALA PARK
SAN DIEGO, CA, 92110-2492

US INVESTIGATIONS SERVICES LLC
SPECIAL INVESTIGATION UNIT
126 LINCOLN AVENUE
GROVE CITY, PA, 16127

US SEARCH
600 CORPORATE PT SUITE 220
CULVER CITY, CA, 90230

USA EXPRESS ENTERPRISES LLC
12500 RIVERSIDE DR., STE. 203
STUDIO CITY, CA, 91607-3440

USA-FACT, INC.
6200 BOX SPRINGS BLVD
RIVERSIDE, CA, 92507-0723

VEDIOR NORTH AMERICA, LLCCLINICAL ONE
CLINICAL ONE,
60 HARVARD MILL SQUARE
WAKEFIELD, MA, 01880

VERIFY IT FIRST
13910 SAYRE STREET STE 8
SYLMAR, CA, 91342

VOLT SERVICES GROUP
3055 WILSHIRE BLVD., STE. 100
LOS ANGELES, CA, 90010-1118

W.C. BARLOW & ASSOCIATESDBA FINESSE PERSONNEL ASSOC.
11030 ARROW RTE., STE. 204
RANCHO CUCAMONGA, CA, 91730-4837

WATSON AGENCY INC.
75 MALAGA COVE PLAZA, STE. 4
RANCHO PALOS VERDES, CA, 90275

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PROPOSER'S LIST

WESSIDE DETECTIVES
6230 WILSHIRE BLVD., # 59
LOS ANGELES, CA, 90048-5104

WEST SHIELD INVESTIGATIONS
3857 BIRCH STREET, SUITE 208
NEWPORT BEACH, CA, 92660

WESTERN TEMPORARY SERVICES
150 S. LOS ROBLES AVE., STE. 680
PASADENA, CA, 91101-4633

WINMED MEDICAL STAFFING, INC.
500 S. MAIN STREET, SUITE 560
ORANGE, CA, 92868

WORK TRAINING PROGRAMS, INC.
PO BOX 7184
BURBANK, CA, 91510-7184

YOAKUM INVESTIGATIONS
350 S. FIGUEROA ST., STE. 137
LOS ANGELES, CA, 90071-1103

ATTACHMENT B

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION SUMMARY

Contractor	AppleOne Employment Services	Library Associates Companies	Alpha Professional Resources, Inc.	Partners In Diversity, Inc.
Total Number of Employees in Firm	**1,761 Nationwide**	**181**	**10**	**7**
Owners/Partner/Assoc. Partners				
Black/African American			1	
Hispanic/Latin American			1	1
Asian or Pacific Islander				
American Indian				
Filipino				
White	1	1		1
Total	**1**	**1**	**2**	**2**
Women (should be included in counts above and also reported here separately).	0	1	0	2
Managers				
Black/African American	33	1		
Hispanic/Latin American	43		1	1
Asian or Pacific Islander	46	2		
American Indian	5			
Filipino				
White	262	17	1	
Total	**389**	**20**	**2**	**1**
Women (should be included in counts above and also reported here separately).	**275**	**14**	**1**	**1**
Staff				
Black/African American	127	27	0	
Hispanic/Latin American	305	15	2	3
Asian or Pacific Islander	161	16		
American Indian	51	1		
Filipino	3			
White	726	101	4	1
Total	**1,246**	**133**	**6**	**4**
Women (should be included in counts above and also reported here separately).	**1,044**	**82**	**3**	**3**
Percentage of Ownership				
Black/African American			50%	
Hispanic/Latin American			50%	50%
Asian or Pacific Islander				
American Indian				
Filipino				
White	100%	100%		50%
Total	**100%**	**100%**	**100%**	**100%**
Women (should be included in counts above and also reported here separately).	0%	100%	0%	100%
Current Certification as Minority/Women-Owned Firm				
State of California	*	*	X	*
City of Los Angeles	*	*	*	*
Federal Government	*	*	X	*
County of Los Angeles	*	*	*	X

*Did not provide information on CBE form.

Figures are based on information received from bidders on their proposals. Therefore, some columns may not add to the correct totals.

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

APPLEONE EMPLOYMENT SERVICES

FOR

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

CONTRACT PROVISIONS
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

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CONTRACT PROVISIONS
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G	JURY SERVICE ORDINANCE
H	SAFELY SURRENDERED BABY LAW

UNIQUE EXHIBITS

I	**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**
J	**IRS NOTICE 1015**

CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
APPLEONE EMPLOYMENT SERVICES
FOR
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL
LIBRARIAN PERSONNEL SERVICES

This Contract and Exhibits made and entered into this ___ day of _____, 2008 by and between the County of Los Angeles, hereinafter referred to as County and **AppleOne Employment Services**, hereinafter referred to as Contractor. **AppleOne Employment Services** is located at **990 Knox Street, Torrance, CA 90502**.

RECITALS

WHEREAS, the County may contract with private businesses for Temporary Professional and Paraprofessional Librarian Personnel Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Temporary Professional and Paraprofessional Librarian Personnel Services; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, and J are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

1.1 EXHIBIT A - Statement of Work

1.2 EXHIBIT B - Pricing Schedule

1.3 EXHIBIT C - Contractor's EEO Certification

1.5 EXHIBIT D - County's Administration

1.6 EXHIBIT E - Contractor's Administration

1.7 EXHIBIT F - Forms Required at the Time of Contract Execution

1.8 EXHIBIT G - Jury Service Ordinance

1.9 EXHIBIT H - Safely Surrendered Baby Law

Unique Exhibits:

Health Insurance Portability and Accountability Act (HIPAA) Agreement

1.10 EXHIBIT I - Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

1.11 EXHIBIT J - Internal Revenue Services Notice No. 1015

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-section 8.1 – Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as

used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 Contract: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A - Statement of Work.

2.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.

2.3 Contractor Project Manager: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.4 County: Los Angeles County Department of Public Library.

2.5 County Contract Project Director: The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.

2.6 County Contract Project Manager: The individual designated by the County Contract Project Director to manage the operations under this Contract.

2.7 County Contract Project Monitor: The individual designated to oversee the day to day activities of this Contract. They are responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.8 County Librarian: Director of Los Angeles County Department of Public Library.

2.9 Day(s): Business day(s) unless otherwise specified.

2.10 Fiscal Year: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.11 Library: Los Angeles County Department of Public Library

2.12 Library Assistant: An individual who performs routine paraprofessional library tasks to assist professional Librarians.

2.13 Paraprofessional: An individual who supports Library staff, known in the County as a Library Assistant with completion of two (2) years of college, including six (6) units of technical library course work, who under the

direction of a professional Librarian performs clerical and some designated professional tasks in the library. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

2.14 Professional: An individual with a Master of Library Science degree from an accredited college or university or completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be **three (3)** years commencing after execution by the County's Board of Supervisors (Board), unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County shall have the sole option to extend this Contract term for up to **two (2)** additional one (1) year periods and **six (6)** month to month extensions, for a maximum total Contract term of five (5) years and six (6) months. Each such option and extension shall be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

4.3 The Contractor shall notify the County when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the County at the address herein provided in *Exhibit D - County's Administration*.

5.0 CONTRACT SUM

5.1 The maximum contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of the Services specified herein in accordance with *Exhibit B - Pricing Schedule*, and shall not exceed **six hundred thousand dollars and zero cents ($600,000.00)** for each year of this Contract, except as set forth in Sub-section 8.1 – Amendments.

5.2 The Contractor will be paid the proposed bill rate in approximately forty-five (45) business days in arrears, after submission of invoices. Approval of invoices submitted will be subject to auditing requirements of the County.

5.3 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.4 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the County at the address herein provided in *Exhibit D - County's Administration*.

5.5 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment, it shall immediately notify the County and shall immediately repay all such funds

to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.6 Invoices and Payments

5.6.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A - Statement of Work* and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in *Exhibit B - Pricing Schedule*, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.6.2 The Contractor's invoices shall be priced in accordance with *Exhibit B - Pricing Schedule*.

5.6.3 The Contractor's invoices shall contain the information set forth in *Exhibit A - Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.6.4 The Contractor shall submit the weekly/monthly invoices to the County in arrears for services provided with a copy of each employee's timesheet.

5.6.5 All invoices under this Contract shall be submitted in two (2) copies to the following address:

Los Angeles County Department of Public Library
Contract Services Unit
7400 E. Imperial Highway, Room 206
Downey, CA 90242

5.6.6 County Approval of Invoices. All invoices submitted by the Contractor for payment must have the written approval of the

County Contract Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6.7 Local Small Business Enterprises – Prompt Payment Program *(if applicable)*

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following Sub-paragraphs is designated in *Exhibit D - County's Administration*. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Contract Project Director

The Responsibilities of the County Contract Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to the County policy, information requirements, and procedural requirements.

6.2 County Contract Project Manager

The responsibilities of the County Contract Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The County Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

6.3 County Contract Project Monitor

The County Contract Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The County Contract Project Monitor reports to the County Contract Project Manager.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

CONTRACTOR'S ADMINISTRATION

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in *Exhibit E – Contractor's Administration*. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with County Contract Project Manager and County Contract Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager must have **three (3)** years of documented experience.

7.1.4 The Contractor's Project Manager shall be able to affectively communicate in the English language.

7.2 Approval of Contractor's Employees

The County has the absolute right to approve or disapprove all of the Contractor's employees performing work hereunder and any proposed changes in the Contractor's employees, including, but not limited to, the Contractor's Project Manager.

7.3 Contractor's Employee Identification

All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The County bears all expense of the badging.

7.3.1 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor's employees may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.3.2 The Contractor shall notify the County within one business day when an employee is terminated from working under this Contract. The Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has

terminated employment with the Contractor.

7.3.3 If the County requests the removal of Contractor's employee, the Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.

7.4 Employee Criminal Records

No personnel employed by the Contractor and providing the services herein shall have a criminal conviction record or pending criminal trial for bribery, fraud, receiving stolen property, robbery, embezzlement, theft or forgery, unless such record has been disclosed and employment of the employee for this service has been approved in writing by the County.

7.5 Background and Security Investigations

7.5.1 All Contractor's employees performing work under this Contract shall undergo and pass, to the satisfaction of the County, a background investigation, as a condition of beginning and continuing to work under this Contract. The County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the expense of the County, regardless if the Contractor's employee passes or fails the background clearance investigation.

7.5.2 The County may request that the Contractor's employee be immediately removed from working on the County Contract at any time during the term of the Contract. The County will not provide to the Contractor nor to the Contractor's employees, any information obtained through the County conducted background clearance.

7.5.3 The County may immediately deny or terminate facility access to the Contractor's employees who do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County, at the sole discretion of the County.

7.5.4 Disqualification, if any, of the Contractor's employees, pursuant to this Sub-section 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 The Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any

injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.6.4 The Contractor shall sign and adhere to the provisions of *Exhibit F1 - Contractor Acknowledgement and Confidentiality Agreement.*

7.6.5 The Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit F2 - Contractor Employee Acknowledgment and Confidentiality Agreement.*

7.6.6 The Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit F3 - Contractor Non-Employee Acknowledgment and Confidentiality Agreement.*

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and the County Board of Supervisors, for the exception of which the County Librarian is expressly authorized to increase the Contract Sum set forth in Section 5.0 – Contract Sum, not to exceed twenty percent (20%) of the total Contract Sum for a particular contract year based on an increase in unanticipated work in needed services. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.2 The Board or Chief Executive Officer (CEO) or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as

required by the Board or the CEO. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.3 The County Librarian or his/her designee may at his/her sole discretion, authorize extensions of time as defined in Section 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.4 The County Librarian or his/her designee reserves the right to amend the Contract to reflect any changes by an increase or decrease in the number of library facilities listed in Attachment I. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, the County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or

divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be

provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Within **thirty (30)** business days after the Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.

8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

8.5.5 The Contractor shall preliminarily investigate all complaints and notify the County Contract Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

8.5.7 Copies of all written responses shall be sent to the County Contract Project Manager within three (3) business days of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, the Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by

this Contract. The Contractor shall comply with *Exhibit C - Contractor's EEO Certification.*

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as *Exhibit G* and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a Contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours

if: (1) the lesser number is a recognized industry standard as determined by the County, or (2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its

sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 CONFLICT OF INTEREST

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF / OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give **first consideration** for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during

the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, the County employees shall be given first priority.

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts

the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision,

and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a

debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of the County Contractors.

8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through the Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program

(County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.16.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as

determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-section 8.1 - Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 FORCE MAJEURE

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a Subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both the Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.

8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially

reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.22 INDEPENDENT CONTRACTOR STATUS

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in Sub-section

7.6 - Confidentiality.

8.23 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.24 GENERAL INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its Subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County. Such coverage shall be provided and maintained at the Contractor's own expense.

8.24.1 Evidence of Insurance

Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Los Angeles County Department of Public Library
Contract Services Unit
7400 E. Imperial Highway, Room 206
Downey, CA 90242

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverages required in this Contract;
- Contain the express condition that the County is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and

employees as insureds for all activities arising from this Contract; and

- Identify any deductibles or self-insured retentions for the County's approval. The County retains the right to require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the County, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.2 Insurer Financial Ratings

Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A:VII unless otherwise approved by the County.

8.24.3 Failure to Maintain Coverage

Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to the County, shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend this Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase such required insurance coverage, and without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

8.24.4 Notification of Incidents, Claims or Suits: Contractor shall report to the County:

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in

writing within twenty-four (24) hours of occurrence.

- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County Contract Project Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Contract.

8.24.5 Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

8.24.6 Insurance Coverage Requirements for Subcontractors

The Contractor shall ensure any and all Subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- The Contractor providing evidence of insurance covering the activities of Subcontractors, or
- The Contractor providing evidence submitted by the Subcontractors evidencing that the Subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of the Subcontractor insurance coverage at any time.

8.25 INSURANCE COVERAGE REQUIREMENTS

8.25.1 General Liability insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million

Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

8.25.2 **Automobile Liability** insurance written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

8.25.3 **Workers' Compensation and Employers' Liability** insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor's employees will be engaged in maritime employment, coverage shall provide Workers' Compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which the Contractor is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

8.25.4 **Professional Liability** insurance covering liability arising from any error, omission, negligent or wrongful act of the Contractor, its officers or employees with limits of not less than $1 million per occurrence and $1 million aggregated. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the County Librarian or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly

payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the County Librarian or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the County Librarian or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the County Librarian or his/her designee, may: (1) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (2) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such specified in *Attachment A, Technical Exhibits, Exhibit 2 - Performance Requirements Summary (PRS),* hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (3) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in Sub-paragraph 8.26.2 shall not be construed

as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of *Exhibit C - Contractor's EEO Certification.*

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or

termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor shall allow the County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this Sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall,

at its sole option, be entitled to the sum of Five Hundred Dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County Contract Project Manager and/or County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or the County Contract Project Director is not able to resolve the dispute, the County Librarian or designee shall resolve it.

8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in *Exhibit J - Internal Revenue Service Notice No. 1015.*

8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet

regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is provided in *Exhibit H – Safely Surrender Baby Law* of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.34 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in *Exhibits D - County's Administration and E - Contractor's Administration*. Addresses may be changed by either party giving ten (10) business days prior written notice thereof to the other party. The County Librarian or his/her designee shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one (1) year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 PUBLIC RECORDS ACT

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-section 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in

the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 PUBLICITY

8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County Contract Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Contract with the Los Angeles County, provided

that the requirements of this Sub-paragraph 8.37 shall apply.

8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph 8.38 shall constitute a material

breach of this Contract upon which the County may terminate or suspend this Contract. Refer to *Attachment A, Technical Exhibits, Exhibit 2 – Performance Requirements Summary (PRS)* for non-compliance.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: (1) repaid by the Contractor to the County by cash payment upon demand or (2) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.39 RECYCLED BOND PAPER

Consistent with the Boards' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 SUBCONTRACTING

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the Subcontractor;

- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.

