

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16 September 9, 2025



A handwritten signature in black ink that reads "Edward Yen".

EDWARD YEN  
EXECUTIVE OFFICER

September 09, 2025



Los Angeles County  
Board of Supervisors

Hilda L. Solis  
First District

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Second District

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Third District

Janice K. Hahn  
Fourth District

Kathryn Barger  
Fifth District

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:

**APPROVAL OF PROPOSITION A AGREEMENT FOR LABORATORY  
COURIER SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

Christina R. Ghaly, M.D.  
Director

Nina J. Park, M.D.  
Chief Deputy Director, Clinical Affairs & Population Health

Aries Limbaga, DNP, MBA  
Chief Deputy Director, Operations

Elizabeth M. Jacobi, J.D.  
Administrative Deputy

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**SUBJECT**

Approval and execution of successor Proposition A (Prop A) Agreement with Rapid Medical Logistics, Inc., for the provision of Laboratory Courier Services within Los Angeles County (LA County) for the Departments of Health Services (DHS), and Public Health (Public Health), and delegated authority to amend the Agreement for various contractual actions during the term of the Agreement to support these services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Make a finding pursuant to LA County Code Section 2.121.420 that Services, as described herein, can continue to be performed more economically by an independent contractor.
2. Approve and instruct the Chair, or designee, to execute a Prop A Agreement (Exhibit I) with Rapid Medical Logistics, Inc. (Contractor), effective October 1, 2025 through September 30, 2030, with option to extend the Agreement term for a period of six (6) months, for the provision of Laboratory Courier Services to and from facilities within LA County for DHS and Public Health (collectively Departments) for an estimated cost of \$9.649 million for the initial term of the Agreement.
3. Delegate authority to the Director of DHS (Director), or designee, to

*"To advance the health of our patient  
and our communities by providing  
extraordinary care*



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negotiate and execute Amendments to the Agreement, to: (a) exercise the option to extend the term of the Agreement; (b) increase the service rates payable under the Agreements as application to: (i) align with increase(s) in the Living Wage Ordinance (LWO) rate per direction from the Chief Executive Office (CEO); and (ii) comply with any current or future regulatory or legislative requirements and Board directives; (c) add/delete facilities, and/or modify the scope of services to meet critical patient care or departmental needs, and adjust the County's estimated cost accordingly, provided that the total of all such cost increases does not exceed ten percent (10%) of the County's estimated cost for initial term of the Agreement; and (d) add, delete, and/or modify certain terms and conditions as required by federal or State law or regulation, LA County ordinance or policy, the LA County Board of Supervisors (Board) or Chief Executive Office (CEO), with all actions subject to review and approval by County Counsel, and with respect to (b) and (c), notice to the Board and CEO.

4. Delegate authority to the Director, or designee, to issue written notice(s) of partial or full termination to suspend and/or terminate the Agreement in accordance with the termination provisions in the Agreement without further action by the Board, with all documents subject to review and approval by County Counsel.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

### **Background**

Laboratory Courier Services are essential to maintain the integrity, timeliness, and accuracy of diagnostic testing across LA County facilities. These services ensure the reliable transport of laboratory specimens under strict regulatory and temperature-controlled conditions, which is critical for accurate patient results and timely medical decisions. Without a dedicated courier service, there would be significant delays in specimen delivery, increased risk of compromised samples, and potential interruptions to patient care. This could result in delayed diagnoses, postponed treatments, and higher costs due to repeat testing or emergency alternatives.

The Board approved an initial Agreement for Laboratory Courier Services on February 17, 1998, for transport of laboratory specimens. Since that time, the Board has approved successor agreements for the continued provision of these essential services on behalf of LA County's acute, primary and public health services delivery systems. For over 25 years, these agreements have provided for the timely-pick-up and delivery of laboratory specimens while meeting required transportation guidelines. The service agreements have been beneficial and cost-effective. Continued provision of Laboratory Courier Services is vital to safeguard public health, support clinical operations, and uphold the standard of care within LA County's healthcare system. The current Agreement is slated to expire on September 30, 2025.

### **Justification**

Approval of the first recommendation is necessary to comply with LA County Code Section 2.121.420. Contracting under Prop A requirements has been determined to be cost-effective for the provision of Laboratory Courier Services by the Departments, and the LA County Auditor-Controller (A-C) guidelines and methodologies. Exhibit II provides the cost analysis summary.

Approval of the second recommendation will allow the Chair, or designee, to execute the Agreement, for the continued provision of Laboratory Courier Services to and from designated facilities within LA County for the Departments, effective October 1, 2025 through September 30, 2030. The initial rate per stop agreed to with the Contractor is \$24.49; a 13.40% decrease from current rate of \$28.28. Upon execution of the recommended agreement by the Chair, or designee, and through September 30, 2025, the Departments will facilitate the transition of Laboratory Courier Services between the incumbent and new Contractor. These services under the new Contractor will commence on October 1, 2025.

Approval of the third recommendation will allow the Director, or designee, to: (a) extend the term for six months; (b) execute amendments to the Agreement to adjust service rates; and (c) execute amendments, including terms and conditions and scope of services based on service needs and requirements and to reflect the changes in Federal, State and LA County policies, laws, rules and regulations, with all amendments subject to review and approval by County Counsel.

Approval of the fourth recommendation will allow the Director, or designee, to administer the Agreement in an effective and timely manner, and safeguard the Departments' ability to address emergency circumstances that may require the Departments to move quickly.

### **Implementation of Strategic Plan Goals**

This recommendation supports North Star 2-E. "Economic Health" and North Star 3-E. "Data-Driven Decision Making," of LA County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The estimated cost to LA County will be \$9.649 million during the Agreement term, October 1, 2025, through September 30, 2030, comprised of DHS' estimated cost of \$6.683 million, and Public Health's estimated cost of \$2.966 million.

Funding is included in the Departments' Fiscal Year (FY) 2025-26 Adopted Budgets and will be requested in future fiscal years, as necessary. There is no impact to net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Contractor will be responsible for providing timely pick-up and delivery of laboratory specimens under the appropriate transport conditions, e.g., in temperature-controlled receptacles, thus guaranteeing the integrity, security and confidentiality of LA County's laboratory specimens.

The Departments will jointly administer the Agreement and monitor compliance of the Agreement terms and conditions, and Statement of Work for their respective stops and any corresponding exhibits.

The Contractor, Rapid Medical Logistics, Inc. ,has determined it is not required to pay employees the higher minimum wage mandated by California Senate Bill 525 (SB 525) as codified under California Labor Code Section 1182.14 et seq. and that the provision of Laboratory Courier Services by the

Contractor under the recommended Agreement is subject to Prop A guidelines which include the Living Wage (LW) Program set forth in LA County Code Chapter 2.201. The Contractor is in compliance with the LW Program requirements. Furthermore, the Contractor agrees to comply with all federal and State laws and regulations, as required by LA County Code 2.121.380 (A)(6).

The award of this Agreement will not result in unauthorized disclosure of confidential information and is in full compliance with all applicable federal and State statutes and regulations.

The Agreement may be terminated for convenience by LA County upon ten (10) days' prior written notice. The Agreement includes all Board required provisions, such as: Compliance with County's Zero Tolerance Policy on Human Trafficking.

County Counsel has approved all Exhibits as to form.

## **CONTRACTING PROCESS**

The Departments recognize the importance of diversity and inclusion in our business practices and are committed to fostering partnerships that reflect our dedication to equity and opportunity. Therefore, all qualified vendors were encouraged, including those from minority-owned, women-owned, veteran-owned and small business enterprises, to respond to this solicitation for an opportunity to bring their unique perspectives and capabilities to the Laboratory Courier Services solicited hereunder.

On November 7, 2024, DHS released a Request for Proposals (RFP) to obtain proposals from qualified entities to provide Laboratory Courier Services for the Departments' facilities within LA County. Use of an RFP with evaluated proposals is permissible under Prop A pursuant to LA County Code Section 2.121.330. DHS determined that the use of an RFP was appropriate, as DHS had the requisite experience and knowledge of the required services to prepare the specifications that would permit award on the basis of the highest ranked proposal based on the evaluated business proposal and cost proposal. The RFP met the requirements of LA County Code Chapter 2.121. The RFP was posted on LA County's Website, Departments website, an advertisement was placed in a local newspaper "Metropolitan News-Enterprise," which originally posted on November 7, 2024, and DHS notified firms on its internal proposer's list.

By the RFP submission deadline of February 27, 2025, DHS received a total of four (4) proposals. Two (2) out of four (4) proposals met the Minimum Mandatory Requirements (MMR). Disqualification Letters were sent to two (2) proposers that did not meet the MMR. The two (2) remaining proposals were evaluated and scored based on RFP specifications and criteria with a scoring system which allows evaluators to score proposals as, "exceeds", "meets", "weak", or "not met" based upon the proposer's response to the RFP requirements. Utilizing the Informed Averaging method, evaluators compared and discussed their scores and findings that supported their scores to ensure all evaluators were well informed and could support the final scores awarded. When combined with their cost proposal, Rapid Medical Logistics, was the highest ranked proposer. Therefore, Rapid Medical Logistics, Inc. is being recommended for the Agreement award. All Proposers were notified of their results, and no protests were received.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Prop A requires that Departments assess any potential impact of the recommended Agreement, and it has been determined that there are no risk exposures to LA County.

The award of this Agreement will not infringe on the role of LA County in its relationship to its residents, nor will its ability to respond to emergencies be impaired. Also, the Agreement will not result in reduced Laboratory Courier Services and will not result in the displacement of any LA County employees as these services are presently contracted with the private sector. In addition, the Departments have determined that they have alternative resources available in the event of a default. Approval of the recommendations will ensure the Departments continue to receive Laboratory Courier Services uninterrupted and ensure quality of healthcare for our LA County patients.

Respectfully submitted,



Christina R. Ghaly, M.D.

Director

CRG:ek

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Department of Public Health

DEPARTMENT OF HEALTH SERVICES



AGREEMENT BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
RAPID MEDICAL LOGISTICS, INC.  
FOR  
LABORATORY COURIER SERVICES

AGREEMENT No. **XXXXXX**

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**EXHIBITS**

- A** Additional Provisions
- B** Statement of Work
- C** Pricing Schedule
- D** Acknowledgement and Confidentiality Agreement
- E** County's Administration
- F** Contractor's Administration
- G** Charitable Contributions Certification

**AGREEMENT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
RAPID MEDICAL LOGISTICS, INC.  
FOR  
LABORATORY COURIER SERVICES**

This Agreement, including the Exhibits, is made and entered into on this 1st day of October, 2025 (hereinafter "Effective Date") by and between the County of Los Angeles (hereinafter "County") and Rapid Medical Logistics, Inc. (hereinafter "Contractor"), located at 6300 Wilshire Blvd, Suite 1820, Los Angeles, CA 90048.

**RECITALS**

WHEREAS, pursuant to Sections 1441 and 1445 of the California Health and Safety Code, County has established and operates, through its Department of Health Services the facilities, premises and other service sites; and

WHEREAS, County may contract for Laboratory Courier Services when certain requirements are met; and

WHEREAS, Contractor specializes in the provision of Laboratory Courier Services (hereinafter "Services") that may be solicited by County; and

WHEREAS, this Agreement is authorized pursuant to the provisions of Sections 26227 and 31000 of the California Government Code and Section 1451 of the California Health and Safety Code; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide the Services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services.

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

**1.0 APPLICABLE DOCUMENTS**

**1.1 Interpretation**

The Exhibits attached to this base document (hereinafter "Base Agreement") form a part of this Agreement. 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 Agreement and the Exhibits, or among Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Base Agreement, then to Exhibit A (Additional Provisions) (hereinafter "Additional Provisions") and then to the remaining Exhibits in alphabetical order.

Paragraph headings are utilized throughout this Agreement for convenience and reference only and are not intended to define the scope of any provision hereof.

Unless specified otherwise, any Paragraph references herein shall be made to the provisions of the Base Agreement.

## 1.2 Entire Agreement

This Agreement constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous agreements, written and oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Paragraph 8.1 (Amendments and Modifications) and signed by both parties.

## 2.0 DEFINITIONS

The terms and phrases in this Paragraph, with the initial letter capitalized where applicable, whether singular or plural, whenever used in this Agreement shall have the particular meanings set forth below.

### 2.1 General Definitions

- 2.1.1 **“Additional Services”** – shall mean the Services other than those required to be provided pursuant to the Statement of Work.
- 2.1.2 **“Agreement”** – shall mean and refer to this agreement executed between County and Contractor setting forth the terms and conditions for Contractor’s performance and provision of Services as specified herein, including Exhibit B (Statement of Work).
- 2.1.3 **“Board”** – shall mean County’s Board of Supervisors.
- 2.1.4 **“Department”** – shall mean DHS or Public Health, as applicable.
- 2.1.5 **“DHS”** – shall mean County’s Department of Health Services.
- 2.1.6 **“Director”** – shall mean the Director of DHS or authorized designee.
- 2.1.7 **“Public Health”** – shall mean County’s Department of Public Health.
- 2.1.8 **“Fiscal Year”** – shall mean a twelve-month period beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year.
- 2.1.9 **“Pricing Schedule”** – shall mean a schedule of rates, fees and any other terms and conditions for provision of Services under the Agreement set forth in Exhibit C (Pricing Schedule) to the Agreement.
- 2.1.10 **“Required Services”** – shall mean the Services described in the Statement of Work that are required to be provided by Contractor under the Agreement.
- 2.1.11 **“Service Fees”** – shall mean rates and fees for provision of Services under the Agreement.
- 2.1.12 **“Service Site”** – shall mean and refer to any one of County’s healthcare facilities or other sites for which Services may be provided under the Agreement, including those that may be specified in Exhibit B (Statement of Work), including any Attachments thereto, and any or all of those identified in <https://dhs.lacounty.gov/our-locations>, such as

Medical Centers and any associated Comprehensive Health Centers, Outpatient Centers and health centers, as well as administrative offices.

- 2.1.13 **“Service Site Project Manager; “Service Site PM”** – shall mean and refer to any individual designated by County's Project Manager for a Service Site, as such may be identified in Exhibit E (County's Administration) to the Agreement.
- 2.1.14 **“Services”** – shall mean goods, services and any other work that may be provided by Contractor pursuant to this Agreement, including Exhibit B (Statement of Work).
- 2.1.15 **“Statement of Work”; “SOW”** – shall mean Contractor's obligations and other requirements for provisions of Services hereunder as set forth in Exhibit B (Statement of Work) to the Agreement, including any sub-Exhibit(s) and Attachment(s) thereto.

## 2.2 Intentionally Omitted

## 3.0 WORK

### 3.1 Performance of Services

Pursuant to the provisions of this Agreement, Contractor shall fully perform, complete and deliver on time all tasks, deliverables and other Services as set forth herein, including Exhibit B (Statement of Work), at the rates and fees set forth in Exhibit C (Pricing Schedule).

### 3.2 Gratuitous Effort

If Contractor provides any tasks, deliverables, services or other work to County other than those Services specified in this Agreement or that exceed the maximum County obligation that may be allocated for such Services, such tasks, deliverables, services or other work shall be deemed a gratuitous effort on the part of Contractor, for which Contractor shall have no claim whatsoever against County.

## 4.0 TERM OF AGREEMENT

### 4.1 Term

The term of the Agreement shall commence on the Effective Date as reflected on the top of Page 1 of this Base Agreement, following its execution by the parties, and shall continue in full force and effect until and through September 30, 2030 (hereinafter "Initial Term"), with up to an additional six (6) months extension option (hereinafter each "Extension Term") until and through March 31, 2031, unless extended or sooner terminated, in whole or in part, as provided herein.

The extension option(s) shall be exercised automatically, unless County provides Contractor with a prior written notice of its intention not to exercise any subsequent remaining extension option(s), at least thirty (30) days prior to the expiration of the Initial Term or the then current Extension Term, as applicable.

## **4.2 Performance History**

County maintains databases that track/monitor Contractor's performance history. Information entered into such databases may be used for a variety of purposes, including determining whether County will exercise a term extension option.

## **4.3 Expiration Notification**

Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to the DHS contact(s) identified in Exhibit E (County's Administration).

# **5.0 PAYMENTS AND INVOICING**

## **5.1 Pricing and Payments**

### **5.1.1 Written Approval for Reimbursement**

Contractor shall be paid under this Agreement only for the Services satisfactorily performed at the rates and fees specified in Exhibit C (Pricing Schedule). Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder. Assumption or takeover of any of Contractor's duties, responsibilities or obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with County's express prior written approval.

### **5.1.2 Third Party Reimbursement**

Unless and to the extent otherwise expressly permitted in the Agreement, (i) Contractor shall not bill any patient or any payor for Services provided hereunder; (ii) shall consider payment by County to be payment in full for such Services; and (iii) shall assign to County rights to payment by any patient or third party payor, including Medicare and Medi-Cal, for any Services rendered pursuant to this Agreement.

## **5.2 Invoicing**

### **5.2.1 Submission of Invoices**

Contractor's invoices for Services shall be priced and submitted in accordance with Exhibit C (Pricing Schedule) and shall contain, at a minimum, as applicable, description of the Services for which payment is claimed (tasks, deliverables, goods, services, etc.), hours worked and the Service Site(s) for which Services were provided. All invoices and supporting documentation shall be submitted to the person(s) designated in Exhibit E (County's Administration) by the 15<sup>th</sup> calendar day of the month following provision of the Services, unless otherwise stated in Exhibit C (Pricing Schedule) or required by law or County policy.

**5.2.2 Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of County's Project Manager, or authorized designee, for Services for which payment is claimed prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

**5.2.3 Payment of Invoices**

Provided that Contractor is not in breach of any provision of this Agreement, and it is not otherwise required by law or specified elsewhere in the Agreement, including Exhibit C (Pricing Schedule), County will pay properly submitted undisputed invoices within thirty (30) days of receipt by County. County's failure to pay within thirty (30) days or other appropriate period, however, shall not be deemed as automatic invoice approval or acceptance by County of any deliverable for which payment is sought, nor shall it entitle Contractor to impose an interest or penalty in any form on any late payment.

**5.3 No Payment for Services Provided following Expiration/Termination of Agreement**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

**5.4 Default Method of Payment: Direct Deposit or Electronic Funds Transfer**

**5.4.1** 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 County shall be Electronic Funds Transfer (hereinafter "EFT") or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (hereinafter "A-C").

**5.4.2** Contractor shall 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 shall comply with all accounting, record keeping, and tax reporting requirements.

**5.4.3** Any provision of law, grant or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.

**5.4.4** At any time during the duration of this Agreement, 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), shall decide whether to approve exemption requests.

### **5.5 Preference Program Enterprises - Prompt Payment Program**

If certified in accordance with the applicable Chapter of the Los Angeles County Code as a Local Small Business Enterprise (hereinafter "LSBE"), a Social Enterprise (hereinafter "SE") or a Disabled Veterans Business Enterprise (hereinafter "DVBE") (hereinafter, each also a "Preference Program Enterprise" or "PPE"), Contractor will receive prompt payment for Services provided to County under the Agreement. Prompt payment is defined as fifteen (15) calendar days after receipt by County of a proper undisputed invoice, which has been validated against appropriate documentation, consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

### **5.6 Intentionally Omitted**

## **6.0 ADMINISTRATION OF AGREEMENT – COUNTY**

The Director, or authorized designee, shall have the authority to administer this Agreement on behalf of County and retains professional and administrative responsibility for the Services rendered under this Agreement. Other key County personnel administering the Agreement on behalf of County are referenced in the Paragraph(s) below and identified in Exhibit E (County's Administration). The key County personnel identified herein are not authorized to make changes to any of the terms or conditions of this Agreement or to further obligate County in any respect whatsoever, unless and except as may be authorized by the Board and in accordance with the terms of the Agreement, including Paragraph 8.1 (Amendments and Modifications). County will notify Contractor in writing of changes in the names or contact information specified in Exhibit E (County's Administration).

### **6.1 County's Project Director**

County's Project Director has the authority to negotiate and recommend all changes to this Agreement and to resolve disputes between County and Contractor.

### **6.2 County's Project Manager**

County's Project Manager is County's chief contact person with respect to the day-to-day administration of this Agreement, who will be responsible for:

- Monitoring Contractor's performance of the Agreement.
- Examining the quality of any and all tasks, deliverables, goods, services and other work provided by Contractor hereunder.
- Providing direction to Contractor in the areas relating to policy, information and procedural requirements.

County's Project Manager may have a designee at any Service Site, who will be a Service Site PM for that Service Site. Unless specified otherwise, reference to



County's Project Manager shall include a designee for the applicable Service Site. County's Project Manager designated for each Service Site will be the approving authority for invoices for such Service Site.

## **7.0 ADMINISTRATION OF AGREEMENT – CONTRACTOR**

Contractor shall designate the personnel referenced in the Paragraph(s) below and identified in Exhibit F (Contractor's Administration) for administering the Agreement on behalf of Contractor. Contractor shall notify County in writing of any change in the name or contact information of any such personnel within five (5) business days of the change.

### **7.1 Contractor's Project Director**

Contractor's Project Director shall be responsible for Contractor's performance of and compliance with this Agreement. Contractor's Project Director shall coordinate and/or meet with County as required by County for performance of this Agreement.

### **7.2 Contractor's Authorized Official(s)**

Contractor represents and warrants that all requirements of Contractor have been fulfilled to provide actual authority to such officials for executing instruments under this Agreement on behalf of Contractor.

### **7.3 Approval of Contractor's Staff**

County has the absolute right to approve or disapprove all of Contractor's staff performing Services under this Agreement, and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Project Director, if any.

### **7.4 Confidentiality**

**7.4.1** Contractor shall maintain the confidentiality of all records and information, including, but not limited to, billings, County records and patient records, 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.

**7.4.2** Furthermore, Contractor shall: (i) not use any such records or information for any purpose whatsoever other than carrying out the express terms of this Agreement; (ii) promptly transmit to County all requests for disclosure of any such records or information; (iii) not disclose, except as otherwise specifically permitted by this Agreement, any such records or information to any person or organization other than County without County's prior written authorization that the information is releasable; and (iv) at the expiration or termination of this Agreement, return all such records and information to County or maintain such records and information in accordance with the written procedures that may be provided or made available to Contractor by County for this purpose.

**7.4.3** Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify, defend, and hold harmless County, its

Special Districts, elected and appointed officers, employees, agents and volunteers, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.4.

**7.4.4** Contractor shall inform all of its officers, employees, agents and subcontractors providing that may provide Services under this Agreement of the confidentiality and indemnification provisions of this Agreement.

**7.4.5** Contractor shall sign and adhere to the provisions of Exhibit D (Acknowledgement and Confidentiality Agreement) on behalf of itself and all of its employees, subcontractors, agents and other persons who may provide work for or on behalf of Contractor under the Agreement.

## **7.5 Staff Performance Under the Influence**

Contractor shall not knowingly permit any employee to perform Services under this Agreement while under the influence of any alcoholic beverage, medication, narcotic or other substance which might impair physical or mental performance.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 Amendments and Modifications**

No representative of either County or Contractor, including those named in this Agreement, is authorized to make any changes to any of the terms, obligations or conditions of this Agreement, except through the procedures set forth in this Paragraph below.

**8.1.1** For any change which materially affects any term or condition of this Agreement, an Amendment to the Agreement, shall be prepared by County and executed by Contractor and County as authorized by the Board.

**8.1.2** For any change that does not materially affect any term or condition of this Agreement, a modification to the Agreement (Administrative Amendment, Change Notice, Change Order, etc.) shall be prepared by County and signed by Contractor.

**8.1.3** The Board or County's Chief Executive Officer (hereinafter "CEO"), or authorized designee, may require, during the term of this Agreement, the addition and/or change of certain terms and conditions in the Agreement. County reserves the right to add and/or change such provisions as required by the Board, the CEO, or authorized designee. To implement such changes, an Amendment to the Agreement shall be prepared by County and executed by Contractor and County as authorized by the Board.

- 8.1.4** The Director, or authorized designee, may require, during the term of this Agreement, the addition and/or change of certain terms and conditions in the Agreement to conform to changes in Federal and/or State law or regulation. County reserves the right to add and/or change such provisions as required by law or regulation to preserve this Agreement's conformity and compliance to Federal and/or State law or regulation. To implement such changes, an Amendment to the Agreement shall be prepared by County and executed by Contractor and County as authorized by the Board.

