



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

## HALL OF JUSTICE

ROBERT G. LUNA, SHERIFF



January 6, 2026

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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

43 January 6, 2026

EDWARD YEN  
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST FOR APPROVAL TO AWARD AND EXECUTE ONE  
CUSTODIAL SERVICES CONTRACT  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Los Angeles County (County) Sheriff's Department (Department) is seeking Board approval and execution of a Proposition A (Prop A) contract (Contract) with Uniserve Facilities Services (Uniserve) to provide custodial services (Services) at six Department facilities.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the Services provided under the attached Contract can be more economically performed by Uniserve, an independent contractor.
2. Approve and instruct the Chair to sign the attached Contract with Uniserve to provide Services for an initial term of two years, commencing upon execution by the Board, with an additional one-year option period, for a total maximum Contract sum of \$10,057,786.56 if all option periods are exercised.
3. Delegate authority to the Sheriff, or his designee, to execute amendments and change notices to the Contract, as set forth throughout the Contract, in order to:
  - (i) effectuate modifications, which do not materially affect the term of the Contract,
  - (ii) exercise option terms, (iii) add and delete facilities which do not increase the maximum Contract sum by more than 10 percent, (iv) add new or revised County

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Contract provisions adopted by the Board, as periodically required, (v) effectuate the assignment and delegation/mergers or acquisitions provision, and (vi) terminate the Contract, either in whole or in part, by the provision of a 10-day written notice.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

On January 13, 2025, the Internal Services Department (ISD) released a Request for Proposals (RFP) for Services on behalf of the Department. In alignment with the Board's commitment to advancing Equity in County Contracting, ISD leveraged its expertise in inclusive contracting practices to manage the solicitation process. This approach was designed to ensure that the solicitation development and evaluation processes promoted equitable access and participation by a diverse pool of qualified vendors, including small, local, and underrepresented businesses. The ISD's efforts reflect the County's broader goal of reducing barriers to contracting opportunities, increasing transparency in procurement, and fostering competition that delivers high-quality services while advancing equity and inclusion across County contracting.

The recommended Contract will provide comprehensive Services, which are necessary to ensure that County custody and Department facilities are clean, safe, and well-maintained to support public health, operational efficiency, and compliance with regulations. The Contract will service six designated Department facilities, including but not limited to Twin Towers Correctional Facility (TTCF), Inmate Reception Center (IRC), Century Regional Detention Center (CRDF), Old Santa Clarita Station, Malibu Substation, and Universal Substation. Services include, but are not limited to, cleaning of offices, restrooms, window washing, light fixture cleaning, carpet and floor care, cleaning of detention cells, and upkeep of parking facilities.

Approval of recommendation number three will allow the Department to continue to assess its operational needs and effectively manage situations in which the scope of Services at a facility must be changed (increased or decreased) or when a facility needs to be added or deleted.

### **Background**

In September 2022, the federal court in the Rutherford v. Luna case entered a preliminary injunction order that required the Department to maintain certain areas within IRC in "clean and sanitary condition," followed by a permanent injunction order in the same case in June 2023. The Services at TTCF and IRC are currently being provided by Uniserve under a Facilities Ancillary Services Master Agreement (FASMA) managed by the ISD. The FASMA currently expires on February 28, 2026. The proposed Contract is intended to replace the Services being provided under the FASMA.



The ISD, on behalf of the Department, presented the item at the Public Safety Cluster on September 17, 2025. At the October 7, 2025, Board Meeting the Board referred the item back to the ISD requesting that the ISD work with the Department to return to the Board with a proposed Contract that includes: (i) better protections for County-contracted employees, and (ii) explain or give thought for what specific measures the Department will take to ensure that any future contracts provide fair compensation and benefits for County-contracted employees.

The Department, after consulting with County Counsel, the ISD, and the Chief Executive Office, determined that the best approach to addressing the Board's directives, concerns, and/or requests is to request approval of the proposed Contract, which has been amended to now include the Labor Peace Agreement (LPA) language.

In order to maintain the integrity of the ISD's RFP, the Affordable Care Act (ACA) individual gold plan health care coverage (Gold Plan) provision has not been included at this time. Instead, it is the Department's intent to release an RFP in January 2026 for Services at all County custody facilities, including the three custody facilities in the proposed Contract. The proposed Contract is an interim solution, which will avoid a lapse in Department of Justice (DOJ) mandated Services provided under the soon to expire FASMA.

Moving forward, it is the Department's objective to ensure that all new RFPs for Prop A contracts include the Board's directive for the ACA Gold Plan, the LPA, as well as evaluation methodology which will evaluate proposers' approach to providing fair compensation and benefits that meet County-contracted employee's basic needs, including healthcare. Additionally, the Department intends to promote transparency by meeting and conferring with representatives of the affected unions to address members' concerns.

The Department anticipates seeking Board approval for the successor Contract in the Fall of 2026. Upon execution by the Board, the Department intends to terminate the proposed Contract for convenience.

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

The recommended Contract supports the County's Strategic Plan, North Star 3 (Realize Tomorrow's Government Today), Focus Area Goal D (Streamlined and Equitable Contracting and Procurement) by creating more equitable contracting opportunities. Additionally, the recommended Contract supports North Star 2 (Foster Vibrant and Resilient Communities), Focus Area Goal A (Public Health) by addressing risks and facility conditions that could contribute to health disparities and threaten healthy

lifestyles and the community if the County is unable to provide efficient Services Countywide.

### **FISCAL IMPACT/FINANCING**

The Maximum Contract Sum for the proposed Contract is \$10,057,786.56, for which sufficient appropriation for the recommended Contract is included in the Department's Fiscal Year 2025-26 Adopted Budget, and funding will be requested for future years.

The ISD and the Department conducted a Prop A cost analysis to ensure that the Contract is cost-effective. Based on the Prop A cost analysis, the proposed Contract will provide a cost savings of 19.95 percent to the County during the first Contract year. Pursuant to Board Policy 5.030 (Low-Cost Labor Resource Program), departments are required to consider low-cost County resource options in lieu of, or as supplements to any future contract, which include outreach to the County's low-cost labor program providers that could potentially provide similar services. To this end, ISD solicited other low-cost resource providers as required by the Policy and found that the low-cost labor resource providers/programs could not provide the Services. As such, it has been determined that Services can be more economically performed by Uniserve. Pursuant to the Fiscal Manual, the Auditor-Controller has reviewed and approved the cost analysis, which demonstrates that the Contract is cost-effective.

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

The standard County terms and conditions of the recommended Contract have been approved as to form by County Counsel. The Contract contains the Board's required Contract provisions, including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/START participants for employment openings, compliance with the Jury Service Ordinance and Zero Tolerance Human Trafficking, Safely Surrendered Baby Law, the Child Support program, Labor Peace Agreement, the Displaced Janitor Opportunity Act and Property Service Workers Protection Act.

There is no negative impact on current County employees, as none will be displaced as a result of the recommended Contract. The proposed Contract is subject to the Living Wage Program (County Code Chapter 2.201). Uniserve will pay the applicable Living Wage rate effective January 1, 2026, and thereafter.

### **CONTRACTING PROCESS**

In an effort to advance high-road jobs in the County, ISD incorporated new provisions in the RFP that require a defined subset of County contractors to consider hiring qualified



employees with barriers to employment, including formerly homeless, formerly incarcerated, and those living below the Federal Poverty Level from the County's pre-apprenticeship and job training programs. In this pilot RFP, the County (i) leveraged its workforce programs from the County's America's Job Centers of California while utilizing an equity lens to serve under-resourced communities by successfully training and preparing employees for recruitment and placement opportunities in County contracts, (ii) invested in family-sustaining wages, ongoing training, and a supportive work environment to successfully retain top contract workers; and (iii) engaged with the Department of Economic Opportunity's Business Services to support and explore programs, tax breaks, other High Road Training Programs and other business resources available to also help employers succeed.

The ISD posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" website. Notice of the RFP was sent by electronic mail to 710 vendors registered with the County. In addition, the contracting opportunity was also advertised in the geographical locations where the Services will be performed in the following publications: *La Opinión* (an ethnic publication), The Lynwood Press (a hyperlocal publication), The Los Angeles Sentinel (another ethnic publication), and The Long Beach Californian (another hyperlocal publication).

To increase opportunities for County Preference Programs (Local Small Business Enterprise, Disabled Veteran Business Enterprises, or Social Enterprise and Community Business Enterprise programs), ISD regularly hosts outreach efforts such as vendor events with the Office of Small Business and other County departments to advertise contracting opportunities, during which the RFP was advertised. The ISD had representatives from 24 firms attending the Proposer's Conference, and 11 firms attended the job walks held on February 4 and 5, 2025.

As a result of the competitive RFP, nine proposals were received by the March 3, 2025, due date. All proposals were reviewed and determined to be in compliance with the minimum requirements.

An evaluation committee comprised of subject matter experts evaluated the nine proposals, and Uniserve was determined to be the highest-ranked proposal and therefore recommended for Contract award.

The non-selected proposers received debriefings from June 23, 2025, through June 25, 2025. There were no protests resulting from this solicitation.

The Honorable Board of Supervisors  
January 6, 2026  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the Contract will allow the Department to continue to provide DOJ-mandated Services at TTCF and IRC and implement new and efficient Services at four other Department facilities by augmenting its existing County workforce.

**CONCLUSION**

Upon approval by the Board, it is requested that the Executive Officer, Board of Supervisors, return one stamped copy of the approved Board Letter and two signed copies of the approved Contract to the Department's Contracts Unit.

Sincerely,



ROBERT G. LUNA  
SHERIFF



# **CONTRACT**



**CONTRACT BY AND BETWEEN**  
**THE**  
**COUNTY OF LOS ANGELES**  
**AND**  
**UNISERVE FACILITIES SERVICES CORPORATION**  
**FOR**  
**CUSTODIAL SERVICES**

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### EXHIBITS

A	Statement of Work
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	Attachment 2 Staff and Facility Specification Sheets
	Attachment 3 Performance Requirements Summary (PRS) Chart
	Attachment 4 Sign-in Sheet
	Attachment 5 Entry Application for Custody Facilities
B	Pricing Schedule
C	Staffing Plan
D	County's Administration
E	Contractor's Administration
F	Contractor Acknowledgement and Confidentiality Agreement
G	Safely Surrendered Baby Law
H	Payroll Statement of Compliance
I	Charitable Contributions Certification
J	Contract Discrepancy Report
K	Invoice Discrepancy Report

**CONTRACT BETWEEN  
THE  
COUNTY OF LOS ANGELES  
AND  
UNISERVE FACILITIES SERVICES CORPORATION  
FOR  
CUSTODIAL SERVICES**

This Contract ("Contract") made and entered into this ("Execution Date") by and between the County of Los Angeles, hereinafter referred to as "County" and UNISERVE Facilities Services Corporation, hereinafter referred to as "Contractor". UNISERVE Facilities Services Corporation is located at 2363 South Atlantic Blvd., Commerce, CA 90040.

**RECITALS**

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

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

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

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

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

**1.0 APPLICABLE DOCUMENTS**

Exhibits A through K are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of this Contract and then to the Exhibits according to the following priority.

**Exhibits:**

- |              |  |
|--------------|--|
| Exhibit A    | Statement of Work  |
| Attachment 1 | Temporary Restraining Order (TRO) Compliance Inspection Worksheet (IRC – only) |
| Attachment 2 | Staff and Facility Specification Sheets  |
| Attachment 3 | Performance Requirements Summary (PRS) Chart                                   |



	Attachment 4	Sign-in Sheet
	Attachment 5	Entry Application for Custody Facilities
Exhibit B	Pricing Schedule	
Exhibit C	Staffing Plan	
Exhibit D	County's Administration	
Exhibit E	Contractor's Administration	
Exhibit F	Contractor Acknowledgement and Confidentiality Agreement	
Exhibit G	Safely Surrendered Baby Law	
Exhibit H	Payroll Statement of Compliance	
Exhibit I	Charitable Contributions Certification	
Exhibit J	Contract Discrepancy Report	
Exhibit K	Invoice Discrepancy Report	

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

## **2.0 DEFINITIONS**

### **2.1 Standard Definitions**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1.1 Board of Supervisors (Board): The Board of Supervisors of the County of Los Angeles acting as governing body.
- 2.1.2 Contract: This agreement executed between the County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, Services and other Work.
- 2.1.3 Contractor: The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the Work covered by this Contract.
- 2.1.4 Contractor Project Manager: The person designated by Contractor to administer the Contract operations under this Contract.
- 2.1.5 County Project Director: The person designated by the County with authority for the County on contractual or administrative matters

relating to this Contract that cannot be resolved by County Project Manager. All references here forward to County Project Director will mean, "County Project Director or his/her authorized designee."

- 2.1.6 County Project Manager: The person designated by County Project Director to manage the operations under this Contract. All references here forward to County Project Manager will mean, "County Project Manager or his/her authorized designee."
- 2.1.7 County Project Monitor: The person with responsibility to oversee the day-to-day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other Work provided by Contractor.
- 2.1.8 County Observed Holidays: Days on which County departments are closed for business in observance of significant events. A list of County observed holidays may be found on the County's website <https://lacounty.gov/government/about-la-county/about/>.
- 2.1.9 Day(s): Calendar day(s) unless otherwise specified.
- 2.1.10 Department: The County of Los Angeles Sheriff's Department, which is entering into this Contract on behalf of the County of Los Angeles.
- 2.1.11 Fiscal Year: The 12-month period beginning July 1st and ending the following June 30th.
- 2.1.12 Performance Requirements Summary (PRS): Performance standards document which identifies key performance indicators that will be evaluated by the County to ensure that Contractor meets the required services under this Contract.
- 2.1.13 Services: Services related to any other Services that may be provided by Contractor under this Contract
- 2.1.14 Statement of Work: A written description of the Work to be performed by Contractor to meet the needs of the County, including special provisions pertaining to the method, frequency, manner and place of performing the contract Services.
- 2.1.15 Subcontract: An agreement by Contractor to employ a subcontractor to provide Services to fulfill this Contract.
- 2.1.16 Subcontractor: Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of Contractor's performance of this Contract, at any tier, under oral or written agreement.
- 2.1.17 Work: All Tasks, Subtasks, goods, Services, and other Work provided, or to be provided, by or on behalf of Contractor pursuant to this Contract.

### **3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, Contractor must fully perform, complete and deliver on time, all tasks, deliverables, goods, Services and other Work as set forth in herein.
- 3.2 If Contractor provides any tasks, deliverables, goods, Services, or other Work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of Contractor, and Contractor will have no claim whatsoever against the County.

