County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

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Director

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"To enrich lives through effective and caring service"

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
16 December 11, 2012
SACHI A. HAMAI
EXECUTIVE OFFICER

December 11, 2012

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

Dear Supervisors:

AWARD OF FIVE CUSTODIAL SERVICES CONTRACTS

SUBJECT

Approval of five custodial contracts to provide services to various County departments.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that custodial services can be more economically performed by independent contractors than by County employees.

2. Approve and instruct the Chairman to sign the attached contracts (Attachments 1-5) with Diamond Contract Services, Inc., DMS Facility Services, Inc., and Pride Industries One, Inc., to provide custodial services to be effective as indicated in Attachment 6 for a period of two (2) years, with three (3) one-year renewal options and six month to month extensions at an estimated annual cost of $14 million.

3. Approve and authorize the Director of Internal Services Department (ISD) or his designee to extend the current contracts with Come Land Maintenance Co. Inc. and DMS Facility Services, Inc. as indicated on Attachment 6 under the current terms and conditions.

4. Authorize the Director of ISD or his designee to exercise the renewal options and month-to-month extensions in accordance with the attached contracts, add and delete facilities, approve necessary changes to scope of services, and execute applicable contract amendments should the original contracting entities merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently contracts for custodial services for 22 County departments and Superior Courts at approximately 180 buildings located throughout the County. The work has been divided into, and solicited by, six geographic regions with one contract per region. Your Board approved a contract for custodial services in Region 5 on February 7, 2012. As such, the recommended contracts are for five regions (Regions 1, 2, 3, 4 and 6) where ISD is currently providing custodial services at approximately 144 facilities to various County departments. The recommended contractors are DMS Facility Services (DMS) for Regions 2 and 3, Diamond Contract Services (Diamond) for Regions 1 and 6, and Pride Industries One (Pride) for Region 4.

The existing contracts with DMS and Come Land expire on December 20, 2012 and extensions are requested to transition the services to the new contractors without interruption or lapse in services.

To meet the operational needs of ISD's client departments, there may be occasions during the term of the contracts when the scope of service at a facility must be changed or when a facility needs to be added or deleted. Approval of recommendation No. 4 will provide ISD with the ability to effectively manage these situations.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goals Number 1 (Operational Effectiveness) maximize the effectiveness of the County's processes structure and operations to support timely delivery of customer oriented and efficient public service by providing custodial services countywide.

FISCAL IMPACT/FINANCING

The estimated first year costs for the recommended contracts are as follows:

Region	Proposed Contractor	Annual Cost
1	Diamond	2,871,179
2	DMS	1,143,444
3	DMS	4,333,077
4	Pride	3,276,194
6	Diamond	2,387,453
Total		$14,011,347

Sufficient appropriation for the recommended contracts is included in ISD's FY 2012-13 Adopted Budget and sufficient appropriation will be requested in future years. Expenditures will be offset through billings to County departments.

The Department conducted cost analyses to ensure the contracts are cost effective, summaries of which are attached (Attachment 7). The Auditor-Controller has approved the cost analyses that demonstrate that the contracts are cost effective.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contracts have been approved as to form by County Counsel. The contracts contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. With the exception of the contract for Region 4, the contracts are subject to the Living Wage Program (County Code Chapter 2.201). Pride, the recommended contractor for Region 4 is exempted from the Living Wage Program due to the company's non-profit [IRS 501(c)3] status. DMS and Diamond will pay an hourly wage of no less than $11.84 to its employees providing services under the proposed contract. Although Pride is exempt from the Living Wage Program, the company has agreed to pay its employees an hourly wage of $11.84. There is no impact to current County employees.

The contract rates are fixed for the two year term of the contracts. The contracts allow for a Cost of Living Adjustment (COLA) increase during the option years, if the option years are exercised by the County. The COLA language in the contracts complies with your Board's directive that COLA's for Living Wage contracts be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost.

CONTRACTING PROCESS

On December 1, 2011, ISD released a Request for Proposals (RFP) for Custodial Services in five regions and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 8). Notice of the RFP was sent by electronic mail to 573 vendors registered with the County (Attachment 9). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Press Telegram, and La Opinión (Spanish language newspaper).

The mandatory proposer's conference was held on February 2, 2012. On February 27, 2012, proposals were received for each of the five regions as indicated below. Each proposal was reviewed for responsiveness and compliance with the minimum requirements stated in the RFP.

Region 1 – Twelve proposals received; six disqualified
Region 2 – Thirteen proposals received; four disqualified
Region 3 – Nine proposals received; four disqualified
Region 4 – Eleven proposals received; five disqualified
Region 6 – Eleven proposals received; six disqualified

Reasons for disqualifications included proposals not demonstrating that the company met the required years of experience or submittal of incorrect documents. The proposals that met the minimum requirements were evaluated by a committee in accordance with the evaluation process identified in the RFP. The non-selected proposers received debriefings from August 28 through September 5, 2012.

One proposer submitted a protest for each of the five regions and requested a County Review. As a result, a County Review Panels was convened, and a meeting was held on November 13, 2012. The County Review Panel did not have any recommended changes.

For Region 4, Pride met the criteria to qualify as a Transitional Job Opportunities Vendor and was therefore granted the five percent (5%) preference in the evaluation of its cost proposal. Each of the recommended vendors indicated their willingness to interview and consider the existing contractor's workforce for employment with their company under the recommended contracts. A summary of Community Business Enterprise Program information for each of the recommended vendors is attached (Attachment 10).

On final analysis, selections were made without regard to gender, race, creed, or color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended contracts will allow the County to continue to provide custodial services for various County departments throughout the County of Los Angeles.

Respectfully submitted,

Tom Tindall

TOM TINDALL
Director

TT:YY

c: Chief Executive Officer
County Counsel

ATTACHMENT 1

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CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

DIAMOND CONTRACT SERVICES, INC.

FOR

CUSTODIAL SERVICES

CONTRACT PROVISIONS
CUSTODIAL SERVICES

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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
DIAMOND CONTRACT SERVICES, INC.
FOR
CUSTODIAL SERVICES

This Contract and Exhibits made and entered into this 11th day of December, 2012 by and between the County of Los Angeles, hereinafter referred to as County and Diamond Contract Services, Inc. hereinafter referred to as Contractor. Diamond Contract Services, Inc. is located at 2249 North Hollywood Way, Burbank, CA 91505.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

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WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M, 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 Sheet

1.3 EXHIBIT C - Staffing and Facility Specification Sheets

1.4 EXHIBIT D - Contractor's EEO Certification

1.5 EXHIBIT E - County's Administration

1.6 EXHIBIT F - Contractor's Administration

1.7 EXHIBIT G - Contractor's Acknowledgement & Confidentiality Agreement

1.8 EXHIBIT H - Jury Service Ordinance

1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

Prop A - Living Wage Program

1.10 EXHIBIT J - Living Wage Ordinance

1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments

1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

1.13 EXHIBIT M - Charitable Contributions Certification

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:

2.1 **Contract**: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 **Contract Discrepancy Report**: A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.

2.3 **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.

2.4 **Contractor Project Manager**: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.5 **County Contract Monitor**: Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Project Director**: Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.7 **County Project Manager**: Person (s) designated by County's Project Director to manage the operations under this Contract.

2.8 **County Recognized Holidays**: The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).

2.9 **Day(s)**: Calendar day(s) unless otherwise specified.

2.10 **District Manager**: County Facility Operations Services (FOS) Manager responsible for custodial services in the County.

2.11 **Facilities**: Property(ies) owned and/or operated by the County of Los Angeles.

2.12 **Facilities Operation Services (FOS)**: Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.

2.13 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.14 **Internal Services Department**: The County Department responsible for administration of the contract.

2.15 **Performance Requirements Summary (PRS)**: Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

2.16 **Regions**: Grouping of facilities within areas of Los Angeles County.

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 in 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 contract term shall be for a period of two (2) years, commencing on January 28, 2013, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-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 solely by the Director, Internal Services Department (ISD). The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

4.3 The Contractor shall notify County's Project Manager, Internal Services Department, 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 County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Sheet.

5.2 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.

5.3 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 Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against 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 County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 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 Sheet, 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.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Sheet.

5.5.3 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.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. If the 15th calendar day of the month falls on a Friday, or on a weekend, the Contractor shall submit the monthly invoice to the County by the Thursday prior to the 15th.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Internal Services Department
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Contract Unit Supervisor, Finance, Room 222

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative 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.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

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.

5.6 COST OF LIVING ADJUSTMENTS (COLA'S)

For the three additional one-year option periods identified in Section 4.2, the contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 COUNTY'S PROJECT DIRECTOR

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROJECT MANAGER

The responsibilities of the County's 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's 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 County in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Contract Monitor reports to the District Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT MANAGER

7.1.1 The Contractor's Project Manager is designated in Exhibit F - 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's Project Manager and County's Contract Monitor on a regular basis.

7.2 APPROVAL OF CONTRACTOR'S STAFF

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 CONTRACTOR'S STAFF IDENTIFICATION

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

7.3.2 Contractor shall notify the County Project Manager in writing, within one business day, when staff is terminated from working under this Contract. 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 County requests the removal of Contractor's staff, 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.

7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.

7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 CONFIDENTIALITY

7.5.1 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.

7.5.2 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate

defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without County's prior written approval.

7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer 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 County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 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 Director of ISD, or his/her designee.

8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Sheet, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, 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 County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, Contractor must obtain County's consent through 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 County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of 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 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 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 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, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by 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 County's Board of Supervisors 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 seven (7) business days after 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 two (2) 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's Project Manager of the status of the investigation within one (1) business day 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's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, 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 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without 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 D - 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 H 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 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 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) 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 90 days or less within a 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. 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, 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, 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 years but may exceed five 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 Department 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 of Supervisors.

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 of Supervisors. The Board of Supervisors 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 of Supervisors. The Board of Supervisors 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 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 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 of Supervisors.

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.

The Contractor's Project Manager or designee shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping

services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager 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, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed 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 OR ELECTRONIC REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile or electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, 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 Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, 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 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 Contractor's failure to perform arises out of a force majeure event, 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-paragraph 7.5 - 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 PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 **Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising

out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 **Cancellation of Insurance or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall

maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

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 (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or

equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, 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. A description of 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 Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, 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 Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro

rata, those applicable portions of the Monthly Contract Sum; and/or (b) 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 damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Exhibit A – Statement of Work, Attachment 2, 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 (c) 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 D - 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, 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 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 Internal Services Department 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's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), 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 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 set forth in Exhibit I 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 delivered in person with signed receipt, or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, 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 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-paragraph 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’s Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, 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.

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: a) repaid by the Contractor to the County by cash payment upon demand or b) 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.

8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information 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 materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' 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's 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. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Contracting Division, Contracts Section
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

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-paragraph 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-paragraph 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-paragraph 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's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- 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 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, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 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-paragraph 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this sub-paragraph 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, 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-paragraph 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 County's Board of Supervisors 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-paragraph 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.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 **Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

    a. Not less than $11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

    b. Not less than $9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services

for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 **Contractor’s Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor’s Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the Contractor’s portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

    b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any

assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports 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.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an

Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate 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.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 **Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 **Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph 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.

9.1.10 **Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 **Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 **Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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 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 subdivision (1), be assessed a penalty in an amount of not more than 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 to any business 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 state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify Department of Public Health management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its 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 Contractor's or its officers, employees' or agents' access to patient

medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 PROPOSER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit M, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

9.5 DISPLACED JANITOR OPPORTUNITY ACT

9.5.1 This contract is subject to the provisions of the Displaced Janitor Opportunity act (California Labor Code Sections 1060 – 1065) because it is a contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002.

9.5.2 Under this Act, as specified in the provisions therein, a successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

IN WITNESS WHEREOF, 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: DIAMOND CONTRACT SERVICES, INC.

By _____ DEREK C. SMITH

Name

PRESIDENT / CEO

Title

COUNTY OF LOS ANGELES

By _____

Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____
DEPUTY

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

77892

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 DEC 11 2012

SACHI A. HAMAI
EXECUTIVE OFFICER

APPROVED AS TO FORM:

John Krattli
County Counsel

By _____
Principal Deputy County Counsel

CONTRACT FOR
CUSTODIAL SERVICES

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1.0 Scope of Work

Contractor shall provide custodial services for County facilities identified in Contract Exhibit B - Pricing Sheet by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, removal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and maintenance of parking facility.

2.0 Day and Hours of Work

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Exhibit C - Facility Specification Sheets.

3.0 General Custodial Services

Contractor shall provide the following services in accordance with Exhibit C - Facility Specification Sheets:

- Contractor shall take precautions to not disturb personal belongs.
- Contractor shall arrange furniture, appliances, and/or equipment properly in the same manner it was found prior to cleaning.

3.1 Daily Cleaning Requirements

3.1.1 <u>Offices and Conference Rooms</u>

1. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
2. Damp wipe and dry all glass surfaces.
3. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc.
4. Clean door glass and frames.
5. Sweep and/or damp mop all hard-surface (non-carpeted) floor surfaces.
6. Vacuum and spot clean all carpeted areas.
7. Remove gum from all hard-surface (tile, terrazzo, and ceramic) floor surfaces, as needed.
8. Remove/clean graffiti and vandalism.
9 Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.2 <u>Restrooms (Private and Public) and Showers</u>

1. Dust ceiling vents

2. Dust lounge sofas and chairs
3. Clean sink basins and all surrounding surfaces.
4. Clean restroom and shower fixtures.
5. Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
6. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
7. Clean base of toilet bowls and below all urinals.
8. Clean behind toilet bowls and in corners of restroom floors.
9. Clean restroom mirrors, kick plates, and push plates.
10. Spot clean restroom walls, showers, partitions, and doors.
11. Clean and refill all restroom soap and paper dispensers.
12. Service sanitary napkin and/or tampon dispensers at County's option. Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
13. Refill existing air freshener dispensers in restrooms with equal or better replacement products. Contractor shall maintain air freshener dispensers in operating condition and replace batteries. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.
14. Clean restroom floors with disinfectant solution. Set up "wet floor" signs.
15. Remove/clean graffiti and vandalism.
16. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.3 <u>Lunchrooms, Eating and Vending Areas</u> (Excludes area operated by vendor or food preparation area).

1. Dust appliances.
2. Dust chairs and sofas.
3. Dust window ledges.

4. Clean tables.
5. Clean sinks and chrome fittings.
6. Spot clean walls, as needed.
7. Remove/clean graffiti and vandalism.
8. Vacuum and spot clean all carpeted areas.
9. Sweep floors and/or damp mop tile floors.
10. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Clean all entrance door glass and partition glass.
2. Clean balconies and ledges, as required.
3. Clean ashtrays and sand jarsand damp wipe ashtrays. Provide and refill sand for sand jars.
4. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
5. Provide and place appropriate mats at entrances and in lobbies during rainy weather.
6. Inspect parking areas and exterior grounds, collect and place waste in appropriate disposal area.

Interior

1. Dust all display cases. Damp wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor shall take precautions to not disturb memorabilia on dusted surfaces.
2. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
3. Clean public telephone stalls.
4. Clean and sanitize drinking fountains.
5. Clean custodial closets and keep supplies and equipment orderly.
6. Clean, vacuum sofas and chairs.
7. Clean all elevator floors, walls, doors, and tracks. Polish stainless steel, if applicable.
8. Sweep and/or dust stairs, landings, and handrails

9. Vacuum/spot clean all carpeted areas.
10. Damp mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
11. Damp mop Spanish tiles with mild detergent. Note: never wax.
12. Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.5 Parking Facility

1. Empty waste containers and place waste in appropriate disposal area.
2. Replace plastic liners (bag) with heavy duty liner of no less than 3 mils thickness.

3.1.6 <u>Graffiti and Vandalism Eradication</u>

Graffiti and vandalism eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces.
3. Telephone Booths – all surfaces.
4. Building Signs – all surfaces.
5. Elevator floors, walls, doors, and tracks.
6. Rubbish containers.

All graffiti and vandalism eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.7 <u>Solid Waste Collection and Removal</u>

1. Collect and remove all solid waste from building and place in County provided trash bin(s).
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust ceiling vents.
2. Dust top of high cabinets and shelves.
3. Dust doorjambs and baseboards.
4. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
5. Dust beneath movable desk files.
6. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.
9. Wash or polish desktops, as needed.

3.2.2 Restrooms (Private and Public) and Showers

1. Dust and door louvers.
2. Check for build-up around faucets and remove.
3. Clean underneath sink basins (lavatories), including traps and pipes.
4. Clean and flush floor drains with water.
5. Wash all stall partitions.
6. Spot clean entrance doors.
7. Damp mop and buff waxable floors. Set up “wet floor” signs.

3.2.3 Lunch Rooms

1. Dust ceiling vents.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Dust high ledges and moldings.
2. Dust or vacuum ceiling and wall vents.
3. Dust and wipe vertical and/or horizontal blinds.
4. Dust and wash vertical walls.
5. Dust handrails, sweep and mop stairs and landings in exit stairwells.
6. Vacuum upholstered furniture.
7. Vacuum draperies.

8. Clean all wall and ceiling vents.
9. Clean chairs and table legs.
10. Clean and shampoo entrance mats.
11. Clean baseboards, bottoms of cabinets, kick plates, furnitures, walls, and other surfaces exposed to water and/or chemical splashing.
12. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
13. Wash partition glass.
14. Wash marble walls.
15. Mop, scrub, strip and wax hard-surface (non-carpeted) floors. Use non-slip wax. Set up “wet floor” signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
16. Scrub or strip, and apply floor finish to resilient tile floors.
17. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards.

3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - “Window Cleaning”.

3.5.4 Contractor shall move small furniture such as tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Exhibit C - Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.

3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning."

3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations.

3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Clean and vacuum area after completion of work.

3.7 Special Requirements

Contractor shall provide all special requirements services as identified in Exhibit C - Facility Specification Sheets.

4.0 Specialty Custodial Services

4.1 Court Detention Cell Cleaning

4.1.1 <u>Equipment Needed Exclusively for the Court Detention Cell (No Cross Contamination)</u>: A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads for cell cleaning only and handles, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, and paper towels.

4.1.2 <u>Daily Tasks</u>:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.

2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners).
4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
9. Dust vents as needed with hand duster and extension.
10. Remove/clean graffiti and vandalism.

4.1.3 Weekly Tasks

1. Dust vents with hand duster and extension
2. Dust rails and bars with treated dust cloth as needed. Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed Exclusively for Holding Tank Detention Cell (No Cross Contamination): A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads and handles, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners)

4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).

5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.

6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.

7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.

8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.

9. Remove/clean graffiti and vandalism.

4.2.3 Weekly Tasks

1. Dust vents with hand duster and extension.

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.

2. Wash all rails, walls, and bars with disinfectant solution.

3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Exhibit C - Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.

2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.

3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.

4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.

5. Clean stairways leading to and from parking lots/structures.

6. Clean asphalt using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager or designee necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 Services for Special Events/Programs

Contractor may be required to provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager or designee at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Contract, Exhibit B - Pricing Sheet.

6.0 Services for Emergencies/Call Back Work

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any

given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 County Responsibilities

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s) and offices in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.

7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 Contractor Responsibilities

8.1 Contractor Personnel

8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Exhibit C - Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a monthly basis.

8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

8.1.4 Contractor shall notify County's Contract Monitor , District Manager, and Contract manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.

8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.

8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.

8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.

8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.

8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.

8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.

8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified locations as identified by County's Project Manager to maintain Facility security.

8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.

8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.

8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is

completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.

8.2.7 Contractor personnel will turn in lost articles found while providing services to the County Contract Monitor.

8.3 Contractor Furnished Supplies and Equipment

8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.

8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.

8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager or designee any accidents and/or loss of equipment, supplies, etc.

8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Manager or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).

9.0 Green Initiatives

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 Addition/Deletion of Facilities, Changes In Service

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 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's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met.

11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.

11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 Quality Assurance Plan

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report, as provided in Attachment 1, at the discretion of the County's Contract Project Manager. The Contact Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, 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.

13.0 Performance Requirements Summary

All listings of services used in Attachment 2 - Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. 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 and 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 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 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 Contractor by a computed amount based on the damage 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 five (5) 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 ten (10) days written notice with or without cause, as provided for in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

ATTACHMENT 1

CUSTODIAL SERVICES DIVISION

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:	**Address:**		**Date of Inspection:**
Contractor:	**Contract No.**	**Contract Monitor:**	**CSD Dist #**
Contact Person:	**Telephone: ( ) -**	**District Manager Signature:**	
Report Transmitted to Fax #: ( ) -		**Fax: ( ) -**	

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature *Date Signed*

Additional Comments:

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	$100 per occurrence for notification, plus additional $100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/Outsourced Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	$200 - First 2 occurrences $400 - 3rd to 5th occurrences $750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper of fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	$100 per occurrence; possible termination for default of contract.

EXHIBIT B

PRICING SHEET

EXHIBIT B

REGION 1

PRICING SHEET

DIAMOND CONTRACT SERVICES, INC.

ForRef Only	BIS No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	3514	Parks & Recreation- Le Sage	510 So. Vermont Ave.	Los Angeles	$6,235.97
2	3517	Community & Senior Svs-Le Sage	3175 W. 6th St.	Los Angeles	$7,738.99
3	3645	Burbank Courthouse	300 E. Olive Ave.	Burbank	$15,746.84
4	50	Clara Shortridge Foltz, CJC	210 W. Temple St.	Los Angeles	$96,863.36
5	54	Eastlake Juvenile Court	1601 Eastlake Ave.	Los Angeles	$16,857.24
6	5285	Department of Public Social Services-Metro East	2855 E. Olympic Blvd	Los Angeles	$12,876.35
7	5196	Department of Public Social Services-Wilshire Special Dist	2415 W. 6th Street	Los Angeles	$3,845.13
8	5213	Department of Public Social Services-Belvedere	5445 Whittier Blvd.	Los Angeles	$12,329.74
9	5249	Department of Public Social Services-Metro North	2601 Wilshire Blvd.	Los Angeles	$12,324.29
10	3512	Mental Health Hdqtrs-Le Sage	550 So. Vermont Ave.	Los Angeles	$21,531.06
11	9039	Parks & Recreation Hdqtrs	433 So. Vermont Ave.	Los Angeles	$4,369.14
12	851	Probation-Central Jail	433 Bauchet St.	Los Angeles	$3,778.78
13	9460	Sheriff Scientific Svs Bureau-Latent Prints & Polygraph	2020 W. Beverly Blvd.	Los Angeles	$8,170.70
14	5300	DPW-Building & Safety/Probation Center	1320/1330 West Imperial	Los Angeles	$8,037.34
15	5278	Department of Public Social Services-Southwest Family	923 E. Redondo Beach Blvd	Inglewood	$1,658.49
16	170	Sheriff Special Enforcement Bureau-Biscailuz Gym	1060 N. Eastern Ave.	Los Angeles	$3,710.19
17	2200	Mental Health/Camp Afflerbaugh/Paige School Building Room 4	6631 N. Stephen Ranch Road	La Verne	$837.66
18	570	Mental Health/Dorothy Kirby Probation Camp	1500 S. McDonnell Ave.	Commerce	$2,353.64
				TOTAL	**$239,264.91**

ADDITIONAL SERVICES*	
SERVICE	**RATE ($)**
Emergencies or Call Back Work	$ 29.79
Special Events/Programs	$ 19.86
Facility Additions - Staffing	$ 19.86
Custodian	$ 19.16
Principal Custodian	$ 19.16
Supervisor	$ 28.10
Carpet & Floor Care as needed	$0.18 per square foot

* These rates shall be fully burdened.

EXHIBIT C

STAFFING AND FACILITY SPECIFICATION SHEETS

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3514**

REGION	**1**	**FACILITY NO.**	**1**
DEPARTMENT/FACILITY	Parks & Recreation- Le Sage		
ADDRESS	510 S Vermont Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	0					
Night (M-F)	2	6	5:00 PM - 11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	31,450	
Staff in Building	145	
Approximate Number of Persons Entering/Exiting Building Per Month	3,600	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	544	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	13	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	11	
Number of Toilets	14	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	53	Interior Partition Glass/Doors	12 doors

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3517**

REGION	**1**	**FACILITY NO.**	**2**
DEPARTMENT/FACILITY	Community & Senior Svs-Le Sage		
ADDRESS	3175 W 6th St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	7	8:00 AM - 4:00 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	52,230	
Staff in Building	225	
Approximate Number of Persons Entering/Exiting Building Per Month	150	
Number of Floors	4	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	516	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	16	
Number of Toilets	25	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	179	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Services being reduced include light fixture cleaning to once per year, window washing interior/exterior to once per year, carpet/floor cleaning to twice per year, wax/monthly floor maintenance to nine times per year.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3645**

REGION	**1**	**FACILITY NO.**	**3**
DEPARTMENT/FACILITY	Burbank Courthouse		
ADDRESS	300 E. Olive Ave., Burbank		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:30 AM - 5:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 4:30 PM			
Night (M-F)	2	8	5:00 PM - 1:30 AM			
Night (M-F)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	77,910	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	25,000	
Number of Floors	3	
Number of Stairwells	6	
Number of Elevators	3	
Approximate Number of Light Fixtures	475	
Number of Parking Lots	2	
Number of Detention/Holding Cells	28	
Number of Kitchen Areas	2	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	24	
Number of Single Fold Paper Towel Dispensers	34	
Number of Soap Dispensers (Type: Liquid or Dry)	32	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	49	
Number of Toilets	50	
Number of Urinals	5	
Number of Showers	5	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		City of Burbank			

WINDOW CLEANING			
Number of Windows/Exterior Glass	299	Interior Partition Glass/Doors	60

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Rubbish bin services and parking lot cleaning are provided by City of Burbank.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #50**

REGION	**1**	**FACILITY NO.**	**4**
DEPARTMENT/FACILITY	Clara Shortridge Foltz, CJC		
ADDRESS	210 W. Temple St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	5	8	7:00 AM - 4:00 PM			
Night (M-F)	16	8	5:00 PM - 1:30 AM	1	8	5:00 PM - 1:30 AM

FACILITY SPECIFICATIONS		
Gross Square Footage	1,347,682	
Staff in Building	1,460	
Approximate Number of Persons Entering/Exiting Building Per Month	5,700	
Number of Floors	19	
Number of Stairwells	8	
Number of Elevators	15	
Approximate Number of Light Fixtures	19,382	
Number of Parking Lots	2	
Number of Detention/Holding Cells	78	
Number of Kitchen Areas	15	
Number of Kitchenettes	5	
Number of Sinks	20	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	287	
Number of Single Fold Paper Towel Dispensers	359	
Number of Soap Dispensers (Type: Liquid or Dry)	419	Liquid
Number of Sanitary Napkin Dispensers	199	
Number of Tampon Dispensers	199	
Number of Basins/Sinks	567	
Number of Toilets	577	
Number of Urinals	115	
Number of Showers	16	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	8	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	3,358	Interior Partition Glass/Doors	500

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Sweep tunnel from Hall of Records to Criminal Courts Building.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #54**

REGION	**1**	**FACILITY NO.**	**5**
DEPARTMENT/FACILITY	Eastlake Juvenile Court		
ADDRESS	1601 Eastlake Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	9:00 AM - 5:30 PM			
Night (M-F)	3	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	103,372	
Staff in Building	168	
Approximate Number of Persons Entering/Exiting Building Per Month	9,214	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	320	
Number of Parking Lots	2	
Number of Detention/Holding Cells	4	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	27	
Number of Single Fold Paper Towel Dispensers	31	
Number of Soap Dispensers (Type: Liquid or Dry)	30	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	35	
Number of Toilets	40	
Number of Urinals	15	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	246	Interior Partition Glass/Doors	126

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5285**

REGION	**1**	**FACILITY NO.**	**6**
DEPARTMENT/FACILITY	Department of Public Social Services - Metro East		
ADDRESS	2855 E. Olympic Blvd., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 3:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	63,066	
Staff in Building	300	
Approximate Number of Persons Entering/Exiting Building Per Month	25,000	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	2	
Approximate Number of Light Fixtures	732	
Number of Parking Lots	9	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	12	
Number of Toilets	23	
Number of Urinals	7	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	162	Interior Partition Glass/Doors	86

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Following rooms are to be cleaned during the day: Cashier. G, H, L, K, and J.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5196**

REGION	**1**	**FACILITY NO.**	**7**
DEPARTMENT/FACILITY	Department of Public Social Services - Wilshire Special Dist		
ADDRESS	2415 W. 6th St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:30 AM - 6:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 4:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	46,228	
Staff in Building	326	
Approximate Number of Persons Entering/Exiting Building Per Month	9,400	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	2,000	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	17	
Number of Toilets	19	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	35	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day cleaning only.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5213**

REGION	**1**	**FACILITY NO.**	**8**
DEPARTMENT/FACILITY	Department of Public Social Services - Belvedere		
ADDRESS	5445 Whittier Blvd., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:30 AM - 3:30 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	10:00 AM - 2:00 PM;			
			3:00 PM - 7:00 PM			
Night (M-F)	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	70,493	
Staff in Building	350	
Approximate Number of Persons Entering/Exiting Building Per Month	28,000	
Number of Floors	4	
Number of Stairwells	3	
Number of Elevators	2	
Approximate Number of Light Fixtures	1264	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	3	
Number of Kitchenettes	0	
Number of Sinks	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	11	
Number of Single Fold Paper Towel Dispensers	22	
Number of Soap Dispensers (Type: Liquid or Dry)	18	Liquid
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	31	
Number of Toilets	38	
Number of Urinals	8	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	152	Interior Partition Glass/Doors	473

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Six offices must be cleaned by Day Custodian.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5249**

REGION	**1**	**FACILITY NO.**	**9**
DEPARTMENT/FACILITY	Department of Public Social Services- Metro North		
ADDRESS	2601 Wilshire Blvd., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	62,000	
Staff in Building	250	
Approximate Number of Persons Entering/Exiting Building Per Month	11,000	
Number of Floors	4	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	520	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	12	
Number of Single Fold Paper Towel Dispensers	24	
Number of Soap Dispensers (Type: Liquid or Dry)	28	Liquid
Number of Sanitary Napkin Dispensers	19	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	31	
Number of Toilets	30	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	200	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3512**

REGION	**1**	**FACILITY NO.**	**10**
DEPARTMENT/FACILITY	Mental Health Hdqtrs- Le Sage		
ADDRESS	550 S. Vermont Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 3:30 PM			
Night (M-F)	4	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	148,085	
Staff in Building	550	
Approximate Number of Persons Entering/Exiting Building Per Month	15,000	
Number of Floors	12	
Number of Stairwells	2	
Number of Elevators	4	
Approximate Number of Light Fixtures	6,659	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	13	
Number of Kitchenettes	11	
Number of Sinks	13	
Number of Single Fold Paper Towel Dispensers	13	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	24	
Number of Single Fold Paper Towel Dispensers	23	
Number of Soap Dispensers (Type: Liquid or Dry)	45	Liquid
Number of Sanitary Napkin Dispensers	11	
Number of Tampon Dispensers	10	
Number of Basins/Sinks	45	
Number of Toilets	67	
Number of Urinals	22	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	1,938	Interior Partition Glass/Doors	50

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Add one (1) additional pressure washing to exterior entrance area.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9039**

REGION	**1**	**FACILITY NO.**	**11**
DEPARTMENT/FACILITY	Parks and Recreation Hdqtrs		
ADDRESS	433 S. Vermont Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:30 AM - 5:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	0					
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	22,928	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	150	
Number of Floors	4	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	500	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	13	
Number of Toilets	13	
Number of Urinals	6	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	72	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #851**

REGION	**1**	**FACILITY NO.**	**12**
DEPARTMENT/FACILITY	Probation - Central Jail		
ADDRESS	433 Bauchet St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:00 AM - 11:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:30 AM - 4:30 PM			
Night (M-F)	0					

FACILITY SPECIFICATIONS		
Gross Square Footage	300,000	
Staff in Building	52	
Approximate Number of Persons Entering/Exiting Building Per Month	280	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	53	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Services provided only to the Probation Offices. Square footage of serviced area is 4,680 square feet.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9460**

REGION	**1**	**FACILITY NO.**	**13**
DEPARTMENT/FACILITY	Sheriff Scientific Svc Bureau-Latent Prints & Polygraph		
ADDRESS	2020 W. Beverly Blvd., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	2	8	6:00 AM - 2:30 PM			
Night (M-F)	0					

FACILITY SPECIFICATIONS		
Gross Square Footage	34,511	
Staff in Building	110	
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	3	
Number of Stairwells	3	
Number of Elevators	1	
Approximate Number of Light Fixtures	200	
Number of Parking Lots	3	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	3	
Number of Kitchenettes	3	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	16	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	14	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	10	
Number of Basins/Sinks	142	
Number of Toilets	18	
Number of Urinals	10	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	18	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5300**

REGION	**1**	**FACILITY NO.**	**14**
DEPARTMENT/FACILITY	DPW-Building & Safety/Probation Center		
ADDRESS	1320/1330 W. Imperial, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	1	8	4:00 PM - 12:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	30,000	
Staff in Building	160	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	360	
Number of Parking Lots	2	
Number of Detention/Holding Cells	None	
Number of Kitchen Areas	5	
Number of Kitchenettes	5	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	10	
Number of Single Fold Paper Towel Dispensers	10	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	19	
Number of Toilets	18	
Number of Urinals	5	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	52	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

The custodial crew consists of (1) one Day Porter and (1) one Night Custodian. The above site is occupied by two departments. Probation Department occupies 25,000 sq. ft. and Public Works occupies 5000 sq. ft. Restrooms have battery operated paper towel dispensers. Contractor is responsible to supply and change batteries needed.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5278**

REGION	**1**	**FACILITY NO.**	**15**
DEPARTMENT/FACILITY	Department of Public Social Services - Southwest Family		
ADDRESS	923 E Redondo Beach Blvd., Inglewood		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:30 AM - 5:00 PM	Tues/Wed

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (T-W)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	0					

FACILITY SPECIFICATIONS		
Gross Square Footage	19,344	
Staff in Building	50	
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures		
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	8	
Number of Toilets	11	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass		Interior Partition Glass/Doors	8

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Porter services only, supplies included. Eight (8) hours per day Tuesday and Wednesday only. First floor only. Excludes floor care.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #170**

REGION	**1**	**FACILITY NO.**	**16**
DEPARTMENT/FACILITY	Sheriff Special Enforcement Bureau- Biscailuz Gym		
ADDRESS	1060 N. Eastern Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	0					
Night (Sat-Wed)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	6,380	
Staff in Building	Not staffed	
Approximate Number of Persons Entering/Exiting Building Per Month	Over 200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	68	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	33	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	15	
Number of Toilets	23	
Number of Urinals	6	
Number of Showers	21	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	59	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Restrooms include seat cover dispensers (23) soap dispensers and hand sanitizer, drinking fountain (5). Sanitary and tampon dispensers are not to be serviced. Area to be serviced to include gymnasium building only. Floor care requires daily damp mopping only. Does not include parking lot. Hours of service will be 5:00pm-1:30am five (5) nights per week. Saturday - Wednesday.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #2200**

REGION	**1**	**FACILITY NO.**	**17**
DEPARTMENT/FACILITY	Mental Health/Camp Afflerbaugh/Paige School Building Room 4		
ADDRESS	6631 N. Stephen Ranch Road., La Verne		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 8:30 PM	Sun - Mon (7 days a week)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	0					
Night (M, W, F)	1	3	5:00 PM - 8:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,950	
Staff in Building	11	
Approximate Number of Persons Entering/Exiting Building Per Month	65	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	20	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		The Camp			

WINDOW CLEANING			
Number of Windows/Exterior Glass	2	Interior Partition Glass/Doors	9

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

The nine (9) Mental Health Offices are located in the Afflerbaugh/Paige School Building, Room #4. Services are being provided to Mental Health only.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #570**

REGION	**1**	**FACILITY NO.**	**18**
DEPARTMENT/FACILITY	Mental Health/Dorothy Kirby Probation Camp		
ADDRESS	1500 S. McDonnell Ave., Commerce		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	0					
Night (M-F)	1	5	7:00 PM - 12:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2,204	
Staff in Building	25	
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	38	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)		
Number of Single Fold Paper Towel Dispensers	1 Multifold	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Camp Kirby			

WINDOW CLEANING			
Number of Windows/Exterior Glass	73	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Mental Health has offices spread out throughout the Camp. The following are the ONLY rooms/areas that will be serviced: 1. Dr. Heidi Rotheim's Office 2. Dr. Gina Petrus' Office 3. Dr. Kalsoom Tufail's Office 4. Room 4 (next to Tufail's Office) 5. Clerical Office with 9 cubicles 6. Richard Arches' Office, Room #000 7. Deputy Officer II Office 8. TV Room (Multi-Cubicle Room w/bathroom).

NOTES

CONTRACTOR'S EEO CERTIFICATION

Diamond Contract Services, Inc.
Contractor Name

2249 N. Hollywood Way, Burbank, CA 91505
Address

95-4409183
Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor 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.

CONTRACTOR'S SPECIFIC CERTIFICATIONS	YES	NO
1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.	X	☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.	X	☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.	X	☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.	X	☐

Derek C. Smith, President/CEO
Authorized Official's Printed Name and Title

Authorized Official's Signature

11/02/2012
Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	Yolanda Young
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3101
Facsimile:	(323) 415-8664
E-mail Address:	yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER

Name:	Laura Lambertson
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3100
Facsimile:	(323) 881-0132
E-mail Address:	llambertson@isd.lacounty.gov

COUNTY CONTRACT MONITORS

Name:	Various
Title:	Facilities Contract Monitors
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	
Facsimile:	(323) 415-6877
E-mail Address:	

CONTRACTOR'S ADMINISTRATION

DIAMOND CONTRACT SERVICES, INC.
CONTRACTOR'S NAME

CONTRACT NO. _____

CONTRACTOR'S PROJECT DIRECTOR:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

CONTRACTOR'S AUTHORIZED OFFICIALS:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

Name:	Russell Richey
Title:	Vice President of Operations
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	rrichey@diamondcontract.com

Notices to Contractor shall be sent to the following address:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name DIAMOND CONTRACT SERVICES, 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: 11/02/2012

PRINTED NAME: DEREK C. SMITH

POSITION: PRESIDENT/CEO

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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,

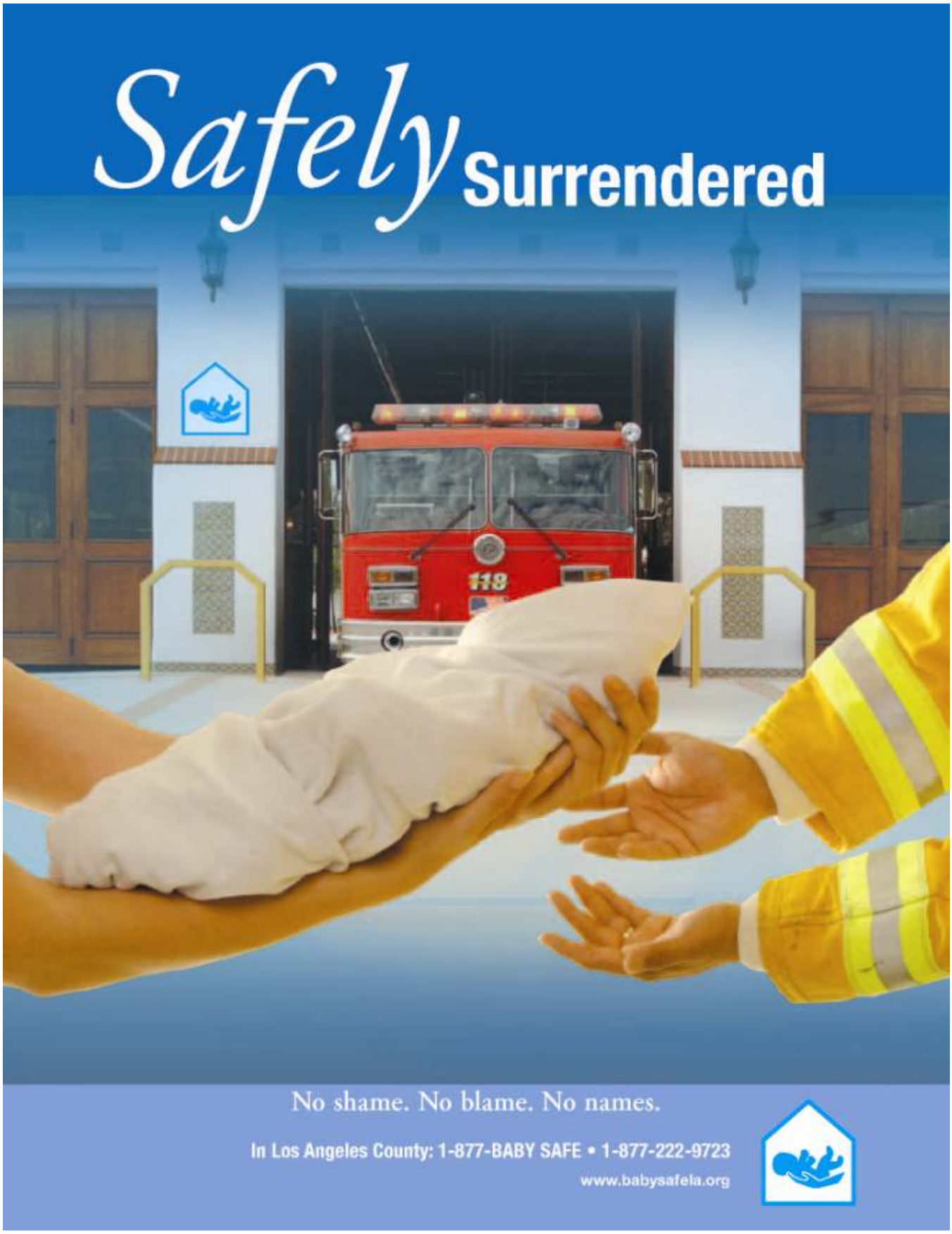
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“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)


Safely Surrendered
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 persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially 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?

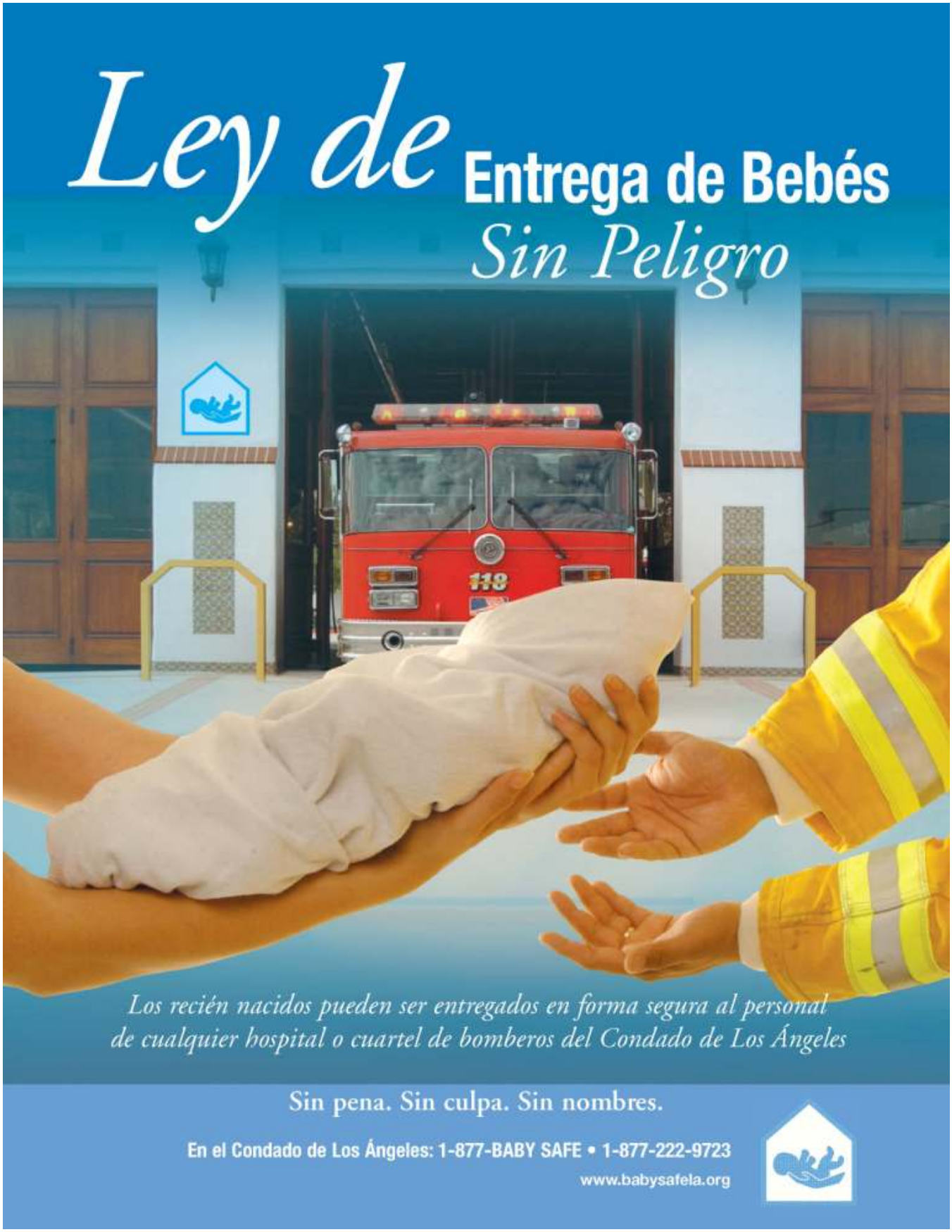
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

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.

Prop A – Living Wage Program Exhibits

Exhibits J, K, & L

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

   1. Assess liquidated damages as provided in the contract; and/or

   2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 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. 99-0048 § 1 (part), 1999)

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:	(7) Contract Service Description:	(8) Contract Name & Number:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggre-gate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature:	Date: / /	Title:	Telephone Number (include area code) ( )	Page: _____ of _____

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, _____ , _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
_____ on the _____
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____ ,and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)
have been paid the full weekly wages earned, that no rebates have been or will be made either
directly or indirectly to or on behalf of _____
(Company Name)
from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

☐ WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

☐ WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH
Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Diamond Contract Services, Inc.
Company Name

2249 N. Hollywood Way, Burbank, CA 91505
Address

95-4409183
Internal Revenue Service Employer Identification Number

_____
California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

X Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

_____ 11/02/2012
Signature Date

Derek C. Smith, President/CEO
Name and Title of Signer (please print)

ATTACHMENT 2

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

DMS FACILITY SERVICES, INC.

FOR

CUSTODIAL SERVICES

77893

CONTRACT PROVISIONS
CUSTODIAL SERVICES

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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
DMS FACILITY SERVICES, INC.
FOR
CUSTODIAL SERVICES

This Contract and Exhibits made and entered into this 11th day of December, 2012 by and between the County of Los Angeles, hereinafter referred to as County and DMS Facility Services, Inc. hereinafter referred to as Contractor. DMS Facility Services, Inc. is located at 417 East Huntington Drive, Monrovia, CA 91016.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; 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, J, K, L, and M, 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 Sheet

1.3 EXHIBIT C - Staffing and Facility Specification Sheets

1.4 EXHIBIT D - Contractor's EEO Certification

1.5 EXHIBIT E - County's Administration

1.6 EXHIBIT F - Contractor's Administration

1.7 EXHIBIT G - Contractor's Acknowledgement & Confidentiality Agreement

1.8 EXHIBIT H - Jury Service Ordinance

1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

Prop A - Living Wage Program

1.10 EXHIBIT J - Living Wage Ordinance

1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments

1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

1.13 EXHIBIT M - Charitable Contributions Certification

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:

2.1 **Contract**: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 **Contract Discrepancy Report**: A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.

2.3 **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.

2.4 **Contractor Project Manager**: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.5 **County Contract Monitor**: Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Project Director**: Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.7 **County Project Manager**: Person (s) designated by County's Project Director to manage the operations under this Contract.

2.8 **County Recognized Holidays**: The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).

2.9 **Day(s)**: Calendar day(s) unless otherwise specified.

2.10 **District Manager**: County Facility Operations Services (FOS) Manager responsible for custodial services in the County.

2.11 **Facilities**: Property(ies) owned and/or operated by the County of Los Angeles.

2.12 **Facilities Operation Services (FOS)**: Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.

2.13 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.14 **Internal Services Department**: The County Department responsible for administration of the contract.

2.15 **Performance Requirements Summary (PRS)**: Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

2.16 **Regions**: Grouping of facilities within areas of Los Angeles County.

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 in 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 contract term shall be for a period of two (2) years, commencing on January 28, 2013, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-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 solely by the Director, Internal Services Department (ISD). The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

4.3 The Contractor shall notify County's Project Manager, Internal Services Department, 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 County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Sheet.

5.2 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.

5.3 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 Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against 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 County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 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 Sheet, 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.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Sheet.

5.5.3 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.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. If the 15th calendar day of the month falls on a Friday, or on a weekend, the Contractor shall submit the monthly invoice to the County by the Thursday prior to the 15th.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Internal Services Department
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Contract Unit Supervisor, Finance, Room 222

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative 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.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

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.

