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May 06, 2025

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:

**REQUEST FOR APPROVAL TO AWARD AND EXECUTE ONE CONTRACT FOR
PARKING FACILITY MANAGEMENT SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Request approval to award and execute one contract with PCAM, LLC dba Parking Company of America (PCAM) to provide parking facility management services at 26 County of Los Angeles (County) owned and/or County- operated parking facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that parking facility management services can be performed more economically by an independent contractor than by County employees.
2. Approve and instruct the Chair to sign the attached contract (Attachment 1) with PCAM, to provide parking facility management services effective June 1, 2025, for a period of five years, with two one-year extension options, and six month-to-month extensions, for a maximum total contract term of seven years and six months, at an estimated first year cost of \$8.8 million and an aggregate of approximately \$47 million for the initial five year term.
3. Authorize the Director of Internal Services Department (ISD), or their designee, to exercise the renewal options and month-to-month extensions in accordance with the attached contract; add or delete facilities; execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and, upon review by County Counsel, approve necessary changes to scope of services.

4. Authorize the Director of ISD, or their designee, to increase the contract amount up to an additional 10% to allow for any possible cost of living adjustments (COLA) during the option years in accordance with County policy and terms of the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently contracts for parking facility management services at 26 parking facilities which will expire May 31, 2025. The recommended actions will ensure that parking facilities are operated and maintained throughout the County, without interruption. Ensuring the continuity of services is crucial, as the absence of such continuity would have negative operational and fiscal impacts on County and Court employees, internal and external customers, and the public utilizing the County parking facilities on a daily basis.

Approval of recommendation number one and two will allow ISD to award the parking facility management services contract to meet the immediate and continued need for such services and find that the contract is cost effective.

Approval of recommendation number three will allow ISD to effectively manage the contract through its term.

Approval of recommendation number four will allow ISD to approve COLA in accordance with County policy and terms of the contract, if requested by the Contractors.

A complete listing of the parking facilities is attached (Attachment 2).

Implementation of Strategic Plan Goals

The recommended contract supports the County's Strategic Plan, North Star 3 (Realize Tomorrow's Government Today), Focus Area Goal A, Communication and Public Access, by providing accessibility of our government services and public access to parking facilities throughout the County. Further, the direct customer service provided by the recommended Contractor will enable the County to meet the parking needs of all residents visiting these facilities. The recommendations further support the County's Strategic Plan by providing timely delivery of customer oriented and efficient public services and by generating revenue which benefits the County General Fund.

FISCAL IMPACT/FINANCING

At 23 (non-revenue generating lots) of the 26 parking facilities included in the contract, as shown in Attachment 2, the County will pay PCAM a fixed management fee of approximately \$8.8 million for the first contract year and an aggregate of approximately \$47 million for the initial 5-year term.

At the remaining three parking facilities (revenue share lots), the County will provide a percentage of the monthly adjusted gross revenue generated at those facilities to PCAM. This revenue-sharing percentage is 36% and 43% for year one and will increase to 39.5% to 46.5% in the fifth year of the contract. Additionally, three of the fixed management fee lots become revenue share lots to the County during special events.

The estimated annual revenue for all revenue-generating parking facilities is \$11.4 million based on previous revenue generated in FY 2023-2024.

Appropriation for the management fee payments for the recommended contract is included in ISD's Fiscal Year 2024-2025 Adopted Budget. Additional funding will be requested in future years' budget submissions, if necessary.

ISD conducted a Prop A cost analysis to ensure the contract's cost effectiveness; summaries of which are attached (Attachment 3). Based on the Prop A cost analysis, the proposed contract rates will provide cost savings of 14.22% or \$1.8 million to the County during the first year. Pursuant to the Fiscal Manual, the Auditor-Controller has approved the cost analysis that demonstrate that the contract is cost effective.

The proposed management fees and revenue share percentages are fixed for the initial term of the contract. The contract allows for a COLA increase for the proposed management fees during the sixth and seventh years of the contract, if the option years are exercised. The COLA language in the contract complies with your Board's directive that COLAs for Living Wage contract be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contract includes the County's standard terms and conditions which have been approved as to form by County Counsel. The contract contains all of the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/START participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

The contract is subject to the Living Wage Program (Los Angeles County Code, Chapter 2.201). PCAM has signed a Memorandum of Understanding with Teamsters Local Union No. 911 and will execute the Collective Bargaining Agreement subsequent to your Board's approval of the contract, exempting the firm from the County's Living Wage Program.

Pursuant to Board Policy 5.030 (Low-Cost Labor Resource Program), departments are required to consider low-cost County resource options in lieu of, or as supplements to any future contracts. To this end, ISD found that there were no low-cost County resource options available for the recommended contracted services.

CONTRACTING PROCESS

On May 13, 2024, ISD released a Request for Proposals (RFP) for Parking Facilities Management Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 4). Notice of the RFP was sent by electronic mail to 100 vendors registered with the County (Attachment 5). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Temple City Tribune (a hyper-local publication), Downtown News (a hyper-local publication), World Journal-Chinese Daily News (an ethnic publication), and La Opinión (an ethnic publication) in the geographical locations where the

services will be provided. Additionally, to increase opportunities for Preference Program Enterprises, ISD regularly participates in outreach efforts such as vendor fairs with the Department of Consumer and Business Affairs, and other County departments.

On June 12, 2024, 12 vendors attended the mandatory proposer's conference. As a result of the competitive RFP, on July 10, 2024, five proposals were received. All proposals were reviewed for responsiveness and compliance with the minimum requirements as stated in the RFP. Two proposals did not meet the minimum requirements and were disqualified and therefore not evaluated. A disqualification review was provided to both proposers on August 8, 2024. The three remaining proposers that met the minimum RFP requirements were then evaluated by an evaluation committee in accordance with the evaluation criteria identified in the RFP.

PCAM was identified as the highest-ranked proposer and therefore is recommended for the contract award. On October 8, 2024, and October 9, 2024, debriefings were conducted for the non-selected proposers. There were no protests resulting from this solicitation.

A summary of Community Business Enterprise Program information for the proposers and recommended contractor is attached (Attachment 6). On final analysis, selections were made without regards to gender, race, creed, color or national origin.

A Proposition A cost analysis has been conducted, and the contract meets Proposition A cost effectiveness criteria.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended contract will allow the County to continue to provide parking facility management services for County-owned and/or operated parking facilities throughout the County of Los Angeles without interruption in service, ensuring that essential parking management services remain available. The recommended contract will also ensure a continued revenue stream for the County.

CONCLUSION

Upon approval by the Board, it is requested that the Executive Officer, Board of Supervisors, return one stamped copy of the approved Board Letter to ISD as well as one original signed contract.

The Honorable Board of Supervisors

5/6/2025

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael OWH", followed by a circular stamp or mark.

MICHAEL OWH

Director

MO:QH:LG:CC:cc

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel

CONTRACT



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

PCAM, LLC

DBA PARKING COMPANY OF AMERICA

FOR

PARKING FACILITIES MANAGEMENT SERVICES

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**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
PCAM, LLC
DBA PARKING COMPANY OF AMERICA
FOR
PARKING FACILITIES MANAGEMENT SERVICES**

This Contract ("Contract") made and entered into this ____ day of _____, 20__ by and between the County of Los Angeles, hereinafter referred to as "County" and PCAM, LLC dba Parking Company of America, hereinafter referred to as "Contractor". PCAM, LLC dba Parking Company of America is located at 3165 Garfield Ave., Commerce, CA 90040.

RECITALS

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

WHEREAS, the Contractor is a private firm specializing in providing Parking Facilities Management Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for Parking Facilities Management Services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

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

1 APPLICABLE DOCUMENTS

Exhibits A through H 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 will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

Exhibit A	Statement of Work and Attachments <ul style="list-style-type: none">Attachment 1: CONTRACT DISCREPANCY REPORT (CDR)Attachment 2: PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHARTAttachment 3: WARNING – PARKING VIOLATIONAttachment 4: VETERANS SPECIAL LICENSE PLATESAttachment 5: LOST TICKET CLAIM FORMAttachment 6: DAILY FREE ENTRY LOGAttachment 7: VEHICLE DAMAGE REPORTAttachment 8: DAILY VEHICLE INVENTORYAttachment 9: DAILY SAFETY INSPECTION LOGAttachment 10: INCIDENT REPORTAttachment 11: FEE WAIVER/REDUCTION EVENT LOTAttachment 12: VACANCY COUNTAttachment 13: PARKING FACILITY SPECIFICATION SHEETS
Exhibit B	Pricing Schedule
Exhibit C	Contractor's Proposed Schedule (Not attached
Exhibit D	County's Administration
Exhibit E	Contractor's Administration
Exhibit F	Contractor Acknowledgement and Confidentiality Agreement
Exhibit G	Safely Surrendered Baby Law
Exhibit H	Payroll Statement of Compliance

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No

change to this Contract will be valid unless prepared pursuant to Paragraph 8.1 (Amendments) and signed by both parties.

2 DEFINITIONS

2.1 Standard 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 must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1.1 **Adjusted Gross Revenue:** Total revenue received from all parking transactions including but not limited to parking fees collected for daily and monthly parking, permits, parking meters, film company reservations, special events, pre-paid events and validated tickets, less City of Los Angeles taxes and value of fee waivers or reduced fee value. In the event the Board of Supervisors approves Parking Fee Waivers or Reduced Fees, the adjusted gross revenue shall include the value of approved full and partial Parking Fee Waivers, Guest Parking Fee exemptions and Veterans License Plate fee exemptions, less any applicable City of Los Angeles taxes and credit card fees.
- 2.1.2 **Board of Supervisors (Board):** The Board of Supervisors of the County of Los Angeles acting as governing body.
- 2.1.3 **Contract:** This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work.
- 2.1.4 **Contract Discrepancy Report:** A report that identifies specific problems, failures and other key performance issues in Contractor's performance that require corrective action.
- 2.1.5 **Contractor:** The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this Contract.
- 2.1.6 **Contractor Project Manager:** The person designated by the Contractor to administer the Contract operations under this Contract. Point of contact for the Contract. Must be available via phone and/or e-mail 24 hours a day, seven (7) days a week. Shall designate another manager during their absence.
- 2.1.7 **County Auditor-Controller:** Auditor-Controller Department, Los Angeles County.
- 2.1.8 **County's Contract Analyst:** The person designated by the County to manage and facilitate the administrative functions of the Contract.

- 2.1.9 **County Contract Project Monitor:** Person 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.
- 2.1.10 **County Project Director:** Person 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.
- 2.1.11 **County Project Manager:** Person designated by County's Project Director to manage the operations under this contract.
- 2.1.12 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.1.13 **Facilities:** Property(ies) owned and/or operated by the County of Los Angeles.
- 2.1.14 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.1.15 **Internal Services Department (ISD):** The County Department responsible for administration of the contract.
- 2.1.16 **ISD Parking Services Section:** Section within ISD responsible for daily operation of the contract.
- 2.1.17 **Management Fee Parking Facilities:** Facilities where the Contractor is paid a fixed monthly rate for operations and maintenance of a Parking Facility.
- 2.1.18 **Parking Facilities**
County-owned and/or County-operated facilities listed in Exhibit C, Parking Facilities Specification Sheets within areas of Los Angeles County.
- 2.1.19 **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.
- 2.1.20 **Revenue Share Percentage:** Percentage of Adjusted Gross Revenue paid to the contractor by County for management and operation of specific Parking Facilities.
- 2.1.21 **Statement of Work:** The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.
- 2.1.22 **Subcontract:** An agreement by the Contractor to employ a subcontractor to provide services to fulfill this Contract.
- 2.1.23 **Subcontractor:** Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing

supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of Contractor's performance of this Contract, at any tier, under oral or written agreement.

3 WORK

- 3.1** Pursuant to the provisions of this Contract, the Contractor must 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 will be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor must have no claim whatsoever against the County.

4 TERM OF CONTRACT

- 4.1** The term of this Contract will be five (5) years commencing after execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2** The County will have the sole option to extend this Contract term for up to two (2) additional one (1) year periods and six (6) month to month extensions, for a maximum total Contract term of seven (7) years and six (6) months. Each such extension option may be exercised at the sole discretion of the Director of ISD.
- 4.3** The County maintains a database that track/monitor Contractor performance history. Information entered into the database may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

The Contractor must notify (Department) when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor must send written notification to (Department) at the address herein provided in Exhibit D (County's Administration).

5 CONTRACT SUM

5.1 Total Contract Sum

- 5.1.1** The Contract Sum under this contract will 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 will provide services at the rates identified in Exhibit B (Pricing Schedule).

5.2 Written Approval for Reimbursement

The Contractor will 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 person or entity other than the

Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, must not occur except with the County's express prior written approval.

5.3 Notification of 75% of Total Contract Sum

The Contractor must 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 sum under this Contract. Upon occurrence of this event, the Contractor must send written notification to ISD at the address herein provided in Exhibit D (County's Administration).

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

The Contractor will 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 must immediately notify County and must immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract will not constitute a waiver of County's right to recover such payment from the Contractor.

5.5 Invoices and Payments

- 5.5.1 The Contractor must invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A (Statement of Work and Attachments) and elsewhere hereunder. The Contractor must prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments must be as indicated in Exhibit B (Pricing Schedule) and the Contractor will 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 will be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices must be priced in accordance with Exhibit B (Pricing Schedule).
- 5.5.3 The Contractor's invoices must contain the information set forth in Exhibit A (Statement of Work and Attachments) describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 5.5.4 The Contractor must submit two (2) copies of the monthly invoices to the County by the 8th calendar day of the month following the month of service. No invoice will be approved for payment unless Exhibit H (Payroll Statement of Compliance) is included.
- 5.5.5 All invoices under this Contract must be submitted to the following address: isdparkingrequest@isd.lacounty.gov.

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 prior to any payment thereof. In no event will 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 Refunds and Other Payments

Contractor must provide refunds and other moneys due to County such as for overpayments, liquidated damages, or fees assessed pursuant to the PRS, and/or for any other applicable reason, within thirty (30) calendar from when demand is made for other moneys.

Contractor must remit refunds by check, payable to the County of Los Angeles, and mailed to:

Internal Services Department
1100 N Eastern Ave
Room 100, Cashier's Office
Los Angeles, CA 90063

County reserves the right to withhold payment, or to reduce payment, to satisfy an unpaid refund obligation that exceeds the thirty (30) calendar day time limit specified above. Contractor must not withhold services if payment is held or reduced. In the event payment withholding or reduction will not satisfy the refund obligation, and Contractor declines to submit a check to County for the moneys owed, County reserves the right to terminate this Contract.

5.5.8 Preference Program Enterprises – Prompt Payment Program

Certified Preference Program Enterprises (PPEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

5.6 Cost of Living Adjustments (COLA's)

If requested by the Contractor, the Contract (hourly, daily, monthly, etc.) amount (for the additional option year periods identified in Paragraph 4.2) may at the sole discretion of the County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the twelve (12) month period preceding the Contract anniversary date, which will be the effective date for any Cost of Living

Adjustment (COLA). However, any increase must not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a 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 their labor cost will actually increase. Further, before any COLA increase will take effect and become part of this Contract, it will require a written amendment to this Contract first, that has been formally approved and executed by the parties. . To request a COLA, Contractor must submit a written request along with appropriate justification to the Contract Analyst 60 days prior to exercising the additional option year periods identified in Paragraph 4.2.

5.7 Default Method of Payment: Direct Deposit or Electronic Funds Transfer

- 5.7.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/ contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.7.2 The Contractor must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov/> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.7.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.7.4 At any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

6 ADMINISTRATION OF CONTRACT - COUNTY

6.1 County Administration

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit D (County's Administration). The County will notify the Contractor in writing of any change in the names or addresses shown.

6.2 County's Project Director

The role of the County's Project Director may include:

- 6.2.1 Coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- 6.2.2 Upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

6.3 County's Project Manager

The role of the County's Project Manager is authorized to include:

- 6.3.1 Meeting with the Contractor's Project Manager on a regular basis; and
- 6.3.2 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

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.

6.4 County's Contract Project Monitor

The role of the County's Project Monitor is to oversee the day-to-day administration of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The Project Monitor reports to the County's Project Manager.

6.5 County's Contract Analyst

The role of the County's Contract Analyst is to manage and facilitate the administrative functions of the Contract. The County's Contract Analyst reports to the County's Project Director.

7 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor Administration

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

7.2 Contractor's Project Manager

- 7.2.1 The Contractor's Project Manager is designated in Exhibit E (Contractor's Administration). The Contractor must notify the County in

writing of any change in the name or address of the Contractor's Project Manager.

- 7.2.2 The Contractor's Project Manager will be responsible for the Contractor's day-to-day activities as related to this Contract and will meet and coordinate with County's Project Manager and County's Contract Project Monitor on a regular basis.

7.3 Approval of Contractor's Staff

- 7.3.1 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.
- 7.3.2 Contractor shall assign a sufficient number of employees to perform the required work as defined in Exhibit A (Statement of Work).
- 7.3.3 Contractor shall immediately remove any Contractor's staff assigned to a County Facility upon County's request

7.4 Contractor's Staff Identification

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

- 7.4.1 Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked by a County representative to leave a County facility if they do not have the proper County ID badge on their person and Contractor personnel must immediately comply with such request.
- 7.4.2 Contractor must notify the County within one business day when staff is terminated from working under this Contract. Contractor must retrieve and return an employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 7.4.3 If County requests the removal of Contractor's staff, Contractor must retrieve and return an employee's County ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.

7.5 Background and Security Investigations

- 7.5.1 Each of Contractor's staff performing services under this Contract (i.e. parking lot attendants, front office attendant, human resources employee, etc.), who is in a designated sensitive position, as determined by County in County's sole discretion, must 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 must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor must comply with County's request 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.

Background investigations conducted by other County departments are non-transferable and will not be considered for this contract.

- 7.5.2 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.
- 7.5.3 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.5 will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

- 7.6.1 Contractor must maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 Contractor must 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, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County

will 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 will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will 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.

- 7.6.3 Contractor must inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.6.4 Contractor must sign and adhere to the provisions of Exhibit F (Contractor Acknowledgement and Confidentiality Agreement).

8 STANDARD TERMS AND CONDITIONS

8.1 Amendments

- 8.1.1 For any change which affects the scope of work hereunder including but not limited to, adding/deleting staff, adding/deleting Parking Facilities, installation of automated equipment, term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract shall be prepared and executed by the contractor and by Director of ISD or their 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 must be prepared and executed by the Contractor and by Director of ISD or their designee.
- 8.1.3 The Director of ISD, or their designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4 (Term of Contract). The Contractor agrees that such extensions of time will 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 must be prepared and executed by the Contractor and by the Director of ISD or their 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 Schedule), and contractor and County will negotiate a mutually agreeable price. In the event any additions or changes are

made, an Amendment shall be prepared and executed by the County's Director of ISD, or their designee.

8.2 Assignment and Delegation/Mergers or Acquisitions

- 8.2.1 The Contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.
- 8.2.2 The Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or 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, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will 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 will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will 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 must continue to provide all of the services set forth in this Contract.

8.5 Complaints

The Contractor must develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Complaint Procedures

- Within seven (7) business days after the Contract effective date, the Contractor must provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- If the County requests changes in the Contractor's policy, the Contractor must make such changes and resubmit the plan within two (2) business days for County approval.
- If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor must submit proposed changes to the County for approval before implementation.
- The Contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within one (1) business days of receiving the complaint.
- When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- Copies of all written responses must be sent to the County's Project Manager within one (1) business days of mailing to the complainant.

8.6 Compliance with Applicable Laws

- 8.6.1 In the performance of this Contract, Contractor must 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 must 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 will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will 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 will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will 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 will, 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. Additionally, Contractor certifies to the County:

- 8.7.1 That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
- 8.7.2 That Contractor periodically conducts a self-analysis or utilization analysis of its work force.
- 8.7.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
- 8.7.4 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.

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](#).

8.8.2 Written Employee Jury Service Policy

- 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 must have and adhere to a written policy that provides that its Employees will 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.
- For purposes of this 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 fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.
- If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the contractor must 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 must 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.

- Contractor's violation of this 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, will 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 will 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 must 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 must immediately make full written disclosure of such facts to the County. Full written disclosure must 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 paragraph will be a material breach of this Contract.

8.10 Consideration of Hiring County Employees Targeted for Layoffs or are on a County 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 must 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 Participants

- 8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will 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 will mean that the Contractor will interview qualified candidates. The County will refer GAIN-GROW participants by job category to the Contractor. Contractors must report all job openings with job requirements to: GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/GROW job candidates.

- 8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees must be given first priority.

8.12 Contractor Responsibility and Debarment

8.12.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

- 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.

- The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will 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 will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 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 will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 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.
- 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 will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors will 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 will also apply to subcontractors of County contractors.

8.13 Contractor's Acknowledgement of County's Commitment to 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 Exhibit G, 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. Information and posters for printing are available at <https://lacounty.gov/residents/family-services/child-safety/safely-surrender/>.

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 contracts 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 will during the term of this Contract, maintain 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 will 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(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing

the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board 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 will 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 must 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 must be repaid by the Contractor by cash payment upon demand.

8.17 Employment Eligibility Verification

- 8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor must 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 must retain all such documentation for all covered employees for the period prescribed by law.
- 8.17.2 The Contractor must 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 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The facsimile, email or electronic signature of the Parties will be deemed

to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

8.19 Fair Labor Standards

The Contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must 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 will 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 paragraph as "force majeure events"). Notwithstanding the foregoing, the parties agree that failures arising out of the coronavirus disease 2019 or COVID-19 will not constitute Force Majeure Events.
- 8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor will 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 will 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 subparagraph, 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 will 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 will 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 must 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 must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.2 The Contractor will 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 will 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 will 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 must adhere to the provisions stated in Paragraph 7.6 (Confidentiality).

8.23 Indemnification

The Contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) 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 and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

8.24 General Provisions for all Insurance Coverage

- 8.24.1 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 must provide and maintain at

its own expense insurance coverage satisfying the requirements specified in Paragraphs 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.

8.24.2 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, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates must be provided to County not less than ten (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 must 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 must match the name of the contractor identified as the contracting party in this Contract. Certificates must 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 dollars (\$50,000), 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), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to:

County of Los Angeles
Internal Services Department, Contracting Division
1100 North Eastern Avenue
Los Angeles, CA 90063
Attention: Kathy Gomez, Contract Analyst, at:
KGomez@isd.lacounty.gov

- Contractor also must 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 must promptly notify County of any third party claim or suit filed against Contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 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) must 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 will 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 must 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.

8.24.4 Cancellation of or Changes in Insurance

Contractor must provide County with, or Contractor's insurance policies must contain a provision that County will 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 must 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.

8.24.5 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will 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.

8.24.6 Insurer Financial Ratings

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

8.24.7 Contractor's Insurance Must Be Primary

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

8.24.8 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 must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.9 Subcontractor Insurance Coverage Requirements

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

8.24.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will 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 must be executed by a corporate surety licensed to transact business in the State of California.

8.24.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date must precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.12 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.

8.24.13 Separation of Insureds

All liability policies must 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.

8.24.14 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 must be designated as an Additional Covered Party under any approved program.

8.24.15 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 must 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 **Garage Insurance** (written on ISO form CA 00 05 or its equivalent), naming County and its Agents as an additional insured, with limits of not less than the following:

A. Garage Operations – Liability Other Than Covered Autos:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$2 million
Personal and Advertising Injury:	\$1 million
Per Accident:	\$2 million

B. Garage Operations – Liability for Covered Autos:

Automobile Liability for all Contractor's "owned," "non-owned" and "hired" vehicles, or coverage for "any auto":
\$1,000,000 each accident

C. Garage keepers Liability:

Coverage shall apply on the Direct Primary basis, and include Comprehensive and Collision coverages, with limits no less than \$40,000 per vehicle.

8.25.4 **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 must 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. The written notice must 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. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.5 Property Coverage

Contractors given exclusive use of County owned or leased property must carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents must be named as an Additional Insured and Loss Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment must be insured for their actual cash value. Real property and all other personal property must be insured for their full replacement value.

8.25.6 Crime Coverage

A Fidelity Bond or Crime Insurance policy with limits of not less than \$2,000,000 per occurrence. Such coverage must protect against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents must be named as an Additional Insured and Loss Payee as its interests may appear. This insurance must include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and must not contain a requirement for an arrest and/or conviction.