## **8.2 Assignment and Delegation**

- 8.2.1** Contractor shall notify County of any pending acquisitions/mergers of its entity unless otherwise legally prohibited from doing so. If Contractor is restricted from legally notifying County of pending acquisitions/mergers, then it should notify County of the actual acquisitions/mergers as soon as the law allows and provide to County the legal framework that restricted it from notifying County prior to the actual acquisitions/mergers.
- 8.2.2** Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Paragraph, County consent shall require a written Amendment to the Agreement, which is formally approved and executed by the parties. Any payments by County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.
- 8.2.3** Any assumption, assignment, delegation or takeover of any of Contractor's duties, responsibilities or obligations or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of this Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

## **8.3 Authorization Warranty**

Contractor represents and warrants that the person executing this Agreement for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition and obligation of this Agreement and that all requirements of Contractor have been fulfilled to provide such actual authority.

## **8.4 Budget Reductions**

In the event that County's Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County

employees and imposes similar reductions with respect to County contracts, County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by Contractor under this Agreement will also be reduced correspondingly. County's notice to 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, Contractor must continue to provide all of the services set forth in this Agreement.

#### **8.5 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (2 C.F.R. Part 376)**

Contractor hereby acknowledges that County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible or excluded or whose principals are suspended, debarred, ineligible or excluded from securing Federally funded contracts. By executing this Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, directors, other principals, employees or independent contractors is currently suspended, debarred, ineligible or excluded from securing Federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owners, officers, partners, directors, other principals, employees or independent contractors of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing Federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of the aforementioned parties either be suspended, debarred, ineligible or excluded from securing Federally funded contracts. Contractor shall reimburse County for any and all associated costs (repayment, fine and/or penalty) that may be incurred by County as a result of inappropriate claims submitted by or on behalf of one of its staff or vendors that was excluded or suspended regardless of Contractor's prior knowledge of such exclusion or suspension. Failure by Contractor to comply with this provision shall constitute a material breach of this Agreement, upon which County may immediately terminate or suspend this Agreement.

#### **8.6 Complaints**

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

- 8.6.1** Within ten (10) business days of the Effective Date of this Agreement, Contractor shall provide to County with Contractor's policy for receiving, investigating and responding to user complaints.
- 8.6.2** County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
- 8.6.3** If County requests changes to Contractor's policy, then Contractor shall make such changes and resubmit the plan within ten (10) business days to County for approval.

- 8.6.4** If, at any time, Contractor wishes to change its policy regarding complaints, Contractor shall submit proposed changes to County for approval prior to implementing the changes.
- 8.6.5** Contractor shall preliminarily investigate all complaints and notify County's Project Manager, or authorized designee, of the status of the investigation within fifteen (15) business days of receiving the complaint.
- 8.6.6** When complaints cannot be resolved informally, a system of follow-through shall be instituted, which shall adhere to formal plans for specific actions and strict time deadlines.
- 8.6.7** Copies of all written responses shall be sent to County's Project Manager, or authorized designee, within fifteen (15) business days of being mailed to the complainant.

## **8.7 Compliance with Applicable Laws, Rules and Regulations**

- 8.7.1** In the performance of this Agreement, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including, but not limited to, standards of The Joint Commission, its National Patient Safety Goals, California Code of Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Agreement are incorporated herein by reference.
- 8.7.2** Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, agents and volunteers from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, 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.

### **8.7.3 Facility Rules and Regulations**

At any time that Contractor's agents, employees or subcontractors are at a Service Site or other County facility for provision of Services under this Agreement, Contractor and such persons shall be subject to the rules and regulations of that facility. County will provide or make available to Contractor a copy of rules and regulations pertaining to the facility upon execution of this Agreement and updates during its term. It is the responsibility of Contractor to acquaint all persons who may provide Services hereunder with such rules and regulations. Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of Services hereunder upon receipt of written notice from the Director that: (i) such employee or subcontractor has violated such rules or regulations, or (ii) such

employee's or subcontractor's actions while at the County facility may adversely affect the delivery of health care services to County patients.

## **8.8 Compliance with Civil Rights Laws – Anti-Discrimination and Affirmative Action Laws**

**8.8.1** 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); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Agreements, Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital status, military and veteran status or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by this Agreement.

**8.8.2** Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital status, military and veteran status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

**8.8.3** Contractor certifies to County each of the following:

- a) That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
- b) That Contractor periodically conducts a self-analysis or utilization analysis of its work force.
- c) That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
- d) Where problem areas are identified in employment practices, Contractor has a system for taking reasonable corrective action to include establishment of goals or timetables.

**8.8.4** Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital status, military and veteran status or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such actions shall include, but are not limited to, employment, upgrading, demotion, transfer, recruitment and recruitment advertising, layoff and termination,



rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.8.5** Contractor certifies and agrees that it will deal with its subcontractors, bidders and vendors without regard to or because of race, color, religious creed, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital status, military and veteran status or political affiliation.
- 8.8.6** Contractor certifies and agrees that it, its affiliates, subsidiaries and holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital status, military and veteran status or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by this Agreement.
- 8.8.7** Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.8 when so requested by County.
- 8.8.8** If County finds that any provisions of this Paragraph 8.8 have been violated, such violation shall constitute a material breach of this Agreement, upon which County may terminate or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Agreement.
- 8.8.9** The parties agree that in the event that Contractor violates any of the anti-discrimination provisions of this Agreement, County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) from Contractor for each such violation, pursuant to California Civil Code Section 1671, as liquidated damages in lieu of terminating or suspending this Agreement.

## **8.9 Compliance with County's Jury Service Program**

### **8.9.1 Jury Service Program**

This Agreement is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (hereinafter "Jury Service Program"), as codified in [Sections 2.203.010 through 2.203.090 of the Los Angeles County Code](#).

**8.9.2 Written Employee Jury Service Policy**

- a) Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program ([Section 2.203.020 of the County Code](#)) or that Contractor qualifies for an exception to the Jury Service Program ([Section 2.203.070 of the County Code](#)), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
- b) For purposes of this Paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: (i) the lesser number is a recognized industry standard as determined by County, or (ii) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses a subcontractor to perform Services for County under the Agreement, the subcontractor shall also be subject to the provisions of this Paragraph. The provisions of this Paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to such agreement.
- c) If Contractor is not required to comply with the Jury Service Program when the Agreement commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during the term of the Agreement and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.



- d) Contractor's violation of this Paragraph may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate this Agreement and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.10 Conflict of Interest**

**8.10.1** No County employee whose position with County enables such employee to influence the award or administration of this Agreement or any competing agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Agreement. No officer or employee of Contractor who may financially benefit from the performance of work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.

**8.10.2** Contractor shall comply with all conflict of interest laws, ordinances and regulations now in effect or hereafter to be enacted during the term of this Agreement. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph 8.10 shall be a material breach of this Agreement.

## **8.11 Consideration of Hiring County Employees Targeted for Layoff or on a County Re-Employment List**

Should Contractor require additional or replacement personnel after the Effective Date of this Agreement to perform the Services set forth herein, Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the term of this Agreement.

## **8.12 Consideration Of Hiring GAIN/ START Participants**

**8.12.1** Should Contractor require additional or replacement personnel after the Effective Date of this Agreement, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services (hereinafter "DPSS") Greater Avenues for Independence (hereinafter "GAIN") Program or Skills and Training to Achieve Readiness for Tomorrow (hereinafter "START") Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN/START participants by job category to Contractor. Contractor shall report all job openings with job requirements to: [gainstart@dpss.lacounty.gov](mailto:gainstart@dpss.lacounty.gov) and

[bservices@opportunity.lacounty.gov](mailto:bservices@opportunity.lacounty.gov); and DPSS will refer qualified GAIN/START job candidates.

- 8.12.2** In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees shall be given first priority.

### **8.13 Contractor Responsibility and Debarment**

#### **8.13.1 Responsible Contractor**

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

#### **8.13.2 Chapter 2.202 of the County Code**

Contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Agreement, debar 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 Contractor may have with County.

#### **8.13.3 Non-responsible Contractor**

County may debar Contractor if County's Board of Supervisors (hereinafter "Board") finds, in its discretion, that Contractor has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by County, (2) committed an act or omission which negatively reflects on Contractor's quality, fitness or capacity to perform a contract with County, any other public entity or a nonprofit corporation created by 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 County or any other public entity.

#### **8.13.4 Contractor Hearing Board**

- a) If there is evidence that Contractor may be subject to debarment, the Department will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- b) The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity

- to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
- c) After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to Board. The Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
  - d) If 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. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (i) elimination of the grounds for which the debarment was imposed; (ii) a bona fide change in ownership or management; (iii) material evidence discovered after debarment was imposed; or (iv) any other reason that is in the best interests of County.
  - e) The Contractor Hearing Board will consider a request for review of a debarment determination only where (a) Contractor has been debarred for a period longer than five (5) years; (b) the debarment has been in effect for at least five (5) years; and (c) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
  - f) The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**8.13.5 Subcontractors of Contractor**

These terms shall also apply to subcontractors of Contractor.

**8.14 Contractor's Acknowledgement and notice to its employees of the Safely Surrendered Baby Law**

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, a Fact Sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County and information on where and how to safely surrender a baby. Additionally, Contractor understands that it is County's policy to encourage all County contractors, including Contractor, to voluntarily post County's "Safely Surrendered Baby Law Poster" (available in English, Spanish, Chinese and Korean) in a prominent position at Contractor's place of business. Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractors' place of business. Information and posters for printing are available at [www.babysafela.org](http://www.babysafela.org).

**8.15 Contractor's Warranty of Adherence to County's Child Support Compliance Program**

**8.15.1** Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from 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 County and its taxpayers.

**8.15.2** As required by County's Child Support Compliance Program ([County Code Chapter 2.200](#)) and without limiting Contractor's duty under this Agreement to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

**8.16 Contractor's Exclusion from Participating in a Federally Funded Program**

**8.16.1** Contractor hereby warrants that neither it nor any of its subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors is restricted or excluded from providing services under any health care program funded by the Federal government, directly or indirectly, in whole or in part, (which includes Medicare, Medi-Cal and Healthy Families) and that Contractor will notify the Director within ten (10) calendar days in writing of: (i) any event that would require Contractor or any aforementioned parties mandatory exclusion or suspension from participation in a Federally funded health

care program; and (ii) any exclusionary or suspension action taken by any agency of the Federal or State governments against any of the aforementioned parties barring these parties from participating in a Federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

**8.16.2** Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any exclusion or suspension of Contractor or its subcontractors' owners, officers, partners, directors, other principals, employees or independent contractors from such participation in a Federally funded health care program.

**8.16.3** Failure by Contractor to meet the requirements of this Paragraph shall constitute a material breach of contract upon which County may immediately terminate or suspend this Agreement.

### **8.17 County's Quality Assurance Plan**

County or its agent will monitor Contractor's performance under this Agreement, which will include assessing Contractor's compliance with all Agreement terms and conditions and performance standards, as further specified in Exhibit B (Statement of Work). Contractor deficiencies which County determines are significant or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Agreement or impose other penalties as specified in the Agreement.

### **8.18 Damage to County Facilities, Buildings and Grounds**

**8.18.1** Contractor shall repair, or cause to be repaired, at its own cost and expense, any and all damage other than normal wear and tear to County facilities, buildings or grounds caused by Contractor or employees, agents or subcontractors of Contractor during performance of Services under this Agreement. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

**8.18.2** If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

**8.18.3** County reserves the unilateral right to make any repairs which the Director or authorized designee determines, upon sole discretion, to be a public safety issue requiring immediate repair. County, at its option, will bill Contractor for the cost of such repairs and/or deduct the cost of such repairs from any outstanding amounts owed by County to Contractor.



**8.19 Employment Eligibility Verification**

**8.19.1** 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 Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain from all employees performing work hereunder all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

**8.19.2** Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify, defend, and hold harmless, County, its agents, officers, employees and volunteers from employer sanctions and any other liability which may be assessed against Contractor or 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 Agreement.

**8.20 Counterparts; Electronic Signatures and Representations**

This Agreement and any Amendments or modifications thereto may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

County and Contractor hereby agree to regard appropriate facsimile or digital representations of original signatures of authorized officers of each party on the Agreement related documents, received via an electronic communicative (facsimile, email or electronic signature), as legally sufficient evidence that legally binding signatures have been affixed to such documents.

**8.21 Fair Labor Standards**

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall, subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, indemnify, defend, and hold harmless County and its agents, officers, employees and volunteers 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 Contractor's employees, for which County may be found jointly or solely liable.

**8.22 Federal Access to Records**

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, Contractor agrees that for a period of four (4) years following the furnishing of Services under this Agreement, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the

United States, or to any of their authorized representatives, the agreements, books, documents and records of Contractor which are necessary to verify the nature and extent of the costs of Services provided hereunder. Furthermore, if Contractor carries out any of the Services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

## **8.23 Performance During Emergencies/Force Majeure Events**

Contractor recognizes that healthcare facilities maintained by County, including the Service Sites, provide care essential to the residents of the communities they serve and that these Service Sites may be of particular importance at the time of a fire, flood, epidemic, quarantine restriction, riot, insurrection, civil unrest, natural disaster/occurrence, strike, lockout, freight embargo or other similar event (hereinafter in this Paragraph each such event is referred to as an "emergency" or "force majeure event").

Notwithstanding any other provision of this Agreement, full performance by Contractor during any emergency is not excused if such performance remains physically possible, unless otherwise directed by County. Failure by Contractor to comply with this requirement shall be considered a material breach by Contractor, for which County may immediately terminate this Agreement.

In the event Contractor's failure to perform arises as a result of an emergency, 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 delays caused by such emergency/force majeure event.

## **8.24 Governing Law, Jurisdiction and Venue**

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in Los Angeles County.

## **8.25 Protection of Medical Information**

### **8.25.1 Health Insurance Portability and Accountability Act Compliance**

Contractor acknowledges the existence of the Health Insurance Portability and Accountability Act of 1996 (hereinafter "HIPAA") and its implementing regulations. Contractor further acknowledges and agrees that, as a provider of Services under this Agreement, it has obligations with respect to the confidentiality, privacy and security of patient' medical information (also, "PHI" under HIPAA) and must take certain steps to preserve the confidentiality of this information, both internally and externally, including the training of its staff and the establishment of proper procedures for the release of such information, including the use of appropriate consents and authorizations specified under HIPAA.

Contractor, therefore, agrees that (a) it and any staff providing Services under this Agreement shall preserve the confidentiality of PHI and shall comply with all other obligations and provisions relating to HIPAA that may be specified herein, including Exhibit A (Additional Provisions) to the Agreement, and (b) it shall, subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, indemnify and hold harmless County (including its officers, employees, agents and volunteers) for any damages to County that may be attributable to failure to preserve the confidentiality of PHI or to comply with the applicable obligations under HIPAA.

#### **8.25.2 Confidentiality of Medical Information Act**

Contractor acknowledges that County is subject to the Confidentiality of Medical Information Act (hereinafter "CMIA"), which protects the confidentiality of individually identifiable medical information obtained by health care providers. As a contractor of County, Contractor, therefore, agrees to comply with the CMIA and shall not disclose any stored or accessible medical information regarding a patient, enrollee or subscriber.

#### **8.25.3 Remedies**

Failure on the part of Contractor to comply with any of the provisions of this Paragraph 8.25 shall constitute a material breach of this Agreement, upon which County may suspend or terminate the Agreement for default, at its sole discretion, and/or take such other actions as deemed necessary or appropriate by County or required by law. Contractor also acknowledges and agrees that due to the unique nature of the sensitive information addressed in this Paragraph 8.25 there can be no adequate remedy at law for any breach of Contractor's obligations hereunder, and, therefore, upon any such breach or any threat thereof, County shall be entitled to appropriate equitable remedies and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss, in addition to whatever remedies County might have at law or equity.

### **8.26 Independent Contractor Status**

**8.26.1** This Agreement is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

**8.26.2** Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits; and County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on



behalf of Contractor. Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify, defend and hold harmless County, its officers, employees, agents and volunteers from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, 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 or any of its agents or subcontractors to provide the requisite compensation or benefits to its employees, including unpaid wages.

Consistent with the foregoing, County shall have no liability, and Contractor shall be solely and fully liable and responsible, to any of Contractor's employees, subcontractors or other persons providing work under this Agreement on behalf of Contractor, if any such person is unable to work or is required to stop working (permanently or temporarily) as a result of the person's exposure to an infectious disease or other hazard while performing work pursuant to the Agreement, even if such person complied with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, including those relating to the work site.

**8.26.3** Nothing in this Paragraph is intended in any way to alter or release Contractor from obligation to obtain and maintain the requisite workers' compensation coverage pursuant to Paragraph 8.29.3 (Workers' Compensation and Employers' Liability) below. Contractor understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Agreement.

**8.26.4** Contractor shall adhere to the provisions of Paragraph 7.4 (Confidentiality).

## **8.27 Indemnification**

Contractor shall indemnify, defend and hold harmless County, its Special Districts, elected and appointed officers, employees, agents and volunteers (hereinafter "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 Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

Any legal defense pursuant to Contractor's indemnification obligations under the Agreement shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and

expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its reasonable judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

## **8.28 General Provisions for All Insurance Coverage**

Without limiting Contractor's indemnification of County and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Contractor shall provide and maintain at its own expense insurance, during the term of the Agreement, coverage satisfying the requirements specified in this Paragraph 8.28 and Paragraph 8.29 (Insurance Coverage) below. These minimum insurance coverage terms, types and limits (hereinafter "Required Insurance") also are in addition to and separate from any other contractual obligations imposed upon Contractor pursuant to this Agreement, including those that may be specified in Exhibit A (Additional Provisions) to this Agreement. County in no way warrants that the Required Insurance is sufficient to protect Contractor for liabilities which may arise from or relate to this Agreement.

### **8.28.1 Evidence of Coverage and Notice to County**

- a) Certificate(s) of insurance coverage (hereinafter "Certificate") satisfactory to County and a copy of an Additional Insured endorsement confirming County and its Agents (as defined below) has been given Insured status under Contractor's General Liability policy shall be delivered to County at the email address specified below and provided prior to commencing services under this Agreement.
- b) Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. County reserves the right to obtain complete, certified copies of any required Contractor and/or subcontractor insurance policies at any time.
- c) Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement 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 Contractor identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- d) Neither County's failure to obtain, nor 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 Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

- e) Certificates and copies of any required endorsements shall be emailed to the County of Los Angeles, Department of Health Services, Contracts and Grants Division, as the Certificate Holder at:

[cgcontractorinsurance@dhs.lacounty.gov](mailto:cgcontractorinsurance@dhs.lacounty.gov)

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

#### **8.28.2 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (hereinafter collectively "County and its Agents") shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of County. County's and its Agents' additional insured status shall apply with respect to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to Contractor or to County. The full policy limits and scope of protection also shall apply to County and its Agents as an additional insured, even if they exceed 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.

#### **8.28.3 Cancellation of or Changes in Insurance**

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

**8.28.4 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of this Agreement, upon which County immediately may withhold payments due to Contractor and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, 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.

**8.28.5 Insurer Financial Ratings**

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

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

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

**8.28.7 Waivers of Subrogation**

To the fullest extent permitted by law, 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 Agreement. Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

**8.28.8 Subcontractor Insurance Coverage Requirements**

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

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

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

executed by a corporate surety licensed to transact business in the State of California.

#### **8.28.10 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the Effective Date of this Agreement. Contractor understands and agrees it shall maintain such coverage for a period of no less than three (3) years following the Agreement's expiration, termination or cancellation.

#### **8.28.11 Application of Excess Liability Coverage**

Contractor 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.

#### **8.28.12 Separation of Insureds**

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

#### **8.28.13 Alternative Risk Financing Programs**

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. County and its Agents shall be designated as an Additional Covered Party under any approved program.

#### **8.28.14 County Review and Approval of Insurance Requirements**

County reserves the right to review and adjust the Required Insurance provisions based on County's determination of changes in risk exposures.

### **8.29 Insurance Coverage**

Contractor shall obtain and maintain for the term of the Agreement the insurance programs and coverages as specified in this Paragraph below.

#### **8.29.1 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:	\$2 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

**8.29.2 Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Agreement, including owned, leased, hired and/or non-owned autos, as each may be applicable.

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

### **8.30 Licenses, Permits, Registrations, Accreditations and Certificates**

Contractor shall obtain and maintain in effect during the term of this Agreement, all valid licenses, permits, registrations, accreditations, and certificates required by law which are applicable to its performance of this Agreement, and shall ensure that all of its officers, employees and agents that perform Services under this Agreement obtain and maintain in effect during the term of this Agreement, all licenses, permits, registrations, accreditations and certificates required by law, which are applicable to their performance of Services hereunder. All such licenses, permits, registrations, accreditations and certifications relating to Services hereunder shall be made available by Contractor to County upon request, unless stated otherwise in the Statement of Work or instructed by County.

### **8.31 Liquidated Damages**

**8.31.1** If, in the judgment of the Director, or authorized designee, Contractor is deemed to be non-compliant with the terms or obligations assumed hereby, the Director, or authorized designee, upon sole discretion, in addition to and/or in lieu of other remedies provided herein, may withhold or deduct from the payments due to Contractor by County or otherwise withhold certain amount(s) for deficiently performed Services, including delays, as specified in this Paragraph below. A description of the deficiencies and the amount(s) to be deducted from payments due to Contractor or otherwise withheld will be provided to Contractor by the Director, or authorized designee, in a written notice describing the reasons for such action.



**8.31.2** If the Director, or authorized designee, determines that there are deficiencies in the performance of this Agreement, which in the judgment of the Director, or authorized designee, are deemed correctable by Contractor within a reasonably short period of time, the Director, or authorized designee, will provide a written notice to Contractor to correct the deficiencies within a specified time frame. Should Contractor fail to correct deficiencies within such time frame, the Director may:

a) To the extent applicable, deduct applicable pro rata portions of the amounts payable to Contractor; 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 Contractor to correct the deficiencies within the specified time frame. The parties, therefore, hereby agree that, under the current circumstances, a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, and Contractor shall be liable to County for liquidated damages in such amount. Any liquidated damages assessed by County under the Agreement shall be deducted or otherwise withheld from County's payments due to Contractor; and/or

c) Upon five (5) days' prior notice to Contractor for failure to correct the deficiencies, County may correct any and all deficiencies and deduct from County's payments due to Contractor or otherwise withhold the total costs incurred by County for completion of the work by an alternate source, whether by County or a County engaged third party, as determined by County.

**8.31.3** Assessment by County of liquidated damages as described in this Paragraph above shall not be construed as a penalty, but as adjustment of payment(s) to Contractor for County's recovery of the costs due to the failure of Contractor to complete or comply with the provisions of this Agreement.

**8.31.4** This Paragraph shall not, in any manner, restrict or limit County's right to damages for any breach of this Agreement provided by law or as otherwise specified in the Agreement and shall not, in any manner, restrict or limit County's right to terminate this Agreement.

## **8.32 Most Favored Public Entity**

If Contractor's prices decline or Contractor provides at any time during the term of this Agreement 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 the Agreement, then such lower prices shall be immediately extended to County.

**8.33 Non-Exclusivity**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Agreement shall not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

**8.34 Notice of Delays**

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

**8.35 Notice of Disputes**

Contractor shall bring to the attention of County's Project Manager, or authorized designee, any dispute between County and Contractor regarding the performance of Services. If such individual is not able to resolve the dispute on behalf of County, the dispute shall be escalated for resolution to County's Project Director, or authorized designee.

**8.36 Notice to Employees Regarding the Federal Earned Income Credit**

Contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

**8.37 MINIMUM WAGE FOR HEALTH CARE WORKERS**

The Services provided under this Agreement may be subject to the requirements of the California Senate Bill 525 (hereinafter "SB 525"), as codified under California Labor Code Section 1182.14 et seq. and elsewhere under California law. To the extent SB 525 is applicable to Contractor and the Services provided hereunder, Contractor agrees to comply with the requirements of SB 525, as such may be amended, and, during the term of the Agreement, pay its employees, at a minimum, the applicable SB 525 minimum wage rate (hereinafter "SB 525 Wage Rate"), including for provision of Services under the Agreement. If Contractor is also subject to the provisions of County's ordinance entitled "Living Wage Program" as codified in [Sections 2.201.010 through 2.201.100 of the Los Angeles County Code](#) (hereinafter "Living Wage Program"), then the minimum wage rate for purposes of the Living Wage Program shall be the greater of the current hourly living wage rate published by County and the SB 525 Wage Rate, if applicable.

**8.38 Notices**

All notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be mailed by first-class registered or certified mail, postage prepaid, or emailed to the applicable contacts identified in Exhibit E (County's Administration) and Exhibit F (Contractor's Administration). Contact information may be changed by either party by provision of a ten (10) days' prior written notice thereof to the other party.