5.6 COST OF LIVING ADJUSTMENTS (COLA'S)

For the three additional one-year option periods identified in Section 4.2, the contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

<u>COUNTY ADMINISTRATION</u>

A listing of all County Administration referenced in the following sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 COUNTY'S PROJECT DIRECTOR

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROJECT MANAGER

The responsibilities of the County's 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's 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 County in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Contract Monitor reports to the District Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT MANAGER

7.1.1 The Contractor's Project Manager is designated in Exhibit F - 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's Project Manager and County's Contract Monitor on a regular basis.

7.2 APPROVAL OF CONTRACTOR'S STAFF

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 CONTRACTOR'S STAFF IDENTIFICATION

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

7.3.2 Contractor shall notify the County Project Manager in writing, within one business day, when staff is terminated from working under this Contract. 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 County requests the removal of Contractor's staff, 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.

7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.

7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 CONFIDENTIALITY

7.5.1 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.

7.5.2 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate

defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without County's prior written approval.

7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer 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 County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 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 Director of ISD, or his/her designee.

8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Sheet, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, 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 County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, Contractor must obtain County's consent through 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 County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of 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 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 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 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, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by 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 County's Board of Supervisors 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 seven (7) business days after 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 two (2) 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's Project Manager of the status of the investigation within one (1) business day 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's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, 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 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without 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 D - 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 H 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 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 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) 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 90 days or less within a 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. 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, 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, 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 years but may exceed five 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 Department 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 of Supervisors.

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 of Supervisors. The Board of Supervisors 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 of Supervisors. The Board of Supervisors 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 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 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 of Supervisors.

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.

The Contractor's Project Manager or designee shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping

services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager 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, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed 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 OR ELECTRONIC REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile or electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, 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 Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, 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 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 Contractor's failure to perform arises out of a force majeure event, 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-paragraph 7.5 - 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 PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 **Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising

out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 **Cancellation of Insurance or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall

maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

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 (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or

equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, 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. A description of 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 Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, 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 Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro

rata, those applicable portions of the Monthly Contract Sum; and/or (b) 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 damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Exhibit A – Statement of Work, Attachment 2, 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 (c) 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 D - 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, 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 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 Internal Services Department 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's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), 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 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 set forth in Exhibit I 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 delivered in person with signed receipt, or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, 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 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-paragraph 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’s Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, 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.

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: a) repaid by the Contractor to the County by cash payment upon demand or b) 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.

8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information 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 materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' 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's 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. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Contracting Division, Contracts Section
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

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-paragraph 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-paragraph 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-paragraph 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's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- 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 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, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 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-paragraph 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this sub-paragraph 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, 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-paragraph 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 County's Board of Supervisors 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-paragraph 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.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 **Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

    a. Not less than $11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

    b. Not less than $9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services

for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 **Contractor’s Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor’s Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the Contractor’s portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

    b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any

assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports 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.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an

Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate 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.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 **Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 **Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph 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.

9.1.10 **Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 **Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 **Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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 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 subdivision (1), be assessed a penalty in an amount of not more than 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 to any business 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 state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify Department of Public Health management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its 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 Contractor's or its officers, employees' or agents' access to patient

medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 PROPOSER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit M, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

9.5 DISPLACED JANITOR OPPORTUNITY ACT

9.5.1 This contract is subject to the provisions of the Displaced Janitor Opportunity act (California Labor Code Sections 1060 – 1065) because it is a contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002.

9.5.2 Under this Act, as specified in the provisions therein, a successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

IN WITNESS WHEREOF, 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: DMS FACILITY SERVICES, INC.

By _____

Name

VP/GM

Title

COUNTY OF LOS ANGELES

By _____

Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____
DEPUTY

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

77893

APPROVED AS TO FORM:

John Krattli
County Counsel

By _____

Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 DEC 11 2012

SACHI A. HAMAI
EXECUTIVE OFFICER

CONTRACT FOR
CUSTODIAL SERVICES

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1.0 Scope of Work

Contractor shall provide custodial services for County facilities identified in Contract Exhibit B - Pricing Sheet by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, removal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and maintenance of parking facility.

2.0 Day and Hours of Work

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Exhibit C - Facility Specification Sheets.

3.0 General Custodial Services

Contractor shall provide the following services in accordance with Exhibit C - Facility Specification Sheets:

- Contractor shall take precautions to not disturb personal belongs.
- Contractor shall arrange furniture, appliances, and/or equipment properly in the same manner it was found prior to cleaning.

3.1 Daily Cleaning Requirements

3.1.1 <u>Offices and Conference Rooms</u>

1. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
2. Damp wipe and dry all glass surfaces.
3. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc.
4. Clean door glass and frames.
5. Sweep and/or damp mop all hard-surface (non-carpeted) floor surfaces.
6. Vacuum and spot clean all carpeted areas.
7. Remove gum from all hard-surface (tile, terrazzo, and ceramic) floor surfaces, as needed.
8. Remove/clean graffiti and vandalism.
9 Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.2 <u>Restrooms (Private and Public) and Showers</u>

1. Dust ceiling vents

2. Dust lounge sofas and chairs
3. Clean sink basins and all surrounding surfaces.
4. Clean restroom and shower fixtures.
5. Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
6. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
7. Clean base of toilet bowls and below all urinals.
8. Clean behind toilet bowls and in corners of restroom floors.
9. Clean restroom mirrors, kick plates, and push plates.
10. Spot clean restroom walls, showers, partitions, and doors.
11. Clean and refill all restroom soap and paper dispensers.
12. Service sanitary napkin and/or tampon dispensers at County's option. Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
13. Refill existing air freshener dispensers in restrooms with equal or better replacement products. Contractor shall maintain air freshener dispensers in operating condition and replace batteries. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.
14. Clean restroom floors with disinfectant solution. Set up "wet floor" signs.
15. Remove/clean graffiti and vandalism.
16. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.3 <u>Lunchrooms, Eating and Vending Areas</u> (Excludes area operated by vendor or food preparation area).

1. Dust appliances.
2. Dust chairs and sofas.
3. Dust window ledges.

4. Clean tables.
5. Clean sinks and chrome fittings.
6. Spot clean walls, as needed.
7. Remove/clean graffiti and vandalism.
8. Vacuum and spot clean all carpeted areas.
9. Sweep floors and/or damp mop tile floors.
10. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Clean all entrance door glass and partition glass.
2. Clean balconies and ledges, as required.
3. Clean ashtrays and sand jarsand damp wipe ashtrays. Provide and refill sand for sand jars.
4. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
5. Provide and place appropriate mats at entrances and in lobbies during rainy weather.
6. Inspect parking areas and exterior grounds, collect and place waste in appropriate disposal area.

Interior

1. Dust all display cases. Damp wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor shall take precautions to not disturb memorabilia on dusted surfaces.
2. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
3. Clean public telephone stalls.
4. Clean and sanitize drinking fountains.
5. Clean custodial closets and keep supplies and equipment orderly.
6. Clean, vacuum sofas and chairs.
7. Clean all elevator floors, walls, doors, and tracks. Polish stainless steel, if applicable.
8. Sweep and/or dust stairs, landings, and handrails

9. Vacuum/spot clean all carpeted areas.
10. Damp mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
11. Damp mop Spanish tiles with mild detergent. Note: never wax.
12. Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.5 Parking Facility

1. Empty waste containers and place waste in appropriate disposal area.
2. Replace plastic liners (bag) with heavy duty liner of no less than 3 mils thickness.

3.1.6 <u>Graffiti and Vandalism Eradication</u>

Graffiti and vandalism eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces.
3. Telephone Booths – all surfaces.
4. Building Signs – all surfaces.
5. Elevator floors, walls, doors, and tracks.
6. Rubbish containers.

All graffiti and vandalism eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.7 <u>Solid Waste Collection and Removal</u>

1. Collect and remove all solid waste from building and place in County provided trash bin(s).
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust ceiling vents.
2. Dust top of high cabinets and shelves.
3. Dust doorjambs and baseboards.
4. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
5. Dust beneath movable desk files.
6. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.
9. Wash or polish desktops, as needed.

3.2.2 Restrooms (Private and Public) and Showers

1. Dust and door louvers.
2. Check for build-up around faucets and remove.
3. Clean underneath sink basins (lavatories), including traps and pipes.
4. Clean and flush floor drains with water.
5. Wash all stall partitions.
6. Spot clean entrance doors.
7. Damp mop and buff waxable floors. Set up “wet floor” signs.

3.2.3 Lunch Rooms

1. Dust ceiling vents.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Dust high ledges and moldings.
2. Dust or vacuum ceiling and wall vents.
3. Dust and wipe vertical and/or horizontal blinds.
4. Dust and wash vertical walls.
5. Dust handrails, sweep and mop stairs and landings in exit stairwells.
6. Vacuum upholstered furniture.
7. Vacuum draperies.

8. Clean all wall and ceiling vents.
9. Clean chairs and table legs.
10. Clean and shampoo entrance mats.
11. Clean baseboards, bottoms of cabinets, kick plates, furnitures, walls, and other surfaces exposed to water and/or chemical splashing.
12. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
13. Wash partition glass.
14. Wash marble walls.
15. Mop, scrub, strip and wax hard-surface (non-carpeted) floors. Use non-slip wax. Set up “wet floor” signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
16. Scrub or strip, and apply floor finish to resilient tile floors.
17. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards.

3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - “Window Cleaning”.

3.5.4 Contractor shall move small furniture such as tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Exhibit C - Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.

3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning."

3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations.

3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Clean and vacuum area after completion of work.

3.7 Special Requirements

Contractor shall provide all special requirements services as identified in Exhibit C - Facility Specification Sheets.

4.0 Specialty Custodial Services

4.1 Court Detention Cell Cleaning

4.1.1 <u>Equipment Needed Exclusively for the Court Detention Cell (No Cross Contamination)</u>: A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads for cell cleaning only and handles, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, and paper towels.

4.1.2 <u>Daily Tasks</u>:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.

2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners).
4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
9. Dust vents as needed with hand duster and extension.
10. Remove/clean graffiti and vandalism.

4.1.3 Weekly Tasks

1. Dust vents with hand duster and extension
2. Dust rails and bars with treated dust cloth as needed. Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed Exclusively for Holding Tank Detention Cell (No Cross Contamination): A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads and handles, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners)

4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).

5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.

6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.

7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.

8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.

9. Remove/clean graffiti and vandalism.

4.2.3 Weekly Tasks

1. Dust vents with hand duster and extension.

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.

2. Wash all rails, walls, and bars with disinfectant solution.

3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Exhibit C - Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.

2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.

3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.

4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.

5. Clean stairways leading to and from parking lots/structures.

6. Clean asphalt using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager or designee necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 Services for Special Events/Programs

Contractor may be required to provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager or designee at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Contract, Exhibit B - Pricing Sheet.

6.0 Services for Emergencies/Call Back Work

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any

given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 County Responsibilities

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s) and offices in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.

7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 Contractor Responsibilities

8.1 Contractor Personnel

8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Exhibit C - Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a monthly basis.

8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

8.1.4 Contractor shall notify County's Contract Monitor , District Manager, and Contract manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.

8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.

8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.

8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.

8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.

8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.

8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.

8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified locations as identified by County's Project Manager to maintain Facility security.

8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.

8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.

8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is

completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.

8.2.7 Contractor personnel will turn in lost articles found while providing services to the County Contract Monitor.

8.3 Contractor Furnished Supplies and Equipment

8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.

8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.

8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager or designee any accidents and/or loss of equipment, supplies, etc.

8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Manager or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).

9.0 Green Initiatives

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 Addition/Deletion of Facilities, Changes In Service

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 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's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met.

11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.

11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 Quality Assurance Plan

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report, as provided in Attachment 1, at the discretion of the County's Contract Project Manager. The Contact Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, 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.

13.0 Performance Requirements Summary

All listings of services used in Attachment 2 - Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. 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 and 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 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 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 Contractor by a computed amount based on the damage 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 five (5) 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 ten (10) days written notice with or without cause, as provided for in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

ATTACHMENT 1

CUSTODIAL SERVICES DIVISION

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:	**Address:**		**Date of Inspection:**
Contractor:	**Contract No.**	**Contract Monitor:**	**CSD Dist #**
Contact Person:	**Telephone: ( ) -**	**District Manager Signature:**	
Report Transmitted to Fax #: ( ) -		**Fax: ( ) -**	

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature *Date Signed*

Additional Comments:

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	$100 per occurrence for notification, plus additional $100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/Outsourced Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	$200 - First 2 occurrences $400 - 3rd to 5th occurrences $750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper of fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	$100 per occurrence; possible termination for default of contract.

EXHIBIT B

PRICING SHEET

PRICING SHEET

DMS FACILITY SERVICES, INC.

REGION 2

ForRef Only	BIS No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	780	Department of Children and Family Services/MacLaren Hall	4024 N. Durfee Ave.	El Monte	$4,091.91
1A	793	Health Services-MacLaren Hall Medical Hub Clinic	4024 N. Durfee Ave.	El Monte	$7,957.59
2	10164	Community & Senior Services-San Gabriel Valley	1441 Santa Anita Ave.	So. El Monte	$2,613.92
3	3805	Pomona Courthouse-North	350 W. Mission Blvd.	Pomona	$9,296.05
4	3927	West Covina Courthouse	1427 West Covina Pkwy.	West Covina	$16,086.57
5	5206	Department of Public Social Services-Pomona	2040 W. Holt St.	Pomona	$10,170.38
6	5240	Department of Public Social Services-GR Training Center Pomona	416 Garey Ave.	Pomona	$1,265.94
7	5951	Fire Department-El Monte Station	5110 No. Peck Rd.	El Monte	$758.85
8	7961	Sheriff Dept-Public Safety Whittier Narrows	1000 Durfee Ave.	So. El Monte	$446.47
9	4801	Sheriff Dept-Bonnelli Park Substation	120 Via Verde Rd.	San Dimas	$352.34
10	5230	Department of Public Social Services-GAIN Region 3	2255 North Garey Ave.	Pomona	$3,325.17
11	5355	Department of Public Social Service-San Gabriel Valley GAIN Program	3216 Rosemead Blvd.	El Monte	$4,368.90
12	10438	Department of Mental Health-Arcadia	2620 California Street	Monrovia	$1,028.28
13	5234	Department of Public Social Services-Lancaster	337 East Ave. K-10	Lancaster	$5,942.09
14	3775	Sheriff Dept.-Lakewood Station	5130 N. Clark Ave.	Lakewood	$7,366.46
15	9384	Sheriff Dept.-San Dimas Station	270 Walnut Ave.	San Dimas	$5,708.71
16	9349	Sheriff Dept.-Palmdale Station	750 East Ave. Q	Palmdale	$5,117.66
17	10293	Treasurer & Tax Collector-Public Admin Warehouse	16610 Chestnut St.	City of Industry	$635.46
18	7320	ISD-Monrovia Shops	1703 Mountain Ave.	Monrovia	$320.69
18A	7322	Parks & Recreation-Monrovia Shops	1703 Mountain Ave.	Monrovia	$431.01
19	5235	Agricultural Commissioner/Weights & Measures-Antelope Valley	335 East Avenue K-10	Lancaster	$652.80
20	9325	Sheriff Dept-Athens Station (South LA)	1310 W. Imperial Highway	Los Angeles	$7,349.73
				TOTAL	**$95,286.98**

ADDITIONAL SERVICES*		
SERVICE	**RATE ($)**	
Emergencies or Call Back Work	$ 20.42	per hour
Special Events/Programs	$ 20.42	per hour
Facility Additions - Staffing	$ 21.02	per hour
Custodian	$ 21.02	per hour
Principal Custodian	$ 20.42	per hour
Supervisor	$ 30.60	per hour
Carpet & Floor Care as needed	$ 0.14	per square foot

* These rates shall be fully burdened.

EXHIBIT C

STAFFING AND FACILITY SPECIFICATION SHEETS

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #780**

REGION 2		**FACILITY NO. 1**	
DEPARTMENT/FACILITY	Department of Children and Family Services/MacLaren Hall		
ADDRESS	4024 N. Durfee Ave., El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	33,936	
Staff in Building	200	
Approximate Number of Persons Entering/Exiting Building Per Month	4,000	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	1	
Approximate Number of Light Fixtures	497	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	8	
Number of Sinks	10	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	12	
Number of Single Fold Paper Towel Dispensers	114	
Number of Soap Dispensers (Type: Liquid or Dry)	15	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	15	
Number of Toilets	16	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	246	Interior Partition Glass/Doors	9

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Services to the D-wing will be excluded.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #793**

REGION	**2**	**FACILITY NO.**	**1A**
DEPARTMENT/FACILITY	Health Services-MacLaren Hall Medical Hub Clinic		
ADDRESS	4024 N. Durfee Ave., El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	60,030	
Staff in Building	200	
Approximate Number of Persons Entering/Exiting Building Per Month	4,000	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	1	
Approximate Number of Light Fixtures	680	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	11	
Number of Sinks	11	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	12	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	16	
Number of Single Fold Paper Towel Dispensers	16	
Number of Soap Dispensers (Type: Liquid or Dry)	17	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	29	
Number of Toilets	24	
Number of Urinals	4	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	317	Interior Partition Glass/Doors	9

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Additional room/areas added. Hub clinic and classrooms 23 and 25 to MacLaren Hall services according to ISD contract. Add: Bio Hazard "Red" bags to be supplied by Custodial Contractor.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10164**

REGION	**2**	**FACILITY NO.**	**2**
DEPARTMENT/FACILITY	Community & Senior Services-San Gabriel Valley		
ADDRESS	1441 Santa Anita Ave., South El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	5	5:00 PM - 10:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	23,168	
Staff in Building	95	
Approximate Number of Persons Entering/Exiting Building Per Month	1,020	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	830	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	10	
Number of Toilets	10	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	79	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Sheriff Department has moved to this facility at two sections, 2,624 sq. ft. and 2,894 sq. ft.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3805**

REGION	**2**	**FACILITY NO.**	**3**
DEPARTMENT/FACILITY	Pomona Courthouse-North		
ADDRESS	350 W. Mission Blvd., Pomona		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	3	9:45 PM - 12:45 AM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	50,934	
Staff in Building	80	
Approximate Number of Persons Entering/Exiting Building Per Month	3,400	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	3	
Approximate Number of Light Fixtures	424	
Number of Parking Lots	1	
Number of Detention/Holding Cells	6	
Number of Kitchen Areas	3	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	25	
Number of Soap Dispensers (Type: Liquid or Dry)	21	Liquid
Number of Sanitary Napkin Dispensers	10	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	25	
Number of Toilets	30	
Number of Urinals	12	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	230	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Custodian cleans front and back patio.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3927**

REGION	**2**	**FACILITY NO.**	**4**
DEPARTMENT/FACILITY	West Covina Courthouse		
ADDRESS	1427 West Covina Pkwy, West Covina		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	3	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	124,463	
Staff in Building	53	
Approximate Number of Persons Entering/Exiting Building Per Month	6,000	
Number of Floors	1	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	1,719	
Number of Parking Lots	1	
Number of Detention/Holding Cells	4	
Number of Kitchen Areas	2	
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	26	
Number of Single Fold Paper Towel Dispensers	40	
Number of Soap Dispensers (Type: Liquid or Dry)	44	Liquid
Number of Sanitary Napkin Dispensers	12	
Number of Tampon Dispensers	12	
Number of Basins/Sinks	37	
Number of Toilets	38	
Number of Urinals	11	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	58	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5206**

REGION	**2**	**FACILITY NO.**	**5**
DEPARTMENT/FACILITY	Department of Public Social Services-Pomona		
ADDRESS	2040 W Hold St. Pomona		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			
Night (M-F)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	54,265	
Staff in Building	353	
Approximate Number of Persons Entering/Exiting Building Per Month	11,399	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	3,600	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	12	
Number of Soap Dispensers (Type: Liquid or Dry)	19	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	24	
Number of Toilets	27	
Number of Urinals	6	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	163	Interior Partition Glass/Doors	64

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Police restrooms hourly.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5240**

REGION	**2**	**FACILITY NO.**	**6**
DEPARTMENT/FACILITY	Department of Public Social Services-GR Training Center Pomona		
ADDRESS	416 Garey Ave., Pomona		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	1	12:00 PM - 1:00 PM			
Night (M-F)	1	2	11:15 PM - 1:15 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	3,225	
Staff in Building	12	
Approximate Number of Persons Entering/Exiting Building Per Month	45	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	34	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	0	
Number of Toilets	2	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
In addition to regular Custodial Services, the following areas require special attention: clean restrooms and police parking lot and around trash bins daily.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5951**

REGION 2		**FACILITY NO. 7**	
DEPARTMENT/FACILITY	Fire Department-El Monte Station		
ADDRESS	5110 N. Peck Road, El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	2	10:45 PM - 12:45 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2,700	
Staff in Building	8	
Approximate Number of Persons Entering/Exiting Building Per Month	200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	36	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	2	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	18	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #7961**

REGION	**2**	**FACILITY NO.**	**8**
DEPARTMENT/FACILITY	Sheriff Dept-Public Safety Whittier Narrows		
ADDRESS	1000 Durfee Ave, South El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (Tues & Thur)	1	3	1:00 PM - 4:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,796	
Staff in Building	18	
Approximate Number of Persons Entering/Exiting Building Per Month	400	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	10	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4801**

REGION	**2**	**FACILITY NO.**	**9**
DEPARTMENT/FACILITY	Sheriff Dept-Bonelli Park Substation		
ADDRESS	120 Via Verde Rd, San Dimas		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 4:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (Tue & Thur)	1	2	11:00 AM - 1:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,269	
Staff in Building	5	
Approximate Number of Persons Entering/Exiting Building Per Month	150	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	10	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5230**

REGION 2		**FACILITY NO. 10**	
DEPARTMENT/FACILITY	Department of Public Social Services-GAIN Region 3		
ADDRESS	2255 N. Garey Ave, Pomona		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	19,500	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	10,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	253	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	10	
Number of Toilets	11	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	4	Interior Partition Glass/Doors	15

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Day Porter only. Leased facility. Day Porter only services all restrooms, secured offices, and kitchen area. Leasor provides paper products and detailed night cleaning services. Parking lot services are excluded.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5355**

REGION	**2**	**FACILITY NO.**	**11**
DEPARTMENT/FACILITY	Department of Public Social Services-San Gabriel Valley GAIN Program		
ADDRESS	3216 Rosemead Blvd., El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM to 5:00 PM	M-F (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	42,000	
Staff in Building	210	
Approximate Number of Persons Entering/Exiting Building Per Month	6,000	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	427	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	3	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	10	
Number of Toilets	14	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	127	Interior Partition Glass/Doors	131

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Leased facility. Contractor responsible for Day Porter only. Includes restrooms, cleaning/monitoring, vacuuming of reception area, monitoring/removal of empty boxes in copier area. Cleaning/monitoring of two computer rooms, all classrooms, conference room on 2nd floor, emptying trash for entire facility, emptying ash trays in the patio, responding to facility emergencies. Owner responsibility for supplying paper products.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10438**

REGION	**2**	**FACILITY NO.**	**12**
DEPARTMENT/FACILITY	Department of Mental Health-Arcadia		
ADDRESS	2620 California St. Monrovia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM to 11:00 AM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	8:00 AM - 11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4,863	
Staff in Building	18	
Approximate Number of Persons Entering/Exiting Building Per Month	200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	64	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	3	
Number of Toilets	3	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	64	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
One (1) Day Porter for 3 hours per day, 8:00 am to 11:00 am Monday through Friday. Includes supplies and trash service.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5234**

REGION	**2**	**FACILITY NO.**	**13**
DEPARTMENT/FACILITY	Department of Public Social Services-Lancaster		
ADDRESS	337 East Ave K-10, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM to 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	6	5:00 PM - 11:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	22,442	
Staff in Building	81	
Approximate Number of Persons Entering/Exiting Building Per Month	9,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	60	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	8	
Number of Toilets	9	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	70	Interior Partition Glass/Doors	87

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3775**

REGION	**2**	**FACILITY NO.**	**14**
DEPARTMENT/FACILITY	Sheriff Dept-Lakewood Station		
ADDRESS	5130 N. Clark Avenue, Lakewood		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	38,000	
Staff in Building	300	
Approximate Number of Persons Entering/Exiting Building Per Month	2,000	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	241	
Number of Parking Lots	2	
Number of Detention/Holding Cells		
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)		
Number of Restrooms (Including Jury rooms/Judges' chambers)	13	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	13	
Number of Sanitary Napkin Dispensers	6	
Number of Tampon Dispensers	6	
Number of Basins/Sinks	18	
Number of Toilets	16	
Number of Urinals	6	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	51	Interior Partition Glass/Doors	14

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor will not be responsible for the cleaning of the holding cells.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9384**

REGION	**2**	**FACILITY NO.**	**15**
DEPARTMENT/FACILITY	Sheriff Dept.-San Dimas Station		
ADDRESS	270 Walnut Avenue, San Dimas		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	5	5:30 PM - 10:30 PM			

FACILITY SPECIFICATIONS	
Gross Square Footage	21,000
Staff in Building	260
Approximate Number of Persons Entering/Exiting Building Per Month	1,500
Number of Floors	1
Number of Stairwells	0
Number of Elevators	0
Approximate Number of Light Fixtures	154
Number of Parking Lots	1
Number of Detention/Holding Cells	
Number of Kitchen Areas	2
Number of Kitchenettes	0
Number of Sinks	2
Number of Single Fold Paper Towel Dispensers	2
Number of Soap Dispensers (Type: Liquid or Dry)	
Number of Restrooms (Including Jury rooms/Judges' chambers)	8
Number of Single Fold Paper Towel Dispensers	8
Number of Soap Dispensers (Type: Liquid or Dry)	8
Number of Sanitary Napkin Dispensers	4
Number of Tampon Dispensers	4
Number of Basins/Sinks	14
Number of Toilets	12
Number of Urinals	2
Number of Showers	4

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	91	Interior Partition Glass/Doors	14

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor will not be responsible for the cleaning of the holding cells. Contractor will be responsible to police the parking lot.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9349**

REGION	**2**	**FACILITY NO.**	**16**
DEPARTMENT/FACILITY	Sheriff Dept-Palmdale Station		
ADDRESS	750 E Ave Q, Palmdale		

HOURS OF OPERATION	**DAYS OF OPERATION**
24/7	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	6:00 AM - 2:30 PM			
Night (M-F)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	14,000	
Staff in Building	250	
Approximate Number of Persons Entering/Exiting Building Per Month	4,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	719	
Number of Parking Lots	2	
Number of Detention/Holding Cells	20	
Number of Kitchen Areas	0	
Number of Kitchenettes	3	
Number of Sinks	7	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	2	
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	18	
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	21	
Number of Toilets	22	
Number of Urinals	8	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	93	Interior Partition Glass/Doors	51

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor will not be responsible for the cleaning of holding cells. Contractor will be responsible for policing both parking lots.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10293**

REGION	**2**	**FACILITY NO.**	**17**
DEPARTMENT/FACILITY	Treasurer & Tax Collector- Public Admin Warehouse		
ADDRESS	16610 Chestnut St. City of Industry		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (Fri only)	1	5	10:00 AM - 3:00 PM			
Day (2nd Mon/Month)	1	5	Monthly			

FACILITY SPECIFICATIONS		
Gross Square Footage	8501	
Staff in Building	6	
Approximate Number of Persons Entering/Exiting Building Per Month	400	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	90	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	10	
Number of Single Fold Paper Towel Dispensers	10	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	5	
Number of Basins/Sinks	16	
Number of Toilets	17	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Provide one (1) day porter, five (5) hours per day, one day per week (Fridays) and one (1) Day Porter, five (5) hours on the second Monday of every month after auction.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #7320**

REGION	**2**	**FACILITY NO.**	**18**
DEPARTMENT/FACILITY	ISD - Monrovia Shops		
ADDRESS	1703 Mountain Ave, Monrovia		

HOURS OF OPERATION	**DAYS OF OPERATION**
	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	1	6:30 PM - 7:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,000	
Staff in Building	Varies	
Approximate Number of Persons Entering/Exiting Building Per Month	10	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	29	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	1	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass		Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
ISD Men's restroom (in rear building) is to be cleaned daily (includes two showers). Parking lot is to be policed for trash and debris daily and is to be hand swept monthly.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #7322**

REGION	**2**	**FACILITY NO.**	**18A**
DEPARTMENT/FACILITY	Parks and Recreation-Monrovia Shops		
ADDRESS	1703 Mountain Ave. Monrovia		

HOURS OF OPERATION	**DAYS OF OPERATION**
	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	1	5:00 PM - 6:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,452	
Staff in Building	6	
Approximate Number of Persons Entering/Exiting Building Per Month	10	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	30	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	15	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Parks office to be cleaned daily. Includes strip and wax of floors, carpet shampoo and window cleaning (as needed).

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5235**

REGION	**2**	**FACILITY NO.**	**19**
DEPARTMENT/FACILITY	Agricultural Commissioner/Weights and Measures-Antelope Valley		
ADDRESS	335 E. Ave K-10, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 4:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	0.5	10:00 AM-10:30 AM			
Night (M-F)	1	1	3:00 PM - 4:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2,300	
Staff in Building	17	
Approximate Number of Persons Entering/Exiting Building Per Month	400	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	37	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	34	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Agricultural Commissioner, MVA, and UCCE will share the office space. There will be no extra trash bins. They will be sharing the trash bins provided for 337 E. Avenue K-10. There is an alarm system.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9325**

REGION	**2**	**FACILITY NO.**	**20**
DEPARTMENT/FACILITY	Sheriff Dept - Athens Station (South LA)		
ADDRESS	1310 W. Imperial Highway, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 4:30 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	39,390	
Staff in Building	210	
Approximate Number of Persons Entering/Exiting Building Per Month	300	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	187	
Number of Parking Lots	2	
Number of Detention/Holding Cells		
Number of Kitchen Areas		
Number of Kitchenettes	5	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	13	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	19	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	23	
Number of Toilets	21	
Number of Urinals	8	
Number of Showers	4	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	106	Interior Partition Glass/Doors	10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Designated storage room will be used in lieu of a Custodian gear room.

NOTES

CONTRACTOR'S EEO CERTIFICATION

DMS Facility Services
Contractor Name

417 East Huntington Drive
Address

95-2592302
Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor 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.

CONTRACTOR'S SPECIFIC CERTIFICATIONS	YES	NO
1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.	☒	☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.	☒	☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.	☒	☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.	☒	☐

Cary Burch – Executive Vice President, Business Development
Authorized Official's Printed Name and Title

Authorized Official's Signature

November 2, 2012
Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	Yolanda Young
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3101
Facsimile:	(323) 415-8664
E-mail Address:	yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER

Name:	Laura Lambertson
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3100
Facsimile:	(323) 881-0132
E-mail Address:	llambertson@isd.lacounty.gov

COUNTY CONTRACT MONITORS

Name:	Various
Title:	Facilities Contract Monitors
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	
Facsimile:	(323) 415-6877
E-mail Address:	

CONTRACTOR'S ADMINISTRATION

DMS FACILIITY SERVICES
CONTRACTOR'S NAME

CONTRACT NO.

CONTRACTOR'S PROJECT DIRECTOR:

Name:	Danny Esparza
Title:	Project Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8548
Facsimile:	(626) 305-8583
E-mail Address:	danny.esparza@dmsfacilityservices.com

CONTRACTOR'S AUTHORIZED OFFICIALS:

Name:	Cary Burch
Title:	Executive Vice President, Business Development
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8540
Facsimile:	(626) 305-8583
E-mail Address:	cary.burch@dmsfacilityservices.com

Name:	Loren Dotts
Title:	Vice President and General Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8514
Facsimile:	(626) 305-8583
E-mail Address:	loren.dotts@dmsfacilityservices.com

Notices to Contractor shall be sent to the following address:

Name:	Erma Gutierrez
Title:	Division Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8541
Facsimile:	(626) 305-8583
E-mail Address:	erma.gutierrez@dmsfacilityservices.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name DMS FACILITY SERVICES 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: 11/02/2012

PRINTED NAME: CARY BURCH

POSITION: EXECUTIVE VICE PRESIDENT, BUSINESS DEVELOPMENT

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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,

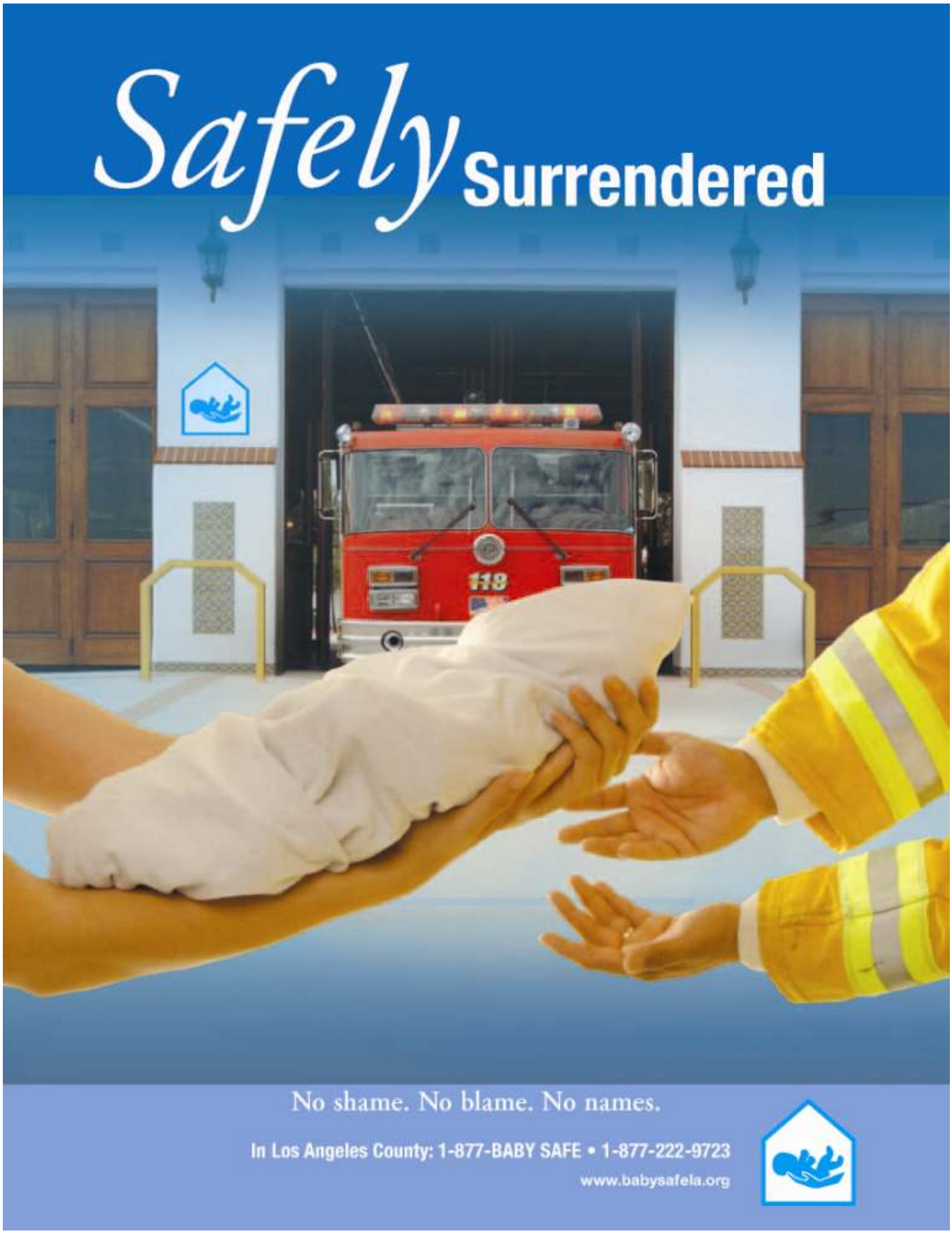
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“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)


Safely Surrendered
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 persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially 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?

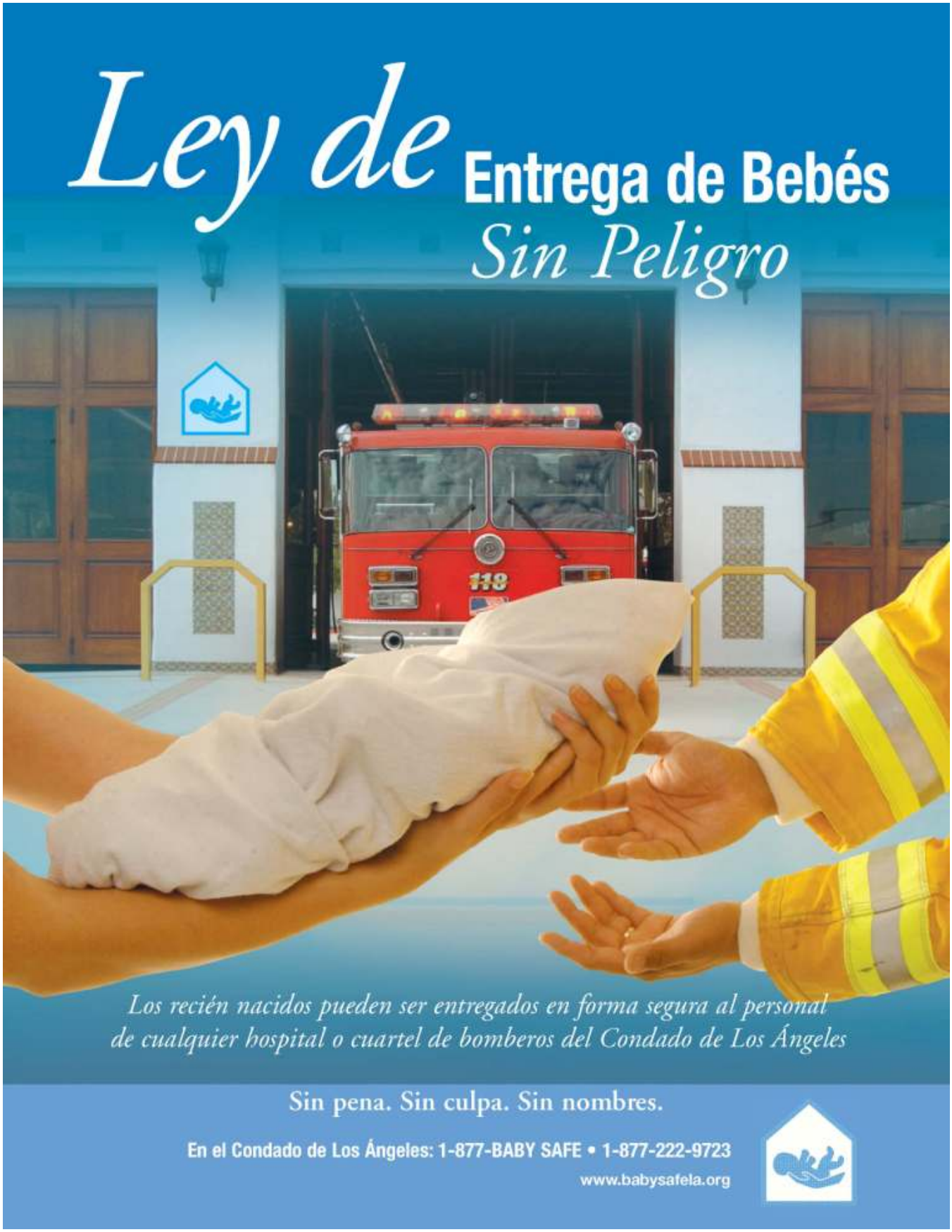
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

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.

Prop A – Living Wage Program Exhibits

Exhibits J, K, & L

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

   1. Assess liquidated damages as provided in the contract; and/or

   2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 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. 99-0048 § 1 (part), 1999)

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:	(7) Contract Service Description:	(8) Contract Name & Number:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggre-gate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature:	Date: / /	Title:	Telephone Number (include area code) ( )	Page: _____ of _____

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, _____ , _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
_____ on the _____
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____ ,and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)
have been paid the full weekly wages earned, that no rebates have been or will be made either
directly or indirectly to or on behalf of _____
(Company Name)
from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

☐ WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

☐ WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH
Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

DMS Facility Services.....
Company Name

417 East Huntington Drive, Monrovia, CA 91016.....
Address

95-2592302.....
Internal Revenue Service Employer Identification Number

N/A.....
California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

X Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

November 2, 2012.....
Date

Loren Dotts, Vice President and General Manager .....
Name and Title of Signer (please print)

ATTACHMENT 3

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

DMS FACILITY SERVICES, INC.

FOR

CUSTODIAL SERVICES

77894

CONTRACT PROVISIONS
CUSTODIAL SERVICES

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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
DMS FACILITY SERVICES, INC.
FOR
CUSTODIAL SERVICES

This Contract and Exhibits made and entered into this 11th day of December, 2012 by and between the County of Los Angeles, hereinafter referred to as County and DMS Facility Services, Inc. hereinafter referred to as Contractor. DMS Facility Services, Inc. is located at 417 East Huntington Drive, Monrovia, CA 91016.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

77894

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M, 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 Sheet

1.3 EXHIBIT C - Staffing and Facility Specification Sheets

1.4 EXHIBIT D - Contractor's EEO Certification

1.5 EXHIBIT E - County's Administration

1.6 EXHIBIT F - Contractor's Administration

1.7 EXHIBIT G - Contractor's Acknowledgement & Confidentiality Agreement

1.8 EXHIBIT H - Jury Service Ordinance

1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

Prop A - Living Wage Program

1.10 EXHIBIT J - Living Wage Ordinance

1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments

1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

1.13 EXHIBIT M - Charitable Contributions Certification

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:

2.1 **Contract**: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 **Contract Discrepancy Report**: A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.

2.3 **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.

2.4 **Contractor Project Manager**: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.5 **County Contract Monitor**: Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Project Director**: Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.7 **County Project Manager**: Person (s) designated by County's Project Director to manage the operations under this Contract.

2.8 **County Recognized Holidays**: The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).

2.9 **Day(s)**: Calendar day(s) unless otherwise specified.

2.10 **District Manager**: County Facility Operations Services (FOS) Manager responsible for custodial services in the County.

2.11 **Facilities**: Property(ies) owned and/or operated by the County of Los Angeles.

2.12 **Facilities Operation Services (FOS)**: Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.

2.13 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.14 **Internal Services Department**: The County Department responsible for administration of the contract.

2.15 **Performance Requirements Summary (PRS)**: Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

2.16 **Regions**: Grouping of facilities within areas of Los Angeles County.

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 in 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 contract term shall be for a period of two (2) years, commencing on January 22, 2013, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-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 solely by the Director, Internal Services Department (ISD). The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

4.3 The Contractor shall notify County's Project Manager, Internal Services Department, 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 County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Sheet.

5.2 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.

5.3 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 Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against 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 County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 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 Sheet, 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.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Sheet.

5.5.3 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.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. If the 15th calendar day of the month falls on a Friday, or on a weekend, the Contractor shall submit the monthly invoice to the County by the Thursday prior to the 15th.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Internal Services Department
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Contract Unit Supervisor, Finance, Room 222

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative 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.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

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.

5.6 COST OF LIVING ADJUSTMENTS (COLA'S)

For the three additional one-year option periods identified in Section 4.2, the contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

<u>COUNTY ADMINISTRATION</u>

A listing of all County Administration referenced in the following sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 COUNTY'S PROJECT DIRECTOR

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROJECT MANAGER

The responsibilities of the County's 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's 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 County in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Contract Monitor reports to the District Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT MANAGER

7.1.1 The Contractor's Project Manager is designated in Exhibit F - 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's Project Manager and County's Contract Monitor on a regular basis.

7.2 APPROVAL OF CONTRACTOR'S STAFF

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 CONTRACTOR'S STAFF IDENTIFICATION

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

7.3.2 Contractor shall notify the County Project Manager in writing, within one business day, when staff is terminated from working under this Contract. 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 County requests the removal of Contractor's staff, 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.

7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.

7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 CONFIDENTIALITY

7.5.1 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.

7.5.2 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate

defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without County's prior written approval.

7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer 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 County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 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 Director of ISD, or his/her designee.

8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Sheet, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, 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 County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, Contractor must obtain County's consent through 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 County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of 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 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 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 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, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by 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 County's Board of Supervisors 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 seven (7) business days after 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 two (2) 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's Project Manager of the status of the investigation within one (1) business day 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's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, 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 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without 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 D - 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 H 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 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 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) 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 90 days or less within a 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. 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, 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, 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 years but may exceed five 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 Department 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 of Supervisors.

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 of Supervisors. The Board of Supervisors 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 of Supervisors. The Board of Supervisors 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 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 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 of Supervisors.

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.

The Contractor's Project Manager or designee shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping

services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager 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, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed 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 OR ELECTRONIC REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile or electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, 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 Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, 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 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 Contractor's failure to perform arises out of a force majeure event, 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-paragraph 7.5 - 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 PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 **Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising

out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 **Cancellation of Insurance or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall

maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

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 (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or

equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, 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. A description of 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 Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, 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 Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro

rata, those applicable portions of the Monthly Contract Sum; and/or (b) 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 damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Exhibit A – Statement of Work, Attachment 2, 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 (c) 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 D - 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, 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 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 Internal Services Department 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's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), 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 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 set forth in Exhibit I 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 delivered in person with signed receipt, or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, 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 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-paragraph 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’s Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, 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.

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: a) repaid by the Contractor to the County by cash payment upon demand or b) 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.

8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information 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 materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' 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's 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. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Contracting Division, Contracts Section
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

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-paragraph 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-paragraph 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-paragraph 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's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- 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 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, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 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-paragraph 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this sub-paragraph 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, 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-paragraph 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 County's Board of Supervisors 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-paragraph 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.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 **Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

    a. Not less than $11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

    b. Not less than $9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services

for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 **Contractor’s Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor’s Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the Contractor’s portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

    b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any

assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports 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.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an

Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate 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.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 **Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 **Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph 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.

9.1.10 **Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 **Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 **Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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 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 subdivision (1), be assessed a penalty in an amount of not more than 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 to any business 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 state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify Department of Public Health management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its 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 Contractor's or its officers, employees' or agents' access to patient

medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 PROPOSER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit M, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

9.5 DISPLACED JANITOR OPPORTUNITY ACT

9.5.1 This contract is subject to the provisions of the Displaced Janitor Opportunity act (California Labor Code Sections 1060 – 1065) because it is a contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002.

9.5.2 Under this Act, as specified in the provisions therein, a successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

IN WITNESS WHEREOF, 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: DMS FACILITY SERVICES, INC.

By _____

Name

VP/GM

Title

COUNTY OF LOS ANGELES

By _____

Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____
DEPUTY

I hereby certify that pursuant to Section 25103 of the Government Code delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy

77894

APPROVED AS TO FORM:

John Krattli
County Counsel

By _____
Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 DEC 11 2012

SACHI A. HAMAI
EXECUTIVE OFFICER

CONTRACT FOR
CUSTODIAL SERVICES

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ATTACHMENTS

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1.0 Scope of Work

Contractor shall provide custodial services for County facilities identified in Contract Exhibit B - Pricing Sheet by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, removal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and maintenance of parking facility.

2.0 Day and Hours of Work

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Exhibit C - Facility Specification Sheets.

3.0 General Custodial Services

Contractor shall provide the following services in accordance with Exhibit C - Facility Specification Sheets:

- Contractor shall take precautions to not disturb personal belongs.
- Contractor shall arrange furniture, appliances, and/or equipment properly in the same manner it was found prior to cleaning.

3.1 Daily Cleaning Requirements

3.1.1 <u>Offices and Conference Rooms</u>

1. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
2. Damp wipe and dry all glass surfaces.
3. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc.
4. Clean door glass and frames.
5. Sweep and/or damp mop all hard-surface (non-carpeted) floor surfaces.
6. Vacuum and spot clean all carpeted areas.
7. Remove gum from all hard-surface (tile, terrazzo, and ceramic) floor surfaces, as needed.
8. Remove/clean graffiti and vandalism.
9 Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.2 <u>Restrooms (Private and Public) and Showers</u>

1. Dust ceiling vents

2. Dust lounge sofas and chairs
3. Clean sink basins and all surrounding surfaces.
4. Clean restroom and shower fixtures.
5. Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
6. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
7. Clean base of toilet bowls and below all urinals.
8. Clean behind toilet bowls and in corners of restroom floors.
9. Clean restroom mirrors, kick plates, and push plates.
10. Spot clean restroom walls, showers, partitions, and doors.
11. Clean and refill all restroom soap and paper dispensers.
12. Service sanitary napkin and/or tampon dispensers at County's option. Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
13. Refill existing air freshener dispensers in restrooms with equal or better replacement products. Contractor shall maintain air freshener dispensers in operating condition and replace batteries. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.
14. Clean restroom floors with disinfectant solution. Set up "wet floor" signs.
15. Remove/clean graffiti and vandalism.
16. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.3 <u>Lunchrooms, Eating and Vending Areas</u> (Excludes area operated by vendor or food preparation area).