8.40.6 The County Contract Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to: the County Contract Project Manager at the address identified in *Exhibit E – County Administration*, before any Subcontractor employee may perform any work hereunder.

8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Sub-section 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 TERMINATION FOR CONVENIENCE

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Sub-section 8.38 - Record Retention and Inspection/Audit settlement.

8.43 TERMINATION FOR DEFAULT

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County Contract Project Director:

- The Contractor has materially breached this Contract; or
- The Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Sub-paragraph.

8.43.3 Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight

embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.43.3, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of Sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-section 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this Sub-section 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance

pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, and the provision of travel or entertainment, or tangible gifts.

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-section 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-section 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 WARRANTY AGAINST CONTINGENT FEES

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Contract, the Contractor provides services to the County and the Contractor receives, has access to, and/or creates Protected Health Information as defined in *Exhibit I* in order to provide those services. The County and the Contractor therefore agree to the terms of *Exhibit I - Contractor's Obligations As a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).*

9.2 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

9.2.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.2.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.2.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.2.4 If the Contractor has obtained the County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in Sub-division 1, be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if the Contractor is no longer eligible for certification as a result in a change of their status and the Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

9.3 TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

9.3.1 This Contract is subject to the provisions of the County's ordinance entitles Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.3.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid

another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

9.3.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunity vendor.

9.3.4 If the Contractor has obtained County certification as a Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in Sub-division 1, be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

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IN WITNESS WHEREOF, the Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: **AppleOne Employment Services**

By _____
Richard Wilke

_____
Vice President

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.
County Counsel

By _____
David Beaudet
Senior Deputy County Counsel

CONTRACT EXHIBITS
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TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

STATEMENT OF WORK (SOW)
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

This Contract will cover 85 County of Los Angeles Regional and Community Public Library facilities, four (4) bookmobiles, one (1) institutional library, and headquarters facility listed in Attachment I. The County of Los Angeles Public Library system covers 3,042.864 square miles in Los Angeles County. The Contractor will provide to the County, experienced Temporary Professional (Librarian) and Paraprofessional (Library Assistants) Librarian personnel on an as needed basis, for any temporary situations to perform the duties delineated herein to include, but not be limited to: cataloging materials such as English and Non-English language books, microforms, serials, audio cassettes, compact discs, video cassettes, video disc, selected government publications, periodicals and software; providing direct reference, information and readers advisory service to persons.

Temporary Personnel services may be utilized for any single peak load, emergency or temporary absence which requires temporary services not to exceed a maximum of 90 business days or 720 hours. The County reserves the right to contract with other entities for the same or similar services.

The County does not guarantee a minimum usage, however, the County shall make a good faith effort to procure as needed services hereunder each year the contract is in effect, contingent upon the Library's adopted budget and needs.

2.0 ADDITION/DELETION OF SERVICES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 The County reserves the right to amend the Contract to reflect any changes by an increase or decrease of additional services, specific tasks and/or work hours serviced based on organization and/or operational requirements. Due to budget considerations, the days and hours open may vary throughout the Contract Term. The County will notify the Contractor of any such variations, in writing, at least ten (10) business days prior to the effective date of the modification. The County will determine the need for modification referenced herein. The County Librarian or his/her designee

has authority to sign the amendment for the County. All standard terms and conditions in the current Contract shall extend to any additional services added in the amendment.

2.2 All changes must be made in accordance with Sub-section 8.1 – Amendments of the Contract.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Contract Project Director for review. The plan shall include, but may not be limited to the following:

a. Activities to be monitored to ensure compliance with all Contract requirements;

b. Methods of monitoring to ensure that the Contract requirements are being met;

c. Frequency of monitoring;

d. Samples of forms to be used in monitoring;

e. Title/level and qualifications of personnel performing monitoring functions; and

f. Documentation methods of all monitoring results, including any corrective action taken.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.15 - County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend any scheduled meetings (as needed). Advance notification will be done at least one (1) business day. However, depending on the importance of the issue, a meeting may be scheduled during the same business day. Failure to attend may cause an assessment of fifty dollars ($50.00).

4.2 Contract Discrepancy Report

Verbal notification of a Contract discrepancy will be made to the

Contractor's Project Manager by the County Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

The County Contract Project Monitor will determine whether a formal Contract Discrepancy Report shall be issued. Refer to *Appendix C – Technical Exhibit, Exhibit 1 – Contract Discrepancy Report*. Upon receipt of this document, the Contractor is required to respond in writing to the County Contract Project Monitor within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County Contract Project Monitor within ten (10) business days.

4.3 County Observations

In addition to departmental contracting employees, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 DEFINITIONS

5.1 Contract: Agreement executed between the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A - Statement of Work.

5.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.

5.3 Contractor's Project Manager: The individual designated by the Contractor to administer the Contract operations after the Contract award.

5.4 County: Los Angeles County Department of Public Library.

5.5 County Contract Project Director: The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.

5.6 County Contract Project Manager: The individual designated by the County Contract Project Director to manage the operations under this Contract.

5.7 County Contract Project Monitor: The individual designated to oversee the day-to-day activities of this Contract. They are responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

5.8 County Librarian: Director of Los Angeles County Department of Public Library.

5.9 Day(s): Business day(s) unless otherwise specified.

5.10 Fiscal Year: The twelve (12) month period beginning July 1st and ending the following June 30th.

5.11 Library: Los Angeles County Department of Public Library.

5.12 Library Assistant: An individual who performs routine paraprofessional library tasks to assist professional Librarians.

5.13 Paraprofessional: An individual who supports Library staff, known in the County as a Library Assistant with completion of two (2) years of college, including six (6) units of technical library course work, who under the direction of a professional Librarian performs clerical and some designated professional tasks in the library. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

5.14 Professional: An individual with a Master of Library Science degree from an accredited college or university or completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

6.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY

6.1 Personnel

The County will administer the Contract according to the Contract, Section 6.0 - Administration of Contract - County. Specific duties will include:

6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.

6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

6.1.3 Preparing Amendments in accordance with the Contract, Section 8.0 – Standard Terms and Conditions, Sub-section 8.1 - Amendments.

CONTRACTOR

6.2 Contractor's Project Manager

6.2.1 The Contractor shall provide a full-time Contractor's Project Manager or designated alternate. The County must have access to the Contractor's Project Manager or designated alternate, Monday through Friday, 8:00 a.m. – 5:00 p.m. Pacific Standard Time (PST), excluding holidays.

6.2.2 The Contractor shall provide a telephone number where the Contractor's Project Manager or designated alternate may be reached after normal business hours in case of emergencies.

6.2.3 The Contractor's Project Manager or designated alternate shall act as central point of contact with the County.

6.2.4 The Contractor's Project Manager or designated alternate shall have three (3) years of documented experience.

6.2.5 The Contractor's Project Manager or designated alternate shall have full authority to act for the Contractor on all matters relating to the daily operation of the Contract.

6.2.6 The Contractor's Project Manager or designated alternate shall provide qualified employees on an as needed basis to any of the locations within the County of Los Angeles Public Library System listed in Attachment I.

6.2.7 The Contractor's Project Manager or designated alternate is responsible for ensuring that every temporary employee assigned under this contract shall read, understand, sign and date *Exhibit F2 – Contractor Employee Acknowledgment and Confidentiality Agreement* form as described in Section 7.0 – Administration of Contract – Contractor, Sub-section 7.6.4. of the Contract. The Contractor shall provide the form to their employees. After the form

is signed by the employee, the contractor is to make a copy of the form for the Contractor's file, and mail the original form to the County Contract Project Monitor.

6.3 Personnel

6.3.1 The Contractor shall provide employees that have the reference credentials to perform their work.

6.3.2 The Contractor shall be required to background investigate their employees as set forth in Sub-section 7.5 – Background and Security Investigation, of the Contract.

6.3.3 All employees provided by the Contractor must be able to read, speak, and understand English.

6.3.4 All employees provided by the Contractor shall present a neat and clean appearance.

6.3.5 All employees provided by the Contractor must be courteous and have the ability to handle irrational and difficult patrons in a professional manner.

6.3.6 The County may at any time give the Contractor written notices to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the County, detrimental to the interest of the public patronizing the premises. The Contractor shall meet with representatives of the County to consider the appropriate course of action with respect to such matter and the Contractor shall take reasonable measures under the circumstances to assure the County that the conduct and activities of the Contractor's employee shall not be detrimental to the interest of the public patronizing the premises.

6.3.7 The Contractor's employees shall be closely monitored to detect operational irregularities and noncompliance with contractual requirements. It is the Contractor's executive, management and supervisory employee's responsibility to see that the organization oversees the activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the County.

6.4 Identification Badges

The Contractor shall ensure that their employees are appropriately identified as set forth in Sub-section 7.3 – Contractor's Employee Identification, of the Contract. Such badge shall be displayed on contracted employee's person at all times he/she is on County designated property.

6.5 Training

The Contractor is responsible for providing training and supervising the employee assigned to perform services under this Contract.

6.6 Salaries

The Contractor will be solely responsible for providing to its employees all legally required employee benefits and the County shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any employees provided by the Contractor.

6.7 Background Check

The County requires every employee to pass a criminal background check, as condition of employment. The background check results should be completed before the individual is placed into the assignment.

6.8 Contractor's Office

The Contractor shall maintain an office with a telephone in the Company's name where the Contractor conducts business.

6.8.1 Business Hours

The Contractor's office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m. Pacific Standard Time (PST), Monday through Friday, by at least one employee who can respond to inquires and complaints which may be received about the Contractor's performance of the Contract.

6.8.2 After-Hours

When the Contractor's office is closed, an answering service shall be provided to receive calls. **The Contractor shall respond to calls received within one (1) business day.**

7.0 HOURS/DAYS OF WORK

Contract employees may be assigned varying shifts based on work location(s)

between the hours of 7:00 a.m. to 9:00 p.m. Pacific Standard Time (PST), Monday through Saturday, and possibly some Sundays, not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

8.0 USE OF COUNTY SEAL OR LETTERHEAD

The Contractor or its employees shall not use or display the official seal, letterhead or name of the County of Los Angeles or County of Los Angeles Public Library on any of its letterheads or communications with any agency or for any other cause.

9.0 TEMPORARY PERSONNEL REQUEST

9.1 The Contractor will be required to provide resumes for potential temporary employees for review by the County within twenty-four (24) hours after receipt of the County's request. If the Contractor is unable to provide resumes for review within twenty-four (24) hours, the County reserves the right to cancel the request and purchase the services from other sources.

9.2 Upon receipt of the request from the County for a Temporary Professional Librarian, the Contractor shall provide for each candidate, his/her resume and a copy of each candidate's Master of Library and Information Science (MLIS) degree or proof of completion of required semester units for review by the County, as set forth in Section 11.0 – Minimum Requirements, Sub-section 11.1 – Professional (Librarian).

9.3 Upon receipt of the request from the County for a Temporary Paraprofessional Library Assistant, the Contractor shall provide for each candidate, his/her resume and proof of completion of college requirements or experience of technical library course work for review by the County, as set forth in Section 11.0 – Minimum Requirements, Sub-section 11.2 – Paraprofessional (Library Assistant).

10.0 CONTRACTOR EMPLOYEE ACCEPTABILITY

10.1 The Contractor shall be responsible for immediately removing and replacing within twenty-four (24) hours any employee working on this Contract when requested to do so by the County Contract Project Manager.

10.2 All employees assigned by the Contractor to perform these services shall

at all times be employees of the Contractor and the Contractor shall have the sole right to hire, suspend, discipline, or discharge them. However, any employee of the Contractor who, in the opinion of the County is unsatisfactory shall immediately be removed from servicing the Contract. The Contractor shall not subcontract with any employee for performance if services hereunder unless the provisions in Section 8.40 - Subcontracting of the Contract are met.

11.0 MINIMUM REQUIREMENTS

11.1 Professional (Librarian) must have a Master of Library Science degree from an accredited college or university - OR - completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

11.2 Paraprofessional (Library Assistant) must have completed two (2) years of college, including six (6) units of technical library course work. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

12.0 ASSIGNMENT OF UNQUALIFIED EMPLOYEE

In the event the Contractor's employees are unable to perform the duties specified in Section 14.0 - Job Descriptions, the Contractor shall immediately, within twenty-four (24) hours, replace the unqualified employee with a qualified employee. The Contractor shall not charge the County for the services of any unqualified employee replaced.

13.0 SPECIFIC WORK REQUIREMENTS

13.1 The Contractor shall provide qualified and dependable employees who will perform, under County supervision, services required to cover specified task(s), sites and work shifts.

13.2 The Contractor shall provide efficient and experienced Professional and Paraprofessional Librarians on an as needed basis to any of the locations listed in Attachment I. The Professional and Paraprofessional Librarians must meet the minimum requirements as stated in Section 11.0 – Minimum Requirements.

13.3 The Contractor shall be responsible for providing all legally required

employee benefits to employees provided to the County on behalf of the Contractor including, without limitation, direct and indirect payment of salaries, wages, compensation or other benefits.

13.4 The Contractor has the responsibility of his employee's transportation to and from the work site(s). The County will not reimburse Contract employees for travel time, in time or money.

14.0 JOB DESCRIPTION

Listed below are the job descriptions of the Professional Librarian and Paraprofessional Library Assistant duties that the County may require of the employee provided through the contract, but may not be limited to the following:

14.1 Professional (Librarian)

Example of Public Service Duties:

a. Provides direct reference, information and reader's advisory services to Library patrons of all ages and all ethnic backgrounds.

b. Assists patrons in locating books and reference materials.

c. Utilizes adult, children's, and audio-visual materials, including books, pamphlets, maps, microforms, recordings, periodicals, online databases, and the Internet. In addition, utilizes federal, state, County, and local government collections.

d. Enforces Library policies and procedures. Maintains order within library. Provides appropriate discipline for juveniles. Handles complaints referred by part-time employees.

e. Assists in providing programs and services for patrons of all ages and covering all interest.

f. Cooperates with schools and other community groups by giving book talks, presenting instruction in library use either in the library or in other settings, prepares bibliographies and special exhibits and contributes articles for community newspapers.

g. Maintains library records and prepares required library reports as assigned.

h. Ensures or monitors that library's interior and exterior of buildings and grounds are maintained in a clean, safe, and orderly fashion.

i. Supervises part-time employees.

j. Handles interlibrary referrals and request(s).

k. Must be able to retrieve and place materials on shelves at a maximum of six (6) feet above the floor and on floor level shelves in order to weed shelves and locate collection materials.

l. Uses the Library's Integrated Library System (ILS) computer terminals and other computer equipment above waist level requiring use of a computer wand, inputting data into a computer terminal, and uses telephone equipment.

m. Extensive public and telephone contact requiring verbal and hearing communication skills. Employees must exhibit a positive and friendly service approach when dealing with customers.

n. Travels to assigned locations throughout Los Angeles County to attend meetings, training sessions, and conduct specific assignments.

o. Operates audio-visual equipment, photocopy machines, microfilm/microfiche reader printers and other equipment.

p. Operates and is experienced with standard computer equipment, software, and online services, including reference software, online databases, and the Internet.

Example of Technical Services Duties:

a. Classifies and catalogs all library materials and formats in English and non-English languages such as; books, microforms, serials, audio cassettes, compact discs, video cassettes, DVDs, selected government publications, periodicals and electronic resources.

b. Supervises Library Assistants in searching for bibliographic data, and in the performance of authority control, quality control and bibliographic maintenance duties such as copy cataloging and verification of name/subject headings, etc.

c. Trains Library Assistants in the technical details of copy cataloging.

d. Monitors vendor compliance of cataloging specifications.

e. Answers and resolves bibliographic questions from Technical and Public Services staff.

f. Keeps abreast with current trends and new technologies in the

library filed.

g. Keeps Technical and Public Services staff informed of new and revised cataloging rules and practices.