### **4.0 TERM OF CONTRACT**

- 4.1 The term of this Contract will commence upon execution by the Board, and expire on December 31, 2027, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County will have the sole option to extend this Contract term for up to one additional one-year option period, for a maximum total Contract term not to exceed three years. Such extension option may be exercised at the sole discretion of the County.
- 4.3 The County maintains a database that tracks/monitors Contractor performance history. Information entered into the database may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

### **5.0 CONTRACT SUM**

#### **5.1 Total Contract Sum**

- 5.1.1 The Contract Sum under this contract will be the total monetary amount payable by the County to Contractor for supplying all the tasks, deliverables, goods, Services and other Work specified under this Contract. Contractor must provide Services at the rates identified in Exhibit B (Pricing Schedule) to this Contract.
- 5.1.2 The Department may increase the total Contract amount by up to 10%, as approved by the Board. The County does not warranty or represent that all, or any portion, of the not-to-exceed Contract amount will be authorized, allocated, or expended by the County; nor does the County warranty or represent that it will authorize Contractor to perform any Work or services of any monetary amount.

#### **5.2 Written Approval for Reimbursement**

Contractor will not be entitled to payment or reimbursement for any tasks or Services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than Contractor, whether through assignment, subcontract,



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

### **5.3 Notification of 75% of Total Contract Sum**

Contractor must maintain a system of record keeping that will allow Contractor to determine when it has incurred 75% of the total Contract sum under this Contract. Upon occurrence of this event, Contractor must send written notification to County Project Director at the address provided in Exhibit D (County's Administration) to this Contract.

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

Contractor will have no claim against the 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 Contract. Should Contractor receive any such payment it must immediately notify the County and must immediately repay all such funds to the County. Payment by the County for Services rendered after expiration-termination of this Contract will not constitute a waiver of the County's right to recover such payment from Contractor.

### **5.5 Invoices and Payments**

- 5.5.1 Contractor must invoice the County only for providing the tasks, deliverables, goods, Services, and other Work specified in Exhibit A (Statement of Work) and elsewhere hereunder. Contractor must prepare invoices, which will include the charges owed to Contractor by the County under the terms of this Contract.
- 5.5.2 Contractor's invoices must be priced in accordance with Exhibit B (Pricing Schedule). Contractor will be paid only for the tasks, deliverables, goods, Services, and other Work approved in writing by the County. If the County does not approve Work in writing no payment will be due to Contractor for that Work.
- 5.5.3 Contractor must submit the monthly invoices to the County by the 15th Day of the month following the month of service. No invoice will be approved for payment unless Exhibit H (Payroll Statement of Compliance) is included.
- 5.5.4 All invoices under this Contract must be submitted to the following address:

Los Angeles County Sheriff Department  
211 West Temple Street 6th Floor  
Los Angeles, California 90012  
Attention: Rodrigo Mojarro, Contract Analyst  
Email: [rmojarro@lasd.org](mailto:rmojarro@lasd.org)

#### **5.5.5 County Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of County Project Manager prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

#### **5.5.6 Invoice Discrepancy Report**

County Project Manager will review all invoices for any discrepancies and issue Exhibit K [Invoice Discrepancy Report (IDR)] to this Contract to Contractor within ten Business Days of receipt of invoice if payment amounts are disputed. Contractor must review the disputed charges and submit to County Project Manager a written explanation detailing the basis for the charges within ten Business Days of receipt of the IDR from County Project Manager. If County Project Manager does not receive a written response from Contractor within ten Business Days of the County's notice to Contractor of an IDR, then County payment will be made, less the disputed charges. None of the foregoing will preclude the County from seeking remedy from Contractor for invoice discrepancies discovered at any time during the term of this Contract.

#### **5.5.7 Preference Program Enterprises – Prompt Payment Program**

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

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

5.6.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or Services provided under an agreement/ contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.6.2 Contractor must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov/> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and

comply with all accounting, record keeping, and tax reporting requirements.

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

5.6.4 At any time during the duration of this Contract, Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

## **6.0 ADMINISTRATION OF CONTRACT - COUNTY**

### **6.1 County's Administration**

A listing of all County Administration referenced in the following Paragraphs are designated in Exhibit D (County's Administration) to this Contract. The County will notify Contractor in writing of any changes as they occur.

### **6.2 County Project Director**

The role of County Project Director may include:

6.2.1 Coordinating with Contractor and ensuring Contractor's performance of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby, and

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

### **6.3 County Project Manager**

The role of County Project Manager is authorized to include:

6.3.1 Meeting with Contractor's Project Manager on a regular basis, and

6.3.2 Inspecting any and all tasks, deliverables, goods, Services, or other Work provided by or on behalf of Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

County Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.



#### **6.4 County Project Monitor**

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

#### **6.5 County Contract Analyst**

The role of the County Contract Analyst is to manage and facilitate the administrative functions of this Contract.

### **7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR**

#### **7.1 Contractor's Administration**

All persons administering this Contract on behalf of Contractor and described in this Paragraph 7.0 (Administration of Contract – Contractor) are identified in Exhibit E (Contractor's Administration) to this Contract. All staff employed by and/or on behalf of Contractor, including the persons listed in such Exhibit E (Contractor's Administration) to this Contract, must be adults who are 18 years of age or older, authorized to work in the United States, and must be able to effectively communicate in English both orally and in writing. Contractor must notify the County in writing of any change in the names and/or addresses of Contractor Personnel.

#### **7.2 Contractor's Project Manager**

Contractor's Project Manager must be responsible for Contractor's day-to-day activities as related to this Contract and for reporting to the County. Contractor's Project Manager must communicate with County Project Manager on a regular basis and must be available during Business Days, or as otherwise required by the County and this Contract, to teleconference and/or to meet with County personnel regarding the operation of this Contract, as required by County Project Director. Contractor's Project Director must meet and confer with County Project Director on a regular basis, at least weekly or as otherwise required by the County. Such meetings will be conducted via teleconference or in person at a time and place agreed to by the parties.

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

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

#### **7.4 Contractor's Staff Identification**

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

- 7.4.1 Contractor is responsible for ensuring that staff have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked by a County representative to leave a County facility if they do not have the proper County ID badge on their person and Contractor personnel must immediately comply with such request.

All Contractor staff, including Subcontractors and agents, who successfully complete a background investigation, as set forth in Paragraph 7.5 (Background and Security Investigations) below, will be issued a photo identification badge by the Department. Contractor staff will prominently display this identification badge on the upper part of the body when entering any County facility or grounds.

- 7.4.2 Contractor must notify the County within one Business Day when staff is terminated under this Contract. Contractor must retrieve and return an employee's County ID/badge to the County on the next business day after such termination.
- 7.4.3 Contractor will be responsible for costs associated with any lost or stolen identification badge(s).

#### **7.5 Background and Security Investigations**

- 7.5.1 Background investigation must be obtained through fingerprints submitted to the California Department of Justice to include state, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, the County may request that the member of Contractor's staff be removed immediately from performing Services under this Contract. Contractor must comply with the County's request at any time during the term of this Contract.

##### **7.5.2 County Facility Background Clearance**

For all Contractor staff assigned to provide services at County facilities (e.g., Malibu Substation, Universal Substation, etc.) County Project Director will schedule background investigations with the Department's Civilian Background Unit. All fees associated with obtaining background information will be at the expense of

Contractor, regardless of whether Contractor's staff passes or fails the background clearance investigation.

**7.5.3 County Custody Facility Background Clearance**

For all Contractor staff assigned to provide Services at County custody facilities (e.g., Twin Towers Correctional Facility, Inmate Reception Center, and Century Regional Detention Center, etc.), County Project Director will schedule the background investigation with the Department's Religious and Volunteer Services (RVS) Unit that will register all approved Contractor personnel in the Department's Jail Entry Tracking System (JETS). All fees associated with obtaining background information will be at the expense of Contractor, regardless of whether Contractor's staff passes or fails the background clearance investigation. Associated background fees may be deducted from monthly invoices at the County's sole discretion.

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

7.5.5 These terms will also apply to Subcontractors of County Contractors.

7.5.6 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.5 (Background and Security Investigations) will not relieve Contractor of its obligation to complete all Work in accordance with the terms and conditions of this Contract.

**7.6 Confidentiality**

7.6.1 Contractor must maintain the confidentiality of all records and information in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, the County policies concerning information technology security and the protection of confidential records and information.

7.6.2 Contractor must indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with this Paragraph 7.6 (Confidentiality), as determined by the County in its sole judgment. Any legal defense pursuant to Contractor's

indemnification obligations under this Paragraph 7.6 (Confidentiality) will be conducted by Contractor and performed by counsel selected by Contractor and approved by the County. Notwithstanding the preceding sentence, the County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by the County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of the County without the County's prior written approval.

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

## **8.0 STANDARD TERMS AND CONDITIONS**

No representative of either the County or Contractor, including those named in this Contract, is authorized to make any changes to any of the terms, obligations, or conditions of this Contract, except through the procedures set forth in Paragraph 8.1 (Amendments and Change Notices) below. The County reserves the right to change any portion of the Work required under this Contract, or amend such other terms and conditions, as may become necessary. Any such revision must be accomplished in the following specific manner:

### **8.1 Amendments and Change Notices**

- 8.1.1 The Board or Chief Executive Officer, or designee, may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the Board or Chief Executive Officer. To implement such changes, an Amendment to this Contract must be prepared and executed by both Contractor and the Sheriff, or his designee.
- 8.1.2 For any change which materially affects the scope of Work, Contract term, Contract sum, payments, or any term or condition included of this Contract, an Amendment to this Contract must be prepared and executed by both Contractor and by the Board.
- 8.1.3 For any change which does not materially affect the scope of Work, term, payments or any other term or condition of this Contract, a



Change Notice to this Contract must be executed by both County Project Director and Contractor Project Manager.

- 8.1.4 Notwithstanding Paragraphs 8.1.2 through 8.1.3 above, the Sheriff, or his designee, at their sole discretion, is authorized to: a) exercise the one-year option term to extend the term of this Contract in accordance with Paragraph 4.0 (Term of Contract) above, or b) an assignment of rights or delegation of duties by Contractor pursuant to Paragraph 8.2 (Assignment and Delegation/Mergers or Acquisitions) below, or c) add and delete facilities which does not increase the maximum Contract sum by more than 10%, or d) terminate this Contract, either in whole or in part, by the provision of a 10-day written notice, an Amendment to this Contract will be prepared by the Department and executed by both Contractor and the Sheriff, or his designee.

## **8.2 Assignment and Delegation/Mergers or Acquisitions**

- 8.2.1 Contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.
- 8.2.2 Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this Paragraph 8.2 (Assignment and Delegation/Mergers or Acquisitions), the County consent will require a written Amendment to this Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at the County's sole discretion, against the claims, which Contractor may have against the County.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, will be a material breach of this Contract which may result in the termination of this Contract. In the event of such termination, the

County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

### **8.3 Authorization Warranty**

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

### **8.4 Budget Reductions**

In the event that the Board adopts, in any fiscal year, a County budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extension), and the Services to be provided by Contractor under this Contract will also be reduced correspondingly. The County's notice to Contractor regarding said reduction in payment obligation will be provided within 30 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 Contract.

### **8.5 Complaints**

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

#### **8.5.1 Complaint Procedures**

- Within seven Business Days after this Contract's effective date, Contractor must provide the County with Contractor's procedures for receiving, investigating and responding to user complaints.
- The County will review Contractor's procedures and provide Contractor with approval of said procedures or with requested changes.
- If the County requests changes in Contractor's procedures, Contractor must make such changes and resubmit the procedures within two Business Days for County approval.
- If, at any time, Contractor wishes to change Contractor's procedures, Contractor must submit proposed changes to the County for approval before implementation.
- Contractor must preliminarily investigate all complaints and notify County Project Manager of the status of the investigation within one Business Days of receiving the complaint.

- When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- Copies of all written responses must be sent to County Project Manager within one Business Day of mailing to the complainant.

## **8.6 Compliance with Applicable Laws**

- 8.6.1 In the performance of this Contract, Contractor must comply with all applicable federal, state and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor must indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.6 (Compliance with Applicable Laws) must be conducted by Contractor and performed by counsel selected by Contractor and approved by the County. Notwithstanding the preceding sentence, the County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by the County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

## **8.7 Compliance with Civil Rights Laws**

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under

this Contract or under any project, program, or activity supported by this Contract. Additionally, Contractor certifies to the County:

- 8.7.1 That Contractor has a written policy statement prohibiting discrimination in all phases of employment,
- 8.7.2 That Contractor periodically conducts a self-analysis or utilization analysis of its work force,
- 8.7.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups, and
- 8.7.4 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 Compliance with the County's Jury Service Program**

### **8.8.1 Jury Service Program**

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

### **8.8.2 Written Employee Jury Service Policy**

- Unless Contractor has demonstrated to the 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 must have and adhere to a written policy that provides that its employees will receive from Contractor, on an annual basis, no less than five Days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employee's regular pay the fees received for jury service.
- For purposes of this Paragraph 8.8 (Compliance with the County's Jury Service Program), "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if a) the lesser number is a recognized industry standard as determined by the County, or b) 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 any Subcontractor to perform services for the County under this Contract, Subcontractor will also be subject to the provisions of this Paragraph 8.8. The provisions of this Paragraph 8.8 must be inserted into any such Subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.

- If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor will have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and Contractor must immediately notify the 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 must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate, to the 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.
- Contractor’s violation of this Paragraph 8.8 (Compliance with the County’s Jury Service Program) may constitute a material breach of this Contract. In the event of such material breach, the County may, in its sole discretion, terminate this Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 Conflict of Interest**

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee, must be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of Work hereunder will in any way participate in the County’s approval, or ongoing evaluation, of such Work, or in any way attempt to unlawfully influence the County’s approval or ongoing evaluation of such Work.



8.9.2 Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. 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 must immediately make full written disclosure of such facts to the County. Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph 8.9 (Conflict of Interest) will be a material breach of this Contract.

**8.10 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List**

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

**8.11 Consideration of Hiring GAIN/START Participants**

8.11.1 Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.

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

**8.12 Contractor Responsibility and Debarment**

**8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and

experience to satisfactorily perform this Contract. It is the County's policy to conduct business only with responsible Contractors.

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

Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, the County may, in addition to other remedies provided in this Contract, 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 years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with the County.

#### **8.12.3 Non-responsible Contractor**

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

#### **8.12.4 Contractor Hearing Board**

- If there is evidence that 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.
- The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

- After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- If a Contractor has been debarred for a period longer than five years, that Contractor may after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: a) elimination of the grounds for which the debarment was imposed; b) a bona fide change in ownership or management; c) material evidence discovered after debarment was imposed; or d) any other reason that is in the best interests of the County.
- The Contractor Hearing Board will consider a request for review of a debarment determination only where a) Contractor has been debarred for a period longer than five years; b) the debarment has been in effect for at least five 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 will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **8.12.5 Subcontractors of Contractor**

These terms will also apply to Subcontractors of County Contractors.