### 8.39 Prohibition against Inducement and Persuasion

Notwithstanding any other provision of this Agreement, Contractor and County agree that, during the term of this Agreement and for a period of one (1) year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### 8.40 Public Records Act

**8.40.1** Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books and accounting records provided pursuant to Paragraph 8.42 (Record Retention and Inspection/Audit Settlement) of this Agreement; as well as any documents that may have been submitted in response to a solicitation resulting in this Agreement, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements identified in the [California Government Code Section 7921 et seq.](#) (hereinafter "Public Records Act") and which are marked "trade secret", "confidential" or "proprietary". County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law or by an order issued by a court of competent jurisdiction.

**8.40.2** In the event 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 any response to a solicitation resulting in this Agreement, which is marked as "trade secret", "confidential" or "proprietary", Contractor agrees to defend and, subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### 8.41 Publicity

**8.41.1** Contractor shall not disclose any details in connection with this Agreement to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under this Agreement within the following conditions:

- a) Contractor shall develop all publicity material in a professional manner; and
- b) During the term of this Agreement, Contractor shall not, and shall not authorize any others to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the Director, or authorized designee. County will not unreasonably withhold its consent.

- 8.41.2** Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Agreement with the County of Los Angeles, provided that the requirements of this Paragraph 8.41 shall apply.

**8.42 Record Retention and Inspection/Audit Settlement**

- 8.42.1** Contractor shall maintain and, upon County's request, provide accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Agreement, during the term of the Agreement and for a minimum of five (5) years following its expiration or termination (hereinafter in this Paragraph 8.42 "retention period").

- 8.42.2** Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy and transcribe any pertinent transaction, activity or record relating to this Agreement, including (hereinafter for purposes of this Paragraph 8.42 "records"). All such records, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Agreement and for the duration of the retention period thereafter, unless County's written permission is given to dispose of any such records prior to such time. All such records shall be maintained by Contractor at a location in Los Angeles County, provided that if any such records are located outside Los Angeles County, then, at County's option, Contractor shall pay County for travel, per diem and any other costs incurred by County to examine, audit, excerpt, copy and/or transcribe such records at such location outside of Los Angeles County.

In the event such records are maintained by Contractor at a location outside of Los Angeles County or if permitted by County, Contractor may satisfy the requirements of this Paragraph 8.42.2 by transmitting the records to County electronically, provided that (i) Contractor shall encrypt all records transmitted on networks outside of Contractor's control with Transport Layer Security (hereinafter "TLS") 1.2 or higher or Internet Protocol Security (hereinafter "IPSec"), at a minimum, cipher strength of 128 bit or an equivalent secure transmission protocol or method approved by County's Chief Information Security Officer, or authorized designee, and (ii) all such records shall be rendered unusable, unreadable and indecipherable to unauthorized individuals. The parties may also agree on an alternate method of providing the requested records to County.

- 8.42.3** In the event that an audit of Contractor is conducted specifically regarding this Agreement by any Federal or State auditor or by any auditor or accountant employed by Contractor or otherwise, including

audits conducted by the Medicare and Medi-Cal programs, or both, then Contractor shall file a copy of each such audit report, including Service Organization Controls (hereinafter "SOC1") Reports, with County's Auditor-Controller within thirty (30) days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

**8.42.4** Failure on the part of Contractor to comply with any of the provisions of this Paragraph 8.42 shall constitute a material breach of this Agreement upon which County may terminate or suspend this Agreement.

**8.42.5** If, at any time during the term of this Agreement or during the retention period after the expiration or termination of this Agreement, representatives of County conduct an audit of Contractor regarding the work performed under this Agreement, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: (a) prepaid by Contractor to County by cash payment upon demand or (b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Agreement or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor for the work, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for the provision of such work exceed the funds appropriated by County for the work.

#### **8.43 Recycled Bond Paper**

Consistent with the Board's policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

#### **8.44 Restrictions on Lobbying**

If any Federal funds are to be used to pay for Contractor's Services under this Agreement, Contractor shall fully comply with all certification and disclosure requirements prescribed by Section 319 of Public Law 101-121 (31 United States Code Section 1352) and any implementing regulations and shall ensure that each of its subcontractors receiving funds provided under this Agreement also fully complies with all such certification and disclosure requirements.

#### **8.45 Subcontracting**

**8.45.1** County has relied, in entering into this Agreement, on the reputation of and on obtaining the personal performance of Contractor. Consequently, no performance by Contractor of this Agreement may be subcontracted **without the advance written approval of County**. Any attempt by Contractor to subcontract without the prior written consent of County may be deemed a material breach of this Agreement.

- 8.45.2** If Contractor desires to subcontract, Contractor shall provide to County the following:
- a) A detailed description of the work to be performed by the proposed subcontractor;
  - b) A draft copy of the proposed subcontract, unless otherwise instructed by County; and
  - c) Other pertinent information and/or certifications requested by County.
- 8.45.3** Notwithstanding any provision of this Agreement to the contrary, Contractor shall, subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, indemnify, defend and hold harmless County, including its officers, employees and agents, from and against any and all claims, demands, liabilities, damages, costs and expenses, including, but not limited to, defense costs and legal, accounting or other expert consulting or professional fees, in any way arising from or related to Contractor's use of any subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.
- 8.45.4** Notwithstanding County's consent to subcontract, in addition to the provisions under the Agreement that specifically apply to subcontractors, Contractor shall ensure that each subcontractor engaged for provision of Services hereunder complies with the following provisions:
- a) Base Agreement – Paragraph 7.4 (Confidentiality)
  - b) Base Agreement – Paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)
  - c) Base Agreement – Paragraph 8.8 (Compliance with Civil Rights Laws – Anti-Discrimination and Affirmative Action Laws)
  - d) Base Agreement – Paragraph 8.10 (Conflict of Interest)
  - e) Base Agreement – Paragraph 8.18 (Damage to County Facilities, Buildings and Grounds)
  - f) Base Agreement – Paragraph 8.25 (Protection of Medical Information)
  - g) Base Agreement – Paragraph 8.27 (Indemnification)
  - h) Base Agreement – Paragraph 8.28 (General Provisions for all Insurance Requirements)
  - i) Base Agreement – Paragraph 8.29 (Insurance Coverage)
  - j) Base Agreement – Paragraph 8.30 (Licenses, Permits, Registrations, Accreditations and Certificates)
  - k) Base Agreement – Paragraph 8.41 (Publicity)
  - l) Base Agreement – Paragraph 8.42 (Record Retention and Inspection/ Audit Settlement)

- m) Base Agreement – Paragraph 8.64 (Prohibition from Participation in Future Solicitations)
- n) Exhibit A (Additional Provisions) – Attachment 1 (HIPAA Compliance)
- o) Exhibit D (Acknowledgement and Confidentiality Agreement)

**8.45.5** Contractor shall ensure that each proposed subcontractor is appropriately qualified for provision of Services for which subcontractor is being engaged and shall remain fully responsible for all performances required of Contractor under this Agreement, including those that Contractor has determined to subcontract, notwithstanding County's approval of Contractor's proposed subcontract. Furthermore, subcontracting of any Services under this Agreement shall not be construed to limit, in any way, Contractor's performance, obligations or responsibilities to County or limit, in any way, any of County's rights or remedies contained in this Agreement.

**8.45.6** County's consent to subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Agreement. Contractor is responsible to notify its subcontractors of this County right.

**8.45.7** The Director, or designee, is authorized to act for and on behalf of County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by County, Contractor shall forward a fully executed subcontract to County for its files.

**8.45.8** Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents and successors in interest arising through Services performed hereunder, notwithstanding County's consent to subcontract.

**8.45.9** Contractor shall obtain certificates of insurance, which establish that either (i) the proposed subcontractor maintains all the programs of insurance required under this Agreement, or (ii) Contractor has procured such insurance coverage for the proposed subcontractor. Before any subcontractor employee may perform any work hereunder, Contractor shall ensure delivery of all such documents to:

[cgcontractorinsurance@dhs.lacounty.gov](mailto:cgcontractorinsurance@dhs.lacounty.gov).

#### **8.46 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program**

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.15 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure by Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which County may terminate this Agreement pursuant to Paragraph 8.48 (Termination for Default) and/or pursue debarment of Contractor pursuant to [County Code Chapter 2.202](#).



**8.47 Termination for Convenience**

County may terminate or suspend this Agreement, in whole or in part, from time to time or permanently, when such action is deemed by County, in its sole discretion, to be in its best interest. Termination/suspension of work hereunder shall be effected by notice to Contractor specifying the extent to which performance of work is terminated/suspended and the date upon which such termination/suspension will become effective, which will be no less than ten (10) days after the notice is provided. Contractor shall be subject to the requirements of Paragraph 8.53 (Effect of Termination) in the event of County's termination and, to the extent applicable, suspension of this Agreement as provided herein.

**8.48 Termination for Default**

**8.48.1** County may, by written notice to Contractor, terminate the whole or any part of this Agreement if, in the judgment of the Director or designee:

- a) Contractor has materially breached this Agreement;
- b) Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service or other work required under this Agreement; or
- c) Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Agreement or of any obligations of this Agreement and, in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure; or
- d) Contractor or any of its personnel providing Services under the Agreement (i) fail to comply with any directions or instructions by or on behalf of County issued pursuant to the Agreement or (ii) may be engaging in a course of conduct which poses an imminent danger to the life or health of County patients.

**8.48.2** In the event that County terminates this Agreement in whole or in part as provided in Paragraph 8.48.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and services similar to those so terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions of this Paragraph.

**8.48.3** Except with respect to defaults of any subcontractor, Contractor shall not be liable for any such excess costs of the type identified in Paragraph 8.48.2 if its failure to perform this Agreement arises out of a force majeure event (as defined in Paragraph 8.23 (Performance During Emergencies/Force Majeure Events)); but in every case, the failure to perform must be beyond the control and without the fault or negligence of 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 Contractor and subcontractor and without the fault or negligence of either of them, then Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Paragraph 8.48.3, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

**8.48.4** If, after County has given notice of termination under the provisions of this Paragraph 8.48, it is determined by County that Contractor was not in default under the provisions of this Paragraph 8.48 or that the default was excusable under the provisions of Paragraph 8.48.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 8.47 (Termination for Convenience).

**8.48.5** The rights and remedies of County provided in this Paragraph 8.48 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

#### **8.49 Termination for Improper Consideration**

**8.49.1** County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment or extension of this Agreement or the making of any determinations with respect to Contractor's performance pursuant to this Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

**8.49.2** Contractor shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made to the County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.

**8.49.3** Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.50 Termination for Insolvency**

**8.50.1** County may terminate this Agreement forthwith in the event of the occurrence of any of the following:

a) **Insolvency of Contractor**

Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or

not a petition has been filed under the Federal Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

- b) The filing of a voluntary or involuntary petition regarding Contractor under the Federal Bankruptcy Code;
- c) The appointment of a Receiver or Trustee for Contractor; or
- d) The execution by Contractor of a general assignment for the benefit of creditors.

**8.50.2** The rights and remedies of County provided in this Paragraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

### **8.51 Termination for Non-Adherence to County Lobbyist Ordinance**

Contractor, and each County Lobbyist or County Lobbying firm as defined in [County Code Section 2.160.010](#), retained by Contractor, shall fully comply with County's Lobbyist Ordinance under [County Code Chapter 2.160](#). Failure on the part of Contractor or any County Lobbyist or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Agreement, upon which County may, in its sole discretion, immediately terminate or suspend this Agreement.

### **8.52 Termination for Non-Appropriation of Funds**

Notwithstanding any other provision of this Agreement, County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's future fiscal years unless and until the Board appropriates funds for this Agreement in County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. County shall notify Contractor in writing of any such non-allocation of funds at the earliest possible date.

### **8.53 Effect of Termination**

**8.53.1** In the event of termination of this Agreement as provided hereunder or upon the expiration of the Agreement, as applicable, and unless otherwise specified by County in writing:

- a) Contractor shall continue the performance of this Agreement to the extent not terminated;
- b) Contractor shall cease to perform the Services being terminated on the date and to the extent specified in such notice and provide to County all Services and/or deliverables completed and those in progress on a media reasonably requested by County, if applicable;
- c) Where such termination is not due to default or breach by Contractor, County will pay to Contractor all sums due for

Services properly performed through the effective date of such expiration or termination;

- d) Contractor shall return to County any monies paid in advance by County, yet unearned by Contractor, including any prepaid fees, no later than thirty (30) days after the date of County's termination of this Agreement, whether for convenience or any default or breach hereunder; and
- e) Contractor shall promptly return to County any and all of County's confidential information that relates to the portion of the Agreement terminated by County on a media reasonably requested by County.

**8.53.2** After receipt of a notice of termination and except as otherwise directed by County, Contractor shall immediately:

- a) Stop work under this Agreement, as identified in such notice;
- b) Transfer title and deliver to County all completed work and work in process; and
- c) Complete performance of such part of the work as shall not have been terminated by such notice.

**8.53.3** Following expiration or any termination of this Agreement, Contractor shall maintain all material including books, records, documents and any other evidence bearing on the costs and expenses of Contractor under this Agreement, in accordance with Paragraph 8.42 (Record Retention and Inspection/Audit Settlement).

**8.53.4** Expiration or termination of this Agreement for any reason will not release either party from any liabilities or obligations set forth in this Agreement, which (i) the parties have expressly agreed in writing will survive any such expiration or termination, or (ii) which remain to be performed or by their nature would be intended to be applicable following any such expiration or termination.

#### **8.54 Intentionally Omitted**

#### **8.55 Validity and Enforceability**

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, unenforceable or illegal, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, and any part of the Agreement held to be invalid or unenforceable shall be revised so as to make it valid and enforceable, consistent with the intent of the parties expressed in that provision. The rights and remedies provided herein shall not be exclusive and are in addition to any other rights and remedies in law or equity.

#### **8.56 Waiver**

No waiver by County of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of County to

enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Paragraph 8.56 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

#### **8.57 Warranty against Contingent Fees**

**8.57.1** Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

**8.57.2** For breach of this warranty, County shall have the right to terminate this Agreement and, at its sole discretion, deduct from the amounts due to Contractor or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

#### **8.58 Warranty of Compliance with County's Defaulted Property Tax Reduction Program**

**8.58.1** 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.

**8.58.2** 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 Agreement will maintain compliance, with [Los Angeles Code Chapter 2.206](#).

#### **8.59 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program**

Failure by Contractor to maintain compliance with the requirements set forth in Paragraph 8.58 (Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program) shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure by Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor pursuant to [County Code Chapter 2.206](#).

#### **8.60 Time Off for Voting**

Contractor shall notify its employees and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law ([Elections Code Section 14000](#)). No less than ten (10) days before every statewide election, Contractor and subcontractors shall 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 such [Section 14000](#).

**8.61 Compliance with County's Zero Tolerance Policy on Human Trafficking**

- 8.61.1** Contractor acknowledges that County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.
- 8.61.2** If Contractor or a member of Contractor's staff is convicted of a human trafficking offense, County shall require that Contractor or such member of Contractor's staff be removed immediately from performing services under this Agreement. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.
- 8.61.3** Disqualification of any member of Contractor's staff pursuant to this Paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

**8.62 Compliance with Fair Chance Employment Hiring Practices**

Contractor shall comply and ensure that all of its subcontractors comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#), Employment Discrimination: Conviction History. Contractor's violation of this Paragraph of the Agreement may constitute a material breach of the Agreement, upon which County may, in its sole discretion, terminate this Agreement.

**8.63 Compliance with County Policy of Equity**

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

**8.64 Prohibition from Participation in Future Solicitations**

A bidder, proposer or other respondent to a County solicitation or Contractor, as applicable, or a subsidiary or subcontractor thereof (hereinafter for purposes of this provision "Vendor"), is prohibited from submitting a bid, proposal or other response to a County solicitation if the Vendor has provided advice or consultation for the solicitation. A Vendor is also prohibited from submitting a bid, proposal or other response to a County solicitation if the Vendor has developed or prepared any of the solicitation materials on behalf of County. A violation of this provision shall result in the disqualification of the Vendor from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision shall survive the expiration or other termination of this Agreement.

**8.65 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 (hereinafter "IIPP") that addresses hazards pertaining to the particular workplace covered by such program.

**8.66 Campaign Contribution Prohibition**

Pursuant to California [Government Code Section 84308](#), Contractor and its agents and subcontractors are prohibited from making a contribution of more than \$500 to any County officer for twelve (12) months after the date of the final decision in the proceeding involving this Agreement.

By executing this Agreement, Contractor represents and warrants that neither it nor any of its agents or subcontractors shall make a contribution of more than \$500 to any County officer for twelve (12) months following the Effective Date of the Agreement.

Failure to comply with the provisions of California [Government Code Section 84308](#) and of this Paragraph may be a material breach of the Agreement as determined in the sole discretion of County.

**8.67 No Intent to Create a Third Party Beneficiary Contract**

Notwithstanding any other provision of this Agreement, the parties do not in any way intend that any person shall acquire any rights as a third party beneficiary under this Agreement.

**8.68 Contractor's Charitable Activities Compliance**

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

**8.69 Intellectual Property Indemnification**

**8.69.1** Subject to the provisions of Paragraph 8.27 (Indemnification) hereunder, Contractor shall indemnify, defend and hold harmless County from and against any and all liability, damages, costs, losses, fees and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and/or utilization of Contractor's Services under this Agreement, including any products of or tools or methodologies used in the provision of Services hereunder.



- 8.69.2** In the event any product of or tool or methodology used in the provision of any Services hereunder becomes the subject of any complaint, claim or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined or subjected to a risk of damages, Contractor, at its sole cost and expense, and provided that County's continued use of Contractor's Services is not materially impeded, shall do one or any of the following:
- a) Procure for County all rights to continued use of the questioned product, tool or methodology; or
  - b) Replace the questioned product, tool or methodology with a non-questioned item; or
  - c) Modify the questioned product, tool or methodology to render it free of claims.

## **8.70 Survival**

In addition to any provisions of this Agreement which specifically state that they will survive the termination or expiration of this Agreement and any rights and obligations under this Agreement which by their nature should survive, the following Paragraphs and Exhibits shall survive any termination or expiration of this Agreement:

- Base Agreement – Paragraph 5.3 (No Payment for Services Provided Following Expiration/Termination of Agreement)
- Base Agreement – Paragraph 7.4 (Confidentiality)
- Base Agreement – Paragraph 8.7 (Compliance with Applicable Laws, Rules and Regulations)
- Base Agreement – Paragraph 8.24 (Governing Law, Jurisdiction and Venue)
- Base Agreement – Paragraph 8.25 (Protection of Medical Information)
- Base Agreement – Paragraph 8.27 (Indemnification)
- Base Agreement – Paragraph 8.28 (General Provisions for All Insurance Coverage)
- Base Agreement – Paragraph 8.29 (Insurance Coverage)
- Base Agreement - Paragraph 8.42 (Record Retention and Inspection/Audit Settlement)
- Base Agreement - Paragraph 8.46 (Termination for Breach Of Warranty To Maintain Compliance with County's Child Support Compliance Program)
- Base Agreement - Paragraph 8.64 (Prohibition from Participation in Future Solicitations)
- Base Agreement - Paragraph 8.70 (Survival)
- Exhibit A (Additional Provisions)
- Exhibit D (Acknowledgement and Confidentiality Agreement)

**8.71 Preference Programs [if applicable]**

**8.71.1** This Agreement is subject to one of the following preference programs as codified in the Los Angeles County Code (hereinafter each a "Preference Program"):

- a) Local Small Business Enterprise (LSBE) Preference Program – Chapter 2.204
- b) Social Enterprise (SE) Preference Program – Chapter 2.205
- c) Disabled Veteran Business Enterprise (DVBE) Preference Program – Chapter 2.211

**8.71.2** Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as any Preference Program Enterprise or PPE (as defined in Paragraph 5.5 (Preference Program Enterprises – Prompt Payment Program)).

**8.71.3** Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a PPE.

**8.71.4** If Contractor has obtained certification as a PPE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification and which by reason of such certification has been awarded this Agreement to which it would not otherwise have been entitled, Contractor shall:

- a) Pay to County any difference between the Agreement amount and what County's costs would have been if the Agreement had been properly awarded;
- b) In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the Agreement; and
- c) Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

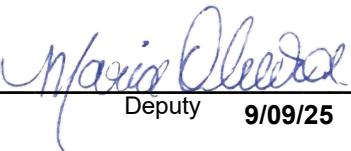
The above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in its status would no longer be eligible for certification and fails to notify the State and County's Department of Economic Opportunity of this information prior to responding to a solicitation or accepting an Agreement award.

**AGREEMENT  
FOR  
LABORATORY COURIER SERVICES**

IN WITNESS WHEREOF, Contractor has executed this Agreement or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement 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.

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

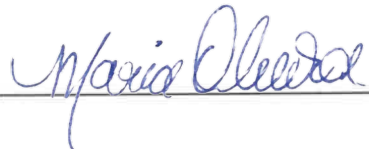
EDWARD YEN  
Executive Officer  
Clerk of the Board of Supervisors

By   
Deputy **9/09/25**



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   
SARA ZIMBLER  
Principal Deputy County Counsel

**CONTRACTOR**

RAPID MEDICAL LOGISTICS, INC.

By

  
Joseph Yenini

Name

Chief Executive Officer

Title

**COUNTY OF LOS ANGELES**


By

  
Kathryn Barger  
Chair, Board of Supervisors

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16 September 9, 2025



EDWARD YEN  
EXECUTIVE OFFICER

**EXHIBIT A**  
**ADDITIONAL PROVISIONS**  
**DEPARTMENT OF HEALTH SERVICES**  
**AGREEMENT**  
**FOR**  
**LABORATORY COURIER SERVICES**

**AGREEMENT No. XXXXXX**

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**EXHIBIT A**  
**ADDITIONAL PROVISIONS**

**1. OVERVIEW**

This Exhibit A (Additional Provisions) to the Agreement, including any attachments hereto (hereinafter also "Additional Provisions"), sets forth the terms and conditions for provision of Services pursuant to the Agreement. These Additional Provisions are in addition to the terms and conditions of the Base Agreement under the Agreement.

Unless otherwise specified herein, those terms and phrases with the initial letter capitalized that are not expressly defined herein shall have the meanings given to such in the Base Agreement under the Agreement.

**2. INFORMATION PRIVACY AND SECURITY**

**2.1 County Information**

By executing the Agreement, Contractor (on behalf of itself and any and all employees, agents and subcontractors) (i) acknowledges and agrees that it will not and may not store, maintain or access on or from non-County equipment/devices any County data or information for provision of Services under the Agreement, and (ii) certifies its compliance with the requirements of this Paragraph 2 prior to commencement of Services hereunder and for as long as Contractor or any of its employees, agents or subcontractors is in possession of any County data or information, including patient, personally identifiable and any other sensitive information (hereinafter "County Information").

**2.2 HIPAA Obligations**

Contractor acknowledges that County is subject the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (hereinafter "HIPAA") and regulations promulgated thereunder, including the Privacy, Security, Breach Notification and Enforcement Rules at 45 Code of Federal Regulations (hereinafter "C.F.R.") Parts 160 and 164 (hereinafter, collectively, "HIPAA Rules"). As a provider of Services for County, Contractor agrees to the applicable provisions relating to HIPAA as specified in Attachment 1 (HIPAA Compliance), attached hereto.