14.2 Paraprofessional (Library Assistant)
Example of Public Service Duties:

a. Enforces library rules and policies.

b. Answers simple reference questions; refers more difficult questions to professional staff.

c. Assists patrons in locating books and other library materials. May process requests for books and other library materials from other libraries.

d. Ensures that the library's interior and exterior of building and grounds are maintained in a safe, clean and orderly fashion.

e. Assists in maintaining library records and preparing reports regarding circulation, registration, material inventory, and collection of fines and fees.

f. May schedule and supervise the work of others, primarily library aides or pages.

g. Manages a circulation operation such as: register new library borrowers, perform data inputting into an automated circulation system using ILS computer terminals several hours at a time.

h. ILS computer terminal are located above waist level. This requires handling of books using a computer wand, and inputting data into a computer terminal.

i. Pushes carts loaded with books which may weigh up to 80 pounds and reaches overhead to perform shelving of books.

j. Packs, unpacks, and transports shipment boxes, from one location to another weighing up to 20 pounds.

k. Extensive public and telephone contact requiring verbal communication skills. Employee must exhibit a positive and friendly service approach when dealing with customers.

l. Must be able to retrieve and place materials on shelves at maximum of six (6) feet above the floor and on floor level

shelves in order to weed shelves and locate collection materials.

m. Must be able to travel to specified locations throughout Los Angeles County to attend meetings, training sessions, and conduct specific assignments.

Example of Technical Services Duties:

a. Searches for bibliographic data in electronic database, performs copy cataloging and verifies name and subject headings.

b. Performs routine database maintenance as referred by professional catalogers.

c. Transliterates and translates title pages information from other languages for cataloging purposes.

15.0 PERFORMANCE REQUIREMENTS SUMMARY

The Performance Requirements Summary (PRS) is a listing of services that are intended to be completely consistent with the Contract and the Statement of Work (SOW) and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to *Appendix C - Technical Exhibits, Exhibit 2 - Performance Requirements Summary (PRS)*. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract or the SOW will prevail. If any service seems to be created in this PRS, which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on the Contractor. When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.

- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the contract upon written notice, ten (10) business days with or without cause, as provided for in the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.42 - Termination for Convenience.

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EXHIBIT A

ATTACHMENTS

ATTACHMENT I - LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
1	**A C Bilbrew Library** 150 East El Segundo Blvd. Los Angeles, CA 90061	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
2	**Agoura Hills Library** 29901 Ladyface Court Agoura Hills, CA 91301	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
3	**Alondra Library** 11949 Alondra Court Norwalk, CA 90650	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. CLOSED 12:00 P.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
4	**Angelo M. Iacoboni Library** 4990 Clark Avenue Lakewood, CA 90712	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
5	**Anthony Quinn Library** 3965 Cesar E. Chavez Avenue Los Angeles, CA 90063	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
6	**Artesia Library** 18722 South Clarkdale Avenue Artesia, CA 90701	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
7	**Avalon Library** 215 Summer Avenue Avalon, CA 90704	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 7:00 P.M. 1:00 P.M. - 7:00 P.M. 1:00 P.M. - 7:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
8	**Baldwin Park Library** 4181 Baldwin Park Boulevard Baldwin Park, CA 91706	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
9	**Bell Gardens Library** 7110 South Garfield Avenue Bell Gardens, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
10	**Bell Library** 4411 East Gage Avenue Bell, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
11	**Canyon Country Library** 18601 Soledad Canyon Road Santa Clarita, CA 91351	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
12	**Carson Library** 151 East Carson Street Carson, CA 90745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
13	**Charter Oak Library** 20540 "K" Arrow Highway Covina, CA 91724	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
14	**Chet Holifield Library** 1060 South Greenwood Avenue Montebello, CA 90640	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. CLOSED CLOSED CLOSED
15	**City Terrace Library** 4025 East City Terrace Drive Los Angeles, CA 90063	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
16	**Claremont Library** 208 North Harvard Avenue Claremont, CA 91711	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
17	**Clifton M. Brakensiek Library** 9945 East Flower Street Bellflower, CA 90706	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 1:00 P.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
18	**Compton Library** 240 West Compton Boulevard Compton, CA 90220	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
19	**Cudahy Library** 5218 Santa Ana Street Cudahy, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
20	**Culver City Julian Dixon Library** 4975 Overland Avenue Culver City, CA 90230	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

Library Information		Library Hours	
21	**Diamond Bar Library** 1061 South Grand Avenue Diamond Bar, CA 91765	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
22	**Duarte Library** 1301 Buena Vista Street Duarte, CA 91010	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
23	**East Los Angeles Library** 4837 East 3rd Street Los Angeles, CA 90022	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
24	**East Rancho Dominguez Library** 4205 East Compton Boulevard East Rancho Dominguez, CA 90221	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
25	**El Camino Real Library** 4264 East Whittier Los Angeles, CA 90023	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
26	**El Monte Library** 3224 Tyler Avenue El Monte, CA 91731	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
27	**Florence Library** 1610 Florence Avenue Los Angeles, CA 90001	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
28	**Gardena Mayme Dear Library** 1731 West Gardena Boulevard Gardena, CA 90247	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. CLOSED CLOSED
29	**George Nye, Jr. Library** 6600 Del Amo Boulevard Lakewood, CA 90713	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
30	**Graham Library** 1900 East Firestone Boulevard Los Angeles, CA 90001	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
31	**Hacienda Heights Library** 16010 La Monde Street Hacienda Heights, CA 91745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 6:00 P.M. 9:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
32	**Hawaiian Gardens Library** 12100 East Carson Street, #E Hawaiian Gardens, CA 90716	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
33	**Hawthorne Library** 12700 Grevillea Avenue Hawthorne, CA 90250	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
34	**Hermosa Beach Library** 550 Pier Avenue Hermosa Beach, CA 90254	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
35	**Hollydale Library** 12000 South Garfield Avenue South Gate, CA 90280	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
36	**Huntington Park Library** 6518 Miles Avenue Huntington Park, CA 90255	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. CLOSED 10:00 A.M. - 5:00 P.M. CLOSED
37	**La Cañada Flintridge Library** 4545 North Oakwood La Cañada Flintridge, CA 91011	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
38	**La Crescenta Library** 4521 La Crescenta Avenue La Crescenta, CA 90638	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
39	**La Mirada Library** 13800 La Mirada Boulevard La Mirada, CA 91745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
40	**La Puente Library** 15920 East Central Avenue La Puente, CA 91744	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
41	**La Verne Library** 3640 D. Street La Verne, CA 91750	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
42	**Lake Los Angeles Library** 16921 East Avenue O, #A Palmdale, CA 93591	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
43	**Lancaster Library** 601 W. Lancaster Boulevard Lancaster, CA 93534	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
44	**Lawndale Library** 14651 Burin Avenue Lawndale, CA 90260	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
45	**Leland R. Weaver Library** 4035 Tweedy Boulevard South Gate, CA 90280	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
46	**Lennox Library** 4359 Lennox Boulevard Lennox, CA 90304	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
47	**Littlerock Library** 35119 80th Street East Littlerock, CA 93543	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
48	**Live Oak Library** 4153-55 East Live Oak Avenue Arcadia, CA 91006	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
49	**Lloyd Taber-Marina Del Rey Library** 4533 Admiralty Way Marina del Rey, CA 90292	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
50	**Lomita Library** 24200 Narbonne Avenue Lomita, CA 90717	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
51	**Los Nietos Library** 11644 East Slauson Avenue Whittier, CA 90606	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
52	**Lynwood Library** 11320 Bullis Road Lynwood, CA 90262	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
53	**Malibu Library** 23519 West Civic Center Way Malibu, CA 90265	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
54	**Manhattan Beach Library** 1320 Highland Avenue Manhattan Beach, CA 90266	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
55	**Masao W. Satow Library** 14433 South Crenshaw Boulevard Gardena, CA 90249	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
56	**Maywood Cesar Chavez Library** 4323 East Slauson Avenue Maywood, CA 90270	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
57	**Montebello Library** 1550 West Beverly Boulevard Montebello, CA 90640	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
58	**Newhall Library** 22704 West Ninth Street Santa Clarita, CA 91321	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M.- 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
59	**Norwalk Library** 12350 Imperial Highway Norwalk, CA 90650	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
60	**Norwood Library** 4550 North Peck Road El Monte, CA 91732	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
61	**Paramount Library** 16254 Colorado Avenue Paramount, CA 90723	Monday	CLOSED
		Tuesday	10:00 A.M. - 8:00 P.M.
		Wednesday	10:00 A.M. - 8:00 P.M.
		Thursday	10:00 A.M. - 6:00 P.M.
		Friday	10:00 A.M. - 6:00 P.M.
		Saturday	1:00 P.M. - 5:00 P.M.
		Sunday	CLOSED
62	**Pico Rivera Library** 9001 Mines Avenue Pico Rivera, CA 90660	Monday	10:00 A.M. - 9:00 P.M.
		Tuesday	10:00 A.M. - 9:00 P.M.
		Wednesday	CLOSED
		Thursday	10:00 A.M. - 6:00 P.M.
		Friday	10:00 A.M. - 6:00 P.M.
		Saturday	10:00 A.M. - 5:00 P.M.
		Sunday	CLOSED
63	**Quartz Hill Library** 42018 North 50th Street West Quartz Hills, CA 93536	Monday	10:00 A.M. - 5:00 P.M.
		Tuesday	10:00 A.M. - 8:00 P.M.
		Wednesday	10:00 A.M. - 8:00 P.M.
		Thursday	10:00 A.M. - 5:00 P.M.
		Friday	10:00 A.M. - 5:00 P.M.
		Saturday	11:00 A.M. - 5:00 P.M.
		Sunday	CLOSED
64	**Rivera Library** 7828 South Serapis Avenue Pico Rivera, CA 90660	Monday	12:00 P.M. - 8:00 P.M.
		Tuesday	12:00 P.M. - 8:00 P.M.
		Wednesday	1:00 P.M. - 6:00 P.M.
		Thursday	1:00 P.M. - 6:00 P.M.
		Friday	1:00 P.M. - 5:00 P.M.
		Saturday	CLOSED
		Sunday	CLOSED
65	**Rosemead Library** 8800 Valley Boulevard Rosemead, CA 91770	Monday	CLOSED
		Tuesday	12:00 P.M. - 8:00 P.M.
		Wednesday	12:00 P.M. - 8:00 P.M.
		Thursday	10:00 A.M. - 6:00 P.M.
		Friday	12:00 P.M. - 5:00 P.M.
		Saturday	11:00 A.M. - 5:00 P.M.
		Sunday	CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
66	**Rowland Heights Library** 1850 Nogales Street Rowland Heights, CA 91748	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 6:00 P.M. 9:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
67	**San Dimas Library** 145 North Walnut Avenue San Dimas, CA 91773	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
68	**San Fernando Library** 217 North Maclay Avenue Quartz Hills, CA 91340	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 A.M. - 8:00 P.M. 12:00 A.M. - 8:00 P.M. 12:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
69	**San Gabriel Library** 500 South Del Mar Avenue San Gabriel, CA 91776	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 P.M. - 5:00 P.M. CLOSED
70	**Sorensen Library** 11405 East Rose Hedge Drive Whittier, CA 90606	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
71	**South El Monte Library** 1430 North Central Avenue South El Monte, CA 91733	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
72	**South Whittier Library** 14433 Leffingwell Road Whittier, CA 90604	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
73	**Sunkist Library** 840 North Puente Avenue La Puente, CA 91746	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
74	**Temple City Library** 5939 Golden West Avenue Temple City, CA 91780	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
75	**Valencia Library** 23743 West Valencia Boulevard Santa Clarita, CA 91355	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
76	**Dr. Martin Luther King Jr. Library** 17906 South Avalon Boulevard Carson, CA 90746	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 A.M. - 5:00 P.M. 12:00 A.M. - 5:00 P.M. CLOSED CLOSED
77	**View Park Library** 3854 West 54th Street Los Angeles, CA 90043	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
78	**Walnut Library** 21155 La Puente Road Walnut, CA 91789	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
79	**West Covina Library** 1601 West Covina Parkway West Covina, CA 91790	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
80	**West Hollywood Library** 715 North San Vicente Boulevard West Hollywood, CA 90069	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
81	**Westlake Village Library** 31220 West Oak Crest Drive Westlake Village, CA 91361	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
82	**Willowbrook Library** 11838 Wilmington Avenue Los Angeles, CA 90059	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
83	**Wiseburn Library** 5335 West 135th Street Hawthorne, CA 90250	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
84	**Woodcrest Library** 1340 West 106th Street Los Angeles, CA 90044	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
85	**Castaic Library** 27971 Sloan Canyon Rd., Castaic, CA 91384	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M.- 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Other Facilities - (6)

Library Information

1. **Juvenile Hall (Institutional Library)**
   1605 Eastlake Avenue
   Los Angeles, CA 90033

2. **County of Los Angeles Public Library Headquarters**
   7400 East Imperial Hwy
   Downey, CA 90242

BOOKMOBILES

3. **Antelope Valley Bookmobile**
   601 West Lancaster Boulevard
   Lancaster, CA 93534

4. **Las Virgenes Bookmobile**
   23519 West Civic Center Way
   Malibu, CA 90265

5. **Santa Clarita Bookmobile**
   22704 West Ninth Street
   Santa Clarita, CA 91321

6. **Urban Outreach Bookmobile**
   1601 West Covina Parkway
   West Covina, CA 91790

EXHIBIT A

TECHNICAL EXHIBITS

1 CONTRACT DISCREPANCY REPORT (SAMPLE)

2 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

TECHNICAL EXHIBIT 1

Sample

7400 E. IMPERIAL HWY.
DOWNEY, CA 90242
Phone: 562-940-8485
Fax: 562-803-0016

COUNTY OF LOS ANGELES
PUBLIC LIBRARY HEADQUARTERS

Contract Discrepancy Report

Fax

To:	**From:** CONTRACT SERVICES
Fax:	**Pages:**
Phone:	**Date:**
Re:	**CC:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☑ **Please Reply** ☐ **Please Recycle**

DISCREPANCY PROBLEMS: The following has been reported:

CONTRACTOR RESPONSE: Cause and Corrective Action

Signature of Contractor Representative Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Sections found in: **Contract** = *Appendix A - Sample Contract* **SOW** = *Appendix B - Statement of Work*

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Section 7.0	Administration of Contract – Contractor	Contractor shall notify the County in writing of any changes in name or address of the Contract Project Manager.	Documentation and review of files.	$100 per day when documentation is not provided
Contract: Section 7.6	Confidentiality	Contractor adherence to the Section 7.6	Documentation and review of files.	$100 per employee per occurrence
Contract: Section 8.24	General Insurance Requirements	Adherence to Section 8.24	Receipt of Documentation	$100 per day when documentation is not provided; Contract termination
Contract: Section 8.25	Insurance Coverage Requirements	Adherence to Section 8.25	Receipt of Documentation	$100 per day when documentation is not provided; Contract termination
Contract: Section 8.38	Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents/records.	Documentation and review of files.	$100 per occurrence
Statement of Work: Section 11.0	Minimum Requirements	Adherence to the Minimum Requirements.	Receipt and review of documentation	$200 per employee
Statement of Work: Section 12.0	Assignment of Unqualified Employee	Contractor shall replace personnel within 24 hours	Observation of personnel work product; User complaint	No payment for employee who fails to meet County requirements.

Note: This chart covers deduction/fees for contract non-compliance. Sections of the contract may contain deductions for the specific violations not addressed here.