### **8.13 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law**

Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's Safely Surrendered Baby Law poster, in Exhibit G (Safely Surrender Baby Law), in a prominent position at Contractor's place of business. Contractor must also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information and posters for printing are available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.

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

8.14.1 Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

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

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

The County or its agent(s) will monitor Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of this Contract 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 the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

## **8.16 Damage to County Facilities, Buildings or Grounds**

- 8.16.1 Contractor must repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor. Such repairs must be made immediately after Contractor has become aware of such damage, but in no event later than 30 Days after the occurrence.
- 8.16.2 If Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs must be repaid by Contractor by cash payment upon demand.

## **8.17 Employment Eligibility Verification**

- 8.17.1 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 Contract meet the citizenship or alien status requirements set forth in federal and state statutes and regulations. Contractor must obtain from all employees performing Work hereunder, all verification and other documentation of employment eligibility status required by federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor must retain all such documentation for all covered employees for the period prescribed by law.
- 8.17.2 Contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or the County or both in connection with any alleged violation of any federal or state statutes or regulations pertaining to the eligibility for employment of any persons performing Work under this Contract.

## **8.18 Counterparts and Electronic Signatures and Representations**

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

The County and Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments and Change Notices prepared pursuant to Paragraph 8.1 (Amendments and Change Notices) above, and received via communications facilities (facsimile, email



or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments and Change Notices to this Contract.

#### **8.19 Fair Labor Standards**

Contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for Work performed by Contractor's employees for which the County may be found jointly or solely liable.

#### **8.20 Force Majeure**

- 8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party [such events are referred to in this Paragraph 8.20 (Force Majeure) as "force majeure events"].
- 8.20.2 Notwithstanding the foregoing, a default by a Subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor will not be liable for failure to perform, unless the goods or Services to be furnished by Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Paragraph 8.20 (Force Majeure), the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.
- 8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or Services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

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

This Contract will be governed by, and construed in accordance with, the laws of the State of California. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes

regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County.

## **8.22 Independent Contractor Status**

- 8.22.1 This Contract is by and between the County and Contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and Contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.2 Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing Work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, federal, state, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
- 8.22.3 Contractor understands and agrees that all persons performing Work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of the County. Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any Work performed by or on behalf of Contractor pursuant to this Contract.
- 8.22.4 Contractor must adhere to the provisions stated in Paragraph 7.6 (Confidentiality) above.

## **8.23 Indemnification**

Contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

## **8.24 General Provisions for all Insurance Coverage**

- 8.24.1 Without limiting Contractor's indemnification of the County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Paragraph 8.24 (General Provisions for all Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of this Contract. These minimum insurance coverage

terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect Contractor for liabilities which may arise from or relate to this Contract.

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

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under Contractor's General Liability policy, must be delivered to the County at the address shown below and provided prior to commencing Services under this Contract.
- Renewal Certificates must be provided to the County not less than ten Days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
- Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of Contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding \$50,000, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to:

Los Angeles County Sheriff Department  
211 West Temple Street 6th Floor  
Los Angeles, California 90012  
Attention: Rodrigo Mojarro, Contract Analyst  
Email: rmojarro@lasd.org

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

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

The County, its Special Districts, Elected Officials, Officers, Agents, employees, and volunteers (collectively the County and its Agents) must be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status will 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 the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

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

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

#### **8.24.5 Failure to Maintain Insurance**

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

the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

**8.24.6 Insurer Financial Ratings**

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

**8.24.7 Contractor's Insurance Must Be Primary**

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

**8.24.8 Waivers of Subrogation**

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

**8.24.9 Subcontractor Insurance Coverage Requirements**

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

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

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

#### **8.24.11 Claims Made Coverage**

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

#### **8.24.12 Application of Excess Liability Coverage**

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

#### **8.24.13 Separation of Insureds**

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

#### **8.24.14 Alternative Risk Financing Programs**

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

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

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

### **8.25 Insurance Coverage**

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

**General Aggregate:** ..... \$2 million

**Products/Completed Operations Aggregate:** ..... \$1 million

**Personal and Advertising Injury:** ..... \$1 million

**Each Occurrence:** ..... \$1 million

- 8.25.2 **Automobile Liability insurance** (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must



cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

- 8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self- insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to the County at least ten Days in advance of cancellation for non-payment of premium and 30 Days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

## **8.26 Liquidated Damages**

- 8.26.1 If, in the judgment of the County, Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County, at their option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from Contractor's invoice for Work not performed. A description of the Work not performed and the amount to be withheld or deducted from payments to Contractor from the County, will be forwarded to Contractor by the County, in a written notice describing the reasons for said action.
- 8.26.2 If the County, determines that there are deficiencies in the performance of this Contract that the County, deems are correctable by Contractor over a certain time span, the County, will provide a written notice to Contractor to correct the deficiency within specified time frames. Should Contractor fail to correct deficiencies within said time frame, the County, may: a) Deduct from Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is \$100 per Day per infraction, or the amount as specified in Attachment 3 [Performance Requirements Summary (PRS) Chart] to Exhibit A (Statement of Work) hereunder, and that Contractor will be liable to the County for liquidated damages in said amount. Said amount will be

deducted from the County's payment to Contractor; and/or c) Upon giving five Days' notice to Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the Work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to Contractor from the County, as determined by the County.

- 8.26.3 The action noted in Paragraph 8.26.2 above must not be construed as a penalty, but as adjustment of payment to Contractor to recover the County cost due to the failure of Contractor to complete or comply with the provisions of this Contract.
- 8.26.4 This Paragraph 8.26 (Liquidated Damages) must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Attachment 3 [Performance Requirements Summary (PRS) Chart] to Exhibit A (Statement of Work) or Paragraph 8.26.2 above, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

#### **8.27 Most Favored Public Entity**

If Contractor's prices decline or should Contractor at any time during the term of this Contract provide the same goods or Services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

#### **8.28 Nondiscrimination and Affirmative Action**

- 8.28.1 Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable federal and state anti-discrimination laws and regulations.
- 8.28.2 Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable federal and state anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.28.3 Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.4 Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable federal and state laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.5 Contractor will allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.
- 8.28.6 If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated federal or state anti-discrimination laws or regulations will constitute a finding by the County that Contractor has violated the anti-discrimination provisions of this Contract.
- 8.28.7 The parties agree that in the event Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of \$500 for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.29 Non-Exclusivity**

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

## **8.30 Notice of Delays**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one

Business Day, give notice thereof, including all relevant information with respect thereto, to the other party.

### **8.31 Notice of Disputes**

Contractor must bring to the attention of County Project Manager and/or County Project Director any dispute between the County and Contractor regarding the performance of Services as stated in this Contract. If the County Project Manager or County Project Director is not able to resolve the dispute, the County will resolve it.

### **8.32 Notice to Employees Regarding the Federal Earned Income Credit**

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

### **8.33 Notice to Employees Regarding the Safely Surrendered Baby Law**

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

### **8.34 Notices**

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibit D (County's Administration) and Exhibit E (Contractor's Administration). Addresses may be changed by either party giving ten Days prior written notice thereof to the other party. The County will have the authority to issue all notices or demands required or permitted by the County under this Contract.

### **8.35 Prohibition Against Inducement or Persuasion**

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

### **8.36 Public Records Act**

8.36.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect Contractor's documents, books, and accounting records pursuant

to Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 7921 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.37 Publicity**

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

- Contractor must develop all publicity material in a professional manner, and
- During the term of this Contract, Contractor must not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of County Project Director.

- 8.37.2 Contractor may, without the prior written consent of the County, indicate in its proposals and sales materials that it has been awarded this Contract with the County, provided that the requirements of this will apply.

### **8.38 Record Retention and Inspection-Audit Settlement**

- 8.38.1 Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor must also maintain accurate and complete employment

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

- 8.38.2 In the event that an audit of Contractor is conducted specifically regarding this Contract by any federal or state auditor, or by any auditor or accountant employed by the Contractor or otherwise, then Contractor must file a copy of such audit report with the County's Auditor Controller within 30 Days of Contractor's receipt thereof, unless otherwise provided by applicable federal or state law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.38.3 Failure on the part of Contractor to comply with any of the provisions of this Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 8.38.4 If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of the County conduct an audit of Contractor regarding the Work performed under this Contract, and if such audit finds that the County's dollar liability for any such Work is less than payments made by the County to Contractor, then the difference must be either: a) repaid by Contractor to the County by cash payment upon demand, or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such Work is more than the payments made by the County to Contractor, then the difference will be paid to Contractor by the County by cash payment, provided



that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

- 8.38.5 In addition to the above, Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate Contractor's compliance with the County's Living Wage Program, that Contractor will promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to Work performed by said employees on Contractor's non-County contracts. Contractor further acknowledges that the foregoing requirement in this Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, must be kept and maintained by Contractor and will be made available to the County during the term of this Contract and for a period of five years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information must be maintained by Contractor at a location in the County, provided that if any such materials and information is located outside the County, then, at the County's option, Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

### **8.39 Recycled Bond Paper**

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

#### **8.40 Subcontracting**

- 8.40.1 The requirements of this Contract may not be Subcontracted by Contractor **without the advance approval of the County**. Any attempt by Contractor to Subcontract without the prior consent of the County may be deemed a material breach of this Contract.
- 8.40.2 If Contractor desires to Subcontract, Contractor must provide the following information promptly at the County's request:
- A description of the Work to be performed by Subcontractor,
  - A draft copy of the proposed Subcontract, and
  - Other pertinent information and/or certifications requested by the County.
- 8.40.3 Contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
- 8.40.4 Contractor will remain fully responsible for all performances required of it under this Contract, including those that Contractor has determined to Subcontract, notwithstanding the County's approval of Contractor's proposed Subcontract.
- 8.40.5 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
- 8.40.6 County Project Director is authorized to act for and on behalf of the County with respect to approval of any Subcontract and Subcontractor employees. After approval of the Subcontract by the County, Contractor must forward a fully executed Subcontract to the County for their files.
- 8.40.7 Contractor will be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to Subcontract.
- 8.40.8 Contractor must obtain certificates of insurance, which establish that Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. Before any Subcontractor employee may perform any Work hereunder, Contractor must ensure delivery of all such documents to:

Los Angeles County Sheriff Department  
211 West Temple Street 6th Floor  
Los Angeles, California 90012  
Attention: Rodrigo Mojarro, Contract Analyst  
Email: [rmojarro@lasd.org](mailto:rmojarro@lasd.org)

**8.41 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 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) above will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of Contractor to cure such default within 90 Days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.43 (Termination for Default) below and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

**8.42 Termination for Convenience**

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of Work hereunder will be effected by notice of termination to Contractor specifying the extent to which performance of Work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten Days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, Contractor must:

- Stop Work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the Work as would not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract must be maintained by Contractor in accordance with Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) above.

**8.43 Termination for Default**

8.43.1 The County may, by written notice to Contractor, terminate the whole or any part of this Contract, if, in the judgment of County Project Director:

- Contractor has materially breached this Contract, or

- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other Work required either under this Contract, or
  - Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five Business Days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.
- 8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.43.1 above, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. Contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this Paragraph 8.43 (Termination for Default).
- 8.43.3 Except with respect to defaults of any Subcontractor, Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.43.2 above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of federal or state governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Paragraph 8.43 (Termination for Default), the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- 8.43.4 If, after the County has given notice of termination under the provisions of this Paragraph 8.43 (Termination for Default) it is determined by the County that Contractor was not in default under the provisions of this Paragraph 8.43 (Termination for Default) or that the default was excusable under the provisions of Paragraph

8.43.3 above, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.42 (Termination for Convenience) above.

- 8.43.5 The rights and remedies of the County provided in this Paragraph 8.43 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 Termination for Improper Consideration**

- 8.44.1 The County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Contract 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 Contract or securing favorable treatment with respect to the award, Amendment, or extension of this Contract or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.
- 8.44.2 Contractor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.
- 8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.45 Termination for Insolvency**

- 8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:
- Insolvency of Contractor. Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least 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,
  - The filing of a voluntary or involuntary petition regarding Contractor under the Federal Bankruptcy Code,
  - The appointment of a Receiver or Trustee for Contractor, or
  - The execution by Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Paragraph 8.45 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.46 Termination for Non-Adherence of County Lobbyist Ordinance**

Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by Contractor, must fully comply with the County's Lobbyist Ordinance, 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 the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

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

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

#### **8.48 Validity**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

#### **8.49 Waiver**

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this Paragraph 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 Warranty Against Contingent Fees**

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

8.50.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from this

Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

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

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

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

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

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

**8.53 Time Off for Voting**

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

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

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

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that Contractor or member of Contractor's staff be removed immediately from performing services under this Contract. The County will not be under any obligation to disclose

confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this Paragraph 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) will not relieve Contractor of its obligation to complete all Work in accordance with the terms and conditions of this Contract.

#### **8.55 Compliance with Fair Chance Employment Hiring Practices**

Contractor, and its Subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952. Contractor's violation of this Paragraph 8.55 may constitute a material breach of this Contract. In the event of such material breach, the County may, in its sole discretion, terminate this Contract.

#### **8.56 Compliance with the County Policy of Equity**

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

#### **8.57 Prohibition from Participation in Future Solicitation(s)**

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

#### **8.58 Injury and Illness Prevention Program**

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



### **8.59 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding**

Pursuant to Government Code Section 84308, Contractor and its Subcontractors, are prohibited from making a contribution of more than \$500 to a County officer for 12 months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of Government Code Section 84308 and of this Paragraph 8.59, may be a material breach of this Contract as determined in the sole discretion of the County.

## **9.0 UNIQUE TERMS AND CONDITIONS**

### **9.1 Compliance with the County's Living Wage Program**

#### **9.1.1 Living Wage Program**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code.

#### **9.1.2 Payment of Living Wage Rates**

- Unless Contractor has demonstrated to the 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 no less than the applicable hourly living wage rate for the employees' services provided to the County, including, without limitation, "Travel Time" as defined below.
- For purposes of this Paragraph 9.1 (Compliance with the County's Living Wage Program), "Contractor" includes any Subcontractor engaged by Contractor to perform services for the County under this Contract. If Contractor uses any Subcontractor to perform services for the County under this Contract, Subcontractor will be subject to the provisions of this Paragraph 9.1 (Compliance with the County's Living Wage Program). The provisions of this Paragraph 9.1 (Compliance with the County's Living Wage Program) 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 the County under this Contract. "Full-time" means a minimum of 40 hours worked per

week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

- If Contractor is required to pay a living wage when this Contract commences, Contractor must continue to pay a living wage for the entire term of this Contract, including any option period.
- If Contractor is not required to pay a living wage when this Contract commences, Contractor will have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor must immediately notify the 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 this Contract, including any option period. The County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to the 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 the County, Contractor will immediately be required to pay the living wage for the remaining term of this Contract, including any option period.
- For purposes of Contractor's obligation to pay its employees the applicable hourly living wage rate under this Contract, "Travel Time" will have the following two meanings, as applicable: a) With respect to travel by an employee that is undertaken in connection with this Contract, Travel Time will mean any period during which an employee physically travels to or from a County facility if 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 b) With respect to travel by an employee between County facilities that are subject to two different contracts between Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time will mean any period during which an employee physically travels to or from, or between such County facilities if Contractor pays the employee any amount for that time or if California law requires Contractor to pay the employee any amount for that time.