**2.3 Security and Privacy Incidents**

In the event of a security or privacy Incident (as defined below), Contractor shall:

- Promptly notify the DHS Chief Information Security Officer, the DHS Information Security Officer and the DHS Chief Privacy Officer of any suspected, attempted, successful or imminent threat of unauthorized electronic and/or physical access, use, disclosure, breach, modification or destruction (hereinafter "Incident") of County Information within 24 hours of detection. All notifications shall be submitted via encrypted email and telephone to the following:
  - **DHS Chief Information Security Officer and DHS Chief Privacy Officer** – via DHS Enterprise Help Desk at [helpdesk@dhs.lacounty.gov](mailto:helpdesk@dhs.lacounty.gov) and by phone at (323) 409-8000
  - **DHS Chief Information Security Officer** – Jeff Zito at [jzito@dhs.lacounty.gov](mailto:jzito@dhs.lacounty.gov)
  - **DHS Chief Privacy Officer** – Jennifer Papp, RD, CHPC at [jpapp@dhs.lacounty.gov](mailto:jpapp@dhs.lacounty.gov)

- **Departmental (DHS) Information Security Officer** – Vahe Haratounian at [vharatounian@dhs.lacounty.gov](mailto:vharatounian@dhs.lacounty.gov)
- Include the following information in all notices:
  - The date and time of discovery of the Incident;
  - The approximate date and time of the Incident;
  - A description of the type of County Information involved in the reported Incident;
  - A summary of the relevant facts, including a description of measures taken to respond to and remediate the Incident, and any planned corrective action(s) as they are identified; and
  - The name and contact information for the organizations official representative(s), with relevant business and technical information relating to the Incident.
- Cooperate with County to investigate the Incident and seek to identify the specific County Information involved in the Incident as requested by County, without charge, unless the Incident was caused by the acts or omissions of County. As information about the Incident is collected or otherwise becomes available to Contractor, and unless prohibited by law, Contractor shall provide information regarding the nature and consequences of the Incident that are reasonably requested by County to allow County to notify impacted individuals, government agencies and/or credit bureaus.
- Assist and cooperate with forensic investigators, County, law firms and/or law enforcement agencies at the direction of County to help determine the nature, extent and source of any Incident and reasonably assist and cooperate with County on any additional disclosures that County is required to make as a result of the Incident.

Notwithstanding any other provisions in the Agreement, Contractor shall be (i) liable for all damages and fines, (ii) responsible for all corrective action, and (iii) responsible for all notifications arising from an Incident involving County Information caused by Contractor's weaknesses, negligence, errors or lack of information security or privacy controls or provisions or otherwise failure to comply with any of the terms or conditions of this Paragraph 2.

## 2.4 Data Destruction

Contractor that has maintained, processed or stored on non-County equipment/devices any County data and/or information, implied or expressed, has 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 or outside of Los Angeles County. County must receive within ten (10) business days, a signed document from Contractor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable and indecipherable.

Contractor 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. Contractor 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 properly destroyed and is unusable, unreadable, and/or undecipherable.

## **2.5 Equitable Remedies**

Failure on the part of Contractor to comply with any of the provisions of this Paragraph 2 shall constitute a material breach of the Agreement, upon which County may suspend or terminate for default the Agreement, at its sole discretion, and/or take such other actions as deemed necessary or appropriate by County or required by law. Contractor also acknowledges and agrees that due to the unique nature of the sensitive information addressed in this Paragraph 2 there can be no adequate remedy at law for any breach of Contractor's obligations hereunder, and, therefore, upon any such breach or any threat thereof, County shall be entitled to appropriate equitable remedies and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss, in addition to whatever remedies County might have at law or equity.

## **2.6 Privacy and Security Indemnification**

Notwithstanding any provision of the Agreement to the contrary, whether expressly or by implication, Contractor shall indemnify, defend and hold harmless County, its officers, employees and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with or related to any failure by Contractor, including its officers, employees, agents and subcontractors, to comply with (i) the provisions of this Paragraph 2 or (ii) any Federal and/or State laws in connection with accessing, collecting, processing, storing, disclosing or otherwise using any County Information.

Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 2 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **2.7 Survival**

The provisions of this Paragraph 2 shall survive the expiration or termination of the Agreement.

## **3. INSURANCE REQUIREMENTS**

The insurance coverage requirements set forth in Attachment 2 (Additional Insurance Requirements) to this Exhibit A supplement and/or replace those specified in the Base Agreement under the Agreement.

## **4. CONTRACTOR PERSONNEL**

### **4.1 Intentionally Omitted**

## **4.2 Infection Control**

Unless otherwise instructed by County or specified in the Statement of Work, Contractor shall ensure that any of Contractor's staff entering any of County facilities or coming into contact with the public shall comply with and strictly adhere to the applicable County Infection Control and Employee Health Guidelines, provided or made available by County, to prevent the transmission of infections and to ensure prompt and appropriate treatment of Contractor's staff in the event of exposure. If any member of Contractor's staff is diagnosed with having an infectious disease, of which Contractor is made aware, and such person has had contact with a County patient or a member of the public during the usual incubation period for such infectious disease, then Contractor shall report such occurrence to County's Project Manager, or authorized designee for each site where Services were provided by such staff, within twenty-four (24) hours of becoming aware of the diagnosis. Notwithstanding the foregoing, Contractor shall not allow any member of Contractor's staff to come onto County premises if Contractor is aware that such person is diagnosed with having an infectious disease.

For purposes of the Agreement, the infectious diseases reportable hereunder are those listed in the Public Health List of Reportable Diseases (California Code of Regulations, Title 17).

## **4.3 Background and Security Investigations**

Unless otherwise instructed by County or specified in the Statement of Work, all Contractor personnel providing Services under the Agreement shall undergo and pass, to the satisfaction of County, a background investigation as a condition to beginning and continuing to provide any such Services. County will use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. County may elect to perform the background check.

County may request that Contractor's staff member be immediately prohibited from providing Services under the Agreement at any time during the term of the Agreement, if such staff member does not pass a background investigation to the satisfaction of County or whose background or conduct is incompatible with any Service Site access requirements. County will not provide to Contractor or to Contractor's staff any information obtained through County conducted background clearance.

County may also immediately, at its sole discretion, deny or terminate any Service Site access to Contractor's staff that do not pass such investigation(s) to the satisfaction of County or whose background or conduct is incompatible with such Service Site's access requirements.

Disqualification, if any, of Contractor's staff pursuant to this Paragraph 4.3 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of the Agreement.

The provisions of this Paragraph 4.3 shall also apply to subcontractors of Contractor.

## **4.4 Contractor's Staff Identification**

Contractor shall provide, at its sole cost and expense, all staff entering any of County's facilities or other sites, including Services Sites, for provision of Services under this Agreement with a photo identification (hereinafter "ID") badge, which they shall be required to wear or otherwise visibly display at all times while at such sites. Contractor's

staff may be asked by a County representative to leave a County facility or other site of Services if they do not have the proper ID badge on their person.

## **5. PROPRIETARY CONSIDERATIONS**

### **5.1 License**

Contractor hereby grants to County, its authorized users and patients a license to use the Services, including any software, equipment, designs, plans, technologies and/or any other intellectual property that may be utilized for provision of Services and/or accessed by County or its patients, together with related documentation and other specifications (hereinafter "License"), as further specified in Attachment 5 (License and Proprietary Rights) attached hereto.

### **5.2 Ownership**

All data provided by County, including its users and patients, is and shall remain the property of County and is subject to the data destruction and/or return requirements set forth in Attachment 4 (Information Security and Privacy Requirements) attached hereto or Paragraph 2 (Information Privacy and Security) above, as applicable.

Further, Contractor agrees that County shall be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities and tools (hereinafter "materials") which are originated or created specifically for County through Contractor's work pursuant to the Agreement. Contractor, therefore, for valuable consideration herein provided, hereby assigns and transfers to County all of Contractor's right, title and interest in and to all such materials, provided that notwithstanding such County ownership, Contractor may retain possession of all working papers prepared by Contractor. Upon request of County, Contractor shall execute all documents and perform all other necessary acts to assign and transfer to and vest in County all of Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights, which arise pursuant to Contractor's work under the Agreement.

## **6. INTENTIONALLY OMITTED**

## **7. COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM**

### **7.1 Living Wage Program**

This Agreement is subject to the provisions of County's ordinance entitled "Living Wage Program" as codified in [Sections 2.201.010 through 2.201.100 of the Los Angeles County Code](#).

### **7.2 Payment of Living Wage Rates**

- 7.2.1 Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Program ([Section 2.201.020 of the County Code](#)) or that Contractor qualifies for an exception to the Living Wage Program ([Section 2.201.090 of the County Code](#)), Contractor must pay its employees for the employees' services provided to County no less than (i) the current hourly living wage rate published by County (hereinafter "Living Wage Rate") or (ii) to the extent applicable, the applicable "SB 525 Wage Rate" as set forth in Paragraph 8.37 (Minimum Wage for Health Care Employees), whichever is greater, including, without limitation, "Travel Time" as defined below (hereinafter, for purposes of this Paragraph 7 "Minimum Wage Rate").



- 7.2.2 For purposes of this Paragraph, "Contractor" includes any subcontractor engaged by Contractor to perform services for County under the Agreement. If Contractor uses any subcontractor to perform services for County under the Agreement, 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 Contractor under the laws of California, and who is providing full-time or part-time services to Contractor, which are provided to County under the Agreement. "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 County; however, fewer than thirty-five (35) hours worked per week will not, in any event, be considered full-time.
- 7.2.3 If Contractor is required to pay a living wage when the Agreement commences, Contractor must continue to pay a living wage for the entire term of the Agreement, including any option period(s).
- 7.2.4 If Contractor is not required to pay a living wage when the Agreement commences, Contractor will have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor must immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for the exception to the Living Wage Program. In either event, 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 Agreement, including any option period. County may also require, at any time during the term of the Agreement and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for the exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor will immediately be required to pay the living wage for the remaining term of the Agreement, including any option period.
- 7.2.5 For purposes of Contractor's obligation to pay its employees the applicable hourly living wage rate under this Agreement, "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 Agreement, Travel Time will mean any period during which an employee physically travels to or from a County facility if Contractor pays the employee any amount for that time or if California law requires 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 agreements between Contractor and County (of which both agreements 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 Contractor pays the employee any amount for that time or if California law requires Contractor to pay the employee any amount for that time.

### **7.3 Contractor's Submittal of Certified Monitoring Reports**

Contractor must submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports must list all of 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 the form(s) under Attachment 6 (Payroll Statement of



Compliance) hereto or other County approved form(s) containing the information specified above. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor must promptly provide such information. 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.

#### **7.4 Contractor's Ongoing Obligation to Report Labor Law-Payroll Violations and Claims**

During the term of the Agreement, if Contractor becomes aware of any labor law-payroll violation or any complaint, investigation or proceeding (hereinafter "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 and/or unlawful employment discrimination), Contractor must immediately inform County of any pertinent facts known by Contractor regarding same. This disclosure obligation is not limited to any labor law-payroll violation or claim arising out of Contractor's Agreement with County, but instead applies to any labor law-payroll violation or claim arising out of any of Contractor's operations in California.

#### **7.5 County Auditing of Contractor Records**

Upon a minimum of twenty-four (24) hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to the Agreement, including all documents and information relating to the certified monitoring reports. 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 Agreement. Authorized agents of County must have access to all such records during normal business hours for the entire period that records are to be maintained.

#### **7.6 Notifications to Employees**

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

#### **7.7 Enforcement and Remedies**

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

##### **7.7.1 Remedies for Submission of Late or Incomplete Certified Monitoring Reports**

If Contractor submits a certified monitoring report to 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 Agreement. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

1. Withholding of Payment

If Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of 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 Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to ascertain; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be ascertained at this time; and that the liquidated damages are not intended as a penalty or forfeiture for 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 County may, in its sole discretion, assess against Contractor liquidated damages in the amount of one hundred dollars (\$100) per monitoring report for each day until County has been provided with a properly prepared, complete and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due Contractor.

3. Termination

Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement.

7.7.2 REMEDIES FOR PAYMENT OF LESS THAN REQUIRED LIVING WAGE

If Contractor fails to pay any employee at least the applicable hourly living wage rate, such deficiency will constitute a breach of the Agreement. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:

1. Withholding Payment

If Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due Contractor the aggregate difference between the living wage amounts Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. County may withhold said amount until Contractor has satisfied 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 Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to ascertain; that the liquidated

damages set forth herein are the nearest and most exact measure of damages for such breach that can be ascertained at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against Contractor liquidated damages of fifty dollars (\$50) per employee per day for each and every instance of an underpayment to an employee. County may deduct any assessed liquidated damages from any payments otherwise due Contractor.

### **3. Termination**

Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement.

#### **7.7.3 Debarment**

In the event Contractor breaches a requirement of this Paragraph, County may, in its sole discretion, bar 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.

### **7.8 Use of Full-Time Employees**

Contractor shall assign and use full-time employees of Contractor to provide services under the Agreement, unless Contractor can demonstrate to the satisfaction of County that it is necessary to use staff that are not full-time employees based on staffing efficiency or County requirements for the work to be performed under the Agreement. Contractor agrees not to, under any circumstance, assign or use for provision of services under the Agreement any staff that are not full-time employees of Contractor, unless and until County has provided written authorization for use of such staff. Contractor submitted with its proposal a full-time employee staffing plan. If Contractor changes its full-time employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

### **7.9 Contractor Retaliation Prohibited**

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 Contractor's violation of the Living Wage Program to County or to any other public or private agency, entity or person. Any violation of the provisions of this Paragraph may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement.

### **7.10 Contractor Standards**

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

### **7.11 Employee Retention Rights**

7.11.1 Contractor must offer employment to all retention employees who are qualified for such jobs. For purposes of this Paragraph, a "retention employee" is an individual:

- a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
- b. Who has been employed by a contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six (6) months prior to the effective date of this Agreement, which predecessor contract was terminated by the County prior to its expiration; and
- c. Who is or will be terminated from their employment as a result of the County entering into this Agreement.

7.11.2 Contractor will not be required to hire a retention employee who:

- a. Has been convicted of a crime related to the job or his or her performance; or
- b. Fails to meet any other County requirement for employees of contractors.

7.11.3 Contractor will not terminate a retention employee for the first ninety (90) days of employment under the Agreement, except for cause. Thereafter, Contractor may retain a retention employee on the same terms and conditions as Contractor's other employees.

#### **7.12 Neutrality in Labor Relations**

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

**8. INTENTIONALLY OMITTED**

**9. INTENTIONALLY OMITTED**

**10. INTENTIONALLY OMITTED**

**ATTACHMENT 1**  
**HIPAA COMPLIANCE**

**ATTACHMENT 1.3**  
**INADVERTENT ACCESS**

Contractor expressly acknowledges and agrees that the provision of Services under the Agreement does not require or permit access by Contractor or any of its officers, employees or agents to any patient medical records/patient information, including PHI as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Accordingly, Contractor shall instruct its officers, employees and agents that they are not to pursue or gain access to patient medical records/patient information, including PHI, for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that in the course of the provision of Services hereunder, Contractor or its officers, employees or agents, may have inadvertent access to patient medical records/patient information, including PHI. Contractor understands and agrees that neither it, nor its officers, employees or agents are to take advantage of such access for any purpose whatsoever.

Additionally, in the event of such inadvertent access, Contractor and its officers, employees and agents shall maintain the confidentiality of any information obtained and shall, immediately or upon the first reasonable opportunity to do so, notify County's Project Manager or the equivalent identified in the Agreement that such access has been gained. In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees and agents from and against any and all liability, including but not limited to demands, claims, actions, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with Contractor's or its officers', employees' or agents' access to patient medical records/patient information, including PHI. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.



**ATTACHMENT 2**  
**INTENTIONALLY OMITTED**

**ATTACHMENT 3**  
**INTENTIONALLY OMITTED**

**ATTACHMENT 4**  
**INTENTIONALLY OMITTED**

**ATTACHMENT 5**  
**LICENSE AND PROPRIETARY RIGHTS**

In addition to the provisions of Exhibit A (Additional Provisions) to the Agreement, this Attachment 5.1 to such Exhibit A (Additional Provisions) sets forth the terms and conditions governing County's use of products of Services provided under the Agreement ("Licensed Products"). Unless otherwise specified herein, those terms and phrases with the initial letter capitalized that are not expressly defined herein shall have the meanings given to such in the Base Agreement under the Agreement or Exhibit A (Additional Provisions) to the Agreement.

**1. LICENSE GRANT**

Subject to the terms of the Agreement, including this Attachment, and ownership rights specified herein, Contractor hereby grants to County a perpetual, non-exclusive, unrestricted, irrevocable, royalty-free, fully paid license to, without limitation, access, use, copy, archive and distribute the Licensed Products. Licensed Products may include, among others, training materials, references, guides and instructions developed or prepared by Contractor for provision of or in relation to Services under the Agreement.

**ATTACHMENT 6**  
**PAYROLL STATEMENT OF COMPLIANCE**

I, \_\_\_\_\_ (Name of Owner or Company Representative), \_\_\_\_\_ (Title)

**Do hereby state:**

That (i) I pay or supervise the payment of the persons employed by (Contractor/Subcontractor) on the \_\_\_\_\_ (Agreement); (ii) during the payroll period commencing on the \_\_\_\_\_ (day) of \_\_\_\_\_ (Month and Year) and ending the \_\_\_\_\_ (day) of \_\_\_\_\_ (Month and Year), all persons employed on such Agreement have been paid the full weekly wages earned; (iii) 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; (iv) 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 C.F.R. 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 as may be described below:

\_\_\_\_\_;

(v) any payrolls otherwise under the Agreement required to be submitted for the above period are correct and complete; and (vi) the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the Agreement.

**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 CONTRACTOR OR SUBCONTRACTOR TO CIVIL AND/OR CRIMINAL PROSECUTION. IN ADDITION, 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.**

**EXHIBIT B**

**STATEMENT OF WORK  
FOR  
LABORATORY COURIER  
SERVICES**



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**ATTACHMENTS**

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Attachment 3 Performance Requirements Summary

# STATEMENT OF WORK FOR LABORATORY COURIER SERVICES

## 1.0 BACKGROUND AND OVERVIEW

The County on behalf of DHS, the Department of Public Health ("Public Health") collectively ("Departments") requires contracted Laboratory Courier Services. Contractor shall provide Services to ensure the timely, secure and compliant transport of specimens and samples for any or all of the Service Sites identified in Attachment 1 (Service Sites) to this SOW in accordance with the requirements of the Agreement, including the Statement of Work, in exchange for payment of the applicable Service Fees set forth in the Pricing Schedule.

## 2.0 DEFINITIONS

Unless defined herein, the terms and phrases used throughout the Statement of Work shall have the particular meanings given to such in the Base Agreement under the Agreement. The terms and phrases used throughout the Statement of Work, with the initial letter capitalized where applicable, shall have the particular meanings specified below in this Paragraph 2.0.

- 2.1 **"Additional Services"** – shall have the meaning specified in Paragraph 6.0 (Additional Services) of this SOW.
- 2.2 **"Area"; "Service Area"** – shall mean the area designated for the Service Site(s) for which Services shall be provided under the Agreement.
- 2.3 **"Business Hours"** – shall mean Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time ("PT"), excluding County observed holidays.
- 2.4 **"Contractor Discrepancy Report"; "CDR"** – shall mean a County issued report based on the form set forth in Attachment 3 (Contractor Discrepancy Report) to this SOW that will be used by County's Project Manager to record discrepancies or problems with Contractor's compliance with the provisions of the Agreement, including the Statement of Work. A copy of the CDR will be provided to Contractor for response and corrective action as necessary.
- 2.5 **"Courier(s)"** – shall mean a driver who transports specimens and samples from one Service Site to another Service Site.
- 2.6 **"Daily Courier Manifest"** – shall mean a Contractor supplied form for tracking delivery and pickup of Laboratory Specimens at each Stop. Daily Courier Manifest shall include at a minimum, the following information:
  - A. Courier ID Number
  - B. Date and Time of Pick-Up/Delivery
  - C. Number of Specimen Packages
  - D. Temperature of Specimen Packages (e.g., Room Temperature, Refrigerated, Frozen)
  - E. Barcode/Tracking System for Tracking Packages
  - F. Courier Printed Name

G. Courier Signature

- 2.7** “**Day(s)**” – calendar day(s), unless otherwise specified.
- 2.8** “**Non-Routine Stop(s)**” – shall mean As Needed or STAT Stops requested by County.
- 2.9** “**Performance Requirements Summary**”; “**PRS**” – shall mean a document that may be used by County for identifying critical performance indicators related to the Agreement, including the Statement of Work, which will be evaluated by County to determine whether Contractor meets the applicable performance standards.
- 2.10** “**Required Services**” – shall mean any Services that are required to be provided under the Agreement, including this Statement of Work.
- 2.11** “**Routine Stop(s)**” – shall mean a scheduled Stop for a Service Site identified in Attachment 1 (Service Sites).
- 2.12** “**Service Site(s)**” – shall mean any County owned, managed or authorized facility or other site identified in Attachment 1 (Service Sites) to this SOW.
- 2.13** “**Services**” – shall mean any tasks, deliverables, goods, services and/or other work that may be provided by Contractor to County pursuant to the Agreement and this Statement of Work, including Laboratory Courier Services.
- 2.14** “**Stop(s)**” – shall mean a pickup and delivery at a designated location within a Service Site.

### **3.0 REQUIRED SERVICES**

#### **3.1 Service Sites**

The Service Sites approved for the provision of Services under the Agreement are identified in Attachment 1A and 1B (Service Sites) to this SOW. The list of Service Sites may be modified by an amendment or other appropriate modification to the Agreement in accordance with the provisions of the Agreement.

#### **3.2 Scope of Services**

Scope of Contractor’s Services under the Agreement shall include the provision of Laboratory Courier Services by trained, professional, courteous and equipped Couriers to each Service Site identified in Attachment 1A and 1B (Service Sites) and as further described in this Paragraph 3.2 below.

- **Pickup and Delivery:** Perform pickup and delivery of specimens and samples packaged by the Service Site.
- **Specimen Handling:** Provide and utilize proper transportation containers for all specimens and samples to prevent contamination, leakage, or damage during transit and ensure compliance. Contractor shall comply with all applicable local, State and federal regulations, including those set by the Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control and Prevention (CDC) during transport of specimens and samples.

- **Stops:** Conduct Routine and Non-Routine Stops and sign the Daily Courier Manifest at each Service Site for all transports to ensure traceability from pickup to delivery.
- **Transportation:** Ensure that all Routine and Non-Routine transports are handled with care, maintaining appropriate conditions (e.g., temperature control) to preserve specimen and sample integrity.

### **3.3 Contractor's Obligations and Requirements**

Contractor shall, at a minimum, meet the obligations and requirements set forth in this Paragraph 3.3 below.

#### **3.3.1 Pickup and Delivery**

- A. Contractor shall provide the pickup and delivery of specimens and samples, for Routine and Non-Routine Stops at each Service Site.
- B. Contractor shall pickup specimen packages from the Service Site designated laboratory area and place into the Contractor's transport containers.
- C. Contractor must ensure any specimens delivered to a Service Site are taken out of the Contractor's transport containers.
- D. Contractor shall ensure that Couriers complete all transports prior to the end of their working shift and ensure no specimens and samples are left in the vehicle overnight.
- E. Contractor shall ensure that any specimens and samples that cannot be transported within the Courier's working shift should not be picked up from a Service Site and Contractor shall notify the Service Site contact person immediately.
- F. Contractor shall report to the Service Site contact person any loss of specimens and samples during the transport by Couriers. County will conduct an investigation of any lost specimens and samples and Contractor will be held liable for any damages resulting from Contractor's negligence.

#### **3.3.2 Specimen Handling**

- A. Contractor shall develop and maintain written procedures for specimen handling for all County transports.
- B. Contractor shall maintain the integrity of the specimens during transport by keeping specimens at The Food and Drug Administration defines temperatures, as follows:
  - Room temperature (20-25°C/68-77°F)
  - Refrigerator (2-8°C/36-46°F)
  - Frozen (<-15°C/<5°F)

#### **C. Specimen Breakage/Leakage**

If any specimen breakage or leakage occurs during transport, Contractor

Couriers shall contact the Service Site contact person defined in Attachment 1A and 1B (Service Sites) and shall comply with procedures for spill cleanup and biohazard notification as required by OSHA, CDC, State, federal, and local laws, ordinances, regulations, rules, and directives.

### **3.3.3 Stops**

#### **A. Routine Stops**

1. Contractor shall ensure that Couriers conduct Routine Stops at each Service Site, as specified in Attachment 1A and 1B (Service Sites).
2. Upon arrival at the Service Site, Contractor must communicate with County staff at the Service Site to inform them of Contractor's arrival. If a Contractor arrives early to a Service Site, the Contractor may not leave the Service Site prior to the designated pick-up time, as specified in Attachment 1A and 1B (Service Sites) without approval from County staff at the Service Site.
3. Contractor shall promptly notify the Service Site contact person identified in Attachment 1A and 1B (Service Sites) of any delay or disruption of a Stop that may exceed thirty (30) minutes beyond the expected time of arrival and provide the reason for the delay or disruption and an estimated time of arrival.
4. Contractor shall ensure that all Routine Stops specified in Attachment 1A and 1B (Service Sites) have priority over non-County stops that are part of the Contractor's daily route.

#### **B. Non-Routine Stops**

Contractor shall respond to County's requests for Non-Routine Stops, as follows:

##### **1. As Needed**

All As Needed requests shall be picked up and delivered within six (6) hours of the time the Contractor's central dispatch receives the request from the Service Site.