EXHIBIT B

PRICING SCHEDULE

REQUIRED FORMS - EXHIBIT 11
PRICING SCHEDULE
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL
LIBRARIAN PERSONNEL SERVICES

Rates quoted must reflect personnel meeting the qualifications described in *Appendix B - Statement of Work*. This constitutes a firm bid, irrevocable for a period of 180 days from the bid due date, based on the following maximum hourly rates:

YEAR ONE (1):

Job Classification	Hourly Rate
Librarian	$32.34
Library Assistant	$23.03

YEAR TWO (2):

Job Classification	Hourly Rate
Librarian	$33.00
Library Assistant	$23.50

YEAR THREE (3):

Job Classification	Hourly Rate
Librarian	$33.95
Library Assistant	$24.21

OPTION YEAR ONE (1):

Job Classification	Hourly Rate
Librarian	$34.45
Library Assistant	$24.85

OPTION YEAR TWO (2):

Job Classification	Hourly Rate
Librarian	$34.70
Library Assistant	$24.97

Signature of Authorized Agent

8/20/08
Date

Michael Hoyal, CFO
Name and Title of Signer

Howroyd-Wright Employment Agency, dba AppleOne Employment Services
Company Name

EXHIBIT C

CONTRACTOR'S EEO CERTIFICATION

REQUIRED FORMS - EXHIBIT 8

PROPOSER'S EEO CERTIFICATION

Howroyd-Wright Employment Agency, dba AppleOne Employment Services

Company Name

990 Knox Street, Torrance, CA 90502

Address

95-2580864

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	(X)	( )
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	(X)	( )
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	(X)	( )
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	(X)	( )

Signature

8/20/08
Date

Michael Hoyal, CFO

Name and Title of Signer (please print)

EXHIBIT D

COUNTY'S ADMINISTRATION

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY CONTRACT PROJECT DIRECTOR:

Name: Rose M. Garcia
Title: Head, Facilities Services
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 8481
Facsimile: (562) 803 – 0016
E-Mail Address: **rgarcia@library.lacounty.gov**

COUNTY CONTRACT PROJECT MANAGER:

Name: _____
Title: Contract Services Coordinator
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 8485
Facsimile: (562) 803 – 0016
E-Mail Address: _____

COUNTY CONTRACT PROJECT MONITOR:

Name: _____
Title: Administrative Assistant II
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 6918
Facsimile: (562) 803 – 0016
E-Mail Address: _____.

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

APPLEONE EMPLOYMENT SERVICES

CONTRACTOR'S NAME

CONTRACT NO: _____

CONTRACTOR'S PROJECT MANAGER:

Name: Torrey Hecht
Title: Branch Manager
Address: 28901 S,. Western Ave., Suite 217
Rancho Palos Verdes, CA 90275
Telephone: 310-833-8079
Facsimile: 310-833-8522
E-Mail Address: thecht@appleone.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Richard Wilke
Title: Regional Vice President
Address: 3099 Kilroy Airport Way, Suite 180
Long Beach, California 90806
Telephone: 562-637-1001
Facsimile: 562-637-1017
E-Mail Address: rwilke@appleone.com

Name: Kenneth Landau
Title: Director of Government Services
Address: 990 Knox Street
Torrance, California 90502
Telephone: 301-516-1572
Facsimile: 800-539-2228
E-Mail Address: klandau@appleone.com

Notices to Contractor shall be sent to the following:

Name: Richard Wilke
Title: Regional Vice President
Address: 3099 Kilroy Airport Way, Suite 180
Long Beach, California 90806
Telephone: 562-637-1001
Facsimile: 562-637-1017
E-Mail Address: rwilke@appleone.com

EXHIBIT F

F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

F2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

F3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

EXHIBIT F1

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

CONTRACTOR NAME AppleOne Employment Contract No._____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: 11/4/08

PRINTED NAME: Richard W. Ike

POSITION: Regional V.P.

EXHIBIT F2

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name AppleOne Employment Contract No. _____

Employee Name Richard Wilke

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____ DATE: 11/4/08

PRINTED NAME: Richard Wilke

POSITION: Regional V.P.

EXHIBIT F3

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name AppleOne Employment Contract No._____

Non-Employee Name Richard Wilke

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____ DATE: 11/4/08

PRINTED NAME: Richard Wilke

POSITION: Regional V.P.

EXHIBIT G

JURY SERVICE ORDINANCE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

REQUIRED FORMS - EXHIBIT 10

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is excepted from the Program.

Company Name: Howroyd-Wright Employment Agency, dba AppleOne Employment Services		
Company Address: 990 Knox Street		
City: Torrance	State: CA	Zip Code: 90502
Telephone Number: (310) 516-1572		
Solicitation For staffing Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed $50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

  "Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

  "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

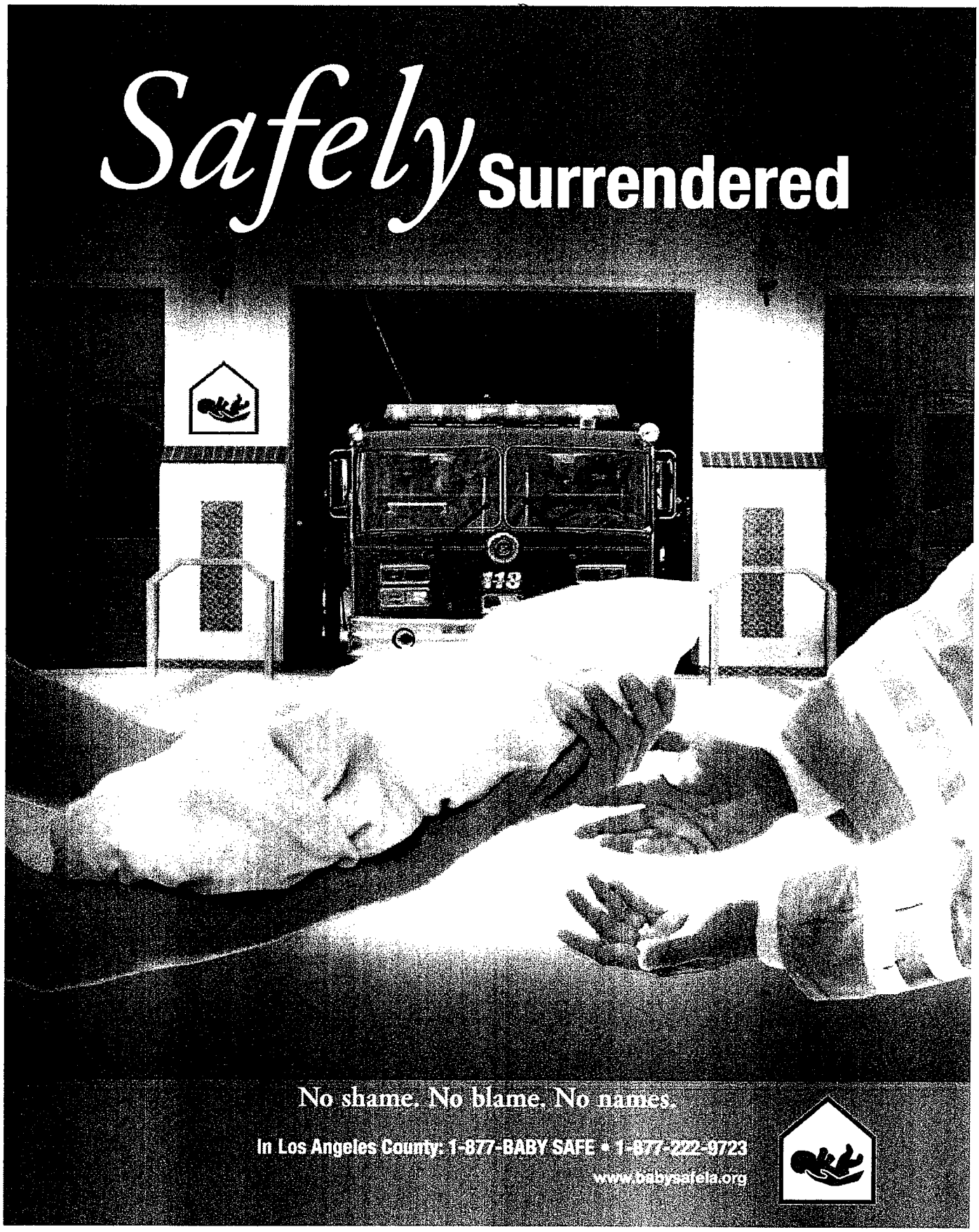
Print Name: Michael Hoyal	Title: CFO
Signature: Michael G Hoyal	Date: 8/20/08

EXHIBIT H

SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

www.babysafela.org


Safely Surrendered
113
No shame. No blame. No names.
In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org

In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered *Baby Law*

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other people with lawful custody to bring a baby less than 72 hours old to a fire station or hospital in Los Angeles County. As long as the baby shows no signs of child abuse or neglect, no questions are asked and no names are required. The baby can be surrendered by the parent or by someone with lawful custody. The baby must be brought to a fire station or hospital in Los Angeles County and handed to employees. The baby cannot be surrendered to foster parents, police officers or other personnel.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

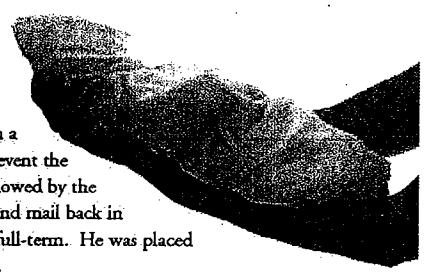
What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

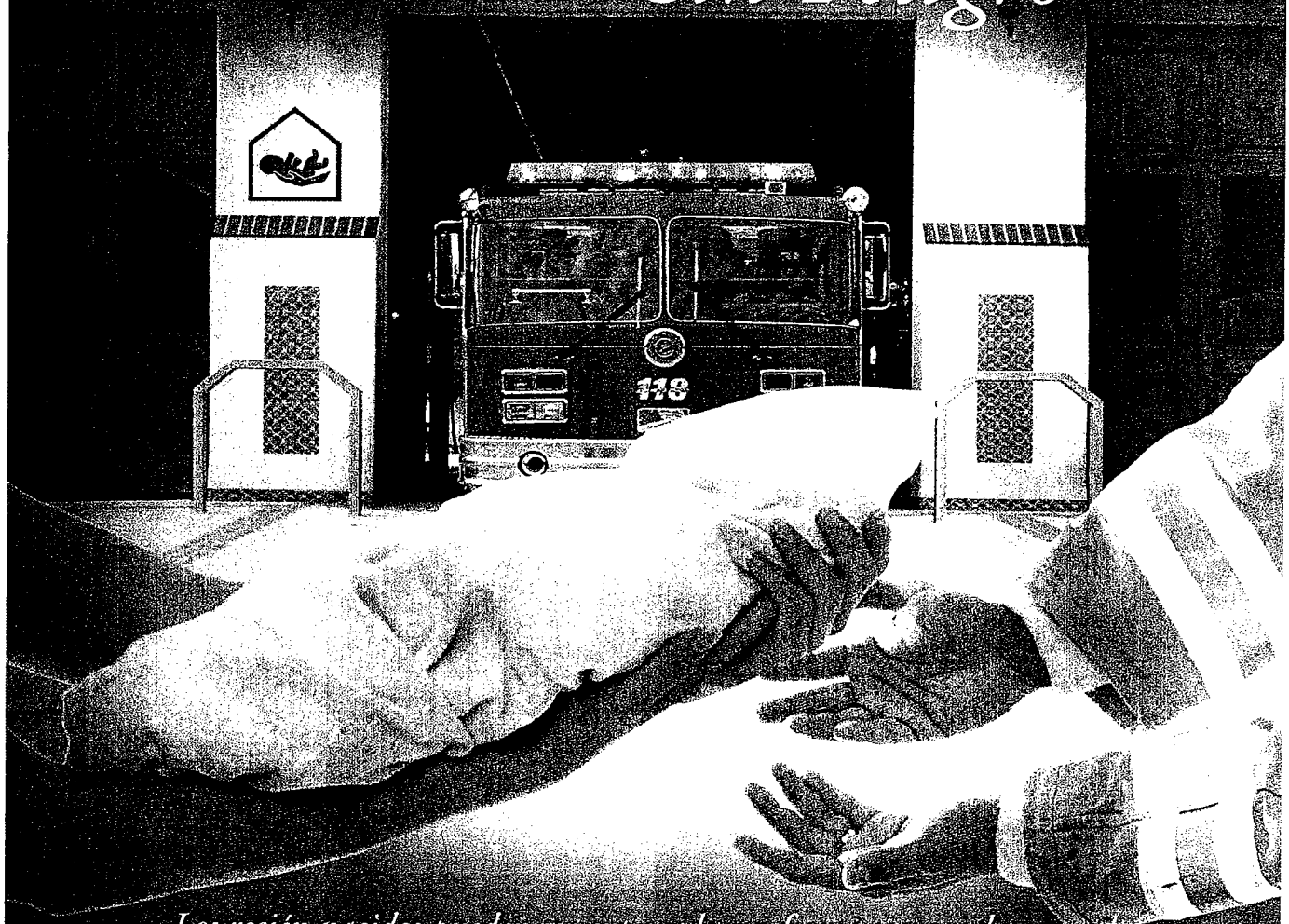
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story



Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org

Ley de Entrega de Bebés *Sin Peligro*

¿Qué es la Ley de Entrega de Bebés sin Peligro?

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al **1-800-540-4000.**

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan *si tienen custodia legal.*

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

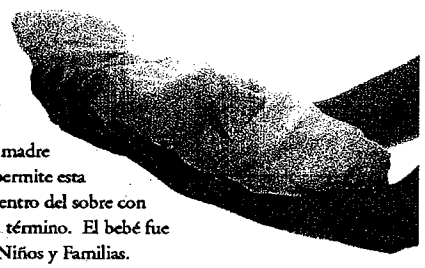
¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la **Ley de Entrega de Bebés sin Peligro** es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La **Ley de Entrega de Bebés sin Peligro** impide que vuelva a suceder esta tragedia en California.

Historia de un bebé



A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

EXHIBIT I

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

AGREEMENT
CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to, or creates Protected Health Information in order to provide those Services. Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("the Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations Parts 160 and 164 ("together, the "Privacy and Security Regulations").

The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Therefore, the parties agree as follows:

1.0 DEFINITIONS

1.1 "Disclose" and "Disclosure" means, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.

1.2 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.

1.3 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

1.4 "Individual" means the person who is the subject of Protected Health Information, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

1.5 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 164.503, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information, whether oral or recorded in any form or medium, that (i) relates to the past, present, or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.

1.6 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.

1.7 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.

1.8 "Services" has the same meaning as in the body of this Agreement.

1.9 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.

1.10 Terms used, but not otherwise defined, in this Paragraph shall have the same meaning as those terms in the HIPAA Regulations.

2.0 OBLIGATIONS OF BUSINESS ASSOCIATE

2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall Use and Disclose Protected Health Information as necessary to perform the Services, and as provided in Sub-sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 of this Agreement;

(b) shall Disclose Protected Health Information to Covered Entity upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose.

2.2 Adequate Safeguards for Protected Health Information. Business Associate:

(a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Paragraph. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the minimum necessary in accordance with the Privacy Regulation's minimum necessary standard.

(b) effective as of April 20, 2005, specifically as to Electronic Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information.

2.3 Reporting Non-Permitted Use or Disclosure and Security Incidents. Business Associate shall report to Covered Entity each Non-Permitted Use or Disclosure that is made by Business Associate, its employees, representatives, agents or subcontractors, but is not specifically permitted by this Agreement, and effective as of April 20, 2005, shall report to Covered Entity each Security Incident of which Business Associate becomes aware. The initial report shall be made by telephone call to the Covered Entity's HIPAA Privacy Officer within forty-eight (48) hours from the time the Business Associate becomes aware of the Non-Permitted Use or Disclosure or Security Incident, followed by a full written report no later than ten (10) business days from the date the Business Associate becomes aware of the non-permitted Use or Disclosure or Security Incident to the Chief Privacy Officer at:

Chief HIPAA Privacy Officer, County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple St.
Suite 410
Los Angeles, CA 90012
(213) 974-2164

2.4 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Paragraph.

2.5. Availability of Internal Practices, Books and Records to Government Agencies. Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

2.6 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity.

2.7 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.