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

Contractor must submit to the County certified monitoring reports at a frequency instructed by the 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 forms provided in Exhibit H (Payroll Statement of Compliance), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, 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.

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

During the term of this Contract, if Contractor becomes aware of any labor law-payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law-payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor must immediately inform the 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 Contract with the County, but instead applies to any labor law-payroll violation or claim arising out of any of Contractor's operations in California. Contractor must provide written notice to the County of any unsatisfied final judgments within 30 Days of the entry of the judgment as required by Wage Liability Requirements Under Assembly Bill 520 (AB 520); California Labor Code Section 238.5.

### **9.1.5 County Auditing of Contractor Records**

Upon a minimum of 24 hours' written notice, the County may audit, at the Contractor's place of business, any of Contractor's records pertaining to this Contract, 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 years from the date of final payment under this Contract. Authorized agents of the County must have access to all such records during normal business hours for the entire period that records are to be maintained.

### **9.1.6 Notifications to Employees**

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

### **9.1.7 Enforcement and Remedies**

If Contractor fails to comply with the requirements of this Paragraph 9.1 (Compliance with the County's Living Wage Program), the County will have the rights and remedies described in this Paragraph 9.1.7 in addition to any rights and remedies provided by law or equity.

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

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

##### **a. Withholding of Payment**

If Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the 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 the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

##### **b. Liquidated Damages**

It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this

time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each Day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due Contractor.

**c. Termination**

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

**9.1.7.2 Remedies for Payment of Less Than the 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 this Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

**a. Withholding Payment**

If Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due 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. The County may withhold said amount until Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

**b. Liquidated Damages**

It is mutually understood and agreed that Contractor's failure to pay any of its employees at

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

**c. Termination**

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

**9.1.7.3 Debarment**

In the event Contractor breaches a requirement of this Paragraph 9.1 (Compliance with the County's Living Wage Program), the 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.

**9.1.8 Use of Full-Time Employees**

Contractor must assign and use full-time employees of Contractor to provide Services under this Contract unless Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time employees based on staffing efficiency or the County requirements for the Work to be performed under this Contract. It is understood and agreed that Contractor will not, under any circumstance, use non-full-time employees for Services provided under this Contract unless and until the County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time employee staffing plan. If Contractor changes its full-time employee staffing plan, Contractor

must immediately provide a copy of the new staffing plan to the County.

**9.1.9 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 a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Paragraph 9.1.9 may constitute a material breach of this Contract. In the event of such material breach, the County may, in its sole discretion, terminate this Contract.

**9.1.10 Contractor Standards**

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

**9.1.11 Employee Retention Rights**

9.1.11.1 Contractor must offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:

- a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act, and
- b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this Contract, 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 Contract.

9.1.11.2 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 a Contractor.

9.1.11.3 Contractor will not terminate a retention employee for the first 90 Days of employment under this Contract, except

for cause. Thereafter, Contractor may retain a retention employee on the same terms and conditions as Contractor's other employees.

#### **9.1.12 Neutrality in Labor Relations**

Contractor must not use any consideration received under this Contract 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, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

### **9.2 Intentionally Omitted**

### **9.3 Labor Peace Agreements**

- 9.3.1 Contractor must implement and must ensure that each Subcontractor implement, prior to providing any Services under this Contract, a Labor Peace Agreement, which must be maintained for the term of this Contract. As used herein, a "Labor Peace Agreement" is a written agreement between Contractor or any of its Subcontractors and a labor organization representing their employees that contains a provision prohibiting the labor organization and its members from engaging in any picketing, work stoppage, boycott or any other economic interference with the Services provided for the County under this Contract.
- 9.3.2 Contractor, therefore, represents and warrants that (a) it and each of its Subcontractors that may provide Services under this Contract must execute prior to provision of Services and maintain during the term of this Contract a Labor Peace Agreement with any labor organization representing or seeking to represent the employees of Contractor or any such Subcontractor; (b) it will have submitted to the County a copy of evidence of each such executed Labor Peace Agreement; and (c) such Labor Peace Agreements must prohibit during the term of this Contract labor organizations and their members from engaging in picketing, work stoppage, boycotts or any other economic interference with the business of the County, including County facilities and other Service sites services under this Contract.
- 9.3.3 Contractor acknowledges and agrees (a) that failure by Contractor or any of its Subcontractors to enter into and maintain during the term of this Contract a Labor Peace Agreement will be deemed a material breach of Contract, entitling County to terminate this Contract for default; and (b) that it would be impracticable and extremely difficult to ascertain the actual damages resulting from



such breach, also entitling the County to liquidated damages in accordance with the provisions this Contract in addition to any other rights and remedies otherwise available at law or in equity.

- 9.3.4 Notwithstanding any breach of a Labor Peace Agreement by a labor organization representing or seeking to represent the employees of Contractor or any Subcontractor that may provide Services under this Contract or by any of such labor organization's members, Contractor must remain fully responsible for meeting the requirements of this Contract, including supplying sufficient personnel for provision of Services thereunder.

The requirements of this provision apply to the extent the employees of Contractor and/or any of its Subcontractors are represented by a labor organization as of the effective date or during the term of this Contract.

#### **9.4 Compliance with the Assembly Bill 1978 (AB 1978) - Property Service Workers Protection Act**

- 9.4.1 AB 1978, as codified under Section 1420 et seq. of the California Labor Code and elsewhere under California law, provides that Contractor may not conduct any custodial (janitorial) business without a valid registration and Contractor must be registered with the Division of Labor Standards Enforcement (DLSE). Contractor must comply with all registration and certification requirements mandated by AB 1978, including maintaining active registration with the California Labor Commissioner as a property services employer. Proof of registration must be provided to the County upon request.
- 9.4.2 Contractor must ensure that all custodial workers and supervisors performing Services under this Contract have completed the mandatory sexual harassment and violence prevention training as required by AB 1978. Training records, including completion dates and participant names, must be maintained and made available for County review upon request.
- 9.4.3 Contractor must comply with all record-keeping requirements, including maintaining accurate records of employees' names, work locations, and payroll records, as outlined in AB 1978. Such records must be retained for a minimum of three years and must be accessible for inspection by the County upon request.
- 9.4.4 Contractor must provide all custodial workers with information about their rights under AB 1978, including protections against workplace harassment and access to complaint resolution resources. Written materials to be made available in the workers' preferred language.

## **9.5 Displaced Janitor Opportunity Act**

- 9.5.1 This Contract is subject to the provisions of the Displaced Janitor Opportunity Act (California Labor Code Sections 1060 – 1065) because it is a Contract for janitorial or building maintenance services performed within the State of California entered in to or after January 1, 2002.
- 9.5.2 Under this Act, as specified in the provisions therein, a successor Contractor or successor Subcontractor must retain, for a 60-Day transition employment period, employees who have been employed by the terminated Contractor or its Subcontractors, if any, for the preceding four months or longer at the site or sites covered by the successors service contract unless the successor Contractor or successor Subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated contract.

## **9.6 Compliance with County's Advancing High Road Jobs Initiative**

The County has established a "Advancing High Roads Jobs" Initiative (link: Advancing High Road Jobs by Harnessing the County's Procurement Power as a Market Participant Motion) to create opportunities for full-time employment not just within the County but in the private sector, focused on hiring qualified employees, and providing high road jobs, from the County's High-Road Training Partnership (H RTP) programs and other pre/apprenticeship and job training programs, including County pipeline programs. The County's Department of Economic Opportunity (DEO) oversees a network of America's Job Centers of California (AJCCs), working together to help County residents succeed in the job market. They achieve this by providing education, training, career counseling, and support services funded through the Workforce Innovation and Opportunity Act (WIOA). WIOA focuses on assisting adults, dislocated workers, and youth in finding employment. The County's AJCCs play a key role by funding training programs and state certifications, equipping participants with the skills and qualifications needed to secure jobs. The County's AJCC information can be found at: Los Angeles County Business Development Services, Business Resources.

- 9.6.1 In support of this Initiative, throughout the initial two-year Contract term, the County has established a 20% hiring goal to such qualified employees in the County's AJCCs. Contractor must consider hiring such qualified employees for open employment opportunities as they become available.
- 9.6.2 To obtain the list of qualified custodial employees that are certified and trained by the County in the AJCCs, Contractor will be provided direct access to the AJCC referral portal where the County will refer qualified custodial employees to Contractor.

- 9.6.3 Within 30 Days after this Contract's effective date, Contractor must provide the County with its comprehensive annual Hiring Plan that outlines its commitment to achieve a 20% hiring goal, throughout the initial two-year Contract term, to such qualified employees in the County's AJCCs.
- 9.6.4 Contractor must submit a semi-annual Hiring Report. The report must include, but not limited to, a description of the position/s that was fulfilled, number of program participants hired, and program name. The semi-annual report must be submitted electronically to the County Contract Analyst listed in Exhibit D (County's Administration).

## **9.7 Social Enterprise (SE) Preference Program**

- 9.7.1 This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.
- 9.7.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.
- 9.7.3 Contractor must 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 SE.
- 9.7.4 If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, Contractor must:
  - a. Pay to the County any difference between this Contract amount and what the County's costs would have been if this Contract had been properly awarded,
  - b. In addition to the amount described in subdivision a) above, Contractor will be assessed a penalty in an amount of not more than ten percent of the amount of this Contract, 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 entity that has previously obtained proper certification, however, as a result of a change in

their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

**9.8 Disabled Veteran Business Enterprise (DVBE) Preference Program (If applicable)**

- 9.8.1 This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- 9.8.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.
- 9.8.3 Contractor must 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 DVBE.
- 9.8.4 If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor must:
  - a. Pay to the County any difference between this Contract amount and what the County's costs would have been if this Contract had been properly awarded,
  - b. In addition to the amount described in subdivision (a) above, Contractor will be assessed a penalty in an amount of not more than ten percent of the amount of this Contract, 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).

Notwithstanding any other remedies in this Contract, the above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## **10.0 SURVIVAL**

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

Paragraph 1.0	Applicable Documents
Paragraph 2.0	Definitions
Paragraph 3.0	Work
Paragraph 5.4	No Payment for Services Provided Following Expiration - Termination of Contract
Paragraph 7.6	Confidentiality
Paragraph 8.1	Amendments and Change Notices
Paragraph 8.2	Assignment and Delegation/Mergers or Acquisitions
Paragraph 8.6	Compliance with Applicable Laws
Paragraph 8.19	Fair Labor Standards
Paragraph 8.20	Force Majeure
Paragraph 8.21	Governing Law, Jurisdiction, and Venue
Paragraph 8.23	Indemnification
Paragraph 8.24	General Provisions for all Insurance Coverage
Paragraph 8.25	Insurance Coverage
Paragraph 8.26	Liquidated Damages
Paragraph 8.34	Notices
Paragraph 8.38	Record Retention and Inspection-Audit Settlement
Paragraph 8.42	Termination for Convenience
Paragraph 8.43	Termination for Default
Paragraph 8.48	Validity
Paragraph 8.49	Waiver
Paragraph 8.57	Prohibition from Participation in Future Solicitation(s)
Paragraph 8.59	Campaign Contribution Prohibition Following Final Decision in Contract Proceeding
Paragraph 9.1	Compliance with County's Living Wage Program
Paragraph 10.0	Survival

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

**CONTRACTOR**

**UNISERVE Facilities Services Corporation**

By [Signature]  
NAME

CHIEF OPERATING OFFICER  
TITLE



**COUNTY OF ANGELES**

By Hilda L. Solis  
Chair, Board of Supervisors

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

**ATTEST:**

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

By [Signature]  
JAN 6, 2026

By [Signature]  
Deputy

**APPROVED AS TO FORM:**  
**DAWYN R. HARRISON**  
County Counsel

By Michele Jackson  
Michele Jackson  
Principal Deputy County Counsel

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

43 January 7, 2026

Edward Yen  
EDWARD YEN  
EXECUTIVE OFFICER

# **EXHIBIT A**

## **STATEMENT OF WORK**

### **CUSTODIAL SERVICES**

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2. Facility Specification Sheets
3. Performance Requirements Summary (PRS) Chart
4. Sign-in Sheet
5. Entry Application for Custody Facilities

## **1.0 SCOPE OF WORK**

Contractor must provide Janitorial and Custodial Services (Services) for the County's Custody Facilities (Facilities) identified in Attachment 2 (Facility Specification Sheets), to this Statement of Work (SOW), by providing all labor and supervision, necessary for Contractor's performance under the Contract.

Services for the Facilities include, but are not limited to, cleaning, sanitizing and disinfecting of booking areas, classifications areas, court and custody lines, ramps, release areas, inmate cells, inmate holding and seating areas, inmate showers, clinics, restrooms, and kitchen areas located at each serviced Facility, in an effort to control the spread of infections.

All Facilities must be cleaned and maintained by Contractor in a manner that meets all applicable standards and compliance requirements including, but not limited to, those mandated by the Centers for Disease Control and Prevention (CDC), the Joint Commission, Occupational Safety and Health Administration (OSHA), California Department of Public Health Licensing and Certification Division, Centers for Medicare and Medicaid Services and the Association of peri-Operative Registered Nurses, as applicable to each of the serviced Facilities

## **2.0 DAYS AND HOURS OF WORK**

Contractor must provide 24/7 Services, in accordance with the Days and hours of operations identified in Attachment 2 (Facility Specification Sheets), to this SOW. At any time, throughout the term of the Contract, the County may reallocate Contractor employees based on the workload and needs of the Facilities. Such reallocations may include reassigning Contractor's employees to an alternate shift and/or to an alternate Facility.

## **3.0 GENERAL CUSTODIAL SERVICES**

### **3.1 Work Requirements**

- 3.1.1 The areas identified in Attachment 2 (Facility Specification Sheets), to this SOW, include locked cells, open areas, thoroughfares, lavatories, and communally used items in those areas.
- 3.1.2 At no time must Contractor's employees violate building and/or room security by propping doors open and leaving them unattended during the performance of Services (e.g., trash removal). All entrance and exit doors must be locked at all times. Contractor's employees must enter and leave through specified locations only, as identified by County Project Manager, to maintain Facility security.
- 3.1.3 Contractor's employees must only use those lights necessary for cleaning the immediate area where employees are working. In areas not in use, lights must be turned off and doors locked before leaving areas that have been cleaned.