##### **2. STAT**

All STAT requests shall be picked up and delivered within two (2) hours of the time the Contractor's central dispatch receives the request from the Service Site.

#### **C. Daily Courier Manifest**

Contractor Couriers shall sign the Daily Courier Manifest at each Service Site Stop.

### **3.3.4 Transportation**

- A. Contractor shall ensure that vehicles utilized for the transport of specimens and samples are in safe operating condition, enclosed

automobiles (e.g. cars, vans, trucks), have adequate space, and air conditioning.

- B. Contractor Couriers shall ensure that vehicles are secured at all times when providing Services under the Agreement.
- C. Contractor shall not allow passengers in their vehicles or bring visitors into any Service Sites while performing Services under the Agreement.
- D. Contractor shall not allow Couriers to transport County staff in Courier vehicles, unless approved by County.

**E. Central Dispatch**

- 1. Contractor must maintain a central dispatch office and provide a toll-free telephone number for its central dispatch.
- 2. Contractor shall have the ability to contact all its Couriers providing Services under this SOW, via telephone or other communication mechanism.

**F. Electronic Tracking System**

- 1. Contractor shall have in place an electronic tracking system for verification and capacity to capture all Stops that includes, at a minimum, the information listed in Paragraph 5.2.4 (Daily Courier Manifest).
- 2. The electronic tracking system shall provide real time tracking reports for all Stops, as requested by County.

**3.4 Regulatory Requirements and Standards**

**3.4.1. Licenses, Certifications and Qualifications**

Contractor shall have obtained and maintain during the term of the Agreement all current licenses, permits, registrations, and certifications applicable to the performance of this Agreement and the Services provided hereunder. Copies and/or proof of such licenses, permits, registrations, and certifications relating to the Services shall be made available to County prior to the Effective Date of this Agreement and upon request.

- 3.4.2 Contractor's personnel providing Services under the Agreement shall have the qualifications as well as the necessary licensing, certifications, and training for proper performance of Services hereunder in accordance with the applicable industry standards and regulations.

**4.0 PERSONNEL**

**4.1 County Personnel**

County will designate personnel for administering Contractor's performance under the Agreement, including the Statement of Work, as specified in Paragraph 6.0 (Administration of Agreement – County) of the Base Agreement under the Agreement. County personnel will provide direction to Contractor in areas relating to County policy information and procedural requirements.



## **4.2 Contractor Personnel**

As specified in Paragraph 7.0 (Administration of Agreement – Contractor) of the Base Agreement under the Agreement, Contractor shall designate Contractor's Project Director to lead and coordinate Contractor's provision of Services described hereunder and act as a central point of contact with County personnel. Contractor's personnel shall meet the qualifications and other specifications as set forth below in this Paragraph.

### **4.2.1 Contractor's Project Director**

- A. Contractor's Project Director shall have full authority to act on behalf of Contractor regarding all matters relating to the daily operations of the Agreement.
- B. Contractor's Project Director must have at least three (3) years of experience providing laboratory courier project management services in a healthcare setting, including management and coordination of multiple locations.
- C. Contractor shall ensure that Contractor's Project Director, or qualified designee, is available and reachable by County regarding the Agreement, at a minimum via telephone, at all times during Business Hours.
- D. Contractor's Project Director shall institute and maintain appropriate supervision of all personnel providing Services on behalf of Contractor pursuant to the Agreement, including employees and subcontractors.
- E. Contractor's Project Director shall be responsible for determining daily work duties, staffing levels, scheduling and staffing hours needed to properly provide Services under the Agreement.

### **4.2.2 Contractor's Couriers**

- A. Contractor shall ensure that all its Couriers have a current valid California driver's license. Couriers must maintain a good driving record which includes no convictions for driving violations or being a negligent operator as defined in Section 12810 of the California Vehicle Code or having Administrative Per Se suspensions (Section 13353) and (Section 13353.2 VC).
- B. Contractor shall maintain a driving record, including a current printout of the Department of Motor Vehicles ("DMV") record for any Courier, and shall be updated annually.
- C. Contractor shall ensure that Couriers meet all requirements and certifications in accordance to DOT, CDC, HIPAA, OSHA, Cal/OSHA HMR, Title 49 CFR Parts 171-180, State, federal, local laws, ordinances, regulations, requirements, rules, directives, and all other applicable regulatory agencies.

#### **4.2.3 Personnel Requirements**

Contractor shall ensure that personnel providing Services pursuant to the Agreement meet, at a minimum, the requirements as specified below:

- A. Contractor shall provide sufficient personnel to fulfill the requirements of the Agreement and the Statement of Work.
- B. Contractor personnel must effectively communicate in English, both orally and in writing.
- C. Contractor shall notify County in writing of any change to Contractor personnel and, if feasible, seek County's approval prior to the change in accordance with the provisions of the Agreement regarding County's right to approve or disapprove Contractor's personnel.
- D. Contractor personnel shall be required to attend any scheduled meetings with County staff, as requested or required by County.
- E. Contractor personnel providing Services at any Correctional Health Services facility under the Agreement shall undergo and pass, to the satisfaction of County, a background investigation as a condition to beginning and continuing to provide any such Services.

### **5.0 ROLES AND RESPONSIBILITIES**

#### **5.1 County's Responsibilities**

Each Service Site will be tasked with the roles and responsibilities as provided in this Paragraph 5.1 below.

##### **5.1.1 Packaging**

County will be responsible for the preparation and packaging (e.g. plastic bags, etc.) of all specimens and, samples to stabilize and maintain the integrity during transport, in accordance with DOT, CDC, Cal/OSHA, State, federal, local laws, ordinances, regulations, rules and directives.

##### **5.1.2 Daily Courier Manifest**

Service Sites will maintain the Daily Courier Manifest that is provided by Contractor, upon the implementation of the Agreement, in a logbook for Courier's use.

#### **5.2 Contractor's Responsibilities**

##### **5.2.1 Uniforms**

Contractor's staff assigned to Service Site must wear an appropriate uniform at all times. Uniform is to be clean and pressed and consist of a shirt with the Contractor's company name on it. All uniforms shall be provided by and at Contractor's expense.

### **5.2.2 Identification Badges**

Contractor must ensure Couriers are identified as set forth in Paragraph 4.4 (Contractor's Staff Identification) of Exhibit A (Additional Provisions) to the Agreement.

### **5.2.3 Training**

- A. Contractor must provide training to meet the requirements under this Agreement for all new personnel and continuing in-service training for all Contractor personnel.
- B. Contractor Couriers must be fully trained in their assigned tasks and in the safe transport of specimens and samples. All trainings must adhere to DOT, CDC, HIPAA, OSHA, Cal/OSHA HMR, Title 49 CFR Parts 171-180, State, federal, local laws, ordinances, regulations, requirements, rules, directives, and all other applicable regulatory agencies.
- C. Contractor shall train all personnel on the following:
  - federal Department of Transportation (DOT) Hazmat Materials Regulations (HMR)
  - Title 49 Code of Federal Regulations (CFR) Parts 171-180
  - California Division of Occupational Safety and Health Administration (Cal/OSHA) (e.g., 1910.1030-Bloodborne Pathogens Standard)
  - California Code of Regulations (Title 8, Section 5193)
  - Centers for Disease Control and Prevention (CDC)
  - State, federal, and local laws, ordinances, regulations, rules, and directives will be adhered to and met during any transport.
- D. Contractor must keep certifications of completion of trainings on file and provide to the Service Site contact person upon request.

### **5.2.4 Daily Courier Manifest**

Contractor shall provide, upon the implementation of the Agreement the Daily Courier Manifest at each Stop. Courier shall track all pickups and deliveries on said manifest.

### **5.2.5 Supplies and Equipment**

#### **A. Transport Containers**

- 1. Contractor shall provide Couriers with transport containers and supplies (e.g. refrigerators, freezers, coolers, warm and cold packs, dry ice, etc.) to maintain regulatory defined temperatures of specimens during transit within the vehicle. Specimens must be kept in a separate container to ensure specimen integrity.
- 2. Contractor shall provide Couriers with handheld transport containers (e.g., insulated shoulder carrier bags, etc.) for transporting specimens and samples to and from the Service Site and vehicle.

3. Contractor shall ensure that all transport containers are properly labeled and constructed in accordance with applicable DOT, Cal/OSHA, CDC and other State, federal, and local laws, ordinances, regulations, rules and directives.
4. Contractor shall maintain and provide to County upon request a description of all transport containers. Transport containers are subject to review and approval by County's Project Manager prior to use.

#### **B. Lock Boxes**

1. Upon County's request, Contractor shall provide lock boxes that meet regulatory guidelines and contain insulation and dividers to ensure specimen temperature control.
2. The number of lock boxes is to be determined by each Service Site. Lock boxes must be submitted for approval to the Service Site Project Manager prior to installation at the Service Site.
3. The purchase price of the lock boxes will be reimbursed by the County and shall remain County property.

#### **5.2.6 Contractor's Office**

Contractor shall maintain an office with a telephone in the Contractor's name in the location where Contractor conducts business. The office shall be staffed during Business Hours by at least one (1) staff who can respond to questions and any inquiries or complaints which may be received about Contractor's performance under the Agreement. Outside of Business Hours, Contractor shall provide for telephone or remote after-hours service for receiving calls. Unless otherwise agreed to by the parties or specified under this SOW, Contractor shall respond to calls received by the after-hours service within thirty (30) minutes of the call.

### **5.3 Reporting**

Contractor shall provide to County, on an annual basis or as specified by County, a report of Services performed for each Service Site. Format, content and due date for the annual reports must be arranged with and approved by the Service Site Project Manager.

## **6.0 ADDITIONAL SERVICES AND CHANGES TO SCOPE**

### **6.1 Additional Services**

County may request provision of Services other than those described or specified in Paragraph 3.0 (Required Services) above or elsewhere in the Agreement, including professional services ("Additional Services"). Additional Services may be provided on a time and materials basis or fixed price basis, as authorized by County. Additional Services shall require approval from the Service Site Project Manager of the requesting Service Site prior to commencement.

Upon County's request for provision of Additional Services on a fixed price basis,

Contractor shall prepare and submit a written description of the work to be performed, together with a cost estimate for completion of the requested Additional Services, inclusive of all labor, materials, travel and any other per diem costs at the applicable rates that may be set forth in the Pricing Schedule. Upon County's request for provision of Additional Services on a time and materials basis, Contractor shall provide a best estimate of the number of hours needed to complete the requested Additional Services. In any case, any acquisition of Additional Services shall be memorialized by an appropriate modification to the Agreement.

## **6.2 Changes to Scope**

The Director of DHS, or authorized designee, may add and/or delete Service Sites or otherwise require changes to the scope of the Agreement. Any such changes shall be made by a modification to the Agreement as authorized by Paragraph 8.1 (Amendments and Modifications) of the Base Agreement under the Agreement.

## **7.0 CONTRACTOR'S QUALITY CONTROL**

Contractor shall establish and maintain the plans and procedures described below, including a comprehensive Quality Control Plan ("QCP"), to ensure provision by Contractor of consistently high level of Services throughout the term of the Agreement. Contractor shall submit for review and approval to County's Project Manager its QCP thirty (30) days of the Effective Date of the Agreement. Contractor will have ten (10) business days to resolve any concerns raised by County regarding the QCP, make any required adjustments and resubmit a revised QCP to County.

### **7.1 Quality Control Plan**

The Quality Control Plan ("QCP") shall include, at a minimum, the following:

#### **7.1.1 Description of Contractor's standards to improve quality, efficiency and effectiveness of Services provided hereunder, including:**

- Identification of opportunities for improvement;
- Clear expectations and metrics about the action required to improve performance;
- Contractor's support and resources available to make the improvements;
- Follow-up plans to measure Contractor's progress with improving and sustaining performance; and
- Description of possible consequences if performance improvement standards are not met.

#### **7.1.2 Description of Contractor's plan to maintain compliance with all applicable laws, standards, and regulations, including County policies, procedures and/or departmental bulletins approved by the Director of DHS, or designee, relating to the performance standards and outcome measures.**

#### **7.1.3 Description of Contractor's methods of monitoring to ensure:**

- All Agreement requirements are being met; and
- All of Contractor personnel who provide Services hereunder maintain current immunizations and licenses and meet the training and other requirements under the Agreement.

## **7.2 Quality Records**

Contractor shall perform periodic quality audits to ensure Services, including equipment used for provision of Services, adhere to all applicable regulatory and other performance requirements specified herein. Contractor shall maintain records of all such audits and make them available to County for inspection.

## **8.0 COUNTY'S QUALITY ASSURANCE**

### **8.1 Quality Assurance Plan**

County may evaluate Contractor's performance under the Agreement on an annual basis or more frequently, as determined by County. Evaluation of Contractor's performance may include, among others, County's assessment of Contractor's compliance with the requirements of the Statement of Work and invoicing.

### **8.2 Contractor Discrepancy Report**

- 8.2.1 Verbal or written notification of any Agreement discrepancy will be made to Contractor's Project Director as soon as possible whenever a discrepancy is identified. Contractor shall, without unreasonable delay, resolve the problem within a period of time mutually agreed to by County and Contractor.
- 8.2.2 County's Project Manager will determine whether a formal CDR shall be issued. Upon receipt of a CDR, Contractor shall, within five (5) business days of receipt of the CDR, provide to County's Program Manager a written response, which shall include a corrective action plan and proposed timeframe(s) for improving performance to an acceptable level and preventing re-occurrence of the deficiencies identified in the Contractor Discrepancy Report.

### **8.3 Performance Requirements Summary**

- 8.3.1 County may identify certain critical and minimum acceptable requirements of Contractor's performance of the Agreement in a Performance Requirements Summary, as set forth in Attachment 4 (Performance Requirements Summary) to this SOW ("PRS Chart").
- 8.3.2 The provisions listed in the PRS Chart are intended to be consistent with the requirements of the Agreement, including the Statement of Work, and not to create, extend, revise or expand any obligations of Contractor beyond such requirements. In the event of apparent inconsistency between the requirements of the Agreement and the PRS Chart, the meaning apparent in the Agreement shall prevail.
- 8.3.3 Failure by Contractor to comply with the requirements set forth in the PRS Chart at any time during the term of the Agreement shall entitle County, at



its sole discretion, in addition to any other remedies available to County under the Agreement, to assess credits, fees or other financial deductions against Contractor as specified in the PRS Chart.

#### **8.4 County Observations**

In addition to departmental contracting staff, other County personnel may, at any time during normal Business Hours, without unreasonably interfering with Contractor's performance, observe Contractor's performance and activities, as well as review documents relevant to the Agreement.

**DEPARTMENT OF HEALTH SERVICE  
SERVICE SITES**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Los Angeles General Medical Center 1200 N. State Street Los Angeles, CA 90033	Ema Donato-Crowley (323) 409-7034 edonato-crowley@dhs.lacounty.gov	DHS General Accounting Los Angeles General Medical Center Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11, 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	<ul style="list-style-type: none"> <li>2c433</li> </ul>	7:30 a.m. - 11:00 p.m. Monday-Sunday  (including holidays)	<b><u>Monday–Friday</u></b> <b>Ten (10) Times</b> 7:30 a.m. 10:20 a.m. 11:15 a.m. 12:20 p.m. 12:55 p.m. 1:15 p.m. 3:25 p.m. 4:00 p.m. 4:30 p.m. 5:25 p.m.  <b>Total Weekly Monday-Friday Pickup: 50</b>  <b><u>Saturday</u></b> <b>Three (3) Times</b> 12:00 p.m. 2:00 p.m. 5:25 p.m.  <b>Total Weekly Saturday Pickup: 3</b>  <b><u>Sunday</u></b> <b>Two (2) Times</b> 12:30 p.m. 6:30 p.m.  <b>Total Weekly Sunday Pickup: 2</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Harbor-UCLA Medical Center 1000 W. Carson St. Torrance, CA 90509	Marina Kelterborn (424) 306-6217 mkelterborn@dhs.lacounty.gov	DHS General Accounting Harbor-UCLA Medical Center Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	Pathology Department: <ul style="list-style-type: none"> <li>2s-3</li> <li>2s-4</li> </ul> Histology Department: <ul style="list-style-type: none"> <li>2s-30</li> </ul> Sterile Processing Department (Basement): <ul style="list-style-type: none"> <li>Se-be01 and Se-be05 (Surgical Instruments Pickup)</li> </ul>	7:00 a.m. – 8:00 p.m. Monday-Friday & Sunday  9:45 a.m. - 1:00 p.m. Saturday  (including holidays)	<u><b>Monday–Friday</b></u> <b>Six (6) Times</b> 8:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m. 4:30 p.m. 6:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 30</b>  <u><b>Saturday</b></u> <b>Three (3) Times</b> 9:00 a.m. 12:45 p.m. 6:45 p.m.  <b>Total Weekly Saturday Pickup: 3</b>
Olive View-UCLA Medical Center 14445 Olive View Drive Sylmar, CA 91342	Marita Mendoza (747) 210-3591 MMendoza@dhs.lacounty.gov	DHS General Accounting Olive View-UCLA Medical Center Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	<ul style="list-style-type: none"> <li>1A126/127</li> <li>1A123</li> </ul>	8:00 a.m. - 10:00 p.m. Monday-Sunday  (including holidays)	<u><b>Monday–Friday</b></u> <b>Four (4) Times</b> 8:30 a.m. 1:30 p.m. 6:30 p.m. 9:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 20</b>  <u><b>Saturday &amp; Sunday</b></u> <b>Two (2) Times Per Day</b> 9:00 a.m. 9:00 p.m.  <b>Total Weekly Saturday &amp; Sunday Pickup: 4</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Rancho Los Amigos National Rehabilitation Center 7601 E. Imperial Hwy JPI-Building, Basement Downey, CA 90242	Garegin Sargsyan (562) 385-8998 GSargsyan@dhs.lacounty.gov	Rancho Los Amigos National Rehabilitation Center Expenditure Management 7601 E. Imperial Highway Warehouse #SC0201 Downey, CA 90242	Pathology Office: • B-180  Central Receiving: • B-170	8:00 a.m. - 8:00 p.m. Monday-Sunday  (including holidays)	<b><u>Monday-Friday</u></b> <b>Three (3) Times</b> 10:00 a.m. 3:00 p.m. 5:045 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 15</b>  <b><u>Saturday, Sunday &amp;</u></b> <b><u>Holidays</u></b> <b>Two (2) Time Per Day</b> 10:00 a.m. 5:45 p.m.  <b>Total Weekly</b> <b>Saturday, Sunday &amp;</b> <b>Holiday Pickup: 4</b>
Mid-Valley Comprehensive Health Center 7515 Van Nuys Blvd Van Nuys, CA 91405	Gina Zevallos-Rivas (818) 627-3065 <a href="mailto:gzevallos@dhs.lacounty.gov">gzevallos@dhs.lacounty.gov</a>  Leo Maunu (818) 627-3069 <a href="mailto:hmaunu@dhs.lacounty.gov">hmaunu@dhs.lacounty.gov</a>	Olive View-UCLA Medical Center Expenditure Management 14445 Olive View Drive Sylmar, CA 91342-1495	• 3 <sup>rd</sup> Floor 357 (Area 38)	7:45 a.m. – 8:15 p.m. Monday & Wednesday  <b>*1<sup>st</sup> &amp; 4<sup>th</sup> Wednesday – No</b> <b>Lab Pickup at 11:00 a.m.</b>  7:45 a.m. – 4:15 p.m. Tuesday, Thursday & Friday  (Including holidays except: New Years, July 4 <sup>th</sup> , Thanksgiving, and Christmas)	<b><u>Monday-Friday</u></b> <b>Four (4) Times</b> 11:00 a.m.* 3:00 p.m. 8:00 p.m. 10:15 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 20</b>  <b><u>Saturday, Sunday &amp;</u></b> <b><u>Holiday</u></b> <b>One (1) Time Per Day</b> 4:15 p.m.  <b>Total Weekly</b> <b>Saturday &amp; Sunday</b> <b>Pickup: 2</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Glendale Health Center 501 North Glendale Avenue Glendale, CA 91206	Gina Zevallos-Rivas (818) 627-3065 <a href="mailto:gzevallos@dhs.lacounty.gov">gzevallos@dhs.lacounty.gov</a>  Leo Maunu (818) 627-3069 <a href="mailto:hmaunu@dhs.lacounty.gov">hmaunu@dhs.lacounty.gov</a>	Olive View-UCLA Medical Center Expenditure Management 14445 Olive View Drive Sylmar, CA 91342-1495	• Room -105	7:45 a.m. – 3:45 p.m. Monday- Friday  (closed on weekends & holidays)	<b><u>Monday- Friday</u></b> <b>Two (2) Times</b> 10:30 a.m. 4:30 p.m.  <b>Total Weekly Pickup:</b> <b>10</b>
San Fernando Health Center 1212 Pico Street San Fernando, CA 91340	Gina Zevallos-Rivas (818) 627-3065 <a href="mailto:gzevallos@dhs.lacounty.gov">gzevallos@dhs.lacounty.gov</a>  Leo Maunu (818) 627-3069 <a href="mailto:hmaunu@dhs.lacounty.gov">hmaunu@dhs.lacounty.gov</a>	Olive View-UCLA Medical Center Expenditure Management 14445 Olive View Drive Sylmar, CA 91342-1495	• Suite 139 FI M	7:45 a.m. – 8:00 p.m. Monday-Thursday  8:00 a.m. – 4:30 p.m. Friday  (closed on weekends & holidays)	<b><u>Monday-Thursday</u></b> <b>Two (2) Times</b> 11:30 a.m. 5:30 p.m.  <b>Total Weekly</b> <b>Monday-Thursday</b> <b>Pickup: 8</b>  <b><u>Friday</u></b> <b>Two (2) Time</b> 11:30 a.m. 4:00 p.m.  <b>Total Weekly Friday</b> <b>Pickup: 2</b>
West Valley Health Center 20151 Nordoff Street Chatsworth, CA 91311	Gina Zevallos-Rivas (818) 627-3065 <a href="mailto:gzevallos@dhs.lacounty.gov">gzevallos@dhs.lacounty.gov</a>  Leo Maunu (818) 627-3069 <a href="mailto:hmaunu@dhs.lacounty.gov">hmaunu@dhs.lacounty.gov</a>	Olive View-UCLA Medical Center Expenditure Management 14445 Olive View Drive Sylmar, CA 91342-1495	• Front Lobby	8:00 a.m. – 4:30 p.m. Tuesday  (closed on weekends & holidays)	<b><u>Tuesday</u></b> <b>Two (2) Times</b> 11:30 a.m. 3:30 p.m.  <b>Total Weekly</b> <b>Tuesday Pickup: 2</b>