1. Dust appliances.
2. Dust chairs and sofas.
3. Dust window ledges.

4. Clean tables.
5. Clean sinks and chrome fittings.
6. Spot clean walls, as needed.
7. Remove/clean graffiti and vandalism.
8. Vacuum and spot clean all carpeted areas.
9. Sweep floors and/or damp mop tile floors.
10. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Clean all entrance door glass and partition glass.
2. Clean balconies and ledges, as required.
3. Clean ashtrays and sand jarsand damp wipe ashtrays. Provide and refill sand for sand jars.
4. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
5. Provide and place appropriate mats at entrances and in lobbies during rainy weather.
6. Inspect parking areas and exterior grounds, collect and place waste in appropriate disposal area.

Interior

1. Dust all display cases. Damp wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor shall take precautions to not disturb memorabilia on dusted surfaces.
2. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
3. Clean public telephone stalls.
4. Clean and sanitize drinking fountains.
5. Clean custodial closets and keep supplies and equipment orderly.
6. Clean, vacuum sofas and chairs.
7. Clean all elevator floors, walls, doors, and tracks. Polish stainless steel, if applicable.
8. Sweep and/or dust stairs, landings, and handrails

9. Vacuum/spot clean all carpeted areas.
10. Damp mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
11. Damp mop Spanish tiles with mild detergent. Note: never wax.
12. Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.5 Parking Facility

1. Empty waste containers and place waste in appropriate disposal area.
2. Replace plastic liners (bag) with heavy duty liner of no less than 3 mils thickness.

3.1.6 <u>Graffiti and Vandalism Eradication</u>

Graffiti and vandalism eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces.
3. Telephone Booths – all surfaces.
4. Building Signs – all surfaces.
5. Elevator floors, walls, doors, and tracks.
6. Rubbish containers.

All graffiti and vandalism eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.7 <u>Solid Waste Collection and Removal</u>

1. Collect and remove all solid waste from building and place in County provided trash bin(s).
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust ceiling vents.
2. Dust top of high cabinets and shelves.
3. Dust doorjambs and baseboards.
4. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
5. Dust beneath movable desk files.
6. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.
9. Wash or polish desktops, as needed.

3.2.2 Restrooms (Private and Public) and Showers

1. Dust and door louvers.
2. Check for build-up around faucets and remove.
3. Clean underneath sink basins (lavatories), including traps and pipes.
4. Clean and flush floor drains with water.
5. Wash all stall partitions.
6. Spot clean entrance doors.
7. Damp mop and buff waxable floors. Set up “wet floor” signs.

3.2.3 Lunch Rooms

1. Dust ceiling vents.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Dust high ledges and moldings.
2. Dust or vacuum ceiling and wall vents.
3. Dust and wipe vertical and/or horizontal blinds.
4. Dust and wash vertical walls.
5. Dust handrails, sweep and mop stairs and landings in exit stairwells.
6. Vacuum upholstered furniture.
7. Vacuum draperies.

8. Clean all wall and ceiling vents.
9. Clean chairs and table legs.
10. Clean and shampoo entrance mats.
11. Clean baseboards, bottoms of cabinets, kick plates, furnitures, walls, and other surfaces exposed to water and/or chemical splashing.
12. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
13. Wash partition glass.
14. Wash marble walls.
15. Mop, scrub, strip and wax hard-surface (non-carpeted) floors. Use non-slip wax. Set up “wet floor” signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
16. Scrub or strip, and apply floor finish to resilient tile floors.
17. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards.

3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - “Window Cleaning”.

3.5.4 Contractor shall move small furniture such as tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Exhibit C - Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.

3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning."

3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations.

3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Clean and vacuum area after completion of work.

3.7 Special Requirements

Contractor shall provide all special requirements services as identified in Exhibit C - Facility Specification Sheets.

4.0 Specialty Custodial Services

4.1 Court Detention Cell Cleaning

4.1.1 <u>Equipment Needed Exclusively for the Court Detention Cell (No Cross Contamination)</u>: A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads for cell cleaning only and handles, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, and paper towels.

4.1.2 <u>Daily Tasks</u>:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.

2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners).
4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
9. Dust vents as needed with hand duster and extension.
10. Remove/clean graffiti and vandalism.

4.1.3 Weekly Tasks

1. Dust vents with hand duster and extension
2. Dust rails and bars with treated dust cloth as needed. Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed Exclusively for Holding Tank Detention Cell (No Cross Contamination): A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads and handles, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners)

4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).

5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.

6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.

7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.

8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.

9. Remove/clean graffiti and vandalism.

4.2.3 Weekly Tasks

1. Dust vents with hand duster and extension.

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.

2. Wash all rails, walls, and bars with disinfectant solution.

3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Exhibit C - Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.

2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.

3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.

4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.

5. Clean stairways leading to and from parking lots/structures.

6. Clean asphalt using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager or designee necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 Services for Special Events/Programs

Contractor may be required to provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager or designee at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Contract, Exhibit B - Pricing Sheet.

6.0 Services for Emergencies/Call Back Work

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any

given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 County Responsibilities

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s) and offices in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.

7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 Contractor Responsibilities

8.1 Contractor Personnel

8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Exhibit C - Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a monthly basis.

8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

8.1.4 Contractor shall notify County's Contract Monitor , District Manager, and Contract manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.

8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.

8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.

8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.

8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.

8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.

8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.

8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified locations as identified by County's Project Manager to maintain Facility security.

8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.

8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.

8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is

completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.

8.2.7 Contractor personnel will turn in lost articles found while providing services to the County Contract Monitor.

8.3 Contractor Furnished Supplies and Equipment

8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.

8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.

8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager or designee any accidents and/or loss of equipment, supplies, etc.

8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Manager or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).

9.0 Green Initiatives

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 Addition/Deletion of Facilities, Changes In Service

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 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's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met.

11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.

11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 Quality Assurance Plan

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report, as provided in Attachment 1, at the discretion of the County's Contract Project Manager. The Contact Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, 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.

13.0 Performance Requirements Summary

All listings of services used in Attachment 2 - Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. 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 and 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 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 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 Contractor by a computed amount based on the damage 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 five (5) 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 ten (10) days written notice with or without cause, as provided for in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

ATTACHMENT 1

CUSTODIAL SERVICES DIVISION

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:	**Address:**		**Date of Inspection:**
Contractor:	**Contract No.**	**Contract Monitor:**	**CSD Dist #**
Contact Person:	**Telephone: ( ) -**	**District Manager Signature:**	
Report Transmitted to Fax #: ( ) -		**Fax: ( ) -**	

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature *Date Signed*

Additional Comments:

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	$100 per occurrence for notification, plus additional $100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/Outsourced Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	$200 - First 2 occurrences $400 - 3rd to 5th occurrences $750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper of fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	$100 per occurrence; possible termination for default of contract.

EXHIBIT B

PRICING SHEET

EXHIBIT B

REGION 3

PRICING SHEET
DMS FACILITY SERVICES, INC.

ForRef Only	BIS No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	9832	Aricultural Commissioner Weights & Measures-Hdqts	11012-A Garfield Ave.	South Gate	$2,633.04
2	9832	Aricultural Commissioner Weights & Measures-Lab & Warehouse	11012-B Garfield Ave.	South Gate	$2,127.97
3	8960	Animal Care and Control #1	11258 So. Garfield Ave.	Downey	$1,012.80
4	4227	Animal Care and Control-Headquarters	5898 Cherry Ave.	Long Beach	$1,748.09
5	10534	Community & Senior Services-East Compton	4513 E. Compton Ave.	Los Angeles	$913.68
6	10525	Community & Senior Services-Willowbrook	12915 Jarvis Ave.	Los Angeles	$1,560.40
7	10530	Community & Senior Services-Los Nietos	11640 E. Slauson Ave.	Whittier	$2,058.69
8	3627	Bellflower Courthouse	10025 E. Flower St.	Bellflower	$15,747.60
9	3662	Compton Courthouse	200 W. Compton Blvd.	Compton	$48,014.11
10	4047	Downey Courthouse	7500 E. Imperial Hwy.	Downey	$15,555.18
11	3725	Huntington Park Courthouse	6548 Miles Ave.	Huntington Park	$5,568.75
12	60	Long Beach Courthouse	415 W. Ocean Blvd.	Long Beach	$34,606.25
13	10299	David V. Kenyon Juvenile Justice Center	7625 S. Central Ave.	Los Angeles	$4,801.80
14	3965	Whittier Courthouse	7339 Painter Ave.	Whittier	$12,068.42
15	4151	Norwalk Courthouse	12720 Norwalk Blvd.	Norwalk	$25,289.35
16	5193	Department of Public Social Services-Compton	211 E. Alondra Blvd.	Compton	$9,268.57
17	5218	Department of Public Social Services-Cudahy	8130 So. Atlantic Ave.	Cudahy	$6,814.72
18	5284	Department of Public Social Services-South Central	10728 So. Central Ave.	Los Angeles	$8,985.61
19	5267	Department of Public Social Services-Florence	1740 Gage	Los Angeles	$8,252.47
20	5352	Department of Public Social Services-GR Training Center South Gate	2701 E. Firestone Blvd.	So. Gate	$1,399.88
21	10332	Mental Health Services-Long Beach	1975 Long Beach Blvd.	Long Beach	$4,209.64
22	10340	Mental Health Services-Rio Hondo	17707 Studebaker Rd.	Cerritos	$3,534.72

EXHIBIT B

PRICING SHEET

REGION 3

DMS FACILITY SERVICES, INC.

23	1303	Sheriff Dept-Public Safety Admin Hdqt	13001 Dahlia St.	Downey	$2,431.92
24	5681	Public Works-Santa Fe Springs	12015 Shoemaker	Santa Fe Springs	$1,010.93
25	10421	Registrar Recorder-Headquarters	12400 Imperial Highway	Norwalk	$32,523.01
26	4000	Sheriff Dept-Lynwood Justice Center	11701 S. Alameda St.	Lynwood	$7,748.90
27	1306	Sheriff Dept-Crime Lab	7717 Golondrinas	Downey	$1,863.67
28	5680	Public Works-Southwest Maint Yard	1129 E. 59th St.	Los Angeles	$861.61
29	3682	El Monte Courthouse	11234 E. Valley Blvd.	El Monte	$15,384.90
30	8980	Animal Care and Control #4	4275 N. Elton	Baldwin Park	$486.49
31	5615	Public Works-San Gabriel	125 Baldwin Ave.	Arcadia	$1,463.40
32	4127	Monrovia (LA Sup Crt) Warehouse	250 Duarte Rd.	Monrovia	$426.91
33	10179	Board of Supervisors-5th District Field Office	615 Foothill Blvd.	San Dimas	$435.19
34	5326	Department of Public Social Services-GAIN Region 6	5460 Bandini	Bell	$3,282.07
35	5258	Department of Public Social Services-GAIN Region 7	3307 North Glenoaks	Burbank	$4,203.18
36	6517	Health Center-Hollywood Wilshire	5205 Melrose Ave.	Los Angeles	$4,440.96
37	5228	Probation-Placement Services Bureau	3965 Vermont Ave.,3rd	Los Angeles	$2,112.98
38	7615	ISD/Parking Services- Alameda Parking Garage	1055 Alameda St.	Los Angeles	$1,210.58
39	9408	Registrar Recorder-Warehouse	12680 Corral Place	Santa Fe Springs	$1,712.70
40	9107	Public Works-Headquarters	900 South Fremont Ave.	Alhambra	$52,470.66
41	5660	Public Works-Monrovia	2849 So. Myrtle	Monrovia	$884.00
42	10296	Department of Mental Health-Hollywood	947 Cole Ave.	Los Angeles	$1,366.00
43	10452	Department of Mental Health-Adult System of Care	3741 Stocker St.	Los Angeles	$915.18

EXHIBIT B

REGION 3

PRICING SHEET

DMS FACILITY SERVICES, INC.

44	10526	Community & Senior Services-Florence/Firestone Center	7807 Compton Ave	Los Angeles	$2,456.69
45	9405	Department of Mental Health-Norwalk Imperial Center	12440 E. Imperial Hwy	Norwalk	$1,183.45
46	2458	ISD-Miller & Kilpatrick Waste Water Plant Trailer	433 S. Encinal Canyon Road	Malibu	$246.42
47	5181	Agricultural Commission Weights and Measures-Headquarters	12300 Lower Azusa Rd.	Arcadia	$2,469.57
48	5582	Public Works-La Puente	16005 E. Central Ave.	La Puente	$682.54
49	10444	Mental Health-Huntington Park Wellness Center	2675 Zoe Ave.	Huntington Park	$644.05
				TOTAL	**$361,089.70**

ADDITIONAL SERVICES*		
SERVICE	**RATE ($)**	
Emergencies or Call Back Work	$ 20.42	per hour
Special Events/Programs	$ 20.42	per hour
Facility Additions - Staffing	$ 21.02	per hour
Custodian	$ 21.02	per hour
Principal Custodian	$ 20.42	per hour
Supervisor	$ 34.00	per hour
Carpet & Floor Care as needed	$ 0.14	per square foot

* These rates shall be fully burdened.

EXHIBIT C

STAFFING AND FACILITY SPECIFICATION SHEETS

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS# 9832**

REGION	**3**	**FACILITY NO.**	**1**
DEPARTMENT/FACILITY	Agricultural Commissioner Weights & Measures - Hdqts		
ADDRESS	11012 S. Garfield Ave., South Gate Building "A"		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:00 AM - 5:30 PM	Mon - Fri (M-F) M-Th

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	4	7:00 AM - 11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	36,618	
Staff in Building	40	
Approximate Number of Persons Entering/Exiting Building Per Month	3,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	220	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	18	
Number of Toilets	8	
Number of Urinals	3	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	101	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9832**

REGION	**3**	**FACILITY NO.**	**2**
DEPARTMENT/FACILITY	Agricultural Commissioner Weights & Measures - Lab & Warehouse		
ADDRESS	11012 S. Garfield Ave. Building "B" South Gate		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:00 AM - 5:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	4	12:00 PM - 4:00 PM			
Night (M-F)						

FACILITY SPECIFICATIONS		
Gross Square Footage	18,816	
Staff in Building	60	
Approximate Number of Persons Entering/Exiting Building Per Month	300	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	1	
Approximate Number of Light Fixtures	83	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	9	
Number of Toilets	9	
Number of Urinals	3	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	39	Interior Partition Glass/Doors	12

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #8960**

REGION	**3**	**FACILITY NO.**	**3**
DEPARTMENT/FACILITY	Animal Care and Control #1		
ADDRESS	11258 S. Garfield Ave., Downey		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours a Day	Mon - Fri (M-F) Sat-Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M,TH)	1	5.5	6:00 AM - 11:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	7,604	
Staff in Building	35	
Approximate Number of Persons Entering/Exiting Building Per Month	1,500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	60	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	5	
Number of Toilets	6	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	48	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Day Cleaning - Contractor is responsible for all areas described in contract specifications, including window cleaning and floor care. Square footage includes these buildings: 1) Administration Building & Neuter Clinic; 2) Call Center; and 3) Payroll areas

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4227**

REGION	**3**	**FACILITY NO.**	**4**
DEPARTMENT/FACILITY	Animal Care and Control-Headquarters		
ADDRESS	5898 Cherry Ave., Long Beach		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:00 AM - 5:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	4	6:00 AM - 10:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	12,450	
Staff in Building	40	
Approximate Number of Persons Entering/Exiting Building Per Month	60	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	106	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	6	
Number of Toilets	8	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	18	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Cleaning- Contractor responsibility: Window Washing, and Floor Care.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10534**

REGION	**3**	**FACILITY NO.**	**5**
DEPARTMENT/FACILITY	Community and Senior Services -East Compton		
ADDRESS	4513 East Compton Ave., Compton		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F) M-F	1	1.5	5:00 PM - 6:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4,505	
Staff in Building	20	
Approximate Number of Persons Entering/Exiting Building Per Month	100	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	88	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10525**

REGION	**3**	**FACILITY NO.**	**6**
DEPARTMENT/FACILITY	Community and Senior Services- Willowbrook		
ADDRESS	12915 Jarvis Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	7:00 AM - 10:00 AM			
Night (M-F)						

FACILITY SPECIFICATIONS		
Gross Square Footage	12,858	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	2,860	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	130	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	4	
Number of Toilets	5	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	68	Interior Partition Glass/Doors	9

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10530**

REGION	**3**	**FACILITY NO.**	**7**
DEPARTMENT/FACILITY	Community and Senior Services-Los Nietos		
ADDRESS	11640 East Slauson Ave., Whittier		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:30 AM - 5:30 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	4	5:00 AM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	16,374	
Staff in Building	8	
Approximate Number of Persons Entering/Exiting Building Per Month	600	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	45	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	8	
Number of Toilets	10	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	45	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Cleaning - Contractor Responsibility: Window washing, and Floor care.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3627**

REGION	**3**	**FACILITY NO.**	**8**
DEPARTMENT/FACILITY	Bellflower Courthouse		
ADDRESS	10025 E. Flower St., Bellflower		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	8	6:00 AM - 3:00 PM			
Night (M-F) M-F	3	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	110,284	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	24,000	
Number of Floors	4	
Number of Stairwells	5	
Number of Elevators	5	
Approximate Number of Light Fixtures	1,253	
Number of Parking Lots	1	
Number of Detention/Holding Cells	18	
Number of Kitchen Areas	6	
Number of Kitchenettes	6	
Number of Sinks	6	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	30	
Number of Single Fold Paper Towel Dispensers	67	
Number of Soap Dispensers (Type: Liquid or Dry)	67	Liquid
Number of Sanitary Napkin Dispensers	10	
Number of Tampon Dispensers	10	
Number of Basins/Sinks	67	
Number of Toilets	67	
Number of Urinals	67	
Number of Showers	24	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	208	Interior Partition Glass/Doors	14

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Contractor will be responsible for Window Washing and Floor Care.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3662**

REGION	**3**	**FACILITY NO.**	**9**
DEPARTMENT/FACILITY	Compton Courthouse		
ADDRESS	200 West Compton Blvd., Compton		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	3	8	7:00 AM - 4:00 PM			
Night (M-F) M-F	7	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	576,476	
Staff in Building	800	
Approximate Number of Persons Entering/Exiting Building Per Month	30,000	
Number of Floors	13	
Number of Stairwells		
Number of Elevators	11	
Approximate Number of Light Fixtures	4,500	
Number of Parking Lots	1	
Number of Detention/Holding Cells	53	
Number of Kitchen Areas	7	
Number of Kitchenettes	0	
Number of Sinks	10	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	159	
Number of Single Fold Paper Towel Dispensers	172	
Number of Soap Dispensers (Type: Liquid or Dry)	178	Liquid
Number of Sanitary Napkin Dispensers	41	
Number of Tampon Dispensers	41	
Number of Basins/Sinks	216	
Number of Toilets	242	
Number of Urinals	87	
Number of Showers	4	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	5	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	308	Interior Partition Glass/Doors	10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES
Number of stairwells: 4 inside; 7 outside

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4047**

REGION	**3**	**FACILITY NO.**	**10**
DEPARTMENT/FACILITY	Downey Courthouse		
ADDRESS	7500 East Imperial Highway, Downey		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	6:00 AM - 3:00 PM			
Night (M-F)	3	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	103,502	
Staff in Building	110	
Approximate Number of Persons Entering/Exiting Building Per Month	55,000	
Number of Floors	5	
Number of Stairwells	2	
Number of Elevators	5	
Approximate Number of Light Fixtures	1,100	
Number of Parking Lots	1	
Number of Detention/Holding Cells	34	
Number of Kitchen Areas	4	
Number of Kitchenettes	0	
Number of Sinks	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	30	
Number of Single Fold Paper Towel Dispensers	30	
Number of Soap Dispensers (Type: Liquid or Dry)	30	Liquid
Number of Sanitary Napkin Dispensers	10	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	60	
Number of Toilets	68	
Number of Urinals	20	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	88	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3725**

REGION	**3**	**FACILITY NO.**	**11**
DEPARTMENT/FACILITY	Huntington Park Courthouse		
ADDRESS	6548 Miles Ave., Huntington Park		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 4:30 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	8	11:00 AM - 7:30 PM			
Night (M-F) M-F	1	7	6:15 PM - 1:45 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	29,295	
Staff in Building	80	
Approximate Number of Persons Entering/Exiting Building Per Month	25,000	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	1	
Approximate Number of Light Fixtures	500	
Number of Parking Lots	2	
Number of Detention/Holding Cells	4	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	20	
Number of Single Fold Paper Towel Dispensers	28	
Number of Soap Dispensers (Type: Liquid or Dry)	32	Liquid
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	35	
Number of Toilets	39	
Number of Urinals	8	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	32	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #60**

REGION	**3**	**FACILITY NO.**	**12**
DEPARTMENT/FACILITY	Long Beach Courthouse		
ADDRESS	415 W. Ocean Blvd., Long Beach		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	8	6:00 AM - 2:30 PM			
Day (M-F) M-F	1	8	7:00 AM - 4:00 PM			
Night (M-F) M-F	6	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	328,644	
Staff in Building	660	
Approximate Number of Persons Entering/Exiting Building Per Month	40,000	
Number of Floors	8	
Number of Stairwells	4	
Number of Elevators	4	
Approximate Number of Light Fixtures	3,020	
Number of Parking Lots	2	
Number of Detention/Holding Cells	14	
Number of Kitchen Areas	6	
Number of Kitchenettes	0	
Number of Sinks	10	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	54	
Number of Single Fold Paper Towel Dispensers	107	
Number of Soap Dispensers (Type: Liquid or Dry)	172	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	188	
Number of Toilets	131	
Number of Urinals	41	
Number of Showers	6	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		City of Long Beach			

WINDOW CLEANING			
Number of Windows/Exterior Glass	1,300	Interior Partition Glass/Doors	10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10299**

REGION	**3**	**FACILITY NO.**	**13**
DEPARTMENT/FACILITY	David V. Kenyon Juvenile Justice Center		
ADDRESS	7625 S. Central Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F) M-F	1	5	4:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	18,108	
Staff in Building	40	
Approximate Number of Persons Entering/Exiting Building Per Month	45,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	321	
Number of Parking Lots	1	
Number of Detention/Holding Cells	5	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	11	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	13	
Number of Toilets	12	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3965**

REGION	**3**	**FACILITY NO.**	**14**
DEPARTMENT/FACILITY	Whittier Courthouse		
ADDRESS	7339 Painter Ave., Whittier		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 4:30 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F) M-F	1	8	8:00 AM - 5:00 PM			
Night (M-F) M-F	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	91,402	
Staff in Building	200	
Approximate Number of Persons Entering/Exiting Building Per Month	8,000	
Number of Floors	4	
Number of Stairwells	3	
Number of Elevators	3	
Approximate Number of Light Fixtures	894	
Number of Parking Lots	2	
Number of Detention/Holding Cells	5	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	58	
Number of Single Fold Paper Towel Dispensers	85	
Number of Soap Dispensers (Type: Liquid or Dry)	85	Liquid
Number of Sanitary Napkin Dispensers	29	
Number of Tampon Dispensers	29	
Number of Basins/Sinks	116	
Number of Toilets	104	
Number of Urinals	26	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		City of Whittier			

WINDOW CLEANING			
Number of Windows/Exterior Glass	180	Interior Partition Glass/Doors	14

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Cleaning - Contractor Responsibility - Window Washing and Floor Care

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4151**

REGION	**3**	**FACILITY NO.**	**15**
DEPARTMENT/FACILITY	Norwalk Courthouse		
ADDRESS	12720 Norwalk Blvd., Norwalk		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	5	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	225,006	
Staff in Building	207	
Approximate Number of Persons Entering/Exiting Building Per Month	3,000	
Number of Floors	8	
Number of Stairwells	3	
Number of Elevators	6	
Approximate Number of Light Fixtures	4,778	
Number of Parking Lots	2	
Number of Detention/Holding Cells	10	
Number of Kitchen Areas	4	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	78	
Number of Single Fold Paper Towel Dispensers	85	
Number of Soap Dispensers (Type: Liquid or Dry)	28	Liquid
Number of Sanitary Napkin Dispensers	15	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	134	
Number of Toilets	152	
Number of Urinals	45	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	357	Interior Partition Glass/Doors	93

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5193**

REGION	**3**	**FACILITY NO.**	**16**
DEPARTMENT/FACILITY	Department of Public Social Services - Compton		
ADDRESS	211 E. Alondra Blvd., Compton		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	1	5.75	6:45 PM - 1:00 AM			
Night (M-F)	1	5.25	7:15 PM - 1:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	48,115	
Staff in Building	310	
Approximate Number of Persons Entering/Exiting Building Per Month	40,320	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	698	
Number of Parking Lots	3	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	10	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	15	
Number of Toilets	21	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	16	Interior Partition Glass/Doors	8

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5218**

REGION	**3**	**FACILITY NO.**	**17**
DEPARTMENT/FACILITY	Department of Public Social Services - Cudahy		
ADDRESS	8130 So. Atlantic Ave., Cudahy		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 6:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	7	6:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	30,873	
Staff in Building	226	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	591	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	12	
Number of Toilets	18	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	200	Interior Partition Glass/Doors	60

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Contractor is responsible for Window Cleaning and Floor Care.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5284**

REGION	**3**	**FACILITY NO.**	**18**
DEPARTMENT/FACILITY	Department of Public Social Services - South Central		
ADDRESS	10728 So. Central Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	1	7	5:00 PM - 12:30 AM			
Night (M-F)	1	2	9:45 PM - 11:45 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	51,991	
Staff in Building	580	
Approximate Number of Persons Entering/Exiting Building Per Month	20,800	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	1,100	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	17	
Number of Soap Dispensers (Type: Liquid or Dry)	19	Liquid
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	5	
Number of Basins/Sinks	26	
Number of Toilets	16	
Number of Urinals	7	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	80	Interior Partition Glass/Doors	10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5267**

REGION	**3**	**FACILITY NO.**	**19**
DEPARTMENT/FACILITY	Department of Public Social Services - Florence		
ADDRESS	1740 Gage, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			
Night (M-F)	1	2	5:00 PM - 7:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	40,000	
Staff in Building	200	
Approximate Number of Persons Entering/Exiting Building Per Month	25,000	
Number of Floors	3	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	775	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	11	
Number of Soap Dispensers (Type: Liquid or Dry)	12	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	13	
Number of Toilets	15	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	3	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	48	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5352**

REGION	**3**	**FACILITY NO.**	**20**
DEPARTMENT/FACILITY	Department of Public Social Services - GR Training Center South Gate		
ADDRESS	2701 E. Firestone Blvd., South Gate		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	6	9:00 AM - 3:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	7,200	
Staff in Building	12	
Approximate Number of Persons Entering/Exiting Building Per Month	2,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	245	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	7	
Number of Toilets	6	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Furnished by Shopping Center Complex			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10332**

REGION	**3**	**FACILITY NO.**	**21**
DEPARTMENT/FACILITY	Mental Health Services - Long Beach		
ADDRESS	1975 Long Beach Blvd., Long Beach		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	36,000	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	15,000	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	4	
Approximate Number of Light Fixtures	450	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	9	Liquid
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	15	
Number of Toilets	15	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	60	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
DAY PORTER ONLY

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10340**

REGION	**3**	**FACILITY NO.**	**22**
DEPARTMENT/FACILITY	Mental Health Services -Rio Hondo		
ADDRESS	17707 Studebaker Road., Cerritos		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:30 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	7	4:00 PM - 11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	27,640	
Staff in Building	75	
Approximate Number of Persons Entering/Exiting Building Per Month	40,000	
Number of Floors	1	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	350	
Number of Parking Lots	3	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	3	
Number of Kitchenettes	1	
Number of Sinks	6	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	12	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	12	
Number of Toilets	15	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	220	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #1303**

REGION	**3**	**FACILITY NO.**	**23**
DEPARTMENT/FACILITY	Sheriff Dept - Public Safety Admin Hdqt		
ADDRESS	13001 Dahlia, Downey		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:30 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	15,482	
Staff in Building	50	
Approximate Number of Persons Entering/Exiting Building Per Month	200	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators		
Approximate Number of Light Fixtures	152	
Number of Parking Lots	1	
Number of Detention/Holding Cells		
Number of Kitchen Areas	1	
Number of Kitchenettes		
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	15	
Number of Soap Dispensers (Type: Liquid or Dry)	8	
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers		
Number of Basins/Sinks	10	
Number of Toilets	10	
Number of Urinals	5	
Number of Showers		

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	124	Interior Partition Glass/Doors	

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5681**

REGION	**3**	**FACILITY NO.**	**24**
DEPARTMENT/FACILITY	Public Works- Santa Fe Springs		
ADDRESS	12015 Shoemaker, Santa Fe Springs		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:30 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2	10:00AM -12:00PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	7,538	
Staff in Building	36	
Approximate Number of Persons Entering/Exiting Building Per Month	1,500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	36	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	7	
Number of Toilets	5	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	33	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Cleaning - Contractor Responsibility - Window Washing and Floor Care

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10421**

REGION	**3**	**FACILITY NO.**	**25**
DEPARTMENT/FACILITY	Registrar Recorder - Headquarters		
ADDRESS	12400 East Imperial Highway, Norwalk		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	3	8	8:00 AM - 5:00 PM			
Night (M-F)	5	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	253,637	
Staff in Building	1,000	
Approximate Number of Persons Entering/Exiting Building Per Month	60,000	
Number of Floors	7	
Number of Stairwells	7	
Number of Elevators	6	
Approximate Number of Light Fixtures	3,789	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	4	
Number of Kitchenettes	0	
Number of Sinks	28	
Number of Single Fold Paper Towel Dispensers	26	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	17	
Number of Single Fold Paper Towel Dispensers	56	
Number of Soap Dispensers (Type: Liquid or Dry)	65	Liquid
Number of Sanitary Napkin Dispensers	28	
Number of Tampon Dispensers	28	
Number of Basins/Sinks	51	
Number of Toilets	72	
Number of Urinals	22	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	858	Interior Partition Glass/Doors	39

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4000**

REGION	**3**	**FACILITY NO.**	**26**
DEPARTMENT/FACILITY	Sheriff Dept - Lynwood Justice Center		
ADDRESS	11701 S. Alameda St., Lynwood		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	2	8	7:00 AM - 4:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	62,418	
Staff in Building	65	
Approximate Number of Persons Entering/Exiting Building Per Month	17,430	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	3	
Approximate Number of Light Fixtures	1,016	
Number of Parking Lots	3	
Number of Detention/Holding Cells	6	
Number of Kitchen Areas	3	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	22	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	16	
Number of Toilets	16	
Number of Urinals	5	
Number of Showers	4	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	105	Interior Partition Glass/Doors	6

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #1306**

REGION	**3**	**FACILITY NO.**	**27**
DEPARTMENT/FACILITY	Sheriff Dept - Crime Lab		
ADDRESS	7717 Golondrinas, Downey		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 4:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	6:00 AM - 2:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9,500	
Staff in Building	47	
Approximate Number of Persons Entering/Exiting Building Per Month	3,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	291	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	19	
Number of Soap Dispensers (Type: Liquid or Dry)	21	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	28	
Number of Toilets	8	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	47	Interior Partition Glass/Doors	11

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5680**

REGION	**3**	**FACILITY NO.**	**28**
DEPARTMENT/FACILITY	Public Works - Southwest Maint Yard		
ADDRESS	1129 E. 59th St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	7:00 AM - 10:00 AM			
Night (M-F)						

FACILITY SPECIFICATIONS		
Gross Square Footage	2,275	
Staff in Building	5	
Approximate Number of Persons Entering/Exiting Building Per Month	10	
Number of Floors	1	
Number of Stairwells		
Number of Elevators		
Approximate Number of Light Fixtures	32	
Number of Parking Lots		
Number of Detention/Holding Cells		
Number of Kitchen Areas	1	
Number of Kitchenettes		
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	10	
Number of Soap Dispensers (Type: Liquid or Dry)	15	
Number of Sanitary Napkin Dispensers		
Number of Tampon Dispensers		
Number of Basins/Sinks	8	
Number of Toilets	7	
Number of Urinals	3	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	35	Interior Partition Glass/Doors	

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3682**

REGION	**3**	**FACILITY NO.**	**29**
DEPARTMENT/FACILITY	El Monte Courthouse		
ADDRESS	11234 E. Valley Blvd., El Monte		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Monday - Friday (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	3	8	5:00 PM - 1:30 AM			
Night (M-F)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	97,500	
Staff in Building	270	
Approximate Number of Persons Entering/Exiting Building Per Month	2,400	
Number of Floors	4	
Number of Stairwells	3	
Number of Elevators	5	
Approximate Number of Light Fixtures	1,076	
Number of Parking Lots	3	
Number of Detention/Holding Cells	10	
Number of Kitchen Areas	2	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	34	
Number of Single Fold Paper Towel Dispensers	34	
Number of Soap Dispensers (Type: Liquid or Dry)	40	Liquid
Number of Sanitary Napkin Dispensers	16 (inc. tampon dispensers)	
Number of Tampon Dispensers	16 (inc. napking dispensers)	
Number of Basins/Sinks	40	
Number of Toilets	52	
Number of Urinals	14	
Number of Showers	6	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	224	Interior Partition Glass/Doors	42

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Parking structure gates must be locked each night after 9:30 PM. Bridge from parking structure to court entrance must be cleaned and swept nightly and empty trash cans. Power wash quarterly. Night Court - two court rooms are in session until 7:00pm every Monday.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #8980**

REGION	**3**	**FACILITY NO.**	**30**
DEPARTMENT/FACILITY	Animal Care and Control #4		
ADDRESS	4275 N. Elton, Baldwin Park		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (T, F)	1	3	8:00 AM - 11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	3,100	
Staff in Building	32	
Approximate Number of Persons Entering/Exiting Building Per Month	5,000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	65	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	2	Trash Compactor (Y/N)	0
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

The adminsitration building is cleaned two times per week on Tuesdays and Fridays. The floors in the Administration Building, the Nueter Clinic, and rear trailer are to be stripped and waxed once per month on the last Tuesday of the month at 7:00pm.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5615**

REGION	**3**	**FACILITY NO.**	**31**
DEPARTMENT/FACILITY	Public Works - San Gabriel		
ADDRESS	125 Baldwin Ave., Arcadia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	5:00 AM - 8:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9,439	
Staff in Building	26	
Approximate Number of Persons Entering/Exiting Building Per Month	700	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	77	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes		
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4127**

REGION	**3**	**FACILITY NO.**	**32**
DEPARTMENT/FACILITY	Monrovia (LA Sup Crt) Warehouse		
ADDRESS	250 Duarte Rd., Monrovia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2	9:00 AM - 11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,000	
Staff in Building	6	
Approximate Number of Persons Entering/Exiting Building Per Month	120	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	52	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	6 / 1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10179**

REGION	**3**	**FACILITY NO.**	**33**
DEPARTMENT/FACILITY	Board of Supervisors - 5th District Field Office		
ADDRESS	615 Foothill Blvd., San Dimas		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	1	1:00 PM - 2:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,292	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	140	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	21	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	4	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Facility			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5326**

REGION	**3**	**FACILITY NO.**	**34**
DEPARTMENT/FACILITY	Department of Public Social Services - GAIN Region 6		
ADDRESS	5460 Bandini, Bell		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS	
Gross Square Footage	31,400
Staff in Building	130
Approximate Number of Persons Entering/Exiting Building Per Month	100
Number of Floors	2
Number of Stairwells	2
Number of Elevators	1
Approximate Number of Light Fixtures	354
Number of Parking Lots	1
Number of Detention/Holding Cells	0
Number of Kitchen Areas	2
Number of Kitchenettes	2
Number of Sinks	22
Number of Single Fold Paper Towel Dispensers	16
Number of Soap Dispensers (Type: Liquid or Dry)	16
Number of Restrooms (Including Jury rooms/Judges' chambers)	6
Number of Single Fold Paper Towel Dispensers	12
Number of Soap Dispensers (Type: Liquid or Dry)	16
Number of Sanitary Napkin Dispensers	12
Number of Tampon Dispensers	2
Number of Basins/Sinks	16
Number of Toilets	16
Number of Urinals	20
Number of Showers	0

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	236	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Porter only service. Owner of the building provides full service cleaning in the evening with another company.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5258**

REGION	**3**	**FACILITY NO.**	**35**
DEPARTMENT/FACILITY	Department of Public Social Services - GAIN Region 7		
ADDRESS	3307 North Glenoaks, Burbank		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	35,772	
Staff in Building		
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors		
Number of Stairwells		
Number of Elevators		
Approximate Number of Light Fixtures		
Number of Parking Lots		
Number of Detention/Holding Cells		
Number of Kitchen Areas		
Number of Kitchenettes		
Number of Sinks		
Number of Single Fold Paper Towel Dispensers		
Number of Soap Dispensers (Type: Liquid or Dry)		
Number of Restrooms (Including Jury rooms/Judges' chambers)		
Number of Single Fold Paper Towel Dispensers		
Number of Soap Dispensers (Type: Liquid or Dry)		
Number of Sanitary Napkin Dispensers		
Number of Tampon Dispensers		
Number of Basins/Sinks		
Number of Toilets		
Number of Urinals		
Number of Showers		

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass		Interior Partition Glass/Doors	

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Porter only service.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6517**

REGION	**3**	**FACILITY NO.**	**36**
DEPARTMENT/FACILITY	Health Center - Hollywood Wilshire		
ADDRESS	5205 Melrose Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Thu, Sat

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (Sat)	1	8	8:30 AM - 5:00 PM			
		1	5:00 PM - 6:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	16,059	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	3,600	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	544	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	20	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	11	
Number of Toilets	10	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	53	Interior Partition Glass/Doors	12

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Day Porter hours are as follows:
Monday through Thursday — 1:00pm to 9:30pm (8 hours per day).
Saturdays — 8:30am to 6:00pm (9 hours per day, *1 hour overtime each Saturday).

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5228**

REGION	**3**	**FACILITY NO.**	**37**
DEPARTMENT/FACILITY	Probation - Placement Services Bureau		
ADDRESS	3965 Vermont Ave., Los Angeles (3rd Floor)		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	4	7:45 PM - 11:45 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	19,077	
Staff in Building	70	
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	3	
Number of Stairwells	1	
Number of Elevators	2	
Approximate Number of Light Fixtures	524	
Number of Parking Lots	1	
Number of Detention/Holding Cells		
Number of Kitchen Areas	1	
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	8	
Number of Toilets	9	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	24	Interior Partition Glass/Doors	12

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Custodial Services are on the 3rd floor only.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #7615**

REGION	**3**	**FACILITY NO.**	**38**
DEPARTMENT/FACILITY	ISD/Parking Services - Alameda Parking Garage		
ADDRESS	1055 Alameda St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 6:00 PM	Monday - Friday (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	10:00 AM - 1:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	528 (clean 3 offices only)	
Staff in Building	8	
Approximate Number of Persons Entering/Exiting Building Per Month	50	
Number of Floors	2	
Number of Stairwells	N/A	
Number of Elevators	N/A	
Approximate Number of Light Fixtures	14	
Number of Parking Lots	3	
Number of Detention/Holding Cells	N/A	
Number of Kitchen Areas	N/A	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	N/A	
Number of Single Fold Paper Towel Dispensers	N/A	
Number of Soap Dispensers (Type: Liquid or Dry)	N/A	Liquid
Number of Sanitary Napkin Dispensers	N/A	
Number of Tampon Dispensers	N/A	
Number of Basins/Sinks	N/A	
Number of Toilets	N/A	
Number of Urinals	N/A	
Number of Showers	N/A	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	23	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Windows and Light Fixture cleaning are as needed (not included in monthly price). Cleaning performed in three (3) offices only. Parking structure cleaning to include power sweeping 125 car stall spaces, and the parking structure ramp going from the second to the third floor, a distance of approximately 6000 ft.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9408**

REGION	**3**	**FACILITY NO.**	**39**
DEPARTMENT/FACILITY	Registrar Recorder - Warehouse		
ADDRESS	12680 Corral Place, Santa Fe Springs		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 4:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM - 3:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4,179	
Staff in Building	130	
Approximate Number of Persons Entering/Exiting Building Per Month	10	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	50	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	24	
Number of Toilets	24	
Number of Urinals	10	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	39	Interior Partition Glass/Doors	9

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
One (1) Day Porter for 8 hours per day, 7:00 am to 3:30 pm, Monday through Friday. Includes supplies.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9107**

REGION	**3**	**FACILITY NO.**	**40**
DEPARTMENT/FACILITY	Public Works - Headquarters & Annex Building		
ADDRESS	900 S. Fremont Ave., Alhambra		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 6:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	13	8	6:00 PM - 2:30 AM	1	8	6:00 PM - 2:30 AM

FACILITY SPECIFICATIONS		
Gross Square Footage	466,300	
Staff in Building		
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	17	
Number of Stairwells	4	
Number of Elevators	9	
Approximate Number of Light Fixtures	5,379	
Number of Parking Lots	8	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	18	
Number of Sinks	16	
Number of Single Fold Paper Towel Dispensers	14	
Number of Soap Dispensers (Type: Liquid or Dry)	14	Foam
Number of Restrooms (Including Jury rooms/Judges' chambers)	55	
Number of Single Fold Paper Towel Dispensers	137	
Number of Soap Dispensers (Type: Liquid or Dry)	99	Foam
Number of Sanitary Napkin Dispensers	29	
Number of Tampon Dispensers	29	
Number of Basins/Sinks	145	
Number of Toilets	150	
Number of Urinals	31	
Number of Showers	5	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	4	Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	1,878	Interior Partition Glass/Doors	279

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Light fixture cleaning excluded. Window washing excluded - except lobby. Paper and cleaning supplies excluded.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5660**

REGION	**3**	**FACILITY NO.**	**41**
DEPARTMENT/FACILITY	Public Works - Monrovia		
ADDRESS	2849 So. Myrtle, Monrovia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	3	8:00 AM - 11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	3,064	
Staff in Building	5	
Approximate Number of Persons Entering/Exiting Building Per Month	50	
Number of Floors	1	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	58	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	14	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Shower in women's restroom does not work. Contractor to provide cleaning and paper supplies.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10296**

REGION	**3**	**FACILITY NO.**	**42**
DEPARTMENT/FACILITY	Department of Mental Health - Hollywood		
ADDRESS	947 Cole Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	2.5	5:00 PM - 7:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	6,598	
Staff in Building	18	
Approximate Number of Persons Entering/Exiting Building Per Month	750	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	133	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	1	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	9	Interior Partition Glass/Doors	45 / 10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Dust ventilation ducting every three months. Clean light fixtures every six (6) months.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10452**

REGION	**3**	**FACILITY NO.**	**43**
DEPARTMENT/FACILITY	Department of Mental Health - Adult System of Care		
ADDRESS	3741 Stocker St., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	2	6:00 PM - 8:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4,558	
Staff in Building	14	
Approximate Number of Persons Entering/Exiting Building Per Month	0	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	55	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	3	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	46	Interior Partition Glass/Doors	14

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10526**

REGION	**3**	**FACILITY NO.**	**44**
DEPARTMENT/FACILITY	Community and Senior Services - Florence/Firestone Center		
ADDRESS	7807 Compton Ave., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	4	3:00 PM - 7:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	17,342	
Staff in Building		
Approximate Number of Persons Entering/Exiting Building Per Month	1,500	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	198	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	8	
Number of Toilets	7	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	76	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS # 9405**

REGION	**3**	**FACILITY NO.**	**45**
DEPARTMENT/FACILITY	Department of Mental Health - Norwalk Imperial Center		
ADDRESS	12440 E. Imperial Hwy., Norwalk		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours a day	Monday - Sunday

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (Sat, Sun)	1	8	8:00 AM - 4:30 PM			
Night (M-F)						

FACILITY SPECIFICATIONS		
Gross Square Footage	216,324	
Staff in Building	60	
Approximate Number of Persons Entering/Exiting Building Per Month	1,200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	N/A	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1 Multi	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)		
Number of Single Fold Paper Towel Dispensers	3 Multi	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	5	
Number of Toilets	6	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	N/A	Pickups per week	N/A	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	N/A	Interior Partition Glass/Doors	N/A

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

This is a leased facility. It is open 24 hours per day, 7 days a week. The Leasor is responsible for custodial service Monday through Friday and will supply all building supplies. Contractor will provide custodial on the weekends (Sat and Sun) and all holidays. Contractor responsible for servicing <u>only</u> 8,000 square feet. Floor care is not included and will be done "as needed" for an additional charge. All other services are the responsibility of the Leasor.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #2458**

REGION	**3**	**FACILITY NO.**	**46**
DEPARTMENT/FACILITY	ISD- Miller and Kilpatrick Waste Water Plant Trailer		
ADDRESS	433 S. Encinal Canyon Road, Malibu		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:30 AM - 3:00 PM	Sun - Thu

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (W) 1hr/mo	1	1	9:00 AM - 10:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	277	
Staff in Building	1	
Approximate Number of Persons Entering/Exiting Building Per Month	0	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	7	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas		
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)		
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	4	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Location will be cleaned once a month on the last Wednesday of every month beginning at 9:00am.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5181**

REGION	**3**	**FACILITY NO.**	**47**
DEPARTMENT/FACILITY	Agricultural Commissioner Weights and Measures - Headquarters		
ADDRESS	12300 Lower Azusa Rd., Arcadia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Thu (M-T)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-TH)	1	6	5:00 PM - 11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	20,566	
Staff in Building	80	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	175	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	7	
Number of Toilets	8	
Number of Urinals	1	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5582**

REGION	**3**	**FACILITY NO.**	**48**
DEPARTMENT/FACILITY	Public Works - La Puente		
ADDRESS	16005 E. Central Ave., La Puente		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M-F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	1.5	5:00 PM - 6:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	3,283	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	1,500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	64	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	3	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	13	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10444**

REGION	**3**	**FACILITY NO.**	**49**
DEPARTMENT/FACILITY	Mental Health - Huntington Park Wellness Center		
ADDRESS	2675 Zoe Ave., Huntington Park		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)						
Night (M-F)	1	1	5:00 PM - 6:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,630	
Staff in Building	9	
Approximate Number of Persons Entering/Exiting Building Per Month	140	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	1	
Approximate Number of Light Fixtures	10	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	0
Number of Restrooms (Including Jury rooms/Judges' chambers)	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	0
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	0	
Number of Toilets	0	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	9	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Parking lot, restrooms, and stairwells are not included.

NOTES

CONTRACTOR'S EEO CERTIFICATION

DMS Facility Services
Contractor Name

417 East Huntington Drive
Address

95-2592302
Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor 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.

CONTRACTOR'S SPECIFIC CERTIFICATIONS	YES	NO
1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.	☒	☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.	☒	☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.	☒	☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.	☒	☐

Cary Burch – Executive Vice President, Business Development
Authorized Official's Printed Name and Title

Authorized Official's Signature

November 2, 2012
Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	Yolanda Young
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3101
Facsimile:	(323) 415-8664
E-mail Address:	yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER

Name:	Laura Lambertson
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3100
Facsimile:	(323) 881-0132
E-mail Address:	llambertson@isd.lacounty.gov

COUNTY CONTRACT MONITORS

Name:	Various
Title:	Facilities Contract Monitors
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	
Facsimile:	(323) 415-6877
E-mail Address:	

CONTRACTOR'S ADMINISTRATION

DMS FACILIITY SERVICES
CONTRACTOR'S NAME

CONTRACT NO.