2.8 Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of Disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528, and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. However, Business Associate is not required to provide an accounting of Disclosures that are necessary to perform its Services if such Disclosures are for either payment or health care operations purposes, or both. Additionally, such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures that were made prior to the compliance date of the Privacy Rule, April 14, 2003) and shall be provided for as long as Business Associate maintains the Protected Health Information.

Any accounting provided by Business Associate under this Section 2.8 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Sub-section 2.8, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Sub-section 2.8 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

3.0 OBLIGATION OF COVERED ENTITY

3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

4.0 TERM AND TERMINATION

4.1 Term. The term of this Paragraph shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.

4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

(a) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or

(b) Immediately terminate this Agreement if Business Associate has breached a material term of this Paragraph and cure is not possible; or

(c) If neither termination or cure are feasible, Covered Entity shall report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration

(a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or

created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make it infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

5.0 MISCELLANEOUS

5.1 No Third Party Beneficiaries. Nothing in this Paragraph shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Agreement.

5.3 Relationship to Agreement Provisions. In the event that a provision of this Paragraph is contrary to any other provision of this Agreement, the provision of this Paragraph shall control. Otherwise, this Paragraph shall be construed under, and in accordance, with the terms of the Agreement.

5.4 Regulatory References. A reference in this Paragraph to a section in the Privacy or Security Regulations means the section as in effect or as amended.

5.5 Interpretation. Any ambiguity in this Paragraph shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.

5.6 Amendment. The parties agree to take such action as is necessary to amend this Paragraph from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations.

EXHIBIT J

IRS NOTICE 1015

EXHIBIT J

IRS NOTICE 1015
(Obtain latest version from IRS website)
http://www.irs.gov/pub/irs-pdf/n1015.pdf

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2007)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2007 are less than $39,783 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2008.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at *www.irs.gov* or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2007 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2007 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2007 and owes no tax but is eligible for a credit of $825, he or she must file a 2007 tax return to get the $825 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2008 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

LIBRARY ASSOCIATES, INC.

FOR

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

CONTRACT PROVISIONS
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

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CONTRACT PROVISIONS
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

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CONTRACT PROVISIONS
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

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I	**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**
J	**IRS NOTICE 1015**

CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
LIBRARY ASSOCIATES, INC.
FOR
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

This Contract and Exhibits made and entered into this ___ day of _____, 2008 by and between the County of Los Angeles, hereinafter referred to as County and **Library Associates, Inc.**, hereinafter referred to as Contractor. **Library Associates, Inc.** is located at **6500 Wilshire Boulevard, Suite 2240, Los Angeles, CA 900048**.

RECITALS

WHEREAS, the County may contract with private businesses for Temporary Professional and Paraprofessional Librarian Personnel Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Temporary Professional and Paraprofessional Librarian Personnel Services; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

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1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, and J are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

1.1 EXHIBIT A - Statement of Work

1.2 EXHIBIT B - Pricing Schedule

1.3 EXHIBIT C - Contractor's EEO Certification

1.5 EXHIBIT D - County's Administration

1.6 EXHIBIT E - Contractor's Administration

1.7 EXHIBIT F - Forms Required at the Time of Contract Execution

1.8 EXHIBIT G - Jury Service Ordinance

1.9 EXHIBIT H - Safely Surrendered Baby Law

Unique Exhibits:

Health Insurance Portability and Accountability Act (HIPAA) Agreement

1.10 EXHIBIT I - Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

1.11 EXHIBIT J - Internal Revenue Services Notice No. 1015

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-section 8.1 – Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as

used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 Contract: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A - Statement of Work.

2.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.

2.3 Contractor Project Manager: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.4 County: Los Angeles County Department of Public Library.

2.5 County Contract Project Director: The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.

2.6 County Contract Project Manager: The individual designated by the County Contract Project Director to manage the operations under this Contract.

2.7 County Contract Project Monitor: The individual designated to oversee the day to day activities of this Contract. They are responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.8 County Librarian: Director of Los Angeles County Department of Public Library.

2.9 Day(s): Business day(s) unless otherwise specified.

2.10 Fiscal Year: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.11 Library: Los Angeles County Department of Public Library

2.12 Library Assistant: An individual who performs routine paraprofessional library tasks to assist professional Librarians.

2.13 Paraprofessional: An individual who supports Library staff, known in the County as a Library Assistant with completion of two (2) years of college, including six (6) units of technical library course work, who under the

direction of a professional Librarian performs clerical and some designated professional tasks in the library. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

2.14 **Professional:** An individual with a Master of Library Science degree from an accredited college or university or completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be **three (3)** years commencing after execution by the County's Board of Supervisors (Board), unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County shall have the sole option to extend this Contract term for up to **two (2)** additional one (1) year periods and **six (6)** month to month extensions, for a maximum total Contract term of five (5) years and six (6) months. Each such option and extension shall be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

4.3 The Contractor shall notify the County when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the County at the address herein provided in *Exhibit D - County's Administration*.

5.0 CONTRACT SUM

5.1 The maximum contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of the Services specified herein in accordance with *Exhibit B - Pricing Schedule*, and shall not exceed **six hundred thousand dollars and zero cents ($600,000.00)** for each year of this Contract, except as set forth in Sub-section 8.1 – Amendments.

5.2 The Contractor will be paid the proposed bill rate in approximately forty-five (45) business days in arrears, after submission of invoices. Approval of invoices submitted will be subject to auditing requirements of the County.

5.3 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.4 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the County at the address herein provided in *Exhibit D - County's Administration*.

5.5 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment, it shall immediately notify the County and shall immediately repay all such funds

to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.6 Invoices and Payments

5.6.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A - Statement of Work* and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in *Exhibit B - Pricing Schedule*, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.6.2 The Contractor's invoices shall be priced in accordance with *Exhibit B - Pricing Schedule.*

5.6.3 The Contractor's invoices shall contain the information set forth in *Exhibit A - Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.6.4 The Contractor shall submit the weekly/monthly invoices to the County in arrears for services provided with a copy of each employee's timesheet.

5.6.5 All invoices under this Contract shall be submitted in two (2) copies to the following address:

Los Angeles County Department of Public Library
Contract Services Unit
7400 E. Imperial Highway, Room 206
Downey, CA 90242

5.6.6 County Approval of Invoices. All invoices submitted by the Contractor for payment must have the written approval of the

County Contract Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6.7 Local Small Business Enterprises – Prompt Payment Program *(if applicable)*

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following Sub-paragraphs is designated in *Exhibit D - County's Administration*. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Contract Project Director

The Responsibilities of the County Contract Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to the County policy, information requirements, and procedural requirements.

6.2 County Contract Project Manager

The responsibilities of the County Contract Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The County Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

6.3 County Contract Project Monitor

The County Contract Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The County Contract Project Monitor reports to the County Contract Project Manager.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

CONTRACTOR'S ADMINISTRATION

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in *Exhibit E – Contractor's Administration*. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with County Contract Project Manager and County Contract Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager must have **three (3)** years of documented experience.

7.1.4 The Contractor's Project Manager shall be able to affectively communicate in the English language.

7.2 Approval of Contractor's Employees

The County has the absolute right to approve or disapprove all of the Contractor's employees performing work hereunder and any proposed changes in the Contractor's employees, including, but not limited to, the Contractor's Project Manager.

7.3 Contractor's Employee Identification

All of the Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The County bears all expense of the badging.

7.3.1 The Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. The Contractor's employees may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.3.2 The Contractor shall notify the County within one business day when an employee is terminated from working under this Contract. The Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has

terminated employment with the Contractor.

7.3.3 If the County requests the removal of Contractor's employee, the Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.

7.4 Employee Criminal Records

No personnel employed by the Contractor and providing the services herein shall have a criminal conviction record or pending criminal trial for bribery, fraud, receiving stolen property, robbery, embezzlement, theft or forgery, unless such record has been disclosed and employment of the employee for this service has been approved in writing by the County.

7.5 Background and Security Investigations

7.5.1 All Contractor's employees performing work under this Contract shall undergo and pass, to the satisfaction of the County, a background investigation, as a condition of beginning and continuing to work under this Contract. The County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the expense of the County, regardless if the Contractor's employee passes or fails the background clearance investigation.

7.5.2 The County may request that the Contractor's employee be immediately removed from working on the County Contract at any time during the term of the Contract. The County will not provide to the Contractor nor to the Contractor's employees, any information obtained through the County conducted background clearance.

7.5.3 The County may immediately deny or terminate facility access to the Contractor's employees who do not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County, at the sole discretion of the County.

7.5.4 Disqualification, if any, of the Contractor's employees, pursuant to this Sub-section 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 The Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 7.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any

injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

7.6.3 The Contractor shall inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.6.4 The Contractor shall sign and adhere to the provisions of *Exhibit F1 - Contractor Acknowledgement and Confidentiality Agreement.*

7.6.5 The Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit F2 - Contractor Employee Acknowledgment and Confidentiality Agreement.*

7.6.6 The Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit F3 - Contractor Non-Employee Acknowledgment and Confidentiality Agreement.*

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and the County Board of Supervisors, for the exception of which the County Librarian is expressly authorized to increase the Contract Sum set forth in Section 5.0 – Contract Sum, not to exceed twenty percent (20%) of the total Contract Sum for a particular contract year based on an increase in unanticipated work in needed services. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.2 The Board or Chief Executive Officer (CEO) or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as

required by the Board or the CEO. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.3 The County Librarian or his/her designee may at his/her sole discretion, authorize extensions of time as defined in Section 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.4 The County Librarian or his/her designee reserves the right to amend the Contract to reflect any changes by an increase or decrease in the number of library facilities listed in Attachment I. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, the County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or

divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be

provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Within **thirty (30)** business days after the Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.

8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.

8.5.5 The Contractor shall preliminarily investigate all complaints and notify the County Contract Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

8.5.7 Copies of all written responses shall be sent to the County Contract Project Manager within three (3) business days of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, the Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by

this Contract. The Contractor shall comply with *Exhibit C - Contractor's EEO Certification.*

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as *Exhibit G* and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a Contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours

if: (1) the lesser number is a recognized industry standard as determined by the County, or (2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. The Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its

sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 CONFLICT OF INTEREST

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this sub-paragraph shall be a material breach of this Contract.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF / OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give **first consideration** for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during

the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, the County employees shall be given first priority.

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts

the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision,

and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a

debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of the County Contractors.

8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through the Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program

(County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.16.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as

determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-section 8.1 - Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 FORCE MAJEURE

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a Subcontractor of the Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both the Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.

8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially

reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.22 INDEPENDENT CONTRACTOR STATUS

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in Sub-section

7.6 - Confidentiality.

8.23 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.24 GENERAL INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its Subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County. Such coverage shall be provided and maintained at the Contractor's own expense.

8.24.1 Evidence of Insurance

Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Los Angeles County Department of Public Library
Contract Services Unit
7400 E. Imperial Highway, Room 206
Downey, CA 90242

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverages required in this Contract;
- Contain the express condition that the County is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and

employees as insureds for all activities arising from this Contract; and

- Identify any deductibles or self-insured retentions for the County's approval. The County retains the right to require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the County, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.2 Insurer Financial Ratings

Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A:VII unless otherwise approved by the County.

8.24.3 Failure to Maintain Coverage

Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to the County, shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend this Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase such required insurance coverage, and without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

8.24.4 Notification of Incidents, Claims or Suits: Contractor shall report to the County:

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in

writing within twenty-four (24) hours of occurrence.

- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County Contract Project Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Contract.

8.24.5 Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

8.24.6 Insurance Coverage Requirements for Subcontractors

The Contractor shall ensure any and all Subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- The Contractor providing evidence of insurance covering the activities of Subcontractors, or
- The Contractor providing evidence submitted by the Subcontractors evidencing that the Subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of the Subcontractor insurance coverage at any time.

8.25 INSURANCE COVERAGE REQUIREMENTS

8.25.1 General Liability insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million

Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

8.25.2 **Automobile Liability** insurance written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

8.25.3 **Workers' Compensation and Employers' Liability** insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor's employees will be engaged in maritime employment, coverage shall provide Workers' Compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which the Contractor is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

8.25.4 **Professional Liability** insurance covering liability arising from any error, omission, negligent or wrongful act of the Contractor, its officers or employees with limits of not less than $1 million per occurrence and $1 million aggregated. The coverage also shall provide an extended two year reporting period commencing upon termination or cancellation of this Agreement.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the County Librarian or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly

payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the County Librarian or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the County Librarian or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the County Librarian or his/her designee, may: (1) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (2) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such specified in *Attachment A, Technical Exhibits, Exhibit 2 - Performance Requirements Summary (PRS),* hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (3) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private Contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in Sub-paragraph 8.26.2 shall not be construed

as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of *Exhibit C - Contractor's EEO Certification.*

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or

termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor shall allow the County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this Sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall,

at its sole option, be entitled to the sum of Five Hundred Dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County Contract Project Manager and/or County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or the County Contract Project Director is not able to resolve the dispute, the County Librarian or designee shall resolve it.

8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in *Exhibit J - Internal Revenue Service Notice No. 1015.*

8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet

regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is provided in *Exhibit H – Safely Surrender Baby Law* of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.34 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in *Exhibits D - County's Administration and E - Contractor's Administration*. Addresses may be changed by either party giving ten (10) business days prior written notice thereof to the other party. The County Librarian or his/her designee shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one (1) year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 PUBLIC RECORDS ACT

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-section 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in

the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 PUBLICITY

8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County Contract Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Contract with the Los Angeles County, provided

that the requirements of this Sub-paragraph 8.37 shall apply.

8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph 8.38 shall constitute a material

breach of this Contract upon which the County may terminate or suspend this Contract. Refer to *Attachment A, Technical Exhibits, Exhibit 2 – Performance Requirements Summary (PRS)* for non-compliance.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: (1) repaid by the Contractor to the County by cash payment upon demand or (2) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.39 RECYCLED BOND PAPER

Consistent with the Boards' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 SUBCONTRACTING

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the Subcontractor;

- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.

8.40.6 The County Contract Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to: the County Contract Project Manager at the address identified in *Exhibit E – County Administration*, before any Subcontractor employee may perform any work hereunder.

8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Sub-section 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 TERMINATION FOR CONVENIENCE

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Sub-section 8.38 - Record Retention and Inspection/Audit settlement.

8.43 TERMINATION FOR DEFAULT

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County Contract Project Director:

- The Contractor has materially breached this Contract; or
- The Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Sub-paragraph.

8.43.3 Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight

embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.43.3, the terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of Sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-section 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this Sub-section 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance

pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, and the provision of travel or entertainment, or tangible gifts.

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-section 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-section 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 WARRANTY AGAINST CONTINGENT FEES

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Contract, the Contractor provides services to the County and the Contractor receives, has access to, and/or creates Protected Health Information as defined in *Exhibit I* in order to provide those services. The County and the Contractor therefore agree to the terms of *Exhibit I - Contractor's Obligations As a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).*

9.2 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

9.2.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.2.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.2.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.2.4 If the Contractor has obtained the County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in Sub-division 1, be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if the Contractor is no longer eligible for certification as a result in a change of their status and the Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

9.3 TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

9.3.1 This Contract is subject to the provisions of the County's ordinance entitles Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.3.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid

another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

9.3.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunity vendor.

9.3.4 If the Contractor has obtained County certification as a Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in Sub-division 1, be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

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IN WITNESS WHEREOF, the Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: **Library Associates, Inc.**

By _____
Keith Gurtzweiler

_____
Vice President

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Raymond G. Fortner, Jr.
County Counsel

By _____
David Beaudet
Senior Deputy County Counsel

CONTRACT EXHIBITS
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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

This Contract will cover 85 County of Los Angeles Regional and Community Public Library facilities, four (4) bookmobiles, one (1) institutional library, and headquarters facility listed in Attachment I. The County of Los Angeles Public Library system covers 3,042.864 square miles in Los Angeles County. The Contractor will provide to the County, experienced Temporary Professional (Librarian) and Paraprofessional (Library Assistants) Librarian personnel on an as needed basis, for any temporary situations to perform the duties delineated herein to include, but not be limited to: cataloging materials such as English and Non-English language books, microforms, serials, audio cassettes, compact discs, video cassettes, video disc, selected government publications, periodicals and software; providing direct reference, information and readers advisory service to persons.