8.26 Liquidated Damages

8.26.1 If, in the judgment of the Department Head, or their designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Department Head, or their designee, at their 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 Department Head, or their designee, in a written notice describing the reasons for said action.

8.26.2 If the Department Head, or their designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or their designee, deems are correctable by the Contractor over a certain time span, the Department Head, or their 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 Department Head, or their 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 is \$500 per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS) Chart of Exhibit A (Statement of Work and Attachments) hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will 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 Paragraph 8.26.2 must 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 Paragraph must 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 Paragraph 8.26.2, and must 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 must 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 will 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 Contractor certifies to the County each of the following:
- That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
 - That Contractor periodically conducts a self-analysis or utilization analysis of its work force.

- That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
 - 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.
- 8.28.3 The Contractor must 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 must 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 will comply with all applicable Federal and State laws and regulations to the end that no person will, 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 will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.
- 8.28.7 If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will 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 and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will 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 will, 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 will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, 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 must 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 ISD, or designee, will resolve it.

8.32 Notice to Employees Regarding the Federal Earned Income Credit

The Contractor must notify its employees, and will 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 must 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 must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.

8.34 Notices

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits D (County's Administration) and E (Contractor's Administration). Addresses may be changed by either party giving ten (10) days

prior written notice thereof to the other party. The ISD, or their designee, will 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 will 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 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 will be regarded as public records. Exceptions will be those elements in the [California Government Code Section 7921 et seq.](#) (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will 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 must 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 will not inhibit the contractor from publishing its role under this Contract within the following conditions:

- The Contractor must develop all publicity material in a professional manner; and

- During the term of this Contract, the Contractor will not, and will 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.

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 Paragraph 8.37 (Publicity) will apply.

8.38 Record Retention and Inspection-Audit Settlement

8.38.1 The Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor must 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, will 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, will be kept and maintained by the Contractor and will 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 must 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 will 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.

8.38.2 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 must 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 will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.3 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph 8.38 will 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 must 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 will be paid to the Contractor by the County by cash payment, provided that in no event will 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 will 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 paragraph 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, must be kept and maintained by the Contractor and will 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 must 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 will 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 must 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 must indemnify, defend, 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 will 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 will 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 must forward a fully executed subcontract to the County for their files.
- 8.40.7 The Contractor will 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 must 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, Contractor must ensure delivery of all such documents to:

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

Attention: Kathy Gomez, Contract Analyst, at:
KGomez@isd.lacounty.gov

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 Paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will 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 will be grounds upon which the County may terminate this Contract pursuant to 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 will 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 will 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 must:
- 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 would 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 must be maintained by the Contractor in accordance with 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 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 will 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 will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

8.43.3 Except with respect to defaults of any subcontractor, the Contractor will not be liable for any such excess costs of the type identified in 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 will 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 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 Paragraph 8.43 (Termination for Default) it is determined by the County that the Contractor was not in default under the provisions of Paragraph 8.43 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.43.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.42 (Termination for Convenience).
- 8.43.5 The rights and remedies of the County provided in this Paragraph 8.43 (Termination for Default) will 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 the 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 the Contract. In the event of such termination, the County will 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 must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.
- 8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, 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 will 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 Paragraph 8.45 (Termination for Insolvency) will 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, must 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 will 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 will 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 will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will 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 will not be affected thereby.

8.49 Waiver

No waiver by the County of any breach of any provision of this Contract will 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 will not be construed as a waiver thereof. The rights and remedies set forth in this paragraph 8.49 will 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 will 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) will 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 ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to [County Code Chapter 2.206](#).

8.53 Time Off for Voting

The Contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law ([Elections Code Section 14000](#)). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

8.54 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

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

8.55 Compliance with Fair Chance Employment Hiring Practices

Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#). Contractor's violation of this 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.

8.56 Compliance with the County Policy of Equity

The Contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The Contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the Contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the Contractor to termination of contractual agreements as well as civil liability.

8.57 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract.

8.58 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. [California Code of Regulations Title 8 Section 3203](#) requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

8.59 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

Pursuant to [Government Code Section 84308](#), Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for

twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of [Government Code Section 84308](#) and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

9 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](#).

9.1.2 Payment of Living Wage Rates

- 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 must pay its employees no less than the applicable hourly living wage rate for the employees' services provided to the County, including, without limitation, "Travel Time" as defined below.
- For purposes of this 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 will be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract and a copy of the Living Wage Program must 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 or part-time services to the Contractor, which are provided to the County under the Contract. "Full-time" means a minimum of forty (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 thirty-five (35) hours worked per week will not, in any event, be considered full-time.
- If the Contractor is required to pay a living wage when the Contract commences, the Contractor must continue to pay a living wage for the entire term of the Contract, including any option period.
- If the Contractor is not required to pay a living wage when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exemption status" from the

living wage requirement. The Contractor must 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 the exception to the Living Wage Program. In either event, the Contractor will immediately be required to commence paying the living wage and will 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 the exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor will immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

- For purposes of the Contractor's obligation to pay its employees the applicable hourly living wage rate under this Contract, "Travel Time" will 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 will 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 will 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 must submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports must list all of the Contractor's employees during the reporting period. The certified monitoring reports must also verify the number of hours worked and the hourly wage rate paid, for each of its employees. All certified monitoring reports must be submitted on forms provided in Exhibit H (Payroll Statement of Compliance), 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 must promptly provide such information. The Contractor, through one of its

officers, must 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 must 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 must 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 must 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 must also distribute County-provided notices to each of its employees at least once per year. The Contractor must translate posters and handouts into Spanish and any other language spoken by a significant number of Contractor's employees.

9.1.7 Enforcement and Remedies

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

- **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 will 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:

1) 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.

2) 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 one hundred dollars (\$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.

3) 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.

- **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 will 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:

- 1) **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.

- 2) **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 fifty dollars (\$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.

3) 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.

- **Debarment**

In the event the Contractor breaches a requirement of this 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 must 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 will 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 must immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its employees must 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 subparagraph 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 will 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 must demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Neutrality in Labor Relations

The Contractor must 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 will 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 Ownership of Materials, Software and Copyright

- 9.2.1 County will be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter "materials") which are originated or created through the Contractor's work pursuant to this Contract. The Contractor, for valuable consideration herein provided, must execute all documents necessary to assign and transfer to, and vest in the County all of the Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to the Contractor's work under this Contract.
- 9.2.2 During the term of this Contract and for five (5) years thereafter, the Contractor must maintain and provide security for all of the Contractor's working papers prepared under this Contract. County will have the right to inspect, copy and use at any time during and subsequent to the term of this Contract, any and all such working papers and all information contained therein.
- 9.2.3 Any and all materials, software and tools which are developed or were originally acquired by the Contractor outside the scope of this Contract, which the Contractor desires to use hereunder, and which the Contractor considers to be proprietary or confidential, must be specifically identified by the Contractor to the County's Project Manager as proprietary or confidential, and must be plainly and prominently marked by the Contractor as "Proprietary" or "Confidential" on each appropriate page of any document containing such material.
- 9.2.4 The County will use reasonable means to ensure that the Contractor's proprietary and/or confidential items are safeguarded and held in confidence. The County agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of the Contractor.
- 9.2.5 Notwithstanding any other provision of this Contract, the County will not be obligated to the Contractor in any way under subparagraph 9.3.4 for any of the Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required

by subparagraph 9.3.3 or for any disclosure which the County is required to make under any state or federal law or order of court.

9.3 Data Destruction

Contractor(s) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("County") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled Guidelines for Media Sanitization. Available at:

<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>

The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within the County, or external to the County's boundaries. The County must receive within ten (10) business days, a signed document from Contractor(s) and Vendor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable.

Vendor must certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, Guidelines for Media Sanitization. Vendor must provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices that validates that any and all County data was destroyed and is unusable, unreadable, and/or undecipherable.

10 SURVIVAL

In addition to any terms and conditions of this Agreement that expressly survive expiration or termination of this Agreement by their terms, the following provisions will survive the expiration or termination of this Agreement for any reason:

Paragraph	Title
1	Applicable Documents
2	Definitions
3	Work
5.4	No Payment for Services Provided Following Expiration-Termination of Contract
7.6	Confidentiality
8.1	Amendments
8.2	Assignment and Delegation/Mergers or Acquisitions
8.6	Compliance with Applicable Law
8.19	Fair Labor Standards
8.20	Force Majeure

8.21	Governing Law, Jurisdiction, and Venue
8.23	Indemnification
8.24	General Provisions for all Insurance Coverage
8.25	Insurance Coverage
8.26	Liquidated Damages
8.34	Notices
8.38	Record Retention and Inspection-Audit Settlement
8.42	Termination for Convenience
8.43	Termination for Default
8.48	Validity
8.49	Waiver
8.58	Prohibition from Participation in Future Solicitation
8.59	Campaign Contribution Prohibition Following Final Decision in Contract Proceeding
9.1	Compliance with County's Living Wage Program
9.2	Ownership of Materials, Software and Copyright
9.3	Data Destruction
10	Survival

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

PCAM, LLC dba Parking Company of America

By

 Eric Chaves

Name

President

Title

1/31/25

COUNTY OF LOS ANGELES

By

Chair, Board of Supervisors

ATTEST:

EDWARD YEN
Executive Officer of the
Board of Supervisors of the
County of Los Angeles

By _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By   03/25/2025 02:12 PM PDT
Principal Deputy County Counsel

EXHIBIT A

STATEMENT OF WORK

FOR

PARKING FACILITIES MANAGEMENT SERVICES

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- Attachment 3: WARNING – PARKING VIOLATION
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- Attachment 5: LOST TICKET CLAIM FORM
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- Attachment 8: DAILY VEHICLE INVENTORY
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- Attachment 13: PARKING FACILITY SPECIFICATION SHEETS

STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

The Contractor must provide Parking Facilities Management Services to County-owned and/or County-operated Parking Facilities listed in Exhibit B, Pricing Schedule of the Contract. The services must include all staff, supervision, supplies, reports, revenue control procedures, and accounting records to operate and maintain Parking Facilities as set forth in Attachment 13, Parking Facilities Specification Sheets, of this SOW.

2.0 DAYS/HOURS OF OPERATION

The Contractor must provide all services required by the County in accordance with the days and hours of operation identified in Attachment 13, Parking Facilities Specification Sheets, of this SOW.

2.1 Holiday Work Schedule

The Contractor may be required to provide staff, services, and/or maintenance on County and/or Court observed holidays, for Parking Facilities identified in this Contract. Parking Facilities holiday schedule, including any proposed closures, must be reviewed and approved by the County at least (3) business days prior to the observed holiday date.

2.2 Special Events

The Contractor must provide services for Special Events and programs (as determined by the County) on any day of the week, within 24 hours after County has given contractor notice of such event. If possible, the Contractor must cover such events by rescheduling employees to avoid incurring additional labor costs. The Contractor must obtain the County Project Manager's approval of applicable Special Event rate and ticket distribution no less than (1) business day prior to the Special Event.

If additional staffing is required and rescheduling of employee shifts is not possible for management fee Parking Facilities (e.g., performances held at AP 16), the County will pay for additional staffing required for said event. County must pre-approve additional staffing hours for Management Fee lots prior to date of event. Contractor is responsible for providing additional staffing (at no additional cost to the County) for facilities identified as Revenue Share on Exhibit C.

Coverage requirements will be determined by the County, event manager, and/or the Contractor.

2.3 Annual List of Events

Number of events per year, per location, vary on an annual basis. There are no guarantees as to the minimum number of events held per year at each location. Contractor is responsible for obtaining schedule of events from the County's Project Manager. County will provide the Contractor with the schedule of events as they become available.

3.0 DEFINITIONS

3.1 Adjusted Gross Revenue

Total revenue received from all parking transactions including but not limited to parking fees collected for daily and monthly parking, permits, film company reservations, special events, pre-paid events and validated tickets, less City of Los Angeles taxes and value of fee waivers or reduced fee value.

In the event the Board of Supervisors approves Parking Fee Waivers or Reduced Fees, the adjusted gross revenue shall only include the value of actual Parking Fee Waivers utilized (not to exceed the approved amount), actual Guest Parking Fee exemptions and Veterans License Plate fee exemptions, less any applicable City of Los Angeles taxes and credit card fees (utilization is subject to review and approval by the County and may be audited by the County at any time).

3.2 American Disabilities Act (ADA) Accessible Parking

Parking spaces that meet requirements under the ADA and are identified in blue and with ADA symbol marking.

3.3 Automated Facilities

Facilities that use Parking Access and Revenue Control System PARCS, the County's automated parking revenue collection and management system, which consists of automated cashiering stations that are used for payment of parking tickets, referred to as Pay-on-Foot (POF) machines.

3.3 Cashier

Person responsible for collecting parking revenue and issuing parking tickets.

3.4 Change Fund

Amount of cash each Revenue Parking Facility receives at the beginning of each day.

3.5 County's Contract Project Monitor

Person responsible to oversee the day-to-day administration of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

3.6 Contract Discrepancy Report (CDR)

A document written by the County Project Manager to identify key performance indicators of the contract that the Contractor has not met during the contract term.

3.7 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)
- Cesar Chavez Day (Last Monday of March)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Indigenous Peoples Day (Second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving holidays (Fourth Thursday and Friday in November)
- Christmas Day (December 25)

A list of the most updated County Holidays can be found here: [County-recognized holidays](#).

3.8 Credit Card

A card issued by a bank or business authorizing cardholder to pay for goods or services on credit.

3.9 Data Security Guidelines

(a) All applicable security standards and guidelines that may be published from time to time by any credit card association, the National Automated Clearing House Association, any credit card issuer, any credit card processor, including the Automated Clearing House operating rules, the most current EMV and Payment Card Industry (PCI)-Data Security Standard (DSS) and (b) all applicable County information technology and security (i) policies from time to time included in Chapter 6 of the County's Policy Manual, which can be accessed at <http://countypolicy.co.la.ca.us/> and (ii) the most recent standards from time to time published by County's Chief Information Security Officer and provided by the County Project Manager to the Contractor.

3.10 EMV

A payment method based on a technical standard for smart payment cards and for payment terminals and automated teller machines which can accept them. EMV stands for "Europay, Mastercard, and Visa".

3.11 Europay, MasterCard and Visa (EMV)

Europay, MasterCard and Visa (EMV) is a global standard for card equipped with computer chips and technology used to authenticate chip-card transactions.

3.12 Electric Vehicle Charging Station (EVCS)

An electric vehicle charging station is equipment that connects an electric vehicle (EV) to a source of electricity to recharge electric vehicle and plug-in hybrids.

3.13 Incident

Any occurrence in connection with this contract or a Parking Facility involving theft, bodily injury, property damage, or vandalism, and/or fire or law enforcement authorities.

Incidents may also include issues with a public patron, or the County's, or the Contractor's staff.

3.14 Key Security System

System of control which includes a secured location (e.g., lock box) for vehicles keys when held by the Contractor for valet parking, stacked parking, etc.

3.15 Management Fee Parking Facility

Parking Facilities which are operated and maintained for a fixed monthly rate to be paid by County to the Contractor. Some Management Fee facilities may include revenue handling.

3.16 Non-Automated Facilities

Manual facilities that are operated without an automated system.

3.17 Parking Facilities

County-owned and/or County-operated facilities listed in Attachment 13, Parking Facilities Specification Sheets, of this SOW, within areas of Los Angeles County.

3.18 PARCS

Parking Access and Revenue Control System (PARCS) is County's automated parking revenue collection and management system.

3.19 PARCS Client Portal

Central Point of Contact (POC) for the Contractor to report PARCS related incidents.

3.20 Parking Attendant

Person who services customers by directing patrons/vehicles entering/exiting Parking Facilities, performs minor maintenance/cleaning and reports problems and incidents.

3.21 Parking Rates

Schedule of parking rates (daily, weekly, monthly) approved by the County of Los Angeles' Board of Supervisors for applicable Parking Facilities.

3.22 Parking Supervisor

Person responsible for the supervision of contracted staff including but not limited to Parking Lot Attendants, Cashiers, and other staff.

3.23 Pay on Foot (POF) Station

Automated cashiering station, a part of PARCS, used for payment and validation of parking tickets at automated Parking Facilities.

- 3.24 PCI
Payment Card Industry.
- 3.25 PCI-DSS
Payment Card Industry Data Security Standard, which is updated as new security requirements are implemented.
- 3.26 Performance Requirements Summary
Identifies key performance indicators of the contract that will be evaluated by the County to ensure that contract performance standards are met by the Contractor and deduction/fees to be applied for non-compliance with the contract.
- 3.27 Pre-Pay Mode
Designated hours when patrons pay parking fees upon entry into the Parking Facility.
- 3.28 Revenue Parking Facility
Parking Facilities which generate revenue from all parking transactions including but not limited to parking fees collected from daily parking, monthly parking permits, film company reservations, Special Events, pre-paid events, and validated tickets.
- 3.29 Stack Parking (Traditional)
Parking cars bumper to bumper in parking facility by Parking Attendants.
- 3.30 Special Event
An activity that's held in a nearby area for which a parking facility is used outside of its normal business operation. All Special Events are subject to County approval.
- 3.31 Tandem Parking
Parking two or more vehicles parking in one-lined parking space.
- 3.32 Tickets
Tickets may consist of all daily, weekly, monthly passes, validations, etc.
- 3.33 Valet Attendant
Person who accepts and secures keys, parks and retrieves vehicles, and reports problems and incidents for patrons/vehicles entering/exiting Parking Facilities.
- 3.33 Valet Parking Services
A parking service provided whereby a patron leaves a vehicle at the entrance and Valet Attendant parks and retrieves the vehicle.
- 3.34 Weekly and Monthly Permits
Weekly and Monthly Permits are permits valid only for an individual lot at any parking facility where space is available and weekly and/or monthly Parking Rates are established. Weekly and Monthly Permits are valid from the first day of the week and/or month through the last day of the week and/or month.

4.0 OPERATIONAL TASKS

4.1 All Facilities

The Contractor must fulfill the following operational tasks at all Parking Facilities:

- 4.1.1 Ensure Parking Facilities, gates, doorways, and/or chains are open and/or closed/locked in accordance with the hours as identified in Attachment 13, Parking Facilities Specification Sheets, of this SOW.
- 4.1.2 Provide Parking Attendants and Cashiers (where applicable) who are onsite and available during operational hours as required in Attachment 13, Parking Facilities Specification Sheets, of this SOW. Parking Attendants must visibly screen incoming vehicles for proper parking permits, if applicable, and ensure parking procedures and designations are adhered to for reserved, designated, carpool and ADA parking spaces. Violations must be reported to ISD Parking Services within one (1) hour of violation (by telephone and/or email).
- 4.1.3 Proactively direct vehicles to ensure a smooth flow of incoming and exiting traffic, to prevent build-up on entrance/exit lanes (i.e., placing of cones, etc.).
- 4.1.4 Provide directions to alternate Parking Facilities when Parking Facility is full and/or to accommodate oversized vehicles.
- 4.1.5 Ensure vehicles do not block the entry to or exit from the Parking Facility.
- 4.1.6 Ensure all signage is properly placed.
- 4.1.7 When applicable, place "Lot Full" signs at entry and/or in a highly visible area.
- 4.1.8 Assist patrons with proper usage of POF machines, as needed.
- 4.1.9 Ensure all reserved parking spaces and EVCS are used appropriately, and all parking is contained within designated parking spaces.
- 4.1.10 Direct vehicles with appropriate ADA placards or license plates to available ADA parking spaces when requested or required.
- 4.1.11 Ensure all vehicles comply with the posted speed limit.
- 4.1.12 Issue warnings to patrons for parking regulation violations Attachment 3 (Warning – Parking Violation), of this SOW; track warnings and provide weekly log of warnings issued to the County (County may escalate and issue a citation if deemed necessary).
- 4.1.13 Conduct twice daily (morning and afternoon) vacancy counts for all Parking Facilities to Contract Program Monitor for each facility; vacancy counts must be compiled and provided to the County every Monday (or the next business day if Monday is a Holiday) for the prior week.

- 4.1.14 Maintain a daily log at each Parking Facility of all “free entries” and provide a copy of this log to the County every Monday (or the next business day if Monday is a Holiday) for the prior week.
- 4.1.15 Park or move vehicles, when determined to be necessary by ISD Parking Services, to accommodate incoming vehicles and assist patrons exiting (e.g., tandem or aisle parked vehicles).
- 4.1.16 Contact ISD Parking Services by telephone and email for prior approval to tow or move vehicles.
- 4.1.17 Post instructions for retrieval of vehicles exiting after hours of operation.

4.2 Operational Tasks for Valet Services

In addition to the operational tasks identified in Subparagraphs 4.1 and 4.2, the Contractor must provide the following tasks at lots where valet services are provided:

4.2.1 Valet Parking Services

Provide valet parking services for all scheduled performances/events and on an as-needed basis in accordance with the Parking Rates. If additional staffing is required and rescheduling of employee shifts is not possible for management fee Parking Facilities, the County will pay for additional staffing required for said event. County must pre-approve additional staffing hours for Management Fee lots prior to date of event.

Contractor is responsible for providing additional staffing (at no additional cost to the County) for facilities identified as Revenue Share on Exhibit C.

4.2.2 Key Security System

Provide and maintain a key security system to ensure auto security when the patron leaves vehicle keys with parking attendant. This system and its procedures must be subject to review and approval by the County ten (10) days prior to contract start date.

The Contractor must notify the County at least ten (10) business days in advance of any proposed modification to the approved security system and/or the system use procedures. Any proposed changes are subject to County review and approval prior to implementation.

4.3 Operational Tasks for Parking Facilities with PARCS

Contractor must ensure that existing PARCS equipment is functioning properly, including entry/exit gates, ticket supply and POF stations. If a PARCS component fails to function correctly, Contractor must advise the County of issue and request to open a ticket with PARCS vendor. Tickets must only be opened upon receiving approval from the County.

4.4 Unscheduled or Additional Work or Requests

County may require the Contractor to perform unscheduled or additional work (not listed on Attachment 13, Parking Facilities Specification Sheets, of this SOW). Examples of unscheduled or additional work may include, but not be limited to, additional power washes, power washing of stairwells, new signage, etc. Work must be performed only upon County's request and must be competitively bid by the Contractor. The Contractor must obtain three (3) written quotes from three (3) different vendors for each requested project exceeding \$1,500; all vendors must be provided the same written information, including, but not limited to, specification(s) and/or statement of work at the same time by which to provide a bid. The Contractor must incur the cost of work and submit invoice(s) to the County for reimbursement.

In the event of an emergency or when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Contractor must contact County for approval prior to beginning work and send a written estimate within one (1) business day for approval. All invoices must adhere to the terms of the contract.

All unscheduled or additional work must include the following for final acceptance, approval, and payment to be made to the Contractor:

- Written request from the County (or from the Contractor in the case of emergencies), including a written quote, and projected completion date.
- County's written approval of request and quote.
- Correct and proper invoice submitted by Contractor.
- County's confirmation of accurate and satisfactory completion of work and invoice amount.
- Contractor's invoice shall be at cost with no additional mark-ups for any Unscheduled or Additional Work or Requests.

County will pay the Contractor within 30 days of final acceptance, approval, and receipt of correct invoice. Any corrections made for unacceptable work will be at the Contractor's expense.

The County reserves the right to perform unscheduled or additional work itself or assign the work to another contractor.

5.0 REVENUE HANDLING AND INTERNAL CONTROLS

5.1 Parking Rates

The Contractor must collect parking fees daily at all Revenue Generating Parking Facilities. The Contractor must implement modifications to the Parking Rates as authorized below.

5.1.1 Guest Parking

The Board of Supervisors and Chief Executive Office (CEO) periodically provide guest parking lists for meetings, events, etc., which must be accommodated by the Contractor at the designated Parking Facility. Contractor must accommodate guest parking free of charge.

5.1.2 Parking fees

The Contractor must collect parking fees in accordance with the Parking Rates from each individual or group who occupies a parking space(s).

5.1.3 Parking Fee Waivers or Reduced Fees

The Board of Supervisors periodically approves reduced parking fees or Parking Fee Waivers at County managed Parking Facilities. The Contractor must maintain a log of all reduced fee and/or Parking Fee Waivers for previous month and provide a copy of this log on the 5th of every month, or following business day; see Attachment 11 (Fee Waiver/Reduction Event Log), of this SOW.