CONTRACTOR'S PROJECT DIRECTOR:

Name:	Danny Esparza
Title:	Project Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8548
Facsimile:	(626) 305-8583
E-mail Address:	danny.esparza@dmsfacilityservices.com

CONTRACTOR'S AUTHORIZED OFFICIALS:

Name:	Cary Burch
Title:	Executive Vice President, Business Development
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8540
Facsimile:	(626) 305-8583
E-mail Address:	cary.burch@dmsfacilityservices.com

Name:	Loren Dotts
Title:	Vice President and General Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8514
Facsimile:	(626) 305-8583
E-mail Address:	loren.dotts@dmsfacilityservices.com

Notices to Contractor shall be sent to the following address:

Name:	Erma Gutierrez
Title:	Division Manager
Address:	417 East Huntington Drive
	Monrovia, CA 91016
Telephone:	(626) 305-8541
Facsimile:	(626) 305-8583
E-mail Address:	erma.gutierrez@dmsfacilityservices.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name DMS FACILITY SERVICES 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: 11/02/2012

PRINTED NAME: CARY BURCH

POSITION: EXECUTIVE VICE PRESIDENT, BUSINESS DEVELOPMENT

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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,

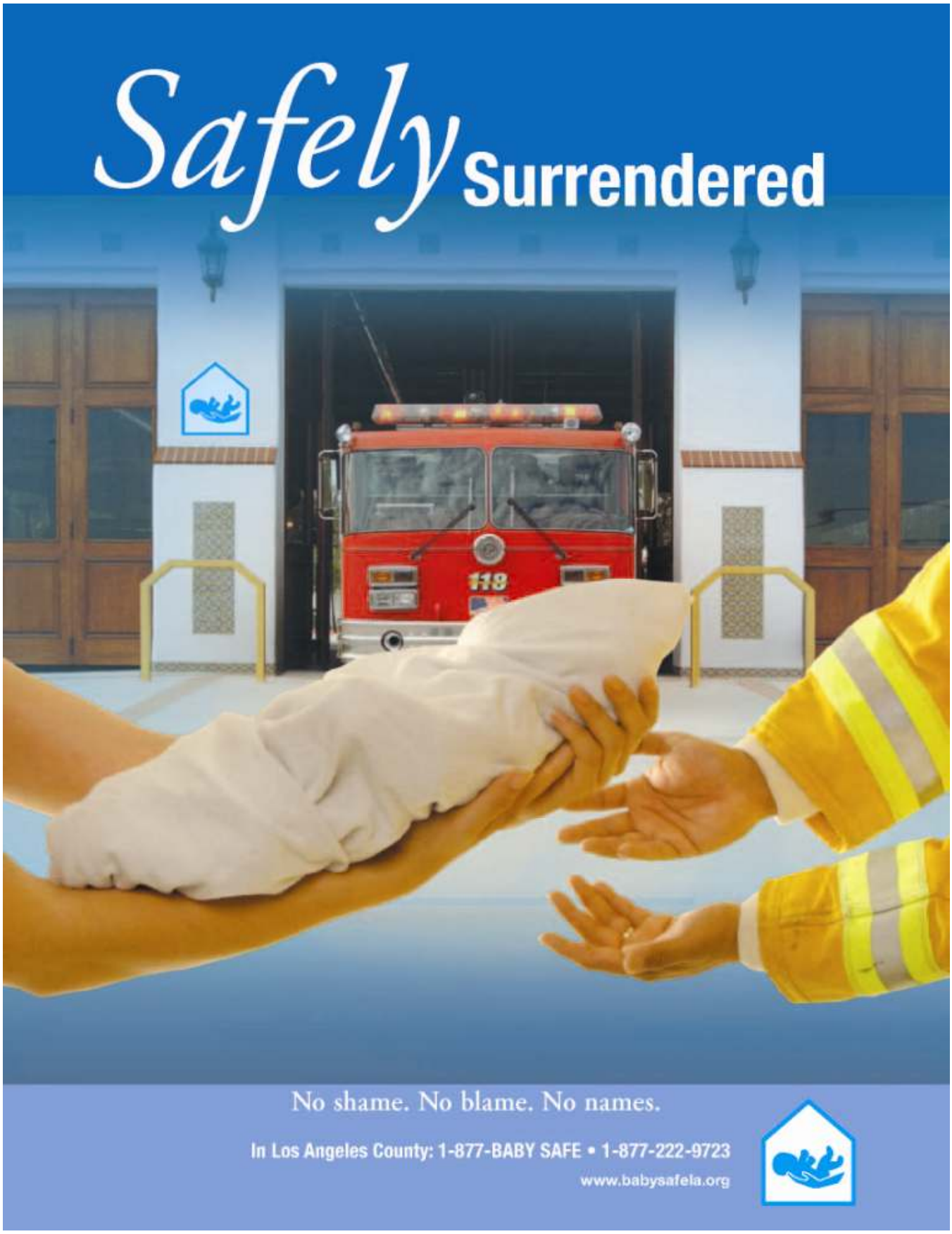
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“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)


Safely Surrendered
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 persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially 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?

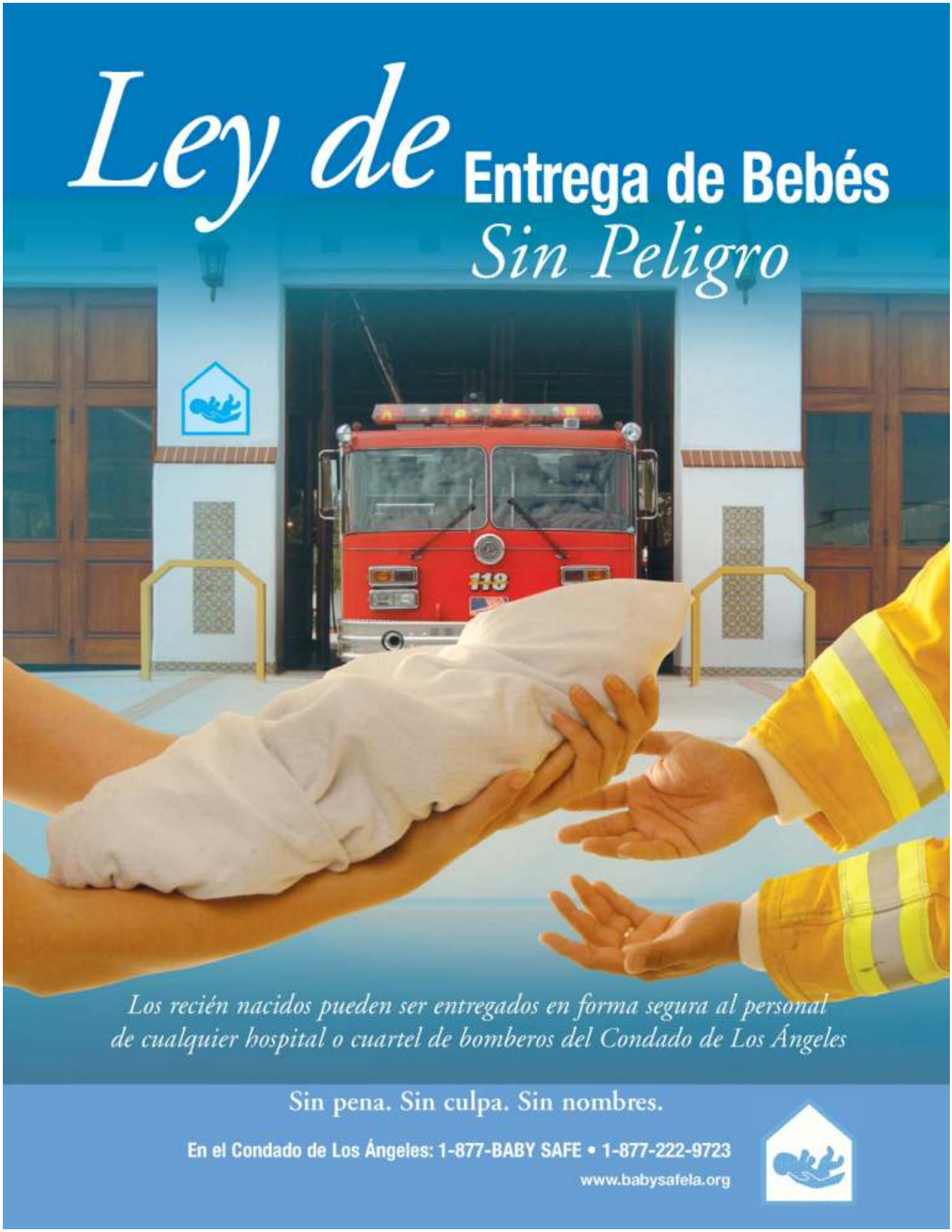
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

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.

Prop A – Living Wage Program Exhibits

Exhibits J, K, & L

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

   1. Assess liquidated damages as provided in the contract; and/or

   2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 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. 99-0048 § 1 (part), 1999)

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:	(7) Contract Service Description:	(8) Contract Name & Number:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggre-gate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature:	Date: / /	Title:	Telephone Number (include area code) ( )	Page: _____ of _____

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, _____ , _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
_____ on the _____
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____ ,and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)
have been paid the full weekly wages earned, that no rebates have been or will be made either
directly or indirectly to or on behalf of _____
(Company Name)
from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

☐ WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

☐ WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH
Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

DMS Facility Services.....
Company Name

417 East Huntington Drive, Monrovia, CA 91016.....
Address

95-2592302.....
Internal Revenue Service Employer Identification Number

N/A.....
California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

X Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

November 2, 2012.....
Date

Loren Dotts, Vice President and General Manager .....
Name and Title of Signer (please print)

ATTACHMENT 4

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PRIDE INDUSTRIES ONE, INC.

FOR

CUSTODIAL SERVICES

77895

CONTRACT PROVISIONS
CUSTODIAL SERVICES

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STANDARD EXHIBITS

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C STAFFING AND FACILITY SPECIFICATION SHEETS

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M CHARITABLE CONTRIBUTIONS CERTIFICATION

CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
PRIDE INDUSTRIES ONE, INC.
FOR
CUSTODIAL SERVICES

This Contract and Exhibits made and entered into this 11th day of December, 2012 by and between the County of Los Angeles, hereinafter referred to as County and Pride Industries One, Inc., a nonprofit California corporation, hereinafter referred to as Contractor. Pride Industries One, Inc. is located at 10030 Foothills Blvd., Roseville, CA 95747.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

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WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M, 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 Sheet

1.3 EXHIBIT C - Staffing and Facility Specification Sheets

1.4 EXHIBIT D - Contractor's EEO Certification

1.5 EXHIBIT E - County's Administration

1.6 EXHIBIT F - Contractor's Administration

1.7 EXHIBIT G - Contractor's Acknowledgement & Confidentiality Agreement

1.8 EXHIBIT H - Jury Service Ordinance

1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

Prop A - Living Wage Program

1.10 EXHIBIT J - Living Wage Ordinance

1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments

1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

1.13 EXHIBIT M - Charitable Contributions Certification

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:

2.1 **Contract**: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 **Contract Discrepancy Report**: A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.

2.3 **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.

2.4 **Contractor Project Manager**: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.5 **County Contract Monitor**: Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Project Director**: Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.7 **County Project Manager**: Person (s) designated by County's Project Director to manage the operations under this Contract.

2.8 **County Recognized Holidays**: The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).

2.9 **Day(s)**: Calendar day(s) unless otherwise specified.

2.10 **District Manager**: County Facility Operations Services (FOS) Manager responsible for custodial services in the County.

2.11 **Facilities**: Property(ies) owned and/or operated by the County of Los Angeles.

2.12 **Facilities Operation Services (FOS)**: Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.

2.13 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.14 **Internal Services Department**: The County Department responsible for administration of the contract.

2.15 **Performance Requirements Summary (PRS)**: Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

2.16 **Regions**: Grouping of facilities within areas of Los Angeles County.

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 in 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 contract term shall be for a period of two (2) years, commencing on February 11, 2013, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-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 solely by the Director, Internal Services Department (ISD). The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

4.3 The Contractor shall notify County's Project Manager, Internal Services Department, 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 County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Sheet.

5.2 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.

5.3 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 Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against 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 County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 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 Sheet, 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.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Sheet.

5.5.3 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.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. If the 15th calendar day of the month falls on a Friday, or on a weekend, the Contractor shall submit the monthly invoice to the County by the Thursday prior to the 15th.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Internal Services Department
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Contract Unit Supervisor, Finance, Room 222

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative 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.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

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.

5.6 COST OF LIVING ADJUSTMENTS (COLA'S)

For the three additional one-year option periods identified in Section 4.2, the contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 COUNTY'S PROJECT DIRECTOR

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROJECT MANAGER

The responsibilities of the County's 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's 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 County in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Contract Monitor reports to the District Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT MANAGER

7.1.1 The Contractor's Project Manager is designated in Exhibit F - 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's Project Manager and County's Contract Monitor on a regular basis.

7.2 APPROVAL OF CONTRACTOR'S STAFF

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 CONTRACTOR'S STAFF IDENTIFICATION

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

7.3.2 Contractor shall notify the County Project Manager in writing, within one business day, when staff is terminated from working under this Contract. 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 County requests the removal of Contractor's staff, 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.

7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.

7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 CONFIDENTIALITY

7.5.1 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.

7.5.2 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate

defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without County's prior written approval.

7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer 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 County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 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 Director of ISD, or his/her designee.

8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Sheet, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, 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 County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, Contractor must obtain County's consent through 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 County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of 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 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 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 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, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by 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 County's Board of Supervisors 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 seven (7) business days after 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 two (2) 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's Project Manager of the status of the investigation within one (1) business day 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's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, 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 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without 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 D - 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 H 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 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 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) 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 90 days or less within a 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. 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, 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, 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 years but may exceed five 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 Department 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 of Supervisors.

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 of Supervisors. The Board of Supervisors 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 of Supervisors. The Board of Supervisors 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 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 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 of Supervisors.

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.

The Contractor's Project Manager or designee shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping

services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager 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, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed 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 OR ELECTRONIC REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile or electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, 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 Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, 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 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 Contractor's failure to perform arises out of a force majeure event, 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-paragraph 7.5 - 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 PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 **Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising

out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 **Cancellation of Insurance or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall

maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

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 (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or

equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, 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. A description of 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 Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, 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 Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro

rata, those applicable portions of the Monthly Contract Sum; and/or (b) 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 damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Exhibit A – Statement of Work, Attachment 2, 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 (c) 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 D - 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, 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 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 Internal Services Department 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's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), 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 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 set forth in Exhibit I 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 delivered in person with signed receipt, or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, 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 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-paragraph 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’s Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, 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.

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: a) repaid by the Contractor to the County by cash payment upon demand or b) 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.

8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information 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 materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' 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's 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. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Contracting Division, Contracts Section
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

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-paragraph 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-paragraph 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-paragraph 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's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- 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 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, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 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-paragraph 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this sub-paragraph 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, 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-paragraph 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 County's Board of Supervisors 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-paragraph 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.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 **Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

    a. Not less than $11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

    b. Not less than $9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services

for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 **Contractor’s Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor’s Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the Contractor’s portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

    b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any

assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports 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.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an

Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate 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.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 **Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 **Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph 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.

9.1.10 **Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 **Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 **Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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 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 subdivision (1), be assessed a penalty in an amount of not more than 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 to any business 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 state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify Department of Public Health management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its 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 Contractor's or its officers, employees' or agents' access to patient

medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 PROPOSER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit M, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

9.5 DISPLACED JANITOR OPPORTUNITY ACT

9.5.1 This contract is subject to the provisions of the Displaced Janitor Opportunity act (California Labor Code Sections 1060 – 1065) because it is a contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002.

9.5.2 Under this Act, as specified in the provisions therein, a successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

9.6 TRANSITIONAL JOB OPPORTUNITIES PREFERENCE PROGRAM

9.6.1 This Contract is subject to the provisions of the County's ordinance entitled Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.6.2 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.

9.6.3 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.

9.6.4 If 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 subdivision (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.

IN WITNESS WHEREOF, 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: PRIDE INDUSTRIES ONE, INC.

By _____
Peter Berghuis
Name

Sr. V.P., IFS Operations
Title

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By Lachelle Smitherman
DEPUTY

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Lachelle Smither
Deputy

77895

APPROVED AS TO FORM:

John Krattli
County Counsel

By _____

Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 DEC 11 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONTRACT FOR
CUSTODIAL SERVICES

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1.0 Scope of Work

Contractor shall provide custodial services for County facilities identified in Contract Exhibit B - Pricing Sheet by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, removal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and maintenance of parking facility.

2.0 Day and Hours of Work

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Exhibit C - Facility Specification Sheets.

3.0 General Custodial Services

Contractor shall provide the following services in accordance with Exhibit C - Facility Specification Sheets:

- Contractor shall take precautions to not disturb personal belongs.
- Contractor shall arrange furniture, appliances, and/or equipment properly in the same manner it was found prior to cleaning.

3.1 Daily Cleaning Requirements

3.1.1 <u>Offices and Conference Rooms</u>

1. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
2. Damp wipe and dry all glass surfaces.
3. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc.
4. Clean door glass and frames.
5. Sweep and/or damp mop all hard-surface (non-carpeted) floor surfaces.
6. Vacuum and spot clean all carpeted areas.
7. Remove gum from all hard-surface (tile, terrazzo, and ceramic) floor surfaces, as needed.
8. Remove/clean graffiti and vandalism.
9 Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.2 <u>Restrooms (Private and Public) and Showers</u>

1. Dust ceiling vents

2. Dust lounge sofas and chairs
3. Clean sink basins and all surrounding surfaces.
4. Clean restroom and shower fixtures.
5. Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
6. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
7. Clean base of toilet bowls and below all urinals.
8. Clean behind toilet bowls and in corners of restroom floors.
9. Clean restroom mirrors, kick plates, and push plates.
10. Spot clean restroom walls, showers, partitions, and doors.
11. Clean and refill all restroom soap and paper dispensers.
12. Service sanitary napkin and/or tampon dispensers at County's option. Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
13. Refill existing air freshener dispensers in restrooms with equal or better replacement products. Contractor shall maintain air freshener dispensers in operating condition and replace batteries. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.
14. Clean restroom floors with disinfectant solution. Set up "wet floor" signs.
15. Remove/clean graffiti and vandalism.
16. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.3 <u>Lunchrooms, Eating and Vending Areas</u> (Excludes area operated by vendor or food preparation area).

1. Dust appliances.
2. Dust chairs and sofas.
3. Dust window ledges.

4. Clean tables.
5. Clean sinks and chrome fittings.
6. Spot clean walls, as needed.
7. Remove/clean graffiti and vandalism.
8. Vacuum and spot clean all carpeted areas.
9. Sweep floors and/or damp mop tile floors.
10. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Clean all entrance door glass and partition glass.
2. Clean balconies and ledges, as required.
3. Clean ashtrays and sand jarsand damp wipe ashtrays. Provide and refill sand for sand jars.
4. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
5. Provide and place appropriate mats at entrances and in lobbies during rainy weather.
6. Inspect parking areas and exterior grounds, collect and place waste in appropriate disposal area.

Interior

1. Dust all display cases. Damp wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor shall take precautions to not disturb memorabilia on dusted surfaces.
2. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
3. Clean public telephone stalls.
4. Clean and sanitize drinking fountains.
5. Clean custodial closets and keep supplies and equipment orderly.
6. Clean, vacuum sofas and chairs.
7. Clean all elevator floors, walls, doors, and tracks. Polish stainless steel, if applicable.
8. Sweep and/or dust stairs, landings, and handrails

9. Vacuum/spot clean all carpeted areas.
10. Damp mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
11. Damp mop Spanish tiles with mild detergent. Note: never wax.
12. Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.5 Parking Facility

1. Empty waste containers and place waste in appropriate disposal area.
2. Replace plastic liners (bag) with heavy duty liner of no less than 3 mils thickness.

3.1.6 <u>Graffiti and Vandalism Eradication</u>

Graffiti and vandalism eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces.
3. Telephone Booths – all surfaces.
4. Building Signs – all surfaces.
5. Elevator floors, walls, doors, and tracks.
6. Rubbish containers.

All graffiti and vandalism eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.7 <u>Solid Waste Collection and Removal</u>

1. Collect and remove all solid waste from building and place in County provided trash bin(s).
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust ceiling vents.
2. Dust top of high cabinets and shelves.
3. Dust doorjambs and baseboards.
4. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
5. Dust beneath movable desk files.
6. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.
9. Wash or polish desktops, as needed.

3.2.2 Restrooms (Private and Public) and Showers

1. Dust and door louvers.
2. Check for build-up around faucets and remove.
3. Clean underneath sink basins (lavatories), including traps and pipes.
4. Clean and flush floor drains with water.
5. Wash all stall partitions.
6. Spot clean entrance doors.
7. Damp mop and buff waxable floors. Set up “wet floor” signs.

3.2.3 Lunch Rooms

1. Dust ceiling vents.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Dust high ledges and moldings.
2. Dust or vacuum ceiling and wall vents.
3. Dust and wipe vertical and/or horizontal blinds.
4. Dust and wash vertical walls.
5. Dust handrails, sweep and mop stairs and landings in exit stairwells.
6. Vacuum upholstered furniture.
7. Vacuum draperies.

8. Clean all wall and ceiling vents.
9. Clean chairs and table legs.
10. Clean and shampoo entrance mats.
11. Clean baseboards, bottoms of cabinets, kick plates, furnitures, walls, and other surfaces exposed to water and/or chemical splashing.
12. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
13. Wash partition glass.
14. Wash marble walls.
15. Mop, scrub, strip and wax hard-surface (non-carpeted) floors. Use non-slip wax. Set up “wet floor” signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
16. Scrub or strip, and apply floor finish to resilient tile floors.
17. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards.

3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - “Window Cleaning”.

3.5.4 Contractor shall move small furniture such as tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Exhibit C - Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.

3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning."

3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations.

3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Clean and vacuum area after completion of work.

3.7 Special Requirements

Contractor shall provide all special requirements services as identified in Exhibit C - Facility Specification Sheets.

4.0 Specialty Custodial Services

4.1 Court Detention Cell Cleaning

4.1.1 <u>Equipment Needed Exclusively for the Court Detention Cell (No Cross Contamination)</u>: A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads for cell cleaning only and handles, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, and paper towels.

4.1.2 <u>Daily Tasks</u>:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.

2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners).
4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
9. Dust vents as needed with hand duster and extension.
10. Remove/clean graffiti and vandalism.

4.1.3 Weekly Tasks

1. Dust vents with hand duster and extension
2. Dust rails and bars with treated dust cloth as needed. Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed Exclusively for Holding Tank Detention Cell (No Cross Contamination): A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads and handles, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners)

4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).

5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.

6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.

7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.

8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.

9. Remove/clean graffiti and vandalism.

4.2.3 Weekly Tasks

1. Dust vents with hand duster and extension.

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.

2. Wash all rails, walls, and bars with disinfectant solution.

3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Exhibit C - Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.

2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.

3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.

4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.

5. Clean stairways leading to and from parking lots/structures.

6. Clean asphalt using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager or designee necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 Services for Special Events/Programs

Contractor may be required to provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager or designee at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Contract, Exhibit B - Pricing Sheet.

6.0 Services for Emergencies/Call Back Work

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any

given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 County Responsibilities

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s) and offices in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.

7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 Contractor Responsibilities

8.1 Contractor Personnel

8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Exhibit C - Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a monthly basis.

8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

8.1.4 Contractor shall notify County's Contract Monitor , District Manager, and Contract manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.

8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.

8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.

8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.

8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.

8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.

8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.

8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified locations as identified by County's Project Manager to maintain Facility security.

8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.

8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.

8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is

completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.

8.2.7 Contractor personnel will turn in lost articles found while providing services to the County Contract Monitor.

8.3 Contractor Furnished Supplies and Equipment

8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.

8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.

8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager or designee any accidents and/or loss of equipment, supplies, etc.

8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Manager or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).

9.0 Green Initiatives

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 Addition/Deletion of Facilities, Changes In Service

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 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's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met.

11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.

11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 Quality Assurance Plan

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report, as provided in Attachment 1, at the discretion of the County's Contract Project Manager. The Contact Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, 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.

13.0 Performance Requirements Summary

All listings of services used in Attachment 2 - Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. 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 and 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 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 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 Contractor by a computed amount based on the damage 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 five (5) 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 ten (10) days written notice with or without cause, as provided for in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

ATTACHMENT 1

CUSTODIAL SERVICES DIVISION

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:	**Address:**		**Date of Inspection:**
Contractor:	**Contract No.**	**Contract Monitor:**	**CSD Dist #**
Contact Person:	**Telephone: ( ) -**	**District Manager Signature:**	
Report Transmitted to Fax #: ( ) -		**Fax: ( ) -**	

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature *Date Signed*

Additional Comments:

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	$100 per occurrence for notification, plus additional $100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/Outsourced Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	$200 - First 2 occurrences $400 - 3rd to 5th occurrences $750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper of fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	$100 per occurrence; possible termination for default of contract.

EXHIBIT B

PRICING SHEET

REGION 4

PRICING SHEET

PRIDE INDUSTRIES ONE, INC.

ForRef Only	BIS No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	8975	Animal Care & Control #3	216 Victoria Ave.	Gardena	$ 508.03
2	4022	Beverly Hills Courthouse	9355 Burton Way	Beverly Hills	$ 11,834.10
3	3745	Inglewood Juvenile Courthouse	110 E. Regent St.	Inglewood	$ 3,723.20
4	3743	Inglewood Courthouse	One Regent St.	Inglewood	$ 28,186.39
5	4028	Hollywood Courthouse	5925 Hollywood Blvd.	Los Angeles	$ 7,780.57
6	3950	Airport Courthouse	11701 So. La Cienga Blvd.	Los Angeles	$ 39,189.49
7	3945	West Los Angeles Courthouse	1633 Purdue Ave.	Los Angeles	$ 7,474.87
8	4162	Malibu Civic Center/Courthouse	23519-25 Civic Center Way	Malibu	$ 7,546.80
9	67	San Pedro Courthouse	505 So. Centre St.	San Pedro	$ 7,595.79
10	3843	Santa Monica Courthouse	1725 Main St.	Santa Monica	$ 24,243.01
10A	3843	Santa Monica Courthouse-Annex	1725 Main St.	Santa Monica	$ 1,919.17
11	87	Metropolitan Courthouse	1945 So. Hill St.	Los Angeles	$ 53,470.95
12	10529	Community & Senior Services-San Pedro	769 W. Third St.	San Pedro	$ 3,857.94
13	10885	Department of Public Social Services-Metropolitan	2707 So. Grand Ave.	Los Angeles	$ 20,564.50
14	10442	Mental Health-Specialized Foster Care	10421 S Figueroa	Los Angeles	$ 3,163.22
15	6476	Mental Health-Ed Edelman Center	11080 Olympic Blvd.	Los Angeles	$ 3,223.59
16	8075	Parks & Recreation-Athens Crafts Bldg	12910 So. Athens Way	Los Angeles	$ 720.15
17	4705	Sheriff-Camrose Park Services	2101 No. Highland Ave.	Los Angeles	$ 781.74
18	4362	Lomita County Services	24320 S. Narbonne Ave.	Lomita	$ 4,029.28
19	10880	Department of Public Social Services-Collections Building	2615 S Grand	Los Angeles	$ 41,013.34
20	10523	Board of Supervisors-2nd District Field Office	700 State Drive	Los Angeles	$ 1,205.05
21	340	Mental Health/Camp Glenn Rockey	1900 North Sycamore Canyon Rd.	San Dimas	$ 984.98
				TOTAL	**$273,016.16**

ADDITIONAL SERVICES*	
SERVICE	**RATE ($)**
Emergencies or Call Back Work	$29.31
Special Events/Programs	$29.31
Facility Additions - Staffing	
Custodian	$19.15
Principal Custodian	$19.75
Supervisor	$28.65
Carpet & Floor Care as needed	$0.22

* These rates shall be fully burdened.

EXHIBIT C

STAFFING AND FACILITY SPECIFICATION SHEETS

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #8975**

REGION	**4**	**FACILITY NO.**	**1**
DEPARTMENT/FACILITY	Animal Care and Control #3		
ADDRESS	216 Victoria Avenue, Gardena		

HOURS OF OPERATION	**DAYS OF OPERATION**
11:00 AM to 7:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2,940	
Staff in Building	25	
Approximate Number of Persons Entering/Exiting Building Per Month	300	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	50	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	5	LIQUID
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	5	
Number of Toilets	5	
Number of Urinals	1	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	19	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4022**

REGION	**4**	**FACILITY NO.**	**2**
DEPARTMENT/FACILITY	Beverly Hills Courthouse		
ADDRESS	9355 Burton Way, Beverly Hills		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:30 AM - 4:30 PM			
Night (M-F)	2	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	80,566	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	2,500	
Number of Floors	4	
Number of Stairwells	3	
Number of Elevators	4	
Approximate Number of Light Fixtures	920	
Number of Parking Lots	1	
Number of Detention/Holding Cells	4	
Number of Kitchen Areas	1	
Number of Kitchenettes	2	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	32	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	36	
Number of Single Fold Paper Towel Dispensers	38	
Number of Soap Dispensers (Type: Liquid or Dry)	47	LIQUID
Number of Sanitary Napkin Dispensers	15	
Number of Tampon Dispensers	20	
Number of Basins/Sinks	52	
Number of Toilets	49	
Number of Urinals	17	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	110	Interior Partition Glass/Doors	20

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3745**

REGION	**4**	**FACILITY NO.**	**3**
DEPARTMENT/FACILITY	Inglewood Juvenile Courthouse		
ADDRESS	110 E. Regent St. Inglewood		

HOURS OF OPERATION	**DAYS OF OPERATION**

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	10:00 AM - 7:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	21,272	
Staff in Building	29	
Approximate Number of Persons Entering/Exiting Building Per Month	2,000	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	1	
Approximate Number of Light Fixtures	230	
Number of Parking Lots	1	
Number of Detention/Holding Cells	1	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	6	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	14	
Number of Soap Dispensers (Type: Liquid or Dry)	16	LIQUID
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	16	
Number of Toilets	14	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3743**

REGION	**4**	**FACILITY NO.**	**4**
DEPARTMENT/FACILITY	Inglewood Courthouse		
ADDRESS	One Regent Street, Inglewood		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	6:30 AM - 3:30 PM			
	1	8	8:00 AM - 5:00 PM			
Night (M-F)	5	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	210,648	
Staff in Building	175	
Approximate Number of Persons Entering/Exiting Building Per Month	50,000	
Number of Floors	6	
Number of Stairwells	2	
Number of Elevators	6	
Approximate Number of Light Fixtures	1,000	
Number of Parking Lots	2	
Number of Detention/Holding Cells	13	
Number of Kitchen Areas	3	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	7	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	48	
Number of Single Fold Paper Towel Dispensers	57	
Number of Soap Dispensers (Type: Liquid or Dry)	77	LIQUID
Number of Sanitary Napkin Dispensers	12	
Number of Tampon Dispensers	12	
Number of Basins/Sinks	70	
Number of Toilets	96	
Number of Urinals	30	
Number of Showers	0	

Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	80	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Excludes parking lot services.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4028**

REGION	**4**	**FACILITY NO.**	**5**
DEPARTMENT/FACILITY	Hollywood Courthouse		
ADDRESS	502 Hollywood Blvd, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	7:00 AM - 11:00 AM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			
	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	55,800	
Staff in Building	74	
Approximate Number of Persons Entering/Exiting Building Per Month	6,149	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	2	
Approximate Number of Light Fixtures	331	
Number of Parking Lots	2	
Number of Detention/Holding Cells	9	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	20	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	30	LIQUID
Number of Sanitary Napkin Dispensers	15	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	31	
Number of Toilets	25	
Number of Urinals	5	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	38	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3950**

REGION	**4**	**FACILITY NO.**	**6**
DEPARTMENT/FACILITY	Airport Courthouse		
ADDRESS	11701 S. La Cienega Blvd. Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	3	8	8:00 AM - 5:00 PM			
Night (M-F)	6	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	292,000	
Staff in Building	300	
Approximate Number of Persons Entering/Exiting Building Per Month	9,000	
Number of Floors	10	
Number of Stairwells	4	
Number of Elevators	8	
Approximate Number of Light Fixtures	2,050	
Number of Parking Lots	1	
Number of Detention/Holding Cells	52	
Number of Kitchen Areas	5	
Number of Kitchenettes	0	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	5	
Number of Soap Dispensers (Type: Liquid or Dry)	5	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	48	
Number of Single Fold Paper Towel Dispensers	43	
Number of Soap Dispensers (Type: Liquid or Dry)	89	LIQUID
Number of Sanitary Napkin Dispensers	10	
Number of Tampon Dispensers	24	
Number of Basins/Sinks	79	
Number of Toilets	85	
Number of Urinals	47	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	1352	Interior Partition Glass/Doors	100

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

County pays for trash compactor rental fee. Contractor is responsible for trash compactor dump fees.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3945**

REGION	**4**	**FACILITY NO.**	**7**
DEPARTMENT/FACILITY	West Los Angeles Courthouse		
ADDRESS	1633 Purdue Avenue, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM - 5:00 PM			
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	43,404	
Staff in Building	65	
Approximate Number of Persons Entering/Exiting Building Per Month	2,000	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	726	
Number of Parking Lots	3	
Number of Detention/Holding Cells	3	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	16	
Number of Single Fold Paper Towel Dispensers	16	
Number of Soap Dispensers (Type: Liquid or Dry)	17	LIQUID
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	17	
Number of Toilets	17	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	3	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	65	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4162**

REGION	**4**	**FACILITY NO.**	**8**
DEPARTMENT/FACILITY	Malibu Civic Center/Courthouse		
ADDRESS	23519-25 Civic Center Way, Malibu		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	6	1:00 PM - 7:30 PM			
Night (M-F)	1	8	1:00 PM - 9:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	69,397	
Staff in Building	25	
Approximate Number of Persons Entering/Exiting Building Per Month	12,000	
Number of Floors	1	
Number of Stairwells	1	
Number of Elevators	0	
Approximate Number of Light Fixtures	388	
Number of Parking Lots	2	
Number of Detention/Holding Cells	2	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	13	
Number of Single Fold Paper Towel Dispensers	22	
Number of Soap Dispensers (Type: Liquid or Dry)	16	LIQUID
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	17	
Number of Toilets	19	
Number of Urinals	11	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	5	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Excludes Public Library occupied space (26,896).

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #67**

REGION	**4**	**FACILITY NO.**	**9**
DEPARTMENT/FACILITY	San Pedro Courthouse		
ADDRESS	505 S Centre St. San Pedro		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 4:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	10:00 AM - 2:00 PM			
Night (M-F)	1	4	8:30 PM - 12:30 AM			
	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	50,218	
Staff in Building	65	
Approximate Number of Persons Entering/Exiting Building Per Month	2,500	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	1	
Approximate Number of Light Fixtures	803	
Number of Parking Lots	2	
Number of Detention/Holding Cells	7	
Number of Kitchen Areas	2	
Number of Kitchenettes	2	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	18	
Number of Single Fold Paper Towel Dispensers	16	
Number of Soap Dispensers (Type: Liquid or Dry)	14	LIQUID
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	5	
Number of Basins/Sinks	26	
Number of Toilets	26	
Number of Urinals	3	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	40	Interior Partition Glass/Doors	25

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Day Porter scope of work to include maintaining/stocking restrooms, public areas, sweeping up trash/debris from front entrance and exterior, and wiping hand marks from entrance door.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3843**

REGION	**4**	**FACILITY NO.**	**10**
DEPARTMENT/FACILITY	Santa Monica Courthouse		
ADDRESS	1725 Main Street, Santa Monica		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	2	8	8:00 AM - 5:00 PM			
	1	3	10:00 AM - 1:00 PM			
Night (M-F)	4	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	148,024	
Staff in Building	250	
Approximate Number of Persons Entering/Exiting Building Per Month	30,000	
Number of Floors	3	
Number of Stairwells	5	
Number of Elevators	3	
Approximate Number of Light Fixtures	915	
Number of Parking Lots	1	
Number of Detention/Holding Cells	7	
Number of Kitchen Areas	6	
Number of Kitchenettes	0	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	6	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	75	
Number of Single Fold Paper Towel Dispensers	92	
Number of Soap Dispensers (Type: Liquid or Dry)	76	LIQUID
Number of Sanitary Napkin Dispensers	21	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	97	
Number of Toilets	102	
Number of Urinals	34	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	5	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	100	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES
Four (4) 8 hour custodians for evening at this facility.

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3843**

REGION	**4**	**FACILITY NO.**	**10A**
DEPARTMENT/FACILITY	Santa Monica Courthouse Annex		
ADDRESS	1725 Main Street, Santa Monica		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	4	6:00 PM - 10:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	13,736	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	1,500	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	66	
Number of Parking Lots		
Number of Detention/Holding Cells		
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	3	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	7	
Number of Toilets	11	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	47	Interior Partition Glass/Doors	

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #87**

REGION	**4**	**FACILITY NO.**	**11**
DEPARTMENT/FACILITY	Metropolitan Courthouse		
ADDRESS	1945 S Hill Street, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	2	8	8:00 AM - 5:00 PM			
Day (M-F)	1	8	7:00 AM - 4:00 PM			
Night (M-F)	10	8	5:00 PM - 1:30 AM	1	8	5:00 pm - 1:30 am

FACILITY SPECIFICATIONS		
Gross Square Footage	301,778	
Staff in Building	425	
Approximate Number of Persons Entering/Exiting Building Per Month	165,000	
Number of Floors	9	
Number of Stairwells	6	
Number of Elevators	10	
Approximate Number of Light Fixtures	1,900	
Number of Parking Lots	3	
Number of Detention/Holding Cells	14	
Number of Kitchen Areas	5	
Number of Kitchenettes	2	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	7	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	82	
Number of Single Fold Paper Towel Dispensers	113	
Number of Soap Dispensers (Type: Liquid or Dry)	109	LIQUID
Number of Sanitary Napkin Dispensers	42	
Number of Tampon Dispensers	20	
Number of Basins/Sinks	125	
Number of Toilets	171	
Number of Urinals	34	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	3	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	166	Interior Partition Glass/Doors	40

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10529**

REGION	**4**	**FACILITY NO.**	**12**
DEPARTMENT/FACILITY	Community and Senior Services - San Pedro		
ADDRESS	769 W Third Street, San Pedro		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 A.M. - 5:00 P.M.	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	25,342	
Staff in Building	41	
Approximate Number of Persons Entering/Exiting Building Per Month	4,015	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	1	
Approximate Number of Light Fixtures	70	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	2	
Number of Sinks	4	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	12	
Number of Single Fold Paper Towel Dispensers	12	
Number of Soap Dispensers (Type: Liquid or Dry)	14	LIQUID
Number of Sanitary Napkin Dispensers	6	
Number of Tampon Dispensers	6	
Number of Basins/Sinks	16	
Number of Toilets	14	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	51	Interior Partition Glass/Doors	7

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Window cleaning services are excluded. New area to be serviced will include 2 new classrooms, restrooms, and event room.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10885**

REGION	**4**	**FACILITY NO.**	**13**
DEPARTMENT/FACILITY	Department of Public Social Services-Metrolpolitan		
ADDRESS	2707 S Grand Avenue, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:30 AM - 4:30 PM			
	1	8	8:00 AM - 5:00 PM			
Night (M-F)	3	8	5:00 PM - 1:30 AM			
	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	115,242	
Staff in Building	550	
Approximate Number of Persons Entering/Exiting Building Per Month	25,550	
Number of Floors	4	
Number of Stairwells	2	
Number of Elevators	3	
Approximate Number of Light Fixtures	1,173	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	12	
Number of Single Fold Paper Towel Dispensers	16	
Number of Soap Dispensers (Type: Liquid or Dry)	20	LIQUID
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	5	
Number of Basins/Sinks	52	
Number of Toilets	61	
Number of Urinals	14	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	190	Interior Partition Glass/Doors	351

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10442**

REGION	**4**	**FACILITY NO.**	**14**
DEPARTMENT/FACILITY	Mental Health-Specialized Foster Care		
ADDRESS	10421 S Figueroa Street, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 6:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	12:00 PM - 4:00 PM			
Night (M-F)	1	4	5:00 PM - 9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4,356	
Staff in Building	15	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	61	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	1/1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Window cleaning not included in bid as there are no exterior windows at this facility.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6476**

REGION	**4**	**FACILITY NO.**	**15**
DEPARTMENT/FACILITY	Mental Health - Ed Edelman Center		
ADDRESS	11080 Olympic Blvd, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)		8	8:00 AM - 5:00 PM			
Night (M-F)		6	5:00 PM - 11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	30,000	
Staff in Building	79	
Approximate Number of Persons Entering/Exiting Building Per Month	3,697	
Number of Floors	4	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	500	
Number of Parking Lots	2	
Number of Detention/Holding Cells	2	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	9	LIQUID
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	
Number of Basins/Sinks	9	
Number of Toilets	9	
Number of Urinals	4	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	3	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	200	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES
Showers are not in use.

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #8075**

REGION 4		**FACILITY NO. 16**	
DEPARTMENT/FACILITY	Parks and Recreation - Athens Crafts Bldg		
ADDRESS	12910 S Athens Way, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-W-F)	1	3	12:00 PM - 3:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2,000	
Staff in Building	29	
Approximate Number of Persons Entering/Exiting Building Per Month	850	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	64	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	4	LIQUID
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	1	
Number of Toilets	6	
Number of Urinals	6	
Number of Showers	24	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4705**

REGION	**4**	**FACILITY NO.**	**17**
DEPARTMENT/FACILITY	Sheriff-Camrose Park Services		
ADDRESS	2101 N Highland Ave, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F) M, W, F

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2	11:00 AM - 1:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,836	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	12	
Number of Floors	2	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	40	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	0	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	15	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4362**

REGION	**4**	**FACILITY NO.**	**18**
DEPARTMENT/FACILITY	Lomita County Services		
ADDRESS	24320 S. Narbonne Ave, Lomita		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	30,518	
Staff in Building	95	
Approximate Number of Persons Entering/Exiting Building Per Month	1,100	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	1,100	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	8	LIQUID
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	10	
Number of Toilets	10	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Public Works is the primary tenant at this site. Space is also shared by Fire Dept., Mental Health and the Public Defenders Office.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10880**

REGION	**4**	**FACILITY NO.**	**19**
DEPARTMENT/FACILITY	Department of Public Social Services-Collections Building		
ADDRESS	2615 S Grand, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	2	8	8:00 AM - 5:00 PM			
	1	8	6:00 AM - 3:00 PM			
	1	8	7:00 AM - 4:00 PM			
Night (M-F)	1	5.5	5:00 PM - 10:30 PM			
	1	4	9:30 PM - 1:30 AM			
	6	8	5:00 PM - 1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	215,439	
Staff in Building	900	
Approximate Number of Persons Entering/Exiting Building Per Month	2,000	
Number of Floors	6	
Number of Stairwells	4	
Number of Elevators	4	
Approximate Number of Light Fixtures	1,498	
Number of Parking Lots	1	
Number of Detention/Holding Cells		
Number of Kitchen Areas	6	
Number of Kitchenettes	0	
Number of Sinks	6	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	7	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	14	
Number of Single Fold Paper Towel Dispensers	52	
Number of Soap Dispensers (Type: Liquid or Dry)	45	LIQUID
Number of Sanitary Napkin Dispensers	14	
Number of Tampon Dispensers	14	
Number of Basins/Sinks	74	
Number of Toilets	70	
Number of Urinals	8	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	4	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	680	Interior Partition Glass/Doors	8

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES
There are four Day Porters, two @ 8 am - 5 pm, one at 6 am - 3 pm, and one @ 7 am - 4 pm

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10523**

REGION	**4**	**FACILITY NO.**	**20**
DEPARTMENT/FACILITY	Board of Supervisors-2nd District Field Office		
ADDRESS	700 State Drive, Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2.5	2:00 PM - 4:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9,072	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	20	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	37	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins		Pickups per week		Trash Compactor (Y/N)	
Who is Responsible for Rubbish Pick Up		STATE			

WINDOW CLEANING			
Number of Windows/Exterior Glass	4	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #340**

REGION	**4**	**FACILITY NO.**	**21**
DEPARTMENT/FACILITY	Mental Health/Camp Glenn Rockey		
ADDRESS	1900 North Sycamore Canyon Road, San Dimas		

HOURS OF OPERATION	**DAYS OF OPERATION**
24/7	Sun - Mon (7 days a week)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-W-F)	1	3	4:00 PM - 7:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1,571	
Staff in Building	29	
Approximate Number of Persons Entering/Exiting Building Per Month	50	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	38	
Number of Parking Lots	0	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	LIQUID
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	4	LIQUID
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	3	
Number of Urinals	2	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		COUNTY			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

The specific areas that will be serviced are: Main Administration Building (Office #1, #9, #10, #17, #19, Conference Room, and Men's and Women's Restroom); Office adjacent to SHU. Floor care services will be performed once per month.

NOTES

CONTRACTOR'S EEO CERTIFICATION

PRIDE Industries One, Inc.
Contractor Name

10030 Foothills Blvd. Roseville, CA 95747
Address

91-1827109
Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor 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.

CONTRACTOR'S SPECIFIC CERTIFICATIONS	YES	NO
1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.	☒	☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.	☒	☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.	☒	☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.	☒	☐

Peter Berghuis, Senior Vice President
Authorized Official's Printed Name and Title

Authorized Official's Signature

11/2/2012
Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	Yolanda Young
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3101
Facsimile:	(323) 415-8664
E-mail Address:	yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER

Name:	Laura Lambertson
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3100
Facsimile:	(323) 881-0132
E-mail Address:	llambertson@isd.lacounty.gov

COUNTY CONTRACT MONITORS

Name:	Various
Title:	Facilities Contract Monitors
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	
Facsimile:	(323) 415-6877
E-mail Address:	

EXHIBIT F

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PRIDE Industries One, Inc.

CONTRACT NO: _____

CONTRACTOR'S PROJECT MANAGER:

Name:	Tim Vanover
Title:	Director Commercial Services
Address:	10030 Foothills Blvd.
	Roseville, CA 95747
Telephone:	(916) 417-4266
Facsimile:	(916) 788-2565
E-Mail Address:	tim.vanover@g.prideindustries.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name:	Peter Berghuis
Title:	Senior Vice President
Address:	10030 Foothills Blvd.
	Roseville, CA 95747
Telephone:	(916) 788-2312
Facsimile:	(916) 788-2565
E-Mail Address:	peter.berghuis@prideindustries.com

Name:	Gina DeBernardi
Title:	Director of Contracts
Address:	10030 Foothills Blvd.
	Roseville, CA 95747
Telephone:	(916) 788-2344
Facsimile:	(916) 788-2565
E-Mail Address:	gina.debernardi@prideindustries.com

Notices to Contractor shall be sent to the following:

Name:	PRIDE Industries One, Inc.	Tim Vanover
Title:	Contracts Department MS 13, Attn: Laurel Peterson	Director Commercial Services
Address:	10030 Foothills Blvd.	10030 Foothills Blvd.
	Roseville, CA 95747	Roseville, CA 95747
Telephone:	(916) 788-2362	(916) 417-4266
Facsimile:	(916) 788-2565	(916) 788-2565
E-Mail Address:	laurel.petersen@prideindustries.com	tim.vanover@g.prideindustries.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name PRIDE Industries One, 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: 11/2/2012

PRINTED NAME: Peter Berghuis

POSITION: Senior Vice President

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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,

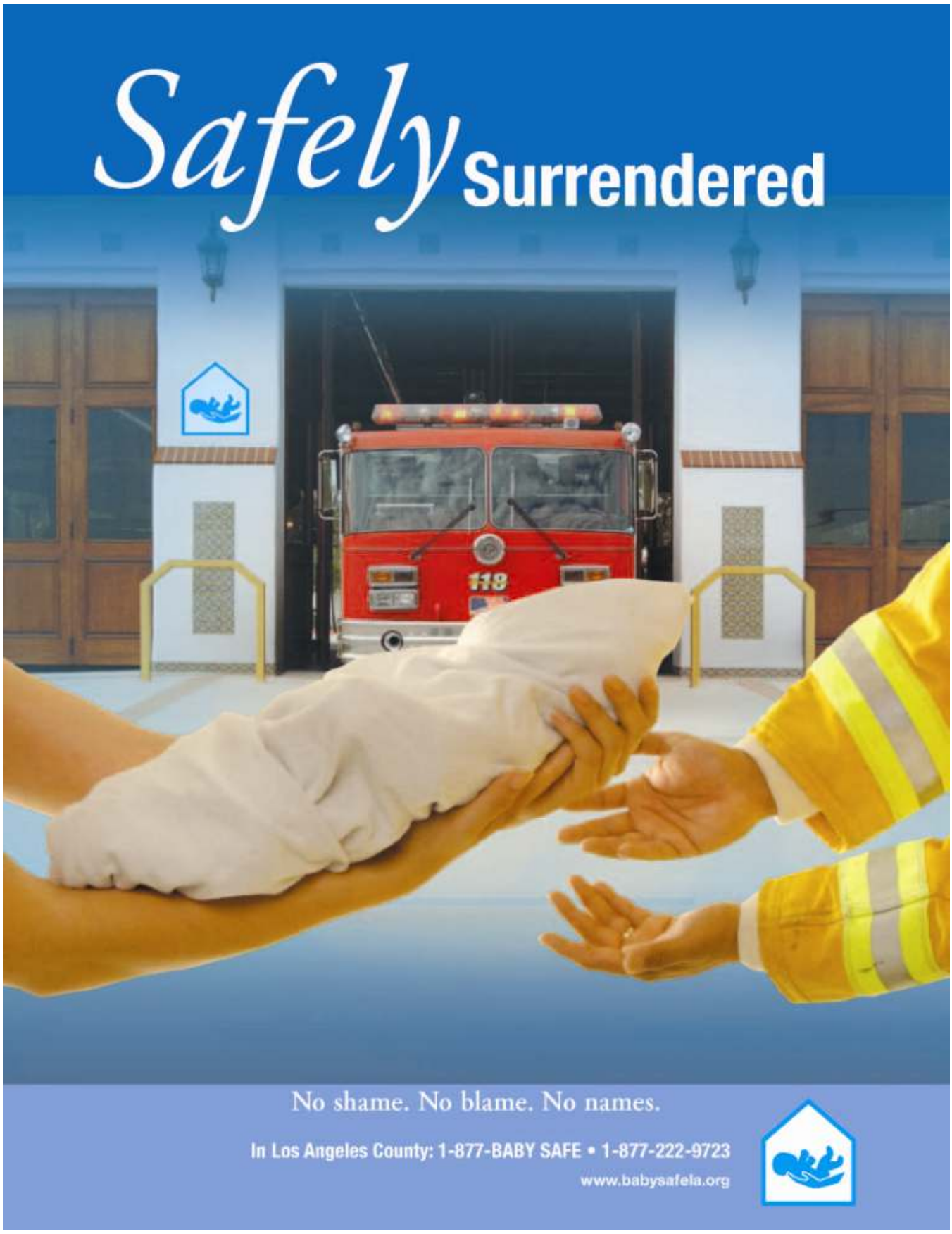
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“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)


Safely Surrendered
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 persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially 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?