- 3.1.4 Contractor's employees must not disturb papers on desks, open drawers or cabinets, use telephones, radios, or television sets, or tamper with any County or personal property.
- 3.1.5 Contractor and Contractor's employees and/or Subcontractors must turn in lost and found articles at the designated office in each Facility.
- 3.1.6 Contractor's employees involved in an emergency, such as water pipe breakage, flood, or injury, must contact and relay the nature of the problem to County Project Manager.
- 3.1.7 Contractor's employees must report any hazardous, emergency, or security conditions immediately to respective on-duty Watch Commander, within the same working shift as discovered.
- 3.1.8 Contractor's employees and/or Subcontractors are subject to all rules and regulations of each Facility, including authorized searches by County staff.
- 3.1.9 Contractor's employees and/or Subcontractors are prohibited from bringing the following into any of the Facilities:
  - a. Visitors,
  - b. Any cellular telephones or devices, cameras or video or audio recording equipment,
  - c. Any form of weapons or contraband, and/or,
  - d. Any alcohol or drugs or be under the influence of alcohol/drugs.
- 3.1.10 Contractor and Contractor's employees and/or Subcontractor(s) must not conduct nor allow to be conducted, tours or other unauthorized visits by any person not previously approved by County Project Director.

### **3.2 Daily Cleaning Requirements**

Contractor's employees must, on a daily basis, perform the Services listed below:

- a. Clean and disinfect high touch points at least once a day or as often as determined necessary by the County (e.g., counters, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, sinks, carts).
- b. Use routine cleaning disinfectants or other approved disinfectants for regular surfaces PLUS an Environmental Protection Agency (EPA) registered disinfectant approved for viral/bacterial pathogens for high-touch surfaces.
- c. Wear gloves PLUS splash goggles if there is a risk of splash. Refer to Safety Data Sheets or follow the instructions on the chemical label.

- d. All Services performed must meet Department of Public Health (DPH) standards, Rutherford Joint Settlement Agreement (JSA) standard (as required) and the Centers for Disease Control and Prevention (CDC) cleaning protocol.
- e. Contractor's employees must provide and use adequate barricades and signs to provide sufficient warning prior to, during, and after the performance of Services.

### **3.3 Module Floors, Inmate Cells, Detention Area**

#### **3.3.1 Clean open/locked cells, as follows:**

- Remove all trash, mattress, linen, blankets, gowns, gowns, clothing.
- Sweep, mop and sanitize each cell.
- Clean and sanitize toilet, urinals and sink area.
- Clean and disinfect shower compartment, floors, walls, doors, and windows.
- Spot clean cell walls, partitions, windows, and doors.
- Remove/clean graffiti and vandalism, as required.

#### **3.3.2 Clean module staging area, sallyports, inmate visiting area, and indoor recreation areas, as follows:**

- Sweep and mop all areas.
- Spot clean walls, partitions, windows and doors
- Sanitize objects/areas that are used regularly (e.g., door handles and countertops).
- Remove/clean graffiti and vandalism, as required.

#### **3.3.3 Cells that require deep cleaning due to biohazard fluids must be power washed and sanitized, as required**

### **3.4 Interior - Briefing Room & Armory**

#### **3.4.1 Dust all surfaces and display cases. Damp-wipe and dry all glass surfaces, removing fingerprints and smudges. Contractor must take precautions not to disturb memorabilia on dusted surfaces, as required.**

#### **3.4.2 Clean and disinfect plastic containers and surfaces in security check points located at main entrance at least two times per Day, as required.**

#### **3.4.3 Clean baseboards, walls, kick plates, furniture, and other surfaces exposed to water and/or chemical splashing.**

#### **3.4.4 Clean and disinfect public telephone stalls.**

- 3.4.5 Clean and disinfect drinking fountains.
- 3.4.6 Clean custodial closets and keep supplies and equipment orderly.
- 3.4.7 Clean and/or vacuum sofas and chairs, as required.
- 3.4.8 Clean all walls, doors, and tracks. Polish stainless steel, if applicable.
- 3.4.9 Clean all elevator floors. Disinfect elevator "call" button panel, including "call" buttons located outside of elevator and handrails located inside elevator, as required.
- 3.4.10 Sweep and/or dust stairs, landings, and handrails. Disinfect handrails.
- 3.4.11 Vacuum/spot clean all carpeted areas.
- 3.4.12 Damp-mop and/or scrub hard-surface (non-carpeted) floors, followed by high-speed buffing with light spray non-slip wax application.
- 3.4.13 Empty waste containers. Clean and disinfect containers inside and outside, place waste in appropriate disposal area, and replace plastic liners.
- 3.4.14 All common hallways, stairwells, floor control booths, artificial plants and the Employee Wellness Room must be thoroughly cleaned daily

### **3.5 Building Entrances, Lobbies, and Hallways – Exterior (as applicable)**

- 3.5.1 Clean all entrance doors and partition glass.
- 3.5.2 Clean balconies and ledges.
- 3.5.3 Sweep exterior areas such as steps, sidewalks, and landings adjacent to the building.
- 3.5.4 Inspect parking areas and exterior grounds for trash or debris. Collect and place trash in an appropriate disposal area.
- 3.5.5 Provide and place appropriate mats at entrances and lobbies during rainy weather, as required.

### **3.6 Restrooms (Private and Public) and Showers**

- 3.6.1 Dust ceiling vents.
- 3.6.2 Clean and disinfect sink basins and all surrounding surfaces.
- 3.6.3 Clean and disinfect restroom and shower fixtures.
- 3.6.4 Check for stains in urinals, waterless urinals, toilet bowls, and basins, and remove.
- 3.6.5 Clean and disinfect toilets, toilet seats, toilet handles, urinals, and waterless urinals with germicidal solution.

- 3.6.6 Clean base of toilet bowls and below all urinals.
- 3.6.7 Clean behind toilet bowls and in corners of restroom floors.
- 3.6.8 Clean restroom mirrors, kick plates, and disinfect push plates.
- 3.6.9 Spot clean restroom walls, showers, partitions, and doors.
- 3.6.10 Clean, disinfect and refill all restroom soap and paper dispensers.
- 3.6.11 Clean and mop entire restroom floors with disinfectant solution, and set up "wet floor" signs.
- 3.6.12 Remove/clean graffiti and vandalism, as required.
- 3.6.13 Empty waste containers. Clean and disinfect containers inside and out, place waste in appropriate disposal area, and replace plastic liners.
- 3.6.14 Clean and maintain waterless urinals according to manufacturer's recommended maintenance including the use of recommended chemicals. Contractor must maintain a log in each Facility with date each urinal cartridge was replaced and schedule date of next replacement.
- 3.6.15 Polish all stainless steel and chrome dispensers/areas.
- 3.6.16 Service sanitary napkin and/or tampon dispensers at the County's option.
  - If requested by the County, Contractor must purchase sanitary napkins and/or tampons and retain all monies collected from dispensers.
  - Clean and disinfect buttons/pulls located on dispensers.
- 3.6.17 Refill existing air freshener dispensers in restrooms with equal or better replacement products as required.
  - Contractor must maintain air freshener dispensers in operating condition and replace batteries.
  - Contractor must change or replace air freshener dispensers and/or products upon approval of County Project Manager.

### **3.7 Offices, Conference Rooms and Control Booths**

- 3.7.1 Dust all furniture, including desks, tables, file cabinets, windowsills, and other dust catching surfaces.
- 3.7.2 Damp-wipe and dry all glass surfaces.
- 3.7.3 Clean and disinfect all surfaces.
- 3.7.4 Remove fingerprints and smudges from desks, tabletops, walls, doors, door facings, telephones, etc.
- 3.7.5 Clean door glass and frames.

- 3.7.6 Sweep and/or damp-mop all hard-surface (non-carpeted) floors.
- 3.7.7 Vacuum/spot clean all carpeted areas, as required.
- 3.7.8 Remove gum from all hard-surface (non-carpeted) floors, as required.
- 3.7.9 Remove/clean graffiti and vandalism, as required.
- 3.7.10 Empty waste containers. Clean and disinfect containers inside and outside, place waste in appropriate disposal area and replace plastic liners.

### **3.8 Lunchrooms, Eating and Vending Area (excludes area operated by vendor or food preparation area), as applicable**

- 3.8.1 Dust appliances.
- 3.8.2 Dust chairs and sofas.
- 3.8.3 Dust window ledges.
- 3.8.4 Clean and disinfect sinks and chrome fittings.
- 3.8.5 Spot clean walls, as required.
- 3.8.6 Remove/clean graffiti and vandalism, as required.
- 3.8.7 Vacuum/spot clean all carpeted areas.
- 3.8.8 Sweep and mop tile floors. Set up "wet floor" signs.
- 3.8.9 Empty waste containers. Clean and disinfect containers inside and outside, place waste in appropriate disposal area, and replace plastic liners.

## **4.0 ADDITIONAL CUSTODIAL SERVICES**

Except with respect to any Emergency Services requested and approved by the County, if the County requests any Services not specified in this SOW, any Attachment hereto or otherwise in the Contract, or requests an increase in the maximum required staffing for provision of Services under the Contract (Additional Services), such Additional Services must be provided by the Contractor only following the County's written approval and execution of an appropriate amendment/change notice, which must include at a minimum, as applicable, the scope of Work for such Additional Services and an agreed upon maximum staffing.

## **5.0 SERVICES FOR EMERGENCIES/CALL BACK WORK**

Contractor may be required to provide emergency Services and/or call-back work upon the County's request. Contractor must perform emergency/call-back work within four hours of the County's request, which may include holidays, evenings, and weekends. Pricing for such Services as set forth in Exhibit B (Pricing Schedule) to the Contract.

## **5.1 Call Back Work**

Contractor will be required to perform call-back work for all Services not performed to the satisfaction of the County. Call-back work may include, but is not limited to, cleanup from toilet/sink floods, water pipe breakage, and/or unforeseen acts of nature (e.g., earthquakes, floods, or fires, etc.).

## **5.2 Emergency Services and Security Contacts**

5.2.1 Contractor must provide a 24/7 telephone number and/or answering service for immediate response to problems related to emergency or security issues at all Facilities. All Service calls made to Contractor and answered by a voicemail, must be returned within 30 minutes of initial call from the County.

5.2.2 Contractor is required to provide County Project Manager a copy of the written estimate of costs, inclusive of all labor, Services, materials, equipment, etc., for each impacted Facility by the next business day. County Project Manager must review and provide written approval of the estimates prior to the provision of Emergency Services by Contractor. If the cost of completed Emergency Services exceeds Contractor's original cost estimate, Contractor must submit a revised cost estimate and a detailed written justification for the cost difference within two business days of completion of Emergency Services to County Project Manager for approval. Contractor must submit a copy of the final approved estimate of costs to County Project Manager by the next business day following approval. Contractor will only be reimbursed for the actual costs of any Emergency Services it has provided following written approval by County Project Manager.

## **6.0 COUNTY RESPONSIBILITIES**

### **6.1 Furnished Items**

6.1.1 The County will provide, at the County's sole expense, all janitorial and custodial equipment required for Services under the Contract, including, but not limited to, all paper and restroom supplies, cleaning solutions, cleaning chemicals, and protective safety gear.

6.1.2 The County will furnish all necessary cleaning equipment which may include: vacuum cleaners, buffers, strippers, scrubbing machines, extension poles, ladders, carpet extraction equipment, brooms, mops, buckets, etc., unless otherwise specified in the Contract or authorized by the County for provision by Contractor.

6.1.3 Prior to the Contract start date, the County will ensure the required equipment is available at each Facility.

6.1.4 All equipment furnished by the County and used by Contractor will remain County property.



- 6.1.5 The County will provide all utilities, including gas, electricity and water, in Facilities where Contractor provides Services. The County will be responsible for maintaining building systems including plumbing, electrical, etc.
- 6.1.6 County telephones are for County use only, unless specifically authorized by the County.
- 6.1.7 The County will provide storage areas to Contractor as determined by the County. The storage areas provided will be limited to the existing custodial closet(s). Contractor is prohibited from use of said storage areas or any other County property for the conduct of their business interests that are not related to or required by the Facility.
- 6.1.8 The County will provide an escort for Contractor's employees when providing Services in secured areas with inmates present.

## **7.0 CONTRACTOR RESPONSIBILITIES**

### **7.1 Contractor Personnel**

#### **7.1.1 Contractor Employees Health Clearance**

Contractor is responsible for providing all employees performing Work under the Contract an annual Tuberculosis (TB) test. Contractor must submit proof/certification of TB testing to the County, on no less than an annual basis.

- 7.1.2 Contractor must assign the sufficient number of employees to perform the required Services at each of the Facilities identified in Attachment 2 (Facility Specification Sheets), to this SOW.

- 7.1.3 Contractor is required to provide all labor, uniforms, badges, supervision, management, and any other goods and/or services that may be needed for provision of Services.

- 7.1.4 Contractor must provide and require every employee to wear a uniform with the company logo. The uniforms must be distinguishable from any County custodial staff uniforms. The County will provide written approval of uniforms prior to Contract start date.

- 7.1.5 In buildings where only one Contractor employee is assigned, the employee must be able to effectively communicate in English both orally and in writing. It is required that at least one of Contractor's employees working on any given shift in each Facility be able to effectively communicate in English both orally and in writing.

- 7.1.6 Contractor must designate one employee per shift as principal custodian with full responsibility for directing the entire custodial crew on their shift. Each principal custodian must be authorized to

act on Contractor's behalf and must be able to effectively communicate in English both orally and in writing.

- 7.1.7 Each Contractor employee must sign a daily sign-in sheet, refer to Attachment 4, to this SOW, before their shift begins, and notify the County's designated contact each shift, before beginning Work.
- 7.1.8 Contractor must notify County Project Manager, when employees assigned to provide Services under the Contract are out on a scheduled or unscheduled absence or have terminated employment. Contractor must provide the name of the substitute employee and ensure the substitute employee obtains a County Identification (ID) badge prior to providing Services.
- 7.1.9 Contractor is responsible for controlling the conduct, demeanor, and appearance of all its employees, and representatives.
- 7.1.10 Contractor's employees assigned to perform Services at IRC only, must complete the Temporary Restraining Order (TRO) Compliance Inspection Worksheet as provided in Attachment 1 (Temporary Restraining Order (TRO) Compliance Inspection Worksheet), to this SOW, each shift for their area of responsibility. The completed TRO must be given to the custody escort at the end of each shift for archiving.