The Contractor must not reduce or waive parking fees unless directed by the County.

5.1.4 Veterans Special License Plates

Pursuant to County Code 15.64.446, vehicles displaying valid veterans special license plates must be exempt from the payment of parking fees at any County-owned or county-operated public parking facilities during such days and times that parking fees at such facilities are required to be deposited into a parking meter or paid directly to a parking attendant, but not where entrance or exit from the involved lot is controlled solely by an automated system. This fee exemption will not apply on weekends or holidays, other than Veterans Day, to the extent that parking fees are otherwise payable on such days. Vehicles subject to the above fee exemption will nonetheless be subject to any other restrictions pertaining to parking at the involved location. Vehicles entitled to the above exemption will be subject to any other applicable parking restrictions of the parking facility.

Reduced fees, Parking Fee Waivers, or veteran exemptions, as authorized by the County, must be documented and recorded on the Daily Activity and Revenue Report as described in Subparagraph 6.2 and the Monthly Activity and Gross Revenue Report as described in Subparagraph 6.5.

5.1.5 Weekly and Monthly Parking Rates and Weekly and Monthly Permits

The Contractor may sell weekly and monthly parking permits, valid only for an individual lot, at any Parking Facility where space is available and weekly and/or monthly Parking Rates are established. Permits are valid from the first day of the week and/or month through the last day of the week and/or month. Weekly and/or monthly Parking Rates must not be prorated. Payments for weekly and monthly parking permits must be in accordance with Subparagraph 5.2, Method of Payment.

The Contractor must collect weekly and monthly Parking Fees in full no later than the first day the permit will be used and must provide a

transaction receipt documenting each transaction to the County by the 15th of each month.

Monthly proxy cards, hangtags, and weekly permits must have a current start and end date when permit is purchased and be sequentially numbered. Said permits must also be easily distinguishable from daily parking receipts. County will store and issue all monthly permits and proxy cards to Contractor (1) one week before the start of the new month and will collect all unsold monthly permits and proxy cards on the same day. Contractor will be responsible for any lost or missing permits.

5.2 Method of Payment

All parking fees must be collected in cash or credit card. Credit cards may only be accepted at County automated facilities. Weekly and monthly Parking Rates, film company invoices, and space rentals may be paid by personal check made payable to the Contractor. The Contractor must deposit the checks in County's designated bank account by the end of the next business day. Amount must be recorded on the daily activity report.

In no event will the Contractor accept partial payment or collateral, such as, but not limited to, keys, identification, or blank checks, in lieu of payment for parking fees.

5.3 Cash Collection Devices

The Contractor must ensure that all revenue collected at each Parking Facility is stored in a locked secure device (e.g., drop box, cash drawer, cash register). Such devices must be pre-approved in writing by the County.

5.4 Collection and Deposit

The Contractor must collect all Parking fees in accordance with Subparagraph 5.2, Method of Payment. The Contractor must provide their approach/plan on how they intend to collect, account for, and deliver all Parking fees collected from each Parking Facility on a daily basis to the money room. The County has contracted directly with Treasurer & Tax Collector (TTC) to provide Armored Car Services for the pickup of cash, coin and check deposits to be deposited into the County's designated bank account. Contractor must ensure that money is picked up, secured, and prepared for pick up in the money room by the Armored Car Service daily. Information regarding pick-up times and days will be provided to the Contractor prior to the start of the Contract. Subsequent to the deposit of parking fees, the Contractor must provide a copy of the bank deposit receipt to ISD Parking Services by 4:00 PM on the following business day (electronically). Approach / plan is subject to County review and approval.

Contractor shall maintain a daily log of when pick-ups are made by the Armored Car Service. In the absence of Armored Car Services, the Contractor shall be responsible for making bank deposits in the interim.

Contractor bears all monthly costs for the armored car services associated with safeguarding and transporting cash and check deposits. The County will invoice the Contractor monthly for Armored Car Services.

5.5 Accounting and Cash Control Procedures

5.5.1 The Contractor must establish and maintain procedures for the accounting and control of cash from the time of collection to the deposit of parking fees as indicated in this section. All such accounting and cash control procedures must be submitted to the County Project Manager for approval (15) days before the contract start date.

5.5.2 Daily Cash Control - The Contractor must design, implement, and maintain a system of internal controls to account for Parking Facility and office receipts. Tickets must be printed per the County's specifications and will be subject to County approval. The system must, at a minimum, include the following at each parking facility:

5.5.2.1 A secure system for collecting and moving cash from Parking Facilities and structures to a cash-counting facility and County designated bank.

5.5.2.2 Procedures that keep collected revenue separate from the various operations or parking facilities.

5.5.2.3 Procedures that ensure separation of duties, including separating cashiers and supervisors in County parking facilities from the Contractor's office staff responsible for counting cash and reconciling cash receipts. To ensure the required separation of duties, cashiers and supervisors must not pull reports or reconcile the cash.

5.5.2.4 There will be a minimum of two (2) staff present at all times during counting and reconciling activities to ensure checks and balances; (1) staff member must be at the level of a supervisor or higher.

5.5.2.5 Contractor staff assigned to generate revenue reports must be separated from staff responsible for cash counting and deposit preparation duties to avoid forced balancing.

5.5.2.6 Record issued ticket numbers, batch numbers and total tickets sold at each County parking facility daily.

5.5.2.7 Cash out all POF's and deposit revenues daily.

5.5.2.8 Maintain daily log of all above entries.

5.5.2.9 Contractor must report all overages and shortages daily.

- 5.5.2.10 Maintain tickets in a manner consistent with industry standards and allow for independent audit verification of reports of gross receipts.
- 5.5.2.11 Cashiers must not have more than a \$100 on hand when outside the booth.
- 5.5.2.12 Cashiers must wear aprons that cover the pockets of their clothing. In no event must Cashiers put Parking Rates collected in their clothing pockets.
- 5.5.2.13 Personal cash must be kept separate from the parking fees collected.
- 5.5.2.14 The Contractor must provide the County with a monthly report on the purchase and disposition of all parking tickets and permits. Reports must indicate serial numbers of tickets assigned and sold at each Parking Facility. The County must be granted access to periodically audit inventory of used, unused, and retained tickets, transactions, receipts, and records.
- 5.5.2.15 County may audit all records at any given time without notice. All funds collected are the property of the County. Contractor is responsible for all funds collected until they are deposited into the County's bank account.

5.5.3 Pay on Foot (POF) Cash Handling

- Two (2) of the Contractor's staff members must be responsible for emptying pay stations at each automated Parking Facility; funds must be deposited into the Parking Facility's safe or locked drop box at the end of each shift. Both staff members must be present to collect, record and maintain any tape or other transaction record maintained by the POF.
- The Contractor must provide pre-loaded cassettes for POF machines; when one cassette is removed, it must be replaced with another preloaded cassette. Amount of money in pre-loaded cassettes must be based on the volume and/or needs of each facility.

5.5.4 Credit Card Handling

Credit card payment activities such as physically handling the card, inserting card into card reader(s), swiping, etc. should be performed by the customer, when possible.

When handling of customer payment cards is required (such as during valet or pre-pay modes), the Contractor must ensure that the card is visible to the customer at all times (i.e., performing card swipes, presses, etc.). This will help ensure that the Contractor's personnel cannot use external card readers or other media readers to steal identity, card and/or account information and help mitigate potential customer claims of fraud against the County.

5.5.5 Manual Mode Operation

If the automated facilities are not operational (such as when credit card processing goes down), the Contractor must be prepared to switch to manual mode operation by issuing pre-numbered, sequential, three-part parking tickets. The Contractor must lift the gates, place "cash only" signs outside the Parking Facility and notify the County Project Manager immediately via telephone and email. Additionally, the Contractor must notify all incoming parking patrons of cash only requirement.

5.5.6 Payment Card Industry (PCI) and EMV Data Handling

The County will supply the Contractor with PCI compliant equipment, systems, and networks to perform parking operations. The County will also supply the Contractor with EMV-compliant equipment, systems, and networks (County supplied equipment) to perform parking operations.

- The Contractor and its staff must use all County supplied equipment in accordance with the County provided instructions. The Contractor and its staff must not use any County supplied equipment for any other purpose other than what is required to perform work under this contract.
- The Contractor and its staff must monitor and safely keep all County supplied equipment which it has access to during the term of this Contract. The Contractor must report any actual or potential threat (i.e., broken locks) to the safety and security of any such County supplied equipment to the County Project Manager immediately upon discovery thereof.
- The Contractor, its staff or any third party must not attach or insert any equipment or other item to or into, or otherwise tamper with, any County supplied equipment. The Contractor must report tampering with any County supplied equipment to the County Project Manager immediately upon discovery thereof.
- The Contractor, its staff or any third party must not replace, modify, or remove County supplied equipment. The Contractor must report any such replacement, modification, or removal of any County supplied equipment to the County Project Manager immediately upon discovery thereof.

- The Contractor must report any abnormalities or anomalies with the functionality of any County supplied equipment to the County Project Manager immediately upon discovery thereof.
- The Contractor and its staff must adhere to County supplied processes for cash and/or credit transactions and must comply with all Data Security Guidelines that are applicable to the Contractor under this contract. Any activity by the Contractor or its staff directed toward compromising either EMV or PCI data compliance or accessing any customer credit data will be grounds for prosecution and contract termination.
- Without limiting the other confidentiality provisions of this contract, the Contractor and its staff must maintain the confidentiality and security of, and must not disclose, any County and customer data to which the Contractor has access during the term of this Contract. The Contractor and its staff must not use any such data for any other purpose other than as strictly required to perform work under this contract.
- Contractor must perform audits of PARCS on an as needed basis or upon County's request.

5.6 Parking Fee Reconciliation

The Contractor must use a designated room at The Music Center Parking Facility (AP 14) to count parking fees and reconcile revenue with car counts, tickets issued and the automated PARCS report summary, when applicable.

The Contractor must conduct at least one unscheduled cash count each quarter of the contract year at each Revenue Parking Facility. The Contractor must provide the County with copies of reconciliation sheets resulting from the unscheduled cash counts for each Parking Facility within three (3) business days after the cash count. The Contractor must notify the County Project Manager at least 3 hours' advance notice of all unscheduled cash counts/audits. The County reserves the right to attend any or all unscheduled cash counts/audits.

When discrepancies are found, the Contractor must complete an internal audit to verify findings within three (3) business days of finding the discrepancy(ies). The Contractor must recommend corrective action to be taken as a result of audit findings, which must be completed within five (5) business days and submitted to the County Project Manager for review.

5.7 Tickets and Monthly Paper Hangtags

The Contractor, at its own expense, must purchase and utilize all parking tickets for automated and manual operations (not to exceed a four (4) month on-hand supply). Tickets must be printed on recycled paper stock and delivered directly to ISD Parking Services, at the address provided in Exhibit D, County's Administration. ISD Parking Services will then issue the tickets to the Contractor for distribution to each Parking Facility. The Contractor must disburse individual series of tickets in sequential order to each Parking Facility. A record of the receipt

and issuance of sequentially numbered parking tickets must be provided to the County within one (1) business day from ticket distribution. Any ticket not accounted for must be considered missing or lost and must be accounted for accordingly in the Daily Activity and Revenue Report.

When ordering tickets and monthly paper hangtags, the Contractor must request that seller provide the County with a duplicate of the purchase requisition. The requisition must identify the beginning and ending serial numbers of tickets or monthly permits, quantity ordered, and color coding of each ticket series.

The County must approve the format of all tickets and permits prior to the sale of such items to patrons. The Contractor's web site address and contact information must be printed on the tickets and color coded as specified by the County.

5.7.1 Use of Parking Tickets

The Contractor may only sell daily tickets to the public at any Parking Facility where a Parking Rate is established and excess spaces are available, provided that County parking is not impacted.

The Contractor must use pre-numbered, sequential, three-part parking tickets if distributed manually, and/or a one-part parking ticket if generated by a PARCS ticketing dispenser. The Contractor must collect parking fees in accordance with the Parking Rates. In the event the PARCS ticketing dispenser is not available, the Contractor must use three-part manual parking tickets. When manually issuing a parking ticket, the Parking Attendants/Cashiers must place the first part of the parking ticket in the vehicle face-up on the driver side of the dashboard, and the second part on the windshield wiper after annotating the first three digits of the license plate on the back. The Parking Attendants/Cashier must return the third part of the ticket to their Parking Supervisor at the end of their shift. Any voided parking tickets (in its entirety) must be submitted to the Parking Supervisors at the end of each shift and must be included in the Daily Activity and Revenue Report.

5.7.2 Missing Tickets

The Contractor must pay the County for each missing ticket. Missing and out of sequence tickets must be reported on the Daily Activity and Revenue Report. The deduction amount specified in Attachment 2, Performance Requirements Summary (PRS), of this SOW, will be deducted for each missing ticket and tickets issued out-of-sequential order from the Contractor's invoice or revenue to be paid to the Contractor for the respective Parking Facility.

5.7.3 Lost/Unpaid Tickets

Unpaid Tickets are rereferred to as lost or outstanding tickets for which the fees have not been collected. The Contractor must report all patron lost/unpaid tickets on the Daily Activity and Revenue Report. In the event patron has a lost ticket, the Parking Attendant/Cashier must collect the maximum daily Parking Fee from the patron exiting the respective Parking Facility. In the event patron has an unpaid ticket, the Contractor must complete an Unpaid Ticket Claim Form, as specified in Attachment 5 of this SOW, and submit it with the Daily Activity and Revenue Report. The Contractor will be responsible for the cost of all lost/unpaid tickets.

5.7.4 Film Company Parking, Installation of Equipment or Requests to Rent Spaces

Film Company Parking or Installation of Equipment

All requests for filming or installing equipment on County Parking facilities must go through the CEO. The CEO will collect all applicable administrative fees and issue the approved Parking Permit.

A copy of the Contractor's lease agreement between the Contractor and the company must be provided to the ISD Parking Services one (1) week prior to the start of the contract for review and approval. Once approved by the ISD Parking Services, the Contractor may proceed with using said agreement for all requests for filming or installing on County Parking Facilities.

A copy of the lease agreement (between the filming or other company), along with a copy of the approved Parking Permit must be submitted to ISD Parking Services.

Film Company Parking, Installation of Equipment or Requests to Rent Spaces

The Contractor must reserve all parking requests to rent parking space(s) (for filming, installation of equipment or other requests to rent spaces) and must collect the applicable Parking Rates. The rate must be calculated based on the number of parking spaces rented at two (2) times the daily Parking Rate for the respective Parking Facility. This amount will then be multiplied by the number of days specified on Parking Permit or lease agreement. The Contractor's employees must record receipt of parking fees on the Daily Activity and Revenue Report. Revenue received must be submitted to ISD Parking Services no later than the 5th business day of the following month.

The Contractor must monitor the activities by being present at the respective Parking Facility on the days identified on the lease agreement. In addition, the Contractor must assign a Parking Supervisor to be present during the setup period to ensure crew vehicles

are stationed in the proper designated area(s) as outlined in the lease agreement.

During operational hours, the Contractor must ensure that ADA parking spaces are not blocked or used to accommodate requests for spaces; if, however, ADA spaces will need to be blocked, then the Contractor must ensure that alternate spaces are provided for ADA patrons.

5.7.5 Validated Tickets

Parking Attendants/Cashiers must not accept validated tickets in exchange for a new ticket to enter the Parking Facility the next day. Parking Attendants/Cashiers must turn in all validated tickets with the Daily Cashier Report.

5.8 Control of Change Fund, Keys and Cash Drop Boxes

The Contractor must control and record the issuance of Change Funds, keys to cash drawers and drop boxes by Parking Supervisors to the Parking Attendants/Cashier. The Contractor's Parking Attendant/Cashier must return Change Funds, keys, and logs to Parking Supervisors at the end of each shift.

5.9 Losses

A. Counterfeit Bills

The Contractor will be responsible for all losses resulting from the deposit of counterfeit bills and/or any illegal method of payment.

To minimize losses from counterfeit bills and/or any other form of illegal payment, the Contractor must develop controls to ensure the integrity of money collected. The method must be reviewed and approved in writing by the County (30) days prior to the Contract start date.

B. Non-Automated Facilities

The Contractor will be responsible for any losses incurred for non-automated facilities. At the sole discretion of the County, losses incurred at Automated Facilities will be reviewed on a case-by-case basis as the Contractor may not be held responsible for losses that may have been caused by a system glitch or error.

5.10 Refunds

The Contractor must provide refunds to patrons on the same day, or as otherwise authorized by the County, due to cancelled shows, validations, or law enforcement action, etc. Mass refunds issued due to reasons beyond the County's and the Contractor's control will be reviewed on a case-by-case basis to assess whether Contractor is authorized to keep revenue share in Revenue Generating Parking Facilities.

6.0 REPORTS AND LOGS

Contractor may propose their own forms in lieu of the Attachments (i.e., templates) provided in this SOW; however, all Contractor proposed forms must be reviewed and

approved by the County prior to use. All forms must be submitted electronically to the County in the form of Excel, Word, or other County approved format. Additionally, all applicable forms must be consistent throughout all Parking Facilities.

6.1 Daily Entry Log

The Contractor's Parking Attendants/Cashiers must record each free entry into the Parking Facilities by completing Attachment 6 (Daily Entry Log), of this SOW. The Parking Supervisor must review and approve the log. The log must be retained by the Contractor for audit purposes. as a reference for the County Project Manager.

6.2 Daily Activity and Revenue Report

The Contractor must electronically submit the Daily Activity and Revenue Report for all facilities by close of business of the following business day. The report must be accompanied by deposit receipts and must be prepared by the Contractor's employees (other than the Parking Attendants/Cashier and Parking Supervisors).

The report must at a minimum identify the following:

- Activity and revenue collected daily for each Parking Facility.
- Reconciliation of daily parking fees to the total amount of cash less the cash available at the beginning of the day.
- Discrepancies in such reconciliation must be identified. Should the County have questions regarding discrepancies, the Contractor must respond within 24 hours.
- The starting and ending parking ticket numbers.
- The parking fees collected from daily, monthly entries, film companies, Special Events, and pre-paid events.
- Amount collected from PARCS (e.g., POF, Handheld).
- Cash drop times and amounts.

6.3 Daily Cashiers Report

The Contractor's Parking Attendants/Cashiers must prepare a Daily Cashiers Report for each Parking Facility at the end of their shift.

The report must at a minimum identify the following:

- Starting and ending ticket for each facility and activity counter reading for each shift.
- The amount of the Change Fund received by each Parking Attendant/Cashier upon starting the shift.
- The amount of the Change Fund returned at closing and the total number of activities and tickets for the day.

The Parking Supervisor must verify the activity counter reading and last parking ticket number at closing. The report must be submitted to the Contractor's accounting staff for use in compiling the Daily Activity and Revenue Report. A copy of the Daily Cashier Report must be provided to the County with the Daily Activity and Revenue Report.

6.4 Credit Card Report

Acceptable forms of credit card payments are American Express, Discover, MasterCard, and Visa. The Contractor must deliver the PARCS generated credit card transaction report to the County for all automated facilities by close of business on the following business day, along with the Daily Activity and Revenue Report.

Note: The County will pay for transaction fees associated with the use of credit cards.

6.5 Monthly Activity and Gross Revenue Reports

The Contractor must provide the Monthly Activity and Revenue Report electronically to the County Project Manager by the 10th of each month and have a physical copy available for review upon request. Report template will be provided by the County, which must be used by the Contractor. The Report must include the following information, itemized by Parking Facility, and then totaled for all Parking Facilities:

- 6.5.1 The amount of parking fees collected during the previous month.
- 6.5.2 The parking fees collected from daily, monthly entries, film companies, Special Events, pre-paid events.
- 6.5.3 The number and type of free or exempt entries.
- 6.5.4 The number, type and amounts paid for prepaid and monthly entries.
- 6.5.5 The fees paid by validating businesses, if any.
- 6.5.6 The parking ticket series assigned to each Parking Facility and sold during the previous month.
- 6.5.7 The beginning and ending vehicle counts by the automated vehicle counters for the month.
- 6.5.8 Delinquent monthly parking fees by name, customer (specific department or venue), number of days delinquent (30 days, 60 days, etc.) and parking facility.

6.6 Incident Reports

The Contractor's must submit a written report to the County Project Manager for any incidents that occur in a Parking Facility within 24 hours of the occurrence. In the event of an incident involving risk of bodily injury or property damage, the Contractor must immediately inform the County Project Manager by telephone and email in addition to submitting a written incident report. The report must identify the date and time of the incident, the nature of the incident and the individuals and police agency involved, if any and location. The Contractor's staff observing the incident must prepare the report and the employee's Parking Supervisor must ensure reports are accurate and complete. The Contractor must submit the completed Incident Report, Attachment 10 of this SOW, to the County Project Manager by the close of business the same day the incident occurred.

- 6.6.1 Vehicle Damage Report

The Contractor must inspect all vehicles in Parking Facilities in the morning and the afternoon each day to record and report any vehicle showing physical damage. The Contractor must complete the Vehicle Damage Report, Attachment 7 of this SOW, and submit the report to ISD Parking Services before the end of the next business day.

6.7 Daily Vehicle Inventory/Vacancy Counts

The Contractor must inventory any vehicles remaining in the Parking Facilities at the beginning and end of the operational hours each day and complete the Daily Vehicle Inventory – Beginning and End of Daily Operations Report, Attachment 8 of this SOW, and submit the report to ISD Parking Services prior to the next business day.

The Contractor must complete the Vacancy Count, Attachment 12 of this SOW, for each Parking Facility. Vacancy counts must be done twice daily (morning and afternoon), unless otherwise noted.

6.8 Complaint Log/Hot Line

County has established a Complaint Hot Line (213-974-8102) for receiving complaints regarding the Parking Facilities, the Contractor's staff, or any other complaints. The Complaint Hot Line telephone number must be identified on signs located at each Parking Facility subsequent to approval by County Project Manager. The County will maintain a log containing the date of the complaint, nature of the complaint, and corrective action taken. The Contractor must provide all necessary information to County Project Manager to address and resolve all complaints received.

6.9 Utilization Reports

As needed, the Contractor must maintain and provide utilization information data based on patrons, employees, jurors, or other utilization of the Parking Facilities.

7.0 PARKING FACILITY MAINTENANCE

The Contractor must maintain and clean all Parking Facilities. Parking Facilities must be cleaned and presentable before the Parking Facility opens for the day, as well as throughout the day as needed to ensure a clean and presentable facility for patrons. The following are general descriptions of the maintenance tasks for all Parking Facilities. Frequency of maintenance tasks are identified in Attachment 13, Parking Facilities Specification Sheets, of this SOW. For major maintenance tasks identified below (e.g., power washing, striping, etc.), the County must review and approve satisfactory completion of the work performed, whether it's performed by the Contractor or sub-contracted to vendor(s). Services provided by sub-contracted vendor(s) are subject to the same quality standards as the Contractor. Contractor is ultimately responsible for the work performed by sub-contracted vendor(s).

The Contractor must perform the following tasks:

7.1 Required Maintenance

7.1.1 Parking Facility Sweeping/Cleaning

1. The Contractor must clean and keep asphalt/concrete floor surfaces, ramps, drive lanes, driveways, crosswalks and parking spaces, including adjacent drive areas within the parking facility free of trash and debris, cobwebs, weeds, oil, grease, and other stains/spills. The Contractor must meet the sweeping/cleaning requirements by using, at a minimum, the following equipment:
 - a. A vacuum sweeper/truck that suctions trash particles and debris when cleaning asphalt-surface facilities.
 - b. A power broom sweeper/truck that utilizes rotating brushes to sweep away dirt and debris build-up when cleaning concrete-surface facilities.
2. The Contractor must remove oil, grease, liquid spills, and automotive drips/leaks from Parking Facility surfaces, by using dry clean-up methods (absorbents) within one (1) hour of notification or discovery. Absorbents must be disposed of properly.

7.1.2 Parking Facility Power Washing

The Contractor must high-pressure wash and Power Scrub Parking Facilities, including parking spaces, driveways, ramps, and walkways, and maintain them free from sand and dirt accumulation. The Contractor must adhere to appropriate regulatory agency standards and all applicable laws and regulations for water run-off/reclamation when power-washing facilities.