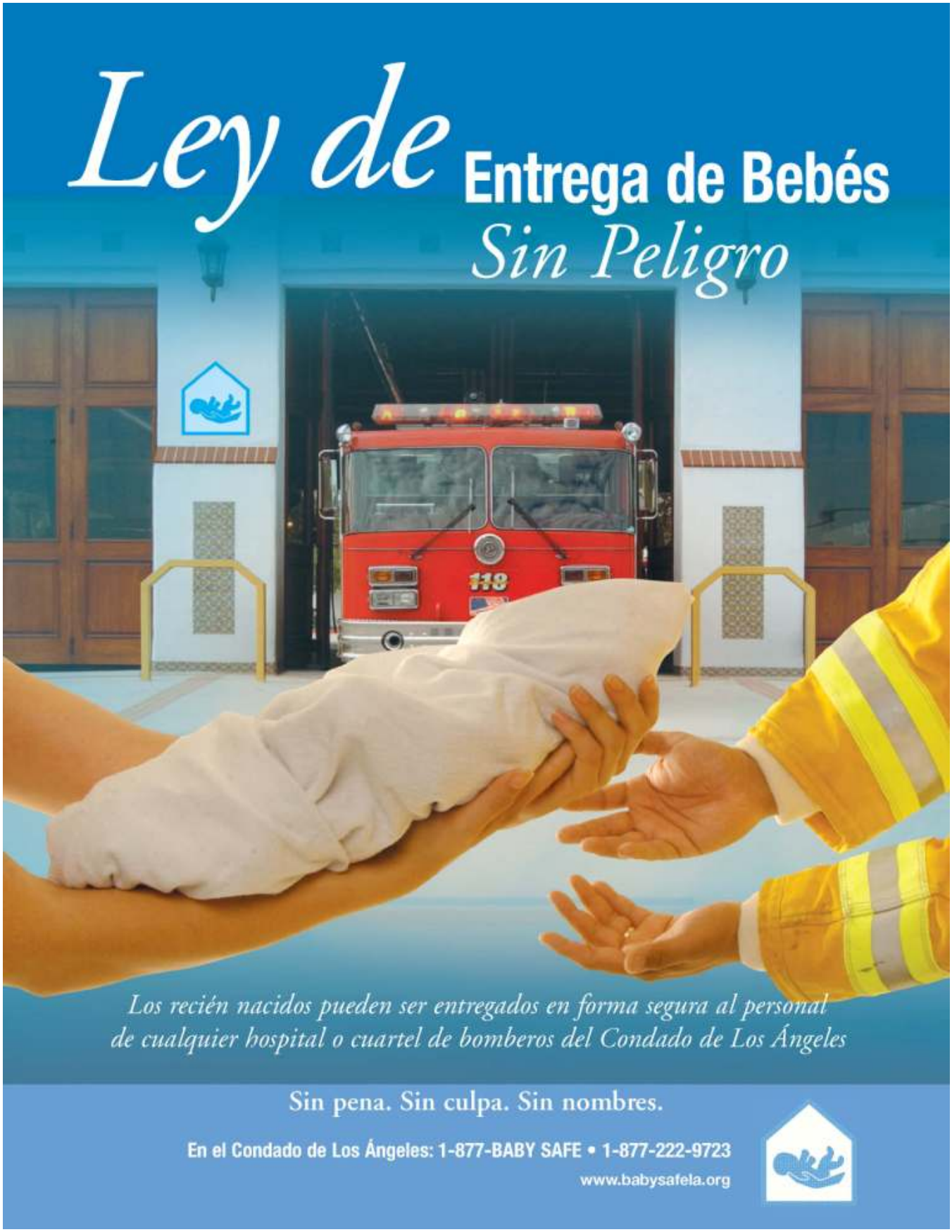
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

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.

Prop A – Living Wage Program Exhibits

Exhibits J, K, & L

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

   1. Assess liquidated damages as provided in the contract; and/or

   2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 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. 99-0048 § 1 (part), 1999)

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:	(7) Contract Service Description:	(8) Contract Name & Number:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggre-gate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature:	Date: / /	Title:	Telephone Number (include area code) ( )	Page: _____ of _____

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, _____ , _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
_____ on the _____
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____ ,and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)
have been paid the full weekly wages earned, that no rebates have been or will be made either
directly or indirectly to or on behalf of _____
(Company Name)
from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

☐ WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

☐ WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH
Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

PRIDE Industries One, Inc
Company Name

10030 Foothills Blvd. Roseville, CA 95747
Address

91-1827109
Internal Revenue Service Employer Identification Number

105546
Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

☑ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

11/2/2012
Date

Peter Berghuis, Senior Vice President
Name and Title of Signer (please print)

ATTACHMENT 5

77896

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

DIAMOND CONTRACT SERVICES, INC.

FOR

CUSTODIAL SERVICES

CONTRACT PROVISIONS
CUSTODIAL SERVICES

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CONTRACT PROVISIONS
CUSTODIAL SERVICES

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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
DIAMOND CONTRACT SERVICES, INC.
FOR
CUSTODIAL SERVICES

This Contract and Exhibits made and entered into this 11th day of December, 2012 by and between the County of Los Angeles, hereinafter referred to as County and Diamond Contract Services, Inc. hereinafter referred to as Contractor. Diamond Contract Services, Inc. is located at 2249 North Hollywood Way, Burbank, CA 91505.

RECITALS

WHEREAS, the County may contract with private businesses for Custodial Services when certain requirements are met; and

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WHEREAS, the Contractor is a private firm specializing in providing Custodial Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Custodial Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter, Los Angeles County Code Section 2.121.250, and California Government Code Sections 23004, 31000 and otherwise; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M, 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 Sheet

1.3 EXHIBIT C - Staffing and Facility Specification Sheets

1.4 EXHIBIT D - Contractor's EEO Certification

1.5 EXHIBIT E - County's Administration

1.6 EXHIBIT F - Contractor's Administration

1.7 EXHIBIT G - Contractor's Acknowledgement & Confidentiality Agreement

1.8 EXHIBIT H - Jury Service Ordinance

1.9 EXHIBIT I - Safely Surrendered Baby Law

Unique Exhibits:

Prop A - Living Wage Program

1.10 EXHIBIT J - Living Wage Ordinance

1.11 EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments

1.12 EXHIBIT L - Payroll Statement of Compliance

SB 1262 – NONPROFIT INTEGRITY ACT OF 2004

1.13 EXHIBIT M - Charitable Contributions Certification

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:

2.1 **Contract**: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 **Contract Discrepancy Report**: A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.

2.3 **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.

2.4 **Contractor Project Manager**: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.5 **County Contract Monitor**: Person (s) with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.

2.6 **County Project Director**: Person (s) designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.7 **County Project Manager**: Person (s) designated by County's Project Director to manage the operations under this Contract.

2.8 **County Recognized Holidays**: The County Recognized Holidays are: New Year's Day (January 1), Martin Luther King's Birthday (Third Monday in January), Presidents Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Columbus Day (Second Monday in October), Veteran's Day (November 11), Thanksgiving holidays (Fourth Thursday and Friday in November), Christmas Day (December 25).

2.9 **Day(s)**: Calendar day(s) unless otherwise specified.

2.10 **District Manager**: County Facility Operations Services (FOS) Manager responsible for custodial services in the County.

2.11 **Facilities**: Property(ies) owned and/or operated by the County of Los Angeles.

2.12 **Facilities Operation Services (FOS)**: Internal Service Department (ISD) operation responsible for providing custodial services to County Departments.

2.13 **Fiscal Year**: The twelve (12) month period beginning July 1st and ending the following June 30th.

2.14 **Internal Services Department**: The County Department responsible for administration of the contract.

2.15 **Performance Requirements Summary (PRS)**: Performance standards document which identifies key performance indicators that will be evaluated by County to ensure that Contractor meets the required services under this Contract.

2.16 **Regions**: Grouping of facilities within areas of Los Angeles County.

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 in 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 contract term shall be for a period of two (2) years, commencing on February 19, 2013, unless sooner terminated or extended, in whole or in part, as provided in the Contract.

4.2 The County shall have sole discretion to exercise an option to extend this Contract term for up to three (3) additional one-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 solely by the Director, Internal Services Department (ISD). The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

4.3 The Contractor shall notify County's Project Manager, Internal Services Department, 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 County's Project Manager at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 The Contract Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, deliverables, goods, services and other work specified under this Contract. Contractor shall provide services at the rates identified in Exhibit B, Pricing Sheet.

5.2 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.

5.3 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 Internal Services Department at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against 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 County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

5.5.1 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 Sheet, 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.

5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B - Pricing Sheet.

5.5.3 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.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. If the 15th calendar day of the month falls on a Friday, or on a weekend, the Contractor shall submit the monthly invoice to the County by the Thursday prior to the 15th.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- Exhibit K - Monthly Certification for Applicable Health Benefit Payments
- Exhibit L - Payroll Statement of Compliance

5.5.5 Contractor shall submit two (2) copies of all invoices under this Contract to the following address:

Internal Services Department
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Contract Unit Supervisor, Finance, Room 222

5.5.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager, or an authorized representative 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.

5.5.7 **Local Small Business Enterprises – Prompt Payment Program**

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.

5.6 COST OF LIVING ADJUSTMENTS (COLA'S)

For the three additional one-year option periods identified in Section 4.2, the contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following sub-paragraphs is designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 COUNTY'S PROJECT DIRECTOR

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROJECT MANAGER

The responsibilities of the County's 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's 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 County in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The County's Contract Monitor is responsible for overseeing the day-to-day administration of this Contract. The Contract Monitor reports to the District Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT MANAGER

7.1.1 The Contractor's Project Manager is designated in Exhibit F - 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's Project Manager and County's Contract Monitor on a regular basis.

7.2 APPROVAL OF CONTRACTOR'S STAFF

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.2.1 Contractor shall assign a sufficient number of employees to perform the required work as defined in the SOW.

7.2.2 Contractor shall immediately remove any contractor's staff assigned to a County Facility upon County's request.

7.3 CONTRACTOR'S STAFF IDENTIFICATION

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person, visible at all times. Contractor bears all expense of the badging.

7.3.1 Contractor is responsible for ensuring that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper contract worker ID badge on their person.

7.3.2 Contractor shall notify the County Project Manager in writing, within one business day, when staff is terminated from working under this Contract. 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 County requests the removal of Contractor's staff, 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.

7.3.4 Improper or fraudulent use of County ID badges or failure of Contractor to return the employee's County ID badge will result in County's filing of a Contract Discrepancy Report with damages assessed as described in the SOW, Performance Requirement Summary.

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

7.4.1 Each of Contractor's staff performing services under this Contract who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation may include, but shall not be limited to, criminal conviction information obtained through fingerprints submitted to the California Department of Justice. The fees associated with the background investigation shall be at the expense of the Contractor, without regard to whether the Contractor's staff passes or fails the background clearance investigation.

7.4.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.4.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.4.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 CONFIDENTIALITY

7.5.1 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.

7.5.2 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate

defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and seek reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without County's prior written approval.

7.5.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, including addition or deletion of Facilities, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer 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 County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by Director of ISD, or his/her designee.

8.1.3 The Director of ISD, or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 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 Director of ISD, or his/her designee.

8.1.4 County reserves the right to add or change facilities as County deems appropriate. Such changes shall be based on the hourly rates listed in Exhibit B, Pricing Sheet, and Contractor and County will negotiate a mutually agreeable price. County also reserves the right to obtain facility pricing or receive bids from other Region(s) Contract vendors. In the event any additions or changes are made, an Amendment shall be prepared and executed by the County's Director of ISD, 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 County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, Contractor must obtain County's consent through 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 County's sole discretion, against any claims that the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of 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 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 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 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, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by 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 County's Board of Supervisors 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 seven (7) business days after 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 two (2) 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's Project Manager of the status of the investigation within one (1) business day 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's Project Manager within one (1) business day of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 In the performance of this Contract, 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 Contractor shall indemnify, defend, and hold harmless 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 Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and obtain reimbursement from Contractor for all such costs and expenses incurred by County in doing so. 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 County without 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 D - 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 H 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 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 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) 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 90 days or less within a 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. 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, 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, 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 years but may exceed five 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 Department 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 of Supervisors.

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 of Supervisors. The Board of Supervisors 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 of Supervisors. The Board of Supervisors 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 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 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 of Supervisors.

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.

The Contractor's Project Manager or designee shall meet monthly or as requested by County with the County Contract Monitor and inspect the facility on any shift to ensure the quality of the custodial/housekeeping

services being performed. A summary report of findings, including all deficiencies, will be prepared by the County and submitted to Contractor for remedial action. Contractor will provide Performance Monthly Inspection Report by the 15th of the following month and a copy will be provided to the County Project Manager 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, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be reimbursed 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 OR ELECTRONIC REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile or electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, 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 Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, 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 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 Contractor's failure to perform arises out of a force majeure event, 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-paragraph 7.5 - 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 PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 **Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.

- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand ($50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 **Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising

out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 **Cancellation of Insurance or Changes in Insurance**

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 **Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.5 **Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 **Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 **Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 **Sub-Contractor Insurance Coverage Requirements**

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 **Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 **Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall

maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 **Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 **Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 **Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 **County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 INSURANCE COVERAGE

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

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 (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or

equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, 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. A description of 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 Director, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, 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 Director, or his/her designee, may: (a) Deduct from the Contractor's payment, pro

rata, those applicable portions of the Monthly Contract Sum; and/or (b) 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 damages as specified in the Performance Requirements Summary (PRS) Chart, defined in Exhibit A – Statement of Work, Attachment 2, 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 (c) 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 D - 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, 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 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 Internal Services Department 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's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the (Director), 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 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 set forth in Exhibit I 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 delivered in person with signed receipt, or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, 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 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-paragraph 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’s Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, 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.

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: a) repaid by the Contractor to the County by cash payment upon demand or b) 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.

8.38.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, 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 materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information 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 materials and information at such other location.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' 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's 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. Before any Subcontractor employee may perform any work hereunder, the Contractor shall ensure delivery of all such documents to:

Contracting Division, Contracts Section
1100 N. Eastern Ave., 1st Floor
Los Angeles, CA 90063

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-paragraph 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-paragraph 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-paragraph 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's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- 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 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, the term "Subcontractor(s)" means Subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 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-paragraph 8.42 - Termination for Convenience.

8.43.5 The rights and remedies of the County provided in this sub-paragraph 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, 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-paragraph 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 County's Board of Supervisors 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-paragraph 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.

8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 **Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County, including, without limitation, "Travel Time" as defined below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

    a. Not less than $11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

    b. Not less than $9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least $2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this sub-paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services

for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, “Travel Time” shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 **Contractor’s Submittal of Certified Monitoring Reports**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor’s Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor’s current health care benefits plan, and the Contractor’s portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K and Exhibit L), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this sub-paragraph, the County shall have the rights and remedies described in this sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

    b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any

assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports 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.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per Employee per day for each and every instance of an underpayment to an

Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate 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.

3. Debarment. In the event the Contractor breaches a requirement of this sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 **Use of Full-Time Employees**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 **Contractor Retaliation Prohibited**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this sub-paragraph 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.

9.1.10 **Contractor Standards**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 **Employee Retention Rights**

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A "retention employee" is an individual:
   a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
   b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
   c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
   a. Has been convicted of a crime related to the job or his or her performance; or
   b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 **Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

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 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 subdivision (1), be assessed a penalty in an amount of not more than 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 to any business 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 state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

9.3 CONTRACTOR'S OBLIGATIONS AS A NON-BUSINESS ASSOCIATE UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 ("HIPAA")

Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents, may have inadvertent access to patient medical records. Contractor understands and agrees that Contractor, its officers, employees, and agents shall not take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents shall maintain the confidentiality of any information obtained and shall immediately, or upon the first reasonable opportunity to do so, notify Department of Public Health management personnel that such access has been gained.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its 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 Contractor's or its officers, employees' or agents' access to patient

medical records. Contractor agrees to provide appropriate training to its officers, employees, and agents, regarding their obligation in this regard.

9.4 PROPOSER'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit M, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202).

9.5 DISPLACED JANITOR OPPORTUNITY ACT

9.5.1 This contract is subject to the provisions of the Displaced Janitor Opportunity act (California Labor Code Sections 1060 – 1065) because it is a contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002.

9.5.2 Under this Act, as specified in the provisions therein, a successor contractor or successor subcontractor shall retain, for a 60-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successor service contract unless the successor contractor or successor subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

IN WITNESS WHEREOF, 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: DIAMOND CONTRACT SERVICES, INC.

By _____ Derek C. Smith

Name

President / CEO

Title

COUNTY OF LOS ANGELES

By _____

Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By Lachelle Smitherman
DEPUTY

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Lachelle Smitherman
Deputy

77896

APPROVED AS TO FORM:

John Krattli
County Counsel

By _____

Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 DEC 11 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONTRACT FOR
CUSTODIAL SERVICES

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1.0 Scope of Work

Contractor shall provide custodial services for County facilities identified in Contract Exhibit B - Pricing Sheet by providing all labor, supervision, equipment, materials and supplies necessary for Contractor's performance under this Contract. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, restrooms, lunchrooms, removal of solid waste and trash, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells and maintenance of parking facility.

2.0 Day and Hours of Work

Contractor shall provide all services required by the County in accordance with the days and hours of operations identified in Exhibit C - Facility Specification Sheets.

3.0 General Custodial Services

Contractor shall provide the following services in accordance with Exhibit C - Facility Specification Sheets:

- Contractor shall take precautions to not disturb personal belongs.
- Contractor shall arrange furniture, appliances, and/or equipment properly in the same manner it was found prior to cleaning.

3.1 Daily Cleaning Requirements

3.1.1 <u>Offices and Conference Rooms</u>

1. Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
2. Damp wipe and dry all glass surfaces.
3. Remove fingerprints and smudges from desk and tabletops, walls, doors, door facings, telephones, etc.
4. Clean door glass and frames.
5. Sweep and/or damp mop all hard-surface (non-carpeted) floor surfaces.
6. Vacuum and spot clean all carpeted areas.
7. Remove gum from all hard-surface (tile, terrazzo, and ceramic) floor surfaces, as needed.
8. Remove/clean graffiti and vandalism.
9 Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.2 <u>Restrooms (Private and Public) and Showers</u>

1. Dust ceiling vents

2. Dust lounge sofas and chairs
3. Clean sink basins and all surrounding surfaces.
4. Clean restroom and shower fixtures.
5. Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
6. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
7. Clean base of toilet bowls and below all urinals.
8. Clean behind toilet bowls and in corners of restroom floors.
9. Clean restroom mirrors, kick plates, and push plates.
10. Spot clean restroom walls, showers, partitions, and doors.
11. Clean and refill all restroom soap and paper dispensers.
12. Service sanitary napkin and/or tampon dispensers at County's option. Contractor will purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
13. Refill existing air freshener dispensers in restrooms with equal or better replacement products. Contractor shall maintain air freshener dispensers in operating condition and replace batteries. Contractor may change or replace air freshener dispensers and/or products upon approval of the County Project Manager or designee. Contractor, at request of County Project Manager or designee, is required to install air fresher dispensers and products in new or existing County facility bathrooms and replace broken or malfunctioning air freshener dispensers at their own expense.
14. Clean restroom floors with disinfectant solution. Set up "wet floor" signs.
15. Remove/clean graffiti and vandalism.
16. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.3 <u>Lunchrooms, Eating and Vending Areas</u> (Excludes area operated by vendor or food preparation area).

1. Dust appliances.
2. Dust chairs and sofas.
3. Dust window ledges.

4. Clean tables.
5. Clean sinks and chrome fittings.
6. Spot clean walls, as needed.
7. Remove/clean graffiti and vandalism.
8. Vacuum and spot clean all carpeted areas.
9. Sweep floors and/or damp mop tile floors.
10. Empty waste containers, place waste in appropriate disposal area, replace plastic liners (bags), and damp-wipe containers inside and outside.

3.1.4 Building Entrances, Lobbies and Hallways

Exterior

1. Clean all entrance door glass and partition glass.
2. Clean balconies and ledges, as required.
3. Clean ashtrays and sand jarsand damp wipe ashtrays. Provide and refill sand for sand jars.
4. Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
5. Provide and place appropriate mats at entrances and in lobbies during rainy weather.
6. Inspect parking areas and exterior grounds, collect and place waste in appropriate disposal area.

Interior

1. Dust all display cases. Damp wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor shall take precautions to not disturb memorabilia on dusted surfaces.
2. Clean baseboards, walls, kick plates, furniture and other surfaces exposed to water and/or chemical splashing.
3. Clean public telephone stalls.
4. Clean and sanitize drinking fountains.
5. Clean custodial closets and keep supplies and equipment orderly.
6. Clean, vacuum sofas and chairs.
7. Clean all elevator floors, walls, doors, and tracks. Polish stainless steel, if applicable.
8. Sweep and/or dust stairs, landings, and handrails

9. Vacuum/spot clean all carpeted areas.
10. Damp mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
11. Damp mop Spanish tiles with mild detergent. Note: never wax.
12. Empty waste containers, place waste in appropriate disposal area, and replace plastic liners (bags).

3.1.5 Parking Facility

1. Empty waste containers and place waste in appropriate disposal area.
2. Replace plastic liners (bag) with heavy duty liner of no less than 3 mils thickness.

3.1.6 <u>Graffiti and Vandalism Eradication</u>

Graffiti and vandalism eradication will be performed daily and shall include the following:

1. Court Buildings – all interior and exterior surfaces.
2. Hallways – all surfaces.
3. Telephone Booths – all surfaces.
4. Building Signs – all surfaces.
5. Elevator floors, walls, doors, and tracks.
6. Rubbish containers.

All graffiti and vandalism eradication requests for repainting shall be submitted to the County's Project Manager. County reserves the ability to paint surfaces, if appropriate.

3.1.7 <u>Solid Waste Collection and Removal</u>

1. Collect and remove all solid waste from building and place in County provided trash bin(s).
2. Clean rooms used to collect solid waste before it is moved to trash bins.
3. Wash or steam clean inside and outside of waste cans used for food wastes.
4. Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame resistant construction. Material labeled or listed by Underwriters Laboratories, Inc. will be acceptable.

3.2 Weekly Cleaning Requirements

3.2.1 Offices and Conference Rooms

1. Dust ceiling vents.
2. Dust top of high cabinets and shelves.
3. Dust doorjambs and baseboards.
4. Dust lower surfaces of chairs, chair rungs, desk sides, and ledges.
5. Dust beneath movable desk files.
6. Clean and dry face of desk drawers and file cabinets with damp cloth or sponge.
7. Clean doorknobs, kick plates, and threshold plates.
8. Spot clean doors and walls.
9. Wash or polish desktops, as needed.

3.2.2 Restrooms (Private and Public) and Showers

1. Dust and door louvers.
2. Check for build-up around faucets and remove.
3. Clean underneath sink basins (lavatories), including traps and pipes.
4. Clean and flush floor drains with water.
5. Wash all stall partitions.
6. Spot clean entrance doors.
7. Damp mop and buff waxable floors. Set up “wet floor” signs.

3.2.3 Lunch Rooms

1. Dust ceiling vents.

3.3 Monthly Cleaning Requirements

3.3.1 All Areas

1. Dust high ledges and moldings.
2. Dust or vacuum ceiling and wall vents.
3. Dust and wipe vertical and/or horizontal blinds.
4. Dust and wash vertical walls.
5. Dust handrails, sweep and mop stairs and landings in exit stairwells.
6. Vacuum upholstered furniture.
7. Vacuum draperies.

8. Clean all wall and ceiling vents.
9. Clean chairs and table legs.
10. Clean and shampoo entrance mats.
11. Clean baseboards, bottoms of cabinets, kick plates, furnitures, walls, and other surfaces exposed to water and/or chemical splashing.
12. Clean escalators by polishing metal surfaces and cleaning escalator treads, risers, landings, and handrails.
13. Wash partition glass.
14. Wash marble walls.
15. Mop, scrub, strip and wax hard-surface (non-carpeted) floors. Use non-slip wax. Set up “wet floor” signs. If a weekly cleaning and hi-speed buffing program is implemented, floors only need to be stripped and waxed quarterly (every three months).
16. Scrub or strip, and apply floor finish to resilient tile floors.
17. Pressure wash and remove gum and other residues from all steps, sidewalks, and landings, adjacent to the building monthly in compliance with all applicable environmental laws and regulations.

3.4 Quarterly Cleaning Requirements – Carpet Cleaning

3.4.1 All carpets must be shampooed four (4) times each year at three (3) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.4.2 Each Facility must be shampooed in one cleaning cycle. Carpet cleaning methods are dependent upon carpet type and shall be determined by County.

3.5 Semi-Annual Cleaning Requirements - Window Washing (Interior/Exterior)

3.5.1 All windows must be cleaned two (2) times each year, at six (6) month intervals. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.5.2 All equipment utilized to perform window washing services must meet California Occupational Safety and Health Agency (OSHA) Safety Standards.

3.5.3 All window-cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - “Window Cleaning”.

3.5.4 Contractor shall move small furniture such as tables, cabinets or any other items away from windows. Additionally, books, papers, flowerpots, or other items on window ledges or sill should be moved. All office furniture, which cannot be moved, must be covered with a plastic cover (window washer must not stand on top of furniture). Upon completion of washing windows, return all items that were moved to their original locations.

3.5.5 Window washing services includes the following:

1. Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screens, and outside building surfaces, such as marble and other smooth surfaces.
2. Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows. Remove streaks and water marks from all windows, walls, and ledges. Remove excess water from floors or sidewalks in the immediate area; remove all water and cleaning agents before leaving the area.
3. Remove all cleaning equipment from areas after work completion.
4. Immediately report to County's Project Manager and/or his designee all broken windows, mirrors, etc., or otherwise broken non-functioning opening and closing window mechanisms.
5. Rope off areas, or post appropriate signs when working overhead, to protect the public from walking into the work area.

3.6 Annual Cleaning Requirements - Light Fixture Cleaning

3.6.1 All lighting fixtures are to be cleaned once (1) a year at all County Facilities. Schedule to be determined by the Contractor and approved by County prior to the contract start date.

3.6.2 Light fixture cleaning should be performed after normal hours of operations as identified in Exhibit C - Facility Specification Sheets. However, if work during regular business hours is required, rope off areas or post appropriate signs to protect the public and employees from the work area.

3.6.3 All light fixture cleaning techniques and practices must be performed in accordance with State of California, Department of Industrial Relations, General Safety Orders, Article 5 - "Light Fixture Cleaning."

3.6.4 Contractor shall move furniture such as small tables, chairs or any other items from work site where possible. Additionally, books, papers, flowerpots, or other items must be carefully moved. All office furniture, and personal items which cannot be moved, must be covered with a plastic cover. Light fixture cleaning staff must use appropriate equipment when providing this service, including but not limited to the use of ladders. Upon completion of light fixture cleaning, return all items to their original locations.

3.6.5 Light Fixture Cleaning shall include the following:

1. Remove and disassemble light fixtures and components, using appropriate ladders, scaffolding, hydraulic lifts, and/or catwalks. (Aluminum ladders are not permitted).
2. Wash, clean, and dry all types of glass, plastics, and metal light fixtures, both disassembled and those remaining in the ceiling.
3. Clean light fixtures using water, soaps, solvents, cleaning tanks, and degreasers.
4. Contractor shall notify County of damaged, broken or missing glass or plastic diffusers, burned out ballasts, faulty wiring, starters, or other hazardous conditions relative to faulty light fixtures, prior to commencing work. Any of these components damaged by the contractor will be contractor's responsibility to replace.
5. Clean and vacuum area after completion of work.

3.7 Special Requirements

Contractor shall provide all special requirements services as identified in Exhibit C - Facility Specification Sheets.

4.0 Specialty Custodial Services

4.1 Court Detention Cell Cleaning

4.1.1 <u>Equipment Needed Exclusively for the Court Detention Cell (No Cross Contamination)</u>: A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads for cell cleaning only and handles, clean rags, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, and paper towels.

4.1.2 <u>Daily Tasks</u>:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.

2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners).
4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).
5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.
6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.
7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.
8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.
9. Dust vents as needed with hand duster and extension.
10. Remove/clean graffiti and vandalism.

4.1.3 Weekly Tasks

1. Dust vents with hand duster and extension
2. Dust rails and bars with treated dust cloth as needed. Use radiator brush for crevices.

4.2 Holding Tank Detention Cell Cleaning

4.2.1 Equipment Needed Exclusively for Holding Tank Detention Cell (No Cross Contamination): A utility cart with the following minimum supply: trash container, angle broom, dust pan, push broom, two compartment bucket, two color coded mop heads and handles, toilet brush, deck brush with handle, hand duster with extension handle, cleaner powder, radiator brush, work gloves, rubber gloves, germicidal detergent, toilet paper, paper towels.

4.2.2 Daily Tasks:

1. Assemble necessary equipment, prepare disinfectant for mopping and wall washing; take to assigned area.
2. Remove large trash on floor and place in trash container.
3. Sweep floor with push broom starting at farthest corner working toward the door (use angle broom under benches and corners)

4. Spot wash walls with disinfectant solution (as necessary, wash walls from the bottom up).

5. Sanitize lavatory and drinking fountain with disinfectant and paper towel; rinse thoroughly. Ensure area beneath the basin, pipes, and walls around sink are clean.

6. Wash outside toilet fixture(s) with disinfectant and wipe with disposable paper towels dipped in disinfectant solution. Scrub with toilet brush being careful to clean under lips. Flush toilet.

7. Mop floor with disinfectant solution by flooding floor with mop and let it sit for approximately five (5) minutes. Pick up mop water and rinse. Inspect and proceed to next assignment.

8. Supply toilet paper and paper towels in designated area and toilet paper in Sheriff's holding cells.

9. Remove/clean graffiti and vandalism.

4.2.3 Weekly Tasks

1. Dust vents with hand duster and extension.

2. Dust rails and bars with treated dust cloth (as needed). Use radiator brush for crevices.

4.2.4 Monthly Tasks

1. Pressure wash all walls, cell bars, and cement floors throughout holding cell areas.

2. Wash all rails, walls, and bars with disinfectant solution.

3. Clean floor drains. Machine scrub floors.

4.3 Parking Facility Maintenance

Contractor shall provide parking facility maintenance as identified in Exhibit C - Facility Specification Sheets:

4.3.1 Hours and Days of Services

Parking Facility maintenance shall be performed after regular business hours, except legal holidays, at which time the services shall be provided before or after such holidays. Schedule to be approved by County.

4.3.2 Weekly Tasks:

1. Clean all levels of parking facility and adjacent sidewalks, exit and entrance ramps and driveways, using conventional sweeping or vacuuming equipment.

2. Remove oil, grease, and other spills or residues from parking lot surfaces, using conventional equipment.

3. Remove dirt and litter around obstructions such as concrete wheel stops and borders, flower beds, bushes, walks and fences around lot.

4. Remove grass and weeds from lot surface cracks, fences, and walls around parking facility.

5. Clean stairways leading to and from parking lots/structures.

6. Clean asphalt using appropriate non-petroleum-based cleaners only. Contractor shall report to County's Project Manager or designee necessary repairs to parking facility or sidewalk surfaces

4.3.3 Semi-Annual Task

Steam clean and/or power wash parking facilities twice per year. Schedule to be determined by the Contractor and approved by the County prior to contract start date.

5.0 Services for Special Events/Programs

Contractor may be required to provide custodial services for all special conferences, events and programs, which may include holidays, evening and weekends. County will provide written notice to Contractor Project Manager or designee at least five (5) working days prior to each event. Contractor shall be compensated at the rate identified in the Contract, Exhibit B - Pricing Sheet.

6.0 Services for Emergencies/Call Back Work

Contractor may be required to provide custodial services for emergencies/call back work upon County request. Contractor shall perform emergency/call back work within two (2) hours of request, which may include holidays, evening and weekends.

6.1 Call Back Work

Contractor's call back work shall include but not limited to: alterations to the building; unsatisfactory Contractor services; cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature such as earthquakes, floods, or fires.

6.2 Emergency Services and Security Contacts

6.2.1 Contractor's personnel involved in an emergency such as water pipe breakage, flood, or injury shall contact and relate the nature of the problem to the Sheriff's Department at (213) 974-8000 and County's Project Manager or Contract Monitor. Contractor personnel shall always notify the Sheriff's Department when working weekends or after hours in any County building. This office does not have bilingual personnel; therefore, it is required that, at least one (1) of Contractor's employees working on any

given shift in County facilities be able to communicate clearly and fluently in English.

6.2.2 Contractor personnel shall report any hazardous, emergency or security conditions immediately to County Project Manager, Contract Monitor, or District Manager within the same working shift as discovered.

6.2.3 Contractor shall provide a telephone number and/or answering service for immediate response to problems related to emergency or security issues at County facilities, 365 days per year, 24 hours per day. Contractor must return call within 15 minutes of initial call from County.

7.0 County Responsibilities

7.1 Furnished Items

7.1.1 County will provide all utilities, including electricity and water in Facilities where Contractor provides custodial services.

7.1.2 County will provide office and/or storage facilities to Contractor as determined by County. The storage facilities provided will be limited to the existing custodial closet(s) and offices in the specified buildings. Contractor is prohibited from use of said office or storage facilities or any other County property for the conduct of his/her business interests that are not related to or required by the County facility.

7.2 Keys/Key Cards

7.2.1 County will provide keys/key cards for access, at no cost to the Contractor. Contractor shall acknowledge receipt of the keys/key cards by the County. Contractor is responsible for all County building and ancillary keys/key cards assigned. All such keys/key cards are property of the County and shall be returned within three (3) business days to the County's Project Director or designee upon demand, or termination of the Contract.

7.2.2 Duplication of County provided keys/key cards is a misdemeanor (California penal Code, Chapter 3, Section 469). Expenses related to the re-keying of a building(s) or portion(s) of building(s) made necessary because of the duplication and/or loss of keys by the Contractor staff shall be paid by Contractor. Contractor shall provide measures to safeguard keys from loss, duplication, or use by unauthorized persons. Contractor and Contractor employees are not to obtain keys/key cards and or replacement keys/key cards from County facilities but must only obtain keys/key cards through County Project Manager or designee.

8.0 Contractor Responsibilities

8.1 Contractor Personnel

8.1.1 Contractor shall assign a sufficient number of employees to perform the required services at County Facilities identified in Exhibit C - Facility Specification Sheets. Sign in sheets for each County Facility shall be submitted to Contract Monitor on a monthly basis.

8.1.2 Contractor Supervisor

Contractor shall provide a thoroughly trained Supervisor or Lead Person who is knowledgeable in all aspects of the County's custodial facility operations. Supervisor or Lead Person shall visit Facilities during and after working shifts. Supervisor or Lead Person must be available to County by cell phone or pager during all working shifts, 365 days per year, 24 hours a day. The Supervisor or Lead Person must be able to effectively communicate in English, both orally and in writing.

Supervisor or Lead Person shall have access to Contractor's Project Manager during all hours of shift coverage, 365 days per year.

8.1.3 Principal Custodian

Contractor shall designate one employee as Principal Custodian with full responsibility for directing the entire custodial crew on his/her shift. Each Principal Custodian shall be authorized to act for Contractor and must speak, read and understand English. In buildings where only one Contractor employee is assigned, the employee must read, speak, and understand English.

8.1.4 Contractor shall notify County's Contract Monitor , District Manager, and Contract manager when contract personnel assigned to the Contract are out on a scheduled or unscheduled absence or has terminated employment. Contractor is to provide the name of the substitute employee. Contractor shall ensure substitute employee obtains a County Identification (ID) badge prior to providing services.

8.1.5 Contractor personnel shall be trained in their assigned tasks and in safety in the work place. All Contractor personnel must work in accordance with Federal, State, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with Federal and State OSHA requirements. Contractor shall provide proof of training and IIPP records upon County request.

8.1.6 All services requiring licenses and/or certifications will be performed by property trained, licensed and certified personnel.

8.1.7 Contractor is responsible for ensuring that personnel are kept current and properly trained on all appropriate technologies, both existing and new.

8.1.8 Contractor shall provide and require every employee to wear a uniform with the company identification. The uniforms must be distinguishable from ISD custodial staff uniforms. County shall approve uniforms prior to contract start date.

8.1.9 Contractor shall ensure that personnel be trained to render a high degree of courteous and efficient service. Contractor shall control the conduct, demeanor and appearance of all its officers, agents and employees and representatives.

8.2 Facility Work Requirements

8.2.1 The Contractor's Project Manager shall maintain a daily log for each facility which identifies the arrival and departure times, lunch and break times of Contractor's personnel. This log shall be made available to the County's Project Manager and designee(s) upon request.

8.2.2 If County personnel occupy the building after normal working hours when Contractor has completed custodial services, Contractor personnel will notify County personnel of their departure and leave the door locked. Contractor personnel shall ensure that only Contractor personnel have access to rooms, areas, or any part of County facilities. Contractor's personnel shall not allow unauthorized persons to enter County facilities during their work shift at any times.

8.2.3 At no time shall Contractor personnel violate building and/or room security by propping doors open and leaving them unattended during trash removal, etc. All entrance and exit doors must be locked at all times. Contractor's personnel shall enter and leave through only specified locations as identified by County's Project Manager to maintain Facility security.

8.2.4 Contractor personnel should only use those lights necessary for cleaning in the immediate area where employees are working will be lighted. In areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.

8.2.5 Contractor employees shall not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any personal property.

8.2.6 If employing subcontractors previously approved by County, Contractor shall not provide keys/key cards to any County Facility to the subcontractor employees. Contractor shall assign individual to remain with subcontractor employees until the specific job is

completed. Contractor shall maintain a log of all subcontractors that worked in any County Facility and submit the log with his/her invoice at the end of each month.

8.2.7 Contractor personnel will turn in lost articles found while providing services to the County Contract Monitor.

8.3 Contractor Furnished Supplies and Equipment

8.3.1 Contractor shall provide, at Contractor's expense, all custodial supplies including but not limited to paper towels, toilet tissue, toilet liners, plastic trash liners, liquid and hand soaps, cleaning reagents, chemicals and sanitizers, as required in the performance of this Contract. Contractor certifies that all furnished custodial supplies are not harmful to the surfaces being cleaned. Contractor shall use materials and equipment that are safe for the environment and safe for use by Contractor employees. All materials and supplies are subject to County approval.

8.3.2 Prior to the contract start date, Contractor shall deliver the required supplies and equipment approved by County's Project Manager to all County Facilities. Thereafter, Contractor is responsible for maintaining a two (2) week inventory of supplies at all County Facilities to ensure continuity of service. If storage space is limited, then this inventory may be reduced to a one (1) week supply as approved by County Project Manager.

8.3.3 Contractor assumes all risks of loss and damaged supplies, materials and equipment stored. Contractor shall immediately report to the County Project Manager or designee any accidents and/or loss of equipment, supplies, etc.

8.3.4 Contractor shall provide, at Contractor's expense, all custodial equipment required for services under this Contract, including but not limited to brushes, brooms, mops, trash bins, cleaning carts, employees appropriate safety gear and clothing such as gloves, goggles, protective clothing and shoes.

8.4 County Required Meetings

8.4.1 Contractor's Project Manager or Supervisor shall meet with County's Project Manager or designee monthly or as determined by County to evaluate custodial and related services. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues related to Contractor's services. Contractor and County will then mutually determine a corrective course of action and timeframe to remedy any problems found.

8.4.2 Contractor's Project Manager or designee shall be available to attend all daytime cleaning orientations with County Facility Managers. This shall include new facilities that are added to Contractor's services.

8.5 Contractor's Office

Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who must communicate clearly in English to respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within one (1) hour of receipt of the call (except as provided under Section 6.2.3).

9.0 Green Initiatives

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the County's Facilities, the Contractor will develop and adhere to an energy conservation plan that is consistent with County policy, including seasonal thermostat settings. Contractor shall notify County's Project Manager of the Contractor's new green initiatives implemented during the term of the Contract.

10.0 Addition/Deletion of Facilities, Changes In Service

County reserves the right to add or delete Facilities, adjust staffing requirements and/or Facility operating hours during the Contract Term. All changes must be made in accordance with the Contract, Paragraph 8, Standard Terms and Conditions, Amendments, Sub-paragraph 8.1 Amendments.

11.0 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's Project Manager for review within five (5) days of the start of the contract. The plan shall include the following:

11.1 Method of monitoring to ensure that Contract requirements are being met.

11.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County Project Manager on a monthly basis.

11.3 Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.

12.0 Quality Assurance Plan

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

12.1 Monthly Meetings

Contractor is required to attend monthly meetings with County Project Manager and/or designees. Contractor may be required to attend additional meetings to discuss service level deficiencies or contract issues within 24-hour notice.

12.2 Contract Discrepancy Report (CDR)

Verbal notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period established by County.

The verbal notification may be followed with a formal Contract Discrepancy Report, as provided in Attachment 1, at the discretion of the County's Contract Project Manager. The Contact Discrepancy Report (CDR) will indicate the contract discrepancy, the Contractor's response and the correction due date for each discrepancy noted.

Upon receipt of the CDR, the Contractor is required to respond in writing to the County's Project Manager or designee within 24 hours, acknowledging the reported discrepancies or presenting contrary information. If additional time will be required to complete the correction(s), this must also be indicated in the response. Approval of any additional time for completion will be at the County's discretion.

12.3 County Observations

In addition to departmental contracting staff, 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.

13.0 Performance Requirements Summary

All listings of services used in Attachment 2 - Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. 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 and 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 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 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 Contractor by a computed amount based on the damage 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 five (5) 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 ten (10) days written notice with or without cause, as provided for in Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

ATTACHMENT 1

CUSTODIAL SERVICES DIVISION

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE WITHIN 24 HOURS

Facility Name:	**Address:**		**Date of Inspection:**
Contractor:	**Contract No.**	**Contract Monitor:**	**CSD Dist #**
Contact Person:	**Telephone: ( ) -**	**District Manager Signature:**	
Report Transmitted to Fax #: ( ) -		**Fax: ( ) -**	

A contract discrepancy(s) is specified below. The contractor will take corrective action and respond back to ISD Custodial Division Contact Person identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response	County Use Only	
			Date Correction Due	Date Completed
1				
2				
3				
4				

Contractor's Representative Signature *Date Signed*

Additional Comments:

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 2.0 Day and Hours of Work	Contractor shall provide all services required by County in the shifts and hours specified in the Facility Specification Sheets.	Inspection and Observation	$100 per occurrence
SOW Section: 3.1.1 Daily Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per infraction until corrected
SOW Section: 3.1.2 Daily Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.3 Daily Cleaning Requirements: Lunchrooms, Eating and Vending Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.4 Daily Cleaning Requirements: Building Entrances Lobbies and Hallways	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.5 Daily Cleaning Requirements Graffiti eradication	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.1.6 Solid Waste Collection and Removal	100 % Completion of Required Services as scheduled on Detailed Facility Sheets.	Inspection & Observation	$100 per occurrence
SOW Section: 3.2.1 Weekly Cleaning Requirements: Offices and Conference Rooms	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 3.2.2 Weekly Cleaning Requirements: Rest Rooms and Showers	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.3.1 Monthly Cleaning Requirements: All Areas	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 3.4 Carpet/Floor Cleaning: As scheduled.	100 % Completion of Required Services – Scheduled 4 times/year	Inspection & Observation	$100 per day
SOW Section: 3.5 Window Washing: As scheduled	100 % Completion of Required Services – Schedule 2 times/year	Inspection & Observation	$100 per day
SOW Section: 3.6 Light Fixture Cleaning: As scheduled.	100 % Completion of Required Services - Annually	Inspection & Observation	$100 per day
SOW Sections:4.1.2, 4.2.2 Daily Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day, per Infraction until corrected
SOW Section: 4.1.3, 4.2.3 Weekly Cleaning Requirements: Court Detention Cells and Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.2.4 Monthly Cleaning Requirements: Holding Tank Detention Cells	100 % Completion of Required Services	Inspection & Observation	$100 per day
SOW Section: 4.3 Parking Facility Maintenance: As scheduled.	100 % Completion of Required Services – weekly.	Inspection & Observation	$100 per occurrence

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 5.0 Special Events/Programs: As required by County	Provide custodial services for special events/programs within two 2 hours of County request.	Inspection & Observation	$100 per occurrence And alternate vendor response (if applicable)
SOW Section: 6.0 Emergencies/Call Back Work: As required by County	Must respond within 2 hours of notice. 100 % Completion of Required Services.	Inspection & Observation	$100 per occurrence Per hour, up to 4 hours. Plus alternate vendor cost (if applicable)
SOW Section: 7.2 Keys/Key Cards	Secure and Maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	$100 per lost key/keycard. Contractor pays for re-keying of facility due to lost keys
SOW Section: 8.1.1 Contractor Personnel	Assign a sufficient number of employees to perform required work on designated shifts.	Inspection and Observation	$100 per occurrence or per day, until corrected
SOW Section: 8.1.2 Contractor's Supervisor	Provide a Supervisor or Lead Person who visits facilities during and after work hours and is accessible to County by cell phone or pager 365 days/year 24 hours/day.	Inspection & Observation	$100 per occurrence
SOW Section: 8.1.3 Principal Custodian	Principal Custodial/must read, speak and understand English.	Inspection and Observation	$100 per occurrence, or per day until corrected
SOW Section: 8.1.4 Contractor Personnel	Notification to County of Contractor employee absence. Provide substitute employee.	Inspection and Observation	$100 per occurrence for notification, plus additional $100 per occurrence for no substitute
SOW Section: 8.1.5 Contractor Personnel	Provide training and programs in their assigned task and in safety in the workplace.	Provide copies of Programs and/or training records upon County request	$100 per occurrence, or per day or until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.1.8 Contractor Personnel	Provide Uniforms and County ID badges.	Inspection and Observation	$100 per occurrence, or per day, until corrected
SOW Section: 8.2.1 Contractor daily facility log	Contractor to maintain daily facility log with arrival/ departure/lunch/break of employee's times.	Inspection of Log	$100 per day
SOW Section: 8.2.2 Contractors staff only to have access to County facilities	Contractor staff only allowed in County facilities during work shifts.	Observation	$100 per occurrence
SOW Section: 8.2.3 Contractor to maintain facility security	Contractor employees to maintain facility security by not leaving doors open and exit/ entrance doors to be locked at all times.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.4 Contractor to use lights necessary for cleaning in the immediate area where employees are working. Areas not in use, lights shall be turned off and doors locked before leaving offices that have been cleaned.	Contractor employees to turn off lights when not cleaning that immediate area and to lock doors after cleaning the offices.	Inspection & Observation	$100 per occurrence
SOW Section: 8.2.5 Contractor staff not to disturb private property of County employees	Contractors employees not to disturb any items/papers on desks in cabinets, use radios or telephones and tamper with any personal property.	Inspection & Observation	$100 per occurrence; possible removal of employee from facility.
SOW Section: 8.2.6 Contractor not to distribute keys to Subcontractor/Outsourced Vendor staff	Contractor not to distribute keys to Subcontractor/ Outsourced Vendor staff performing services on County property.	Inspection & Observation	$100 per day Until corrected

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW Section: 8.3 County Provided Items Storage Facilities, Fixed Equipment and Utilities	Secure and maintain County provided equipment/Facilities.	Inspection & Observation	$100 per day
SOW Section: 8.4 County required meetings	Contractor attendance at all monthly or as required County meetings. Contractor's representative must be familiar with all facilities included in the contract and be able to address issues	Inspection and Observation	$100 per occurrence
SOW Section: 8.5 Contractor's Office	Contractor to maintain office in Los Angeles County. Must be staffed 8-5 Monday-Friday. When closed, must have answering service to respond to County calls within 2 hours.	Inspection and Observation Possible time record audit	$100 per day Until corrected
SOW Section: 9.2 Contractor to provide all supplies/equipment in performance of this Contract.	Contractor shall maintain adequate equipment and all supplies necessary for the performance of all services in this Contract.	Inspection and Observation	$100 per day until corrected
SOW Section: 11.0 Quality Control Plan	County acceptance of Plan	Receipt of document	$100 per occurrence Per day
SOW Section: 12.1 Meetings	Attendance at Monthly Meetings. Must respond to County within 24 hour notice	Attendance	$200 - First 2 occurrences $400 - 3rd to 5th occurrences $750 – 6th occurrence and a correction action notice/plan

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
Contract: Paragraph 7.1 Contractor's Project Manager	Provide a Project Manager accessible all hours, 365 days/year. Notify County of changes to Project Manager.	Inspection & Observation	$100 per occurrence Per day until corrected
Contract: Paragraph 7.2 Approval of Contractor's Staff	County's approval of staff.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.2.2 Custodial Personnel	Removal of employee immediately upon County request.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.3 and SOW Section 8.1.4 Contractor to ensure all Contractor's Staff Identification/County ID Badges	Employees wear County ID badges. Contract employees may not work at a county facility until background and badging are completed	Inspection and Observation	$100 per occurrence or per day, until corrected
Contract: Paragraph 7.3.2 Contractor's Staff Identification/ ISD ID Badges	Contractor to return an employee's ID badge to the County's Project Manager on the next business day after the employee has terminated employment or removed from working at a County facility.	Inspection and Observation	$100 per badge not returned
Contract: Paragraph 7.3.3 Contractor's Staff Identification/ County ID Badges	If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately return to County's Project Manager the Contractor's staff's County ID badge at the time of removal from working on the Contract.	Inspection and Observation	$100 per badge not returned

ATTACHMENT 2
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

Contract: Paragraph 7.3.4 Contractor's Staff Identification/ County ID Badges	Improper of fraudulent use of County ID badges or failure return the employees County ID badge.	Inspection and Observation	$100 per occurrence
Contract: Paragraph 7.4.1 Background and Security Investigations	Contractor's staff must pass background checks. Fees at expense of Contractor.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 7.4.2 Background and Security Investigations	Contractor's staff not passing background checks are not to work at County facilities and shall be removed from County facilities.	Inspection and Observation	$100 per occurrence
Contract: Paragraphs 8.24 General Insurance Requirements	Compliance with Contract Insurance Requirements	Receipt of document	$100 per occurrence; possible termination for default of contract.
Contract: Paragraph 8.34 - Notices	Contractor to submit notices of changes in office information to County.	Receipt of document	$100 per notice not made
Contract: Sub-paragraph 8.38 - Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.37.	Inspection of files	$100 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.40 – Subcontracting	Contractor shall obtain County's written approval prior to subcontracting any work.	Inspection & Observation	$100 per occurrence; possible termination for default of contract
Contract: Paragraph 9.1 Contractor's Compliance with Living Wage	Contractor to be in compliance with County's Living Wage Program.	Inspection & Observation	$100 per occurrence; possible termination for default of contract.