## **7.2 Contractor Supervisors**

- 7.2.1 Contractor must provide a thoroughly trained supervisor or lead person who is knowledgeable in all aspects of the Facility's operations and who must:
  - a. Visit Facilities during and after working shifts,
  - b. Be available to the County by cell phone during all working shifts, on a 24/7 basis, and
  - c. Be able to effectively communicate in English both orally and in writing.
- 7.2.2 Contractor must provide one on-site Facilities supervisor at each Facility who must:
  - a. Be knowledgeable in healthcare hygiene,
  - b. Be available during each Work shift specified in Attachment 2 (Facility Specification Sheets), to this SOW, Sunday through Saturday,
  - c. Be knowledgeable in all aspects of the custodial/housekeeping operation and,
  - d. Have access to Contractor Project Manager during all hours of shift coverage, including holidays.

- 7.2.3 Supervisor or lead person must maintain a daily sign-in sheet, refer to Attachment 4, to this SOW, which identifies the arrival and departure times, lunch times, and break times of Contractor's employees. Time sheets must be submitted monthly to County Project Manager. Previous month's time sheets are due on the 15th of every month.

### **7.3 Special Training Requirements**

- 7.3.1 Contractor must ensure that employees are trained and abide by the County's Policy and Ethics covered in Manual of Policy and Procedures, 3-01/121.00, Policy of Equality.
- 7.3.2 Contractor is responsible for ensuring that each Contractor employee providing Services under the Contract has undergone proper orientation and is familiar with the Facility that they Service prior to providing Services at that Facility.
- 7.3.3 Contractor must provide training programs for all new and on-going employees while continuing in-service training for all employees and Subcontracted employees, including, but not limited to, visual aids dealing with the diverse cleaning needs of the Facility.
- 7.3.4 Contractor must provide to the County a summary of course material, and training schedules for each of the following:
- a. Daily Cleaning Items
    - i. Daily sanitized cleaning,
    - ii. Restroom maintenance,
    - iii. Corridor maintenance,
    - iv. Walls,
    - v. Floor care, and
    - vi. Miscellaneous:
      - Drinking fountains/dispensers,
      - Door glass, and
      - Walls and glass partitions.
  - b. Calendar Scheduled Cleaning
    - i. Restrooms,
    - ii. High frequency (high & low dusting),
    - iii. Ceiling vents,
    - iv. Partition glass,
    - v. Scrub and clean under and around lavatory units,
    - vi. Remove mold, buildup, and soil markings, and

vii. Disinfect with germicidal solution.

- 7.3.5 Contractor's employees must be trained in their assigned tasks and in safety in the workplace. All Contractor employees must Work in accordance with federal, state, and local statutes and directives. Contractor must comply with and maintain the Injury and Illness Prevention Program (IIPP) standards and records in accordance with federal and state OSHA requirements. Contractor must provide proof of training and IIPP records upon County's request.
- 7.3.6 All Services requiring licenses and/or certifications must be performed by properly trained, licensed, and certified employees.
- 7.3.7 Contractor is responsible for ensuring that employees are kept current and properly trained on all appropriate cleaning procedures, both new and existing in accordance with this Paragraph 7.3 (Special Training Requirements).

#### **7.4 Approval of Contractor's Employees**

- 7.4.1 The County has the absolute right to approve or disapprove any or all of Contractor's employees performing Work hereunder and any proposed changes in Contractor's employees.
- 7.4.2 The County will not accept Contractor's employees who have been involved in any of the following:
  - a. High grade misdemeanor,
  - b. Misdemeanor theft,
  - c. Felony conviction,
  - d. Conviction for a sex offense,
  - e. Military conduct that involved dishonorable discharge, bad conduct, or an undesirable discharge,
  - f. Conduct that would preclude the employee from receiving bond,
  - g. Convictions of drunk or reckless driving within that last three years, or
  - h. Any pattern of irresponsible behavior including, but not limited to, unsatisfactory driving or employment records, or
  - i. Any pattern of recent or habitual illegal drug use.
- 7.4.3 Contractor's employees performing Services under the Contract, and any Contractor employee designated as supervisor, lead person, or Contractor Project Manager, will be required to undergo and pass a background investigation, to the satisfaction of the County as a condition of beginning and continuing to provide Services under the Contract as further specified in Paragraph 7.5 (Background and Security Investigations) of the Contract. All background clearances will be determined by the Department.

Arrest investigations and subsequent arrest information obtained by the Department may cause a background clearance to be revoked.

7.4.4 Contractor's must provide the respective County Project Director for each designated custody facility a completed Attachment 5 (Entry Application for Custody Facilities) for all Contractor personnel assigned to provide Services at County custody facilities (e.g., Twin Towers Correctional Facility, Inmate Reception Center, and Century Regional Detention Facility, etc.).

7.4.5 The County's background investigation requirements are subject to change at any time, at the sole discretion of the County.

All background information is confidential and not reviewable by Contractor or Contractor's employees. The Department will not provide any information obtained through the Department background investigation to Contractor or Contractor's employees.

## **7.5 Supplies, Materials and Equipment**

7.5.1 Any Contractor-furnished supplies, materials and other products must be hospital grade and safe for the environment while meeting applicable guidelines and regulations, as imposed by any applicable regulatory agencies including OSHA Regulations. Supplies, material, and other products must be safe for use by employees and meet any applicable requirements needed to provide Services under the Contract. All cleaning supplies and materials are subject to prior review and approval by County Project Manager.

7.5.2 Any Contractor-furnished infection control cleaning and disinfecting solutions must be approved by the County prior to use. There are no exceptions to this requirement.

7.5.3 Any Contractor-furnished equipment must be maintained and used in a safe and operable condition in accordance with the manufacturer's standards and specifications and must be kept clean by Contractor.

7.5.4 County-provided carts containing approved supplies, materials, and equipment must be stored in County custodial closets (refer to Paragraph 6.1.7 above).

## **7.6 Contractor Maintenance of County-Furnished Equipment**

7.6.1 Contractor is responsible for maintaining all County-furnished equipment. Contractor must immediately report to the respective on-duty Watch Commander any accidents and/or loss of equipment, supplies, etc. Contractor must confirm this report in writing within one working day following any loss or damage.

7.6.2 At the beginning of each shift, Contractor's employees must check out keys at the respective Facility's control booth. All such keys are property of the County and must be returned to the respective Facility's control booth at the end of each shift. At no time are the keys to be duplicated by Contractor or taken home. Any lost keys will be investigated and replaced by the County at the sole expense of Contractor, including the cost of any re-keying associated with the lost key. If a key is bent, broken or damaged in any way, a new one will be re-issued, and the damaged key must be returned. Contractor must accept full responsibility for all keys issued to Contractor's employees.

7.6.2.1 If employing Subcontractors previously approved by the County, Contractor must not provide keys to any Facility to Subcontractor employees. Contractor must assign an individual to remain with Subcontractor employees until the specific job is completed. Contractor must maintain a log of all Subcontractors that worked in any Facility and submit the log with their invoice at the end of each month.

## **7.7 County Required Meetings**

Contractor's Project Manager or supervisor must meet with County Project Manager monthly, or as determined by the County, to evaluate Services. Contractor's representative must be familiar with all Facilities included in the Contract and be able to address issues related to Contractor's Services. Contractor and the County will then mutually determine a corrective course of action and timeframe to remedy any problems found. Contractor's Project Manager must be available to attend all daytime cleaning orientations with County Project Manager. This may include new Facilities that are added to Contractor's Services.

## **7.8 Contractor's Office**

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

## **8.0 GREEN INITIATIVES**

Contractor must use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. In using the Facilities, Contractor must develop and adhere to an energy conservation plan that is consistent with

County policy, including seasonal thermostat settings. Contractor must notify County Project Manager of Contractor's new green initiatives implemented prior to the Contract commencement date.

## **9.0 ADDITION/DELETION OF FACILITIES AND CHANGES IN SERVICE**

The County reserves the right to add or delete Facilities, adjust staffing requirements, and/or Facility operating hours during the term of the Contract. All changes must be made in accordance with 8.1 (Amendments and Change Notices) of the Contract.

- 9.1 Proposals for additional Work must be submitted within two business days unless an extension is requested and granted by the County. Failure to respond within two business days, or by the end of granted extension, may result in liquidated damages and/or removal from the Facility. Proposals must align with the Service breakdown identified in Exhibit B (Pricing Schedule) to the Contract.
- 9.2 Contractor must commence Services within ten business days from the date a new Facility is awarded. The County reserves the right to obtain another Contractor, should Contractor fail to commence Services within ten business days.
- 9.3 Invoices for additional Work completed should be submitted within 90 Days of completion. Failure to submit within the 90 Days may be subject to non-payment.
- 9.4 The County maintains an inspection application database that tracks and monitors Contractor performance. Information entered into the database may be used for a variety of purposes, including determining whether the County will consider Contractor for additional Work.

## **10.0 QUALITY CONTROL**

Contractor must establish and utilize a comprehensive Quality Control Plan (QCP) to assure the County a consistently high level of Service throughout the term of the Contract. The Plan must be submitted to County Project Manager for review within ten Days of the start of the Contract. The plan must include the following:

- 10.1 Method of monitoring to ensure that Contract requirements are being met. The monitoring system must specify methods for identifying and preventing deficiencies in the quality of Services performed before the level of performance becomes unacceptable.
- 10.2 The QCP must include, but not be limited to, the following:
  - a. Specific activities to be monitored either on schedule or unscheduled basis,
  - b. Methods of monitoring to include methods of verifying authenticity of reports and methods to ensure quality of Services,
  - c. Frequency of monitoring,

- d. Sample forms to be used in monitoring,
  - e. Job title and employee performing monitoring functions, and
  - f. Plan for ensuring that Services will continue in the event of a natural or manmade disaster or strike as applicable.
- 10.3 A record of all inspections conducted by Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, which must be provided to County Project Manager on a monthly basis.
- 10.4 Contractor must respond to complaints, specific to the Services being provided under the Contract, within 24-hours of notification of the complaint, as applicable. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint. The total cost incurred by the County will be deducted from Contractor's monthly invoice.

## **11.0 QUALITY ASSURANCE PLAN**

The County will evaluate Contractor's performance under the Contract no less frequently than on an annual basis. Contractor must make itself available to the County or its agent during business hours for any monitoring reviews. Such monitoring will include assessing Contractor's compliance with all Contract terms and conditions and performance standards. Contractor's deficiencies, which the County determines are significant or continuing and which may place performance of the Contract in jeopardy if not corrected, will be reported to the County's Board of Supervisors (Board) and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with corrective action measures, the County may terminate the Contract or impose other penalties as specified in the Contract for Quality Assurance.

### **11.1 Monthly Meetings**

Contractor is required to attend monthly meetings with County Project Manager. Contractor may be required to attend additional meetings to discuss deficiencies or Contract issues within 24-hour notice.

### **11.2 County Observations**

In addition to Departmental contracting staff, other County employees may observe performance, activities, and review documents relevant to the Contract at any time during normal business hours. However, these employees may not unreasonably interfere with Contractor's performance.

## **12.0 PERFORMANCE REQUIREMENTS SUMMARY**

All listings of Services specified in Attachment 3 [Performance Requirements Summary (PRS)], to this SOW, are intended to be completely consistent with the Contract and this SOW, and are not meant in any case to create, extend, revise,



or expand any obligation of Contractor beyond that defined in the Contract and this SOW.

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

- a. Require Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- b. Reduce payment to Contractor by a computed amount based on the damage fee(s).
- c. Reduce, suspend, or cancel the Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- d. Failure of Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected Work specified within five Days will constitute authorization for the County to have the Service(s) performed by others. The entire cost of such Work performed by others because of Contractor's failure to perform said Service(s), as determined by the County, must be credited to the County on Contractor's future invoice. This Paragraph 12.0 (Performance Requirements Summary) does not preclude the County's right to terminate the Contract upon ten Days written notice with or without cause.

**County of Los Angeles · Sheriff's Department**  
**TRO COMPLIANCE INSPECTION**

FINDINGS	DATE / TIME	AREA SERGEANT ON DUTY	REFERENCE No.
	DISCUSSED WITH EMPLOYEE(S) LISTED BELOW:		FINDINGS CODE ✓ = MEETS EXPECTATIONS    ✗ = BELOW EXPECTATIONS <b>BLANK</b> = NOT INSPECTED

[illegible]

NOTIFICATION(S) FOR REPAIRS AND/OR ADDITIONAL NOTE(S) ABOUT THIS INSPECTION

BY		EMPLOYEE #		BY		EMPLOYEE #			
STATION		SHIFT		WATCH COMMANDER		EMPLOYEE #		DATE / TIME	
		FILED BY		ASSIGNMENT		RETENTION & ARCHIVAL BY (SUBMIT TO)			

# County of Los Angeles · Sheriff's Department

## TRO COMPLIANCE INSPECTION

← FINDINGS	DATE / TIME	AREA SERGEANT ON DUTY	REFERENCE No.
	DISCUSSED WITH EMPLOYEE(S) LISTED BELOW:		FINDINGS CODE ✓ = MEETS EXPECTATIONS    ✗ = BELOW EXPECTATIONS <b>BLANK</b> = NOT INSPECTED

[illegible][illegible]

NOTIFICATION(S) FOR REPAIRS AND/OR ADDITIONAL NOTE(S) ABOUT THIS INSPECTION

BY		EMPLOYEE #	BY		EMPLOYEE #
STATION		SHIFT	WATCH COMMANDER	EMPLOYEE #	DATE / TIME
		FILED BY	ASSIGNMENT      RETENTION & ARCHIVAL BY (SUBMIT TO )		

[illegible]

County of Los Angeles · Sheriff's Department  
TRO COMPLIANCE INSPECTION

← FINDINGS

DATE / TIME

AREA SERGEANT ON DUTY

REFERENCE No.

DISCUSSED WITH EMPLOYEE(S) LISTED BELOW:

FINDINGS CODE

√ = MEETS EXPECTATIONS **X** = BELOW EXPECTATIONS **BLANK** = NOT INSPECTED



CELL

OCCUPIED

VACANT



REPAIR NEEDED

CORRECTIVE ACTIONS TAKEN / NOTE(S)

NOTIFICATION(S) FOR REPAIRS AND/OR ADDITIONAL NOTE(S) ABOUT THIS INSPECTION

BY

EMPLOYEE #

BY

EMPLOYEE #

STATION

SHIFT

WATCH COMMANDER

EMPLOYEE #

DATE / TIME

FILED BY

ASSIGNMENT

**County of Los Angeles · Sheriff's Department**  
**TRO COMPLIANCE INSPECTION**

← FINDINGS	DATE / TIME	AREA SERGEANT ON DUTY	REFERENCE No.
	DISCUSSED WITH EMPLOYEE(S) LISTED BELOW:		FINDINGS CODE ✓ = MEETS EXPECTATIONS    ✗ = BELOW EXPECTATIONS <b>BLANK</b> = NOT INSPECTED

[illegible]

NOTIFICATION(S) FOR REPAIRS AND/OR ADDITIONAL NOTE(S) ABOUT THIS INSPECTION

BY		EMPLOYEE #		BY		EMPLOYEE #			
STATION		SHIFT		WATCH COMMANDER		EMPLOYEE #		DATE / TIME	
		FILED BY		ASSIGNMENT		RETENTION & ARCHIVAL BY (SUBMIT TO )			

County of Los Angeles · Sheriff's Department  
TRO COMPLIANCE INSPECTION

OPTIONAL DETAILS / NARRATIVE — CONTINUED FROM INSPECTION FORM(S)

REFERENCE No.