The Contractor must meet the high-pressure washing requirements by using, at a minimum, a high power, high-pressure washer with water pressure rated at 250 degrees and 4000 PSI to remove grease and oil stains, gum, loose paint, dust, dirt, and to clean walkway steps and borders.

Contractor must submit to County power wash and/or power scrub schedule, for review and approval within 45 days of the Contract start date for the base term of this Contract; thereafter, Contractor must submit schedule for each 12-month extension period (if Contract is extended at the discretion of the County) within 30 days of executed extension. Schedules may be revised throughout the term of the Contract as requested by the County.

7.1.3 Re-Striping – the Contractor must re-stripe the entire parking lot (including already striped curbs) with County-approved, quality matching paint, modify handicap spots according to code, and stripe walkway with hash marks. Each Parking Facility must be restriped at least one time during the Contract term or as requested by County (re-striping must occur after annual power wash).

Contractor must submit to County re-striping/painting schedule, for review and approval within 45 days of the Contract start date for the base term of this Contract; thereafter, Contractor shall submit schedule for each 12-month extension period (if Contract is extended at the discretion of the County) within 30 days of executed extension. Schedules may be revised throughout the term of the Contract as requested by the County.

7.1.4 Solid Waste Collection and Removal of Debris and Litter

The Contractor is responsible for the municipal cost associated with the removal and disposal of all trash, debris, and human waste from Parking Facilities according to all applicable laws and regulations.

1. The Contractor must collect and remove all solid waste from Parking Facilities in accordance with applicable laws and regulations. Contractor must also submit any reports as required by State law.
2. The Contractor must wash or steam clean waste cans and line cans with heavy duty bags of no less than three millimeters thickness.

7.1.5 Graffiti Removal

Graffiti removal must include the following:

1. All interior and exterior surfaces of Parking Facilities, including hallways, walkways, and stairways.
2. Signs – all surfaces
3. Elevator floors, walls, doors, and tracks.
4. Rubbish containers
5. Contractor must use block-style painting when removing graffiti, which must match existing paint. Additionally, Contractor must have materials and paint in stock for graffiti and vandalism eradication.

7.1.6 Lighting

1. All areas must be properly illuminated when lighting is needed. All fixtures and pole lights must be clean, clear, and free from dust debris, and cobwebs.
2. Contractor must replace burnt out tubes, bulbs, ballast, faulty wiring, and starters within three (3) days upon discovery. Contractor is responsible for providing a lift to perform necessary work. Contractor must ensure that electrical work (beyond replacing a bulb) is performed by a licensed contractor.
3. Rope off areas or post signs while an employee is working overhead, to protect the public from walking into the work area.

4. Clean light fixtures and lenses using water, soaps, solvents, cleaning tanks and degreaser on an as needed basis and/or upon the County's request.

7.1.7 Potholes and Spalling Concrete

Contractor must repair 1/2 Inch Potholes & Spalling Concrete within 24 hours of notification or discovery and have materials in stock for repair. Request to repair potholes, cracks and spalling concrete must be submitted to the County Project Manager. County reserves the right to repair surfaces, if appropriate.

7.1.8 Cleaning of Restrooms (if available)

Contractor must clean and maintain restrooms as needed during every work shift.

1. Clean restroom fixtures.
2. Clean and refill all restroom soap and paper dispenser.
3. Spot wash restroom walls, partitions, and doors.
4. Remove/clean graffiti and vandalism.
5. Clean sink basins and all surrounding surfaces.
6. Clean restroom mirrors, kick plates, push plates.
7. Clean restroom floors with disinfectant detergent. Set up "wet floor" signs.
8. Clean and sanitize toilets, toilet seats, urinals, and waterless urinals with germicidal solution.
9. Clean base of toilet bowls and below all urinals.
10. Clean behind toilet bowls and in corners of restroom floors.
11. Empty waste containers and replace plastic bag. Wash containers inside and outside. Dust ceiling vents.
12. The Contractor must maintain daily maintenance log of each Parking Facility (as applicable).

7.1.9 Cleaning of Stairwells, Elevators, Ramps, and Escalators

1. Pick up trash and place in trash container.
2. Clean and sanitize elevators to remove unsanitary odors and conditions by cleaning floor, walls, and doors.
3. Sweep and damp mop floor surfaces. Set up "wet floor" signs.
4. Remove all standing water.

7.1.10 Furnish, Replace and Install Existing Damaged and Worn Signs.

Contractor is responsible for replacing and installing existing damaged, worn, or missing signs at contractor's expense. County, in its sole

discretion, will determine if new and/or replacement signs are needed and notify the Contractor.

7.1.11 Furnish, Replace and Install Cones/Markers

1. Furnish and install parking cones and arrows for clarity of traffic flow.
2. Contractor is responsible for replacing and installing existing damaged, worn, or missing cones/markers at contractor's expense.

7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Bollards, Curbs and Pillars.

The Contractor must be responsible for:

1. Maintaining all painted surfaces including pillars, curbs, and stencils, as needed. Contractor must match existing paint and have materials and paint in stock. Contractor must also secure loose wheel stops/bollards and replace broken wheel stops/bollards and paint to match as needed.
2. Stairwells must include anti-slip Caution strips and be maintained and replaced as needed or as requested by County.

7.1.13 Maintenance of Attendant Booth/Office

1. Clean and sanitize booth or office including interior and exterior windows at every shift (and as needed) and maintain a daily log available for review by the County.
2. Sweep and damp mop floor surface.
3. Empty all waste containers.
4. Contractor must provide Pest Control Services quarterly at every booth and in all offices.

7.1.14 Inspection and Maintenance of Fire Extinguishers

1. Maintain the required number of fire extinguishers. Fire extinguishers must be serviced annually before the expiration date identified by staff licensed by the California Fire Marshal.

Inspect each fire extinguisher and protective glass case, sign, and date each maintenance tag monthly. In addition, The Contractor must maintain a monthly maintenance log on-site. Copy of completed monthly log must be maintained and available to the County for review.

7.1.15 Clean and dust all PARCS Electronic Equipment. Contractor must be responsible for cleanliness of all PARCS electronic equipment minimum once per day and as needed.

7.1.16 Maintenance, Repair and Replacement of Non-Automated Gate Arms

Contractor must repair/replace broken gate arms within 4 hours upon discovery. Contractor bears all costs associated with the maintenance,

repair, and replacement of all non-PARCS gate arms. Contractor must perform preventative maintenance and upkeep of existing non-PARCS gate arms.

7.1.17 Inspection of Facilities

Parking Supervisor must perform inspections for all Parking Facilities and must complete and maintain the Daily Safety Inspection Log, Attachment 9 of this SOW. Log must be available for review by the County as needed/upon request.

7.1.18 Clean and Dust EVCS Equipment

Contractor must be responsible for exterior cleanliness of EVCS daily. Contractor must post standard signage when EVCS stations are inoperable, issue warnings to vehicles who are utilizing EVCS beyond the 4 hour per vehicle limit, and coil-up charging cables, as needed, to prevent safety concerns.

7.2 Maintenance Reporting Requirements

- 7.2.1 The Contractor must notify the county immediately via email upon discovering the PARCS equipment is inoperable. Upon receiving the County's approval, the contractor must submit a service ticket to the PARCS Client Portal via email at service.usa@hubparking.com and [copy the County](#).

Note: The County will provide the Contractor with a list of basic solutions to troubleshoot issues prior to contacting HUB. In the event of an emergency, or after HUB's business hours, on weekends or on Holiday's, Contractor must call the number above to report issue to initiate an immediate response from HUB (County approval must be obtained prior to opening a Service Ticket).

For all non-PARCS County equipment, the Contractor must verbally notify the County Project Manager immediately and via email within 24 hours upon discovery.

- 7.2.2 The Contractor must verbally notify the County Project Manager immediately, and in writing via email within 24 hours upon discovering a water leak or a faulty sprinkler system.

8.0 ACCEPTANCE AND MODIFICATION OF FACILITIES AND SERVICE AREA

8.1 Contractor's Acceptance of Facilities

The Contractor acknowledges personal inspection and evaluation of the Parking Facilities, improvements and fixtures and the extent to which their physical condition will affect its performance of the Contract work. The Contractor accepts the Parking Facilities in their present physical condition and agrees to make no

demands of the County for any changes to be made before or after commencement of the Contract term.

8.2 Modification of Parking Facilities by Contractor

The Contractor must not make any changes, modifications, alterations, or improvements to any County facility without prior written approval from the County Project Manager. The Contractor, at the Contractor's expense, must immediately restore modifications not previously approved by the County to its original condition. The Contractor's failure to restore the facility will result in restoration by the County at the Contractor's expense.

8.3 Modification of Parking Facilities by County

Notwithstanding any other provision of the Contract, the County, in the sole discretion, may at its own cost modify the size, configuration or capacity of any Parking Facilities at any time upon 30 days' written notice to the Contractor identifying the nature of the modification.

9.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY

9.1 Electronic Control Equipment

The County will have the right to purchase and install PARCS equipment during the term of this Contract. If new equipment changes the Contractor's staffing role and responsibility, then the County will negotiate such staffing and rates in accordance with the Contract, Paragraph 8.0, Standard Terms and Conditions, Subparagraph 8.1 Amendments.

Where available, the Contractor must utilize all County owned PARCS hardware, software and other related equipment including, but not limited to: computers, printers, monitors, cameras, data and electrical conduit and connections.

9.1.1 Contractor Responsibilities for Future Business Needs, Maintenance, and Repairs: If the County proceed with the purchase of new PARCS equipment, the Contractor shall understand and acknowledge that their involvement may extend beyond the initial terms of this Contract. The Contractor shall be prepared to consult and actively participate in future business needs that may arise in relation to the purchase of said equipment (i.e., advise on best-in-class equipment that meets the operational needs of the County). Furthermore, the Contractor shall be responsible for managing and providing necessary maintenance and repairs to ensure the continued functionality and optimal performance of the newly installed equipment. This responsibility encompasses periodic inspections, servicing, and addressing any operational issues that may occur during the term of this Contract. The

contractor shall be readily available to address any queries or concerns related to the equipment's operation and performance.

9.2 Furnished Items

- 9.2.1 The County will provide the Contractor with a list of County-owned equipment for use during the contract term. County will provide equipment list (for each Parking Facility) 30 days prior to contract start date. The equipment list will be updated each January during the Contract term.
- 9.2.2 The County will provide and pay for utilities, such as natural gas, electricity, and water, consumed under the operations of the Parking Facilities. The County will not be liable for damage or losses that occur by reason of defect or impairment of any utility system, water system, air conditioning apparatus or electrical wires that serve the Parking Facilities. The Contractor will be liable for material waste of utilities caused by the negligent or intentional acts of its employees. The use of microwaves, toaster ovens, televisions, heaters, etc. by the Contractor and its staff in County provided facilities is prohibited, unless previously approved by the County.
- 9.2.3 The County will furnish the Contractor with an Emergency Contact List.

CONTRACTOR

9.3 Staffing Plan

Staffing plan must be submitted to the County Project Manager no later than five (5) business days prior to the contract start date for review and approval. The Staffing Plan must be compiled for each Parking Facility and must include the full name and working hours of each employee assigned to each Parking Facility.

Contractor must notify the County Project Manager within 24 hours of the change.

The Contractor must ensure that all parking facilities are properly staffed at all times, including during breaks, lunches, and when operations are impacted by equipment failure. Parking Facilities must not be left unattended for any reason at any time.

9.4 Staffing

A. Contract Personnel

- 1. The Contractor must provide staffing in accordance with the County approved staffing plan. Failure to provide staff in accordance with the County approved staffing plan will be subject to a CDR.

Note: Contractor will be liable for all County incurred costs associated with fulfilling any unmet staffing needs.

- 2. The Contractor must ensure a Parking Supervisor is available during operational hours. One Parking Supervisor will be responsible for

overseeing 3 parking facilities per shift as specified on Attachment 13, Parking Facilities Specification Sheets, of this SOW.

Note: On-site Supervisors required at some facilities will not fulfill the supervisors needed during operational hours for other facilities. Refer to Attachment 13, Parking Facilities Specification Sheets, of this SOW for supervisor coverage requirements.

3. Personnel employed by the Contractor and assigned to perform Contract work in the Parking Facilities must be at their assigned worksite(s) during the hours of operation. Contractor must ensure sufficient staffing is available and ready to deploy in the event of an employee's illness, no show to their assignment, an emergency necessitating an employee's absence, or to meet additional staffing needs as required by the County. The Contractor must provide replacement personnel within 30 minutes to maintain the required staffing schedule.
4. All of the Contractor's personnel must be able to effectively communicate with the County and the general public in English, both orally and in writing.
5. The Contractor's personnel must be at least eighteen (18) years of age.
6. The Contractor's personnel must be trained to render a high degree of courteous and efficient service. Contractor is responsible for the conduct, demeanor, and appearance of its employees.
7. The Contractor's personnel must not bring visitors, any form of weapons, contraband, alcohol, drugs, headphones, audio/visual or print media to the workplace.
8. The Contractor's personnel may use cell phones only in the event of an emergency.
9. The Contractor's personnel must not be under the influence of alcohol or drugs; and must conduct themselves in a reasonable and professional manner at all times.
10. At the County's request, the Contractor must remove (from the contract in its entirety) any employee who is performing in an unsatisfactory manner. The County will not be required to state the reason or otherwise justify its request. The Contractor must provide a temporary replacement within (1) hour and an acceptable permanent replacement within one (1) business day.
11. Contractor's personnel who may operate vehicles in the course of their duties must have a current and valid California Driver's License.
12. The Contractor must provide the County with a Department of Motor Vehicle (DMV) Driving Record printout for all personnel who may

operate vehicles in the course of their duties under this contract within three (3) business days after the contract start date. Thereafter, the Contractor must provide a DMV Driving Record Report for 50% of its employees annually on the contract anniversary date. DMV report must be at the expense of the Contractor. County may at its sole discretion require the removal of the Contractor's personnel (from the contract(s)) based solely on the findings of the DMV report.

13. Personnel removed from the County Contract(s) cannot be relocated to another County facility/location unless otherwise approved by the County.
14. The Contractor must ensure that its personnel exercise care to prevent injury to themselves, patrons, and property.
15. The Contractor must provide and require every on-duty employee (includes Parking Lot Attendants, Cashiers, and Customer Assistance employees) to wear a uniform and a County issued photo identification badge. Uniforms must consist of shirt, pants, jackets, and shoes (open toe and flip flop style sandals are not acceptable).

Uniform must not be covered by outer garments that are not part of the uniform and photo identification badge must be visible at all times (i.e., worn outside of uniform outerwear).

County will review and approve uniforms prior to Contract start date and any time a change is requested during the term of the Contract.

B. Valet Attendants

Valet attendants must wear a different colored uniform to be easily identifiable.

Uniforms must consist of shirt, pants, jacket, and shoes (open toe or flip flop style sandals are not acceptable).

County will review and approve uniforms prior to contract start date and any time a change is requested during the term of the Contract.

C. Parking Supervisors

The Contractor must provide Parking Supervisors as identified in the Parking Facility Specification Sheets as set forth in Attachment 13 of this SOW. Supervisors must be on site during the operating hours of all Parking Facilities (refer to Facility Specification Sheet for on-site requirements). Parking Supervisors must be trained and knowledgeable in all aspects of County's Parking Facilities operations. The Contractor must provide a list of its Parking Supervisors, including their cell phone number, email address, and which facility they're responsible for. The list must be provided to the County (5) days before the start of the Contract and any time there is a change thereafter.

1. Parking Supervisors must perform inspections, answer questions, resolve problems, respond to emergencies, verify cash counts, approve reports, and ensure that the Parking Attendants/Cashiers follow the procedures required by the contract. Inspection reports must be submitted to the County daily. Periodically, the County may request for revisions to be made to the Contractor's inspection reports to ensure that the Contractor's inspections are consistent with the Contract requirements.

Additional requirements of Parking Supervisors include:

- Lowering or raising parking lot spikes, upon request of the County Project Manager.
- Meeting with the filming location managers to count parking spaces for filming and special events.

D. Parking Attendants

Parking attendants' duties include collecting parking fees, providing ambassador services to assist customers and assist with traffic flow. The Contractor's parking attendants must be fully capable of communicating in English with County employees and the public so as to be understood and to be able to provide information regarding Parking Facilities.

E. Contract Program Manager

Manager must have the authority to make decisions on as-needed basis.

9.5 Parking Facility Rules and Procedures

The County may provide Parking Facility rules, policies and/or procedures that must be adhered to by the Contractor. Rules, policies and/or procedures must be posted at each booth/kiosk and must be updated on an as needed basis.

9.6 Training

The Contractor must provide its personnel with ongoing safety, customer service, and PARCS training. The Contractor's personnel must be trained in their assigned tasks to ensure they clearly understand their duties, responsibilities, and safe handling of equipment. All equipment must be checked daily for safety. All contractor personnel must work according to California Occupational Safety and Health Administration (OSHA) standards.

9.7 Contractor's Office

The Contractor must provide an office in the County of Los Angeles with a landline telephone in the company's name where the Contractor conducts business. The office must be staffed during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, by at least one (1) employee. Employees must clearly communicate in English both orally and in writing to respond to inquiries and complaints received regarding the Contractor's performance of the contract. When the office is closed

or in the event of an emergency, the Contractor's Project Manager must be available via phone or e-mail.

9.7.1 Automated Facilities

The Contractor must provide customer service assistance for all automated facilities. In addition, intercom line must be available to patrons needing assistance.

9.7.2 Non-Automated Facilities

The Contractor must staff the office during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. When the office is closed, or in the event of an emergency, the Contractor's Project Manager must be available via phone or e-mail.

9.8 Equipment

9.8.1 At its own expense, the Contractor must furnish and maintain fire extinguishers, flares, flashlights, flashlight batteries, radios, cones, and first-aid kits approved by the County Project Manager in each Parking Facility.

Note: All fire extinguishers must be properly maintained by the Contractor in accordance with applicable maintenance laws and/or requirements.

9.8.2 At its own expense, the Contractor may supplement the County's existing equipment, security gates, and perimeter fencing/cable barriers by providing any additional equipment that is required for improved operations at the Contractor's expense provided, however, that County must approve any new equipment being proposed to be installed by the Contractor.

9.8.3 Any equipment provided by the County is limited to be used with care as designed. The Contractor will be held responsible for costs of any repair or replacement that results from misuse or neglect.

9.9 Signs

The Contractor must furnish signs for all Parking Facilities, informing the public of the Parking Rates and the name and telephone number of the Contractor. The signs must be posted at the entrance of each Parking Facility and any other necessary location. All signs must be reviewed and approved by the County prior to being printed and posted. At its own expense, Contractor must replace old, worn-out, outdated signs as needed.

9.10 Telephone Service

The Contractor must, at its own expense, provide wireless communications at all Parking Facilities to communicate with the Parking Attendants/Cashiers and must provide its staff with a list of telephone numbers for emergency services for Parking

Supervisors. The Contractor must allow the County reasonable use of the telephone equipment in the course of the County Project Manager's duties.

9.11 Data Lines

The Contractor must, at its own expense, install data lines at the respective Parking Facilities below to have the ability to send and receive emails (e.g., guest parking, fee waivers, etc.). Contractor must conduct its own assessment of Parking Facilities and advise the County within 30 days of the start of the Contract if the installation of data lines is not feasible at any of the Parking Facilities listed below.

- Parking Facility Numbers: 10, 12, 26, 29, 45, 46, 58 (when it re-opens), and 75A.

9.12 Emergency Call Instructions

Procedures for informing employees of whom to contact and what to do in the event of emergency must be posted in each cashier booth located at all Parking Facilities and Contractor offices.

9.13 Regulatory Permits/Certifications

The Contractor must be responsible for acquisition and payment of all facilities licenses, permits, and other regulatory certifications (e.g., business license) necessary to provide services pursuant to this contract. All licenses, permits and regulatory certifications must be valid throughout the term of the contract. All permits and certifications are subject to verification.

9.14 Meetings

The Contractor must attend monthly Music Center and Grand Park meetings. In addition, the Contractor may also be required to attend unscheduled and/or last-minute meetings that may be held for Special Events.

It is the Contractor's responsibility to notify the County of all meetings they are scheduled to attend for County-related projects (e.g., for Special Events, standard monthly meetings, etc.).

Additionally, the Contractor is required to attend scheduled bi-weekly meetings and any emergency meetings as scheduled by the County Project Manager.

9.15 Safety

Contractor must maintain the work sites free of hazards to persons and property resulting from its operations. Any hazardous conditions noted by the Contractor must be immediately corrected. If the responsibility for causing correction does not fall to the Contractor pursuant to the Agreement, Contractor must immediately report the condition to Parking Services.

Perform all work in such a manner as to provide safety to the public and to meet or exceed the safety standards outlined by CAL-OSHA.

9.16 Transition Requirements.

Upon written notification from County, the incumbent Contractor is required to provide phase-in, phase-out services for up to sixty (60) calendar days after the Contract expires or is terminated. After notification from the County, Contractor is required to:

- Cooperate in good faith with County in determining the nature and extent of the services, including the development of a mutually acceptable transition plan.
- Provide sufficient, experienced personnel during the transition period to ensure that all services called for by the Contract are maintained at the specified level of contract performance.
- Cooperate with County in allowing as many personnel as practical to remain on the job to enhance the continuity and consistency of the services called for by the contract.

The County is required to reimburse the incumbent contractor for all reasonable transition costs.

10.0 ADDITION/DELETIONS/MODIFICATIONS OF PARKING FACILITIES, STAFFING, SPECIFIC TASKS AND/OR WORK HOURS

The County reserves the right to add/delete/modify Parking Facilities, adjust the quantity of Parking Facilities, change the staffing requirements and/or operating hours of Parking Facilities during the Contract term. All changes will be made in accordance with Paragraph 8.0, Standard Terms and Conditions, Subparagraph 8.1 Amendments, of the Contract.

11.0 CONTRACTOR'S QUALITY CONTROL PLAN

The Contractor must establish, maintain, and utilize a comprehensive written Quality Control Plan to assure the County a consistently high level of service throughout the term of the contract.

- 11.1** Method of monitoring and frequency 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, must be provided to the County upon request.
- 11.3** Methods for continuing to ensure services to the County in the event of a strike by the Contractor's employees.
- 11.4** Method of resolving problems or complaints from the time it was received to the time it was resolved.

- 11.5** Process used from the time a formal complaint or CDR was received to the time it was resolved and completed.

12.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this contract using the quality assurance procedures as defined in this Contract, Paragraph 8.0, Standard Terms and Conditions, Paragraph 8.15, County's Quality Assurance Plan.

Monthly Meetings

Contractor is required to attend a scheduled monthly meeting. Failure to attend will cause an assessment of one hundred dollars (\$100.00).

12.1 Contract Discrepancy Report (Attachment 1)

Verbal notification of a contract discrepancy will be made to the Contract Project Monitor as soon as possible whenever a contract discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by the County and the Contractor.

The County Contract Project Monitor will determine whether a formal Contract Discrepancy Report will be issued. Upon receipt of this document, the Contractor is required to respond in writing to the County Contract Project Monitor within two (2) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report must be submitted to the County Project Manager within five (5) business days.

12.2 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 listing of services used in the Performance Requirements Summary (PRS) Chart, Attachment 2, are intended to be consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the contract and the SOW. 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 the Contractor.

When the Contractor's performance does not conform to the requirements of this contract, the County will have the option to apply the following non-performance remedies:

- 13.1** Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- 13.2** Reduce payment to the Contractor by the amount identified as the assessment fee in the PRS.
- 13.3** Failure of the Contractor within ten (10) days to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified will constitute authorization for the County to have the services performed by others. The entire cost of such work performed by others resulting from the Contractor's failure to perform said services, as determined by the County, must 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 days written notice with or without cause, as provide for in the Contract, Paragraph 8.0, Standard Terms and Conditions, Subparagraph 8.42, Termination for Convenience.

14.0 GREEN INITIATIVES

- 14.1** The Contractor must use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.
- 14.2** The Contractor must notify the County's Project Manager of the Contractor's new green initiatives prior to the contract commencement.