EXHIBIT B

PRICING SHEET

EXHIBIT B

REGION 6

PRICING SHEET

DIAMOND CONTRACT SERVICES, INC.

ForRef Only	BIS No.	FACILITY LOCATION	ADDRESS	CITY	MONTHLY COST
1	6497	Registrar/Recorder-Van Nuys County Administration Center	14340 West Sylvan St.	Van Nuys	$2,738.02
2	5349	Children & Family Services-Lancaster Region 8	1150 W. Avenue J	Lancaster	$4,025.17
3	5327	Department of Public Social Svs-Antelope Valley Regional Center	335 East Avenue K-6	Lancaster	$5,405.88
4	10537	Community & Senior Services-Antelope Valley	777 Jackman St.	Lancaster	$4,706.42
5	5164	Community & Senior Services-Santa Clarita	24271 San Fernando Rd.	Santa Clarita	$1,793.80
6	4087	Sheriff-Antelope Valley Station	1010 W. Avenue J	Lancaster	$2,890.24
7	4085	Alfred J. McCourtney Juvenile Justice Center	1040 W. Avenue J	Lancaster	$9,561.06
8	4084	Alfred J. McCourtney Juvenile Justice Center-Annex	1040 W. Avenue J	Lancaster	$1,356.66
9	3824	San Fernando Courthouse	900 Third St.	San Fernando	$27,927.59
10	5297	Department of Public Social Services-Santa Clarita	27233 Camp Plenty Rd.	Canyon Country	$3,881.58
11	5321	Department of Public Social Services-Antelope Valley Admin Center	349 Avenue K-6	Lancaster	$11,190.89
12	5286	Department of Public Social Svs-Antelope Valley GAIN Region II	1050 E. Palmdale Blvd.	Palmdale	$4,271.18
13	5219	Department of Public Social Services-Van Nuys	14545 Lanark	Panorama City	$17,290.13
14	6046	Fire-Hazardous Waste Control	14425 Olive View Drive	Sylmar	$1,013.53
15	6129	Fire-Station 129	42110 6TH St. West	Lancaster	$2,342.73
16	8440	Sheriff-Castaic Lake Park Services	32132 Ridge Route Rd.	Castaic	$985.52
17	1000	Probation-Mira Loma Field Office	45100 60TH St. West	Lancaster	$364.53
18	9121	Public Works-Metro Station Acton Grade	730 W. Sierra Highway	Acton	$1,181.29
19	9108	Public Works-Waterworks Hdqts	260 E. Avenue K-8	Lancaster	$3,060.35
20	9237	Public Works-Sewer Maint North Yard	45712 Division	Lancaster	$164.41
21	5540	ISD-Radio County Building #7	4555 W. Ave. G	Lancaster	$465.80
22	4183	Santa Clarita (Valencia) Courthouse	23747 W. Valencia Blvd.	Valencia	$10,348.19
23	4182	Probation-Santa Clarita Civic Center	23759 W. Valencia Blvd.	Valencia	$9,840.83
24	4191	Public Works-Santa Clarita Civic Center	23757 W. Valencia Blvd.	Valencia	$10,093.04
25	4104	Sheriff-Lancaster Crime Lab	45021 Sierra Highway	Lancaster	$2,041.20
26	684	Community & Senior Services-Mid Valley SF Valley Multi Services	7555 Van Nuys Blvd.	Van Nuys	$2,515.03
27	5261	Department of Public Social Services-San Fernando Valley Grow	9188 Glenoaks Blvd.	Sun Valley	$8,606.66
28	6523	Mental Health-San Antonio Center	23501 Cinema Drive	Santa Clarita	$2,563.45
29	4083	Sheriff-Juvenile Dependency Court	1000 W. Avenue J	Lancaster	$1,715.33
30	7171	ISD-Maintenance & Operations District 2	13811 Del Sur St	San Fernando	$2,102.15
31	10200	ISD-ITS Communication Pacoima Shop	12441 Osborne St.	Pacoima	$147.56
32	6510	Public Health-Environmental Health Headquarters	5050 Commerce Dr.	Baldwin Park	$19,114.00
33	5364	Children & Family Services-Lancaster Administration	300 E. Ave. K-6	Lancaster	$6,022.04
34	1297	Mental Health-Olive View Urgent Care Center	14659 Olive View Drive	Sylmar	$7,341.19
35	101	Public Health-Acton Rehabilitation Center	30500 Arrastre Canyon Road	Acton	$8,079.00
36	6320	Fire Department - Pacoima Support Services Complex (Main Office)	12605 Osborne St.	Pacoima	$825.40
36A	6320	Fire Department - Pacoima Support Services Complex (Warehouse)	12605 Osborne St.	Pacoima	$982.58
				TOTAL	**$198,954.43**

ADDITIONAL SERVICES*	
SERVICE	**RATE ($)**
Emergencies or Call Back Work	$ 29.79
Special Events/Programs	$ 19.86
Facility Additions - Staffing	$ 19.86
Custodian	$ 19.16
Principal Custodian	$ 19.16
Supervisor	$ 28.10
Carpet & Floor Care as needed	$0.18 per square foot

* These rates shall be fully burdened.

EXHIBIT C

STAFFING AND FACILITY SPECIFICATION SHEETS

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6497**

REGION	**6**	**FACILITY NO.**	**1**
DEPARTMENT/FACILITY	Registrar/Recorder-Van Nuys County Administration Center		
ADDRESS	14340 Sylvan Street, Van Nuys		

HOURS OF OPERATION	**DAYS OF OPERATION**
11:00 AM - 1:00 PM & 5:00 PM - 9:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2	11:00 AM-1:00 PM			
Night (M-F)	1	4	5:00 PM-9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9849	
Staff in Building	20	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	1	
Number of Stairwells		
Number of Elevators		
Approximate Number of Light Fixtures	70	
Number of Parking Lots		
Number of Detention/Holding Cells		
Number of Kitchen Areas	2	
Number of Kitchenettes	2	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers		
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	1	
Number of Showers		

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	5	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5349**

REGION	**6**	**FACILITY NO.**	**2**
DEPARTMENT/FACILITY	Children & Family Services-Lancaster Region 8		
ADDRESS	1150 W. Avenue J., Los Angeles		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	8:00 AM-12:00 PM			
Night (M-F)	1	4	10:00 PM-2:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	18419	
Staff in Building	100	
Approximate Number of Persons Entering/Exiting Building Per Month	450	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	201	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	8	
Number of Toilets	8	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	4	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	59	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Trash pick-ups 4 times per week.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5327**

REGION	**6**	**FACILITY NO.**	**3**
DEPARTMENT/FACILITY	Department of Public Social Svs-Antelope Valley Regional Center		
ADDRESS	335 A & C East Avenue K-6., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	2	11:00 AM-1:00 PM			
Night (M-F)	1	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	51000	
Staff in Building	45	
Approximate Number of Persons Entering/Exiting Building Per Month	1500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	450	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	9	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	16	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	15	
Number of Toilets	12	
Number of Urinals	2	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	193	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10537**

REGION	**6**	**FACILITY NO.**	**4**
DEPARTMENT/FACILITY	Community & Senior Services-Antelope Valley		
ADDRESS	777 Jackman St., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-5:00 PM			
Night (M-F)	1	2	10:00 PM-12:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9424	
Staff in Building	30	
Approximate Number of Persons Entering/Exiting Building Per Month		
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	66	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	6	
Number of Toilets	8	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Routine window and light fixture cleaning is excluded from services to meet FY 11-12 budgetary requirements.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5164**

REGION 6		**FACILITY NO. 5**	
DEPARTMENT/FACILITY	Community & Senior Services-Santa Clarita		
ADDRESS	24271 San Fernando Rd., Santa Clarita		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	0.5	11:00 AM-11:30 AM			
Night (M-F)	1	3	10:00 PM-1:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	5700	
Staff in Building	12	
Approximate Number of Persons Entering/Exiting Building Per Month	704	
Number of Floors	2	
Number of Stairwells	10	
Number of Elevators	1	
Approximate Number of Light Fixtures	51	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Routine window and light fixture cleaning is excluded from services to meet FY 11-12 budgetary requirements. The Senior Center will maintain their trash.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4087**

REGION 6		**FACILITY NO. 6**	
DEPARTMENT/FACILITY	Sheriff-Antelope Valley Sation		
ADDRESS	1010 W. Avenue J., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	1	2:00 PM-3:00 PM			
Night (M-F)	1	4	5:00 PM-9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	19896	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	100	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	36	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	4	
Number of Toilets	7	
Number of Urinals	3	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	12	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4085**

REGION	**6**	**FACILITY NO.**	**7**
DEPARTMENT/FACILITY	Alfred J. McCourtney Juvenile Justice Center		
ADDRESS	1040 W. Avenue J., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	6	8:00 AM-2:30 PM			
Night (M-F)	2	6	5:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	46244	
Staff in Building	110	
Approximate Number of Persons Entering/Exiting Building Per Month	1700	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	1	
Approximate Number of Light Fixtures	366	
Number of Parking Lots	2	
Number of Detention/Holding Cells	9	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	18	
Number of Single Fold Paper Towel Dispensers	36	
Number of Soap Dispensers (Type: Liquid or Dry)	36	Liquid
Number of Sanitary Napkin Dispensers	18	
Number of Tampon Dispensers	18	
Number of Basins/Sinks	36	
Number of Toilets	28	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	150	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4084**

REGION 6		**FACILITY NO. 8**	
DEPARTMENT/FACILITY	Alfred J. McCourtney Juvenile Justice Center-Annex		
ADDRESS	1040 W. Avenue J., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	2	5:00 PM-7:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	6320	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	800	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	109	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	7	
Number of Toilets	7	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	12	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #3824**

REGION	**6**	**FACILITY NO.**	**9**
DEPARTMENT/FACILITY	San Fernando Courthouse		
ADDRESS	900 Third St., San Fernando		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:00 AM-3:30 PM			
Night (M-F)	4	8	4:30 PM-1:00 AM	1	8	4:30 PM-1:00 AM

FACILITY SPECIFICATIONS		
Gross Square Footage	202209	
Staff in Building	408	
Approximate Number of Persons Entering/Exiting Building Per Month	147000	
Number of Floors	5	
Number of Stairwells	6	
Number of Elevators	5	
Approximate Number of Light Fixtures	3381	
Number of Parking Lots	4	
Number of Detention/Holding Cells	29	
Number of Kitchen Areas	8	
Number of Kitchenettes	6	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	130	
Number of Soap Dispensers (Type: Liquid or Dry)	91	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	69	
Number of Single Fold Paper Towel Dispensers	49	
Number of Soap Dispensers (Type: Liquid or Dry)	91	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	19	
Number of Basins/Sinks	118	
Number of Toilets	122	
Number of Urinals	1416	
Number of Showers	4	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	6	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	398	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5297**

REGION	**6**	**FACILITY NO.**	**10**
DEPARTMENT/FACILITY	Department of Public Social Services-Santa Clarita		
ADDRESS	27233 Camp Plenty Rd., Canyon Country		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	12:00 PM-4:00 PM			
Night (M-F)	1	4	5:00 PM-9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9205	
Staff in Building	33	
Approximate Number of Persons Entering/Exiting Building Per Month	2200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	61	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	8	
Number of Toilets	15	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5321**

REGION 6		**FACILITY NO. 11**	
DEPARTMENT/FACILITY	Department of Public Social Services-Antelope Valley Admin Center		
ADDRESS	349 Avenue K-6, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	6	8:00 AM-2:30 PM			
Night (M-F)	2	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	51531	
Staff in Building	30	
Approximate Number of Persons Entering/Exiting Building Per Month	800	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	106	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	2	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	13	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Sanitary Napkin Dispensers	6	
Number of Tampon Dispensers	6	
Number of Basins/Sinks	27	
Number of Toilets	37	
Number of Urinals	11	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	30	Interior Partition Glass/Doors	6

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5286**

REGION	**6**	**FACILITY NO.**	**12**
DEPARTMENT/FACILITY	Department of Public Social Services-Antelope Valley GAIN Region II		
ADDRESS	1050 E. Palmdale Blvd., Palmdale		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	12:00 PM-4:00 PM			
Night (M-F)	1	4	5:00 PM-9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	18795	
Staff in Building	35	
Approximate Number of Persons Entering/Exiting Building Per Month	350	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	142	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	6	
Number of Toilets	10	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	27	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
The owner of the building is responsible for the trash bins.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5219**

REGION	**6**	**FACILITY NO.**	**13**
DEPARTMENT/FACILITY	Department of Public Social Services-Van Nuys		
ADDRESS	14545 Lanark, Panorama City		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-4:30 PM			
Night (M-F)	3	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	96360	
Staff in Building	425	
Approximate Number of Persons Entering/Exiting Building Per Month	18000	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	300	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	10	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers (Type: Liquid or Dry)	17	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	20	
Number of Toilets	26	
Number of Urinals	4	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	15	Interior Partition Glass/Doors	50

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6046**

REGION	**6**	**FACILITY NO.**	**14**
DEPARTMENT/FACILITY	Fire-Hazardous Waste Control		
ADDRESS	14425 Olive View Drive., Sylmar		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	2	10:00 PM-12:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	3231	
Staff in Building	30	
Approximate Number of Persons Entering/Exiting Building Per Month	100	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	20	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	0	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	150	Interior Partition Glass/Doors	1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
The Fire Department is responsible for the trash bins.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6129**

REGION 6		**FACILITY NO. 15**	
DEPARTMENT/FACILITY	Fire-Station 129		
ADDRESS	42110 6th Street West, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 4:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	4	5:00 PM-9:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	10500	
Staff in Building	12	
Approximate Number of Persons Entering/Exiting Building Per Month	50	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	70	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	7	
Number of Toilets	8	
Number of Urinals	2	
Number of Showers	4	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Fleet training center will maintain their own rubbish.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #8440**

REGION	**6**	**FACILITY NO.**	**16**
DEPARTMENT/FACILITY	Sheriff-Castaic Lake Park Services		
ADDRESS	32132 Ridge Route Rd., Castaic		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	2	2:30PM-4:30PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2133	
Staff in Building	26	
Approximate Number of Persons Entering/Exiting Building Per Month	26	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	15	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	6	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #1000**

REGION	**6**	**FACILITY NO.**	**17**
DEPARTMENT/FACILITY	Probation-Mira Loma Field Office		
ADDRESS	45100 60th Street West, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (W)	1	2	1:00 PM-3:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	4076	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	10	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	35	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	42	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

WEDNESDAYS 1:00 TO 3:00 PM. Paper products and cleaning products will be supplied by Probation (Per Fran). Probation Department is responsible for maintaining rubbish.

NOTES

Parking lot is 9680 sq. ft.

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9121**

REGION 6		**FACILITY NO. 18**	
DEPARTMENT/FACILITY	Public Works-Metro Station Acton Grade		
ADDRESS	730 W. Sierra Hwy., Acton		

HOURS OF OPERATION	**DAYS OF OPERATION**
9:30 AM - 11:30 AM	Tue and Thu

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (T, TH)	1	2	9:30 AM-11:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	15500	
Staff in Building	3	
Approximate Number of Persons Entering/Exiting Building Per Month	150	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	4	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Metro Link			

WINDOW CLEANING			
Number of Windows/Exterior Glass	7	Interior Partition Glass/Doors	1

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Metrolink is responsible for trash pick-up. Building is 15,500 sq ft. Restroom is all that is cleaned under this contract.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9108**

REGION	**6**	**FACILITY NO.**	**19**
DEPARTMENT/FACILITY	Public Works-Waterworks Hdqts		
ADDRESS	260 E. Avenue K-8, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	6	5:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	10241	
Staff in Building	20	
Approximate Number of Persons Entering/Exiting Building Per Month	200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	160	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	9	
Number of Toilets	10	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	36	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Water Works will maintain their own trash.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #9237**

REGION 6		**FACILITY NO. 20**	
DEPARTMENT/FACILITY	Public Works-Sewer Maint North Yard		
ADDRESS	45712 Division, Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (F)	1	1	1:00 PM-2:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	1357	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	20	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	20	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	3	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	3	
Number of Toilets	3	
Number of Urinals	1	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	11	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
FRIDAY ONLY 1:00 PM – 2:00 pm. Crew Room and Office.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5540**

REGION 6		**FACILITY NO. 21**	
DEPARTMENT/FACILITY	ISD-Radio County Building #7		
ADDRESS	4555 W. Ave. G., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (T, TH)	1	1	11:00 AM-12:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	2340	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	40	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	18	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	2	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	18	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
TUESDAY AND THURSDAY 11:00 AM – 12:00 PM. ISD is responsible for maintaining rubbish.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4183**

REGION	**6**	**FACILITY NO.**	**22**
DEPARTMENT/FACILITY	Santa Clarita (Valencia) Courthouse		
ADDRESS	23747 W. Valencia Blvd., Valencia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-5:00 PM			
Night (M-F)	2	6	5:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	32950	
Staff in Building	70	
Approximate Number of Persons Entering/Exiting Building Per Month	17091	
Number of Floors	1	
Number of Stairwells	1	
Number of Elevators	0	
Approximate Number of Light Fixtures	100	
Number of Parking Lots	2	
Number of Detention/Holding Cells	2	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	18	
Number of Single Fold Paper Towel Dispensers	22	
Number of Soap Dispensers (Type: Liquid or Dry)	16	Liquid
Number of Sanitary Napkin Dispensers	5	
Number of Tampon Dispensers	5	
Number of Basins/Sinks	20	
Number of Toilets	22	
Number of Urinals	5	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4182**

REGION	**6**	**FACILITY NO.**	**23**
DEPARTMENT/FACILITY	Probation-Santa Clarita Civic Center		
ADDRESS	23759 W. Valencia Blvd., Valencia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-5:00 PM			
Night (M-F)	2	6	5:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	22767	
Staff in Building	16	
Approximate Number of Persons Entering/Exiting Building Per Month	2200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	35	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	5	
Number of Toilets	7	
Number of Urinals	3	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	12	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4191**

REGION	**6**	**FACILITY NO.**	**24**
DEPARTMENT/FACILITY	Public Works-Santa Clarita Civic Center		
ADDRESS	23757 W. Valencia Blvd., Valencia		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-5:00 PM			
Night (M-F)	2	6	5:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	32950	
Staff in Building	3	
Approximate Number of Persons Entering/Exiting Building Per Month	960	
Number of Floors	1	
Number of Stairwells	1	
Number of Elevators	0	
Approximate Number of Light Fixtures	30	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	0	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	5	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	5	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	
Number of Basins/Sinks	5	
Number of Toilets	5	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	0	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4104**

REGION	**6**	**FACILITY NO.**	**25**
DEPARTMENT/FACILITY	Sheriff-Lancaster Crime Lab		
ADDRESS	45021 Sierra Hwy., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM - 4:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	7:00 AM-11:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	5350	
Staff in Building	9	
Approximate Number of Persons Entering/Exiting Building Per Month	100	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	45	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	0	
Number of Showers	2	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	3	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	15	Interior Partition Glass/Doors	3

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Sheriff Scientific Lab uses the Sheriff's rubbish bins.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #684**

REGION	**6**	**FACILITY NO.**	**26**
DEPARTMENT/FACILITY	Community & Senior Services-Mid Valley SF Valley Multi Services		
ADDRESS	7555 Van Nuys Blvd., Van Nuys		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	5	5:00 PM-10:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	17698	
Staff in Building	20	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	0	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	25	
Number of Single Fold Paper Towel Dispensers	19	
Number of Soap Dispensers (Type: Liquid or Dry)	16	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	18	
Number of Toilets	16	
Number of Urinals	6	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	1	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	8	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5261**

REGION	**6**	**FACILITY NO.**	**27**
DEPARTMENT/FACILITY	Department of Public Social Services-San Fernando Valley Grow		
ADDRESS	9188 Glenoaks Blvd., Sun Valley		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	7:30 AM-4:30 PM			
Night (M-F)	1	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	27000	
Staff in Building	80	
Approximate Number of Persons Entering/Exiting Building Per Month	800	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	2	
Approximate Number of Light Fixtures	214	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	7	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	8	Liquid
Number of Sanitary Napkin Dispensers	7	
Number of Tampon Dispensers	7	
Number of Basins/Sinks	13	
Number of Toilets	18	
Number of Urinals	6	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	241	Interior Partition Glass/Doors	210

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6523**

REGION	**6**	**FACILITY NO.**	**28**
DEPARTMENT/FACILITY	Mental Health-San Antonio Center		
ADDRESS	23501 Cinema Drive, Suites 200 & 210 Santa Clarita		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 6:30 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	4	6:00 PM-10:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	10500	
Staff in Building	26	
Approximate Number of Persons Entering/Exiting Building Per Month	4000	
Number of Floors	2	
Number of Stairwells	4	
Number of Elevators	2	
Approximate Number of Light Fixtures	200	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	0	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	1	
Number of Toilets	1	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	3	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	46	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor is not responsible for recyclable bins inside & outside facility. Special hrs of operation 8am - 8pm on Tues only. Contractor is responsible for: carpet shampooing & floor care for both suites; cleaning the 1st floor, Employee's restroom only.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #4083**

REGION	**6**	**FACILITY NO.**	**29**
DEPARTMENT/FACILITY	Sheriff-Juvenile Dependency Court		
ADDRESS	1000 W. Avenue J., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	3	5:00 PM-8:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	5917	
Staff in Building	10	
Approximate Number of Persons Entering/Exiting Building Per Month	20	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	80	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	6	
Number of Soap Dispensers (Type: Liquid or Dry)	6	Liquid
Number of Sanitary Napkin Dispensers	2	
Number of Tampon Dispensers	2	
Number of Basins/Sinks	6	
Number of Toilets	9	
Number of Urinals	0	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	10	Interior Partition Glass/Doors	10

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

The trash bin used at 1010 will be used for dumping the trash from this facility. County employees only, no access to the public.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #7171**

REGION	**6**	**FACILITY NO.**	**30**
DEPARTMENT/FACILITY	ISD-Maintenance & Operations District 2		
ADDRESS	13811 Del Sur St., San Fernando		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00 AM to 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	1	3	5:30 PM-8:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	9601	
Staff in Building	20	
Approximate Number of Persons Entering/Exiting Building Per Month	100	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	0	
Approximate Number of Light Fixtures	93	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	2	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	26	Interior Partition Glass/Doors	7

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor is responsible for cleaning all offices, 1 kitchenette, 2 conference rooms, women's & men's restrooms upstairs, that includes sweeping, mopping, dusting, window washing, light fixture cleaning, carpet shampooing, machine scrubbing restroom floors, stripping and waxing upstairs restrooms, sealer to brick red floor by main entrance. Also 2 restrooms and 2 sinks in warehouse. Contractor is responsible for all supplies & equipment.

NOTES

Square footage on this spec only covers office spaces and restrooms downstairs.

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #10200**

REGION	**6**	**FACILITY NO.**	**31**
DEPARTMENT/FACILITY	ISD-ITS Communication Pacoima Shop		
ADDRESS	12441 Osborne St., Pacoima		

HOURS OF OPERATION	**DAYS OF OPERATION**
6:00 AM - 4:30 PM	Mon - Thu(M-TH)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (F)	1	1	11:00 AM-12:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	672	
Staff in Building	7	
Approximate Number of Persons Entering/Exiting Building Per Month	30	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	13	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	0	
Number of Toilets	1	
Number of Urinals	1	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	8	Interior Partition Glass/Doors	2

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Contractor is responsible for: cleaning 3 offices and 1 restroom; sweeping, mopping, dusting, window washing, policing the facility, stripping & waxing, and providing supplies and equipment. Service on Fridays only.

NOTES

Trash pick-up 1x/mo

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6510**

REGION 6		**FACILITY NO. 32**	
DEPARTMENT/FACILITY	Public Health-Environmental Health Headquarters		
ADDRESS	5050 Commerce Dr., Baldwin Park		

HOURS OF OPERATION	**DAYS OF OPERATION**
7:00am - 5:30 pm	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	8	8:00 AM-4:30 PM			
Night (M-F)	2	8	5:30 PM-2:00 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	77700	
Staff in Building	325	
Approximate Number of Persons Entering/Exiting Building Per Month	1400	
Number of Floors	2	
Number of Stairwells	3	
Number of Elevators	1	
Approximate Number of Light Fixtures	555	
Number of Parking Lots	2	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	3	
Number of Sinks	5	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	8	
Number of Single Fold Paper Towel Dispensers	17	
Number of Soap Dispensers (Type: Liquid or Dry)	26	Liquid
Number of Sanitary Napkin Dispensers	3	
Number of Tampon Dispensers	3	
Number of Basins/Sinks	26	
Number of Toilets	27	
Number of Urinals	5	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	1	Trash Compactor (Y/N)	Y
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	74	Interior Partition Glass/Doors	29

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

Cleaning, floor care, and other services must be scheduled in advance in Vector Surveillance Ctr, Room 122. Day Porter cleans patio tables & deck each morning and as required. Day Porter responsible for watering and tending potted plants inside building.

NOTES

Jumbo rolls in Restrooms and Kitchen Areas

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #5364**

REGION	**6**	**FACILITY NO.**	**33**
DEPARTMENT/FACILITY	Children & Family Services-Lancaster Administration		
ADDRESS	300 E. Ave. K-6 unit - A., Lancaster		

HOURS OF OPERATION	**DAYS OF OPERATION**
8:00 AM - 5:00 PM	Mon - Fri (M-F)

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	1:00 PM-5:00 PM			
Night (M-F)	1	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	10000	
Staff in Building	58	
Approximate Number of Persons Entering/Exiting Building Per Month	60	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	135	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	0	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	4	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	6	
Number of Toilets	7	
Number of Urinals	3	
Number of Showers	0	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week		Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Owner			

WINDOW CLEANING			
Number of Windows/Exterior Glass	48	Interior Partition Glass/Doors	5

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
There is an alarm system. The owner is responsible for the trash bin and pick up services

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #1297**

REGION	**6**	**FACILITY NO.**	**34**
DEPARTMENT/FACILITY	Mental Health-Olive View Urgent Care Center		
ADDRESS	14659 Olive View Drive, Sylmar		

HOURS OF OPERATION	**DAYS OF OPERATION**
Mon-Fri 9am to 9pm; Sat-Sun 10am to 5pm	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Day (M-F)	1	4	10:00 AM-2:00 PM			
Night (M-F)	1	8	9:00 PM-5:30 AM			
Night (Sat, Sun)	1	8	5:00 PM-1:30 AM			

FACILITY SPECIFICATIONS		
Gross Square Footage	10800	
Staff in Building	52	
Approximate Number of Persons Entering/Exiting Building Per Month	600	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	302	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	0	
Number of Kitchenettes	3	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers (Type: Liquid or Dry)	0	
Number of Restrooms (Including Jury rooms/Judges' chambers)	6	
Number of Single Fold Paper Towel Dispensers	8	
Number of Soap Dispensers (Type: Liquid or Dry)	10	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	10	
Number of Toilets	8	
Number of Urinals	2	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	1	Pickups per week	5	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	255	Interior Partition Glass/Doors	56

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS

This facility is open every day including Saturday and Sunday. Contractor is responsible for all hazardous waste removal, windows inside and outside, sweeping and power washing around the exterior of the facility, and maintaining the parking lot.

NOTES

Multi-fold Paper Towels in Restrooms and Kitchen Areas

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #101**

REGION	**6**	**FACILITY NO.**	**35**
DEPARTMENT/FACILITY	Public Health-Acton Rehabilitation Center		
ADDRESS	30500 Arrastre Canyon Rd., Acton		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (M-F)	3	8	3:00 PM-11:30 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	40000	
Staff in Building	86	
Approximate Number of Persons Entering/Exiting Building Per Month	160	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	314	
Number of Parking Lots	3	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	7	
Number of Kitchenettes	0	
Number of Sinks	7	
Number of Single Fold Paper Towel Dispensers	7	
Number of Soap Dispensers (Type: Liquid or Dry)	7	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	24	
Number of Single Fold Paper Towel Dispensers	19	
Number of Soap Dispensers (Type: Liquid or Dry)	22	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	46	
Number of Toilets	54	
Number of Urinals	7	
Number of Showers	24	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		County			

WINDOW CLEANING			
Number of Windows/Exterior Glass	298	Interior Partition Glass/Doors	0

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
Floor Care will be provided on an as-needed basis at additional cost.

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6320**

REGION	**6**	**FACILITY NO.**	**36**
DEPARTMENT/FACILITY	Fire Department - Pacoima Support Services Complex (Main Office)		
ADDRESS	12606 Osborne St., Pacoima		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Fri

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (T, F)	1	3	8:00 PM-11:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	20440	
Staff in Building	6	
Approximate Number of Persons Entering/Exiting Building Per Month	60	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	36	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	2	
Number of Single Fold Paper Towel Dispensers	2	
Number of Soap Dispensers (Type: Liquid or Dry)	2	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	2	
Number of Toilets	2	
Number of Urinals	1	
Number of Showers	1	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Facility			

WINDOW CLEANING			
Number of Windows/Exterior Glass	4	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
1. Schedule: Twice a week custodial cleaning on Tuesday & Friday 8:00pm-11:00pm. 2. Quarterly carpet and floor care

NOTES

INTERNAL SERVICES DEPARTMENT **EXHIBIT C**
STAFFING AND FACILITY SPECIFICATION SHEET **BIS #6320**

REGION 6		**FACILITY NO. 36A**	
DEPARTMENT/FACILITY	Fire Department - Pacoima Support Services Complex (Warehouse)		
ADDRESS	12605 Osborne St., Pacoima		

HOURS OF OPERATION	**DAYS OF OPERATION**
24 Hours	Mon - Sun

CURRENT STAFFING	**CUSTODIANS**			**SUPERVISOR**		
	NO.	**HOURS**	**SHIFT**	**NO.**	**HOURS**	**SHIFT**
Night (T, F)	1	3	5:00 PM-8:00 PM			

FACILITY SPECIFICATIONS		
Gross Square Footage	32760	
Staff in Building	13	
Approximate Number of Persons Entering/Exiting Building Per Month	160	
Number of Floors	1	
Number of Stairwells	1	
Number of Elevators	0	
Approximate Number of Light Fixtures	51	
Number of Parking Lots	1	
Number of Detention/Holding Cells	0	
Number of Kitchen Areas	1	
Number of Kitchenettes	1	
Number of Sinks	1	
Number of Single Fold Paper Towel Dispensers	1	
Number of Soap Dispensers (Type: Liquid or Dry)	1	Liquid
Number of Restrooms (Including Jury rooms/Judges' chambers)	3	
Number of Single Fold Paper Towel Dispensers	4	
Number of Soap Dispensers (Type: Liquid or Dry)	4	Liquid
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	
Number of Basins/Sinks	4	
Number of Toilets	4	
Number of Urinals	2	
Number of Showers	3	

RUBBISH/TRASH REMOVAL					
Number of Rubbish Bins	0	Pickups per week	0	Trash Compactor (Y/N)	N
Who is Responsible for Rubbish Pick Up		Facility			

WINDOW CLEANING			
Number of Windows/Exterior Glass	4	Interior Partition Glass/Doors	4

DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS
1. Schedule: (2) Twice a week Custodial cleaning on Tuesday & Friday 5:00pm-8:00pm. 2. Once a month floor care. 3. Quarterly carpet care

NOTES

CONTRACTOR'S EEO CERTIFICATION

Diamond Contract Services, Inc.
Contractor Name

2249 N. Hollywood Way, Burbank, CA 91505
Address

95-4409183
Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor 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.

CONTRACTOR'S SPECIFIC CERTIFICATIONS	YES	NO
1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.	X	☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.	X	☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.	X	☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.	X	☐

Derek C. Smith, President/CEO
Authorized Official's Printed Name and Title

Authorized Official's Signature

11/02/2012
Date

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	Yolanda Young
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3101
Facsimile:	(323) 415-8664
E-mail Address:	yyoung@isd.lacounty.gov

COUNTY PROJECT MANAGER

Name:	Laura Lambertson
Title:	Division Manager
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	(323) 267-3100
Facsimile:	(323) 881-0132
E-mail Address:	llambertson@isd.lacounty.gov

COUNTY CONTRACT MONITORS

Name:	Various
Title:	Facilities Contract Monitors
Address:	1100 N Eastern Ave
	Los Angeles, CA 90063
Telephone:	
Facsimile:	(323) 415-6877
E-mail Address:	

CONTRACTOR'S ADMINISTRATION

DIAMOND CONTRACT SERVICES, INC.
CONTRACTOR'S NAME

CONTRACT NO. _____

CONTRACTOR'S PROJECT DIRECTOR:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

CONTRACTOR'S AUTHORIZED OFFICIALS:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

Name:	Russell Richey
Title:	Vice President of Operations
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	rrichey@diamondcontract.com

Notices to Contractor shall be sent to the following address:

Name:	Derek C. Smith
Title:	President/CEO
Address:	2249 N. Hollywood Way
	Burbank, CA 91505
Telephone:	(818) 565-3554
Facsimile:	(818) 565-3556
E-mail Address:	dsmith@diamondcontract.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name DIAMOND CONTRACT SERVICES, 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: 11/02/2012

PRINTED NAME: DEREK C. SMITH

POSITION: PRESIDENT/CEO

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.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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,

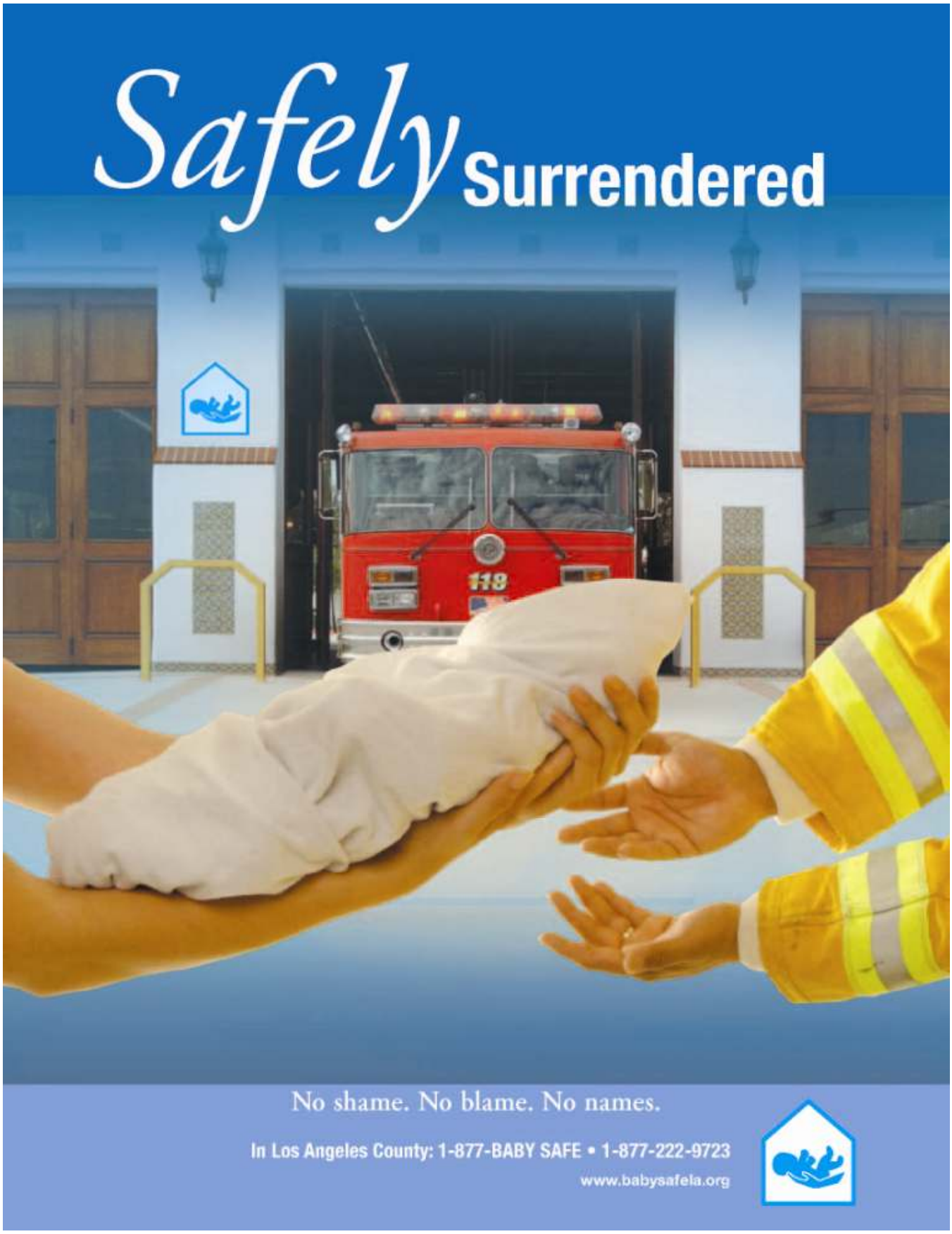
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“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)


Safely Surrendered
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 persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially 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?

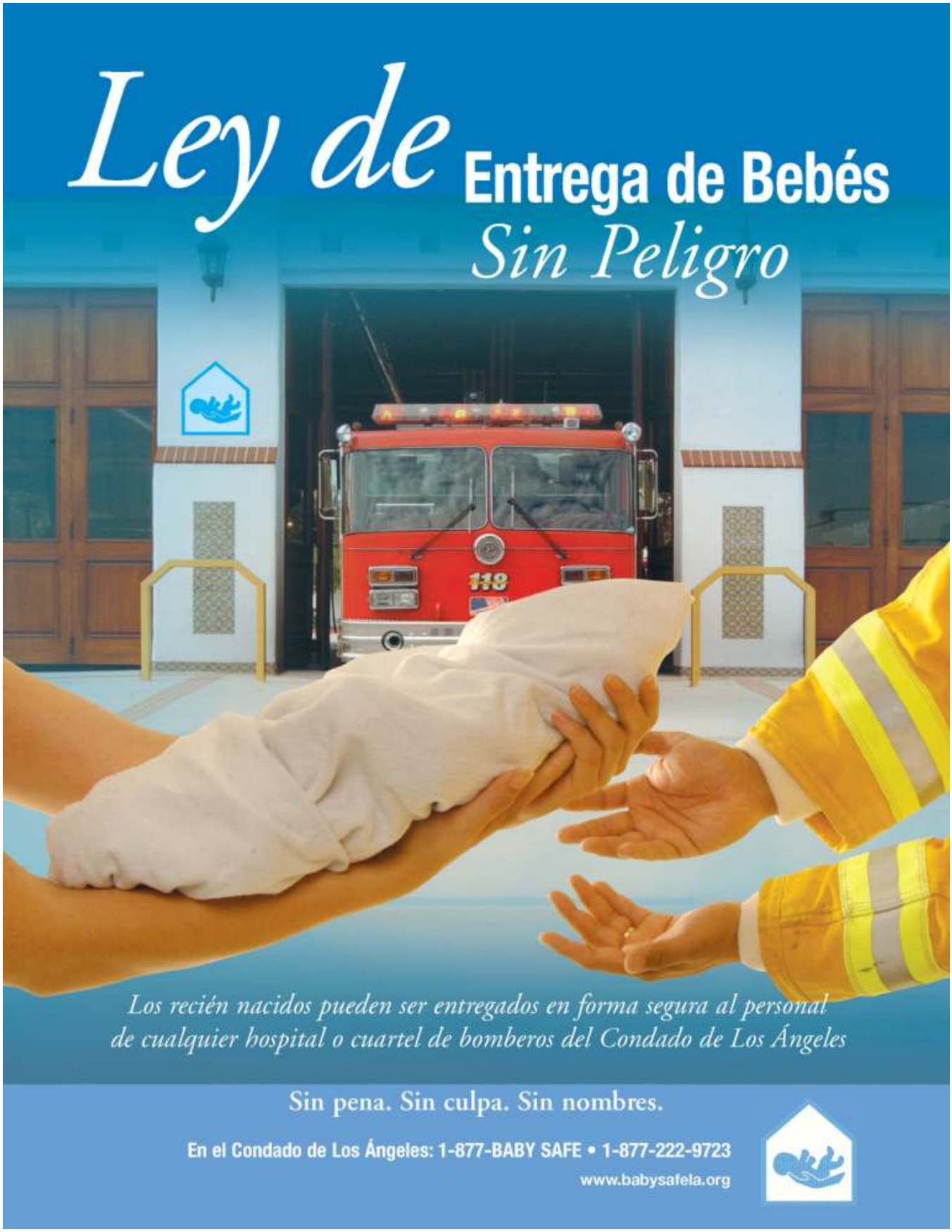
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

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.

Prop A – Living Wage Program Exhibits

Exhibits J, K, & L

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

    a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

    b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

    c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $9.64 per hour with health benefits, or $11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. 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. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201
LIVING WAGE PROGRAM

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

   1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

   2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

   3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

   1. Has been convicted of a crime related to the job or his or her job performance; or

   2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

   1. Assess liquidated damages as provided in the contract; and/or

   2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"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. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 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. 99-0048 § 1 (part), 1999)

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. *(Information to complete this form can be obtained from your weekly certified payroll reports)* Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor ☐ Subcontractor ☐		Address: (Street, City, State, Zip)	
(2) Payroll No.:	(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____	(5) For Month Ending:
(6) Department Name:	(7) Contract Service Description:	(8) Contract Name & Number:	
(9) Contractor Health Plan Name(s):		(10) Contractor Health Plan ID Number(s):	

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggre-gate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate $ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	Total (This Page)											
Print Authorized Name:	Grand Total (All Pages)											

Authorized Signature:	Date: / /	Title:	Telephone Number (include area code) ( )	Page: _____ of _____

COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE

I, _____ , _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:
_____ on the _____
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____ ,and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)
have been paid the full weekly wages earned, that no rebates have been or will be made either
directly or indirectly to or on behalf of _____
(Company Name)
from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

☐ WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

☐ WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH
Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title	Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Diamond Contract Services, Inc.
Company Name

2249 N. Hollywood Way, Burbank, CA 91505
Address

95-4409183
Internal Revenue Service Employer Identification Number

_____
California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

X Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

_____ 11/02/2012
Signature Date

Derek C. Smith, President/CEO
Name and Title of Signer (please print)

ATTACHMENT 6

EFFECTIVE DATES FOR RECOMMENDED CONTRACTS

Region	Contractor	Effective Contract Start Date
1	Diamond	January 28, 2013
2	DMS	January 28, 2013
3	DMS	January 22, 2013
4	Pride	February 11, 2013
6	Diamond	February 19, 2013

EXTENSION PERIODS FOR CURRENT CONTRACTS

Contractor	Recommended Expiration Date
DMS	February 10, 2013
Come Land	February 18, 2013

ISD - CUSTODIAL DIVISION
Prop A Review - Custodial Services
Comparison of County's Estimated Avoidable Costs to Contractor's Costs
Diamond Contract Services - Region 1

COUNTY COSTS

Direct Costs

Salaries Classification	Monthly 5th Step Salary	No. of Positions	No. of Months	Monthly Total	Annual Total
Custodian (Day)	2,541.82	21.0	1.00	53,378.22	640,538.64
Custodian (Night)	2,541.82	45.0	1.00	114,381.90	1,372,582.80
Custodian Wkg Supv (Nt)	2,768.18	0.0	1.00	-	-
Custodian Supv (Night)	3,110.09	2.0	1.00	6,220.18	74,642.16
Floorcare Specialist	2,815.00	8.0	1.00	22,520.00	270,240.00
		76.0			
		Subtotal		196,500.30	2,358,003.60
		Less: 5th Step Salary Savings		(5,877.13)	(70,525.53)
	Total Direct Salaries			190,623.17	2,287,478.07
Employee Benefits				86,581.04	1,038,972.54
Other Benefits				7,137.65	85,651.75
	Total Salaries & Employee Benefits			284,341.86	3,412,102.36
Services & Supplies				41,013.07	492,156.84
Equipment					
Description	No. of Units	No. of hrs.	Cost/hr.		
				-	-
Indirect Costs					
Avoidable Overhead				-	-
	Total Estimated Avoidable Costs			325,354.93	3,904,259.20

CONTRACTING COSTS

Direct Costs		
Contract costs	239,264.91	2,871,178.92
Indirect Costs		
Contract monitoring	-	-
Total Contract Costs (Direct plus Indirect)	239,264.91	2,871,178.92
Estimated Savings from Contracting (Avoidable Costs less Contract Costs)	86,090.02	1,033,080.28
Percent of Savings	26%	26%

ISD - CUSTODIAL DIVISION
Prop A Review - Custodial Services
Comparison of County's Estimated Avoidable Costs to Contractor's Costs
DMS Facility Services - Region 2

COUNTY COSTS

Direct Costs

Salaries Classification	Monthly 5th Step Salary	No. of Positions	No. of Months	Monthly Total	Annual Total
Custodian (Day)	2,541.82	13.0	1.00	33,043.66	396,523.92
Custodian (Night)	2,541.82	17.0	1.00	43,210.94	518,531.28
Custodian Wkg Supv (Nt)	2,768.18	0.0	1.00	-	-
Custodian Supv (Night)	3,110.09	1.0	1.00	3,110.09	37,321.08
Floorcare Specialist	2,815.00	2.0	1.00	5,630.00	67,560.00
		33.0			
		Subtotal		84,994.69	1,019,936.28
		Less: 5th Step Salary Savings		(2,542.11)	(30,505.27)
	Total Direct Salaries			82,452.58	989,431.01
Employee Benefits				37,449.96	449,399.56
Other Benefits				2,726.79	32,721.50
	Total Salaries & Employee Benefits			122,629.34	1,471,552.07
Services & Supplies				12,500.16	150,001.86
Equipment					
Description	No. of Units	No. of hrs.	Cost/hr.		
				-	-
Indirect Costs					
Avoidable Overhead				-	-
	Total Estimated Avoidable Costs			135,129.49	1,621,553.93

CONTRACTING COSTS

Direct Costs		
Contract costs	95,286.96	1,143,443.56
Indirect Costs		
Contract monitoring	-	-
Total Contract Costs (Direct plus Indirect)	95,286.96	1,143,443.56
Estimated Savings from Contracting (Avoidable Costs less Contract Costs)	39,842.53	478,110.38
Percent of Savings	29%	29%

ISD - CUSTODIAL DIVISION
Prop A Review - Custodial Services
Comparison of County's Estimated Avoidable Costs to Contractor's Costs
DMS Facility Services - Region 3

COUNTY COSTS

Direct Costs

Salaries Classification	Monthly 5th Step Salary	No. of Positions	No. of Months	Monthly Total	Annual Total
Custodian (Day)	2,541.82	38.0	1.00	96,589.16	1,159,069.92
Custodian (Night)	2,541.82	60.0	1.00	152,509.20	1,830,110.40
Sr. Custodian Supv	3,428.33	2.0	1.00	6,856.66	82,279.92
Custodian Supv (Night)	3,110.09	1.0	1.00	3,110.09	37,321.08
Custodian Working Supv	2,768.18	9.0	1.00	24,913.62	298,963.44
Floorcare Specialist	2,815.00	6.0	1.00	16,890.00	202,680.00
		116.0			
		Subtotal		300,868.73	3,610,424.76
		Less: 5th Step Salary Savings		(8,998.68)	(107,984.19)
	Total Direct Salaries			291,870.05	3,502,440.57
Employee Benefits				132,567.38	1,590,808.51
Other Benefits				10,233.63	122,803.50
	Total Salaries & Employee Benefits			434,671.05	5,216,052.57
Services & Supplies				55,978.87	671,746.43
Equipment					
Description	No. of Units	No. of hrs.	Cost/hr.		
				-	-
Indirect Costs					
Avoidable Overhead				-	-
	Total Estimated Avoidable Costs			490,649.92	5,887,799.00

CONTRACTING COSTS

Direct Costs		
Contract costs	361,089.71	4,333,076.51
Indirect Costs		
Contract monitoring	-	-
Total Contract Costs (Direct plus Indirect)	361,089.71	4,333,076.51
Estimated Savings from Contracting (Avoidable Costs less Contract Costs)	129,560.21	1,554,722.49
Percent of Savings	26%	26%

ISD - CUSTODIAL DIVISION
Prop A Review - Custodial Services
Comparison of County's Estimated Avoidable Costs to Contractor's Costs
Pride Industries Contract Services - Region 4

COUNTY COSTS

Direct Costs

Salaries Classification	Monthly 5th Step Salary	No. of Positions	No. of Months	Monthly Total	Annual Total
Custodian (Day)	2,541.82	27.0	1.00	68,629.14	823,549.68
Custodian (Night)	2,541.82	54.0	1.00	137,258.28	1,647,099.36
Custodian Wkg Supv (Nt)	2,768.18	2.0	1.00	5,536.36	66,436.32
Custodian Supv (Night)	3,110.09	3.0	1.00	9,330.27	111,963.24
Sr. Custodian Supv	3,428.33	1.0	1.00	3,428.33	41,139.96
Floorcare Specialist	2,815.00	8.0	1.00	22,520.00	270,240.00
		95.0			
		Subtotal		246,702.38	2,960,428.56
		Less: 5th Step Salary Savings		(7,378.62)	(88,543.46)
	Total Direct Salaries			239,323.76	2,871,885.10
Employee Benefits				108,700.85	1,304,410.21
Other Benefits				8,799.63	105,595.50
	Total Salaries & Employee Benefits			356,824.23	4,281,890.82
Services & Supplies				29,402.89	352,834.65

Equipment

Description	No. of Units	No. of hrs.	Cost/hr.		
				-	-

Indirect Costs

Avoidable Overhead				-	-
	Total Estimated Avoidable Costs			386,227.12	4,634,725.46

CONTRACTING COSTS

Direct Costs

Contract costs				273,016.14	3,276,193.62

Indirect Costs

Contract monitoring				-	-
	Total Contract Costs (Direct plus Indirect)			273,016.14	3,276,193.62
Estimated Savings from Contracting (Avoidable Costs less Contract Costs)				113,210.99	1,358,531.84
Percent of Savings				29%	29%

ISD - CUSTODIAL DIVISION
Prop A Review - Custodial Services
Comparison of County's Estimated Avoidable Costs to Contractor's Costs
Diamond Contract Services - Region 6

COUNTY COSTS

Direct Costs

Salaries Classification	Monthly 5th Step Salary	No. of Positions	No. of Months	Monthly Total	Annual Total
Custodian (Day)	2,541.82	16.0	1.00	40,669.12	488,029.44
Custodian (Night)	2,541.82	38.0	1.00	96,589.16	1,159,069.92
Sr. Custodian Supv	3,428.33	1.0	1.00	3,428.33	41,139.96
Custodian Supv (Night)	3,110.09	1.0	1.00	3,110.09	37,321.08
Floorcare Specialist	2,815.00	10.0	1.00	28,150.00	337,800.00
		66.0			
		Subtotal		171,946.70	2,063,360.40
		Less: 5th Step Salary Savings		(5,142.75)	(61,713.05)
	Total Direct Salaries			166,803.95	2,001,647.35
Employee Benefits				75,762.35	909,148.23
Other Benefits				6,409.63	76,915.50
	Total Salaries & Employee Benefits			248,975.92	2,987,711.08
Services & Supplies				22,469.84	269,638.08
Equipment					
Description	No. of Units	No. of hrs.	Cost/hr.		
				-	-
Indirect Costs					
Avoidable Overhead				-	-
	Total Estimated Avoidable Costs			271,445.76	3,257,349.16

CONTRACTING COSTS

Direct Costs		
Contract costs	198,954.43	2,387,453.20
Indirect Costs		
Contract monitoring	-	-
Total Contract Costs (Direct plus Indirect)	198,954.43	2,387,453.20
Estimated Savings from Contracting (Avoidable Costs less Contract Costs)	72,491.33	869,895.96
Percent of Savings	27%	27%

Search for a Closed Bid

A B C D E F
G H I J K L
M N O P Q R
S T U V W X
Y Z All

Search By
Bid Number
104311
Submit

Sort By
Bid Title
Sort

Award information has not been added at this time.