FURTHER INFORMATION ABOUT ANY REPORTED CONCERN(S)

RETENTION & ARCHIVAL BY (SUBMIT TO WC)

## Sheriff's Department Staffing and Facility Specification Sheet

<b>Region 23</b>	Facility No. 1
<b>Department/Facility</b>	Sheriff / Twin Towers Correctional Facility (TTCF)
<b>Address</b>	450 Bauchet St. Los Angeles Ca. 90012

Hours of Operation				Days of Operation		
24 hours				Monday – Sunday (Mon-Sun)		
CURRENT STAFFING	CUSTODIANS			SUPERVISOR		
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT
Day (Mon-Sun)	4	8	0500-1300			
Afternoon (Mon-Sun)	4	8	1300-2100	1	8	1300-2100

<b>FACILITY SPECIFICATIONS</b>	
Gross Square Footage	1,500,000
User Square Footage	1,500,000
Staff in Building	1,000
Approximate Number of Persons Entering/Exiting Building Per Month	90,000
Number of Floors	16
Number of Stairwells	16
Number of Elevators	22
Light Fixtures	10,000 +
Number of Parking Lots	4
Number of Detention/Holding Cells	2,300
Total Number of Paper Towel Dispensers	300
Total Number of Soap Dispensers	300
Total Number of Sinks	2,600
<b>Number of Kitchen Areas</b>	2
Number of Kitchenettes	10
<b>Number of Restrooms</b> (Including Jury rooms/Judges' chambers)	80
Number of Toilets	2,600
Number of Urinals	75
Number of Showers	315
<b>RUBBISH/TRASH REMOVAL</b>	9,500 tons

<b>WINDOW CLEANING</b>			
Interior Windows	50	Exterior Windows	50
Interior Partition Glass/Doors	15,000		



**Sheriff's Department  
Staffing and Facility Specification Sheet**

**Correctional Treatment Center and Medical Clinics  
Tower 1 and 2**

AREAS COVERED	GROSS SQ FT	<b>AREA DETAILS</b> (*Critical Areas requiring Services daily during AM shifts and terminal cleaning services upon nursing staffs requests.)
<b>Correctional Treatment Center- Inpatient Units 2-4 Floors</b>	52,800	<b>*28 Rooms Total (All Critical)</b> Dorms (4) Showers (4) Cells (4) Isolation Cells (4) Exam Rooms (2) Laboratory Area (1) Pharmacies Rooms (5) Radiology Rooms (2) Ice Machine Room (2), including Ice Machines
Towers Medical Clinics	13,629	<b>95 Rooms</b>  <b><i>TOWER 1</i></b>  <u><b>Critical Areas</b></u> *Nurse Clinic Rooms (10) *Main Clinic Rooms (1) *Chart Room (1) *Provider Rooms (1) *Break Room (1) *Physio/ Pill Call Room (1) *Provider Room (1) *Narcotic Room (1) *Restrooms (6)  <u><b>Non-Critical Areas</b></u> Mental Health Office (18) Restrooms (5)

## Sheriff's Department Staffing and Facility Specification Sheet

		<p><b><i>TOWER 2</i></b></p> <p><b><u>Critical Areas</u></b></p> <ul style="list-style-type: none"> <li>*Nurse Clinic (8)</li> <li>*Main Clinic (1)</li> <li>*Physical Therapy Room (1)</li> <li>*PUI/POZ Room (3)</li> <li>*POZ Asymptomatic (1)</li> <li>*Supervisor Room (1)</li> <li>*Podiatry (1)</li> <li>* GI/Cardio (1)</li> <li>*Urgent Care Room (1)</li> <li>*Dental Office (2)</li> <li>*Dental Suite Xray (1)</li> <li>*Restrooms (8)</li> </ul> <p><b><u>Non-Critical Areas</u></b></p> <ul style="list-style-type: none"> <li>Clinic Pill Call Room (15)</li> <li>Doctors Office (1)</li> <li>Nurse Practitioners Office (1)</li> <li>Breakroom (1)</li> <li>Restrooms (2)</li> </ul> <p><b><u>Urgent Care</u></b></p> <ul style="list-style-type: none"> <li>*16 Rooms (All Critical)</li> <li>Exam Rooms (3)</li> <li>Observation Room (1)</li> <li>POCT/Supply Room (1)</li> <li>Provider Rooms (1)</li> <li>Urgent Care Clinic Room (1)</li> <li>CT Room (1)</li> <li>Ultrasound Room (1)</li> <li>Break Room (1)</li> <li>Restrooms (1)</li> <li>Mental Health Offices (5)</li> </ul>
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**Sheriff's Department  
Staffing and Facility Specification Sheet**

<b>INMATE HOUSING LOCATION</b>			
<b>TTCF Specifications</b>		<b>Contract Staff Suggested</b>	
Module 121	Trustee housing	1	24 open/locked cells and hallway. Contractor must provide Daily Cleaning 7 days a week.
Module 131	MOH/EBI ,K6-B (Dorm housing- no cells)	2	Staging area and indoor recreation areas. Contractor must provide Daily Cleaning 7 days a week.
Module 132	HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 141	FIP Step Down	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 142	MOH K-10	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 151	HOH K6G/K6Y	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 152	HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 161	HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 162	HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.

**Sheriff's Department  
Staffing and Facility Specification Sheet**

Module 171	HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells Contractor must provide Daily Cleaning 7 days a week.
Module 172	HOH INTAKE	4	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 211	GP housing	1	24 open/locked cells and hallways. Contractor must provide Daily Cleaning 7 days a week.
Module 232	ADA	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 241	HOH INTAKE/COVID PUI	4	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 242	HOH INTAKE	4	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor provide Daily Cleaning 7 days a week
Module 251	HOH INTAKE	4	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 252	MOH K10/ HOH	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 261	EMH (ENHANCED MENTAL HEALTH)	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells Contractor must provide Daily Cleaning 7 days a week.
Module 262	HOH/ HOH DORM (PILOT)	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.

**Sheriff's Department  
Staffing and Facility Specification Sheet**

Module 271	MOH EBI/ HOH/HOH INTAKE	2	96 open/locked cells, staging area, indoor recreation areas, and biohazard cells. Contractor must provide Daily Cleaning 7 days a week.
Module 272	ADA (Dorm housing- no cells)	2	Staging area and indoor recreation areas. Contractor must provide Daily Cleaning 7 days a week.



## Sheriff's Department Staffing and Facility Specification Sheet

<b>REGION 23</b>	<b>FACILITY NO. 2</b>
<b>DEPARTMENT/FACILITY</b>	Sheriff/Inmate Reception Center (IRC)
<b>ADDRESS</b>	450 Bauchet St. Los Angeles Ca. 90012

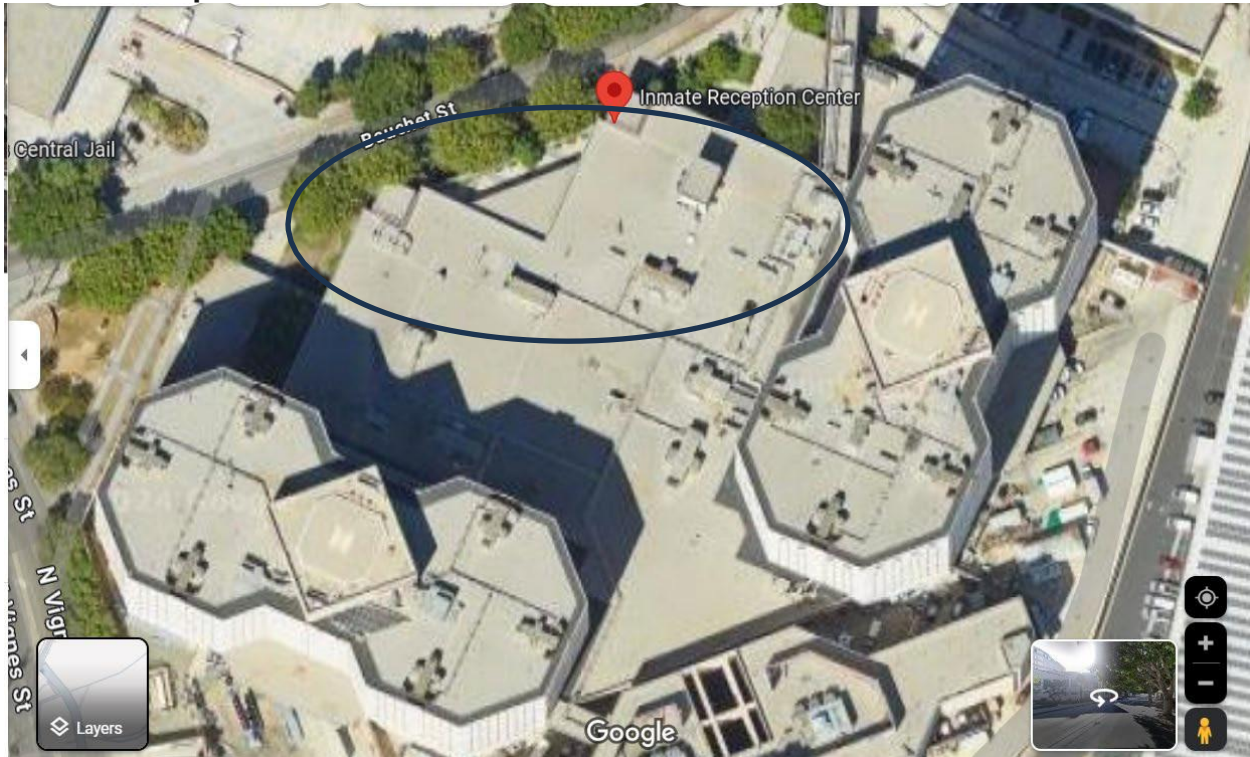
<b>HOURS OF OPERATION</b>	<b>DAYS OF OPERATION</b>
24 hours	Monday - Sunday

CURRENT STAFFING	CUSTODIANS			SUPERVISOR			
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT	
Day	3	8	0700 – 1500	1	8	0700-1530	
Afternoon	3	8	1500-2300				
Night	3	8	2300-0700				
<b>FACILITY SPECIFICATIONS</b>							
Gross Square Footage						700,000	
User Square Footage						700,000	
Staff in Building						Approximately 681	
Approximate Number of Persons Entering/Exiting Building Per Month						11,000	
Number of Floors						2 IRC Proper 1 I231 Medical Overflow 1 IRC Old Side Total of 4 Floors	
Number of Stairwells						3	
Number of Elevators						1	
Light Fixtures						>9,000	
Number of Parking Lots						None	
Number of Detention/Holding Cells						229	
Total Number of Paper Towel Dispensers						20	
Total Number of Soap Dispensers						249	
Total Number of Sinks						249	
<b>Number of Kitchen Areas</b>						2	
Number of Kitchenettes						2	
<b>Number of Restrooms</b> (Including Jury rooms/Judges' chambers)						249	
Number of Toilets						249	
Number of Urinals						230	
Number of Showers						2 each containing 30 shower heads	
<b>RUBBISH/TRASH REMOVAL</b>						<b>6,000 pounds Monthly</b>	
<b>WINDOW CLEANING</b>							
Interior Windows			128	Exterior Windows			128
Interior Partition Glass/Doors			229				
<b>DESCRIBE CLEANING SPECIAL CLEANING OR OPERATIONAL REQUIREMENTS</b>							
<p>The IRC specifications noted include the IRC Proper, IRC Old Side, I231 Medical Overflow, and all areas where professional staff occupy. The IRC Old Side is in Men's Central Jail. The I231 Medical Overflow is in the Twin Towers Correctional Facility.</p>							