15.0 DELIVERABLES

The Contractor must provide all deliverables in written hard copy unless otherwise approved by County in accordance with the below matrix:

DELIVERABLE	SECTION	DUE DATE
Bank Deposit Receipt	5.4	Next business day by 4 pm
Accounting and Cash Control Procedures	5.5.1	15 business days prior to contract start date
Parking Fee Reconciliation	5.6	5 business days after cash count/audit conducted
Daily Activity & Revenue Report	6.2	Daily (M-F) next business day by COB
Monthly Activity and Gross Revenue Report	6.5	10 th of each month for the previous month
Incident Report	6.6	Within 24 hours of incident

Parking Vehicle Damage Report	6.6.1	End of next business day
Daily Vehicle Inventory	6.7	End of business day
Starting Staffing Plan	9.3	5 business days prior to the contract start
Additional Staffing Changes	9.3	3 days prior to any staffing changes during the contract term
DMV Driving Record Printout for employees who may operate vehicles	9.4.A.12	3 business days after contract start date
DMV Driving Record Printout for 50% of employees who may operate vehicles	9.4.A.12	Annually on contract anniversary

**CONTRACT ADMINISTRATION DIVISION
PARKING SERVICES SECTION**

CONTRACT DISCREPANCY REPORT

Parking Facility Location: _____ Today's Date: _____

Contractor: _____ Contract Monitor: _____

Date of Discrepancy: _____ Arrival Time: _____

Time of Discrepancy: _____ Departure Time: _____

Contract/SOW Paragraph Number and Description: _____

PRS Chart Number/Description (if applies): _____

Description of Discrepancy: _____

Monitor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

County Project Manager Signature: _____ Date: _____

DATE TRANSMITTED TO CONTRACTOR: _____ VIA: ☐ FAX ☐ E-MAIL ☐ MAIL

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of County Representative Date

COUNTY ACTIONS: _____

DATE CONTRACTOR WAS NOTIFIED OF ACTION: _____ VIA: ☐ FAX ☐ E-MAIL ☐ MAIL

ATTACHMENT 1

Key to Performance Requirements Summary:

Column 1: Contract or Statement of Work Section reference

Column 2: Description of the performance required to satisfy the Contract.

Column 3: How the Contractor's performance may be monitored by the Contract Project Monitor.

Column 4: Description of allowable deviation from Performance Standard.

Column 5: The amount that may be assessed per Discrepancy Report unless a per hour, per day or other measure of damages is specified.

1 SOW/CONTRACT SECTION	2 PERFORMANCE STANDARD	3 METHOD OF MONITORING	4 ALLOWABLE DEVIATION	5 LIQUIDATED DAMAGES
SOW SECTION 4.0, OPERATIONAL TASKS				
SOW 4.1.1	Ensure Parking Facilities open/close procedures per Parking Facility Specification Sheets.	Observation	None	\$300 per Parking Facility not opened/closed per specification sheet.
SOW 4.1.2	Vehicles in Parking Facilities have proper parking permits.	Observation	None	\$150 for each vehicle in Parking Facility without proper parking permits.
SOW 4.1.16	Contacting ISD Parking Services prior to towing or moving.	County notification	None	\$100 for each occurrence when ISD Parking Services is not notified.
SOW 4.2.1	Provide valet services for all performances on an as needed basis according to the Parking Rate Schedule.	Observation and/or County knowledge of valet services not provided	None	\$150 for each performance not providing valet services.

SOW 4.2.2	Provide and use key security system.	Observation	None	\$150 per individual occurrence where keys are not in key security system.
SOW SECTION 5.0, REVENUE HANDLING AND INTERNAL CONTROLS				
SOW 5.1.2	Collect Parking Fees according to the Parking Rate Schedule.	Observation and Reports	None	\$150 for each occurrence of incorrect fee collected or no ticket issued.
SOW 5.1.3	Collect Board-approved Parking Fee Waivers or Reduced Fees.	Observation and Reports	None	\$100 for each occurrence of reduction of parking fee granted without ISD Parking Services approval or waiver not appropriately granted.
SOW 5.1.5	Sell weekly and monthly parking permits and issue receipts.	Observation and Reports	None	\$150 per occurrence of an incorrect Parking Fee collected or no Parking Fee reported to County.
SOW 5.2	Collect all fees in cash for nonautomated parking facilities.	Observation and Reports	None	\$150 per transaction when cash is not collected for nonautomated parking facilities.

SOW 5.2 & 5.4	Collect fees in accordance with the Parking Rate Schedule and deposit fees into designated bank account by 3:00 p.m. the following business day, with a receipt to ISD Parking Services by 4:00 p.m. the following business day.	Review of records	None	\$1,000 for each day fees are not deposited in designated bank account by noon the following business day.
SOW 5.5.2.11	Cashiers must not have more than \$100 on hand when outside the booth.	Observation and Reports	None	\$100 for each occurrence of cashiers observed with more than \$100 on hand outside of the booth.
SOW 5.6	Conduct unscheduled cash counts each quarter and provide County with reconciliation sheet within three (3) business days of count.	Report tracking	None	\$100 per day, each day report is late.
SOW 5.7	Purchase parking tickets and deliver to ISD Parking Services.	Observation	None	\$75 per ticket not purchased and delivered accordingly.
SOW 5.7	Record the receipt and issuance of sequentially numbered parking tickets within one (1) business day from distribution to Parking Facilities.	Observation	None	\$100 per day, per Parking Facility each day receipt of tickets was not provided.
SOW 5.7.1	Contractor must use prenumbered, sequential, three-part parking tickets (if distributed manually) or one-part parking ticket generated by Parking Access & Revenue Control System.	Review or records; observation	None	\$150 when Contractor fails to use correct ticket series or fails to distribute ticket parts correctly.

SOW 5.7.2	Report missing tickets and out of sequence tickets issued on Daily Activity and Revenue Report.	Review of Daily Activity & Rev report	None	\$100 per missing ticket and out of sequence tickets issued on Daily Activity & Revenue report.
SOW 5.7.3	Report lost/unpaid tickets on Daily Activity and Revenue Report and collect maximum daily Parking Fee from patron.	Review of Daily Activity & Rev report	None	\$150 per lost ticket on Daily Activity & Revenue report.
SOW SECTION 6.0, REPORTS AND LOGS				
SOW 6.0	Provides accurate reports in accordance with dates identified.	Report receipt & reconciliation	None	\$100 per day report is late and/or \$50 per incorrect report.
SOW SECTION 7.0, PARKING FACILITY MAINTENANCE				
SOW 7.0	The Contractor must adhere to all maintenance tasks listed in Section 7.0 (entirely) and the Facilities Specification Sheets.	Observation	None	\$150 per day per Parking Facility with outstanding maintenance task(s) not completed.
SOW SECTION 9.0, RESPONSIBILITIES				
SOW 9.3	Contractor must notify the County Project Manager within 24 hours of the change.	Observation	None	\$500 per occurrence
SOW 9.4	Contractor's personnel must meet the requirements listed in Section 9.4 (entirely).	Observation	None	\$150 per day per Parking Facility for each infraction.

SOW 9.8	Contractor must provide and maintain all equipment identified in SOW.	Observation	None	\$100 per occurrence for each Parking Facility with incomplete equipment.
SOW 9.9	Furnish permanent Parking Facility signs identifying facility number, fees, Contractor's name and ISD Parking Services complaint line. All signs must be approved by CPM.	Observation	None	\$150 per sign missing.
SOW 11.0	Contractor must be in compliance with and maintain a current quality control plan.	Review of records; observation	None	\$150 for each day Contractor not in compliance with plan or plan is outdated.
SOW SECTION 12.0, QUALITY ASSURANCE PLAN				
SOW 9.14 and 12.0	Contractor must attend scheduled monthly meetings or as needed meeting with ISD Parking Services.	Attendance	10 minutes or phone notification of late arrival	\$100 per missed meeting.
CONTRACT SECTION				
Contract 5.5.4	Submit two (2) copies of invoice and required reports by the 8 th calendar day of the month following month of service.	Review of invoices and reports	None	\$150 per day, per invoice when late.
Contract 7.3	Contractor requests/receives County approval before making staff changes.	Inspection and observation	None	\$100 per staff change made without prior approval by the County.
Contract 7.4	All employees must wear identification badges.	Inspection and observation	None	\$100 per employee not wearing a badge during 1 st violation.

Contract 7.5	All Contractor's staff must undergo a background investigation prior to working on the County Contract.	Report on File	None	\$150 per employee per day working on the County Contract without successfully completing a background investigation check.
Contract 8.24.2	Contractor must report all incidents, claims or suits to the County within 24 hours of occurrence.	County knowledge of incident or occurrence	None	\$200 per failure to report and submit complete incident reports, claim, or suit.

WARNING

PARKING VIOLATION

22761

YOU ARE ILLEGALLY OR IMPROPERLY PARKED FOR ONE OR MORE OF THE FOLLOWING REASONS AND ARE SUBJECT TO BEING TOWED AWAY AT YOUR EXPENSE.

- ☐ No Proof of payment
- ☐ Improperly Parked _____
- _____
- ☐ Parked in a "No Parking" zone
- ☐ Parked in disabled Persons' Space (Without I.D.)
- ☐ Parked in Reserved Parking Area
- ☐ Blocking entrance to building or driveway (Fire Department Regulation)
- ☐ Vehicle Not in Acceptable Condition
- ☐ Other Message _____
- _____
- ☐ _____

L.A. COUNTY HAS RECORDED YOUR LICENSE PLATE

☐ THIS VEHICLE WILL BE TOWED ON: Day _____
Date _____ Time _____

A copy of this notice is on file. We urge you to conform to our parking rules to avoid future inconvenience and expense to yourself.

Date _____ Time _____ By _____

Location _____

MAKE	
MODEL	COLOR
LIC NO.	STATE YR
OTHER ID	
TOWED BY	DATE TOWED

Veterans Special License Plates

Los Angeles County Code 15.64.446

County-owned or operated parking facilities – Fee Exemption for vehicles with veterans special license plates

Notwithstanding any other provision of this code, vehicles displaying valid veterans special license plates issued pursuant to the provisions of California Vehicle Code sections 5007(a)(2) (disabled veteran), 5101.3 (Pearl Harbor survivor), 5101.4 (Medal of Honor and Distinguished Service Cross), 5101.5 (former American prisoner of war), 5101.6 (Congressional Medal of Honor), or 5101.8 (Purple Heart recipient) shall be exempt from the payment of parking fees at any county-owned or county-operated public parking lots during such days and times that parking fees at such lots are required to be deposited into a parking meter or paid directly to a parking attendant, but not where entrance or exit from the involved lot is controlled solely by an automated system. This fee exemption shall not apply on weekends or holidays, other than Veterans Day, to the extent that parking fees are otherwise payable on such days. Vehicles subject to the above fee exemption shall nonetheless be subject to any other restrictions pertaining to parking at the involved location. (Ord. 2007-0071 § 1, 2007.)

5007(a)(2) (Disabled Veteran)



5101.3 (Pearl Harbor Survivor)



5101.4 (Medal of Honor and Distinguished Service Cross)



5105.5 (Former American Prisoner of War)



5101.6 (Congressional Medal of Honor)



5108.8 (Purple Heart Recipient)



Lost Ticket Claim Form

Date:

Contractor Name:

Auto Park Number:

Patron Name:

Vehicle Make/Model:

Vehicle License Plate Number:

Driver's License Number:

Replacement Ticket Number:

Signature:

DAILY FREE ENTRY LOG

LOCATION: _____

DAY: _____

DATE: _____

ATTENDANT: _____ SUPERVISOR: _____

	PATRON/EMPLOYEE NAME	ORGANIZATION	EMPLOYEE# (IF APPLICABLE)	PATRON/EMPLOYEE SIGNATURE	VEHICLE LICENSE PLATE#/ COUNTY VEHICLE#	PHONE#	JUSTIFICATION
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

VEHICLE DAMAGE REPORT

Parking Facility Number: _____

Date: _____ **Time:** _____

License Plate Number	Make of Vehicle	Model of Vehicle	Location of Vehicle in Parking Facility	Notable Damage

Completed by: _____
(Name and Title)

DAILY VEHICLE INVENTORY – BEGINNING AND END OF DAILY OPERATIONS

Parking Facility Number: _____

Date: _____ Time: _____ AM/PM (Circle)

License Plate Number	Make of Vehicle	Model of Vehicle	Comments

Completed by: _____

(Name and Title)

Page __ of __

LOT#: _____

DAILY SAFETY INSPECTION

DATE	LOT SWEPT	OIL SPOT REMOVED	STAIRWELLS CLEANED	TRASH EMPTIED	SIGNS CLEANED	WEATHER	LIGHTS	OTHER	COMPLETED BY:

COMMENTS: _____

INSPECTED BY: _____

ISD Parking Services – Contractor’s Incident Report

Date of Report:	Date of Incident:	Time of Incident:	
Name and Position of Person Completing Report:			
<u>LOCATION:</u>			
Parking Lot Number:	Parking Level (if applicable):	Parking Space Number (if applicable):	
<u>PERSONS INVOLVED:</u>			
Person 1			
Name:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>	County Employee: Y <input type="checkbox"/> N <input type="checkbox"/>	Phone No.:
Vehicle Make & Model:		Color of Vehicle:	License Plate Number:
Name & Phone Number of Insurance Company:			Policy Number:
Person 2			
Name:	Sex: M <input type="checkbox"/> F <input type="checkbox"/>	County Employee: Y <input type="checkbox"/> N <input type="checkbox"/>	Phone No.:
Vehicle Make & Model:		Color of Vehicle:	License Plate Number:
Name & Phone Number of Insurance Company:			Policy Number:
Please include separate sheet, if additional space is required.			
<u>Damages/Injuries:</u>			
Damages: Y <input type="checkbox"/> N <input type="checkbox"/>	Police Report Completed: Y <input type="checkbox"/> N <input type="checkbox"/>		Law Enforcement Agency:
Injury: Y <input type="checkbox"/> N <input type="checkbox"/>	Type of Injury:		Medical Attention Required: Y <input type="checkbox"/> N <input type="checkbox"/>
<u>Description of Incident:</u>			

Attachment 10

- ❖ Please notify ISD Parking Services immediately at 213-974-9505.
- ❖ E-mail report and pictures to ISD Parking Services at ISDParkingRequest@isd.lacounty.gov

Parking Fee Waiver/Reduction Event Log
Month Year

[illegible]

ISD

PARKING SERVICES SECTION

Auto Park Vacancy Counts

	Public	Other	Employee		Public	Other	Employee
Date	10:00AM	10:00am	10:00am		1:30pm	1:30pm	1:30pm
Spaces							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Daily Average							
Vacancy %							

Month:

Name of Contractor Staff

Auto Park:

ATTACHMENT 12

RFP Appendix B - SOW Exhibits

Parking Facilities Management Services

Los Angeles County Parking Facility # 1

LA General Hospital
 2051 Marengo St.
 Los Angeles, CA 90033

Days & Hours of Operations

Monday thru Friday 6:00 AM-5:00 PM

Sufficient Coverage During Hours of Operations**Attendants**

Valet 1	6a-2:30p		Valet 13	7a-3:30p
Valet 2	6a-2:30p		Valet 14	7a-3:30p
Valet 3	6a-2:30p		Valet 15	8a-4:30p
Valet 4	6a-2:30p		Valet 16	8a-4:30p
Valet 5	6a-2:30p		Valet 17	8a-4:30p
Valet 6	6:30a-3p		Valet 18	8a-4:30p
Valet 7	6:30a-3p		Valet 19	8a-4:30p
Valet 8	6:30a-3p		Valet 20	8:30a-5p
Valet 9	6:30a-3p		Valet 21	8:30a-5p
Valet 10	7a-3:30p		Valet 22	8:30a-5p
Valet 11	7a-3:30p		Valet 23	8:30a-5p
Valet 12	7a-3:30p		Valet 24	8:30a-5p

Supervisors

Supervisor	6a-2:30p		Supervisor 2	8:30a-5p
------------	----------	--	--------------	----------

Type of Parking: Management Fee

Description: This facility is a surface lot.
 The facility has multiple entrance and exit lanes.
 This is a valet only lot. Attendants will collect keys from vehicles that are tandem parked

Usage & Number of Spaces

Usage: Employees/Public
 Parking Spaces: 270

Maintenance: None

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #11A
220 North Broadway
Los Angeles, CA 90012

Days & Hours of Operation

Monday thru Friday 7:00 AM to 4:00 PM

Sufficient Coverage During Hours of Operation

Cashiers

7:00 AM - 4:00 PM

Attendants

None

Supervisor

(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.

Supervisor A AP 10, 11, 12

Type of Parking Facility: Management Fee

Description: This is a surface lot. The facility has one entrance and one exit lane. Patrons pre-pay the full daily fee on entry and may receive a refund on exit.

Usage & Number of Spaces

Usage: ADA Public

Parking Spaces: 6

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #12 - Hall of Justice
211 West Temple Street
Los Angeles, CA 90012

Days & Hours of Operation

Monday thru Friday	6:00 AM to 6:30 PM
--------------------	--------------------

Sufficient Coverage During Hours of Operation

Cashiers

None

Attendants

6:00 AM to 6:30 PM on Broadway
6:00 AM to 6:30 PM on Spring Street

Supervisor

(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.

Supervisor A	AP 10, 11, 12
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Type of Parking Facility: Management Fee

Description: This facility is a ten level parking structure. There are five levels below grade and five levels above grade. The facility has one entrance/exit on Broadway and one entrance/exit on Spring.

Usage & Number of Spaces

Usage: Employee/Authorized Visitor

Parking Spaces: 979

Levels	Stairwell	Elevators	Escalators	Trash	Restrooms	Booth	Office
10	2	3	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #22 - Nate's Lot
232 North Grand Avenue
Los Angeles, CA 90012

Type of Parking Facility: Management Fee

Description: This facility is a surface lot. The facility has one entrance and one exit lane. Contractor to provide maintenance only.

Usage & Number of Spaces

Usage: Executive Office Guests

Parking Spaces: 18

Days & Hours of Operation

N/A

Sufficient Coverage During Hours of Operation

Cashiers

None

Attendants

None

Supervisor

(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.

Supervisor B AP: 14,18,22

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	2	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #29 - Health Services Administration
313 North Figueroa
Los Angeles, CA 90012

Days & Hours of Operation	
Monday thru Friday	5:30 AM to 6:30 PM

Sufficient Coverage During Hours of Operation	
Cashiers	
5:30 AM to 6:30 PM (Fremont side)	
Attendants	
5:30 AM to 6:30 PM (Figueroa side)	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor C	AP: 26,29,46

Type of Parking Facility: Management Fee

Description: This facility is a four level above grade parking structure. The facility has one entrance/exit on Fremont Street and one entrance/exit on Figueroa. Patrons pre-pay the full daily fee on entry on the Figueroa side and may receive a refund on exiting.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee/Public
Parking Spaces: 755

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
4	5	0	0	All	0	2	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #45 - Chinatown
725 North Grand Avenue
Los Angeles, CA 90012

Days & Hours of Operation

Monday - Friday	5:30 AM to 7:00 PM
Saturday and Sunday	9:00 AM to 7:00 PM

Sufficient Coverage During Hours of Operation

Monday - Friday	Saturday & Sunday
Cashiers	
5:30 AM to 7:00 PM	9:00 AM to 7:00 PM
Attendants	
None	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor D	AP: 45,55,75

Type of Parking Facility: Management Fee

Description: This facility is a surface lot. The facility has one entrance and one exit lane. Patrons pre-pay the full daily fee on entry.

Usage & Number of Spaces

Usage: Authorized Visitor/Employee/Public

Parking Spaces: 212

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booths	Office
0	0	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #55 - Juvenile Hall
1601 Eastlake Avenue
Los Angeles, CA 90033

Days & Hours of Operation

Monday thru Friday 6:00 AM to 4:00 PM

Sufficient Coverage During Hours of Operation

Cashiers

None

Attendants

6:00 AM to 4:00 PM

Supervisor

(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.

Supervisor D AP: 45,55,75

Type of Parking Facility: Management Fee

Description: This facility has one two-level and one three- level above-grade parking structures with a surface lot. The facility has one entrance lane and one exit lane.

Usage & Number of Spaces

Usage: Authorized Visitor/Employee

Parking Spaces: 516

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
Varies by lot	3	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Red Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #58A
721 North Spring Street
Los Angeles, CA 90012

Days & Hours of Operation

Monday thru Friday 6:00 AM to 7:00 PM

Sufficient Coverage During Hours of Operation

Cashiers

Hourly as needed for event(s)

Attendants

6:00 AM to 7:00 PM

Supervisor

Available during operational hours

Type of Parking Facility: Management Fee

Description: This facility is a four-level parking structure. There is one entrance and one exit lane on Spring Street. Event fee is paid upon entry. Contractor is responsible for cleaning levels 2 - 4.

Usage & Number of Spaces

Usage: Employee/Events during non-business hours

Parking Spaces: 308

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
3	3	1	0	All	0	N/A	1

Maintenance		Frequency
7.1.1	Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2	Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3	Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4	Removal of Debris & Litter	Daily
7.1.5	Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6	Lighting	Within 24 Hours Of Notification
7.1.7	Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8	Cleaning of Restrooms	N/A
7.1.9	Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10	Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11	Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12	Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13	Maintain Attendant Booths/Office	Daily
7.1.14	Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15	Clean All Automated Parking Equipment	Daily
7.1.16	Maintenance and Repair of Gate Arms	As-Needed
7.1.17	Inspection of Lots	Daily
7.1.18	Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

* Lot has been temporarily closed since August 2020 and has been utilized for Special Events only. Date when lot will be reopened is TBD.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #75A - Men's Central
429 Bauchet Street
Los Angeles, CA 90012

Days & Hours of Operation	
Monday thru Sunday	24 hours per day

Sufficient Coverage During Hours of Operation	
Monday - Friday	Saturday, Sunday & Holidays
Cashiers	
6:00 AM to 2:00 PM	6:00 AM to 6:00 PM
2:00 PM to 10:00 PM	2:00 PM to 10:00 PM
10:00 PM to 6:00 AM	10:00 PM to 6:00 AM
*Attendants	
6:00 AM to 2:00 PM	6:00 AM to 2:00 PM
2:00 PM to 10:00 PM	2:00 PM to 10:00 PM
10:00 PM to 6:00 AM	10:00 PM to 6:00 AM
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor D	AP: 45,55,75

Type of Parking Facility: Management Fee

Description: This facility consists of the lower level of a two level structure. The facility has one entrance lane and one exit lane.

Usage & Number of Spaces
Usage: Employee/Public
Parking Spaces: 391

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Attendant	Office
1	6	0	0	All	1	1	1

* This facility is a 24/7 operation; therefore attendants listed provide maintenance, patrol, and relief for AP 75A, 75B, and 75C.

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	Daily
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #75B - Men's Central Jail
429 Bauchet Street
Los Angeles, CA 90012

Days & Hours of Operation	
Monday thru Sunday	24 hours per day
Sufficient Coverage During Hours of Operation	
Monday - Friday	Saturday, Sunday & Holidays
Cashiers	
None	
Attendants	
6:00 AM to 2:00 PM	6:00 AM to 2:00 PM
2:00 PM to 10:00 PM	2:00 PM to 10:00 PM
10:00 PM to 6:00 AM	10:00 PM to 6:00 AM
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor D	AP: 45,55,75

Type of Parking Facility: Management Fee
Description: This facility consists of the upper level of a two level structure. The facility has one entrance lane and one exit lane.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee/Overflow Public
Parking Spaces: 365

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
1	6	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #75C - Men's Central
441 Bauchet Street
Los Angeles, CA 90012

Days & Hours of Operation		
Monday thru Sunday	24 hours per day	
Sufficient Coverage During Hours of Operation		
Monday - Friday	Saturday, Sunday & Holidays	
Cashiers		
None		
Attendants		
6:00 AM to 2:00 PM	6:00 AM to 2:00 PM	
2:00 PM to 10:00 PM	2:00 PM to 10:00 PM	
10:00 PM to 6:00 AM	10:00 PM to 6:00 AM	
Supervisor		
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.		
Supervisor D	AP: 45,55,75	

Type of Parking Facility: Management Fee

Description: This facility is a ten level above grade parking structure. The facility has one entrance and one exit lane. There is no public parking at this facility.

Usage & Number of Spaces
Usage: Employee Only
Parking Spaces: 964

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
10	1	3	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #76- ELA Civic Center
4837 East Third Street
Los Angeles, CA 90022

Days & Hours of Operation	
Monday thru Thursday	7:00 AM to 9:00 PM
Friday	7:00 AM to 6:00 PM
Sufficient Coverage During Hours of Operation	
Attendants	
Monday - Thursday	7:00 AM to 9:00 PM
Friday	7:00 AM to 6:00 PM
On-Site Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor F	AP: 76,95,96,97

Type of Parking Facility: Management Fee

Description: This facility has one four-level above-grade parking structure with one entrance lane and one exit lane. This facility also has a surface lot with two entrance lanes and two exit lanes.