Bid Information

Bid Number : 104311
Bid Title : Custodial Services RFP
Bid Type : Service
Department : Internal Services Department
Commodity : JANITORIAL/CUSTODIAL SERVICES
Open Date : 12/1/2011
Closing Date : 2/27/2012 1:00 PM
Notice of Intent to Award : View Detail
Bid Amount : N/A
Bid Download : Available
Bid Description : Contractor shall provide custodial services for various County facilities. General custodial services include but are not limited to cleaning of offices, conference rooms, lobbies, corridors, rest rooms, lunchrooms, carpet cleaning, window washing and light fixture cleaning. Specialty custodial services include but are not limited to cleaning of detention cells, and parking facility maintenance.
Amendment Date : 2/15/2012 See addendum 3_104311 zip file added 2/15/2012
Downoad Available See Addendum3_104311.zip Win Zip 88.66 K Addendum3_104311.zip
Contact Name : Wendy Rivera
Contact Phone# : (323) 267-2483
Contact Email : wrivera@isd.lacounty.gov
Last Changed On : 2/15/2012 10:11:53 AM

Back to Last Window

Back to Award Main

ATTACHMENT 9

CUSTODIAL SERVICES RFP 2012 NO. 104311

Sub-Class #	Description
910-39	JANITORIAL/CUSTODIAL SERVICES

Vendor ID	Company Name	Phone	LSBE Certified
15493801	1ST CHOICE SUPPLY P.O.BOX 1783, , STUDIO CITY, CA, 91614-1783	(310) 720-8285	
14853101	23 HRS MAINTENANACE COMPANY AND CONTRACTORS, 1023 1/2 17TH STREET, LOS ANGELES, CA, 90015	(213) 840-3307	
11780601	3 R FILTER, INC. 2163 SOMERSET RD., , BLOOMFIELD HILLS, MI, 48302-0666	(810) 232-2798	
14297201	5 STAR JANITORIAL 540 LINDEN DR., , OXNARD, CA, 93033	(805) 987-8076	
14339101	911 PLUMBING & MAINTENANCE INC PO BOX 431924, 7904 SOUTH 10TH AVENUE, INGLEWOOD, CA, 90043	(323) 751-9991	
14469601	A & V SERVICES 2408 MORINE CIR., SUITE 1, , RANCHO CORDOVA, CA, 95670	(916) 247-7677	
14222301	A PERFECT VIEW, INC. 9595 WILSHIRE BLVD., STE. 900, , BEVERLY HILLS, CA, 94518	(310) 300-4031	
14370001	A TOUCH OF LOVE CLEANING & ORG 9813 3RD AVE, PO BOX 2001, GARDENA, CA, 90247	(888) 696-6399 Ext:4	
16318801	A&J BUILDING MAINTENANCE 15246 SO. MCKINLEY AVE, , COMPTON, CA, 90220	(310) 704-2933	
52489701	A.Q. MANAGEMENT & CONTROL INC 3921 WILSHIRE BLVD., STE. 600, , LOS ANGELES, CA, 90010-3319	(818) 780-0344 Ext:107	
14950201	AAA PRECISION MAINTENANCE 9101 HAAS AVE, , LOS ANGELES, CA, 90047	(310) 345-0100	
14932601	ABM JANITORIAL SERVICES SW FILE #53673, , LOS ANGELES, CA, 90074-3673	(949) 585-5900	
14932602	ABM JANITORIAL SERVICES SW 5200 SOUTH EASTERN AVENUE, , LOS ANGELES, CA, 90040	(909) 374-8121	
15727701	ABM SERVICES, INC. 5200 S. EASTERN AVENUE, , LOS ANGELES, CA, 90040	(213) 709-3335	
16093501	ABM SERVICES, INC. 5200 SOUTH EASTERN AVENUE, , LOS ANGELES, CA, 90040	(323) 725-5306	
11163401	ACCENT SERVICE COMPANY, INC. PO BOX 9495, , NEWPORT BEACH, CA, 92658-9495	(714) 231-9645	
12173601	ACT-1 BUILDING SERVICES, INC. 13455 VENTURA BLVD., STE. 234, , SHERMAN OAKS, CA, 91423-3872	(818) 784-2575 Ext:24	
14867101	ADA SUPPLIES INC 205 OLD PERRY RD, , BONAIRE, GA, 31005	(478) 329-8896	
14057401	ADOBE PAINTING & MAINTENANCE, INC. 8132 8TH ST., , BUENA PARK, CA, 90621	(714) 994-1030	
52435701	ADVANCED BUILDING MAINTENANCE 10830 WHITTIER BLVD., , WHITTIER, CA, 90606-1402	(562) 695-0711	
52435702	ADVANCED BUILDING MAINTENANCE 10830 WHITTIER BLVD., , WHITTIER, CA, 90606-1402	(562) 695-0711	
52435703	ADVANCED BUILDING MAINTENANCE PO BOX 18199, , MERRIFIELD, VA, 22116-8199	(562) 695-0711	
14595601	ADVANCED INC 10834 E WHITTIER, , WHITTIER, CA, 90606	(562) 692-0704	
15597101	ADVANCED RESURFACING CONCRETE 2408 NELSON AVE., UNIT B, REDONDO BEACH, CA, 90278	(310) 370-2323	
15855201	ADVANCED RICHARDS MAINTENANCE SERVICE 4740 MINSTREL DR., , PALMDALE, CA, 93552	(818) 489-6032	

CUSTODIAL SERVICES RFP 2012 NO. 104311

Vendor ID	Company Name	Phone	LSBE Certified
12797701	ADVANTAGE CLEANING SOLUTIONS 4101 PARAMOUNT BLVD., SPC. 32, , PICO RIVERA, CA, 90660-6029	(714) 936-9397	
15931601	AGO INDUSTRIES INC. DBA: SO CAL PROPERTY SERVICES 234 E. 17TH STREET, SUITE 206, COSTA MESA, CA, 92627	(949) 642-9915	
15490101	AIR-CARE AVIATION SVS GRP INCADVANCED DETAIL 4310 EAST DONALD DRIVE, , LONG BEACH, CA, 90808	(562) 205-7418	
13501401	AJ & LS INC. 416 E KILDARE ST, , LANCASTER, CA, 93535	(310) 916-1804	
14962801	ALERT POWER WASHING PO BOX 90693, , CITY OF INDUSTRY, CA, 91715	(562) 331-0301	
15515801	ALEX MIRANDA EASY SYSTEM 7723 EASTERN AVENUE, , BELL GARDENS, CA, 90201	(562) 616-4836	
15758101	ALEXANDER JONES CALIFORNIA BUILDING MAINTENANCE, 4645 STARSTONE CT, PALMDALE, CA, 93551	(661) 949-2009	
14808101	ALFONSO SOLIS IMPERIAL MAINT. SERVICES, 8830 CHERRYHILLS PLACE, STOCKTON, CA, 95209-4819	(209) 957-0421	
13337701	ALL CARE INDUSTRIES, INC 16747 1/2 S. PARKSIDE AVE., , CERRITOS, CA, 90703	(562) 623-4009	
14399101	ALL POINTS STEAM CLEANING 403 1/2 220TH STREET, , CARSON, CA, 90745	(310) 872-0453	
15225701	ALL-PRO ENTERPRISES INC 480 S SAN DIMAS AVE, , SAN DIMAS, CA, 91773	(213) 210-7915 Ext:106	
12925501	ALLDRY CARPET CARE SPECIAL TOUCH CLEANING SERVICE, P.O. BOX 8144, NORTHRIDGE, CA, 91327	(818) 894-8433	
16277101	ALLSTAR GREEN CLEAN 25952 VOLTAIRE PLACE, , STEVENSON RANCH, CA, 91381	(661) 310-7787	
06232401	ALPHA PRINTING & GRAPHICS, INC 15763 ORNELAS STREET, , IRWINDALE, CA, 91706	(626) 851-9800 Ext:102	
14462201	ALTERNATIVE FOR SENIORS MEDS/ MEDICAL SUPPLY CARRIER MEDICAL SUPPLY CARRIER, 1807 SOUTH GENESEE AVE, LOS ANGELES, CA, 90019-5032	(323) 933-9014	
15355501	AMERICA'S BEST INC 26200 ABDALE ST, , NEWHALL, CA, 91321	(818) 442-9700	
12345801	AMERICAN BUILDING JANITORIAL 2675 JUNIPERO AVE, SUITE 300, SIGNAL HILL, CA, 90755	(562) 908-4474 Ext:305	
11782801	AMERICAN BUILDINGS AND WINDOWS"ABW" 1223 WILSHIRE BLVD #235, , SANTA MONICA, CA, 90403	(866) 734-0193	
14851001	AMERICAN GENERAL SERVICES GROUP INC, 9297 NINTH STREET, RANCHO CUCAMONGA, CA, 91730	(909) 941-0560	
13536201	AMERICLEAN CALIFORNIA 7021 ROSECRANS AVE, , PARAMOUNT, CA, 90723	(562) 254-1783	
14551801	AMPARO FLORES JAIRO PARRA ART SERVICE & CARPET CLEANING, 2420 E. FIRST ST., LOS ANGELES, CA, 90033	(323) 266-4792	
12766001	ANA PROPERTY CARE 3400 W. 6TH ST., STE. 410, , LOS ANGELES, CA, 90020-2581	(213) 365-8835	
14934001	ANEKI SOLAR CORP. 20707 ANZA AVE., SUITE 175, , TORRANCE, CA, 90503	(310) 406-4541	
12233701	ANTHONY PONI 1714 7TH AVE., , SACRAMENTO, CA, 95818-3806	(916) 410-0414	
15173501	APN BUSINESS RESOURCES 21418 OSBORNE ST, , CANOGA PARK, CA, 91304	(818) 717-9980	

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Vendor ID	Company Name	Phone	LSBE Certified
12968301	ASAP CLEANSOURCE MARKETING II 16817 LIGGETT STREET, , NORTHRIDGE, CA, 91343-2717	(818) 428-7552	
11358801	ASCOT ENVIRONMENTAL MAINT. SVC 4235 EDGEHILL DR., , LOS ANGELES, CA, 90008-4509	(323) 295-9867	
50116401	ASIAN REHABILITATION SERVICES 1701 E. WASHINGTON BLVD., , LOS ANGELES, CA, 90021-3124	(213) 743-9242 Ext:251	
50116402	ASIAN REHABILITATION SERVICES 8929 S. SEPULVEDA BLVD., STE. 300, , LOS ANGELES, CA, 90045-3642	(310) 348-0985	
15349601	ATLANTIC PRESSURE WASHING 621 N. MONTE VISTA, , SAN DIMAS, CA, 91773	(626) 484-5868	
13930301	AVERY GROUP, INC. 11645 MONTANA, SUITE 316, , LOS ANGELES, CA, 90049	(310) 472-4941	
13219001	AZTEC FACILITY MANAGEMENT 11000 S. WILCREST, SUITE 125, , HOUSTON, TX, 77099-0000	(972) 237-9402	
16001601	AZTEC LANDSCAPING, INC. 7980 LEMON GROVE WAY, , LEMON GROVE, CA, 91945	(619) 464-3303 Ext:110	
10599701	B & B BUILDING MAINTENANCE SER 270 E. DOUGLAS AVE., , EL CAJON, CA, 92020-4514	(619) 401-4077	
06166702	B & B MAINTENANCE SE 5959 W. CENTURY BLVD., STE. 710, , LOS ANGELES, CA, 90045-6508	(000) 000-0000	
16104801	B&J CLEANING SERVICES 28217 SIERRA CROSS AVE, , CANYON COUNTRY, CA, 91387	(818) 826-9154	
14081701	B.P. ZACK CORPORATION 7071 WARNER AVE, SUITE F-120, HUNTINGTON BEACH, CA, 92647	(714) 847-5544	
13443301	BANMAY, INC. 1008 WEST 156TH STREET, , COMPTON, CA, 90220	(310) 886-7810	
15638801	BARON SERVICES INC 8780 19TH STREET #248, , ALTA LOMA, CA, 91701	(909) 652-0911	
13140601	BAS ASSOCIATES CONSTRUCTION 9814 BEACHY AVE, , ARLETA, CA, 91331	(818) 714-5294	
11845501	BAY MEDICAL CO. INC. 400 TALBERT ST., , DALY CITY, CA, 94014	(415) 508-0900	
15613101	BEHEMOTH VENTURES, INC. 8939 S. SEPULVEDA BLVD, , LOS ANGELES, CA, 90045	(818) 523-5886	
50747701	BELL BUILDING MAINTENANCE CO 5170 SEPULVEDA BLVD., , SHERMAN OAKS, CA, 91403-1171	(818) 385-0790	
14345701	BERGENSONS PROPERTY SERVICES 3605 OCEAN RANCH BLVD, , OCEANSIDE, CA, 92056	(303) 217-1759	
16023201	BEST BUILDING MAINTENANCE INC. 10025 1/2 COMMERCE AVE, , TUJUNGA,, CA, 91042	(818) 967-1098	
11299101	BIGOL SERVICES INC. 8707D LINDLEY AVE. # 173, , NORTHRIDGE, CA, 91325-3031	(818) 576-9940	
15617301	BIOCIDE SERVICES 12127 MALL BLVD., STE A # 476, VICTORVILLE, CA, 92392	(877) 216-9590	
14905301	BLACKSTONE CONSULTING, INC. 11726 SAN VICENTE BLVD., SUITE 550, , LOS ANGELES, CA, 90049	(310) 826-4389	
14325601	BLESSED HANDS CLEANING SERVICE 2763 WEST AVE L SUITE 280, , LANCASTER, CA, 93535	(661) 285-0964	
13103201	BLUE SKY SERVICE AGENCY 2225 S BURNSIDE AVE SUITE 3, , LOS ANGELES, CA, 90016	(323) 842-4515	
15161501	BORITEX INC PO BOX 171088, , ARLINGTON, TX, 76003-1088	(817) 467-1237	

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13297401	BRIGHT HOME CLEANING SERVICE COVER ALL CLEANING CONCEPTS, 3999 SOUTH ST ANDREWS PLACE, LOS ANGELES, CA, 90062	(323) 291-9526	
15310501	BRILLIANCE BUILDING SERVICES PO BOX 556, , NORCO, CA, 92860	(951) 870-0691	
10106601	BRITEWORKS INC. 642 S. SUNSET AVE., , WEST COVINA, CA, 91790-2806	(626) 337-0099	View
15990001	BROTHERS JANITORIAL SERVICE, LLC 6776 GRANDOLA DR, , LAS VEGAS, NV, 89103	(702) 580-6922	
15874201	BUILDING MAINTENANCE SERVICES 1541 S. BERETANIA STREET STE 204, , HONOLULU, HI, 96826	(808) 983-1269	
12186701	BUSINESS IMAGES 4853 W. JEFFERSON BLVD., , LOS ANGELES, CA, 90016-3939	(323) 998-6124	
15113501	BUSINESS IMAGES LLC 4853 W JEFFERSON BLVD, , LOS ANGELES, CA, 90016-3939	(323) 735-3574	
10642901	BUSY BEE CLEANING 1 S. LOCUST ST., # 134-A, , INGLEWOOD, CA, 90301-1820	(310) 879-1833	
15084901	CA PROFESSIONAL MAINTENANCE CO 643 S OLIVE ST STE 960, , LOS ANGELES, CA, 90014	(310) 903-8666	
51988101	CALIFORNIA CONSERVATION CORPS 11401 BLOOMFIELD AVE., BOX 9, NORWALK, CA, 90650-2015	(213) 744-2254	
51988103	CALIFORNIA CONSERVATION CORPS 1719 24TH ST., , SACRAMENTO, CA, 95816-7114	(916) 341-3122	
14492601	CALIFORNIA SUPPLY, INC. 491 EAST COMPTON BLVD., , GARDENA, CA, 90248	(310) 532-2500 Ext:123	
14492602	CALIFORNIA SUPPLY, INC. PO BOX 39150, , LOS ANGELES, CA, 90039-0150	(310) 532-2500	
16011001	CALLOWAY CUSTODIAL SERVICE 9507 CLOVIS AVE #1, LOS ANGELES, CALIF, CA, 90002	(323) 357-9535	
05314001	CAM SERVICES 5664 SELMARAINE DR., , CULVER CITY, CA, 90230-6120	(310) 390-3552 Ext:31	
11206701	CARI 1029 J ST., STE. 380, , SACRAMENTO, CA, 95814-2878	(916) 441-5844 Ext:105	
13489801	CARNALAS CLEANING SERVICES P.O. BOX 31373, , LOS ANGELES, CA, 90031	(626) 755-8896	
16136301	CARSON KLEEN CAPITAL LLC 2929 W. ROSECRAN AVE., UNIT 04, GARDENA, CA, 90249	(310) 714-8766	
15717401	CBJ BUILDING MAINTENANCE P.O. BOX 1778, , DANVILLE, CA, 94526	(510) 755-4279	
16030201	CCI CENTURY CLEAN INC 8939 S. SEPULVEDA BLVD STE 528, , LOS ANGELES, CA, 90045	(310) 216-0999 Ext:17	
14841201	CD MEDIA 4U INC CARSAN DISTRIBUTORS, 1001 W. WHITTIER BLVD., SUITE B-113, MONTEBELLO, CA, 90640	(323) 896-4365	
10702601	CEED SECURITY SERVICES, INC. 12813 AVALON BLVD., , LOS ANGELES, CA, 90061-2731	(310) 538-0539	
14005801	CENTENNIAL ONE OF WASHINGTON, 5360 HOLIDAY TERRACE STE. 16A, , KALAMAZOO, MI, 49009	(269) 978-0688	
04756701	CENTURY MAINTENANCE CO. 1926 S. WESTERN AVENUE, , LOS ANGELES, CA, 90018	(323) 733-3080	
13277101	CHRISTIANV747 2028 PHALAROPE, 854 23RD, COSTA MESA, CA, 90403	(213) 828-1140	
11443601	CLASSEN ENTERPRISES SERVICEMASTER COMMERCIAL, 1435 CALLENS ROAD, VENTURA, CA, 93003	(805) 642-3432	

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14891601	CLASSEN ENTERPRISES SERVICEMASTER COMM CLEANIN, 2264 GOODYEAR AVE SUITE A, VENTURA, CA, 93003	(805) 642-3432	
13467401	CLEAN ENVIRONMENTAL INC 321 E 47TH PLACE, , LOS ANGELES, CA, 90011	(909) 979-7127	View
14343301	CLEAN NET OF SOUTHERN CALIFORNIA INC 10350 HERITAGE PARK SUITE, SUITE 106, SANTA FE SPRINGS, CA, 90670	(562) 941-6600	
14343302	CLEAN NET OF SOUTHERN CALIFORNIA INC 9861 BROKEN LAND PKWY STE 208, , COLUMBIA, MD, 21046	(800) 735-8838	
15284601	CLEAN PRO USA INC 188 SOUTH 2ND AVE, , UPLAND, CA, 91786-6607	(909) 982-3003	
12819101	CLEAN SWEEP MAINTENANCE 20941 MENLO AVE., , TORRANCE, CA, 90502-1722	(310) 212-3448	
51144601	CLEAN SWEEP SUPPLY CO 2839 TANAGER AVE, , COMMERCE, CA, 90040	(323) 887-7777	
12118701	CLEAN-ING THINGS 10929 FIRESTONE BLVD., STE. 157, , NORWALK, CA, 90650-2289	(562) 864-6131	
15726801	CLEANEVENT USA, INC 975 KELLER RD, SUITE 1500, ALTAMONTE SPRINGS, FL, 32714	(407) 754-6506	
15422001	CLEANWELL MAINTENANCE INC. 8141 E. SECOND ST., #530, , DOWNEY, CA, 90241	(562) 928-9289	
15308701	COASTAL BUILDING SERVICES, INC 1295 N. TUSTIN AVE., , ANAHEIM, CA, 92807	(714) 630-4445	
10330501	COASTAL CONSTRUCTION & 1100 W. 132ND ST., , COMPTON, CA, 90222-1925	(310) 631-7116	
14649201	COASTAL MAINTENANCE INC 307 W. TAFT AVE., SUITE F, ORANGE, CA, 92865	(714) 279-9898 Ext:101	
13530501	COFFELT HOLDINGS 1191 W CALLE DEL SOL #2, , AZUSA, CA, 91702	(760) 470-2870	
10420801	COME LAND MAINTENANCE CO 4917 MELROSE AVE., , LOS ANGELES, CA, 90029-3731	(323) 957-7156	
14704901	COMMERCIAL POOLS INC 27951 CABOT ROAD, , LAGUNA NIGUEL, CA, 92677-9267	(949) 582-5494	
14140401	COMMUNITY OUTREACH AND OPPORTUNITY PROGRAMS, 8929 S SEPULVEDA BLVD STE 400, LOS ANGELES, CA, 90045	(310) 649-1016	
10921601	COMPUCLEAN COMPUTER CLEANING 39300 MEDINA CT., , MURRIETA, CA, 92562-4509	(909) 698-1833	
15247401	CONTINENTAL BUILDING MAINTENANCE INC 13316 MAPLEDALE ST, , NORWALK, CA, 90650	(562) 926-7474	
14783401	CONTRACT SERVICES GROUP, INC. 480 CAPRICORN STREET, PO BOX 8815, BREA, CA, 92821-3203	(714) 582-1802 Ext:220	
15817001	CONTROLLED CONTAMINATION SERVICES 254 CERRITOS AVE, , ANHEIM, CA, 92805	(714) 239-1351	
11253701	CORPORATE BUILDING SVCS INC 3325 WILSHIRE BLVD STE 1240, , LOS ANGELES, CA, 90010-1735	(213) 252-0999	
15854101	COZART QUALITY CLEANING 5786 RD. STE.864, , LOS ANGELES, CA, 90016	(310) 613-7758	
15893901	CROWN BUILDING MAINTENANCE CO 868 FOLSOM ST, , SAN FRANCISCO, CA, 94107	(415) 525-8070	
15281001	CROWN CORPORATE ENTERPRISES INC 285 MAGNOLIA AVE, , CORONA, CA, 92879	(951) 214-0526	
14277001	CRYSTAL CLEAN QUALITY CLEANINGJANITORIAL SERVICE JANITORIAL SERVICE, 1536 E. HARDING ST., LONG BEACH, CALIF, CA, 90805	(562) 428-1484	

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Vendor ID	Company Name	Phone	LSBE Certified
05108801	CUSTOMER SERVICE, INCORPORATED 550 CONTINENTAL BLVD., STE. 190, , EL SEGUNDO, CA, 90245-5050	(310) 364-1199 Ext:143	
15752301	CUSTOMIZED PERFORMANCE, INC. 1342 RIDDER PARK DRIVE, , SAN JOSE, CA, 95131	(408) 437-1720	
14268501	D & I MAINTENANCE SERVICE, INC 214 W B STREET, , ONTARIO, CA, 91762	(909) 391-6980	
15562101	D&A JANITORIAL MAINTENANCE 1625 PALO ALTO ST, , LOS ANGELES, CA, 90026	(213) 483-3646	
14127101	D.N.S SOLUTIONS P.O. BOX 571762, , TARZANA, CA, 91357	(818) 292-2460	
16062801	D2 DISTRIBUTORS, LLC 2775 KURTZ ST, SUITE 6, SAN DIEGO, CA, 92110	(619) 819-2795	
14599401	DALE & ASSOCIATES INC 6829 LANKERSHIM BLVD., SUITE 2, NORTH HOLLYWOOD, CA, 91605	(888) 468-9188	
13074901	DANICHRIS TRADING COMPANY 2839 DEERFORD STREET, , LAKEWOOD, CA, 90712-3309	(562) 480-2443	
52871201	DIAMOND CONTRACT SERVICES INC. 2249 NORTH HOLLYWOOD WAY, , BURBANK, CA, 91505	(818) 565-3554	
10561101	DIRECT BUILDING SERVICES 15949 KAPLAN AVE., , CITY OF INDUSTRY, CA, 91744-3110	(626) 369-8022	
05109901	DIVERSIFIED MAINTENANCE 417 E. HUNTINGTON DRIVE, , MONROVIA, CA, 91016	(626) 305-8500	
13873001	DIVINE AMERICA, INC. 18000 STUDEBAKER ROAD, SUITE 285, , CERRITOS, CA, 90703	(562) 809-0090	
14730601	DIVINE IMAGING INC. DIVINE IMAGING, INC, 21323 PACIFIC COAST HIGHWAY STE 101, MALIBU, CA, 90265	(310) 579-4000	
15560501	DORYON MAINTENANCE CO. 859 N. VIRGIL AVE., SUITE B, , LOS ANGELES, CA, 90029	(323) 660-0544	View
16403101	DOUBLE TIME CLEAN UP AND MAINTENANCE 2422 W 6TH STREET, , SAN BERNARDINO, CA, 92410	(909) 512-2284	
14306601	DR J INDUSTRIES INC MOLLY MAID OF PLAYA VISTA, 9469 JEFFERSON BOULEVARD, SUITE 118, CULVER CITY, CA, 90232	(310) 838-3300	
14926501	DWMS INC. 5900 WILSHIRE BLVD., , LOS ANGELES, CA, 90036	(323) 939-4292	
12629001	EAGLE BUILDING MAINTENANCE 630 VENICE WAY., APT. 205, , INGLEWOOD, CA, 90302-2869	(310) 612-8796	
50792901	EAGLE MATERIAL HANDLING CO INC DOCKMASTERS, 4436 WORTH STREET, LOS ANGELES, CA, 90063-2538	(323) 227-1921 Ext:225	
50792902	EAGLE MATERIAL HANDLING CO INC DAVIS BACON MATERIAL HANDLING, 4436 WORTH ST., LOS ANGELES, CA, 90063-2538	(323) 227-1921 Ext:225	
12805101	EAST BUILDING MAINTENANCE 22812 SATICOY ST., , WEST HILLS, CA, 91304-4536	(818) 692-0506	
15031201	EBM INC 3200 WILSHIRE BLVD. STE 1600, SOUTH TOWER, LOS ANGELES, CA, 90010	(213) 365-4905	
14288601	EBS SUPPLY 121 BROADWAY, STE 652, SAN DIEGO, CA, 92101	(619) 234-6944	
16178001	ELITE BUILDING MANAGEMENT, INC. 1909 WILSHIRE BLVD., , LOS ANGELES, CA, 90057	(213) 386-2552	
15936801	ELITE BUILDING SERVICES 15298 SAN JOSE DRIVE, , VICTORVILLE, CA, 92394	(760) 955-6994	

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15912601	ELITE MAINTENANCE SERVICE 4019 VERDUGO RD, , LOS ANGELES, CA, 90065	(213) 422-0421	
15827401	ELITE SERVICE INC 4019 N VERDUGO RD, , LOS ANGELES, CA, 90065	(323) 982-9500	
12009001	ELLIS ENTERPRISES BMS 10553 CHESNUT STREET, , LOS ALAMITOS, CA, 90720	(562) 493-5550 Ext:11	
13072201	EMPIRE BUILDING & ENVIRONMENTAL SERVICES INC 624 S PALM AVE, , ALHAMBRA, CA, 91803	(626) 289-8755	
13072202	EMPIRE BUILDING & ENVIRONMENTAL SERVICES INC 624 S. PALM AVENUE, , ALHAMBRA, CA, 91803	(626) 289-8755	
13072203	EMPIRE BUILDING & ENVIRONMENTAL SERVICES INC ENVIRONMENTAL SERVICES INC, P.O. BOX 219241 - FNBS-01, KANSAS CITY, MO, 64121-9241	(626) 289-8755	
13072204	EMPIRE BUILDING & ENVIRONMENTAL SERVICES INC 6910 SANTA TERESA BLVD, , SAN JOSE, CA, 95119	(626) 289-8755	
04931801	EMPIRE MAINTENANCE 624 S. PALM AVE., , ALHAMBRA, CA, 91803-1527	(800) 660-8755	
14024601	ENTERPRISE BUILDING SERVICES 5000 N PARKWAY CALABASAS, SUITE 106, CALABASAS, CA, 91302	(818) 222-0322	
14152801	ENVIRONMENTAL CHEMICAL ENTERPRISES, PO BOX 12268, FORT PIERCE, FL, 34979	(888) 604-0092	
12349401	ENVIRONMENTAL SERVICES SOLUTIONS, 8335 WINNETKA AVE., STE. 104, WINNETKA, CA, 91306-1630	(818) 772-7694	
06261901	EPS ENGINEERING SERVICES,INC 12100 WILSHIRE BLVD., STE. 460, , LOS ANGELES, CA, 90025-7120	(310) 826-9733	
15732701	ESSENTIAL SUPPORT SERVICES, INC. 3450 BONITA RD, STE 201, CHULA VISTA, CA, 91910-3250	(619) 779-7703	
06172601	EVERGREEN CLEANING SYSTEMS 3350 WILSHIRE BLVD STE 1030, , LOS ANGELES, CA, 90010	(213) 386-3307	
12987501	EXCELL PERSONNEL 8611 W. CRENSHAW BLVD, SUITE 211, INGLEWOOD, CA, 90305	(562) 537-5346	
14067901	EXCELSIA CORPORATION EXCELSIA BUSINESS SERVICES, 1187 E 3RD. ST., SUITE 302, LONG BEACH, CA, 90802	(562) 481-7632	
10600801	EXECUTIVE GROUP INTERNATIONAL 3345 WILSHIRE BLVD., STE. 515, , LOS ANGELES, CA, 90010-1819	(912) 871-5277	
02999501	EXECUTIVE-SUITE SERVICES INC 19025 PARTHENIA ST., STE. 200, , NORTHRIDGE, CA, 91324-3780	(818) 993-6300	
13071101	EZ CLEANING SERVICE 18645 HATTERAS STREET #267, , TARZANA, CA, 91356	(818) 693-0308	
15475701	EZZ SERVICES 1136 N. PACIFIC AVE, , GLENDALE, CA, 91202	(818) 243-3339	
12064801	FACILITY OPERATIONS PLUS 612 S. MYRTLE AVE., STE. 100, , MONROVIA, CA, 91016-3406	(626) 599-9200	
13322301	FALCON INDUSTRIAL DISTRIBUTORS 225 WINTON AVE SUITE 117, , HAYWARD, CA, 94544	(818) 968-4756	
16017501	FIRST DOWN FIELD SERVICES 325 VIA ANITA, , REDONDO BEACH, CA, 90277	(310) 316-3690	
15983701	FLAGSHIP FACILITY SERVICES, INC. 1930 E. CARSON STREET, SUITE 103, LONG BEACH, CA, 90810	(408) 977-0155	
14680101	FLOPPY MOP & D-CLUTTER P.C.S. 6130 W FLAMINGO RD STE 434, , LAS VEGAS, NV, 89103	(702) 875-2438	
11775001	G.I. CLEANING SERVICE, INC. 4735 OAKWOOD AVE., APT. 7, , LOS ANGELES, CA, 90004-3183	(323) 460-6491	

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Vendor ID	Company Name	Phone	LSBE Certified
14258901	GABBY'S CLEANING SERVICE 43604 FERN AVE, , LANCASTER, CA, 93534	(661) 206-7991	
16385601	GABRIEL'S GENERAL MAINTENANCE INC. P.O BOX 4122, , BURBANK, CA, 91503-4122	(818) 636-2221	
15664401	GARCIA ASSET MANAGEMENT, INC. EMPIRE BUILDING & ENVIRONMENTAL SERVICES, 624 S. PALM AVENUE, ALHAMBRA, CA, 91803	(626) 289-8755	
14894001	GENERAL BUILDING MAINTENANCEINC 3835 PRESIDENTIAL PKWY, SUITE 200, ATLANTA, GA, 30340	(770) 457-5678 Ext:7114	
12187801	GENERAL BUILDING MANAGEMENT COMPANY 3255 WILSHIRE BLVD., STE. 1222, , LOS ANGELES, CA, 90010-1416	(213) 388-0554	
11383501	GEORGE MARTINEZ ALLIANCE DISTRIBUTING, 2670 SOUTH MYRTLE AVENUE STE 105, MONROVIA, CA, 91016	(626) 445-5520	View
13907901	GLENN TURNER DBA JANI-KING 4180 MOUNT VERON DRIVE, , LOS ANGELES, CA, 90008	(310) 259-4520	
12545701	GOD'S LIL CLEANERS 1437 W. 59TH PL., , LOS ANGELES, CA, 90047-1206	(323) 971-5571	
15543101	GODLEY AND SONS JANITORIAL 9001 S. VAN NESS AVE, , INGLEWOOD, CA, 90305	(323) 327-8839	
13729301	GOLD STAR JANITORIAL 21901 LASSEN ST #151, , CHATSWORTH, CA, 91311	(818) 718-8998	
10489601	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD, , LOS ANGELES, CA, 90031-1730	(818) 782-2520 Ext:200	
10489602	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 14565 LANARK ST., , PANORAMA CITY, CA, 91402-4903	(818) 782-2520 Ext:202	
10489603	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD, , LOS ANGELES, CA, 91307	(626) 222-6879	
05601301	GRACE UNDER FIRE CLEANING SERV 2531 SAWTELLE BLVD., # 92, , LOS ANGELES, CA, 90064-3124	(310) 672-4575	
15051201	GREAT CLEANING SERVICE 14252 CULVER DR SUITE A, , IRVINE, CA, 92604	(949) 474-3312	
15364501	GREEN CLEAN BUILDING SERVICES 1575 NOBHILL DR., , AZUSA, CA, 91702	(626) 633-1390	
15747401	GREEN HAVEN JANITORIAL SERVICES 13550 RYE ST #3, , SHERMAN OAKS, CA, 91423	(818) 456-8472	
12465701	GREENSTAR BUILDING MAINTENANCE PO BOX 1446, , INDIO, CA, 92202	(310) 293-8770	
13254701	GUARANTEE CLEANING SERVICES 14731 FRANKLIN AVE., SUITE K, , TUSTIN, CA, 92780	(714) 368-1832	
15724901	GUS MARQUEZ PSI PRESSUREWASHING LLC, 6300 PISCES STREET, AGOURA HILLS, CA, 91301	(818) 464-6908	
11966601	H&D ENTERPRISE 23279 WOODLEAF DR., , DIAMOND BAR, CA, 91765-1947	(909) 809-9667	
10650301	H&H BUIDING MAINTENANCE 18220 ANDREA CIR. S., , NORTHRIDGE, CA, 91325-1134	(818) 718-6293	
14576301	HANDY BRANDY & SANDY 2222 NEILSON WAY, , SANTA MONICA, CA, 90405-2281	(310) 428-1343	
13753001	HARRISON ORGANIZATION, INC HA SECURITY SERVICES GROUP, PO. BOX 367, RANCHO CUCAMONGA, CA, 91739	(909) 463-4748	
03805401	HAYNES BUILDING SERVICE, INC. 125 W. MAPLE AVE., , MONROVIA, CA, 91016-3420	(626) 359-6100	

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Vendor ID	Company Name	Phone	LSBE Certified
16121101	HAYNES BUILDING SERVICES LLC 125 WEST MAPLE AVENUE, , MONROVIA, CA, 91016	(626) 201-5053	
15546301	HBS NATIONAL CORPORATION 11777 KATY FREEWAY, SUITE 190, HOUSTON, TX, 77079	(281) 679-5332	
16313601	HECTOR L ACEVES ACE'ES CLEANING MANAGEMENT, 13965 STAGE RD STE A, SANTA FE SPRINGS, CA, 90670	(562) 879-2788	
16139401	HENSON'S HELPING HANDS 1616 1/2 S. MANSFIELD AVE, , LOS, CA, 90019	(323) 903-7351	
15682901	HIGH TECH BUILDING MAINTENANCE INC. 1844 EAST WALNUT ST., SUITE B, PASADENA, CA, 91107	(626) 683-0837	
13600001	HIRED HELP 1106 FOURTH ST, , CALIMESA, CA, 92320	(323) 997-7132	
51336701	HOLIDAY PAPER PRODUCTS 8121 PIVOT ST., , DOWNEY, CA, 90241-4853	(562) 923-0334	
12656001	HYMAN JANITORIAL SERVICE 186 KETTLE CREEK, , BEAUMONT, CA, 92223	(951) 769-4968	
15690401	I-PAC PACKAGING, INC. 5308 13TH AVENUE, SUITE 256, BROOKLYN, NY, 11219	(347) 533-8747	
52885501	INTEGRATED SUPPORT SOLUTIONS INC, 14558 SYLVAN ST., VAN NUYS, CA, 91411	(818) 787-2116 Ext:101	
52885502	INTEGRATED SUPPORT ISSI C/O ORTHOPAEDIC HOSPITAL, 2400 SOUTH FLOWER STREET, LOS ANGELES, CA, 90007	(818) 787-2116	
52189901	INTERLINE BRANDS INC J.A. SEXAUER, 801 W BAY STREET, JACKSONVILLE, FL, 32204	(805) 498-9486	
52189902	INTERLINE BRANDS INC 701 SAN MARCOS BL, ATTN BIDS TEAM, JACKSONVILLE, FL, 32207	(310) 507-4633	
52189903	INTERLINE BRANDS INC WILMAR INDUSTRIES, P.O. BOX 404284, ATLANTA, GA, 30384	(562) 477-8661	
52189904	INTERLINE BRANDS INC JA SEXAUER, 200 EAST PARK DRIVE, MT LAUREL, NJ, 08054	(877) 324-1374	
52189905	INTERLINE BRANDS INC 5635 UNION PACIFIC AVE, , COMMERCE, CA, 90022-5128	(323) 837-4197	
52189906	INTERLINE BRANDS INC CLEANSOURCE, FILE 031408 - PO BOX 60000, SAN FRANCISCO, CA, 94160	(323) 721-3800	
52189907	INTERLINE BRANDS INC JA SEXAUER, PO BOX 404284, ATLANTA, GA, 30384-4284	(800) 431-1872	
52189908	INTERLINE BRANDS INC CLEANSOURCE, P O BOX 742056, LOS ANGELES, CA, 90074-2056	(323) 721-3800	
04783401	INTERNATIONAL DATA SUPPLY CORP 1762 MCGAW AVENUE, , IRVINE, CA, 92614	(949) 724-9090 Ext:109	
10992101	ISHOPSOLUTIONS 388 E OCEAN BLVD #102, , LONG BEACH, CA, 90802	(310) 200-9517	
15900801	ITTOUKOKU INTERNATIONAL 1018 SOUTH MONTEBELLO #B BLVD, P.0 BOX 338 MONTEBELLO, MONTEBELLO, CA, 90640	(323) 376-0853	
14384401	J & J VENDING SERVICES 856 E PENROD DRIVE, , CARSON, CA, 90746	(323) 309-2502	
13170901	J&J BUILDING MAINTENANCE SERV. 141 N. VENTURA AVE. SUITE I, , VENTURA, CA, 93001	(805) 217-8042	
16326201	JAN-SERVE, LLC 2956 RAYMOND AVENUE, , ALTADENA, CA, 91001	(626) 482-8162	

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Vendor ID	Company Name	Phone	LSBE Certified
51423901	JANI-KING OF CALIFORNIA INC 500 N. STATE COLLEGE BLVD., STE. 900, , ORANGE, CA, 92868	(714) 990-2221 Ext:139	
14868801	JANI-SERV, INC. 320 EAST 10TH DRIVE SUITE P, , MESA, AZ, 85210	(123) 456-7890	
10938601	JANISERV INTERNATIONAL PO BOX 6991, , BUENA PARK, CA, 90622-6991	(714) 670-1184	
13883001	JANITORIAL PLUS MAINTENANCE SERVICE, 5322 5TH AVENUE, LOS ANGELES, CA, 90043	(310) 628-3452	
14634401	JANITORIAL SYSTEMS 9631 ALONDRA BLVD., SUITE 200, , BELLFLOWER, CA, 90706-3673	(562) 804-7575	
16162301	JCJ CHAVEZ CONSTRUCTION INC. 115 N. AMERICAN ST., , RIDGECREST, CA, 93555	(760) 608-7426	
15257901	JEFF KOHL ECOBLUE OF SOUTHERN CALIFORNIA, 9538 TOPANGA CANYON BLVD, CHATSWORTH, CA, 91311	(818) 882-8088	
14101601	JENNIFER MOON BRISENO JANIKING, 2511 W. 73RD ST., LOS ANGELES, CA, 90043	(323) 752-2274	
15459101	JESUS CRUZJC MAINTENANCE & PRESERVATION 2201 PEYTON, , BURBANK, CA, 91504	(818) 339-1738	
13791401	JIMVEL MAINTENANCE 1715 W FRANCIS DR, , ANAHEIM, CA, 92801	(714) 865-4587	
15290601	JK & MD ENTERPRISE, INC. NRG MAINTENANCE COMPANY, PO BOX 231, BELLFLOWER, CA, 90707	(562) 925-3235	
16186701	JKS MEDICAL SERVICES, INC DBA JKS JANITORIAL SUPPLY COMPANY 23811 HAWTHORNE BLVD, , TORRANCE, CA, 90505	(424) 247-2478	
15471801	JOHNNIE W MCCLURKINCHARLIE DEMETRIOS 9709 NORTHERN DANCER DRIVE, , LAS VEGAS, NV, 89117	(702) 591-4200	
14165001	JOHNSON MAINT &JANITOR.SVS 922 EAST 41ST STREET #4, , LOS ANGELES, CA, 90011	(619) 571-9869	
12494801	JONES FACILITIES 514 W. AMERIGE AVE., , FULLERTON, CA, 92832-1703	(800) 390-6594	
15304101	JUAN I TIZCARENOBELLAS JANITORIAL SERVICES 9947 HALIFAX,ST., , VENTURA, CA, 93004	(805) 258-8396	
11861501	JULIE-RENE CLEANING SERVICE 43759 15TH ST. W., SUITE 126, , LANCASTER, CA, 93534-4754	(661) 948-5740	
11845201	JUNG & KANG INC. 7700 ORANGETHORPE AVE., STE. 17, , BUENA PARK, CA, 90621-3465	(714) 521-9450	
14189901	KAISER CARLEEN WAREHOUSE 1375 LOGAN AVE, SUITE L, COSTA MESA, CA, 92626-4016	(714) 429-1900	
14723901	KC BUILDING MAINTENANCE, INC. 836 CRENSHAW BLVD., STE. 200, , LOS ANGELES, CA, 90005	(213) 598-7071	
15241401	KDM - STRATUS BUILDING SOLUTION 2045 PELHAM AVE, , LOS ANGELES, CA, 90025	(310) 614-4086	
12640001	KDM CLEANING, INC 13636 VENTURA BLVD., # 461, , SHERMAN OAKS, CA, 91423-3700	(310) 350-0225	
11774901	KEEP IT CLEAN 2419 1/2 3RD AVE, , LOS ANGELES, CA, 90018	(323) 737-7734	
13705701	KEEP IT CLEAN SERVICES PO BOX 211, , LOMITA, CA, 90717	(310) 938-2599	
14967501	KEEP IT KLEAN SERVICE 3228 CONCORD AVE, , ALHAMBRA, CA, 91803	(626) 318-8213	
14502701	KIM TRIEU PO BOX 4724, , RIVERSIDE, CA, 92514	(951) 329-2170	