Temporary Personnel services may be utilized for any single peak load, emergency or temporary absence which requires temporary services not to exceed a maximum of 90 business days or 720 hours. The County reserves the right to contract with other entities for the same or similar services.

The County does not guarantee a minimum usage, however, the County shall make a good faith effort to procure as needed services hereunder each year the contract is in effect, contingent upon the Library's adopted budget and needs.

2.0 ADDITION/DELETION OF SERVICES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 The County reserves the right to amend the Contract to reflect any changes by an increase or decrease of additional services, specific tasks and/or work hours serviced based on organization and/or operational requirements. Due to budget considerations, the days and hours open may vary throughout the Contract Term. The County will notify the Contractor of any such variations, in writing, at least ten (10) business days prior to the effective date of the modification. The County will determine the need for modification referenced herein. The County Librarian or his/her designee

has authority to sign the amendment for the County. All standard terms and conditions in the current Contract shall extend to any additional services added in the amendment.

2.2 All changes must be made in accordance with Sub-section 8.1 – Amendments of the Contract.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Contract Project Director for review. The plan shall include, but may not be limited to the following:

a. Activities to be monitored to ensure compliance with all Contract requirements;

b. Methods of monitoring to ensure that the Contract requirements are being met;

c. Frequency of monitoring;

d. Samples of forms to be used in monitoring;

e. Title/level and qualifications of personnel performing monitoring functions; and

f. Documentation methods of all monitoring results, including any corrective action taken.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.15 - County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend any scheduled meetings (as needed). Advance notification will be done at least one (1) business day. However, depending on the importance of the issue, a meeting may be scheduled during the same business day. Failure to attend may cause an assessment of fifty dollars ($50.00).

4.2 Contract Discrepancy Report

Verbal notification of a Contract discrepancy will be made to the

Contractor's Project Manager by the County Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

The County Contract Project Monitor will determine whether a formal Contract Discrepancy Report shall be issued. Refer to *Appendix C – Technical Exhibit, Exhibit 1 – Contract Discrepancy Report.* Upon receipt of this document, the Contractor is required to respond in writing to the County Contract Project Monitor within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County Contract Project Monitor within ten (10) business days.

4.3 County Observations

In addition to departmental contracting employees, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 DEFINITIONS

5.1 Contract: Agreement executed between the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A - Statement of Work.

5.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.

5.3 Contractor's Project Manager: The individual designated by the Contractor to administer the Contract operations after the Contract award.

5.4 County: Los Angeles County Department of Public Library.

5.5 County Contract Project Director: The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.

5.6 **County Contract Project Manager:** The individual designated by the County Contract Project Director to manage the operations under this Contract.

5.7 **County Contract Project Monitor:** The individual designated to oversee the day-to-day activities of this Contract. They are responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

5.8 **County Librarian:** Director of Los Angeles County Department of Public Library.

5.9 **Day(s):** Business day(s) unless otherwise specified.

5.10 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

5.11 **Library:** Los Angeles County Department of Public Library.

5.12 **Library Assistant:** An individual who performs routine paraprofessional library tasks to assist professional Librarians.

5.13 **Paraprofessional:** An individual who supports Library staff, known in the County as a Library Assistant with completion of two (2) years of college, including six (6) units of technical library course work, who under the direction of a professional Librarian performs clerical and some designated professional tasks in the library. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

5.14 **Professional:** An individual with a Master of Library Science degree from an accredited college or university or completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

6.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY

6.1 Personnel

The County will administer the Contract according to the Contract, Section 6.0 - Administration of Contract - County. Specific duties will include:

6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.

6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

6.1.3 Preparing Amendments in accordance with the Contract, Section 8.0 – Standard Terms and Conditions, Sub-section 8.1 - Amendments.

CONTRACTOR

6.2 Contractor's Project Manager

6.2.1 The Contractor shall provide a full-time Contractor's Project Manager or designated alternate. The County must have access to the Contractor's Project Manager or designated alternate, Monday through Friday, 8:00 a.m. – 5:00 p.m. Pacific Standard Time (PST), excluding holidays.

6.2.2 The Contractor shall provide a telephone number where the Contractor's Project Manager or designated alternate may be reached after normal business hours in case of emergencies.

6.2.3 The Contractor's Project Manager or designated alternate shall act as central point of contact with the County.

6.2.4 The Contractor's Project Manager or designated alternate shall have three (3) years of documented experience.

6.2.5 The Contractor's Project Manager or designated alternate shall have full authority to act for the Contractor on all matters relating to the daily operation of the Contract.

6.2.6 The Contractor's Project Manager or designated alternate shall provide qualified employees on an as needed basis to any of the locations within the County of Los Angeles Public Library System listed in Attachment I.

6.2.7 The Contractor's Project Manager or designated alternate is responsible for ensuring that every temporary employee assigned under this contract shall read, understand, sign and date *Exhibit F2 – Contractor Employee Acknowledgment and Confidentiality Agreement* form as described in Section 7.0 – Administration of Contract – Contractor, Sub-section 7.6.4. of the Contract. The Contractor shall provide the form to their employees. After the form

is signed by the employee, the contractor is to make a copy of the form for the Contractor's file, and mail the original form to the County Contract Project Monitor.

6.3 Personnel

6.3.1 The Contractor shall provide employees that have the reference credentials to perform their work.

6.3.2 The Contractor shall be required to background investigate their employees as set forth in Sub-section 7.5 – Background and Security Investigation, of the Contract.

6.3.3 All employees provided by the Contractor must be able to read, speak, and understand English.

6.3.4 All employees provided by the Contractor shall present a neat and clean appearance.

6.3.5 All employees provided by the Contractor must be courteous and have the ability to handle irrational and difficult patrons in a professional manner.

6.3.6 The County may at any time give the Contractor written notices to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the County, detrimental to the interest of the public patronizing the premises. The Contractor shall meet with representatives of the County to consider the appropriate course of action with respect to such matter and the Contractor shall take reasonable measures under the circumstances to assure the County that the conduct and activities of the Contractor's employee shall not be detrimental to the interest of the public patronizing the premises.

6.3.7 The Contractor's employees shall be closely monitored to detect operational irregularities and noncompliance with contractual requirements. It is the Contractor's executive, management and supervisory employee's responsibility to see that the organization oversees the activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the County.

6.4 Identification Badges

The Contractor shall ensure that their employees are appropriately identified as set forth in Sub-section 7.3 – Contractor's Employee Identification, of the Contract. Such badge shall be displayed on contracted employee's person at all times he/she is on County designated property.

6.5 Training

The Contractor is responsible for providing training and supervising the employee assigned to perform services under this Contract.

6.6 Salaries

The Contractor will be solely responsible for providing to its employees all legally required employee benefits and the County shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any employees provided by the Contractor.

6.7 Background Check

The County requires every employee to pass a criminal background check, as condition of employment. The background check results should be completed before the individual is placed into the assignment.

6.8 Contractor's Office

The Contractor shall maintain an office with a telephone in the Company's name where the Contractor conducts business.

6.8.1 Business Hours

The Contractor's office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m. Pacific Standard Time (PST), Monday through Friday, by at least one employee who can respond to inquires and complaints which may be received about the Contractor's performance of the Contract.

6.8.2 After-Hours

When the Contractor's office is closed, an answering service shall be provided to receive calls. **The Contractor shall respond to calls received within one (1) business day.**

7.0 HOURS/DAYS OF WORK

Contract employees may be assigned varying shifts based on work location(s)

between the hours of 7:00 a.m. to 9:00 p.m. Pacific Standard Time (PST), Monday through Saturday, and possibly some Sundays, not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

8.0 USE OF COUNTY SEAL OR LETTERHEAD

The Contractor or its employees shall not use or display the official seal, letterhead or name of the County of Los Angeles or County of Los Angeles Public Library on any of its letterheads or communications with any agency or for any other cause.

9.0 TEMPORARY PERSONNEL REQUEST

9.1 The Contractor will be required to provide resumes for potential temporary employees for review by the County within twenty-four (24) hours after receipt of the County's request. If the Contractor is unable to provide resumes for review within twenty-four (24) hours, the County reserves the right to cancel the request and purchase the services from other sources.

9.2 Upon receipt of the request from the County for a Temporary Professional Librarian, the Contractor shall provide for each candidate, his/her resume and a copy of each candidate's Master of Library and Information Science (MLIS) degree or proof of completion of required semester units for review by the County, as set forth in Section 11.0 – Minimum Requirements, Sub-section 11.1 – Professional (Librarian).

9.3 Upon receipt of the request from the County for a Temporary Paraprofessional Library Assistant, the Contractor shall provide for each candidate, his/her resume and proof of completion of college requirements or experience of technical library course work for review by the County, as set forth in Section 11.0 – Minimum Requirements, Sub-section 11.2 – Paraprofessional (Library Assistant).

10.0 CONTRACTOR EMPLOYEE ACCEPTABILITY

10.1 The Contractor shall be responsible for immediately removing and replacing within twenty-four (24) hours any employee working on this Contract when requested to do so by the County Contract Project Manager.

10.2 All employees assigned by the Contractor to perform these services shall

at all times be employees of the Contractor and the Contractor shall have the sole right to hire, suspend, discipline, or discharge them. However, any employee of the Contractor who, in the opinion of the County is unsatisfactory shall immediately be removed from servicing the Contract. The Contractor shall not subcontract with any employee for performance if services hereunder unless the provisions in Section 8.40 - Subcontracting of the Contract are met.

11.0 MINIMUM REQUIREMENTS

11.1 Professional (Librarian) must have a Master of Library Science degree from an accredited college or university - OR - completion of 36 graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

11.2 Paraprofessional (Library Assistant) must have completed two (2) years of college, including six (6) units of technical library course work. (One year of full-time clerical or technical experience in an organized library will be accepted for each year of college).

12.0 ASSIGNMENT OF UNQUALIFIED EMPLOYEE

In the event the Contractor's employees are unable to perform the duties specified in Section 14.0 - Job Descriptions, the Contractor shall immediately, within twenty-four (24) hours, replace the unqualified employee with a qualified employee. The Contractor shall not charge the County for the services of any unqualified employee replaced.

13.0 SPECIFIC WORK REQUIREMENTS

13.1 The Contractor shall provide qualified and dependable employees who will perform, under County supervision, services required to cover specified task(s), sites and work shifts.

13.2 The Contractor shall provide efficient and experienced Professional and Paraprofessional Librarians on an as needed basis to any of the locations listed in Attachment I. The Professional and Paraprofessional Librarians must meet the minimum requirements as stated in Section 11.0 – Minimum Requirements.

13.3 The Contractor shall be responsible for providing all legally required

employee benefits to employees provided to the County on behalf of the Contractor including, without limitation, direct and indirect payment of salaries, wages, compensation or other benefits.

13.4 The Contractor has the responsibility of his employee's transportation to and from the work site(s). The County will not reimburse Contract employees for travel time, in time or money.

14.0 JOB DESCRIPTION

Listed below are the job descriptions of the Professional Librarian and Paraprofessional Library Assistant duties that the County may require of the employee provided through the contract, but may not be limited to the following:

14.1 Professional (Librarian)

Example of Public Service Duties:

a. Provides direct reference, information and reader's advisory services to Library patrons of all ages and all ethnic backgrounds.

b. Assists patrons in locating books and reference materials.

c. Utilizes adult, children's, and audio-visual materials, including books, pamphlets, maps, microforms, recordings, periodicals, online databases, and the Internet. In addition, utilizes federal, state, County, and local government collections.

d. Enforces Library policies and procedures. Maintains order within library. Provides appropriate discipline for juveniles. Handles complaints referred by part-time employees.

e. Assists in providing programs and services for patrons of all ages and covering all interest.

f. Cooperates with schools and other community groups by giving book talks, presenting instruction in library use either in the library or in other settings, prepares bibliographies and special exhibits and contributes articles for community newspapers.

g. Maintains library records and prepares required library reports as assigned.

h. Ensures or monitors that library's interior and exterior of buildings and grounds are maintained in a clean, safe, and orderly fashion.

i. Supervises part-time employees.

j. Handles interlibrary referrals and request(s).

k. Must be able to retrieve and place materials on shelves at a maximum of six (6) feet above the floor and on floor level shelves in order to weed shelves and locate collection materials.

l. Uses the Library's Integrated Library System (ILS) computer terminals and other computer equipment above waist level requiring use of a computer wand, inputting data into a computer terminal, and uses telephone equipment.

m. Extensive public and telephone contact requiring verbal and hearing communication skills. Employees must exhibit a positive and friendly service approach when dealing with customers.

n. Travels to assigned locations throughout Los Angeles County to attend meetings, training sessions, and conduct specific assignments.

o. Operates audio-visual equipment, photocopy machines, microfilm/microfiche reader printers and other equipment.

p. Operates and is experienced with standard computer equipment, software, and online services, including reference software, online databases, and the Internet.

Example of Technical Services Duties:

a. Classifies and catalogs all library materials and formats in English and non-English languages such as; books, microforms, serials, audio cassettes, compact discs, video cassettes, DVDs, selected government publications, periodicals and electronic resources.

b. Supervises Library Assistants in searching for bibliographic data, and in the performance of authority control, quality control and bibliographic maintenance duties such as copy cataloging and verification of name/subject headings, etc.

c. Trains Library Assistants in the technical details of copy cataloging.

d. Monitors vendor compliance of cataloging specifications.

e. Answers and resolves bibliographic questions from Technical and Public Services staff.

f. Keeps abreast with current trends and new technologies in the

library filed.

g. Keeps Technical and Public Services staff informed of new and revised cataloging rules and practices.

14.2 Paraprofessional (Library Assistant)
Example of Public Service Duties:

a. Enforces library rules and policies.

b. Answers simple reference questions; refers more difficult questions to professional staff.

c. Assists patrons in locating books and other library materials. May process requests for books and other library materials from other libraries.

d. Ensures that the library's interior and exterior of building and grounds are maintained in a safe, clean and orderly fashion.

e. Assists in maintaining library records and preparing reports regarding circulation, registration, material inventory, and collection of fines and fees.

f. May schedule and supervise the work of others, primarily library aides or pages.

g. Manages a circulation operation such as: register new library borrowers, perform data inputting into an automated circulation system using ILS computer terminals several hours at a time.

h. ILS computer terminal are located above waist level. This requires handling of books using a computer wand, and inputting data into a computer terminal.

i. Pushes carts loaded with books which may weigh up to 80 pounds and reaches overhead to perform shelving of books.

j. Packs, unpacks, and transports shipment boxes, from one location to another weighing up to 20 pounds.

k. Extensive public and telephone contact requiring verbal communication skills. Employee must exhibit a positive and friendly service approach when dealing with customers.

l. Must be able to retrieve and place materials on shelves at maximum of six (6) feet above the floor and on floor level

shelves in order to weed shelves and locate collection materials.

m. Must be able to travel to specified locations throughout Los Angeles County to attend meetings, training sessions, and conduct specific assignments.

Example of Technical Services Duties:

a. Searches for bibliographic data in electronic database, performs copy cataloging and verifies name and subject headings.

b. Performs routine database maintenance as referred by professional catalogers.

c. Transliterates and translates title pages information from other languages for cataloging purposes.

15.0 PERFORMANCE REQUIREMENTS SUMMARY

The Performance Requirements Summary (PRS) is a listing of services that are intended to be completely consistent with the Contract and the Statement of Work (SOW) and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to *Appendix C - Technical Exhibits, Exhibit 2 - Performance Requirements Summary (PRS)*. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract or the SOW will prevail. If any service seems to be created in this PRS, which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on the Contractor. When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.

- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the contract upon written notice, ten (10) business days with or without cause, as provided for in the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.42 - Termination for Convenience.

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EXHIBIT A

ATTACHMENTS

ATTACHMENT I - LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
1	**A C Bilbrew Library** 150 East El Segundo Blvd. Los Angeles, CA 90061	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
2	**Agoura Hills Library** 29901 Ladyface Court Agoura Hills, CA 91301	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
3	**Alondra Library** 11949 Alondra Court Norwalk, CA 90650	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. CLOSED 12:00 P.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
4	**Angelo M. Iacoboni Library** 4990 Clark Avenue Lakewood, CA 90712	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
5	**Anthony Quinn Library** 3965 Cesar E. Chavez Avenue Los Angeles, CA 90063	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
6	**Artesia Library** 18722 South Clarkdale Avenue Artesia, CA 90701	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
7	**Avalon Library** 215 Summer Avenue Avalon, CA 90704	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 7:00 P.M. 1:00 P.M. - 7:00 P.M. 1:00 P.M. - 7:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
8	**Baldwin Park Library** 4181 Baldwin Park Boulevard Baldwin Park, CA 91706	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
9	**Bell Gardens Library** 7110 South Garfield Avenue Bell Gardens, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
10	**Bell Library** 4411 East Gage Avenue Bell, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
11	**Canyon Country Library** 18601 Soledad Canyon Road Santa Clarita, CA 91351	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
12	**Carson Library** 151 East Carson Street Carson, CA 90745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
13	**Charter Oak Library** 20540 "K" Arrow Highway Covina, CA 91724	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
14	**Chet Holifield Library** 1060 South Greenwood Avenue Montebello, CA 90640	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. CLOSED CLOSED CLOSED
15	**City Terrace Library** 4025 East City Terrace Drive Los Angeles, CA 90063	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
16	**Claremont Library** 208 North Harvard Avenue Claremont, CA 91711	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
17	**Clifton M. Brakensiek Library** 9945 East Flower Street Bellflower, CA 90706	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 1:00 P.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
18	**Compton Library** 240 West Compton Boulevard Compton, CA 90220	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
19	**Cudahy Library** 5218 Santa Ana Street Cudahy, CA 90201	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
20	**Culver City Julian Dixon Library** 4975 Overland Avenue Culver City, CA 90230	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
21	**Diamond Bar Library** 1061 South Grand Avenue Diamond Bar, CA 91765	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 12:00 P.M. - 9:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
22	**Duarte Library** 1301 Buena Vista Street Duarte, CA 91010	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
23	**East Los Angeles Library** 4837 East 3rd Street Los Angeles, CA 90022	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
24	**East Rancho Dominguez Library** 4205 East Compton Boulevard East Rancho Dominguez, CA 90221	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
25	**El Camino Real Library** 4264 East Whittier Los Angeles, CA 90023	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
26	**El Monte Library** 3224 Tyler Avenue El Monte, CA 91731	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
27	**Florence Library** 1610 Florence Avenue Los Angeles, CA 90001	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
28	**Gardena Mayme Dear Library** 1731 West Gardena Boulevard Gardena, CA 90247	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. CLOSED CLOSED
29	**George Nye, Jr. Library** 6600 Del Amo Boulevard Lakewood, CA 90713	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
30	**Graham Library** 1900 East Firestone Boulevard Los Angeles, CA 90001	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
31	**Hacienda Heights Library** 16010 La Monde Street Hacienda Heights, CA 91745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 6:00 P.M. 9:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
32	**Hawaiian Gardens Library** 12100 East Carson Street, #E Hawaiian Gardens, CA 90716	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
33	**Hawthorne Library** 12700 Grevillea Avenue Hawthorne, CA 90250	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
34	**Hermosa Beach Library** 550 Pier Avenue Hermosa Beach, CA 90254	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
35	**Hollydale Library** 12000 South Garfield Avenue South Gate, CA 90280	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
36	**Huntington Park Library** 6518 Miles Avenue Huntington Park, CA 90255	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. CLOSED 10:00 A.M. - 5:00 P.M. CLOSED
37	**La Cañada Flintridge Library** 4545 North Oakwood La Cañada Flintridge, CA 91011	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
38	**La Crescenta Library** 4521 La Crescenta Avenue La Crescenta, CA 90638	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
39	**La Mirada Library** 13800 La Mirada Boulevard La Mirada, CA 91745	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
40	**La Puente Library** 15920 East Central Avenue La Puente, CA 91744	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
41	**La Verne Library** 3640 D. Street La Verne, CA 91750	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
42	**Lake Los Angeles Library** 16921 East Avenue O, #A Palmdale, CA 93591	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
43	**Lancaster Library** 601 W. Lancaster Boulevard Lancaster, CA 93534	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
44	**Lawndale Library** 14651 Burin Avenue Lawndale, CA 90260	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
45	**Leland R. Weaver Library** 4035 Tweedy Boulevard South Gate, CA 90280	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
46	**Lennox Library** 4359 Lennox Boulevard Lennox, CA 90304	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. CLOSED
47	**Littlerock Library** 35119 80th Street East Littlerock, CA 93543	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
48	**Live Oak Library** 4153-55 East Live Oak Avenue Arcadia, CA 91006	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
49	**Lloyd Taber-Marina Del Rey Library** 4533 Admiralty Way Marina del Rey, CA 90292	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
50	**Lomita Library** 24200 Narbonne Avenue Lomita, CA 90717	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
51	**Los Nietos Library** 11644 East Slauson Avenue Whittier, CA 90606	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 7:00 P.M. 12:00 P.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
52	**Lynwood Library** 11320 Bullis Road Lynwood, CA 90262	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
53	**Malibu Library** 23519 West Civic Center Way Malibu, CA 90265	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
54	**Manhattan Beach Library** 1320 Highland Avenue Manhattan Beach, CA 90266	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
55	**Masao W. Satow Library** 14433 South Crenshaw Boulevard Gardena, CA 90249	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
56	**Maywood Cesar Chavez Library** 4323 East Slauson Avenue Maywood, CA 90270	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
57	**Montebello Library** 1550 West Beverly Boulevard Montebello, CA 90640	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
58	**Newhall Library** 22704 West Ninth Street Santa Clarita, CA 91321	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M.- 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
59	**Norwalk Library** 12350 Imperial Highway Norwalk, CA 90650	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
60	**Norwood Library** 4550 North Peck Road El Monte, CA 91732	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 9:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
61	**Paramount Library** 16254 Colorado Avenue Paramount, CA 90723	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 1:00 P.M. - 5:00 P.M. CLOSED
62	**Pico Rivera Library** 9001 Mines Avenue Pico Rivera, CA 90660	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. CLOSED 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
63	**Quartz Hill Library** 42018 North 50th Street West Quartz Hills, CA 93536	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 5:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
64	**Rivera Library** 7828 South Serapis Avenue Pico Rivera, CA 90660	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 1:00 P.M. - 6:00 P.M. 1:00 P.M. - 6:00 P.M. 1:00 P.M. - 5:00 P.M. CLOSED CLOSED
65	**Rosemead Library** 8800 Valley Boulevard Rosemead, CA 91770	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
66	**Rowland Heights Library** 1850 Nogales Street Rowland Heights, CA 91748	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 9:00 P.M. 9:00 A.M. - 6:00 P.M. 9:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
67	**San Dimas Library** 145 North Walnut Avenue San Dimas, CA 91773	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
68	**San Fernando Library** 217 North Maclay Avenue Quartz Hills, CA 91340	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 A.M. - 8:00 P.M. 12:00 A.M. - 8:00 P.M. 12:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
69	**San Gabriel Library** 500 South Del Mar Avenue San Gabriel, CA 91776	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 P.M. - 5:00 P.M. CLOSED
70	**Sorensen Library** 11405 East Rose Hedge Drive Whittier, CA 90606	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
71	**South El Monte Library** 1430 North Central Avenue South El Monte, CA 91733	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
72	**South Whittier Library** 14433 Leffingwell Road Whittier, CA 90604	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
73	**Sunkist Library** 840 North Puente Avenue La Puente, CA 91746	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
74	**Temple City Library** 5939 Golden West Avenue Temple City, CA 91780	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 8:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
75	**Valencia Library** 23743 West Valencia Boulevard Santa Clarita, CA 91355	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 9:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
76	**Dr. Martin Luther King Jr. Library** 17906 South Avalon Boulevard Carson, CA 90746	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 11:00 A.M. - 8:00 P.M. 11:00 A.M. - 8:00 P.M. 12:00 A.M. - 5:00 P.M. 12:00 A.M. - 5:00 P.M. CLOSED CLOSED
77	**View Park Library** 3854 West 54th Street Los Angeles, CA 90043	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 11:00 A.M. - 7:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
78	**Walnut Library** 21155 La Puente Road Walnut, CA 91789	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
79	**West Covina Library** 1601 West Covina Parkway West Covina, CA 91790	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
80	**West Hollywood Library** 715 North San Vicente Boulevard West Hollywood, CA 90069	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Library Facilities - (85)

	Library Information	Library Hours	
81	**Westlake Village Library** 31220 West Oak Crest Drive Westlake Village, CA 91361	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 10:00 A.M. - 8:00 P.M. 10:00 A.M. - 8:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 1:00 P.M. - 5:00 P.M.
82	**Willowbrook Library** 11838 Wilmington Avenue Los Angeles, CA 90059	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 12:00 P.M. - 8:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 11:00 A.M. - 5:00 P.M. 11:00 A.M. - 5:00 P.M. CLOSED
83	**Wiseburn Library** 5335 West 135th Street Hawthorne, CA 90250	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	CLOSED 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 1:00 P.M. - 8:00 P.M. 10:00 A.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
84	**Woodcrest Library** 1340 West 106th Street Los Angeles, CA 90044	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 6:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED
85	**Castaic Library** 27971 Sloan Canyon Rd., Castaic, CA 91384	Monday Tuesday Wednesday Thursday Friday Saturday Sunday	10:00 A.M.- 8:00 P.M. 10:00 A.M. - 8:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 6:00 P.M. 12:00 P.M. - 5:00 P.M. 10:00 A.M. - 5:00 P.M. CLOSED

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIST OF LIBRARIES – SERVICE LOCATIONS AND HOURS
Other Facilities - (6)

Library Information

1. **Juvenile Hall (Institutional Library)**
   1605 Eastlake Avenue
   Los Angeles, CA 90033

2. **County of Los Angeles Public Library Headquarters**
   7400 East Imperial Hwy
   Downey, CA 90242

BOOKMOBILES

3. **Antelope Valley Bookmobile**
   601 West Lancaster Boulevard
   Lancaster, CA 93534

4. **Las Virgenes Bookmobile**
   23519 West Civic Center Way
   Malibu, CA 90265

5. **Santa Clarita Bookmobile**
   22704 West Ninth Street
   Santa Clarita, CA 91321

6. **Urban Outreach Bookmobile**
   1601 West Covina Parkway
   West Covina, CA 91790

EXHIBIT A

TECHNICAL EXHIBITS

1 CONTRACT DISCREPANCY REPORT (SAMPLE)

2 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

TECHNICAL EXHIBIT 1

Sample

7400 E. IMPERIAL HWY.
DOWNEY, CA 90242
Phone: 562-940-8485
Fax: 562-803-0016

COUNTY OF LOS ANGELES
PUBLIC LIBRARY HEADQUARTERS

Contract Discrepancy Report

Fax

To: **From:** CONTRACT SERVICES

Fax: **Pages:**

Phone: **Date:**

Re: **CC:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☑ **Please Reply** ☐ **Please Recycle**

DISCREPANCY PROBLEMS: The following has been reported:

CONTRACTOR RESPONSE: Cause and Corrective Action

Signature of Contractor Representative Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Sections found in: **Contract** = *Appendix A - Sample Contract* **SOW** = *Appendix B - Statement of Work*

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Section 7.0	Administration of Contract – Contractor	Contractor shall notify the County in writing of any changes in name or address of the Contract Project Manager.	Documentation and review of files.	$100 per day when documentation is not provided
Contract: Section 7.6	Confidentiality	Contractor adherence to the Section 7.6	Documentation and review of files.	$100 per employee per occurrence
Contract: Section 8.24	General Insurance Requirements	Adherence to Section 8.24	Receipt of Documentation	$100 per day when documentation is not provided; Contract termination
Contract: Section 8.25	Insurance Coverage Requirements	Adherence to Section 8.25	Receipt of Documentation	$100 per day when documentation is not provided; Contract termination
Contract: Section 8.38	Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents/records.	Documentation and review of files.	$100 per occurrence
Statement of Work: Section 11.0	Minimum Requirements	Adherence to the Minimum Requirements.	Receipt and review of documentation	$200 per employee
Statement of Work: Section 12.0	Assignment of Unqualified Employee	Contractor shall replace personnel within 24 hours	Observation of personnel work product; User complaint	No payment for employee who fails to meet County requirements.

Note: This chart covers deduction/fees for contract non-compliance. Sections of the contract may contain deductions for the specific violations not addressed here.

EXHIBIT B

PRICING SCHEDULE

REQUIRED FORMS - EXHIBIT 11
PRICING SCHEDULE
TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL
LIBRARIAN PERSONNEL SERVICES

Rates quoted must reflect personnel meeting the qualifications described in *Appendix B - Statement of Work.* This constitutes a firm bid, irrevocable for a period of 180 days from the bid due date, based on the following maximum hourly rates:

YEAR ONE (1):

Job Classification	Hourly Rate
Librarian	$ 34.32
Library Assistant	27.00

YEAR TWO (2):

Job Classification	Hourly Rate
Librarian	$ 35.35
Library Assistant	27.81

YEAR THREE (3):

Job Classification	Hourly Rate
Librarian	$ 36.41
Library Assistant	28.65

OPTION YEAR ONE (1):

Job Classification	Hourly Rate
Librarian	$ 37.50
Library Assistant	29.50

OPTION YEAR TWO (2):

Job Classification	Hourly Rate
Librarian	$ 38.63
Library Assistant	30.40

Signature of Authorized Agent — Date: 8/27/08

KRISTEN E. KNEUSSL
VICE PRESIDENT
FINANCE & ADMINISTRATION
Name and Title of Signer

Library Associates, Inc.
Company Name

EXHIBIT C

CONTRACTOR'S EEO CERTIFICATION

REQUIRED FORMS - EXHIBIT 8

PROPOSER'S EEO CERTIFICATION

Library Associates, Inc.
Company Name

6500 Wilshire Blvd, Suite 2240, Los Angeles, CA 90048
Address

95-4208617
Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	(✓)	( )
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	(✓)	( )
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	(✓)	( )
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	(✓)	( )

Signature

21 August 2008
Date

Keith Gurtzweiler, Vice President, Recruiting
Name and Title of Signer (please print)

EXHIBIT D

COUNTY'S ADMINISTRATION

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Rose M. Garcia
Title: Head, Facilities Services
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 8481
Facsimile: (562) 803 – 0016
E-Mail Address: **rgarcia@library.lacounty.gov**

COUNTY PROJECT MANAGER:

Name: _____
Title: Contract Services Coordinator
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 8485
Facsimile: (562) 803 – 0016
E-Mail Address: _____

COUNTY CONTRACT PROJECT MONITOR:

Name: _____
Title: Administrative Assistant II
Address: 7400 E. Imperial Hwy., Room 206
Downey, CA 90242
Telephone: (562) 940 – 6918
Facsimile: (562) 803 – 0016
E-Mail Address: _____.

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

TEMPORARY PROFESSIONAL AND PARAPROFESSIONAL LIBRARIAN PERSONNEL SERVICES

LIBRARY ASSOCIATES, INC.