Usage & Number of Spaces
Usage: Employee/Juror/Public
Parking Spaces: 458

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
4	2	0	0	ALL	0	0	0

*** Lot is utilized for Farmer's Market on weekends.**

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY

Los Angeles County Parking Facility #87- Century Regional Detention Facility (Mona)
11705 Alameda Street
Lynwood, CA 90262

Days & Hours of Operation	
Monday thru Sunday	24 Hours per day
Sufficient Coverage During Hours of Operation	
Attendants	
6:00 AM - 2:00 PM	6:00 AM - 2:00 PM
2:00 PM - 10:00 PM	2:00 PM - 10:00 PM
10:00 PM - 6:00 AM	10:00 PM - 6:00 AM
Cashiers	
None	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor E	AP: 87,89,93

PARKING FACILITY SPECIFICATION SHEET

Type of Parking Facility: Management Fee

Description: The facility is a three level above grade structure. There is a secured compound gate that is staffed with a parking lot attendant.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee/Event/Public
Parking Spaces: 258

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	1	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	N/A
7.1.2 Power Washing	N/A
7.1.3 Re-striping	N/A
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	N/A
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	N/A
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	N/A
7.1.11 Furnish, Replace and Install Cones/Markers	N/A
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	N/A
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	N/A
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	N/A
7.1.18 Clean EVSE Equipment	N/A

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #87A - Century Regional Detention Facility
11703 South Alameda Street
Lynwood, CA 90262

Days & Hours of Operation

Monday thru Sunday	7:00 AM - 7:00 PM

Sufficient Coverage During Hours of Operation

Cashiers

7:00 AM - 7:00 PM

Supervisor

(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.

Supervisor E AP: 87,89,93

Type of Parking Facility: Management Fee

Description: This automated facility has two entrance lanes and two exit lanes. Event fee is paid upon entry.

Usage & Number of Spaces

Usage: Authorized Visitor/Event/Public

Parking Spaces: 297

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	1	0

Event Driven

1 - Cashier

1 - Attendant

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #89 - DPSS
17600 Santa Fe Avenue
Rancho Dominguez, CA 90221

Days & Hours of Operation	
Monday thru Friday	6:00 AM to 6:00 PM
Sufficient Coverage During Hours of Operation	
Attendants	
(1) 6:00 AM - 4:00 PM	
(1) 9:00 AM - 6:00 PM	
Cashiers	
None	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor E	AP: 87,89,93

Type of Parking Facility: Management Fee

Description: The facility is a surface lot. The facility has one entrance and one exit lane. Contractor provides staffing only.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee
Parking Spaces: 555

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	1	0

* Coverage requirements based on tenant's request.

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	N/A
7.1.2 Power Washing	N/A
7.1.3 Re-striping	N/A
7.1.4 Removal of Debris & Litter	N/A
7.1.5 Graffiti Removal / Paint	N/A
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	N/A
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	N/A
7.1.11 Furnish, Replace and Install Cones/Markers	N/A
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	N/A
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	N/A
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	N/A
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

Los Angeles County Parking Facility #96A
(Zev Yaroslavsky Family Support Center)
7555 Van Nuys Boulevard
Los Angeles, CA 91405

Days & Hours of Operation	
Monday thru Friday: 7:00 AM - 5:30 PM	
*Minimum Coverage Requirements During Hours of Operation	
Attendants	
(1) 7:00 AM - 3:30 PM	
(1) 9:00 AM - 5:30 PM	
(1) 7:30 AM - 4:00 PM	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor F	AP: 76,95,96,97

PARKING FACILITY SPECIFICATION SHEET

Type of Parking Facility: Management Fee

Description: This facility is a three level above grade and three level below grade parking structure. The facility has two entrances and two exits. Also included is a small surface lot consisting of 20 parking spaces.

Usage & Number of Spaces
Usage: Employee/Public
Parking Spaces: 1,335

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
6	4	4	0	All	0	0	0

*** Coverage requirements based on tenant's request.**

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	One time re-stripe during contract term or as requested by County As-Needed
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #10 - Hall of Records
145 North Broadway
Los Angeles, CA 90012

Type of Parking Facility: Management Fee

Description: This automated facility is a four-level below-grade parking structure. The facility has two entrances and two exit lanes. Patrons pay the daily fee at an automated pay station before exit. Event fee is paid upon entry.

Days & Hours of Operation	
Monday - Friday	5:00 AM to 9:00 PM
Saturday & Sunday	9:00 AM to 7:00 PM
Sufficient Coverage During Hours of Operation	
Monday - Friday	Saturday & Sunday (pre-pay)
Cashiers	
	9:00 AM - 2:00 PM
	2:00 PM - 7:00 PM
Special Events - Hourly as needed	
Attendants	
Monday-Friday	Saturday & Sunday
5:00 AM - 2:00 PM (1) Attendant	
6:00 AM - 10 AM (1) Attendant	
10 AM - 6 PM (1) Attendant	
12:00 PM - 9:00 PM (1) Attendant	
Special Events - Hourly as needed	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor A	AP 10, 11, 12

Usage & Number of Spaces
Usage: Authorized Employee/Event/Grand Juror/Public/Visitor
Parking Spaces: 639

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Outdoor Office	Office
4	3	0	0	All	0	1	1

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #14 - Music Center
135 North Grand Ave
Los Angeles, CA 90012

Days & Hours of Operation		
Monday	6:00 AM to 7:00 PM	
Tuesday thru Friday	6:00 AM to Midnight	
Saturday & Sunday	7:00 AM to Midnight	
*Minimum Coverage Requirements During Hours of Operation		
Monday	Tuesday - Friday	Saturday & Sunday
Cashier		
(1) 4:30 PM - 7:00 PM	(2) 4:30 PM - 9:00 PM	(1) 7:00 AM - 9:00 PM
Attendants		
(1) 6:00 AM - 7:00 PM	(1) 6:00 AM - Midnight	(1) 7:00 AM - Midnight
Sufficient Coverage During Hours of Operation		
On-Site Supervisor		
6:00 AM - 7:00 PM	6:00 AM - Midnight	7:00 AM - Midnight
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.		
Supervisor B	AP: 14,18,22	
Customer Assistance Service		
6:00 AM to 7:00 PM	6:00 AM to midnight	7:00 AM to midnight

Type of Parking Facility: Revenue Share

Description: This automated facility is an eight level below grade parking structure. The facility has 10 reversible entrance/exit lanes. Patrons pay the full daily fee at an automated pay station before exit and may receive a refund. Event fee is paid upon entry. Valet services provided at the carriage port.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee/Public
Parking Spaces: 1,432 (includes 115 tandem); additionally, parking spaces in the carriage port (# of spaces TBD)
Levels P7 & P8 County employees M-F - approximately 400 spaces

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booths/Valet	Office
8	8	0	0	All	4	1 booth / 1 valet	4

*Event Driven
* Additional staffing, including valet attendants, may be needed for Events based on Theater Ops.
* Tandem spaces must be utilized to the fullest extent to maximize parking for patrons.
* Lot may require closure after midnight if needed to accommodate surrounding events.

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	Daily
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #16 - Walt Disney Concert Hall
111 South Grand Avenue
Los Angeles, CA 90012

Days & Hours of Operation	
Monday thru Friday	6:00 AM to Midnight
Saturday & Sunday	7:00 AM to Midnight

*Minimum Coverage Requirements During Hours of Operation	
Monday - Friday	Saturday/Sunday/Holiday
Cashier	
(2) 6:00 AM - 10:00 PM	(2) 7:00 AM - 10:00 PM
Attendants	
(2) 7:00 AM - 3:00 PM	(2) 7:00 AM - 3:00 PM
(2) 3:00 PM - Midnight	(2) 3:00 PM - Midnight
Sufficient Coverage During Hours of Operation	
On-Site Supervisor	
6:00 AM - Midnight	7:00 AM - Midnight
Customer Assistance	
6:00 AM to midnight	7:00 AM to Midnight

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	Daily
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

Type of Parking Facility: Management Fee

Description: This automated facility is a seven level below grade structure with five entrance lanes and four exit lanes. Two of the five entrance lanes are reversible. Patrons pay the full daily fee at an automated pay station and may receive a refund before exiting. Event fee is paid upon entry.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee/Juror/Public
Parking Spaces: 2,198 (includes 1,144 tandem)

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booths	Office
7	5	5	0	All	3	6	4

*Event Driven
* Additional staffing, including valet, may be needed for Events; extra staffing must be pre-approved by the County.
* Tandem spaces must be utilized to the fullest extent to maximize parking for patrons.
* Lot may require closure after midnight if needed to accommodate surrounding events.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #18 - Hall of Administration
140 North Grand Avenue
Los Angeles, CA 90012

Days & Hours of Operation
As Needed (Lot 14 - Music Center Overflow)

Sufficient Coverage During Hours of Operation
Cashier
None
Attendant
Hourly as needed
Supervisor
Available during operational hours
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.
Supervisor B
AP: 14,18,22

Type of Parking Facility: Management Fee
Description: This facility is a two level below grade parking structure. The facility has one entrance/exit on Grand and one entrance/exit on Hill.

Usage & Number of Spaces
Usage: Employee/Public for Overflow
Parking Spaces: 1262 (includes Fleet area)

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth
2	7	1	4	All	0	2

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #26
120 South Olive Street
Los Angeles, CA 90012

Days & Hours of Operation	
Monday thru Friday	6:30 AM to 9 PM
Saturday & Sunday	9:00 AM to 9 PM

Sufficient Coverage During Hours of Operation	
Monday - Friday	Saturday & Sunday
Cashiers	
6:30 AM to 11:00 PM	9:00 AM - 11:00 PM
6:30 AM to 11:00 AM	
Attendants	
Hourly as needed	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor C	AP: 26,29,46

Type of Parking Facility: Revenue Share

Description: This facility is a surface lot. The facility has two entrance lanes and one exit lane.

Usage & Number of Spaces

Usage: Public

Parking Spaces: 229

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	1	0

Notes

* Lot may require closure after 9 PM if needed to accommodate surrounding events.

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #95 - DCFS
20151 Nordhoff St
Chatsworth, CA 91311

Days & Hours of Operation

Monday thru Friday 8:00 AM to 5:00 PM

Sufficient Coverage During Hours of Operation

Attendants

(1) 8:00 AM to 5:00 PM

Cashiers

None

Supervisor

(1) Supervisor will oversee 4 parking lots per shift and be Available during operational hours.

Supervisor F AP: 76,95,96,97

Type of Parking Facility: Management Fee

Description: The facility is a surface lot. The facility has one entrance and one exit lane. Contractor provides staffing only for stack parking.

Usage & Number of Spaces

Usage: Employee/Public

Parking Spaces: 250

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	All	0	0	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	N/A
7.1.2 Power Washing	N/A
7.1.3 Re-striping	N/A
7.1.4 Removal of Debris & Litter	N/A
7.1.5 Graffiti Removal / Paint	N/A
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	N/A
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	N/A
7.1.11 Furnish, Replace and Install Cones/Markers	N/A
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	N/A
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	N/A
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	N/A
7.1.18 Clean EVSE Equipment	N/A

Additional Notes:

* Services include parking area in front of WVMHC, up to DCFS canopy.

* If/when needed, attendant will collect keys from vehicles that are tandem parked.

* Coverage requirements based on tenant's request.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility # 99 - Harbor UCLA Lots
100 West Carson St.
Torrance, CA 90509

Days & Hours of Operation

Monday thru Friday	6:30 AM to 6:30 PM (may vary by lot)
Afterhours Attendant	As needed

Sufficient Coverage During Hours of Operation

Valet Attendants

Varies by lot; minimum staffing requirements will be provided after execution of Contract.

Lot E: (1) 7:00 AM to 4:30 PM (as of 09/2023; subject to change)

Lot G: (2) 7:30 AM to 4:00 PM (as of 09/2023; subject to change)

Lot V: (2) 8:00 AM to 4:00 PM (as of 09/2023; subject to change)

PS-D: (5) 6:30 AM to 6:30 PM (as of 09/2023; subject to change)

Cashiers

None

Valet Supervisor

On-site during operational hours

Type of Parking Facility: Hourly Valet Service

Description: Various (surface and structure lots).

Usage & Number of Spaces (sample)

Usage: Authorized Visitor/Employee

Lot E: 20 tandem spaces

Lot G: 21 tandem spaces

Lot V: 30 tandem spaces

PS-D: 79 tandem spaces

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booths	Office
0	0	0	0	0	0	0	0

Maintenance

Frequency

Section 4.3.2 of SOW	Key Security System (plan due within 1 week of operationalizing each lot).	Revise as needed.
Section 7.0 of SOW	Section in its entirety does not apply to services being provided at this facility.	N/A

Additional Notes:

* Harbor UCLA project is expected to be completed in 2024. Upon project completion, this facility will be removed from the contract.

* Contractor to provide valet-type services at both lots.

* County reserves the right to add, delete, and modify parking lots in accordance with Section 10.0 of the Contract SOW.

* County will make every effort to provide at least one week notice of potential deletion of lots from the Contract.

* Staffing and operational hours may be reassessed and revised, if deemed necessary (to include more or less staffing and/or hours).

* Staffing for both lots shall be in accordance with agreed upon staffing plan, which may be revised on an as-needed basis.

* Contractor may submit invoice for startup costs for the purchase of necessary supplies (lock box, tickets, podiums, umbrellas, signs, disinfectant wipes, etc.).

* There shall be bilingual staff on-site at both lots all times (in English and preferably Spanish).

* Contractor's staff is subject to DHS health clearance (including COVID-19).

* Contractor shall provide timesheet records (at minimum, on a monthly basis, or more frequently as requested by the County) for billing reconciliation.

* Contractor shall provide a lockbox with remaining keys to on-site security; lockbox/keys shall include a log detailing key vehicle information being turned over.

* Attendant shall use disinfectant wipes to wipe surfaces touched inside/outside vehicles (or provide disinfectant wipes to customer).

* Daily tracking of vehicles; vacancy counts twice a day/lot; logs and vacancy counts shall be submitted to Parking Services at minimum on a monthly basis (or more frequently, if needed).

* **Coverage requirements based on tenant's request.**

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #97 - DPSS El Monte
3350 Aerojet Avenue
El Monte, CA 91731

Days & Hours of Operation	
Monday thru Friday	7:30 AM - 4:00 PM
*Minimum Coverage Requirements During Hours of	
*Attendants	
(1) 7:30 AM - 4:00 PM	
(1) 8:00 AM - 4:00 PM	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor F	AP: 76,95,96,97

Type of Parking Facility: Management Fee

Description: This facility is a seven level above grade parking structure. The facility has one entrance and one exit. Contractor provides staffing only.

Usage & Number of Spaces

Usage: Employee/Public

Parking Spaces: 813

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0	0	0	0	0	0	0	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	N/A
7.1.2 Power Washing	N/A
7.1.3 Re-striping	N/A
7.1.4 Removal of Debris & Litter	N/A
7.1.5 Graffiti Removal / Paint	N/A
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	N/A
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	N/A
7.1.11 Furnish, Replace and Install Cones/Markers	N/A
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	N/A
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	N/A
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	N/A
7.1.18 Clean EVSE Equipment	N/A

Additional Notes:

* The attendant at the entrance will ensure that the traffic keeps moving and no one stops to drop off. The attendant by the parking arm will ensure that the public does not enter.

* 7:30 AM attendant shall stay on the

* Coverage requirements based on tenant's request.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #93
10025 East Flower Street
Bellflower, Ca 90706

Days & Hours of Operation	
Monday thru Friday	7:00 AM to 8:00 PM
Sufficient Coverage During Hours of Operation	
Monday - Friday	
Cashiers	
None	
Attendants	
(1) 7:00 AM - 12:00 PM	
(1) 12:00 PM - 8:00 PM	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor E	AP: 87,89,93

Type of Parking Facility: Management Fee

Description: The facility is a three level above grade parking structure. The facility has one entrance and one exit lane. Contractor is responsible for providing maintenance of the lot (screening of vehicles is not required).

Usage & Number of Spaces
Usage: Public
Parking Spaces: 277

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
3	2	0	0	All	0	0	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and liquid spills
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-striping	One time re-stripe during contract term or as requested by County (restriping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

**Los Angeles County Parking Facility #54 - Probation
(Coliseum Events)**
1011 West Browning Street
Los Angeles, CA 90037

Days & Hours of Operation
Special Events
Sufficient Coverage During Hours of Operation
Cashiers
As needed
Attendants
As needed
Supervisor
Available during operational hours

Type of Parking Facility: Revenue

Description: This facility is a four-level above-grade parking structure. The facility has one entrance lane and one exit lane.

Usage & Number of Spaces
Usage: Special Events during non-business hours
Parking Spaces: 157

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
0-Jan	0	0	0	0	0	0	0

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	N/A
7.1.2 Power Washing	N/A
7.1.3 Re-striping	N/A
7.1.4 Removal of Debris & Litter	Before and after Events - As-Needed
7.1.5 Graffiti Removal / Paint	N/A
7.1.6 Lighting	N/A
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	N/A
7.1.8 Cleaning of Restrooms	N/A
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	N/A
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	N/A
7.1.11 Furnish, Replace and Install Cones/Markers	N/A
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	N/A
7.1.13 Maintain Attendant Booths/Office	N/A
7.1.14 Inspection and Maintenance of Fire Extinguishers	N/A
7.1.15 Clean All Automated Parking Equipment	N/A
7.1.16 Maintenance and Repair of Gate Arms	N/A
7.1.17 Inspection of Lots	N/A
7.1.18 Clean EVSE Equipment	N/A

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITY SPECIFICATION SHEET

Los Angeles County Parking Facility #46 - Adams & Grand
318 West Adams Boulevard
Los Angeles, CA 90007

Days & Hours of Operation	
Monday thru Friday	6:00 AM to 8:00 PM
*Minimum Coverage Requirements During Hours of Operation	
*Attendants	
(1) 6:00 AM - 3:00 PM	
(1) 6:30 AM - 4:00 PM	
(1) 4:00 PM - 8:00 PM	
Cashiers	
None	
Supervisor	
(1) Supervisor will oversee 3 parking lots per shift and be Available during operational hours.	
Supervisor C	AP: 26,29,46

Type of Parking Facility: Management Fee

Description: The facility is a two level above grade parking structure. The facility has two entrances and two exit lanes. The express ramp to the upper level has a key card reader.

Usage & Number of Spaces
Usage: Authorized Visitor/Employee
Parking Spaces: 1,146

Levels	Stairwell	Elevators	Escalators	Trash Cans	Restrooms	Booth	Office
2	2	0	0	All	1	1	1

*Event Driven
* Lot is regularly utilized for events at USC, The Colosseum, and BMO Stadium.

Maintenance	Frequency
7.1.1 Parking Facility Sweeping/Cleaning - Power Broom Sweeper / Oil Spills, Automotive drips-leaks	Twice a week for Power Broom Sweeper. Within 1 Hour for oil, grease and
7.1.2 Power Washing	Once a year on Scrub and once a year on high-Pressure Wash.
7.1.3 Re-stripping	One time re-stripe during contract term or as requested by County (restripping must occur after lot has been power washed)
7.1.4 Removal of Debris & Litter	Daily
7.1.5 Graffiti Removal / Paint	Within 4 Hours Of Notification
7.1.6 Lighting	Within 24 Hours Of Notification
7.1.7 Repair 1/2 Inch Pot Holes & Spalling Concrete	Within 24 Hours Of Notification
7.1.8 Cleaning of Restrooms	Daily
7.1.9 Cleaning of Stairwells, Elevators, Escalators, Ramps	Daily
7.1.10 Furnish, Replace and Install Damaged and Worn Signs as Needed	As-Needed
7.1.11 Furnish, Replace and Install Cones/Markers	As-Needed
7.1.12 Maintenance of Painted Surfaces including Wheel Stops, Curbs and Pillars	As-Needed
7.1.13 Maintain Attendant Booths/Office	Daily
7.1.14 Inspection and Maintenance of Fire Extinguishers	Inspect & Sign Monthly/Service Annually and Replace As-Needed
7.1.15 Clean All Automated Parking Equipment	Daily
7.1.16 Maintenance and Repair of Gate Arms	As-Needed
7.1.17 Inspection of Lots	Daily
7.1.18 Clean EVSE Equipment	Daily

ANY ITEMS NOT ADDRESSED WITHIN THE SPECIFIED TIMEFRAME AND FREQUENCY MUST BE APPROVED BY THE COUNTY.