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Vendor ID	Company Name	Phone	LSBE Certified
13875601	KIMBERLY'S CLEANING COMPANY SERVICE, 1071 E 48 TH ST SUIT 202, LOS ANGELES, CA, 90011	(323) 992-3478	
14292601	KMAR CLEANING SERVICES 19730 BYRNE PLACE, , SAUGUS, CA, 91350	(310) 946-7144	
15518601	KMC MAINTENANCE AND JANITORIALSERVICES, INC 1543 W. OLYMPIC BLVD, SUITE 302, LOS ANGELES, CA, 90015	(213) 380-9982	
14126901	KYP SERVICES INC. BROTHERS CARPET CARE, 21740 FIGUEROA ST, CARSON, CA, 90745	(760) 275-2016	
16114901	LACM 18816 SAN FERNANDO MISSION BLVD.,, , NORTHRIDGE, CA, 91326	(818) 822-8023	
04993801	LACM, INC. 18816 SAN FERNANDO MISSION BLVD., , NORTHRIDGE, CA, 91326-2437	(818) 366-8680	
04993802	LACM, INC. 20812 VENTURA BLVD., STE. 105, , WOODLAND HILLS, CA, 91364-2335	(818) 887-3311	
12632501	LADIESTOUCH MAID & JANITORIAL CARPET CARE 16010 CRENSHAW BLVD., STE. C, , GARDENA, CA, 90249-4876	(310) 324-9695	
15551501	LAKESH HARRISHIRED HELP 10333 KALMIA ST., , LOS ANGELES, CA, 90002	(323) 997-7132	
14806401	LEE&LEE JANITORIAL SERVICE INC 6208 NORTH 42ND STREET, , TACOMA, WA, 98407	(253) 761-8665	
12564101	LEE'S MAINTENANCE SERVICE, INC 14740 KESWICK ST., , VAN NUYS, CA, 91405-1205	(818) 988-6644	
15147501	LELA M BLACK 1802 W 50TH ST, , LOS ANGELES, CA, 90062	(323) 327-6808	
15615501	LENA SCOTT DNS SOLUTIONS, 22003 INDEPENDENCIA ST, WOODLAND HILLS, CA, 91364	(818) 292-2460	
12517401	LIBRA CLEANING SERVICES INC 13301 ETON PL., , SANTA ANA, CA, 92705-2117	(714) 538-6660	
11145601	LINCOLN TRAINING CENTER 2643 LOMA AVE., , SOUTH EL MONTE, CA, 91733-1478	(626) 636-2553	
15757601	LUISA J SUN 709 N. HIDALGO AVE., , ALHAMBRA, CA, 91801	(626) 423-4871	
16165601	MACADI CORPORATION 26010 ACERO ST. STE.150, , MISSION VIEJO, CA, 92692	(949) 581-3330	
11260801	MAINTENANCE MANAGEMENT SYSTEMS 3720 BRAYTON AVE., , LONG BEACH, CA, 90807-4223	(562) 424-3948	
16337201	MAINTENANCE MASTERS 2185 SAMPSON AVE STE#109, , CORONA, CA, 92879	(951) 735-3200	
15763901	MANEEK KSEKHON LIBRA ENTER0RISES, PO BOX 11021, FRESNO, CA, 93771	(559) 289-7850	
14962001	MARCY MAPLES JANI KING, 4901 GREEN RIVER RD SPACE 291, CORONA, CA, 92880	(714) 742-8862	
15833701	MARIBEL TORRES BROTHERS CLEANING & MAINTENANCE, 13922 LONGWORTH AVE, NORWALK, CA, 90650	(562) 304-8586	
15833702	MARIBEL TORRES BROTHERS CLEANING & MAINTENANCE, PO BOX 1456, NORWALK, CA, 90651	(562) 304-8586	
15628701	MARQUISE, INCDBA SERVPRO OF HOLLYWOOD HILLS 1555 N VERMONT AVE, , LOS ANGELES, CA, 90027	(323) 667-3100	
11512301	MARY & SON JANITORIAL MAINT. PO BOX 6272, , COMPTON, CA, 90224-6272	(562) 529-5057	
14999701	MARY & SON MAINTENANCE SERVICE PO BOX 6272, , COMPTON, CA, 90224-6272	(562) 529-5057	

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12122401	MASTERCARE 7701 GARDEN GROVE BLVD., , GARDEN GROVE, CA, 92841-4207	(714) 890-7117	
11831501	MATRIX HEALTHCARE DISTRIBUTORS INC. P.O. BOX 19206, , LOS ANGELES, CA, 90019	(323) 356-4908	
05237401	MAXIM BUILDING CARE, INC. 3250 WILSHIRE BLVD., STE. 1103, , LOS ANGELES, CA, 90010	(213) 384-3211	
12157501	MAXIM BUILDING SERVICES, LLC 3540 WILSHIRE BLVD., STE. 711, , LOS ANGELES, CA, 90010-2351	(213) 384-3211	
11294801	MBM PROFESSIONAL JANITORIAL 3250 WILSHIRE BLVD., STE. 1103, , LOS ANGELES, CA, 90010-1513	(213) 383-1849	
11294802	MBM PROFESSIONAL JANITORIAL 1731 HOWE AVE., # 200, , SACRAMENTO, CA, 95825-2209	(213) 383-1849	
11294803	MBM PROFESSIONAL JANITORIAL 3010 WILSHIRE BLVD., # 339, , LOS ANGELES, CA, 90010-1146	(213) 383-1849	
51076501	MEDIA RECOVERY INC DATA SPAN, 5501 LBJ FRWY STE 350, DALLAS, TX, 75240	(818) 209-3600	
51076502	MEDIA RECOVERY INC 33 E. ORANGE GROVE AVE., , BURBANK, CA, 91502-1827	(800) 753-2203	
11175801	MERCHANTS BUILDING MAINTENANCELLC 786 MONTEREY PASS RD., , MONTEREY PARK, CA, 91754	(323) 446-0545	
15694801	METRO SERVICES SOUTH 5057 W WASHINGTON BLVD, , LOS ANGELES, CA, 90016	(562) 234-9650	
16128101	MH MAINTENANCE 9605 ARROW ROUTE SUITE E, , RANCHO CUCAMONGA, CA, 91730	(909) 437-6666	
14112601	MICRO-CLEAN 73985 1/2 HWY 111, , PALM DESERT, CA, 92253	(760) 771-0159	
15918701	MID-CITY MAINTENANCE SERVICE INC. 5506 EILEEN AVENUE, 5506 EILEEN AVENUE, LOS ANGELES, CA, 90043	(323) 610-4427	
13258401	MIGUEL'S CLEANING SERVICES 14909 ORANGE AVE., , PARAMOUNT, CA, 90723	(562) 634-3005	
15228201	MILLENNIUM MAINTENANCE SYSTEMS 26007 HUNTINGTON LANE STE 11, , VALENCIA, CA, 91355	(661) 645-7199	
14177701	MOLDWASH - MOLDBOXER SALES L 9601 WILSHIRE BLVD, SUITE 620, BEVERLY HILLS, CA, 90210-5202	(310) 271-5005	
15285701	MOON H HAHN PACIFIC COMMERCIAL COMPANY, 3450 WILSHIRE BLVD STE 704, LOS ANGELES, CA, 90010	(213) 422-7722	
14296801	MOORE MAINTENANCE & JANITORIALSERVICES, INC. SERVICES, INC., 69730 HIGHWAY 111, SUITE 106A, RANCHO MIRAGE, CA, 92270	(909) 885-7840 Ext:10	
13464801	MORAN & ASSOCIATES AA COMPUTERS, PO BOX 13271, TORRANCE, CA, 90503	(310) 781-0739	
16155601	MORAN JANITORIAL SERVICE 9605 ARROW ROUTE SUITE E, , RANCHO CUCAMONGA, CA, 91730	(909) 466-0333	
14604701	MT SUPPLY INC MACHINE TOOL SUPPLY INC, 3505 CADILLAC AVE SUITE K-2, COSTA MESA, CA, 93510	(818) 471-6334	
16345801	MYSOURCE LLC 2652 CUDAHY STREET, UNIT A, HUNTINGTON PARK, CA, 90255	(213) 986-8471	
15767401	NATIONWIDE JANITORIAL CORP. 632 EXECUTIVE DRIVE, , WILLOWBROOK, IL, 60527	(630) 323-8400	
05117801	NATURAL BUILDING MAINTENANCE C 16610 SOUTH WESTERN AVENUE, , GARDENA, CA, 90247-5214	(310) 512-6300	
16036001	NATURALLY GREEN PRODUCTS LLC 485 S KIRKMAN RD., SUITE 201, ORLANDO, FL, 32811	(845) 416-0732	

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15056201	NELSEN'S JANITORIAL SERVICE PO BOX 4289, , PALM SPRINGS, CA, 92263-4289	(760) 567-0149	
13231101	NEW ERA SERVICES INC 1736 E CHARLESTON BLVD, SUITE164, LAS VEGAS, NV, 89104	(323) 643-5703	
11990901	NEW WORLD SERVICE, INC. 1050 S. PRAIRIE AVE., , INGLEWOOD, CA, 90301-4120	(310) 645-1000	
10543501	NEWPOINT MANAGEMENT, LLC 144 GREENBRIAR LN., , LA PUENTE, CA, 91744-4742	(310) 424-5433	
15646301	NICHOLE C ALT GREEN & CLEAN CEILING PROS 1004 E. WINGATE ST, , COVINA, CA, 91724	(626) 922-9720	
14952901	NMS MANAGEMENT, INC. 155 WEST 35TH STREET, SUITE D, , NATIONAL CITY, CA, 91950	(619) 425-0440	
14753901	NOBLE KNIGHT HOLDINGS CORP 270 EAST DOUGLAS AVE, , EL CAJON, CA, 92020	(619) 567-5240	
13161001	NOON PRODUCTIONS, LLC P. O. BOX 802874, , SANTA CLARITA, CA, 91380	(661) 313-4227	
15281301	NORMA A CRUZ 210 E AVENUE 39, , LOS ANGELES, CA, 90031	(213) 999-3084	
15294801	NOVA COMMERCIAL CO., INC. 1535 TIDELANDS AVE STE C, , NATIONAL CITY, CA, 91950	(510) 728-7000	
16226101	NUNO'S QUALITY CLEANING 10 NORTH VALLEY CT, , CHICO, CA, 95973	(530) 588-8022	
13139401	OCTI-KLEEN JANITORIAL SERVICES PO BOX 4787, , DOWNEY, CA, 90241	(562) 305-6347	
14293801	OJS SYSTEMS, INC. PO BOX 671744, , MARIETTA, GA, 30006	(770) 975-9343	
14567701	OMNICLEAN 501 E KATELLA AVE SUITE 15B, , ORANGE, CA, 92867	(714) 325-1517	
11503501	ONYX WORLD COMPANIES INC. 6112 S. CROFT AVE., , LOS ANGELES, CA, 90056-1615	(323) 293-3874	
11427301	OPENWORKS 4300 LONG BEACH BLVD., STE. 100, , LONG BEACH, CA, 90807-2008	(562) 428-9210 Ext:105	
15481901	OUTSOURCE COMPANY INC 5322 CRENSHAW, , LA, CA, 90043	(323) 404-0014	
13844101	P.J. LAMANNA, INC P.O. BOX 936082, , MARGATE, FL, 33093	(877) 477-8624	
15307501	PACIFIC BUILDING CARE 5120 GOLDLEAF CIRCLE, SUITE 120, LOS ANGELES, CA, 90056	(800) 700-7271 Ext:318	
14851401	PACIFIC PREMIUM SERVICES, INC. 238 W. 60TH ST., , LOS ANGELES, CA, 90003	(323) 243-3264	
03058001	PACIFIC SUN MAINTENANCE CO INC 1101 CRENSHAW BLVD. 103, , LOS ANGELES, CA, 90019	(323) 938-2100	
15117501	PAN WORLD INC 13071 ROSECRANS AVE, , SANTA FE SPRINGS, CA, 90670	(562) 282-0440	
15750301	PARADISE CLEANING SOLUTIONS 169 ATLANTIC STREET, , POMONA, CA, 91768	(909) 598-0314	
13821401	PARENT TO PARENT, INC. FAMILY EMPOWERMENT, 2450 N. SANTA ANA BLVD., LOS ANGELES, CA, 90059	(323) 209-7009	
04678601	PATTEN ENERGY ENTERPRISES, INC 3437 S MAIN ST, , LOS ANGELES, CA, 90007	(323) 235-3500	View
12687701	PAYNE MORALES JANITORIAL SERVICE, 316 W. CARSON ST., STE. 102, CARSON, CA, 90745-2650	(310) 781-1080	
14845401	PBMS INC PREMIER BUILDING MAINT SERV., 1909 WILSHIRE BLVD., LOS ANGELES, CA, 90057	(213) 386-2552	

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10122001	PEARCE BUILDING SERVICES 480 CAPRICORN ST., , BREA, CA, 92821-3203	(714) 990-6677 Ext:40	
02290401	PEDUS BUILDING SERVICES, INC. 601 POTRERO GRANDE DR. # 300, , MONTEREY PARK, CA, 91755-7407	(323) 837-0222	
02290402	PEDUS BUILDING SERVICES, INC. 3500 W. 1ST ST., , LOS ANGELES, CA, 90004-5901	(213) 386-8480	
11768301	PEDUS SERVICE 601 POTRERO GRANDE DR., , MONTEREY PARK, CA, 91755-7407	(323) 837-0250	
14475001	PEGASUS CLEANROOM SERVICES PEGASUS BUILDING SERVICES COMP, 7554 TRADE STREET, SAN DIEGO, CA, 92121-9212	(858) 444-2290 Ext:12	
15846301	PERFORMANCE CLEANROOM SERVICES 28892 MARGUERITE PARKWAY, SUITE 210, , MISSION VIEJO, CA, 92692	(949) 364-4364	
06236601	PIONEER CHEMICAL CO 13717 S NORMANDIE AVE, , GARDENA, CA, 90249-2609	(310) 366-7393	
52870701	PJ CEPHAS CORPORATION PJ CEPHAS CORPORATION, P O BOX 950364, MISSION HILLS, CA, 91395-0364	(818) 890-2500	View
52870702	PJ CEPHAS CORPORATION 15643 SHERMAN WAY., STE. 220, , VAN NUYS, CA, 91406-4174	(818) 756-5475	
14157301	PLATINUM CLEANING 12223 HIGHLAND AVE., SUITE 203, , RANCHO CUCAMONGA, CA, 91739	(909) 437-1094	
50737901	PORSHIA ALEXANDER OF AMERICA PO BOX 2427, , COVINA, CA, 91722-8427	(111) 111-1111 Ext:11	
50737902	PORSHIA ALEXANDER OF AMERICA 909 S. GLENDORA AVE., , WEST COVINA, CA, 91790-4205	(626) 966-1203	
05699201	POWER BUILDING JANITORIAL SERVICES 3350 WILSHIRE BLVD., STE. 1105, , LOS ANGELES, CA, 90010-1835	(213) 252-0999	
16035801	POWER CLEAN JANITORIAL, INC 25122 WILEY CANYON RD., , NEWHALL, CA, 91321	(661) 297-2539	
52514001	PREMIER BUILDING MAINTENANCE 1909 WILSHIRE BLVD, , LOS ANGELES, CA, 90057	(213) 386-2552	
15120301	PREMIER SERVICES LLC 1101 S ALLEN ST, , POPLARVILLE, MS, 39470-3117	(601) 307-1152	
15146001	PREMIER UPKEEP LLC 10641 HALBRENT AVE, , MISSION HILLS, CA, 91345	(818) 470-4965	
13696801	PRIDE INDUSTRIES 10030 FOOTHILLS BLVD., , ROSEVILLE, CA, 95747-7102	(916) 788-2136	
14588801	PRIDE INDUSTRIES 10030 FOOTHILLS BLVD., , ROSEVILLE, CA, 95747	(916) 698-8830	
14588802	PRIDE INDUSTRIES PO BOX 39000 DEPT 34140, , SAN FRANCISCO, CA, 94139	(916) 788-2200	
14336401	PRIME C & K INC 148 S GRAMERCY PL STE 3, , LOS ANGELES, CA, 90004	(323) 228-6566	
15598601	PRITCHARD SPORTSPRITCHARD SPORTS & ENTERTAINME 2147 PRIEST BRIDGE DR STE 5, , CROFTON, MD, 21114	(410) 451-8448	
14311101	PYRAMID BUILDING MAINTENANCE PACIFIC BUILDING MAINTENANCE, 4747 OCEANSIDE BLVD., SUITE E, OCEANSIDE, CA, 92056-3054	(760) 643-9239 Ext:104	
14784201	PYRAMID MAINTENANCE SERVICES 22440 DOWNING ST, , MORENO VALLEY, CA, 92553	(951) 966-2428	
14832301	QCS BUILDING SERVICES INC 39215 BEACON LN, , PALMDALE, CA, 93551	(661) 236-8615	
13899001	QUALITY BUILDING & MAINTENANCE SERVICES, 9432 EAST AVE T2, LITTLEROCK, CA, 93543	(661) 944-4680	

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11610301	R AND D OPTIONS P.O. BOX 508, , NORWALK, CA, 90651	(562) 863-1949	
16202801	R&R ENVIRONMENTAL SERVICES 11916 HAYFORD ST, , NORWALK, CA, 90650	(562) 650-9664	
15819801	RAMAAN HALL HALL PROPERTY SERVICES, 503 N MAYO AVENUE, COMPTON, CA, 90221	(702) 741-0957	
15057201	RASHID FAMILY CHILD CARE 45433 MAYS CT, , LANCASTER, CA, 93535	(661) 916-6510	
15917701	RELAX BUILDING SERVICES 9114 ALONDRA BLVD, , BELLFLOWER, CA, 90706	(562) 281-9451	
06273001	RELIABLE BLDG MAINTENANCE INC. 3200 WILSHIRE BLVD., STE. 1370 NORTH TOWER, , LOS ANGELES, CA, 90010	(213) 365-2930	
13920401	RELIABLE BUILDING MAINTENANCE 3200 WILSHIRE BLVD., #1370 NORTH TOWER, , LOS ANGELES, CA, 90010	(213) 365-2930	
11744501	RELIANCE SERVICE GROUP PO BOX 180, , NEW CUYAMA, CA, 93254-0180	(714) 418-2960 Ext:228	
11101401	RELIANCE SUPPORT SREVICES 7004 N. HALF MOON DR., APT. C, , BAKERSFIELD, CA, 93309-7864	(661) 301-2861	
15073301	REO LANDSCAPE & MAINTAINENCE 1240 E ONTARIO STE 102-259, , CORONA, CA, 92881	(951) 990-4628	
14755301	RESICOMM INTERNATIONAL 8939 S. SEPULVEDA BLVD, SUITE 304, LOS ANGELES, CA, 90045	(310) 258-9097	
13091601	RESOURCE UNLIMITED 7049 N. FAIRCHILD CR, , MILWAUKEE, WI, 53217	(414) 350-7456	
14947201	ROBERT H PEDDER EXPERT BUILDING MAINTENANCE, 1871 TAPO STREET, SIMI VALLEY, CA, 93063	(805) 520-1580	
15066901	RODERICK BROOKS ALL PHAZES CLEANING SERVICE, 5440 CRENSHAW BLVD STE 16, LOS ANGELES, CA, 90043	(702) 272-4050	
05104401	ROGAN BUILDING SERVICES, INC. 1521 7TH ST., , RIVERSIDE, CA, 92507-4454	(909) 248-1261	
05104402	ROGAN BUILDING SERVICES, INC. 1245 N. FITZGERALD AVE., , RIALTO, CA, 92376-8615	(000) 000-0000	
05120001	ROYAL CREST BUILDING MT 8601 ROLAND ST., STE. A, P.O. BOX 391, BUENA PARK, CA, 90621-4813	(714) 562-5034	
15728301	S & S MANAGEMENT SERVICES LLC PROFESSIONAL BUILDING MAINTENANCE, 1299 E ARTESIA BLVD STE 230, CARSON, CA, 90746	(424) 213-4112	
15299701	SAFETY SHINE MAINTENANCE & SUP 3623 JASMINE AVE, 111, LOS ANGELES, CA, 90034	(310) 717-4289	
15424001	SAMANTHA CHUNGC2 ENTERPRISES 400 S. HARVARD BLVD, #307, , LOS ANGELES, CA, 90020	(310) 923-6707	
14986301	SAMUEL METZNER & MELISSA METZNER - JANI KING, 5536 LINDLEY AVE SUITE 331, ENCINO, CA, 91316	(323) 854-1784	
14460301	SAN GABRIEL VACUUM 9090 LAS TUNAS DR, , TEMPLE CITY, CA, 91780	(626) 286-1165	
11556501	SANTA FE BUILDING MAINTENANCE 15644 PALOMINO DR, , CHINO HILLS, CA, 91709	(909) 606-2756	
15041301	SARAYAN BUILDING SOLUTIONS STRATUS BUILDING SOLUTIONS, 16530 VENTURA BLVD 204, ENCINO, CA, 91316	(818) 981-1700	
15041302	SARAYAN BUILDING SOLUTIONS 600 N. MOUNTAIN AVE. STE C-203, , UPLAND, CA, 91786	(909) 527-7110 Ext:102	

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16303401	SC PRIMESOURCE, INC. 1756 CRENSHAW BLVD., , LOS ANGELES, CA, 90019	(323) 732-3600	
12075301	SELF'S JANITORIAL SERVICE 332 W. 2ND ST., , PERRIS, CA, 92570-2004	(909) 657-5312	
13120601	SERV 1 JANITORIAL 39252 WINCHESTER RD., #107-358, , MURRIETA, CA, 92563	(951) 541-8752	
03123201	SERVICEMASTER CBM 2010 W. AVENUE K, # 478, , LANCASTER, CA, 93536-5229	(661) 948-5287	
13690501	SERVICON SYSTEMS INC 3965 LANDMARK ST, , CULVER CITY, CA, 90232	(310) 204-5040 Ext:246	
11598901	SHAMEKA HULL SCHOLARSHIP 20539 S. VERMONT AVE., UNIT. 7, , TORRANCE, CA, 90502-3109	(310) 323-2327	
11826901	SHATTO CORPORATION 425 SHATTO PL STE A-1, , LOS ANGELES, CA, 90020	(213) 384-8332	
11826902	SHATTO CORPORATION 425 SHATTO PL STE A-1, , LOS ANGELES, CA, 90020	(213) 384-8332	
16118701	SHELTERCLEAN SERVICES, INC. 11065 PENROSE STREET, , SUN VALLEY, CA, 91352	(818) 767-9162 Ext:26	
15543601	SHIBRO LLCDBA JAN-PRO OF THE WEST 3540 WILSHIRE BLVD #807, , LOS ANGELES, CA, 90010	(213) 355-1212 Ext:302	
14060001	SHYP BIOTECHNICAL CLEANING, LL 320 N E STREET SUITE 302, , SAN BERNARDINO, CA, 92401	(951) 582-0931	
12055001	SIERRA JANITORIAL SERVICES INC 4455 CASA GRANDE CIRCLE 119, , CYPRESS, CA, 90630	(714) 761-2050	
13992901	SIGNATURE CONSULTING 8255 JOHNSON LANE, , GRANITE BAY, CA, 95746	(916) 797-4020	
15654401	SILVIA J SOLANO ELITE CLEANING SERVICES, 1426 HILL DRIVE, LOS ANGELES, CA, 90041	(323) 259-5701	View
15293701	SIMONS CLEANING SERVICE 1173 MAAG PLACE, , FULLERTON, CA, 92833	(714) 225-0004	
13810801	SODEMAN'S MAINTENANCE SERVICE 12188 CENTRAL AVE., STE. 357, CHINO, CA, 91710	(909) 465-0060	
13920501	SOLUTION1 BUILDING SERVICES 855 N HAMILTON BLVD, , POMONA, CA, 91768	(562) 261-5676	
06117301	SOUTHERN BUILDING MAINTENANCE 836 CRENSHAW BLVD., STE. 102, , LOS ANGELES, CA, 90005-3631	(323) 931-1551	
06117302	SOUTHERN BUILDING MAINTENANCE 3921 WILSHIRE BLVD., STE. 303, , LOS ANGELES, CA, 90010-3329	(323) 931-1551	
14581501	SPARKLING CLEAN CLEANING 2904 WEST 48TH ST, P.O. BOX 432142, LOS ANGELES, CA, 90043	(323) 290-3935	
11259501	STAMCO 200 N. CLARK AVE, , POMONA, CA, 91767-5723	(909) 622-1367	
52732401	STANLEY STEEMER OF LOS ANGELES 841 W FOOTHILL BLVD, , AZUSA, CA, 91702-2815	(626) 945-5543	
12408101	START FRESH BUILDING 7007 WASHINGTON AVE., STE. 260, , WHITTIER, CA, 90602-3621	(562) 698-5753	
12656301	STREAKFREE WINDOW CL PO BOX 32425, , PHOENIX, AZ, 85064-2425	(602) 930-9857	
05706901	SUPERIOR ENVIRONMENTAL PO BOX 19784, , SAN DIEGO, CA, 92159-0784	(619) 462-7079	
10374201	SUPPORT SERVICES OF AMERICA INC, 12440 FIRESTONE BLVD., STE. 312, NORWALK, CA, 90650-4399	(509) 979-3900	

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14347201	SURETECK INDUSTRIAL & COMMERCIAL SERVICES INC., 860 E COTTONWOOD STREET, ONTARIO, CA, 91761	(951) 529-7556	
14144701	SWAYZER'S INC. 1663 E. DEL AMO, , CARSON, CA, 90746	(323) 979-7223	
51890301	SYSTEMS MANAGEMENT, INC. 1635 N. LAKE AVE., , PASADENA, CA, 91104-2321	(626) 791-1388	
14633001	T & T JANITORIAL, INC. P.O. BOX 261401, , SAN DIEGO, CA, 92196	(858) 336-8837	
13234001	T AND T JANITORIAL 9088 DEWSBURY AVE, , SAN DIEGO, CA, 92126	(858) 336-8837	
14315601	T&J BUILDING CLEANING SERVICE 27940 SOLAMINT RD APT SUITE 4-103, , SANTA CLARITA, CA, 91387	(661) 476-8854	
12228401	TAMARA CAUDILL 41024 16TH ST. W., , PALMDALE, CA, 93551-2145	(661) 273-6692	
12228402	TAMARA CAUDILL ALL SERVICES CLEANING, 34623 RED ROVER MINE ROAD, ACTON, CA, 93510	(000) 000-0000	
10320501	TAPIA BROTHERS CO. 6019 DISTRICT BLVD., , MAYWOOD, CA, 90270-3560	(323) 560-7415 Ext:110	
10807601	TEAM-ONE EMPLOYMENT SPECIALIST 2999 OVERLAND AVE., STE. 130, , LOS ANGELES, CA, 90064-4256	(310) 841-4100	
10946701	THE CHRYSALIS CENTER 1853 LINCOLN BLVD, , SANTA MONICA, CA, 90404	(310) 401-9382	
10946702	THE CHRYSALIS CENTER 522 S. MAIN ST., , LOS ANGELES, CA, 90013	(213) 806-6368	
11465401	THE HARPER GROUP 18226 W. MCDURMOTT, STE. B, , IRVINE, CA, 92614-4750	(949) 223-8894	
14323501	THE JANITORIAL COMPANY 13686 S. CEDAR AVE, , FRESNO, CA, 93725	(559) 896-2122	
12121801	THE MACHADO ENVIRONMENTAL CORP AIR DUCT CLEANING COMPANY, 2219 BROADVIEW DR., GLENDALE, CA, 91208-1311	(818) 249-3620	View
14968301	THE MAULL GROUP 4082 S CLOVERDALE AVE, , LOS ANGELES, CA, 90008-1033	(323) 291-5759	
14282001	THE PAR 3 GROUP 101 ATLANTIC AVE., STE. 104, LONG BEACH, CA, 90802	(562) 537-7528	
52057801	THE RESOURCE COLLECTION 4901 W. ROSECRANS AVE., , HAWTHORNE, CA, 90250-6615	(310) 219-3272 Ext:126	
16353701	THE TRANZONIZ COMPANY CCP INDUSTRIES, 26301 CURTIS PARKWAY STE 200, RICHMOND HEIGHTS, OH, 44143	(800) 321-2840	
11824901	THE WORK FORCE 1932 ROCHESTER CIRCLE, , LOS ANGELES, CA, 90018	(323) 766-1119	
14721501	THOROUGH CLEANING SERVICES 4103 SANTA ROSALIA DR, , LOS ANGELES, CA, 90008	(323) 301-5980	
12948701	TK CLEANING SERVICES 2260 E AVE Q4, UNIT 66, , PALMDALE, CA, 93550	(661) 449-7097	
13282201	TKH DESIGN, INC. 1020 N. BATAVIA ST. SUITE M, , ORANGE, CA, 92867	(714) 289-0344	
14953501	TOPFLITE BUILDING SERVICES INC 930 KENNEDY STREET, NW, , WASHINGTON, DC, 20011	(202) 726-2500	
15169901	TOTAL KONCEPTS ACS INC 3166 E PALMDALE BLVD STE 116, , PALMDALE, CA, 93550	(661) 273-0352	

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14140501	TOTAL MAINTENANCE GROUP 6910 OSLO CIRLE STE 205, , BUENA PARK, CA, 90623	(714) 228-9191	
14833001	TRACK ALL JANITORIAL SERVICES 7911 ARLINGTON AVE 160, , RIVERSIDE, CA, 92503	(951) 343-9648	
16114001	TRIANGLE SERVICES, INC. 10 FIFTH STREET, 2ND FLOOR, VALLEY STREAM, NY, 11581	(516) 561-1700 Ext:214	
16156901	TRUSTED HAND SERVICE, INC. 1010 N. DAVIS STREET, , JACKSONVILLE, FL, 32209	(904) 232-6300	
14741601	TWO-81 JANITORIAL 11150 GLENOAKS ST., SUITE 141, , PACOIMA, CA, 91331	(818) 425-8968	
14792701	ULTIMATE CLEANING SOLUTIONS 15838 SILVERGROVE DR, , WHITTIER, CA, 90604	(562) 631-4947	
11280301	ULTIMATE MAINTENANCESERVICE INC. 4237 REDONDO BEACH BLVD., , LAWNDALE, CA, 90260-3341	(310) 542-1474 Ext:18	
14024701	ULTRA ENTERPRISE 1307 6TH STREET, SUITE 210, , CORONA, CA, 92882	(951) 736-1234	
10506601	UNISERVE FACILITIES SERVICES CORP 2363 SOUTH ATLANTIC BLVD, , COMMERCE, CA, 90040	(213) 533-1000 Ext:7117	
00436101	UNISOURCE WORLDWIDE INC 6565 VALLEY VIEW ST., , LA PALMA, CA, 90623	(714) 690-6626	
00436102	UNISOURCE WORLDWIDE INC 20 CENTERPOINTE DR SUITE #130, , LA PALMA, CA, 90623	(714) 690-6626	
00436103	UNISOURCE WORLDWIDE INC 515 WEST 132 STREET, , LOS ANGELES, CA, 90248	(310) 532-4800 Ext:357	
00436104	UNISOURCE WORLDWIDE INC FILE 57006, , LOS ANGELES, CA, 90074-7006	(111) 111-1111	
00436106	UNISOURCE WORLDWIDE INC DEPT. 2-1952, , LOS ANGELES, CA, 90088	(323) 725-3700	
00436107	UNISOURCE WORLDWIDE INC 20 CENTERPOINTE DRIVE SUITE 130, , LA PALMA, CA, 90623	(800) 544-0860 Ext:2341	
00436108	UNISOURCE WORLDWIDE INC 2600 SOUTH COMMERCE WAY, , CITY OF COMMERCE, CA, 90040	(818) 426-4865	
15076601	UNITED SANITARY SUPPLY INC 451 CONSTITUTION AVE, , CAMARILLO, CA, 93012	(805) 484-9554	
15736101	UNIVERSAL BUILDING MAINTENANCE 1551 N. TUSTIN AVE., STE. 650, SANTA ANA, CA, 92705	(562) 708-2158	
15119101	UNIVERSAL BUILDING MAINTENANCEBUILDING MAINTENANCE OF TODAY BUILDING MAINTENANCE OF TODAY, 2030 E 4TH ST STE 225, SANTA ANA, CA, 92705	(714) 835-9621	
15067701	UNIVERSAL CLEANING SERVIVE 11619 S CRENSHAW, , INGLEWOOD, CA, 90303	(310) 367-1659	
14462701	UNIVERSAL CONCEPT ELECTRIC 16603 E. CYPRESS ST., , COVINA, CA, 91722	(909) 241-3351	
04613701	UNIVERSAL SPECIALTIES INC 30081 AHERN AVE, , UNION CITY, CA, 94587	(510) 489-3444	
04613702	UNIVERSAL SPECIALTIES INC PO BOX 5035, , UNION CITY, CA, 94587-8535	(800) 453-1445	
04613703	UNIVERSAL SPECIALTIES INC PO BOX 5035, 2821 FABER ST, UNION CITY, CA, 94587-8535	(000) 000-0000	
04613705	UNIVERSAL SPECIALTIES INC 2075 E APPLETON ST SUITE 25, , LONG BEACH, CA, 90803	(714) 437-4173	
13811401	UNIVERSO CLEANING INC. 111 S. GARFIELD BLVD., STE 101-A, , MONTEBELLO, CA, 90640	(323) 574-0089	

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14719101	US BUILDING SERVICE INC 7581 COMMONWEALTH AVE, , BUENA PARK, CA, 90621	(714) 736-5454	
05116601	US METRO GROUP, INC. 605 S. WILTON PLACE, , LOS ANGELES, CA, 90005	(213) 382-6435 Ext:22	
05116602	US METRO GROUP, INC. 3171 W. OLYMPIC BLVD. #553, , LOS ANGELES, CA, 90006	(213) 382-7310	
13133801	VALLEY LIGHT INDUSTRIES INC 5358 IRWNDALE AVE, UNIT B, BALDWIN PARK, CA, 91706	(626) 337-6200	
15295401	VALLEY MAINTENANCE CORP 680 WILSHIRE PL STE 406, , LOS ANGELES, CA, 90005	(213) 500-7213	
15295402	VALLEY MAINTENANCE CORP 3660 WILSHIRE BLVD SUITE 506, , LOS ANGELES, CA, 90010	(213) 388-3370	
12546201	VER-O-ROSES MAINTENANCE, INC. DBA - AVOR, 2429 AGOSTINO DR., ROWLAND HEIGHTS, CA, 91748-4318	(626) 839-6717	
11050701	VISTA HEALTH INFORMATION SRVCS 3663 NEWTON STREET, , TORRANCE, CA, 90505	(424) 333-2671	
04356801	W.W. GRAINGER, INC. 8930 WINNETKA AVE., , NORTHRIDGE, CA, 91324-3234	(818) 341-2317	
04356802	W.W. GRAINGER, INC. 570 S. ALAMEDA ST., , LOS ANGELES, CA, 90013-1726	(310) 779-7398	
04356803	W.W. GRAINGER, INC. GRAINGER, DEPT 836095992, PALATINE, IL, 60038-0001	(408) 432-8200	
04356804	W.W. GRAINGER, INC. DEPT. 859532145, , PALATINE, IL, 60038-0001	(818) 341-2808	
04356805	W.W. GRAINGER, INC. DEPT. 440-819796806, , PALATINE, IL, 60038-0001	(310) 397-1596	
04356806	W.W. GRAINGER, INC. DEPT. 821572658, , PALATINE, IL, 60038-0001	(310) 669-4216	
04356807	W.W. GRAINGER, INC. DEPT. 805594207, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356808	W.W. GRAINGER, INC. 2211 E. OLYMPIC BLVD., , LOS ANGELES, CA, 90021-2521	(213) 624-8733	
04356809	W.W. GRAINGER, INC. DEPT. 877855999, , PALATINE, IL, 60038-0001	(877) 202-2594	
04356810	W.W. GRAINGER, INC. DEPT 880222427, , PALATINE, IL, 60038-0001	(877) 202-2594	
04356811	W.W. GRAINGER, INC. DEPT. 805296175, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356812	W.W. GRAINGER, INC. DEPT. 835230731, , PALATINE, IL, 60038-0001	(818) 337-7668	
04356813	W.W. GRAINGER, INC. DEPT. 805242765, , PALATINE, IL, 60038-0001	() -	
04356814	W.W. GRAINGER, INC. DEPT. 817855117, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356815	W.W. GRAINGER, INC. DEPT846138345, , PALANTINE, IL, 60038-0001	(951) 727-2999	
04356816	W.W. GRAINGER, INC. DEPT. 825459589, , PALATINE, IL, 60038-0001	(310) 397-1596	
04356817	W.W. GRAINGER, INC. DEPT. 805174661, , PALATINE, IL, 60038-0001	() -	
04356818	W.W. GRAINGER, INC. 724 W. COWLES ST., , LONG BEACH, CA, 90813-1419	(310) 495-8495	
04356819	W.W. GRAINGER, INC. GRAINGER, DEPT 881478598, PALATINE, IL, 60038-0001	(887) 361-8649	

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04356820	W.W. GRAINGER, INC. DEPT. 820940195, , PALATINE, IL, 60038-0001	(213) 624-8734	
04356822	W.W. GRAINGER, INC. 570 S ALAMEDA ST, , LOS ANGELES, CA, 90013	(310) 489-6705	
04356825	W.W. GRAINGER, INC. DEPT 834376709, , PALATINE, IL, 60038-0001	() -	
04356827	W.W. GRAINGER, INC. DEPT. 820940203, , PALATINE, IL, 60038-0001	(310) 941-1791	
04356831	W.W. GRAINGER, INC. 1657 SHERMER RD., , NORTHBROOK, IL, 60062-5315	(708) 498-5900	
04356832	W.W. GRAINGER, INC. DEPT. 805553914, , PALATINE, IL, 60038-0001	() -	
04356833	W.W. GRAINGER, INC. DEPT. 822044368, , PALATINE, IL, 60038-0001	(213) 624-0873	
04356834	W.W. GRAINGER, INC. DEPT. 805261997, , PALATINE, IL, 60038-0001	(213) 726-6990	
04356835	W.W. GRAINGER, INC. DEPT. 805377793, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356836	W.W. GRAINGER, INC. DEPT. 839932829, , PALATINE, IL, 60038-0001	() -	
04356837	W.W. GRAINGER, INC. DEPT. 834376717, , PALATINE, IL, 60038-0001	() -	
04356838	W.W. GRAINGER, INC. DEPT. 844703843, , PALATINE, IL, 60038-0001	() -	
04356839	W.W. GRAINGER, INC. DEPT. 835604323, , PALATINE, IL, 60038-0001	() -	
04356840	W.W. GRAINGER, INC. DEPT. 823077466, , PALATINE, IL, 60038-0001	(847) 647-8900	
04356841	W.W. GRAINGER, INC. DEPT. 828645663, , PALATINE, IL, 60038-0001	() -	
04356842	W.W. GRAINGER, INC. DEPT. 834287716, , PALATINE, IL, 60038-0001	() -	
04356843	W.W. GRAINGER, INC. DEPT. 834287724, , PALATINE, IL, 60038-0001	() -	
04356847	W.W. GRAINGER, INC. DEPT. 852933928, , PALATINE, IL, 60038-0001	(562) 944-4628	
04356848	W.W. GRAINGER, INC. 10137 S NORWALK BLVD, , SANTA FE SPRINGS, CA, 90670	(562) 944-4628	
04356849	W.W. GRAINGER, INC. DEPT. 805332996, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356850	W.W. GRAINGER, INC. DEPT. 822779468, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356851	W.W. GRAINGER, INC. DEPT. 816413009, , PALATINE, IL, 60038-0001	(877) 202-2594	
04356852	W.W. GRAINGER, INC. DEPT. 840819312, , PALATINE, IL, 60038-0001	() -	
04356853	W.W. GRAINGER, INC. DEPT. 805196318, , PALATINE, IL, 60038-0001	() -	
04356856	W.W. GRAINGER, INC. DEPT. 836963355, , PALATINE, IL, 60038-0001	(213) 744-4828	
04356857	W.W. GRAINGER, INC. DEPT. 851938498, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356858	W.W. GRAINGER, INC. DEPT. 820940187, , PALATINE, IL, 60038-0001	(818) 956-5522	

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04356859	W.W. GRAINGER, INC. DEPT. 805197654, , PALATINE, IL, 60038-0001	(818) 956-5522	
04356860	W.W. GRAINGER, INC. DEPT. 440-852096551, , PALATINE, IL, 60038-0001	(800) 994-2336	
04356861	W.W. GRAINGER, INC. DEPT. 440-836519439, , PALATINE, IL, 60038-0001	(800) 994-2336	
04356862	W.W. GRAINGER, INC. 3691 INDUSTRIAL BLVD., , WEST SACRAMENTO, CA, 95691-3456	(800) 700-6955	
04356863	W.W. GRAINGER, INC. DEPT. 805738937, , PALATINE, IL, 60038	() -	
04356864	W.W. GRAINGER, INC. DEPT. 836508911, , PALATINE, IL, 60038-0001	(562) 495-8495	
04356865	W.W. GRAINGER, INC. DEPT. 440-850270646, , PALATINE, IL, 60038-0001	(562) 944-4628	
04356867	W.W. GRAINGER, INC. DEPT. 835604315, , PALATINE, IL, 60038-0001	(310) 669-4216	
04356868	W.W. GRAINGER, INC. DEPT. 850248584, , PALATINE, IL, 60038-0001	(310) 669-4216	
04356870	W.W. GRAINGER, INC. 333 W. ARTESIA BLVD., , COMPTON, CA, 90220-5525	(310) 603-0239	
04356874	W.W. GRAINGER, INC. 10804 S. LA CIENEGA BLVD., , INGLEWOOD, CA, 90304-1113	(310) 327-7370	
04356875	W.W. GRAINGER, INC. DEPT. 805178571, , PALATINE, IL, 60038-0001	(310) 669-4216	
04356877	W.W. GRAINGER, INC. 3408 BROADMOOR BLVD., , SAN BERNARDINO, CA, 92404-2406	(909) 318-9509	
04356878	W.W. GRAINGER, INC. 1321 LINDA VISTA DR., , SAN MARCOS, CA, 92078-3804	(619) 417-2146	
04356879	W.W. GRAINGER, INC. 4700 HAMNER AVE., , MIRA LOMA, CA, 91752-1018	(909) 727-2399	
04356880	W.W. GRAINGER, INC. DEPT 440, , PALATINE, IL, 60038-0001	(909) 727-2399	
04356881	W.W. GRAINGER, INC. DEPT 853865483, , PALATINE, IL, 60038-0001	(323) 271-3367	
04356882	W.W. GRAINGER, INC. 5959 WEST HOWARD STREET, , NILES, IL, 60714-4014	(847) 793-5200	
04356883	W.W. GRAINGER, INC. DEPT. 814877429, , PALATINE, IL, 60038-0001	(213) 624-8733	
04356884	W.W. GRAINGER, INC. DEPT 869601666, , PALATINE, IL, 60038-0001	(626) 337-7668	
04356885	W.W. GRAINGER, INC. 2000 S. TUBEWAY INC., , COMMERCE, CA, 90040	(626) 673-8496	
04356886	W.W. GRAINGER, INC. DEPT 868666850, , PALATINE, IL, 60038-0001	(951) 727-2399	
04356887	W.W. GRAINGER, INC. DEPT 870205473, , PALATINE, IL, 60038-0001	(847) 535-3089	
04356888	W.W. GRAINGER, INC. DEPT. 843606518, , PALATINE, IL, 60038-0001	(818) 341-2808	
04356889	W.W. GRAINGER, INC. DEPT. 846200194, , PALATINE, IL, 60038-0001	(213) 634-7371	
04356890	W.W. GRAINGER, INC. DEPT 871285540, , PALATINE, IL, 60038-0001	(562) 944-4628	
04356891	W.W. GRAINGER, INC. DEPT. 867444473, , PALATINE, IL, 60038-0001	(800) 558-5712 Ext:2311	

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Vendor ID	Company Name	Phone	LSBE Certified
04356892	W.W. GRAINGER, INC. DEPT. 869601641, , PALATINE, IL, 60038-0001	(951) 727-2999	
04356893	W.W. GRAINGER, INC. GRAINGER, DEPT 838500346, PALATINE, IL, 60038-0001	(877) 202-2594	
13077101	WALTER A SORIANO 1940 1/2 35TH STREET, , LOS ANGELES, CA, 90018	(213) 479-1145	
16091601	WE SERVICE AMERICA, INC. 10311 S. LA CIENEGA BLVD., , LOS ANGELES, CA, 90045	(310) 743-3000 Ext:293	
15438501	WEAVER'S JANITORIAL 19620 WYANDOTTE ST 2, , RESEDA, CA, 91335	(818) 678-9595	
11448701	WEBCO SWEEPING LLC 60 W. MAIN AVE., STE. 22, , MORGAN HILL, CA, 95037-4571	(408) 778-5411	
11448702	WEBCO SWEEPING LLC LONG BEACH OFFICE, 2401 E. SEPULVEDA BLVD, LONG BEACH, CA, 90810	(562) 490-7082	
50694401	WEST COAST BUSINESS PRODUCTS 9749 INDEPENDENCE AVE., , CHATSWORTH, CA, 91311-4318	(818) 341-2800 Ext:112	
14004701	WEST COAST CLEANING SERVICES 360 GRAND AVE, 379, OAKLAND, CA, 94610	(510) 798-5496	
15958501	WEST COAST LOT RESTORATION CO 733 HINDRY AVE., 502B, INGLEWOOD, CA, 90204	(310) 295-8452	
14811801	WEST COAST MAINTENANCE 16312 S. MAIN STREET, , GARDENA, CA, 90248	(310) 324-2511	
15517901	WILLIE R & DORIS J REED R INDUSTRIAL & HLTHCARE SUPPL 18810 MOREHOUSE DR, , CARSON, CA, 90746	(213) 610-5442	View
10169601	WILSON COMMERICIAL AND 12441 AVOCADO AVE., , CHINO, CA, 91710-2713	(909) 465-0626	
10586401	WINGS OF REFUGE, INC. 5777 W. CENTURY BLVD., STE. 910, , LOS ANGELES, CA, 90045-5692	(310) 670-6767	
14253201	WM MILES BUILDING MAINTENANCE 31735 RIVERSIDE DR., PMB 283, , RIVERSIDE, CA, 92530	(951) 205-0817	
15880701	WONDER CLEANING SERVICES 3430 W. 82ND STREET, , INGLEWOOD, CA, 90305-1233	(213) 840-0072	
05696501	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST, 7260 ATOLL AVE, NORTH HOLLYWOOD, CA, 91605-4104	(818) 503-8240 Ext:105	View
05696502	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST, 7260 ATOLL AVENUE, NORTH HOLLYWOOD, CA, 91605-4104	(818) 764-2515	
10097901	WORLD SERVICE WEST LA INFLIGHTSERVICE CO., LLC 13620 GRAMERCY PL., , GARDENA, CA, 90249-2453	(310) 641-2396 Ext:30	
15007401	WSA SERVICES 10311 LA CIENEGA BOULEVARD, , LOS ANGELES, CA, 90045	(310) 743-3000 Ext:226	
11933501	WWC WINDOW CLEANING 180 GLENDALE BLVD., , LOS ANGELES, CA, 90026-5826	(213) 977-9620 Ext:15	
10029001	XPEDX AN INTERNATIONAL PAPER COMPANY 7500 AMIGOS AVE, , DOWNEY, CA, 90242	(562) 401-2262	
10029002	XPEDX AN INTERNATIONAL PAPER COMPANY 7500 AMIGOS AVE, , DOWNEY, CA, 90242	(562) 401-1232	
10029003	XPEDX AN INTERNATIONAL PAPER COMPANY 7500 AMIGOS AVE, , DOWNEY, CA, 90242	(562) 261-6336	
10029004	XPEDX AN INTERNATIONAL PAPER COMPANY 7500 AMIGOS AVE, , DOWNEY, CA, 90242	(562) 261-6336	
10029005	XPEDX AN INTERNATIONAL PAPER COMPANY 7500 AMIGOS AVE, , DOWNEY, CA, 90242	(562) 261-6336	

ATTACHMENT 9

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Vendor ID	Company Name	Phone	LSBE Certified
10029006	XPEDX AN INTERNATIONAL PAPER COMPANY P O BOX 31001-1382, , PASADENA, CA, 91110-1382	(562) 922-7000	
13249501	XPRESS CLEANING CO, INC. 4537 FOUNTAIN AVE, # 110, LOS ANGELES, CA, 90029-1947	(323) 664-0720	
15219201	XTREME JANITORIAL 15760 FELLOWSHIP ST, , LA PUENTE, CA, 91744	(909) 636-5254	
12564401	ZION INDUSTRIES, INC. 39 EAST HANOVER AVENUE, SUITE C2, MORRIS PLAINS, NJ, 07950	(973) 727-6213	

ATTACHMENT 10

CUSTODIAL SERVICES
FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTORS

FIRM INFORMATION		Diamond Contract Services, Inc.	DMS Facility Services, Inc.	Pride Industries One, Inc.
Cultural/Ethnic Composition		Number	Number	Number
OWNERS/PARTNERS	Black/African American	1	4	N/A
	Hispanic/Latino			N/A
	Asian or Pacific Islander			N/A
	American Indian			N/A
	Filipino			N/A
	White			N/A
	Women (included above)		2	N/A
MANAGER	Black/African American	8	2	36
	Hispanic/Latino	14	55	79
	Asian or Pacific Islander			12
	American Indian			1
	Filipino	1		
	White	2	13	186
	Women (included above)	6	27	97
STAFF	Black/African American	206	46	482
	Hispanic/Latino	578	1,687	801
	Asian or Pacific Islander	1	33	205
	American Indian	1		16
	Filipino	7		
	White	34	170	1,122
	Women (included above)	406	757	878
TOTAL # OF EMPLOYEES		1,032 (entire company) 853 (California only)	2,010	2978
BUSINESS STRUCTURE		Corporation	Corporation	Corporation - Non-Profit
COUNTY CERTIFICATION		NO	NO	NO
CBE		NO	NO	NO
LSBE		NO	NO	NO
OTHER CERTIFYING AGENCY		City of LA – Dept. of Public Works (DBE/MBE)	N/A	N/A