**ATTACHMENT 1A**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
High Desert Regional Health Center 335 East Avenue I Lancaster, CA 93535	Jaysri Hira (661) 471-4131 JHira@dhs.lacounty.gov	High Desert Regional Health Center Expenditure Management 335 E Avenue I, Room 25B Lancaster, CA 93535	<ul style="list-style-type: none"> <li>Laboratory- Room1C19</li> </ul>	8:00 a.m. – 10:30 p.m. Monday-Friday  8:00 a.m. – 4:30 p.m. Weekends & Holidays	<u>Monday–Friday</u> <b>Two (2) Times</b> 12:00 p.m. 5:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>  <u>Saturday</u> <b>One (1) Time</b> 12:45 p.m.  <u>Sunday</u> <b>One (1) Time</b> 3:00 p.m.  <b>Total Weekly Saturday &amp; Sunday Pickup: 2</b>  <b>Holidays One (1) Time</b> 12:30 p.m.
Antelope Valley Health Center 335 E Ave K6 Lancaster, CA 93535	Jaysri Hira (661) 471-4131 JHira@dhs.lacounty.gov	High Desert Regional Health Center Expenditure Management 335 E Avenue I, Room 25B Lancaster, CA 93535	<ul style="list-style-type: none"> <li>Laboratory-Area 1</li> <li>Area 4-400</li> </ul>	8:00 a.m. – 4:30 p.m. Monday-Friday  8:00 a.m. – 10:30 p.m. Saturday & Sunday	<u>Monday–Friday</u> <b>One (1) Time</b> 4:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Lake L.A. Community Clinic 16921 E Avenue O Palmdale, CA 93591	Jaysri Hira (661) 471-4131 JHira@dhs.lacounty.gov	High Desert Regional Health Center Expenditure Management 335 E Avenue I, Room 25B Lancaster, CA 93535	<ul style="list-style-type: none"> <li>Laboratory</li> </ul>	8:00 a.m. – 4:30 p.m. Monday, Wednesday & Friday  (closed on weekends & holidays)	<u>Monday, Wednesday &amp; Friday</u> <b>Two (2) Times</b> 12:00 p.m. 3:00 p.m.  <b>Total Weekly Monday, Wednesday &amp; Friday Pickup: 6</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
<p>Little Rock Community Clinic 8201 Pearblossom Hwy Little Rock, CA 93543</p>	<p>Jaysri Hira (661) 471-4131 JHira@dhs.lacounty.gov</p>	<p>High Desert Regional Health Center Expenditure Management 335 E Avenue I, Room 25B Lancaster, CA 93535</p>	<ul style="list-style-type: none"> <li>Laboratory - 113</li> </ul>	<p>8:00 a.m. – 4:30 p.m. Tuesday &amp; Thursday</p> <p>(closed on weekends &amp; holidays)</p>	<p><b><u>Tuesday &amp; Thursday</u></b> <b>Two (2) Time</b> 12:00 p.m. 3:00 p.m.</p> <p><b>Total Weekly Tuesday &amp; Thursday Pickup: 4</b></p>
<p>South Valley Health Center 38350 40<sup>th</sup> Street East, Suite 100 Palmdale, CA 93552</p>	<p>Jaysri Hira (661) 471-4131 JHira@dhs.lacounty.gov</p>	<p>High Desert Regional Health Center Expenditure Management 335 E Avenue I, Room 25B Lancaster, CA 93535</p>	<ul style="list-style-type: none"> <li>Room #1706</li> </ul>	<p>8:00 a.m. - 10:30 p.m. Monday-Friday</p> <p>8:00 a.m. – 4:30 p.m. Weekends &amp; Holidays</p>	<p><b><u>Monday–Friday</u></b> <b>Two (2) Times</b> 11:00 a.m. 4:00 p.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 10</b></p> <p><b><u>Saturday</u></b> <b>One (1) Time</b> 12:15 p.m.</p> <p><b><u>Sunday</u></b> <b>One (1) Time</b> 2:30 p.m.</p> <p><b>Total Weekly Saturday &amp; Sunday Pickup: 2</b></p>



**ATTACHMENT 1A**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Martin Luther King, Jr. Hawkins Bldg. 1720 E. 120th St. Los Angeles, CA 90059	Blecilda Baylon (424) 338-1385 bbaylon@dhs.lacounty.gov	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	<ul style="list-style-type: none"> <li>Histology 3039</li> <li>Central Receiving 3007</li> </ul>	8:00 a.m. – 12:00 a.m. Monday-Sunday  (including holidays)	<u><b>Monday–Friday</b></u> <b>Eight (8) Times</b> 11:45 a.m. 1155 a.m. 1:00 p.m. 2:15 p.m. 2:30 p.m. 2:45 p.m. 3:50 p.m. 4:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 40</b>  <u><b>Saturday</b></u> <b>One (1) Time</b> 6:30 p.m.  <b>Total Weekly</b> <b>Saturday Pickup: 1</b>  <u><b>Sunday</b></u> <b>One (1) Time</b> 7:45 p.m.  <b>Total Weekly Sunday</b> <b>Pickup: 1</b>
H. Claude Hudson Comprehensive Health Center 2829 S. Grand Avenue Los Angeles, CA 90007	Sandhya Chetty (213) 699-7090 SChetty2@dhs.lacounty.gov	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>1<sup>st</sup> Floor - Room13 Laboratory</li> </ul>	8:00 a.m. - 11:00 p.m. Monday–Sunday  (closed holidays)	<u><b>Monday–Sunday</b></u> <b>Six (6) Times</b> 8:30 a.m. 12:00 p.m. 1:00 p.m. 2:30 p.m. 6:00 p.m. 7:00 p.m.  <b>Total Weekly</b> <b>Monday-Sunday</b> <b>Pickup: 42</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Alvarado Comprehensive Health Center 2200 W. 3 <sup>rd</sup> Street # 400 Los Angeles, CA 900057	Sandhya Chetty (213) 699-7090 SChetty2@dhs.lacounty.gov	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Room - 420 Laboratory (phlebotomy)</li> </ul>	8:00 a.m. – 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Thursday</u> <b>Two (2) Times</b> 12:00 p.m. 3:30 p.m.  <b>Total Weekly Thursday Pickup: 2</b>
Curtis R. Tucker Health Center 123 W. Manchester Blvd. Inglewood, CA 90301	Sandhya Chetty (213) 699-7090 SChetty2@dhs.lacounty.gov	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Room 104-K Laboratory (phlebotomy station)</li> </ul>	8:00 a.m.- 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Tuesday &amp; Wednesday</u> <b>Two (2) Times</b> 10:30 a.m. 3:00 p.m.  <b>Total Weekly Tuesday &amp; Wednesday Pickup: 4</b>
El Monte Comprehensive Health Center 10953 Ramona Blvd. El Monte, CA 91731	Cha-Ping Tien (626) 434-2512 CTien@dhs.lacounty.gov	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Room 12</li> </ul>	7:30 a.m. - 6:30 p.m. Monday-Friday (no holidays)  7:30 a.m. - 5:00 p.m. Saturday  (closed on holidays)  *(closed Saturday after the Thanksgiving week)	<u>Monday-Friday</u> <b>Six (6) Times</b> 9:30 a.m. 11:30 a.m. 1:00 p.m. 6:015 pm  <b>Total Weekly Monday-Friday Pickup: 20</b>  <u>Saturday*</u> <b>One (1) Time</b> 4:30 p.m.  <b>Total Weekly Saturday Pickup: 1</b>

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
La Puente Health Center 15930 Central Avenue La Puente, CA 91744	Cha-Ping Tien (626) 434-2512 <a href="mailto:CTien@dhs.lacounty.gov">CTien@dhs.lacounty.gov</a>	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>103/103C</li> </ul>	8:00 a.m. – 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>Two (2) Times</b> 11:00 a.m. 3:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>
Hubert H. Humphrey CHC 5850 S. Main St. Los Angeles, CA 90003	Remedy Medina (323) 897-6121 <a href="mailto:RMedina@dhs.lacounty.gov">RMedina@dhs.lacounty.gov</a>	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	<ul style="list-style-type: none"> <li>Lab 1133</li> </ul>	7:00 a.m. - 8:00 p.m. Monday-Friday  7:00 am – 5:30 pm Saturday, Sunday & Holidays  <b>Holidays Stop is</b> <b>5:30 p.m.</b>	<u><b>Monday–Friday</b></u> <b>Six (6) Times</b> 9:45 a.m. 11:30 a.m. 12:30 p.m. 1:15 p.m. 4:30 p.m. 7:30 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 30</b>  <u><b>Saturday &amp; Sunday</b></u> <b>One (1) Time Per Day</b> 5:30 p.m.  <b>Total Weekly</b> <b>Saturday &amp; Sunday</b> <b>Pickup: 2</b>
Bell Health Center 6901 Atlantic Avenue Bell, CA 90201	Michelle Clay 323-310-868-7560 <a href="mailto:myclay@dhs.lacounty.gov">myclay@dhs.lacounty.gov</a>	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	<ul style="list-style-type: none"> <li>Room 111</li> </ul>	8:00 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 3:15 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>

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SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Edward R. Roybal Comprehensive Health Center 245 S. Fetterly Avenue Los Angeles, CA 90022	Lily Yue (323) 362-1337 <a href="mailto:Lyue@dhs.lacounty.gov">Lyue@dhs.lacounty.gov</a>	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Laboratory – Room 27</li> </ul>	7:30 a.m. – 5:00 p.m. Monday–Friday  8:00 a.m. – 4:00 p.m. Saturday  (closed on Sunday and holidays)	<u><b>Monday–Friday</b></u> <b>Three (3) Times</b> 9:00 a.m. 12:30 p.m. 5:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 15</b>  <b>Saturday</b> <b>One (1) Time</b> 4:00 p.m.  <b>Total Weekly</b> <b>Saturday Pickup: 1</b>
East Los Angeles Health Center 133 N. Sunol Dr. Los Angeles, CA 90063	Lily Yue (323) 362-1337 <a href="mailto:Lyue@dhs.lacounty.gov">Lyue@dhs.lacounty.gov</a>	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Suite 150</li> </ul>	8:00 a.m. - 4:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>Three (3) Times</b> 12:10 p.m. 12:15 p.m. 4:15 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 15</b>
East San Gabriel Valley Satellite Medical Hub 4024 N. Durfee El Monte, CA 91731	Karen Dacayo (626) 434-7000 <a href="mailto:ldacaup@dhs.lacounty.gov">ldacaup@dhs.lacounty.gov</a>	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	<ul style="list-style-type: none"> <li>Laboratory – Room 1</li> </ul>	8:00 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday–Thursday</b></u> <b>One (1) Time</b> 2:00 p.m.  <b>Total Weekly</b> <b>Monday-Thursday</b> <b>Pickup: 4</b>  <b>Friday</b> <b>Two (2) Times</b> 1:30 p.m. 4:30 p.m.  <b>Total Weekly Friday</b> <b>Pickup: 2</b>

**ATTACHMENT 1A**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Long Beach Comprehensive Health Center 1333 Chestnut Ave. Long Beach, CA 90813	Marina Kelterborn (424) 306-6217 mkelterborn@dhs.lacounty.gov	Harbor-UCLA Medical Center 1000 W. Carson Street Building N-25 Box 479 Torrance, CA 90509-2910	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Floor Lab</li> <li>2nd Floor Administration – Room 25</li> <li>204-12 (small room)</li> </ul>	8:00 a.m. - 4:00 p.m. Monday-Friday  (closed on Sunday & holidays)   *Closed on Saturdays after the following holidays: Christmas and New Years	<u><b>Monday-Friday</b></u> <b>Three (3) Times</b> 9:30 a.m. 12:30 p.m. 4:30 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 15</b>  <b>Saturday*</b> <b>One (1) Time</b> 11:30 a.m.  <b>Total Weekly</b> <b>Saturday Pickup: 1</b>
Bellflower Health Center 10005 Flower St Bellflower, CA 90706	Marina Kelterborn (424) 306-6214 mkelterborn@dhs.lacounty.gov	Harbor-UCLA Medical Center 1000 W. Carson Street Building N-25 Box 479 Torrance, CA 90509-2910	<ul style="list-style-type: none"> <li>Laboratory</li> </ul>	10:00 a.m. - 7:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday-Friday</b></u> <b>Two (2) Times</b> 11:30 a.m. 3:30 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>
Torrance Health Center 711 Del Amo Boulevard Torrance, CA 90502	Marina Kelterborn (424) 306-6214 mkelterborn@dhs.lacounty.gov	Harbor-UCLA Medical Center 1000 W. Carson Street Building N-25 Box 479 Torrance, CA 90509-2910	<ul style="list-style-type: none"> <li>Suite 131</li> </ul>	8:00 a.m. - 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday-Friday</b></u> <b>Two (2) Times</b> 11:00 a.m. 2:00 p.m.  <b>Total Weekly Pickup:</b> <b>10</b>

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SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Wilmington Health Center 1325 N. Broad Ave Wilmington, CA 90744	Marina Kelterborn (424) 306-6214 mkelterborn@dhs.lacounty.gov	Harbor-UCLA Medical Center 1000 W. Carson Street Building N-25 Box 479 Torrance, CA 90509-2910	• Lab	8:00 a.m. - 5:00 p.m. Monday-Friday  (closed on weekends & holidays)  <b>Lock Box outside the building on the fence for 4:30 p.m. Stop only</b>	<b><u>Monday-Friday</u></b> <b>Two (2) Times</b> 12:30 p.m. 4:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>
Star Clinic 242 E 6 <sup>th</sup> St Los Angeles, CA 90014	Agnes Michelle Sebastian (562) 367-0518 (cell) asebastian@dhs.lacounty.gov	LA General Medical Center P.O.Box 861749 Los Angeles, CA 90086	• Lobby – Asking for Charge Nurse	8:00 a.m. - 4:15 p.m. Monday-Friday  (closed on weekends & holidays)  *Pharmaceutical Stop on Thursdays Only	<b><u>Monday-Friday</u></b> <b>One (1) Time</b> 11:30 a.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>  <b><u>Thursday*</u></b> 10:00 a.m.  <b>Total Weekly Thursday Pickup: 1</b>
Harbor-UCLA Family Medicine Clinic 1403 W. Lomita Avenue Harbor City, CA 90710	Marina Kelterborn (424) 306-6217 mkelterborn@dhs.lacounty.gov	Harbor-UCLA Medical Center 1000 W. Carson Street Building N-25 Box 479 Torrance, CA 90509-2910	• Laboratory - 2nd Floor Suite	8:00 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Monday-Friday</u></b> <b>Two (2) Times</b> 1:00 p.m. 6:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>
Jacqueline Avent Children and Family Center Peds Clinic 1741 E 120 <sup>th</sup> Street Los Angeles, CA 90059	Blecilda Baylon (424) 338-1385 bbaylon@dhs.lacounty.gov	Harbor-UCLA Medical Center DHS General Accounting Attn: Invoice Processing 1000 S. Fremont Ave. Bldg. A11. 2 <sup>nd</sup> Floor S. Suite 11200S Alhambra, CA 91803	• 126	11:00 p.m. – 12:00 a.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Monday-Friday</u></b> <b>Two (2) Times</b> 1:00 p.m. 11:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>

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SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Central Juvenile Hall Central Juvenile Lab Central Juvenile Court 1605 Eastlake Ave Los Angeles, CA 90033	Dr. Vijayakumar Praveen vpraveen@dhs.lacounty.gov  Mariem Zakhary (323) 226-8011 mzakhary@dhs.lacounty.gov	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Front of Gate	7:30 a.m. - 7:00 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>Two (2) Times</b> 8:30 a.m. 2:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>
Dorothy F. Kirby Center 1500 S. McDonnell Ave. Commerce, CA 90022	Dr. Vijayakumar Praveen vpraveen@dhs.lacounty.gov  Mariem Zakhary (323) 226-8011 mzakhary@dhs.lacounty.gov	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Nurse station/Exam Room	6:30 a.m. - 10:00 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Tuesday</b></u> <b>One (1) Time</b> 12:00 p.m.  <b>Total Weekly Tuesday Pickup: 1</b>
Barry J. Nidorf 16350 Filbert Street Sylmar, Ca 91342	Dr. Vijayakumar Praveen vpraveen@dhs.lacounty.gov  Mariem Zakhary (323) 226-8011 mzakhary@dhs.lacounty.gov	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Call Nurse Office	8:30 a.m. - 4:15 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 1:15 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Los Padrinis Juvenile Hall 7285 Quill Dr. Downey, CA 90242	Dr. Vijayakumar Praveen vpraveen@dhs.lacounty.gov  Mariem Zakhary (323) 226-8011 Mzakhary2@dhs.lacounty.gov	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Nurse Station	7:00 a.m. - 7:00 p.m. Monday-Sunday  (closed on holidays)	<u><b>Monday–Friday</b></u> <b>Two (2) Times</b> 7:30 a.m. 1:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 10</b>  <u><b>Saturday &amp; Sunday</b></u> <b>One (1) Time Per Day</b> 10:00 a.m.  <b>Total Weekly Saturday &amp; Sunday Pickup: 2</b>



# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Lynwood – Century Regional Detention Facility 11705 S. Alameda Street Lynwood, CA 90262	<u>Glenn De Vera</u> <u>(323) 249-7531</u> <u>gdevera@dhs.lacounty.gov</u>	LA Jail Twin Towers Integrated Correctional Health Services – DHS 479 Bauchet Street Los Angeles, CA 90012	• Loading Dock	6:00 a.m. - 5:30 p.m. Monday-Friday  Saturday 6:00 a.m.- 2:00 p.m.  (closed on holidays)	<b><u>Monday–Friday</u></b> <b>Two (2) Times</b> 1:00 p.m. 6:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>  <b><u>Saturday</u></b> <b>One (1) Time</b> 2:30 p.m.  <b>Total Weekly</b> <b>Saturday Pickup: 1</b>
Castaic-North County Correctional 29340 The Old Road Castaic, CA 91349	Marlyn Rios (661) 295-7922 Mrios3@dhs.lacounty.gov	LA Jail Twin Towers Integrated Correctional Health Services – DHS 479 Bauchet Street Los Angeles, CA 90012	• Front Office	6:00 a.m.-2:00 pm Monday–Friday  (closed on weekends & holidays)	<b><u>Monday-Friday</u></b> <b>One (1) Time</b> 5:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>

**ATTACHMENT 1A**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Twin Towers I & II 450 Bauchet Street Los Angeles, CA 90012	Anton Mayr (213) 893-5661 <a href="mailto:amayr@dhs.lacounty.gov">amayr@dhs.lacounty.gov</a>  Babypaz Dela Vega (213) 893-5673 <a href="mailto:bdelavega@dhs.lacounty.gov">bdelavega@dhs.lacounty.gov</a>	LA Jail Twin Towers Integrated Correctional Health Services – DHS 479 Bauchet Street Los Angeles, CA 90012	• Loading Dock	6:00 a.m. - 10:00 p.m. Monday-Sunday  <b>Including holidays Monday-Friday</b>	<b><u>Monday-Friday</u></b> <b>Three (3) Times</b> 7:00 a.m. 2:00 p.m. 7:00 p.m.  <b>Total Weekly Monday-Friday Pickup: 15</b>  <b><u>Saturday</u></b> 6:00 p.m.  <b>Total Weekly Saturday Pickup: 1</b>  <b><u>Sunday</u></b> 5:00 p.m.  <b>Total Weekly Sunday Pickup: 1</b>
Camp Kilpatrick (CVK) 427 s Encinal Canyon Rd, Malibu, CA 90265	Dr. Vijayakumar Praveen <a href="mailto:vpraveen@dhs.lacounty.gov">vpraveen@dhs.lacounty.gov</a>  Mariem Zakhary (323) 226-8011 <a href="mailto:Mzakhary2@dhs.lacounty.gov">Mzakhary2@dhs.lacounty.gov</a>	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Nurse Station	7:00 a.m. - 7:00 p.m. Monday-Sunday  (closed on holidays)	(As needed)
Camp Rockey (CGR) 1900 N Sycamore Canyon Rd, San Dimas, CA 91773	Dr. Vijayakumar Praveen <a href="mailto:vpraveen@dhs.lacounty.gov">vpraveen@dhs.lacounty.gov</a>  Mariem Zakhary (323) 226-8011 <a href="mailto:Mzakhary2@dhs.lacounty.gov">Mzakhary2@dhs.lacounty.gov</a>	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Nurse Station	7:00 a.m. - 7:00 p.m. Monday-Sunday  (closed on holidays)	(As needed)
Camp Paige (CJP) 6601 N Stephens Ranch Rd La Verne, CA 91750	Dr. Vijayakumar Praveen <a href="mailto:vpraveen@dhs.lacounty.gov">vpraveen@dhs.lacounty.gov</a>  Mariem Zakhary (323) 226-8011 <a href="mailto:Mzakhary2@dhs.lacounty.gov">Mzakhary2@dhs.lacounty.gov</a>	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	• Nurse Station	7:00 a.m. - 7:00 p.m. Monday-Sunday  (closed on holidays)	(As needed)

# ATTACHMENT 1A

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Camp Afflerbaugh (CBA) 6631 N Stephens Ranch Rd La Verne, CA 91750	Dr. Vijayakumar Praveen vpraveen@dhs.lacounty.gov  Mariem Zakhary (323) 226-8011 Mzakhary2@dhs.lacounty.gov	Juvenile Court Health Services Billing Processing 1925 Daly Street, 1 <sup>st</sup> Floor Los Angeles, CA 90031	<ul style="list-style-type: none"> <li>Nurse Station</li> </ul>	7:00 a.m. - 7:00 p.m. Monday-Sunday  (closed on holidays)	(As needed)

**DEPARTMENT OF PUBLIC HEALTH  
SERVICE SITES**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Adventist Health Glendale 1509 Wilson Terrace Glendale, CA 91206	Ana 818-409-8310	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Floor - North Tower</li> </ul>	8:30 a.m. - 3:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Wednesday</b></u> <b>One (1) Time</b> 2:30 p.m.  <b>Total Weekly</b> <b>Wednesday Pickup: 1</b>
AHF Antelope Valley Health Center 1669 W Ave J Lancaster, CA 93534	Mertis Coleman mertis.coleman@ahf.org	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Suite 301</li> </ul>	11:00 a.m. - 9:30 p.m. Thursday  (closed on weekends & holidays)	<u><b>Thursday</b></u> <b>One (1) Time</b> 1:00 p.m.  <b>Total Weekly</b> <b>Thursday Pickup: 1</b>
AHF – Whittier 15141 Whittier Blvd Whittier, CA 90603	Taniesha Johnson (562) 693-2654 <a href="mailto:taniesha.johnson@aidshealth.org">taniesha.johnson@aidshealth.org</a> 323-333-0829	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Suite 260</li> </ul>	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday</b></u> <b>One (1) Time</b> 11:00 a.m.  <b>Total Weekly Monday</b> <b>Pickup: 1</b>
AHF Downtown Clinic 1400 S Grand Avenue, Ste 800 Los Angeles, CA 90015	Taniesha Johnson (213) 741-9727 <a href="mailto:taniesha.johnson@aidshealth.org">taniesha.johnson@aidshealth.org</a> 323-333-0829	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Suite 880</li> </ul>	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday-Friday</b></u> <b>One (1) Time</b> 11:10 a.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
AHF Health Center Westside 99 N LA Cienega Blvd Beverly Hills, CA 90211	Linda Chilin (310) 854-2330	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Suite200	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 10:40 a.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
AHF Clinic 4905 Hollywood Blvd Los Angeles, CA 90027	(323) 662-0492	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Lab	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Tim</b> 12:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
AHF Valley 4940 Van Nuys Blvd Los Angeles, CA 91403	Mertis Coleman (818) 380-2626 mertis.coleman@ahf.org	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Suite 200	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 11:45 a.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Alpha Clinical Lab 3021 N San Fernando Blvd Burbank, CA 91504	Arsen Akopyan 818-729-0927 alpha_lab@yahoo.com	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• #C	8:30 a.m. - 6:30 p.m. Wednesday  (closed on weekends & holidays)	<u><b>WEDNESDAY</b></u> <b>One (1) Time</b> 2:15 p.m.  <b>Total Weekly Wednesday Pickup: 1</b>
Alta Med El Monte 10418 Valley Blvd El Monte, CA 91731	(888) 499-9303	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• 1 <sup>st</sup> Floor Lab	8:30 a.m. - 4:30 p.m. Tuesday & Thursday  (closed on weekends & holidays)	<u><b>Tuesday &amp; Thursday</b></u> <b>One (1) Time</b> 1:30 p.m.  <b>Total Weekly Tuesday &amp; Thursday Pickup: 2</b>

# ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Alta Med-Whittier 5427 Whittier Blvd Los Angeles, CA 90022	Taniesha Johnson (562) 693-2654 <a href="mailto:taniesha.johnson@aidshhealth.org">taniesha.johnson@aidshhealth.org</a> 323-333-0829	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Suite 260</li> </ul>	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u>Monday–Friday</u> <b>One (1) Time</b> 9:30 a.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
Alta Med Passons 6336 Passons Blvd Pico Rivera, CA 90660	Sonia Ibarra (562) 205-2257	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>LAB</li> </ul>	8:30 a.m. - 4:30 p.m. Monday, Wednesday & Friday  (closed on weekends & holidays)	<u>Monday, Wednesday &amp; Friday</u> <b>One (1) Time Per Day</b> 10:25 a.m.  <b>Total Weekly</b> <b>Monday, Wednesday &amp; Friday Pickup: 3</b>
Bio Lab 620 W Covina Blvd San Dimas, CA 91773	(909) 718-4592	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>LAB</li> </ul>	8:30 a.m. - 4:30 p.m. Thursday  (closed on weekends & holidays)	<u>Thursday</u> <b>One (1) Time</b> 12:28 p.m.  <b>Total Weekly</b> <b>Thursday Pickup: 1</b>
Cal Poly Pomona 3801 W Temple Avenue, Building 46 Pomona, CA 91768	Myrna Gozos (909) 869-2742	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>142</li> </ul>	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u>Monday–Friday</u> <b>One (1) Time</b> 12:35 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
California Hospital 1401 S Grand Avenue Los Angeles, CA 90015	Rosanna Calbar (213) 748-2411	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Floor Micro Lab</li> <li>Room 346</li> </ul>	8:30 a.m. – 5:00 p.m. Friday  (closed on weekends & holidays)	<u>Friday</u> <b>One (1) Time</b> 10:45 a.m.  <b>Total Weekly Friday</b> <b>Pickup: 1</b>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Carl Bean 2146 W Adams Blvd Los Angeles, CA 90018	(323) 766-2170	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• R-LAB	8:30 a.m. - 4:30 p.m. Tuesday  (closed on weekends & holidays)	<u><b>Tuesday</b></u> <b>One (1) Time</b> 1:10 p.m.  <b>Total Weekly Tuesday Pickup: 1</b>
Cedars-Sinai Marina Del Rey 4650 Lincoln Blvd Marina Del Rey, CA 90292	Michael Dela Guardia (310) 823-8911	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	8:30 a.m. - 4:30 p.m. Tuesday  (closed on weekends & holidays)	<u><b>Tuesday</b></u> <b>One (1) Time</b> 9:00 a.m.  <b>Total Weekly Tuesday Pickup: 1</b>
Centinela Hospital Medical Center 555 East Hardy Street Inglewood, CA 90301	Jack Danskin (310) 680-8390	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• 1 <sup>st</sup> floor Micro Lab	8:30 a.m. - 4:30 p.m. Friday  (closed on weekends & holidays)	<u><b>Friday</b></u> <b>One (1) Time</b> 10:30 a.m.  <b>Total Weekly Friday Pickup: 1</b>
Central City Community Health Center 5970 S Central Avenue Los Angeles, CA 90001	Arturo Mendoza (213) 471-4139  LAB (323) 828-0289	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• R-LAB	8:30 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u><b>Monday-Friday</b></u> <b>One (1) Time</b> 10:15 a.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
PUBLIC HEALTH CLINIC- Clinic Services & CFS  Antelope Valley Health Center 335-B East Avenue K-6 Lancaster, CA 93535	Julieta Rodriguez – Supervising Clinic Nurse County Cell: (213) 668 - 9872 Email: <a href="mailto:jrodriguez5@ph.lacounty.gov">jrodriguez5@ph.lacounty.gov</a>  Back up – Jennifer Troy – Supervising Clinic Nurse County Cell (213) 721 – 6415 <a href="mailto:jfischer@ph.lacounty.gov">jfischer@ph.lacounty.gov</a>	DPH Finance Attn: General Accounting 5555 Ferguson Drive, Suite 100-50 Commerce, CA 90022  Contact: Ben G. Phan, CFO <a href="mailto:Bphan2@ph.lacounty.gov">Bphan2@ph.lacounty.gov</a>	• Building B- Area 1 Laboratory	<b>CFS</b> - Monday – Friday 8:00 a.m. – 4:30 p.m.  <b>CS</b> Monday 8:00 a.m. – 4:30 p.m. Tuesday, Wednesday & Friday 7:30 a.m. – 6:00 p.m.  Thursday 8:00 a.m. – 7:30 p.m. (closed on weekends & holidays)	PHL & High Desert Hospital  <u><b>Monday-Friday</b></u> <b>One (1) Time</b> 12:15 pm  <b>Total Weekly Monday-Friday Pickup: 5</b>



SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
<p>PUBLIC HEALTH CLINIC- Clinic Services &amp; CFS</p> <p><b>Central Health Center</b> 241 North Figueroa Street Los Angeles, CA 90012</p>	<p>Elaine Jung – Supervising Clinic Nurse County Cell (213) 425-1239 Email: <a href="mailto:eljung@ph.lacounty.gov">eljung@ph.lacounty.gov</a></p> <p>Back -up Jesus Murillo -Supervising Clinic Nurse County Cell: (213) 265-1672 <a href="mailto:jmurillo@ph.lacounty.gov">jmurillo@ph.lacounty.gov</a></p> <p>For Pharmacy Daniel Hancz, PharmD (213) 288-8616 <a href="mailto:dhancz@ph.lacounty.gov">dhancz@ph.lacounty.gov</a></p>	<p>Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330</p>	<ul style="list-style-type: none"> <li>Walk-In -Room 131</li> <li>STD- Room 234 (in suite 240)</li> <li>RHAP- Room 252 (in suite 254)</li> <li>MVT – Room 152</li> <li>Pharmacy- B-9</li> </ul>	<p><b>CFS</b> - Monday – Friday – 8:00 a.m. – 4:30 p.m. <b>CS</b> Monday 8:00 a.m. – 4:30 p.m.</p> <p>Tuesday, Thursday &amp; Friday 7:30 a.m. – 6:00 p.m.</p> <p>Wednesday 7:30 a.m. – 7:30 p.m.</p> <p>(closed on weekends &amp; holidays)</p> <p>Pharmacy Hours: 7:30 a.m. – 5:00 p.m. Monday–Friday (closed on weekends &amp; holidays)</p>	<p>PHL &amp; LAC/USC General Lab <b>Monday–Friday</b> <b>Three (3) Times</b> 9:40 am 12:25 pm 3:45 pm</p> <p>Pharmacy <b>Monday- Friday</b> <b>One (1) Time</b> 8:00 a.m.</p> <p><b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 20</b></p>
<p>PUBLIC HEALTH CLINIC- Clinic Services Only</p> <p>Central Satellite Clinic at Center for Community Health 522 San Pedro St. 1<sup>st</sup> Floor Los Angeles, CA 90013</p>	<p>Elaine Jung – Supervising Clinic Nurse County Cell (213) 425-1239 Email: <a href="mailto:eljung@ph.lacounty.gov">eljung@ph.lacounty.gov</a></p> <p>Back -up Jesus Murillo -Supervising Clinic Nurse County Cell: (213) 265-1672 <a href="mailto:jmurillo@ph.lacounty.gov">jmurillo@ph.lacounty.gov</a></p>	<p>Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330</p>	<ul style="list-style-type: none"> <li>129</li> </ul>	<p><b>Only CS</b> 8:00 a.m. - 4:30 p.m. Monday–Friday</p> <p>(closed on weekends &amp; holidays)</p>	<p>PHL &amp; LAC/USC General Lab <b>Monday–Friday</b> <b>One (1) Time</b> 2:45 p.m.</p> <p><b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b></p>
<p>PUBLIC HEALTH CLINIC- Clinic Services Only</p> <p>Curtis Tucker HC 123 W. Manchester Blvd. Inglewood, CA 90301</p>	<p>Teresa Presley – Supervising Clinic Nurse County Cell (323) 768 – 1406 Or (310) 330-1424 Email: <a href="mailto:tpresley@ph.lacounty.gov">tpresley@ph.lacounty.gov</a></p> <p>Back -up Jungsook Bang - Supervising Clinic Nurse County Cell: (213) 725 - 1145 <a href="mailto:jbang@ph.lacounty.gov">jbang@ph.lacounty.gov</a></p>	<p>Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330</p>	<ul style="list-style-type: none"> <li>SHC – Room 110i</li> </ul>	<p><b>CFS</b> - Monday – Friday – 8:00 a.m. – 4:30 p.m. <b>CS</b> Monday, Wednesday, Thursday, &amp; Friday 8:00 a.m. - 4:30 p.m.</p> <p>Tuesdays 10:00 am – 8:00 pm (closed on weekends &amp; holidays)</p>	<p>PHL &amp; MLK (Hawkins Lab) <b>Monday–Friday</b> <b>Three (3) Times</b> 10:00 a.m. 1:30 p.m. 5:00 p.m.</p> <p><b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 15</b></p>

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
<p>PUBLIC HEALTH CLINIC- Clinic Services &amp; Community &amp; Field Services (CFS) and Employee Health Services (EHS) for DPH</p> <p>Glendale Health Center 501 North Glendale Avenue Glendale, CA 91206</p>	<p><u>For Clinic Services</u> Jennifer Troy – Supervising Clinic Nurse County Cell: (213) 721 – 6415 Email: <a href="mailto:jfischer@ph.lacounty.gov">jfischer@ph.lacounty.gov</a></p> <p>Back up – Julieta Rodriguez – Supervising Clinic Nurse County Cell (213) 668 - 9872 <a href="mailto:jrodriguez5@ph.lacounty.gov">jrodriguez5@ph.lacounty.gov</a></p> <p><u>For CFS - Field Services</u> Olivia Manzo, Public Health Nursing Supervisor for East Valley District County Cell (323) 680 – 7346 Back up Public Health Nurse on Phones Main Office number: (818) 291 - 8969</p>	<p>Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330</p>	<ul style="list-style-type: none"> <li>Room 119A</li> </ul>	<p><b>CFS</b> - Monday – Friday – 8:00 a.m. – 4:30 p.m. <b>CS</b> Employee Health Services (EHS) <b>Mondays Closed</b> Tuesday–Friday 7:30 a.m. – 6:00 p.m.</p> <p>Sexual Health Clinic (SHC) <b>Mondays Closed</b> Tuesday &amp; Friday – 8:00 am – 4:30 pm Wednesday &amp; Thursday – 8:00 am – 8:30 pm</p> <p>(closed on weekends &amp; holidays)</p>	<p>PHL &amp; OVMC</p> <p><b><u>Monday–Friday</u></b> <b>Two (2) Times</b> 10:00 a.m. 2:20 p.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 10</b></p>
<p>PUBLIC HEALTH CLINIC- Clinic Services &amp; CFS</p> <p>Hollywood Wilshire Health Center 5205 Melrose Avenue Los Angeles, CA 90038 1st Floor</p>	<p>Jesus Murillo -Supervising Clinic Nurse County Cell: (213) 265-1672 Email: <a href="mailto:jmurillo@ph.lacounty.gov">jmurillo@ph.lacounty.gov</a></p> <p>Back up – Elaine Jung – Supervising Clinic Nurse County Cell (213) 425-1239 Email: <a href="mailto:eljung@ph.lacounty.gov">eljung@ph.lacounty.gov</a></p>	<p>Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330</p>	<ul style="list-style-type: none"> <li>Room 111M</li> </ul>	<p><b>CFS</b> - Monday – Friday – 8:00 a.m. – 4:30 p.m. <b>CS</b></p> <p>Monday 8:00 a.m. – 4:30 p.m.</p> <p>Tuesday, Thursday &amp; Friday 7:30 a.m. – 6:00 p.m.</p> <p>Wednesday 7:30 a.m. – 6:00 p.m.</p> <p>(closed on weekends &amp; holidays)</p>	<p>PHL &amp; LAC/USC General Lab</p> <p><b><u>PHL -Monday–Friday</u></b> <b>Two (2) Times</b> 11:50 a.m. 2:15 pm</p> <p><b><u>LAC/USC</u></b> <b><u>General Lab-</u></b> <b><u>Monday–Friday</u></b> <b>One (1) Time</b> 5:30 p.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 15</b></p>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
PUBLIC HEALTH CLINIC- Clinic Services & CFS  Martin Luther King Jr., Center for Public Health 11833 South Wilmington Avenue LA, CA 90059	Jung sook Bang – Supervising Clinic Nurse County Cell (213) 725 – 1145 Or (323) 568-8726 Email: <a href="mailto:jbang@ph.lacounty.gov">jbang@ph.lacounty.gov</a>  Back -up -Teresa Presley - Supervising Clinic Nurse County Cell: (323) 768 - 1406 Email: <a href="mailto:tpresley@ph.lacounty.gov">tpresley@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room1609</li> </ul>	<b>CFS - Monday – Friday –</b> 8:00 a.m. – 4:30 p.m. <b>CS</b>  Monday 8:00 a.m. – 4:30 p.m.  Tuesday, Thursday & Friday 7:30 a.m. – 6:00 p.m.  Wednesday 7:30 a.m. – 8:00 pm  (closed on weekends & holidays)	PHL & MLK (Hawkins) Lab  <b><u>PHL -Monday-Friday</u></b> <b>Two (2) Times</b> 10:50 a.m. 2:15 p.m.  <b><u>MLK (Hawkins) Lab-</u></b> <b><u>Monday-Friday</u></b> <b>Three (3) Times</b> 12:00 p.m. 3:55 p.m. 5:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 25</b>
Children Hospital 3250 Wilshire Blvd Los Angeles, CA 90010	Sheryl Pool (323) 660-2450 <a href="mailto:aljohnson@chla.usc.edu">aljohnson@chla.usc.edu</a> 323-361-5696 – O 323-217-7516 - C	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Floor</li> <li>12<sup>th</sup> Floor 1203</li> <li>1203.23 (Phlebotomy)</li> </ul>	6:00 a.m. - 8:00 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Tuesday-Friday</u></b> <b>One (1) Time</b> 1:45 p.m.  <b>Total Weekly</b> <b>Tuesday-Friday</b> <b>Pickup: 4</b>
Children's Hospital-micro- Lab 4650 Sunset Blvd Los Angeles, CA 90027	Dante Mehinan (323) 660-2450	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>2 Floor micro lab</li> </ul>	6:00 a.m. - 8:00 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Tuesday &amp; Friday</u></b> <b>One (1) Time</b> 1:30 p.m.  <b>Total Weekly</b> <b>Tuesday &amp; Friday</b> <b>Pickup: 2</b>

# ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Coroner's Office 1104 N. Mission Rd. Los Angeles, CA 90033	(323)343-0717  (323) 343-0530 Tommy Clemons tclemons@me.lacounty.gov	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• TBD	8:00 a.m. - 4:00 p.m. Monday–Sunday  (closed on holidays)	<b><u>Monday–Sunday</u></b> <b>One (1) Time</b> 3:15 pm.  <b><u>Saturday</u></b> <b>One (1) Time</b> 1:45 pm  <b>Total Weekly</b> <b>Monday-Sunday</b> <b>Pickup: 8</b>
Criminal Justice Court 210 W Temple St Los Angeles, CA 90012	(213) 628-7900	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Suite 7-514	8:00 a.m. - 4:00 p.m. Thursday  (closed on weekends & holidays)	<b><u>Thursday</u></b> <b>One (1) Time</b> 10:45 a.m.  <b>Total Weekly</b> <b>Thursday Pickup: 1</b>
Division of HIV & STD Programs 600 South Commonwealth Avenue Los Angeles, CA 90005	Yingdo Ma (213) 351-8000 yma@ph.lacounty.gov	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• GO TO 10 <sup>TH</sup> FLOOR OFFICE TO ACCESS PICKUP ON 11 <sup>TH</sup> FLOOR	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<b><u>Monday–Friday</u></b> <b>One (1) Time</b> 10:20 a.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
DoctorNow 9335 Reseda Blvd Los Angeles, CA 91324	(866) 215-7781 Tommy Videla <a href="mailto:tvidela@doctornow.net">tvidela@doctornow.net</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• 100a	8:00 a.m. - 4:30 p.m. Monday  (closed on weekends & holidays)	<b><u>Monday</u></b> <b>One (1) Time</b> 12:05 p.m.  <b>Total Weekly Monday</b> <b>Pickup: 1</b>

## ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
El Proyecto Del Barrio 9140 Van Nuys Blvd Los Angeles, CA 91402	Roman Zapata/Nino Arcilla (818) 830-7181 Elisa Lopez <a href="mailto:elopez@elproyecto.us">elopez@elproyecto.us</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Suite R-207	8:00 a.m. - 4:30 p.m. Monday, Wednesday, Thursday & Friday  (closed on weekends & holidays)	<u><b>Monday &amp; Wednesday</b></u> <b>One (1) Time</b> 12:45 p.m.  <b>Total Weekly Monday &amp; Wednesday Pickup: 2</b>  <u><b>Thursday &amp; Friday</b></u> <b>One (1) Time</b> 9:50 a.m.  <b>Total Weekly Thursday &amp; Friday Pickup: 2</b>
East Valley Clinic Pomona 1555 S Garey Ave Pomona, CA 91766	Martha Melendez (909) 620-8088ext.3208	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Clinic	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 1:10 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
East Valley Clinic Covina 420 S Glendora Ave West Covina, CA 91790	(626) 919-4333	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Floor 12	8:30 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	<u><b>Monday–Friday</b></u> <b>One (1) Time</b> 12:10 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Flex Baths 4424 Melrose Ave Los Angeles, CA 90029	Benny (323) 663-7786 Eric Filmardrossian <a href="mailto:efilmardrossian@jwch.org">efilmardrossian@jwch.org</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Clinic	8:00 a.m. - 4:30 p.m. Monday, Wednesday & Friday  (closed on weekends & holidays)	<u><b>Monday, Wednesday &amp; Friday</b></u> <b>One (1) Time</b> 8:30 a.m.  <b>Total Weekly Monday, Wednesday &amp; Friday Pickup: 3</b>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Public Health – CFS only  Glendale Satellite – Burbank Office 101 South First Street Suite 302 Burbank, CA 91502	Acacia Blanc, Public Health Nursing Supervisor for Glendale District County Cell (323) 680 – 1735  Back up Public Health Nurse on Phones Main Office number (818) 260 - 3300	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Floor - Suite 302</li> </ul>	<b>Only CFS</b> 8:00 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	Only PHL <b><u>Monday-Friday</u></b> <b>One (1) Time</b> 2:45 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
PUBLIC HEALTH CLINIC- Clinic Services & CFS  Monrovia Health Center 330 West Maple Avenue Monrovia, CA 91016	Ana Lopez- Supervising Clinic Nurse County Cell: (323) 307-6362 Email: <a href="mailto:aklopez@ph.lacounty.gov">aklopez@ph.lacounty.gov</a>  Back up - Rosaisela Bernal-Murillo County Cell: 213-550-8859 Email: <a href="mailto:rbernal@ph.lacounty.gov">rbernal@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 2</li> </ul>	<b>CS &amp; CFS</b> 8:00 a.m. - 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	PHL & LAC/USC General Lab  <b><u>Monday-Friday</u></b> <b>Two (2) Times</b> 9:00 a.m. 1:30 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>
PUBLIC HEALTH CLINIC- Clinic Services & CFS  North Hollywood Health Center for Sexual Health Clinic – <b>Temporarily closed.</b> Using HC, then will use trailers in North Hollywood until new building operational.	Jennifer Troy – Supervising Clinic Nurse County Cell: (213) 721 – 6415 Email: <a href="mailto:jfischer@ph.lacounty.gov">jfischer@ph.lacounty.gov</a>  Back up – Julieta Rodriguez – Supervising Clinic Nurse County Cell (213) 668 - 9872 <a href="mailto:jrodriguez5@ph.lacounty.gov">jrodriguez5@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>TBD</li> </ul>	<b>CFS - Monday – Friday –</b> 8:00 a.m. – 4:30 p.m. <b>CS</b> Sexual Health Clinic (SHC) <b>Mondays Closed</b> Tuesday & Friday – 8:00 am – 4:30 pm Wednesday & Thursday – 8:00 am – 8:30 pm  (closed on weekends & holidays)	PHL & OVMC  <b><u>Monday-Friday</u></b> <b>Two (2) Times</b> Pending in 12:00 pm Pending 3:30 pm  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
<b>PUBLIC HEALTH CLINIC- Clinic Services &amp; CFS</b>  Pacoima Health Center 13300 Van Nuys Blvd. Pacoima, CA 91331	Julieta Rodriguez – Supervising Clinic Nurse County Cell: (213) 668 - 9872 Email: <a href="mailto:jrodriguez5@ph.lacounty.gov">jrodriguez5@ph.lacounty.gov</a>  Back up – Jennifer Troy – Supervising Clinic Nurse County Cell (213) 721 – 6415 <a href="mailto:jfischer@ph.lacounty.gov">jfischer@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 2</li> </ul>	<b>Only CS</b>  8:00 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	PHL & OVMC  <b><u>PHL - Monday-Friday</u></b> <b>One (1) Time</b> 2:05 pm  <b><u>OVMC Lab Only-</u></b> <b><u>Monday-Friday</u></b> <b>One (1) Time</b> 5:10 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>
Public Health – CFS only  Panorama City Satellite Office for San Fernando District 14500 Roscoe Blvd Suite 500 Panorama City, CA 91402	Christina Stenman, Public Health Nursing Supervisor for San Fernando District County Cell (213) 785 - 4692  Back up Public Health Nurse on Phones Main Office number: (818) 672 - 2260	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>5<sup>th</sup> Floor – Suite 500</li> </ul>	<b>Only CFS</b>  8:00 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	Only PHL  <b><u>Monday–Friday</u></b> <b>One (1) Time</b> 1:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
<b>PUBLIC HEALTH CLINIC- Clinic Services &amp; CFS</b>  Pomona Health Center 750 South Park Avenue Pomona, CA 91766	Ana Lopez- Supervising Clinic Nurse County Cell: (323) 307-6362 Email: <a href="mailto:aklopez@ph.lacounty.gov">aklopez@ph.lacounty.gov</a>  Back up - Rosaisela Bernal-Murillo County Cell: 213-550-8859 Email: <a href="mailto:rbernal@ph.lacounty.gov">rbernal@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>1st Floor</li> <li>Room 110C</li> </ul>	<b>CS &amp; CFS</b>  8:00 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	PHL & LAC/USC General Lab  <b><u>Monday–Friday</u></b> <b>Two (2) Times</b> 8:30 a.m. 1:00 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 10</b>



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PUBLIC HEALTH CLINIC- Clinic Services & CFS  Ruth Temple Health Center 3834 S. Western Ave. Los Angeles, CA 90062	Teresa Presley Supervising Clinic Nurse County Cell (323) 768 – 1406 Or (310) 330-1424 Email: <a href="mailto:tpresley@ph.lacounty.gov">tpresley@ph.lacounty.gov</a>  Back -up Jungsook Bang - Supervising Clinic Nurse County Cell: (213) 725 - 1145 Email: <a href="mailto:jbang@ph.lacounty.gov">jbang@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>1<sup>st</sup> Floor, Room 123</li> </ul>	<p><b>Only CS</b> Monday, Tuesday, Wednesday &amp; Friday 8:00 a.m. - 4:30 p.m.</p> <p>Thursday 11:30 p.m. – 8:00 p.m.</p> <p>(closed on weekends &amp; holidays)</p>	<p>PHL &amp; LAC/USC General Lab – called as needed</p> <p><b><u>Monday–Friday</u></b> <b>Two (2) Times</b> 9:40 a.m. 1:15 p.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 10</b></p>
PUBLIC HEALTH CLINIC- Clinic Services & CFS  Simms/Mann Burke Health Center 2509 Pico Blvd. Room 325 Santa Monica, CA 90405	Jennifer Kilburn, Public Health Nursing Supervisor for West Health District County Cell (213) 822 - 2584  Back up Public Health Nurse on Phones Main Office number: (310) 998 - 3204	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 320 NOTE: then the Public Health Nurses escort the courier to Room 346</li> </ul>	<p><b>Only CFS</b> 8:00 a.m. - 4:30 p.m. Monday–Friday (closed on weekends &amp; holidays)</p>	<p>Only PHL</p> <p><b><u>Monday–Friday</u></b> <b>One (1) Time</b> 12:00 p.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 5</b></p> <p>Note: No Specimen Pick up for CS for PHL</p>
Torrance Health HC 711 Del Amo Blvd. Torrance, CA 90502	Teresa Presley Supervising Clinic Nurse County Cell (323) 768 – 1406 Or (310) 330-1424 Email: <a href="mailto:tpresley@ph.lacounty.gov">tpresley@ph.lacounty.gov</a>  Back -up Jungsook Bang - Supervising Clinic Nurse County Cell: (213) 725 - 1145 <a href="mailto:jbang@ph.lacounty.gov">jbang@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 131</li> </ul>	<p><b>CFS - Monday – Friday –</b> 8:00 a.m. – 4:30 p.m. <b>CS</b> CS Open ONLY on  Wednesdays 11:30 p.m. – 8:00 p.m.</p> <p>(closed on weekends &amp; holidays)</p>	<p>PHL &amp; Harbor UCLA Lab</p> <p><b><u>PHL &amp; Harbor UCLA</u></b> <b>Lab</b> <b><u>Monday - Friday</u></b> <b>One (1) Time</b> 10:30 a.m.</p> <p><b>Total Weekly Monday-Friday Pickup: 5</b></p>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
<b>PUBLIC HEALTH CLINIC- Clinic Services &amp; CFS</b>  Whittier Health Center 7643 South Painter Avenue Whittier, CA 90602	Rosaisela Bernal-Murillo Supervising Clinic Nurse County Cell: 213-550-8859 Email: <a href="mailto:rbernal@ph.lacounty.gov">rbernal@ph.lacounty.gov</a>  Back up – Ana Lopez – Supervising Clinic Nurse County Cell: (323) 307 – 6362 Email: <a href="mailto:aklopez@ph.lacounty.gov">aklopez@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>2nd Floor, Room 227 Lab</li> </ul>	<b>CS &amp; CFS</b>  8:00 a.m. - 4:30 p.m. Monday–Friday  (closed on weekends & holidays)	PHL & LAC/USC General Lab <b><u>PHL</u></b> <b><u>Monday–Friday</u></b> <b>One (1) Time</b> 10:45 am  <b><u>LAC/USC</u></b> <b><u>Monday – Friday</u></b> <b>Two (2) Times</b> 12:30 pm 3:30 pm  <b>Total Weekly Monday-Friday Pickup: 15</b>
Los Angeles Christian Health Centers - Pico Aliso Clinic 1625 E 4 <sup>th</sup> Street Los Angeles, CA 90033	Venessa (323) 674-1519	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>LAB</li> </ul>	7:30 a.m. – 4:00 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Tuesday–Friday</u></b> <b>One (1) Time</b> 9:15 a.m.  <b>Total Weekly Tuesday-Friday Pickup: 4</b>
Los Angeles LGBT Center/LAMBDA MED 1625 Schrader Blvd Los Angeles, CA 90028	Brandi Francis (323) 993-7500  LAB (323) 993-7514	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>3<sup>RD</sup> FLOOR LAB</li> </ul>	9:00 a.m. – 7:00 p.m. Monday–Friday  10:00 a.m. – 5:00 p.m. Saturday  (closed on Sunday & holidays)	<b><u>Monday-Friday</u></b> <b>One (1) Time</b> 12:30 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>  <b><u>Saturday</u></b> <b>One (1) Time</b> 8:10 a.m.  <b>Total Weekly Saturday Pickup: 1</b>

# ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Los Angeles LGBT Center (LGBT SPOT) 8745 Santa Monica Blvd West Hollywood, CA 90069	(323) 993-7500  MAIN LAB 323-957-5290	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	10:00 a.m. – 7:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Monday–Friday</u> <b>One (1) Time</b> 12:50 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Primex Clinical Lab 16742 Stagg St Los Angeles, CA 91406  Pick up location: St 120	Arman (818) 779-0496	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• Suite 120	8:00 a.m. – 4:30 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Monday</u> <b>One (1) Time</b> 11:40 a.m.  <b>Total Weekly Monday Pickup: 1</b>
White Memorial 1720 East Cesar E Chavez Avenue Los Angeles, CA 90033	Jose Estrada (323) 268-5000  Steve (323) 268-5000 x701	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• NORTH BUILDING LAB 2 <sup>ND</sup> FLOOR	Open 24 Hours	<u>Thursday</u> <b>One (1) Time</b> 10:30 a.m.  <b>Total Weekly Thursday Pickup: 1</b>
Pomona Valley Medical Center 1798 North Garey Avenue Pomona, CA 91767	(909) 865-9500	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	Open 24 Hours	<u>Friday</u> <b>One (1) Time</b> 8:00 a.m.  <b>Total Weekly Friday Pickup: 1</b>
USC Verdugo Hill Hospital 1812 Verdugo Blvd Glendale, CA 91208	Calvin Smith (818) 790-7100	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	Open 24 Hours	<u>Friday</u> <b>1<sup>st</sup> &amp; 3<sup>rd</sup> week</b> <b>One (1) Time</b> 2:25 p.m.  <b>Total Weekly 1<sup>st</sup> &amp; 3<sup>rd</sup> Friday Pickup: 1</b>

**ATTACHMENT 1B**

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Pasadena public Health 1845 N. Fair Oaks Avenue Pasadena, CA 91103	(626) 744-6000	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room-2119</li> <li>P301</li> </ul>	8:00 a.m. – 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Monday–Friday</u> <b>One (1) Time</b> 9:40 a.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>
modMD LA. 208 Lincoln Blvd Venice, CA 90291	Isaac Camgar (833) 663-6399	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>LAB</li> </ul>	11:00 a.m. – 7:30 p.m. Monday–Thursday  9:00 a.m. – 5:30 p.m. Friday  (closed on weekends & holidays)	<u>Thursday</u> <b>One (1) Time</b> 11:36 a.m.  <b>Total Weekly</b> <b>Thursday Pickup: 1</b>
Providence St. John 2121 Santa Monica Blvd Santa Monica, CA 90404	Vervevivi Flores (310) 829-5511	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>LAB</li> </ul>	Open 24 Hours	<u>Friday</u> <b>One (1) Time</b> 10:15 a.m.  <b>Total Weekly Friday</b> <b>Pickup: 1</b>
Keck USC Clinical Lab 2250 Alcazar St Los Angeles, CA 90089	Courier contacts are: Maria Martinez: 323-442-2976 Elizabeth Chung: 323-442-0438  Dr. Jonas Pettersson (323) 442-0455	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>CSC-109T</li> </ul>	8:00 a.m. – 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Thursday</u> <b>One (1) Time</b> 1:10 p.m.  <b>Total Weekly</b> <b>Thursday Pickup: 1</b>
Long Beach Public Health 2525 Grand Avenue Long Beach, CA 90815	Marina Ohlson-Smorick, MA HIV Care & Prevention Director 562.570.4329  Erica Sanchez RN and HIPAA compliance officer	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 106</li> </ul>	8:00 a.m. – 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Monday–Friday</u> <b>One (1) Time</b> 3:30 p.m.  <b>Total Weekly</b> <b>Monday-Friday</b> <b>Pickup: 5</b>

## ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Tarzana Treatment Center 320 East Palmdale Blvd Palmdale, CA 93550	James Bordeaux 818-654-3887 Ext: 4002 FRONT DESK (818) 534-1830	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>ACCESS LAB 107C THROUGH R-107/105B</li> </ul>	8:00 a.m. – 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Wednesday</u> One (1) Time 11:30 a.m.  <b>Total Weekly Wednesday Pickup: 1</b>
Tarzana Treatment Center 7101 Baird Avenue Los Angeles, CA 91335	Andrea Fuller Director of Community Programs and Services Phone: (818)342-5897 ext. 2122  Gladis Arreola	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Room 107</li> </ul>	8:00 a.m. – 5:00 p.m. Monday-Friday  (closed on weekends & holidays)	<u>Monday – Friday</u> One (1) Time 11:15 a.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
Joshua House LACHC 325 East 7 <sup>th</sup> Street Los Angeles, CA 90014	Claudia Barahona 323-610-7400	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Floor</li> </ul>	7:00 a.m. – 3:00 p.m. Tuesday-Friday  (closed on weekends & holidays)	<u>Tuesday- Friday</u> One (1) Time 9:00 a.m.  <b>Total Weekly Tuesday- Friday Pickup: 4</b>
Torrance Memorial 3330 Lomita Blvd Torrance, Ca 90505	Shiva Eskandari 310-257-5723	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>West Tower, 4<sup>th</sup> Floor Clinical Lab/Microbiology</li> </ul>	7:00 a.m. – 5:00 p.m. Monday–Friday  7:00 a.m. – 3:30 p.m. Saturday  (closed on Sunday & holidays)	<u>Tuesday</u> One (1) Time 10:00 a.m.  <b>Total Weekly Tuesday Pickup: 1</b>
Saint Francis Medical Center 3630 East Imperial Hwy Lynwood, CA 90262	Mitzi Flor L. Gaston 310-900-8932	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>2<sup>ND</sup> FLOOR MAIN LAB</li> </ul>	7:00 a.m. – 5:00 p.m. Monday  (closed on weekends & holidays)	<u>Monday</u> One (1) Time 12:30 p.m.  <b>Total Weekly Monday Pickup: 1</b>

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SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
T.H.E. Clinic 3834 S Western Avenue Los Angeles, CA 90062	Jasmine LVN 323-730-1920	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• 1 <sup>st</sup> Floor	9:00 a.m. – 5:00 p.m. Monday, Wednesday & Friday  (closed on weekends & holidays)	<b><u>Monday, Wednesday &amp; Friday</u></b> <b>One (1) Time</b> 12:15 p.m.  <b>Total Weekly Monday, Wednesday &amp; Friday Pickup: 3</b>
Palmdale Regional Medical Center 38600 Medical Center Drive Palmdale, CA 93551	Victoria Mack (661)-382-5726  Lab's main phone #: 661-382-5018  Camilla Cruz – Lab Director	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	9:00 a.m. – 9:00 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Thursday</u></b> <b>One (1) Time</b> 10:30 a.m.  <b>Total Weekly Thursday Pickup: 1</b>
JWCH Weingart 522 S San Pedro St Los Angeles, CA 90013	Dan (866) 733-5924	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	8:00 a.m. – 4:00 p.m. Monday-Friday  (closed on weekends & holidays)	<b><u>Monday-Friday</u></b> <b>One (1) Time</b> 2:43 p.m.  <b>Total Weekly Monday-Friday Pickup: 5</b>
JWCH Wesley H Center 3591 E Imperial Hwy Lynwood, CA 90262	562-661-5989	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	• LAB	8:00 a.m. – 4:00 p.m. Monday  (closed on weekends & holidays)	<b><u>Monday (2<sup>nd</sup> only)</u></b> <b>One (1) Time</b> 2:35 p.m.  <b>Total Weekly Monday (2<sup>nd</sup> week) Pickup: 1</b>
Public Health Lab 12750 Erickson Ave. Downey, CA 90242	William Chen 562-658-1443 <a href="mailto:wchen@ph.lacounty.gov">wchen@ph.lacounty.gov</a>  Armen Tudjarian 562-658-1330 <a href="mailto:atudjarian@ph.lacounty.gov">atudjarian@ph.lacounty.gov</a>	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	8:00 a.m. – 5:00 p.m. Monday - Friday	<b><u>Monday – Friday</u></b>  (Weekends as needed) <u>Variable Times</u>  <b>Total Weekly Monday-Friday (Weekend as needed)</b>  Weekly Pickup: <u>Approximately 115+</u>

## ATTACHMENT 1B

SERVICE SITE NAME / ADDRESS	SERVICE SITE TEL # CONTACT PERSON	INVOICE SUBMISSION ADDRESS	PICK UP / DELIVERY LOCATION(S)	SERVICE SITES HOURS OF OPERATION	STOPS
Harbor UCLA Medical Center 1000 W. Carson St. R-2S3 & 2S4 LAB Torrance, CA 90509	Tom 818-837-6944	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>R-2S3 &amp; 2S4 LAB</li> </ul>	7:00 a.m. – 8:00 p.m. Monday -Sunday  (including holidays)	PHL <u><b>MONDAY-FRIDAY</b></u> <b>One (1) Time</b> 2:05 pm  <b>Total Weekly Monday-Friday Pickup: 5</b>
Los Angeles General Medical Center (LACUSC) 1200 N State St. Los Angeles, CA 90033	323-409-7023	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>NEW BLDNG #2C433</li> </ul>	7:30 a.m. - 11:00 p.m. Monday -Sunday  (including holidays)	PHL <u><b>Monday-Friday</b></u> <b>One (1) Time</b> 3:55 pm  <b>Total Weekly Monday-Friday Pickup: 5</b>
MLK Community Hospital 1680 E. 120 <sup>th</sup> St. 3 <sup>rd</sup> Floor Lab Room 7-340 Los Angeles, CA 90059	Main Lab's phone # 424-338-8346	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Floor Lab Room 7-340</li> </ul>	8:00 a.m. – 8:00 p.m.  Monday - Sunday  (including holidays)	<u><b>Monday-Friday</b></u> <b>One (1) Stop</b> 11:30 am  <b>Total Weekly Monday-Friday Pickup: 5</b>  <u><b>Saturday</b></u> <b>Two (2) Stops</b> 9:45 am 11:30 am  <b>Total Weekly Saturday Pickup: 2</b>
Watts Health Care 10300 Compton Ave. Lab Los Angeles, CA 90002	Elizabeth 323-357-6599	Public Health Lab 12750 Erickson Ave., Downey, CA 90242 562-658-1330	<ul style="list-style-type: none"> <li>Lab 1<sup>st</sup> Floor</li> </ul>	Daily 8:25 a.m. – 4:15 p.m. Tuesday - Friday	<u><b>Tuesday-Friday</b></u> <b>One (1) Stop</b> 1:30 pm  <b>Total Weekly Tuesday-Friday Pickup: 4</b>



**CONTRACTOR DISCREPANCY REPORT**

CDR NUMBER	DATE CDR PREPARED
SERVICE SITE / FACILITY	
CONTRACTOR	AGREEMENT / CONTRACTOR NUMBER
TO CONTRACTOR'S STAFF (NAME AND TITLE)	FROM (COUNTY'S STAFF NAME AND TITLE)

**INCIDENT DETAILS**

DATE(S) OF INCIDENT	TIME(S) OF INCIDENT	LOCATION(S) OF INCIDENT
DESCRIPTION OF INCIDENT		
CONTRACTUAL REQUIREMENT(S) – Include Agreement References		

**CONTRACTOR DUE DATES**

1) Contractor's Written Acknowledgement of discrepancy response due within 5 business days from the date of this CDR: _____ 2) Contractor's Correction Plan of all deficiencies identified in this CDR due within 10 business days from the date of this CDR: _____	
SIGNATURE OF COUNTY'S REPRESENTATIVE	DATE

**CONTRACTOR CORRECTIVE ACTION PLAN**

IDENTIFY THE ROOT CAUSE OF INCIDENT AND CORRECTIVE ACTION TAKEN		
PLAN FOR PREVENTION OF FUTURE INCIDENTS		
WRITTEN NAME & TITLE OF CONTRACTOR'S REPRESENTATIVE	SIGNATURE OF CONTRACTOR'S REPRESENTATIVE	DATE

**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

<b>SPECIFIC PERFORMANCE REFERENCE</b>	<b>PERFORMANCE STANDARDS</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
<b>MASTER AGREEMENT TERMS AND CONDITIONS</b>			
Master Agreement: Paragraph 7.4 (Confidentiality)	100% Completion of Required Services.	Inspection & Observation	\$500 per incidence of non-compliance
Master Agreement: Paragraph 8.42 (Record Retention & Inspection/Audit Settlement)	100% Completion of Required Services.	Inspection of files	\$50 per occurrence
Master Agreement: Paragraph 8.45 (Subcontracting)	100% Completion of Required Services.	Inspection & Observation	\$500 per incidence of non-compliance
<b>STATEMENT OF WORK (SOW)</b>			
3.3.2 Specimen Handling	100% Completion of Required Services.	Inspection & Observation	\$50 first 3 incidences of non-compliance, \$100 thereafter
3.3.3 STOPS – A. Routine Stops	100% Completion of Required Services.	Inspection & Observation	\$50 per incidence of non-compliance
3.3.3 STOPS – B. Non-Routine Stops	100% Completion of Required Services.	Inspection & Observation	\$50 per incidence of non-compliance
3.3.3 STOPS – C. Daily Courier Manifest	100% Completion of Required Services.	Inspection & Observation	\$100 per incidence of non-compliance
5.2.3 Training	Contractor must provide training to meet the requirements under this Agreement for all new personnel and continuing in-service training for all Contractor personnel.	Inspection & Observation	\$50 per incidence of non-compliance

5.2.5 Supplies and Equipment – Sub-paragraph B. Lock Boxes	100% Completion of Required Services.	Inspection & Observation	\$100 per incidence of non-compliance
7.1 Quality Control	100% Completion of Required Services.	Inspection & Observation	\$50 per incidence of non-compliance
7.2 Quality Records	100% Completion of Required Services.	Inspection & Observation	\$100 per incidence of non-compliance

**EXHIBIT C**  
**PRICING SCHEDULE**

This Exhibit C (Pricing Schedule) to the Agreement sets forth the pricing and payment terms for provision of Services pursuant to the Agreement. The terms or phrases used herein without definitions shall have the meanings given to such in the Agreement, including the Statement of Work.

**1.0 PRICING AND PAYMENTS**

**1.1 Service Fees**

The fees for Services ("Service Fee(s)") specified in this Pricing Schedule are the maximum amounts that shall be payable by County to Contractor for the Services provided pursuant to the Agreement. Unless amended pursuant to a duly authorized amendment to the Agreement, the Service Fees shall not increase during the term of the Agreement. Contractor shall invoice County the Service Fees for Services provided in accordance with the requirements of the Statement of Work. Unless otherwise provided in the Agreement, Service Fees shall include any and all costs and fees associated with the provision of Services.

Contractor shall provide all Services and fulfill all requirements of the Statement of Work in exchange for the Service Rates and Fees specified below. <b>STOP TYPE</b>	<b>YEAR 1 MONTHLY SERVICE FEE/RATES*</b>	<b>YEAR 2 SERVICE FEE/RATES</b>	<b>YEAR 1 SERVICE FEE/RATES</b>	<b>YEAR 1 SERVICE FEE/RATES</b>	<b>YEAR 1 SERVICE FEE/RATES</b>
<b>ROUTINE: (SERVICE FEES MONTHLY FEE FOR DHS AND PUBLIC HEALTH)</b>	\$106,043	\$109,206	\$112,465	\$115,821	\$119,278
<b>ROUTINE: (SERVICE FEE PER MONTH FOR DHS)</b>	\$59,472	\$61,246	\$63,074	\$64,956	\$66,895
<b>ROUTINE: (SERVICE FEE PER MONTH FOR PUBLIC HEALTH)</b>	\$46,572	\$47,961	\$49,392	\$50,866	\$52,384

<b>ROUTINE: (SERVICE FEE/RATES PER STOP FOR DHS AND PUBLIC HEALTH)</b>	\$24.49	\$25.22	\$25.97	\$26.75	\$27.55
<b>NON-ROUTINE: (SERVICE RATES) FOR DHS AND PUBLIC HEALTH</b>					
<b>AS NEEDED</b>	\$2.00 per mile (10 mile minimum)	\$2.06 per mile (10 mile minimum)	\$2.12 per mile (10 mile minimum)	\$2.19 per mile (10 mile minimum)	\$2.25 per mile (10 mile minimum)
<b>STAT</b>	\$2.50 per mile (10 mile minimum)	\$2.58 per mile (10 mile minimum)	\$2.65 per mile (10 mile minimum)	\$2.73 per mile (10 mile minimum)	\$2.81 per mile (10 mile minimum)

\*Estimated Monthly Service Rates

## 1.2 PRICING TERMS

Pricing and reimbursement for Services provided pursuant to the Agreement shall be subject to the following terms and conditions:

1.2.1 Contractor will bill the County all-inclusive Monthly Fee/Rates with the following exceptions:

- As Needed and Stat Services will be billed as stated in the above chart.

## 2.0 **INVOICING**

### 2.1 Invoicing

<b>Terms</b>	Monthly in Arears
<b>Due Date</b>	15 <sup>th</sup> of each month
<b>Submission</b>	To contact(s) for billing identified in Exhibit E (County's Administration) or Attachment 1 (Service Sites) under Exhibit B (Statement of Work), as applicable.

Unless otherwise instructed by County, Contractor shall submit a separate invoice for each Service Site, if any, to County's Project Manager or the Service Site PM, as applicable. All invoices submitted by Contractor shall include a billing summary of the Services provided. County and Contractor will agree on the invoice format, which shall include, at a minimum, the information specified below:

1. Invoice #
2. Invoice Date
3. Service Site, if any
4. Date of Services

5. Description of Services
6. Service Fees
7. Total invoice amount

## 2.2 Expenses

Unless specified otherwise in the Agreement or the Statement of Work, the Service Fees specified in this Pricing Schedule are the only amounts that Contractor may charge County and be reimbursed for provision of Services under the Agreement, and County shall not pay Contractor overtime premiums, travel expenses, meals, lodging, holidays, vacation, sick leave, per diem or any other expenses that may be incurred by Contractor in the course of provision of the Services.

If Contractor is authorized under the Agreement or by County to be reimbursed for expenses (mileage, parking, etc.) incurred in the course of provision of Services in addition to the Service Fees payable under the Agreement, the reimbursement rates for such expenses shall not exceed those approved by County for reimbursement to County employees.



**EXHIBIT D**  
**ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

CONTRACTOR'S NAME      Rapid Medical Logistics, Inc.

COUNTY AGREEMENT NO. \_\_\_\_\_

**GENERAL INFORMATION:**

Contractor referenced above has entered into the County Agreement identified above (hereafter "County Agreement") to provide certain services to the County of Los Angeles (hereafter "County"). County requires Contractor to sign this Contractor Acknowledgement and Confidentiality Agreement (hereafter "Confidentiality Agreement").

**CONTRACTOR ACKNOWLEDGEMENT:**

Contractor understands and agrees that Contractor employees, consultants, outsourced vendors, independent contractors and agents (hereafter "Contractor's Staff") that will provide services pursuant to the above referenced County 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 County Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of County for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from County by virtue of performance of work under the above-referenced County Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from County pursuant to any agreement between any person or entity and County.

**CONFIDENTIALITY AGREEMENT:**

Contractor and Contractor's Staff may be involved with work pertaining to services provided by County 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 County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with County. 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 understands and agrees that if it or Contractor's Staff are involved in County work, 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 it or Contractor's Staff for County.

Contractor, on behalf of itself and Contractor's Staff, hereby agrees that neither it nor Contractor's will divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced County Agreement. Contractor agrees that it and Contractor's Staff shall forward to County's Project Manager all requests for the release of any date or information received.

Contractor agrees that it and Contractor's Staff shall keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from County, design concepts, algorithms, programs, formats,

documentation, Contractor's proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the County Agreement. Contractor further agrees that it and Contractor's Staff shall protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor also agrees that if proprietary information supplied by other County vendors is provided to Contractor's Staff during employment, Contractor and Contractor's Staff shall keep such information confidential during and following the term of the County Agreement.

Contractor agrees that it and Contractor's Staff shall report any and all violations of this Confidentiality Agreement by Contractor or Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor acknowledges that violation of this Confidential Agreement by Contractor or Contractor's Staff may subject Contractor and Contractor's Staff to civil and/or criminal action and that County may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**EXHIBIT E**  
**COUNTY'S ADMINISTRATION**

**COUNTY'S PROJECT DIRECTOR**

Name      Julio C. Alvarado

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Title        Director, Contracts Administration & Monitoring

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Address    313 North Figueroa Street, 6<sup>th</sup> Floor – East  
Los Angeles, CA 90012

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Phone      (213) 288-7819

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Email       [jalvarado@dhs.lacounty.gov](mailto:jalvarado@dhs.lacounty.gov)

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**COUNTY'S PROJECT MANAGER**

Name

---

Title

---

Address

---

Phone

---

Email

---

**SERVICE SITE – SERVICE SITE PROJECT MANAGER / BILLING**

Name

---

Title

---

Address

---

Phone

---

Email

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**EXHIBIT F**  
**CONTRACTOR'S ADMINISTRATION**

CONTRACTOR'S WEBVEN VENDOR ID: 221005

**CONTRACTOR'S PROJECT DIRECTOR**

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Email

\_\_\_\_\_

**EXHIBIT G**  
**CHARITABLE CONTRIBUTIONS CERTIFICATION**

**[Vendor/Contractor]:** Rapid Medical Logistics, Inc.

**Address:** 6300 Wilshire Blvd., Suite 1820, Los Angeles, CA 90048

**Internal Revenue Service Employer Identification Number:** 99-0980992

☐ The Agency or Contractor is exempt from the California Nonprofit Integrity Act.

**California Registry of Charitable Trusts "CT" number (if applicable):** \_\_\_\_\_

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

**Check the Certification below that is applicable to your company.**

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

**OR**

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

\_\_\_\_\_  
**Signature**

**Date:**    -    -

**Name of Signer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## EXHIBIT II

DEPARTMENT OF HEALTH SERVICES  
PROPOSITION A – LABORATORY COURIER SERVICES  
COST ANALYSIS SUMMARY  
OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2030

COST ANALYSIS FOR DEPARTMENT OF HEALTH SERVICES AND DEPARTMENT OF PUBLIC HEALTH				
	TOTAL ESTIMATED AVOIDABLE COSTS	TOTAL ESTIMATED CONTRACT COST	ESTIMATED SAVINGS FROM CONTRACTING	PERCENTAGE SAVINGS
FY 2025-26	\$2,157,756.44	\$1,258,880.01	\$898,876.43	41.66%
FY 2026-27	\$2,162,389.74	\$1,296,350.96	\$866,038.78	40.05%
FY 2027-28	\$2,184,134.62	\$1,351,457.85	\$832,676.77	38.12%
FY 2028-29	\$2,185,092.19	\$1,391,802.72	\$793,289.47	36.30%
FY 2029-30	\$2,186,387.56	\$1,433,467.09	\$752,920.47	34.44%
<b>Total</b>	<b>\$10,875,760.60</b>	<b>\$6,731,958.63</b>	<b>\$4,143,801.92</b>	<b>38.10%</b>