PARKING FACILITIES MANAGEMENT SERVICES PRICING SCHEDULE

Parking Facility	Address	Type of Lot	Monthly Mgt Fee Effective 01/01/25 (Contract Year 1)	Monthly Mgt Fee Effective 01/01/26 (Contract Year 2)	Monthly Mgt Fee Effective 01/01/27 (Contract Year 3)	Monthly Mgt Fee Effective 01/01/28 (Contract Year 4)	Monthly Mgt Fee Effective 01/01/29 (Contract Year 5)	Monthly Mgt Fee Effective 01/01/30 (Contract Year 6, Option Year 1)	Monthly Mgt Fee Effective 01/01/31 & Beyond (Contract Year 7, Option Year 2 & Beyond)
10	145 North Broadway (Hall of Records)	Management	\$22,288.04	\$22,956.68	\$23,645.38	\$24,354.74	\$25,085.39	\$25,837.95	\$26,613.09
11A	220 North Broadway	Management	\$7,312.42	\$7,531.79	\$7,757.75	\$7,990.48	\$8,230.19	\$8,477.10	\$8,731.41
12	211 West Temple Street (Hall of Justice)	Management	\$27,627.95	\$28,456.79	\$29,310.49	\$30,189.81	\$31,095.50	\$32,028.37	\$32,989.22
16	111 South Grand Avenue (Walt Disney Concert Hall)	Management	\$130,434.86	\$134,347.91	\$138,378.34	\$142,529.69	\$146,805.58	\$151,209.75	\$155,746.04
18*	140 North Grand Avenue (Hall of Administration)	Management	\$8,372.55	\$8,623.73	\$8,882.44	\$9,148.91	\$9,423.38	\$9,706.08	\$9,997.26
22*	232 North Grand Avenue (Nate's Lot)	Management	\$4,824.89	\$4,969.64	\$5,118.73	\$5,272.29	\$5,430.46	\$5,593.37	\$5,761.17
29	313 North Figueroa (Health Services)	Management	\$22,661.61	\$23,341.46	\$24,041.70	\$24,762.95	\$25,505.84	\$26,271.02	\$27,059.15
45	725 North Spring Street (Chinatown)	Management	\$22,559.94	\$23,236.74	\$23,933.84	\$24,651.86	\$25,391.41	\$26,153.15	\$26,937.75
46	318 West Adams Boulevard (Adams & Grand)	Management	\$22,461.88	\$23,135.74	\$23,829.81	\$24,544.70	\$25,281.04	\$26,039.48	\$26,820.66
55	1601 Eastlake Avenue (Juvenile Hall)	Management	\$16,098.37	\$16,581.32	\$17,078.76	\$17,591.12	\$18,118.86	\$18,662.42	\$19,222.30
58	721 North Spring Street (Alameda Garage); <i>Temporarily closed since Aug 2020</i>	Management	\$11,299.67	\$11,638.66	\$11,987.82	\$12,347.45	\$12,717.88	\$13,099.41	\$13,492.40
75A	429 Bauchet Street (Men's Central Jail; lower level of 2-story, public)	Management	\$54,851.92	\$56,497.48	\$58,192.40	\$59,938.17	\$61,736.32	\$63,588.41	\$65,496.06
75B	429 Bauchet Street (Men's Central Jail; upper/VIP level of 2-story, employee)	Management	\$32,092.30	\$33,055.07	\$34,046.72	\$35,068.12	\$36,120.17	\$37,203.77	\$38,319.88
75C	498 Bauchet Street (Men's Central Jail, 10-story, employee)	Management	\$27,198.84	\$28,014.81	\$28,855.25	\$29,720.91	\$30,612.53	\$31,530.91	\$32,476.84
76	4837 East Third Street (East LA Civic Center)	Management	\$12,604.87	\$12,983.02	\$13,372.51	\$13,773.68	\$14,186.89	\$14,612.50	\$15,050.87
87	11705 Alameda St (Century Regional Detention Center, employee)	Management	\$29,694.54	\$30,585.38	\$31,502.94	\$32,448.03	\$33,421.47	\$34,424.11	\$35,456.83
87A	11705 South Alameda Street (Century Regional Detention Center, public)	Management	\$20,781.42	\$21,404.86	\$22,047.01	\$22,708.42	\$23,389.67	\$24,091.36	\$24,814.10
89	17600 Santa Fe Avenue	Management	\$13,939.00	\$14,357.17	\$14,787.89	\$15,231.52	\$15,688.47	\$16,159.12	\$16,643.89
93	10025 East Flower (Bellflower Court)	Management	\$12,673.20	\$13,053.40	\$13,445.00	\$13,848.35	\$14,263.80	\$14,691.71	\$15,132.46
95	20151 Nordhoff St. (DCFS)	Management	\$7,359.51	\$7,580.30	\$7,807.70	\$8,041.94	\$8,283.19	\$8,531.69	\$8,787.64
96A	7515 Van Nuys Boulevard	Management	\$37,624	\$38,752.93	\$39,915.51	\$41,112.98	\$42,346.37	\$43,616.76	\$44,925.26
97	3350 Aerojet Avenue	Management	\$12,087.99	\$12,450.63	\$12,824.15	\$13,208.87	\$13,605.14	\$14,013.29	\$14,433.69
1	2051 Marengo St. (LA General Hospital)	Management	\$179,222.82	\$184,599.50	\$190,137.49	\$195,841.61	\$201,716.86	\$207,768.37	\$214,001.42
Total Monthly Management Fee			\$736,072.79	\$758,154.97	\$780,899.62	\$804,326.61	\$828,456.41	\$853,310.10	\$878,909.41

Parking Facility	Address	Type of Lot	Monthly Revenue Sharing Effective 01/01/25 (Contract Year 1)	Monthly Revenue Sharing Effective 01/01/26 (Contract Year 2)	Monthly Revenue Sharing Effective 01/01/27 (Contract Year 3)	Monthly Revenue Sharing Effective 01/01/28 (Contract Year 4)	Monthly Revenue Sharing Effective 01/01/29 (Contract Year 5)	Monthly Revenue Sharing Effective 01/01/30 (Contract Year 6, Option Year 1)	Monthly Revenue Sharing Effective 01/01/31 & Beyond (Contract Year 7, Option Year 2 & Beyond)
14	135 North Grand Avenue (The Music Center)	Revenue Share	36.00%	36.75%	37.75%	38.50%	39.50%	40.50%	41.50%
26	120 South Olive Street	Revenue Share	36.00%	36.75%	37.75%	38.50%	39.50%	40.50%	41.50%
54	1011 Browning Boulevard (Coliseum)	Revenue Share	36.00%	36.75%	37.75%	38.50%	39.50%	40.50%	41.50%
58A	721 North Spring Street (Alameda Garage; Special Event Revenue, non-business hours); <i>Temporarily closed since Aug 2020</i>	Revenue Share	43.00%	43.75%	44.75%	45.50%	46.50%	47.50%	48.50%
46E	318 West Adams Boulevard (Adams & Grand, Special Event Revenue, non-business hours)	Revenue Share	43.00%	43.75%	44.75%	45.50%	46.50%	47.50%	48.50%
87AE	11703 South Alameda Street (Century Regional Detention Center- Special Event Revenue, non-business hours)	Revenue Share	43.00%	43.75%	44.75%	45.50%	46.50%	47.50%	48.50%
Total Monthly Revenue Sharing %			See Above	See Above	See Above	See Above	See Above	See Above	See Above

Parking Facility	Address	Type of Lot
99	1000 W. Carson St., Torrance (HUCLA)	As Needed (Hourly Rate)

Hourly Rates	Hourly Rates Effective 01/01/25	Hourly Rates Effective 01/01/26 and Beyond
Supervisor	<u>\$36.47</u>	<u>\$38.29</u>
Attendant	\$34.82	\$36.64
Cashier	\$34.82	\$36.64
Valet Attendant	\$34.82	\$36.64
Valet Supervisor	\$36.47	\$38.29

COUNTY'S ADMINISTRATION

CONTRACT NO. [Click or tap here to enter text.](#)

COUNTY'S PROJECT DIRECTOR:

Name:	Christie Carr
Title:	Contracts Division Manager
Address:	1100 N. Eastern Ave.
	Los Angeles, CA 90063
Telephone:	323-267-3101
E-mail Address:	ccarr@isd.lacounty.gov

COUNTY'S CONTRACT ANALYST:

Name:	Kathy Gomez
Address:	1100 N. Eastern Ave.
	Los Angeles, CA 90063
Telephone:	323-607-146
E-mail Address:	kgomez@isd.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name:	Catherine Teng
Title:	Section Manager, Parking Services
Address:	500 West Temple St., Room B-95
	Los Angeles, CA 90012
Telephone:	213-974-9505
E-mail Address:	cteng@isd.lacounty.gov

COUNTY'S PROJECT MONITOR:

Name:	Various
Title:	Contract Monitors, Parking Services
Address:	500 West Temple St., Room B-95
	Los Angeles, CA 90012
Telephone:	213-974-9505
E-mail Address:	Various

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: PCAM, LLC
CONTRACT NO. PARKING FACILITIES MANAGEMENT SERVICES

CONTRACTOR'S PROJECT MANAGER:

Name: Enrique Espin Jr.
Title: Director of Operations
Address: 3165 Garfield Ave.
Commerce, CA 90040
Telephone: 323-552-4468
E-mail Address: eespin@parkpca.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Eric Chaves
Title: President
Address: 3165 Garfield Ave.
Commerce, CA 90040
Telephone: 562-547-8466
E-mail Address: echaves@parkpca.com

Name: Joseph "Pep" Valdes
Title: Executive Vice President
Address: 3165 Garfield Ave.
Commerce, CA 90040
Telephone: 562-547-8468
E-mail Address: pvaldes@parkpca.com

Name: Aaron Chaves
Title: Vice President of Operations
Address: 3165 Garfield Ave.
Commerce, CA 90040
Telephone: 949-235-3773
E-mail Address: aaronchaves@parkpca.com

NOTICES TO CONTRACTOR:

Name: Eric Chaves
Title: President
Address: 3165 Garfield Ave.
Commerce, CA 90040
Telephone: 562-547-8466
E-mail Address: echaves@parkpca.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: _____ 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 must 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: _____

PRINTED NAME: _____

POSITION: _____

THERE'S A BETTER CHOICE. SAFELY SURRENDER YOUR BABY.

Any fire station. Any hospital. Any time.

1.877.222.9723



BabySafeLA.org

No shame | No blame | No names



Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and anklet (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A
BETTER CHOICE.
SAFELY SURRENDER
YOUR BABY.



No shame | No blame | No names





FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

PAYROLL STATEMENT OF COMPLIANCE

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

Do hereby state:

That I pay or supervise the payment of the persons employed by (Contractor/Subcontractor) on the _____ (contract) that during the payroll period commencing on the _____ (day) of _____ (Month and Year) and ending the _____ (day) of _____ (Month and Year), all persons employed on said work site 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 _____ (Contractor/Subcontractor) from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly, 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:

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.

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:

Date:

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 CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.

**ISD
PARKING SERVICES
COUNTY PARKING FACILITIES**

FACILITY NUMBER	ADDRESS	TYPE OF PARKING FACILITY
10	145 North Broadway (Hall of Records)	Management Fee
11A	220 North Broadway	Management Fee
12	211 West Temple Street (Hall of Justice)	Management Fee
16	111 South Grand Avenue (Walt Disney Concert Hall)	Management Fee
18	140 North Grand Avenue (Hall of Administration)	Management Fee
22	232 North Grand Avenue (Nate's Lot)	Management Fee
29	313 North Figueroa (Health Services)	Management Fee
45	725 North Spring Street (Chinatown)	Management Fee
46	318 West Adams Boulevard (Adams & Grand)	Management Fee
55	1601 Eastlake Avenue (Juvenile Hall)	Management Fee
75A	429 Bauchet Street (Men's Central Jail; lower level of 2-story, public)	Management Fee
75B	429 Bauchet Street (Men's Central Jail; upper/VIP level of 2-story, employee)	Management Fee
75C	498 Bauchet Street (Men's Central Jail, 10-story, employee)	Management Fee
76	4837 East Third Street (East LA Civic Center)	Management Fee
87	11705 Alameda St (Century Regional Detention Center, employee)	Management Fee
87A	11705 South Alameda Street (Century Regional Detention Center, public)	Management Fee
89	17600 Santa Fe Avenue	Management Fee
93	10025 East Flower (Bellflower Court)	Management Fee
95	20151 Nordhoff St. (DCFS)	Management Fee
96A	7515 Van Nuys Boulevard	Management Fee
97	3350 Aerojet Avenue	Management Fee
1	2051 Maregon St. (LA General Hospital)	Management Fee
14	135 North Grand Avenue (The Music Center)	Revenue Share
26	120 South Olive Street	Revenue Share
54	1011 Browning Boulevard (Coliseum)	Revenue Share
46E	318 West Adams Boulevard (Adams & Grand, Special Event Revenue, non-business hours)	Revenue Share
87AE	11703 South Alameda Street (Century Regional Detention Center-Special Event Revenue, non-business hours)	Revenue Share

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PROP A CONTRACT SERVICES (ALL REGIONS) - PARKING COMPANY OF AMERICA
MARCH 1, 2025-FEBRUARY 28,2026

CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ^[4]	PROPOSED COUNTY STAFFING ^[5]	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE ^[6] (a)x95.3657%	(c) EMPLOYEE BENEFITS ^[6] (b)x49.132%	(d) BONUS ALLOWANCE ^[7]	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
All Parking Lots											
Monthly Management Fee	\$ 8,877,037.85	5993	PARKING LOT ATTENDANT (DAY) ^[8]	57	68.10	61	\$2,841,294.60	\$ 2,709,620.48	\$1,331,290.74	\$ -	\$ 4,040,911.22
Revenue Sharing ^[9]		5993	PARKING LOT ATTENDANT (NIGHT)	61	72.88	73	\$3,400,237.80	\$ 3,246,370.24	\$1,617,796.14	\$ 127,093.00	\$ 4,864,166.38
AP 14	\$ 1,623,428.49	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	15	17.92	16	\$1,190,102.40	\$ 1,138,247.89	\$ 568,237.77	\$ -	\$ 1,702,485.66
AP 26	\$ 276,774.33	4229	CONTRACT PROGRAM MONITOR ^[8]				\$ -	\$ -	\$ -	\$ -	\$ -
AP 54 ^[14]	\$ -	0577	ACCOUNT CLERK	1	1.19	2	\$ 114,547.68	\$ 109,364.17	\$ 54,500.54	\$ -	\$ 163,864.71
AP 58A	\$ 2,262.10	1253	CASHER	2	2.39	3	\$ 157,994.28	\$ 150,844.72	\$ 75,171.96	\$ -	\$ 226,016.68
AP 46E	\$ 29,246.59	1254	INTERMEDIATE CASHIER	1	1.19	2	\$ 117,120.00	\$ 111,820.09	\$ 55,724.42	\$ -	\$ 167,544.51
AP 87AE	\$ 614.10										
As-Needed Services ^[15]	\$ -										
				137.00	163.68	157.00	\$7,821,296.76	\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00	\$ 11,164,989.16
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS \$ 10,809,363.46											
ANNUAL LABOR COSTS \$ 7,464,267.59 \$3,700,721.57 \$ 127,093.00 \$ 11,164,989.16											
ANNUAL VEHICLE/EQUIPMENT COSTS ^[10] \$ 28,909.97											
ANNUAL SERVICES AND SUPPLIES COSTS ^[11] \$ 1,037,382.88											
ANNUAL INDIRECT COSTS ^[12] \$ 370,207.90											
TOTAL ESTIMATED AVOIDABLE COSTS \$ 12,601,489.91											
ONE-TIME START-UP COSTS ^[13] ^[14] \$ 155,611.87											

COST SAVINGS

	All Regions
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 12,601,489.91
TOTAL ESTIMATED CONTRACT COSTS:	\$ 10,809,363.46
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 1,792,126.45
ESTIMATED SAVINGS PERCENTAGE:	14.22%
TOTAL ESTIMATED ONE-TIME START-UP COSTS:	\$ 155,611.87

FOOTNOTES:

- [1] Total proposed contract cost may increase/decrease, since monthly adjusted gross revenue (Gross Revenue - L.A. City Tax = Adjusted Revenue) for revenue sharing parking lots is variable.
- [2] Adjusted revenue from FY 23-24. Actual revenue sharing costs may vary based on actual adjusted gross revenue received throughout the contract period.
- [3] We calculated total FTEs and day/night position needs based on staffing schedules and total hours estimates provided by ISD. We rounded partial positions up, since the County would not employ part-time staff. See Staffing plan tab.
- [4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor.
- [5] Monthly salary rates are based on the maximum salaries listed in the Los Angeles County Class and Salary Listing as of 10/1/24 and/or applicable MOUs. We confirmed MOUs currently do not include any applicable COLAs. Top Step Variance Factor for ISD FY 2024-25 is 95.3657%.
- [6] Department used the Auditor-Controller FY 2024-25 budgeted employee benefit rate of 60.080% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 49.834% (60.080% - 4.142% - 0.015% - 6.133% - 0.658% = 49.132%). These amounts were deducted because they are not avoidable costs to the County.
- [7] Per MOU between County and Bargaining Unit 431, Parking Lot Attendants are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. We calculated the bonus for PWH's (1741).
- [8] We did not include the Contract Monitor position because the Contract Program Monitor would remain in place regardless of whether the Department contracts out the services. The Department indicated that their Contract Program Monitor is currently fully dedicated to overseeing the existing contract and would continue to monitor the program if the services were brought in-house.
- [9] We subtracted eight from the total FTEs for Parking Lot Attendants, because the Department indicated they currently have eight staff members in this role.
- [10] The department indicated that the annual vehicle and equipment costs include the purchase of new vehicles and electric cars. Vehicles are depreciated over four years, while electric cars are depreciated over three years. For more details, please refer to the "Cost Breakdown" tab.
- [11] Annual Services and Supplies Costs includes Uniforms, Cell Phones, Drinking Water for employees, Tickets, Facility Maintenance, etc. See Cost Breakdown tab for details.
- [12] Annual Indirect Costs include salaries for Administrative staff.
- [13] Department indicated start-up costs consist of exam administration costs, training, computers, cell phones, cones, tablets, key box for valet services, supplies for maintenance (e.g., brooms, mops).
- [14] Avoidable start-up costs should be differentiated from ongoing costs. Therefore, to more accurately show the County's Total Estimated Avoidable Costs for the year and Estimated Savings from Contracting, we are separately reporting one-time start-up costs. We will exclude the cost of As-Needed Services from this analysis because it was not included in the contractor's proposal. Additionally, since the County is responsible for this cost regardless of whether the service is contracted out or handled in-house, it is unavoidable and should be excluded.
- [15] The Contractor did not include an estimated amount for this lot because it is only used for special events in the area. While there were special events in the area last year, none required the lot to be opened. The Department clarified that it does not oversee this lot but has an agreement with the Probation Department to utilize it for special events. Additionally, there was no activity for this lot during the last fiscal year.

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PROP A CONTRACT SERVICES (ALL REGIONS) - PARKING COMPANY OF AMERICA
MARCH 1, 2026-FEBRUARY 28,2027

CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ^[4]	PROPOSED COUNTY STAFFING ^[2]	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE ^[6] (a)x95.3657%	(c) EMPLOYEE BENEFITS ^[8] (b)x49.132%	(d) BONUS ALLOWANCE ^[7]	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
All Parking Lots											
Monthly Management Fee	\$ 9,143,348.98	5993	PARKING LOT ATTENDANT (DAY) ^[9]	57	68.10	61	\$2,841,294.60	\$ 2,709,620.48	\$1,331,290.74	\$ -	\$ 4,040,911.22
Revenue Sharing ^[3]		5993	PARKING LOT ATTENDANT (NIGHT)	61	72.88	73	\$3,400,237.80	\$ 3,246,370.24	\$1,617,796.14	\$ 127,093.00	\$ 4,864,166.38
AP 14	\$ 1,623,428.49	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	15	17.92	16	\$1,190,102.40	\$ 1,138,247.89	\$ 568,237.77	\$ -	\$ 1,702,485.66
AP 26	\$ 276,774.33	4229	CONTRACT PROGRAM MONITOR ^[10]				\$ -	\$ -	\$ -	\$ -	\$ -
AP 54 ^[14]	\$ -	0577	ACCOUNT CLERK	1	1.19	2	\$ 114,547.68	\$ 109,364.17	\$ 54,500.54	\$ -	\$ 163,864.71
AP 58A	\$ 2,262.10	1253	CASHER	2	2.30	3	\$ 157,994.28	\$ 150,844.72	\$ 75,171.96	\$ -	\$ 226,016.68
AP 46E	\$ 29,246.59	1254	INTERMEDIATE CASHIER	1	1.19	2	\$ 117,120.00	\$ 111,820.09	\$ 55,724.42	\$ -	\$ 167,544.51
AP 87AE	\$ 614.10										
As-Needed Services ^[14]	\$ -										
				137.00	163.68	157.00	\$7,821,296.76	\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00	\$ 11,164,989.16
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS	\$ 11,075,674.59		ANNUAL LABOR COSTS				\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00		\$ 11,164,989.16
			ANNUAL VEHICLE/EQUIPMENT COSTS ^[10]								\$ 28,009.97
			ANNUAL SERVICES AND SUPPLIES COSTS ^[11]								\$ 1,037,382.88
			ANNUAL INDIRECT COSTS ^[12]								\$ 370,207.90
			TOTAL ESTIMATED AVOIDABLE COSTS								\$ 12,601,489.91
			ONE-TIME START-UP COSTS ^[13] ^[14]								\$ -

COST SAVINGS

	All Regions
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 12,601,489.91
TOTAL ESTIMATED CONTRACT COSTS:	\$ 11,075,674.59
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 1,525,815.31

ESTIMATED SAVINGS PERCENTAGE: 12.11%

TOTAL ESTIMATED ONE-TIME START-UP COSTS: \$ -

FOOTNOTES:

- [1] Total proposed contract cost may increase/decrease, since monthly adjusted gross revenue (Gross Revenue - L.A. City Tax = Adjusted Revenue) for revenue sharing parking lots is variable.
- [2] Adjusted revenue from FY 23-24. Actual revenue sharing costs may vary based on actual adjusted gross revenue received throughout the contract period.
- [3] We calculated total FTEs and day/night position needs based on staffing schedules and total hours estimates provided by ISD. We rounded partial positions (over 0.2) up, since the County would not employ part-time staff. See Staffing plan tab.
- [4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor. Monthly salary rates are based on the maximum salaries listed in the Los Angeles County Class and Salary Listing as of 10/1/24 and/or applicable MOUs. We confirmed MOUs currently do not include any applicable COLAs. Top Step Variance Factor for ISD FY 2024-25 is 95.3657%.
- [5] Department used the Auditor-Controller FY 2024-25 budgeted employee benefit rate of 60.080% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 49.834% (60.080% - 4.142% - 0.015% - 6.133% - 0.658% = 49.132%). These amounts were deducted because they are not avoidable costs to the County.
- [6] Per MOU between County and Bargaining Unit 431, Parking Lot Attendants are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. We calculated the bonus for PWH s (1741).
- [7] We did not include the Contract Monitor position because the Contract Program Monitor would remain in place regardless of whether the Department contracts out the services. The Department indicated that their Contract Program Monitor is currently fully dedicated to overseeing the existing contract and would continue to monitor the program if the services were brought in-house.
- [8] We subtracted eight from the total FTEs for Parking Lot Attendants, because the Department indicated they currently have eight staff members in this role.
- [9] The department indicated that the annual vehicle and equipment costs include the purchase of new vehicles and electric carts. Vehicles are depreciated over four years, while electric carts are depreciated over three years. For more details, please refer to the "Cost Breakdown" tab.
- [10] Annual Services and Supplies Costs includes Uniforms, Cell Phones, Drinking Water for employees, Tickets, Facility Maintenance, etc. See Cost Breakdown tab for details.
- [11] Annual Indirect Costs include salaries for Administrative staff.
- [12] Department indicated start-up costs consist of exam administration costs, training, computers, cell phones, cones, tablets, key box for valet services, supplies for maintenance (e.g., brooms, mops).
- [13] Avoidable start-up costs should be differentiated from ongoing costs. Therefore, to more accurately show the County's Total Estimated Avoidable Costs for the year and Estimated Savings from Contracting, we are separately reporting one-time start-up costs.
- [14] We will exclude the cost of As-Needed Services from this analysis because it was not included in the contractor's proposal. Additionally, since the County is responsible for this cost regardless of whether the service is contracted out or handled in-house, it is unavoidable and should be excluded.
- [15] The Contractor did not include an estimated amount for this lot because it is only used for special events in the area. While there were special events in the area last year, none required the lot to be opened. The Department clarified that it does not oversee this lot but has an agreement with the Probation Department to utilize it for special events. Additionally, there was no activity for this lot during the last fiscal year.
- [16]

1741 24-25 Productive Work Hours (PWH)
0.49132 24-25 Budgeted EB (deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability)
0.953657 24-25 Top Step Variance

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PROP A CONTRACT SERVICES (ALL REGIONS) - PARKING COMPANY OF AMERICA
MARCH 1, 2027-FEBRUARY 29,2028

CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ^[4]	PROPOSED COUNTY STAFFING ^[2]	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE ^[4] (a)x95.3657%	(c) EMPLOYEE BENEFITS ^[6] (b)x49.132%	(d) BONUS ALLOWANCE ^[7]	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
All Parking Lots											
Monthly Management Fee	\$ 9,417,649.45	5993	PARKING LOT ATTENDANT (DAY) ^[3]	57	68.10	61	\$2,841,294.60	\$ 2,709,620.48	\$1,331,290.74	\$ -	\$ 4,040,911.22
Revenue Sharing ^[2]		5993	PARKING LOT ATTENDANT (NIGHT)	61	72.88	73	\$3,400,237.80	\$ 3,246,370.24	\$1,617,796.14	\$ 127,093.00	\$ 4,864,166.38
AP 14	\$ 1,623,428.49	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	15	17.92	16	\$1,190,102.40	\$ 1,138,247.89	\$ 568,237.77	\$ -	\$ 1,702,485.66
AP 26	\$ 276,774.33	4229	CONTRACT PROGRAM MONITOR ^[3]				\$ -	\$ -	\$ -	\$ -	\$ -
AP 54 ^[14]	\$ -	0577	ACCOUNT CLERK	1	1.19	2	\$ 114,547.68	\$ 109,364.17	\$ 54,500.54	\$ -	\$ 163,864.71
AP 58A	\$ 2,262.10	1253	CASHER	2	2.39	3	\$ 157,994.28	\$ 150,844.72	\$ 75,171.96	\$ -	\$ 226,016.68
AP 46E	\$ 29,246.59	1254	INTERMEDIATE CASHIER	1	1.19	2	\$ 117,120.00	\$ 111,820.09	\$ 55,724.42	\$ -	\$ 167,544.51
AP 87AE	\$ 614.10										
As-Needed Services ^[15]	\$ -										
				137.00	163.68	157.00	\$7,821,296.76	\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00	\$ 11,164,989.16
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS											
	\$ 11,349,975.06	ANNUAL LABOR COSTS									
		ANNUAL VEHICLE/EQUIPMENT COSTS ^[10]									
		ANNUAL SERVICES AND SUPPLIES COSTS ^[11]									
		ANNUAL INDIRECT COSTS ^[12]									
		TOTAL ESTIMATED AVOIDABLE COSTS									
		ONE-TIME START-UP COSTS ^[13] ^[14]									

1741 24-25 Productive Work Hours (PWH)
0.49132 24-25 Budgeted EB (deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability)
0.953657 24-25 Top Step Variance

COST SAVINGS

	All Regions
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 12,601,489.91
TOTAL ESTIMATED CONTRACT COSTS:	\$ 11,349,975.06
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 1,251,514.84
ESTIMATED SAVINGS PERCENTAGE:	9.93%
TOTAL ESTIMATED ONE-TIME START-UP COSTS:	\$ -