CONTRACTOR'S NAME

CONTRACT NO: _____

CONTRACTOR'S PROJECT MANAGER:

Name: Joanne Schwarz
Title: Senior Recruiter
Address: 6500 Wilshire Boulevard, Suite 2240
Los Angeles, CA 90048
Telephone: (323) 852-1083 main; (323) 302-9434 direct
Facsimile: (323) 852-1093
E-Mail Address: jschwarz@libraryassociates.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Keith Gurtzweiler
Title: Vice President, Recruiting
Address: 6500 Wilshire Boulevard, Suite 2240
Los Angeles, CA 90048
Telephone: (323) 852-1083 main; (323) 302-9436 direct
Facsimile: (323) 852-1093
E-Mail Address: keith@libraryassociates.com

Name: Deborah Schwarz
Title: President & CEO
Address: 6500 Wilshire Boulevard, Suite 2240
Los Angeles, CA 90048
Telephone: (323) 852-1083 main; (323) 302-9431 direct
Facsimile: (323) 852-1093
E-Mail Address: dschwarz@libraryassociates.com

Notices to Contractor shall be sent to the following:

Name: Keith Gurtzweiler
Title: Vice President, Recruiting
Address: 6500 Wilshire Boulevard, Suite 2240
Los Angeles, CA 90048
Telephone: (323) 852-1083 main; (323) 302-9436 direct
Facsimile: (323) 852-1093
E-Mail Address: keith@libraryassociates.com

EXHIBIT F

F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

F2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

F3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

EXHIBIT F1

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

CONTRACTOR NAME Library Associates, Inc. Contract No._____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: 11/04/2008

PRINTED NAME: Keith Gurtzweiler

POSITION: Vice President, Recruiting

EXHIBIT F2

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name Library Associates, Inc. Contract No. _____

Employee Name Keith Gurtzweiler, Vice President, Recruiting

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____ DATE: 11/04/2008

PRINTED NAME: Keith Gurtzweiler

POSITION: Vice President, Recruiting

EXHIBIT F3

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name Library Associates, Inc. Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____ DATE: 11/04/2008

PRINTED NAME: Keith Kurtzweiler

POSITION: Vice President, Recruiting

EXHIBIT G

JURY SERVICE ORDINANCE

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

REQUIRED FORMS - EXHIBIT 10

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is excepted from the Program.

Company Name:	Library Associates, Inc.
Company Address:	6500 Wilshire Blvd, Suite 2240,
City: Los Angeles	State: CA Zip Code: 90048
Telephone Number:	(323) 852-1083
Solicitation For Temporary Services:	Temporary Professional & Paraprofessional Librarian Personnel Services

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed $50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

  "Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

  "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ■ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, **or** my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

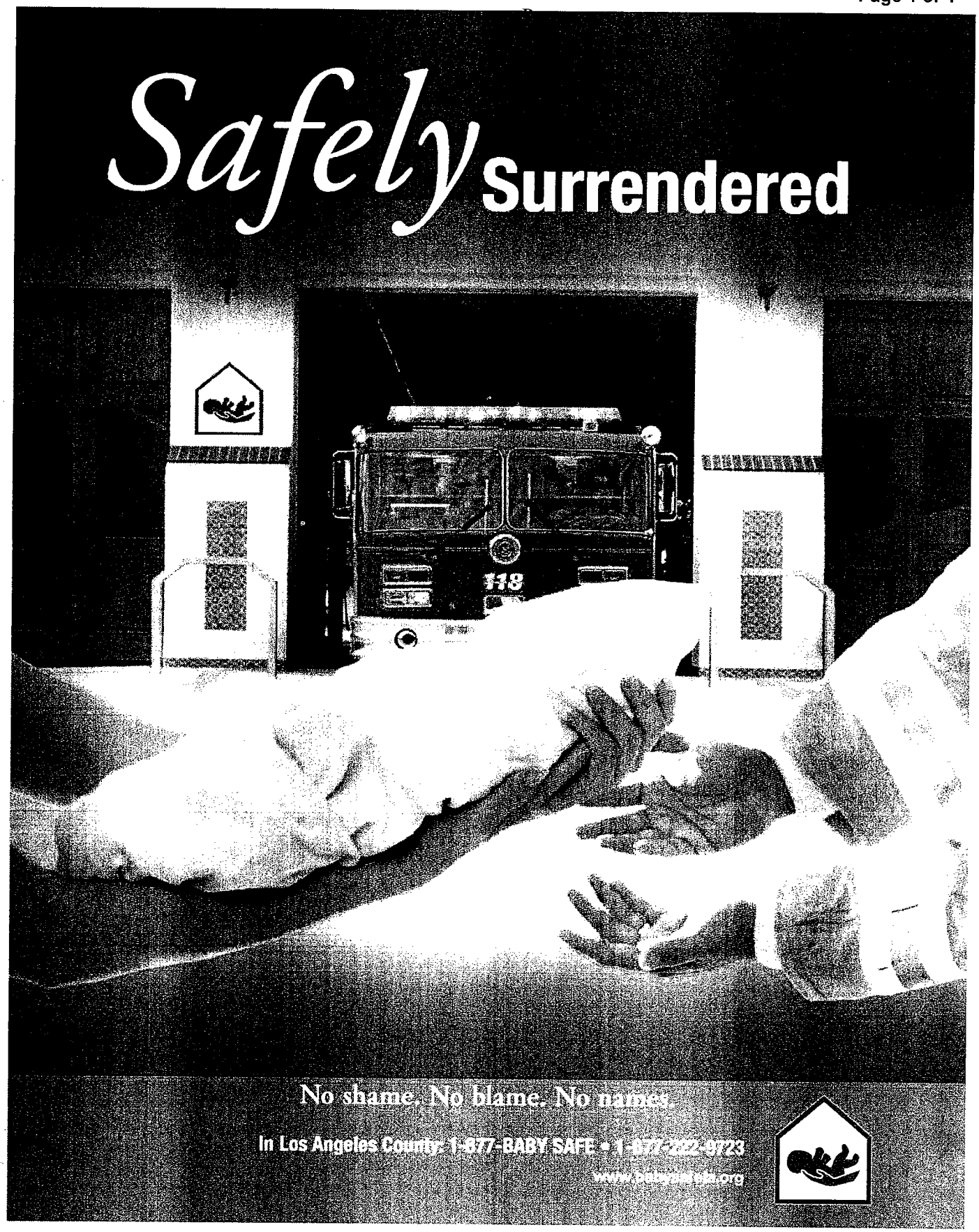
Print Name: Keith Gurtzweiler	Title: Vice President, Recruiting
Signature:	Date: 21 August 2008

EXHIBIT H

SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

www.babysafela.org


Safely Surrendered
118
No shame. No blame. No names.
In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723
www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons with lawful custody, which means anyone legally permitted to care for a baby, to safely surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at **1-800-540-4000.**

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

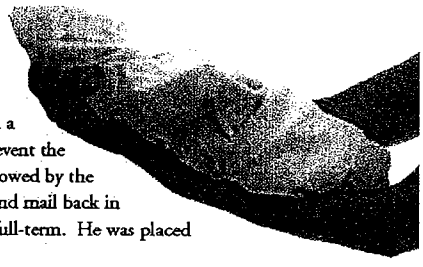
What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

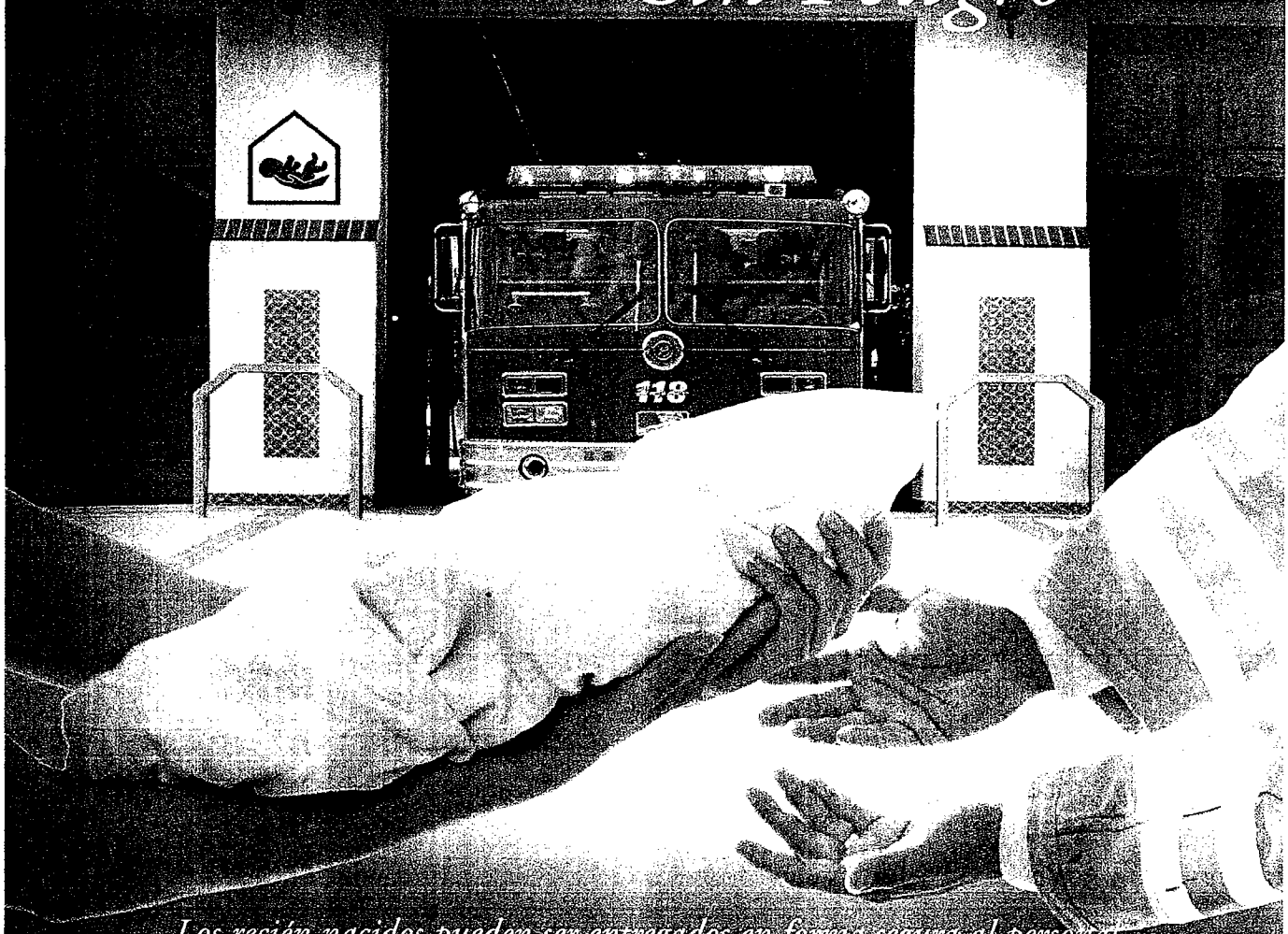
The purpose of the **Safely Surrendered Baby Law** is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The **Safely Surrendered Baby Law** prevents this tragedy from ever happening again in California.

A baby's story



Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.

Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org

Ley de Entrega de Bebés *Sin Peligro*

¿Qué es la Ley de Entrega de Bebés sin Peligro?

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan *si tienen custodia legal.*

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

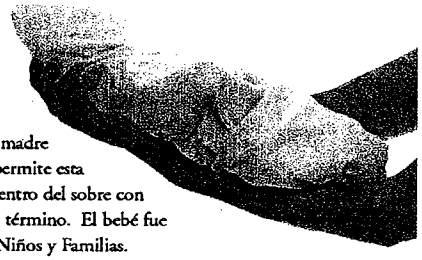
¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé



A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

EXHIBIT I

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

AGREEMENT
CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to, or creates Protected Health Information in order to provide those Services. Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("the Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations Parts 160 and 164 ("together, the "Privacy and Security Regulations").

The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Therefore, the parties agree as follows:

1.0 DEFINITIONS

1.1 "Disclose" and "Disclosure" means, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.

1.2 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.

1.3 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

1.4 "Individual" means the person who is the subject of Protected Health Information, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

1.5 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 164.503, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information, whether oral or recorded in any form or medium, that (i) relates to the past, present, or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.

1.6 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.

1.7 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.

1.8 "Services" has the same meaning as in the body of this Agreement.

1.9 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.

1.10 Terms used, but not otherwise defined, in this Paragraph shall have the same meaning as those terms in the HIPAA Regulations.

2.0 OBLIGATIONS OF BUSINESS ASSOCIATE

2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall Use and Disclose Protected Health Information as necessary to perform the Services, and as provided in Sub-sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 of this Agreement;

(b) shall Disclose Protected Health Information to Covered Entity upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose.

2.2 Adequate Safeguards for Protected Health Information. Business Associate:

(a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Paragraph. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the minimum necessary in accordance with the Privacy Regulation's minimum necessary standard.

(b) effective as of April 20, 2005, specifically as to Electronic Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information.

2.3 Reporting Non-Permitted Use or Disclosure and Security Incidents. Business Associate shall report to Covered Entity each Non-Permitted Use or Disclosure that is made by Business Associate, its employees, representatives, agents or subcontractors, but is not specifically permitted by this Agreement, and effective as of April 20, 2005, shall report to Covered Entity each Security Incident of which Business Associate becomes aware. The initial report shall be made by telephone call to the Covered Entity's HIPAA Privacy Officer within forty-eight (48) hours from the time the Business Associate becomes aware of the Non-Permitted Use or Disclosure or Security Incident, followed by a full written report no later than ten (10) business days from the date the Business Associate becomes aware of the non-permitted Use or Disclosure or Security Incident to the Chief Privacy Officer at:

Chief HIPAA Privacy Officer, County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple St.
Suite 410
Los Angeles, CA 90012
(213) 974-2164

2.4 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Paragraph.

2.5. Availability of Internal Practices, Books and Records to Government Agencies. Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

2.6 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity.

2.7 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.

2.8 Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of Disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528, and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. However, Business Associate is not required to provide an accounting of Disclosures that are necessary to perform its Services if such Disclosures are for either payment or health care operations purposes, or both. Additionally, such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures that were made prior to the compliance date of the Privacy Rule, April 14, 2003) and shall be provided for as long as Business Associate maintains the Protected Health Information.

Any accounting provided by Business Associate under this Section 2.8 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Sub-section 2.8, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Sub-section 2.8 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

3.0 OBLIGATION OF COVERED ENTITY

3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

4.0 TERM AND TERMINATION

4.1 Term. The term of this Paragraph shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.

4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

(a) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or

(b) Immediately terminate this Agreement if Business Associate has breached a material term of this Paragraph and cure is not possible; or

(c) If neither termination or cure are feasible, Covered Entity shall report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration

(a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or

created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make it infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

5.0 MISCELLANEOUS

5.1 No Third Party Beneficiaries. Nothing in this Paragraph shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Agreement.

5.3 Relationship to Agreement Provisions. In the event that a provision of this Paragraph is contrary to any other provision of this Agreement, the provision of this Paragraph shall control. Otherwise, this Paragraph shall be construed under, and in accordance, with the terms of the Agreement.

5.4 Regulatory References. A reference in this Paragraph to a section in the Privacy or Security Regulations means the section as in effect or as amended.

5.5 Interpretation. Any ambiguity in this Paragraph shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.

5.6 Amendment. The parties agree to take such action as is necessary to amend this Paragraph from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations.

EXHIBIT J

IRS NOTICE 1015

EXHIBIT J

IRS NOTICE 1015
(Obtain latest version from IRS website)
http://www.irs.gov/pub/irs-pdf/n1015.pdf

Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2007)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2007 are less than $39,783 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2008.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from the IRS website at *www.irs.gov* or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2007 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit (EIC).

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2007 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2007 and owes no tax but is eligible for a credit of $825, he or she must file a 2007 tax return to get the $825 refund.

How Do My Employees Get Advance EIC Payments?

Eligible employees who expect to have a qualifying child for 2008 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15 (Circular E), Employer's Tax Guide.