FOOTNOTES:

- [1] Total proposed contract cost may increase/decrease, since monthly adjusted gross revenue (Gross Revenue - L.A. City Tax = Adjusted Revenue) for revenue sharing parking lots is variable.
- [2] Adjusted revenue from FY 23-24. Actual revenue sharing costs may vary based on actual adjusted gross revenue received throughout the contract period.
- [3] We calculated total FTEs and daylight position needs based on staffing schedules and total hours estimates provided by ISD. We rounded partial positions (over 0.2) up, since the County would not employ part-time staff. See Staffing plan tab.
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- [5] We subtracted eight from the total FTEs for Parking Lot Attendants, because the Department indicated they currently have eight staff members in this role.
- [6] Department used the Auditor-Controller FY 2024-25 budgeted employee benefit rate of 60.080% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 49.834% (60.080% - 4.142% - 0.015% - 6.133% - 0.658% = 49.132%). These amounts were deducted because they are not avoidable costs to the County.
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COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PROP A CONTRACT SERVICES (ALL REGIONS) - PARKING COMPANY OF AMERICA
MARCH 1, 2028-FEBRUARY 28,2029

CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ⁽¹⁾	PROPOSED COUNTY STAFFING ⁽²⁾	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE ⁽³⁾ (a)x95.3657%	(c) EMPLOYEE BENEFITS ⁽⁴⁾ (b)x49.132%	(d) BONUS ALLOWANCE ⁽⁵⁾	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
All Parking Lots											
Monthly Management Fee	\$ 9,700,178.94	5993	PARKING LOT ATTENDANT (DAY) ⁽⁶⁾	57	68.10	61	\$2,841,294.60	\$ 2,709,620.48	\$1,331,290.74	\$ -	\$ 4,040,911.22
Revenue Sharing ⁽⁷⁾		5993	PARKING LOT ATTENDANT (NIGHT)	61	72.88	73	\$3,400,237.80	\$ 3,246,370.24	\$1,617,796.14	\$ 127,093.00	\$ 4,864,166.38
AP 14	\$ 1,623,428.49	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	15	17.92	16	\$1,190,102.40	\$ 1,138,247.89	\$ 568,237.77	\$ -	\$ 1,702,485.66
AP 26	\$ 276,774.33	4229	CONTRACT PROGRAM MONITOR ⁽⁸⁾				\$ -	\$ -	\$ -	\$ -	\$ -
AP 54 ⁽¹⁴⁾	\$ -	0577	ACCOUNT CLERK	1	1.19	2	\$ 114,547.68	\$ 109,364.17	\$ 54,500.54	\$ -	\$ 163,864.71
AP 58A	\$ 2,262.10	1253	CASHER	2	2.39	3	\$ 157,994.28	\$ 150,844.72	\$ 75,171.96	\$ -	\$ 226,016.68
AP 46E	\$ 29,246.59	1254	INTERMEDIATE CASHIER	1	1.19	2	\$ 117,120.00	\$ 111,820.09	\$ 55,724.42	\$ -	\$ 167,544.51
AP 87AE	\$ 614.10										
As-Needed Services ⁽¹⁵⁾	\$ -										
				137.00	163.68	157.00	\$7,821,296.76	\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00	\$ 11,164,989.16
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS											
	\$ 11,632,504.55	ANNUAL LABOR COSTS									
		ANNUAL VEHICLE/EQUIPMENT COSTS ⁽¹⁶⁾									
		ANNUAL SERVICES AND SUPPLIES COSTS ⁽¹¹⁾									
		ANNUAL INDIRECT COSTS ⁽¹²⁾									
		TOTAL ESTIMATED AVOIDABLE COSTS									
		ONE-TIME START-UP COSTS ⁽¹³⁾ ⁽¹⁴⁾									

1741 24-25 Productive Work Hours (PWH)
0.49132 24-25 Budgeted EB (deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability)
0.953657 24-25 Top Step Variance

COST SAVINGS

	All Regions
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 12,530,045.84
TOTAL ESTIMATED CONTRACT COSTS:	\$ 11,632,504.55
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 897,541.29
ESTIMATED SAVINGS PERCENTAGE:	7.16%
TOTAL ESTIMATED ONE-TIME START-UP COSTS:	\$ -

FOOTNOTES:

- [1] Total proposed contract cost may increase/decrease, since monthly adjusted gross revenue (Gross Revenue - L.A. City Tax = Adjusted Revenue) for revenue sharing parking lots is variable.
- [2] Adjusted revenue from FY 23-24. Actual revenue sharing costs may vary based on actual adjusted gross revenue received throughout the contract period.
- [3] We calculated total FTEs and daylight position needs based on staffing schedules and total hours estimates provided by ISD. We rounded partial positions (over 0.2) up, since the County would not employ part-time staff. See Staffing plan tab.
- [4] Proposed County staff classifications are generally consistent with the services outlined in the RFP. The classifications also appear to be equivalent to the type of staff used by the contractor. Monthly salary rates are based on the maximum salaries listed in the Los Angeles County Class and Salary Listing as of 10/1/24 and/or applicable MOUs. We confirmed MOUs currently do not include any applicable COLAs. Top Step Variance Factor for ISD FY 2024-25 is 95.3657%.
- [5] We subtracted eight from the total FTEs for Parking Lot Attendants, because the Department indicated they currently have eight staff members in this role.
- [6] Department used the Auditor-Controller FY 2024-25 budgeted employee benefit rate of 60.080% and deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability from the rate to arrive at an employee benefit rate of 49.834% (60.080% - 4.142% - 0.015% - 6.133% - 0.658% = 49.132%). These amounts were deducted because they are not avoidable costs to the County.
- [7] Per MOU between County and Bargaining Unit 431, Parking Lot Attendants are entitled to an hourly bonus of \$1 per hour worked during evening (5/8 between 4pm and 11pm) or night (5/8 between 9pm and 8am) shifts. We calculated the bonus for PWH's (1741).
- [8] We did not include the Contract Monitor position because the Contract Program Monitor would remain in place regardless of whether the Department contracts out the services. The Department indicated that their Contract Program Monitor is currently fully dedicated to overseeing the existing contract and would continue to monitor the program if the services were brought in-house.
- [9] We subtracted eight from the total FTEs for Parking Lot Attendants, because the Department indicated they currently have eight staff members in this role.
- [10] The department indicated that the annual vehicle and equipment costs include the purchase of new vehicles and electric carts. Vehicles are depreciated over four years, while electric carts are depreciated over three years. For more details, please refer to the "Cost Breakdown" tab.
- [11] Annual Services and Supplies Costs includes Uniforms, Cell Phones, Drinking Water for employees, Tickets, Facility Maintenance, etc. See Cost Breakdown tab for details.
- [12] Annual Indirect Costs include salaries for Administrative staff.
- [13] Department indicated start-up costs consist of exam administration costs, training, computers, cell phones, cones, tablets, key box for valet services, supplies for maintenance (e.g., brooms, mops).
- [14] Avoidable start-up costs should be differentiated from ongoing costs. Therefore, to more accurately show the County's Total Estimated Avoidable Costs for the year and Estimated Savings from Contracting, we are separately reporting one-time start-up costs.
- [15] We will exclude the cost of As-Needed Services from this analysis because it was not included in the contractor's proposal. Additionally, since the County is responsible for this cost regardless of whether the service is contracted out or handled in-house, it is unavoidable and should be excluded.
- [16] The Contractor did not include an estimated amount for this lot because it is only used for special events in the area. While there were special events in the area last year, none required the lot to be opened. The Department clarified that it does not oversee this lot but has an agreement with the Probation Department to utilize it for special events. Additionally, there was no activity for this lot during the last fiscal year.

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PROP A CONTRACT SERVICES (ALL REGIONS) - PARKING COMPANY OF AMERICA
MARCH 1, 2029-FEBRUARY 29,2030

CONTRACT REGION & PAYMENT STRUCTURE	ESTIMATED ANNUAL CONTRACT COSTS	ITEM NO	CLASSIFICATION ^[4]	PROPOSED COUNTY STAFFING ^[2]	PWH ADJUSTED TOTAL	STAFFING BASED ON PWH	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE ^[4] (a)x95.3657%	(c) EMPLOYEE BENEFITS ^[6] (b)x49.132%	(d) BONUS ALLOWANCE ^[7]	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c)
All Parking Lots											
Monthly Management Fee	\$ 9,991,184.30	5993	PARKING LOT ATTENDANT (DAY) ^[3]	57	68.10	61	\$2,841,294.60	\$ 2,709,620.48	\$1,331,290.74	\$ -	\$ 4,040,911.22
Revenue Sharing ^[2]		5993	PARKING LOT ATTENDANT (NIGHT)	61	72.88	73	\$3,400,237.80	\$ 3,246,370.24	\$1,617,796.14	\$ 127,093.00	\$ 4,864,166.38
AP 14	\$ 1,623,428.49	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	15	17.92	16	\$1,190,102.40	\$ 1,138,247.89	\$ 568,237.77	\$ -	\$ 1,702,485.66
AP 26	\$ 276,774.33	4229	CONTRACT PROGRAM MONITOR ^[3]				\$ -	\$ -	\$ -	\$ -	\$ -
AP 54 ^[14]	\$ -	0577	ACCOUNT CLERK	1	1.19	2	\$ 114,547.68	\$ 109,364.17	\$ 54,500.54	\$ -	\$ 163,864.71
AP 58A	\$ 2,262.10	1253	CASHER	2	2.39	3	\$ 157,994.28	\$ 150,844.72	\$ 75,171.96	\$ -	\$ 226,016.68
AP 46E	\$ 29,246.59	1254	INTERMEDIATE CASHIER	1	1.19	2	\$ 117,120.00	\$ 111,820.09	\$ 55,724.42	\$ -	\$ 167,544.51
AP 87AE	\$ 614.10										
As-Needed Services ^[16]	\$ -										
				137.00	163.68	157.00	\$7,821,296.76	\$ 7,464,267.59	\$3,700,721.57	\$ 127,093.00	\$ 11,164,989.16
TOTAL ANNUAL ESTIMATED CONTRACTOR COSTS											
	\$ 11,923,509.91	ANNUAL LABOR COSTS									
		ANNUAL VEHICLE/EQUIPMENT COSTS ^[10]									
		ANNUAL SERVICES AND SUPPLIES COSTS ^[11]									
		ANNUAL INDIRECT COSTS ^[12]									
		TOTAL ESTIMATED AVOIDABLE COSTS									
		ONE-TIME START-UP COSTS ^[13] ^[14]									

1741 24-25 Productive Work Hours (PWH)
0.49132 24-25 Budgeted EB (deducted OPEB Contributions, Unemployment Insurance, Retiree Insurance, Disability)
0.953657 24-25 Top Step Variance

COST SAVINGS

	All Regions
TOTAL ESTIMATED AVOIDABLE COSTS:	\$ 12,509,178.61
TOTAL ESTIMATED CONTRACT COSTS:	\$ 11,923,509.91
ESTIMATED SAVINGS FROM CONTRACTING:	\$ 585,668.69
ESTIMATED SAVINGS PERCENTAGE:	4.68%
TOTAL ESTIMATED ONE-TIME START-UP COSTS:	\$ -

FOOTNOTES:

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+ Solicitation Detail

Solicitation Number:	GCS-10624-S		
Title:	Parking Facilities Management Services		
Department:	Internal Services Department		
Bid Type:	Service	Bid Amount:	N/A
Commodity:	MANAGEMENT SERVICES - PARKING		
Description:	The Los Angeles County Internal Services Department (ISD) is issuing this Request for Proposals (RFP) to solicit proposals for a co... More		
Open Day:	5/13/2024	Close Date:	7/10/2024 12:00:00 PM
Contact Name:	Kathy Gomez	Contact Phone:	(323) 607-1146
Contact Email:	kgomez@isd.lacounty.gov		
Last Changed On:	5/13/2024 3:37:26 PM		
Attachment File (8) :	+ Click here to download attachment files.		

[Update \(/LACoBids/Admin/UpdateBid/NzcyNDIyIDUxMzI0\)](#)

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LIST OF VENDORS

Vendor Code	Company	Email	Phone
503430	ABM INDUSTRY GROUPS LLC	victor.carranza@abm.com	562-432-5166
503430	ABM INDUSTRY GROUPS LLC	noel.robles@abm.com	310-645-9637
503430	ABM INDUSTRY GROUPS LLC	aklauber@abm.com	213-624-6065
503430	ABM INDUSTRY GROUPS LLC	ruben.urrutia@abm.com	562-437-6572
503430	ABM INDUSTRY GROUPS LLC	cipriano.benvegnu@abm.com	213-620-0115
157277	ABM ONSITE SERVICES WEST INC	angie.lemus@abm.com	213-763-5822
157277	ABM ONSITE SERVICES WEST INC	clucero@abm.com	213-709-3335
170962	ACADEMY GROUND TRANSPORTATION	ps@academyride.com	323-666-7776
145420	AC-CATALINA LANDING LLC	vcarranza@abm.com	562-432-5166
214520	ACE PARKING III, LLC	marketing@aceparking.com	619-233-6624
144002	ACE PARKING MANAGEMENT, INC.	rosa_berganza@aceparking.com	213-739-2575
180779	ALEX MIRANDA	amirandaa34@hotmail.com	562-446-6789
205707	ALL CITY PARKING MANAGEMENT, INC	david@allcityparkingmgmt.com	818-679-7530
159792	ALLTECH INDUSTRIES INC.	hperez@alltechguards.com	760-486-0779
133226	AMANO	mharlow@amano.com	714-282-3500
217101	BELL GARDENS AUTO BODY	jlonghi@msn.com	562-806-8020
184593	BRYANT PARK	bryant@consult-park.com	619-663-7275
189637	CALIFORNIA BOATING VENTURES, INC.	shl@stevenleigh.com	818-749-5183
507132	CGI TECHNOLOGIES & SOLUTIONS	cintia.runha@cgi.com	626-264-4755
111465	CENTRAL PARKING SYSTEM, INC.	agappell@parking.com	213-612-4460
507132	CGI TECHNOLOGIES & SOLUTIONS	becca.sanchez@cgi.com	213-595-2060
505513	CITY OF WHITTIER	whittierrecreation@cityofwhittier.org	562-567-9470
211219	CHRISTIAN GRACE MINISTRIES, INC.	christiangraceministriesince@gmail.com	626-417-6993
188429	CITY CENTER PARKING INC	citycenterparking@gmail.com	213-746-7275
505513	CITY OF WHITTIER	galaniz@cityofwhittier.org	562-567-9405
127919	CLASSIC PARKING, INC.	tcollins@classicparking.com	213-742-1238
178389	DAVID TELLEZ	dy.tellez@verizon.net	909-973-1492
199854	DRIVE HOSPITALITY LLC	calcala@drivehospitality.com	310-634-7548
159033	DIAMOND PARKING SERVICES, LLC	robert.bell@diamondparking.com	714-316-4548
174877	DIXON RESOURCES UNLIMITED	julie@dixonresourcesunlimited.com	213-716-6933
199854	DRIVE HOSPITALITY LLC	calcala@drivehospitality.com	310-634-7548
500070	FIVE STAR PARKING	lisrow@fivestarparking.com	213-627-8211
172012	EVERPARK	bids@everpark.com	323-282-5588
203967	FABCO VINTAGE	fabcovintage18@gmail.com	213-476-3810
180963	FAITH-BUILD INTERNATIONAL (FBI)	fbi.n.crease@gmail.com	310-753-8560
500070	FIVE STAR PARKING	gilad@fivestarparking.com	213-687-4484
202475	FREDDIE L CROMER	freddieleecromer35@gmail.com	213-513-9072
190907	GENERAL TECHNOLOGIES AND SOLUTIONS-GTS	opportunities@gentecsol.com	213-267-2332
178621	GRACE INDUSTRIES	cmaier@gi-ca.com	866-468-5889
183729	HENRY AGUILAR	agy777@aol.com	562-209-3611
210463	HIGH NOTE TECHNOLOGIES LLC	mark.douglas@highnotetechologies.com	323-823-1801
182311	HITECH SOFTWARE INC.	jim@hitech-software.com	818-881-8593
194701	IBEX REALTY INC	samson.sdres@gmail.com	909-942-6046
203771	INTERNATIONAL DEVELOPERS AND ENGINEERING GROUP, INC	info@idegconstruction.com	323-386-9027
185771	JOSEPH F DUDEK	jdudek@wearejdenterprises.com	626-260-1750
173734	JR PARKING CONSULTANTS LLC	jrhodes@jrparkingconsultants.com	949-754-2884
195543	JUAN P MOTTA	pacificoceancollections@hotmail.com	626-818-0049
164711	JULIE DIXON	julie@dixonresourcesunlimited.com	213-716-6933
184274	JULIET MBADUGHA	juliet_mbadugha@yahoo.com	562-713-1552
169842	KEN GRAHAM	kgraham@thestatuscompany.com	949-355-1396
169842	KEN GRAHAM	kgraham@thestatuscompany.com	949-355-1396
510792	L & R AUTO PARKS INC	dhernandez@tlrgc.com	213-223-7041
179821	LAZ PARKING CALIFORNIA, LLC	rdollar@lazparking.com	310-446-7925
512503	PARKING CO OF AMERICA MGMT, LLC	hmouat@parkingcompany.com	323-987-6570
179743	LEONARDO MANAGEMENT, INC.	info@leonardomgmt.com	213-674-4140
59465	PARKING CONCEPTS INC	kkingsbury@pcioc.com	949-753-7525
173547	LIA REYES	lvr@lvrintl.com	213-819-9009

184818 LOGISTIC PARKING, INC.	jose@logisticparking.com	818-299-7793
154050 MAGIC MOUNTAIN LLC	svihteli@sftp.com	661-255-4806
523842 MANPOWER, INC.	robin.sherman@na.manpower.com	562-972-1500
194748 MARGASOFT CORP	rfp@margasoft.com	866-907-4081
507172 MCCAIN INC	jennifer.phelan@swarco.com	760-734-5086
184808 MILTON D CARRANZA	miltoncarranza2030@gmail.com	562-688-9640
518753 MODERN PARKING, INC.	info@modernparking.com	213-482-8400
178435 NATIONWIDE CONSULTING	younes@nationwideconsulting.org	855-331-5550
163501 NORVELL THOMAS	norvellthomas@gmail.com	323-309-9937
128616 ORIGINAL PARKING SERVICES, INC	originalparking@gmail.com	818-894-7443
512503 PARKING CO OF AMERICA MGMT,LLC	hmouat@parkingcompany.com	562-862-2118
59465 PARKING CONCEPTS INC	bhindle@pcila.com	213-746-5764
184569 PARKING LLC	art@paypark.city	844-729-7275
135417 PARKING NETWORK INC	rose@parkingnetwork.net	213-613-1500
177831 PARKING VETERANS LLC	contracting@parkingveterans.com	714-699-3541
134198 PARSONS ENVIRONMENT AND INFRASTRUCTURE GROUP INC	eric.martin@parsons.com	626-440-2562
55257 PCAM-LLC	pvaldes@parkpca.com	562-862-2118
525948 SP PLUS CORPORATION	amelendez@spplus.com	562-499-4649
525948 SP PLUS CORPORATION	sresnick@standardparking.com	213-488-3174
525948 SP PLUS CORPORATION	kguzman@spplus.com	562-243-3604
525948 SP PLUS CORPORATION	pgutierrez@spplus.com	213-272-8362
525948 SP PLUS CORPORATION	dianalee@la.jamisonservices.com	310-641-8740
171700 PERFECT PARKING, INC.	mike@perfectparkingla.com	213-507-4153
214494 PH GROUP	wesam@achparking.com	424-395-7873
168594 PHOENIX GROUP INFORMATION SYSTEMS	sales@phxgroup.com	714-460-7200
215627 PRO PARK LLC	bertha.aguirre@propark.com	562-529-2676
165746 PROFESSIONAL PARKING	ralph@professional-parking.com	562-494-2090
211799 PROPARK AMERICA WEST LLC	joe.caputo@propark.com	714-767-6551
179194 PRUDENT SECURITY	prudentsecurityinc@gmail.com	310-968-9131
192211 REAL SERVICES CORPORATION	james.proctor@realservicescorp.com	626-715-0544
188096 RIGHTSOURCE DIGITAL SERVICES, INC.	nuha@rightsourceservices.com	888-774-2201
185022 ROCHELLE R JEFFERSON	rjstatesllc@gmail.com	213-207-6502
166089 ROYAL POWER SWEEPING SERVICE, INC.	allthatnaz@msn.com	626-848-4876
214229 SAFE PARKING LA	tamaraa@safeparkingla.org	213-392-6680
198826 SARKIS MINASYAN	lifebenefit@yahoo.com	323-620-7333
190467 SELIG PARKING, INC	calcala@aaaparking.com	310-634-7548
206440 SHE HQ LLC	shehqlogistics@gmail.com	424-393-8628
195917 SMART INNOVATIVE INC	mirland@sicinco.com	424-376-6198
525948 SP PLUS CORPORATION	tdowney@spplus.com	626-300-5070
178060 SPOTLESS RESOLUTION	projects@spotlessresolution.com	888-924-7770
174785 SUNSHINE AUTO PARKS & BUILDING SERVICES	sunshineparking@aol.com	213-617-7275
194519 SUPERIOR HIGH PARKING INC	benhur725@yahoo.com	310-480-3875
191367 SUPREME HOLDINGS	pkjhin@gmail.com	213-700-1154
174563 TRANSPORTATION MOBILITY SOLUTIONS	artigupta0326@yahoo.com	626-689-5218
160446 TWIN VALET PARKING, INC.	stever@twinvalet.com	323-209-7084
140511 UNITED VALET PARKING, INC	valet0@aol.com	310-642-7740
183100 UNIVERSAL STRESS FREE ZONES	korey@12stepinstitute.org	213-537-3311
212036 UNIVERSITY OF SUYA	adewoledwilliams@gmail.com	310-980-4988
149524 URBAN PARK CONCESSIONAIRES	mp@calparksco.com	530-529-1512
188256 V.A. WILLIAMS & ASSOCIATES INC	vernell@visionparkingservices.com	213-973-8337
195476 VALET PARKING PROS LLC	jonathan@valetparkingpros.com	805-410-3811
203639 VAMP : VISUAL ARTS AND MEDIA PUBLICATIONS LLC	m.n.hamilton000@gmail.com	424-414-3713
153414 VSCE INC	info@vsceinc.com	510-835-5001
176129 WAKE UP ENTERTAINMENT	golestian@yahoo.com	818-581-8780
100081 WALKER PARKING CONSULTANTS	rachel.cunningham@walkerparking.com	213-488-4911
133361 WALTER P MOORE AND ASSOCIATES	pgupta@walterpmoore.com	310-254-1900
117837 WPS	rmiller@wps-na.com	818-553-0335
214465 X-STRESS YOURSELF ENTERPRISES LLC	xstressyourself@gmail.com	661-886-8112
114236 ZARCO HOTEL INCORPORATED	jeff@hollywoodhotel.net	323-315-1831

Community Business Enterprise (CBE) Program Information

Attachment 6

FIRM/ORGANIZATION INFORMATION*		PCAM, LLC dba Parking Company of America	Everpark, Inc.	Metro Auto Parks, LLC	Parking Concepts, Inc.	Propark America West
BUSINESS STRUCTURE		LLC	Corporation	LLC	Corporation	LLC
RACE/ETHNIC COPOSITION						
OWNERS/PARTNERS/ ASSOCIATE PARTNERS	Black/African American	0	5	0	0	0
	Hispanic/Latino	3	0	0	0	0
	Asian or Pacific Islander	0	0	0	0	0
	Native Americans	0	0	0	0	0
	Subcontinent Asian	0	0	0	0	0
	White	0	0	5	1	9
Total # of Employees in California		952	232	176	780	1625
Total # of Employees (including owners)		955	242	181	849	1634
COUNTY CERTIFICATION						
CBE		N/A	N/A	N/A	N/A	N/A
LSBE		N/A	N/A	N/A	N/A	N/A
OTHER COUNTY CERTIFICATION (SE OR DVBE) OR CERTIFYING AGENCY		N/A	DBVE Metro	N/A	N/A	N/A

On final analysis and consideration of award, vendor was selected without regard to race, creed or color.