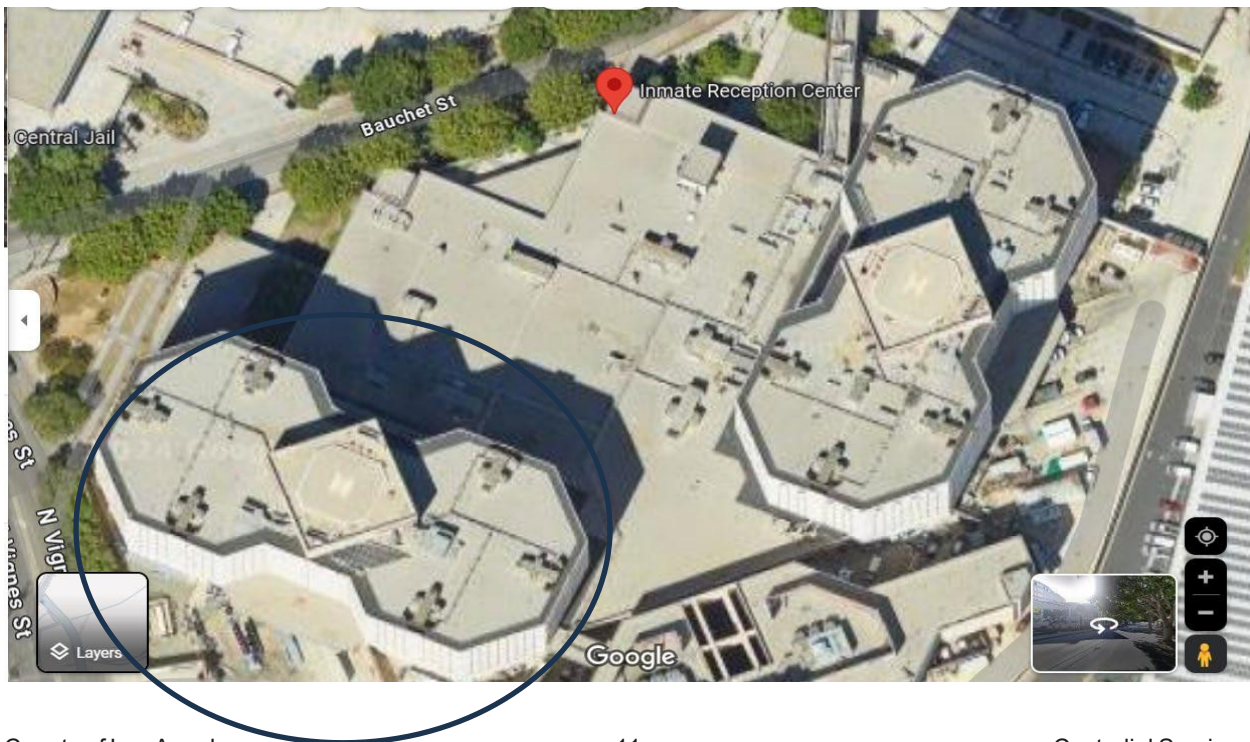


# Sheriff's Department Staffing and Facility Specification Sheet

## Inmate Reception Center



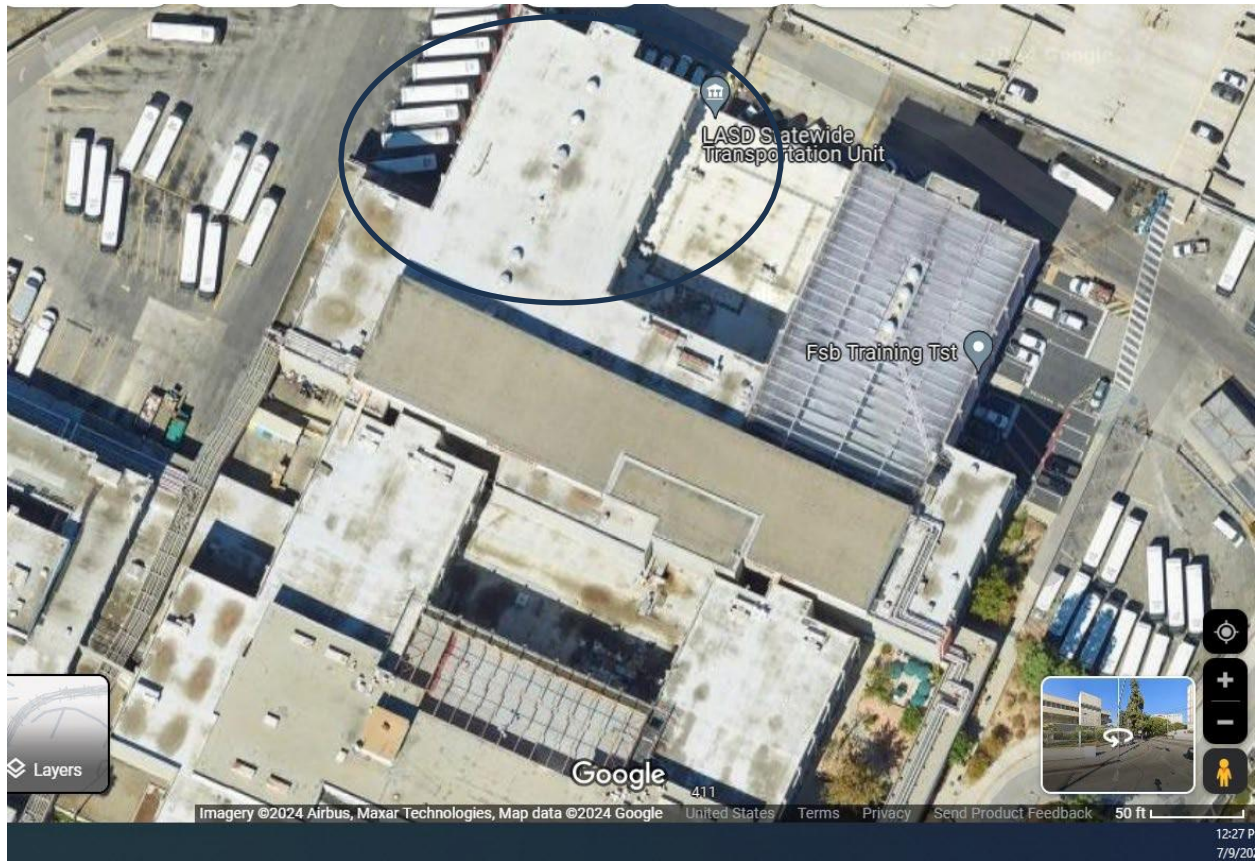
## I231 Medical Overflow (1 Module in TTCF)





## Sheriff's Department Staffing and Facility Specification Sheet

### Old Side IRC





## Sheriff's Department Staffing and Facility Specification Sheet

<b>REGION 23</b>	<b>FACILITY NO. 3</b>
<b>DEPARTMENT/FACILITY</b>	Sheriff/Century Regional Detention Facility
<b>ADDRESS</b>	11705 S. Alameda Street, Lynwood Ca 90262

<b>HOURS OF OPERATION</b>	<b>DAYS OF OPERATION</b>
24 hours	Monday – Sunday (Mon-Sun)

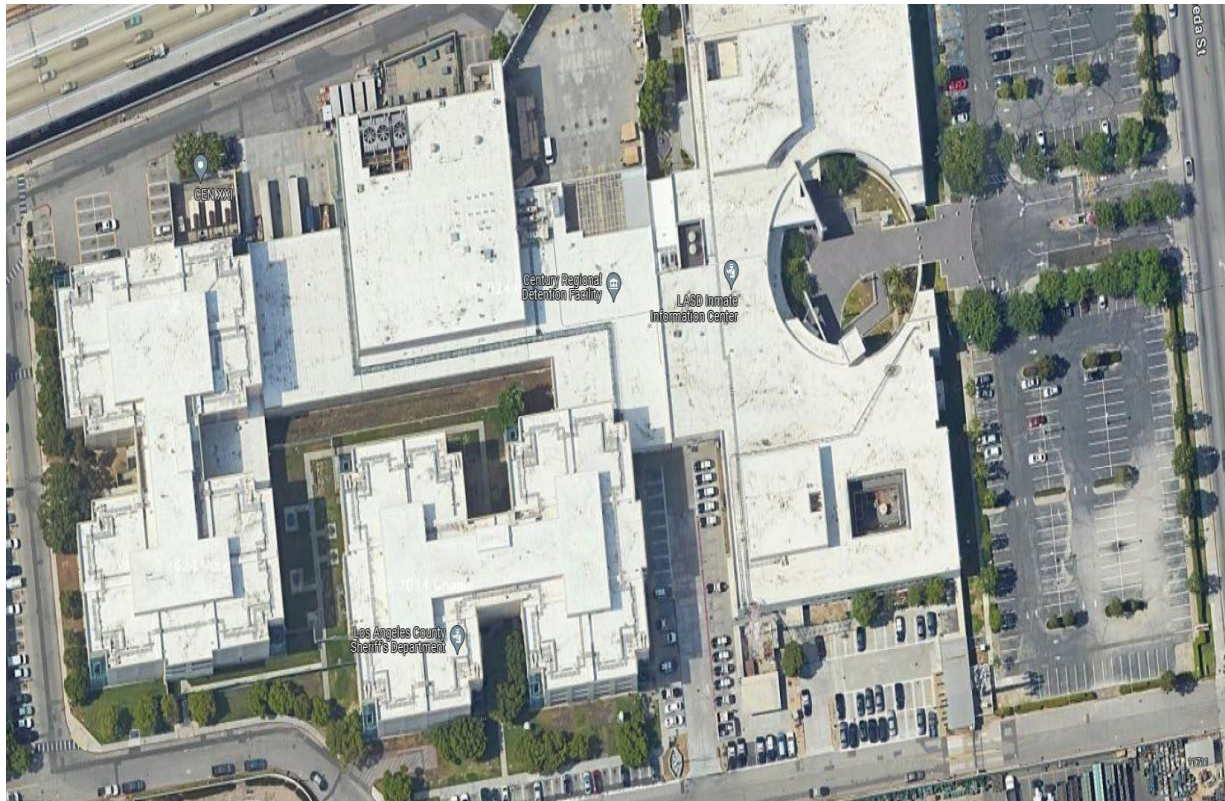
CURRENT STAFFING	CUSTODIANS			SUPERVISOR		
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT
Day (Mon-Sun)	4	8	0600-1400	1	8	0800-1600
Afternoon (Mon-Sun)	3	8	1400-2200			
Nights (Mon-Sun)	3	8	2200-0600	1	8	1900-0300

FACILITY SPECIFICATIONS			
Gross Square Footage		544,000 sq. ft. Justice Center  448,422 sq. ft. CRDF only	
User Square Footage		448,422 sq. ft.	
Staff in Building		Approx. 800	
Approximate Number of Persons Entering/Exiting Building Per Month		30 (200 inmates) = 6000 inmates per month	
Number of Floors		6	
Number of Stairwells		18	
Number of Elevators		08	
Light Fixtures		75,000	
Number of Parking Lots		1 (531 spaces)	
Number of Detention/Holding Cells		964 (includes IRC)	
Total Number of Paper Towel Dispensers		150	
Total Number of Soap Dispensers		95	
Total Number of Sinks		1,000	
Number of Kitchen Areas		1	
Number of Kitchenettes		5	
Number of Restrooms (Including Jury rooms/Judges' chambers)		20	
Number of Toilets		1,000	
Number of Urinals		20	
Number of Showers		200	
RUBBISH/TRASH REMOVAL		10 Tons	
WINDOW CLEANING			
Interior Windows	30	Exterior Windows	30
Interior Partition Glass/Doors	5,000		

**Sheriff's Department  
Staffing and Facility Specification Sheet**

<b>INMATE HOUSING LOCATION</b>		
<b>CRDF Specifications</b>	<b>Contract</b>	<b>Staff Suggested</b>
CRDF Intake (Reception)	AM: 2 PM: 2 EM: 1	9 – Locked Holding Cells, 3 – Bus Bays (One bus bay is being used for inmate searches.), Release Area, and medical office. Contains a staff restroom. Contractor to provide daily cleaning 7 days a week.
CRDF 1400 Intake Module	AM: 2 PM: 2 EM: 1	3 – Pods. 48 – Locked cells total. 1 – Open Room. Cell turnover is consistent meaning cleaning of the same cell is required. The dayroom for two pods contains additional inmate beds. Contains a staff restroom. Contractor to provide daily cleaning 7 days a week.
Century Station Lobby	AM: 2 PM: 2 EM: 1	Century Station Lobby and Kenneth Hall Auditorium, containing a public restroom. This is a high traffic area with a transient population. Contractor to provide daily cleaning 7 days a week.
CRDF Visiting	AM: 2 PM: 2 EM: 1	CRDF Visiting area and Visiting Booths. Contractor to provide daily cleaning 7 days a week, containing a public restroom and staff restroom.

## Sheriff's Department Staffing and Facility Specification Sheet



## Sheriff's Department Staffing and Facility Specification Sheet

<b>REGION</b>	<b>FACILITY NO. 4</b>
<b>DEPARTMENT/FACILITY</b>	MALIBU SHERIFF'S SUBSTATION
<b>ADDRESS</b>	23555 CIVIC CENTER WAY, MALIBU 90265

<b>HOURS OF OPERATION</b>	<b>DAYS OF OPERATION: 7 DAYS</b>
24 hours	Services Needed: Monday, Wednesday, Saturday (Mon, Wed, Sat)

CURRENT STAFFING	CUSTODIANS			SUPERVISOR		
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT
Day (Mon, Wed, Sat)	1	8	0800-1600			
FACILITY SPECIFICATIONS						
Gross Square Footage					29,053	
User Square Footage					5,818	
Staff in Building					20-60	
Approximate Number of Persons Entering/Exiting Building Per Month					600	
Number of Floors					1	
Number of Stairwells					0	
Number of Elevators					0	
Light Fixtures					100	
Number of Parking Lots					1 (Sheriff secured)	
Number of Detention/Holding Cells					4	
Total Number of Paper Towel Dispensers					7	
Total Number of Soap Dispensers					7	
Total Number of Sinks					9 (includes cells)	
Number of Kitchen Areas					1	
Number of Kitchenettes					1	
Number of Restrooms (Including Jury rooms/Judges' chambers)					7 (includes cells)	
Number of Toilets					8 (includes cells)	
Number of Urinals					1	
Number of Showers					1	
RUBBISH/TRASH REMOVAL					15-20 containers	
WINDOW CLEANING						
Interior Windows			20	Exterior Windows		10
Interior Partition Glass/Doors			2	(main lobby has storefront and security glass)		



## Sheriff's Department Staffing and Facility Specification Sheet

### Malibu Substation



## Sheriff's Department Staffing and Facility Specification Sheet

<b>REGION</b>	<b>FACILITY NO. 5</b>
<b>DEPARTMENT/FACILITY</b>	OLD SANTA CLARITA VALLEY STATION
<b>ADDRESS</b>	23740 MAGIC MOUNTAIN PARKWAY, SANTA CLARITA, 91355

<b>HOURS OF OPERATION</b>	<b>DAYS OF OPERATION: 5 DAYS</b>
24 hours	Services Needed: Monday, Wednesday, Saturday (Mon, Wed, Sat)

CURRENT STAFFING	CUSTODIANS			SUPERVISOR		
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT
Day (Mon, Wed, Sat)	1	8	0800-1600			
FACILITY SPECIFICATIONS						
Gross Square Footage					26,352	
User Square Footage (Partial Building + Trailer)					11075 + 1940 sq. ft,0	
Staff in Building + Trailer					20-60	
Approximate Number of Persons Entering/Exiting Building Per Month					1800 (employees walking in and out)	
Number of Floors					2 (ground and basement)	
Number of Stairwells in Building					2	
Number of Elevators					0	
Light Fixtures					200	
Number of Parking Lots (Visitor & Secured) Services to sweep and pick up trash 47,000 sq. ft. Visitor Parking 6,000sq.ft					2 (Public and Sheriff secured)	
Number of Detention/Holding Cells					11 (rated capacity of 48)	
Total Number of Paper Towel Dispensers					24	
Total Number of Soap Dispensers					18	
Total Number of Sinks					29 (includes cells)	
Number of Kitchen Areas					1	
Number of Kitchenettes					2 (Building + Trailer)	
Number of Restrooms (Including Jury rooms/Judges' chambers)					20 (includes cells)	
Number of Toilets					26 (includes cells)	
Number of Urinals					7	
Number of Showers					3	
RUBBISH/TRASH REMOVAL					30-40 containers	
WINDOW CLEANING						
Interior Windows			30	Exterior Windows		23
Interior Partition Glass/Doors			3	(main lobby has storefront and security glass)		

**Sheriff's Department  
Staffing and Facility Specification Sheet**

**Attachment 2**

**Old Santa Clarita – Trailer**



**Sheriff's Department  
Staffing and Facility Specification Sheet**

**Attachment 2**

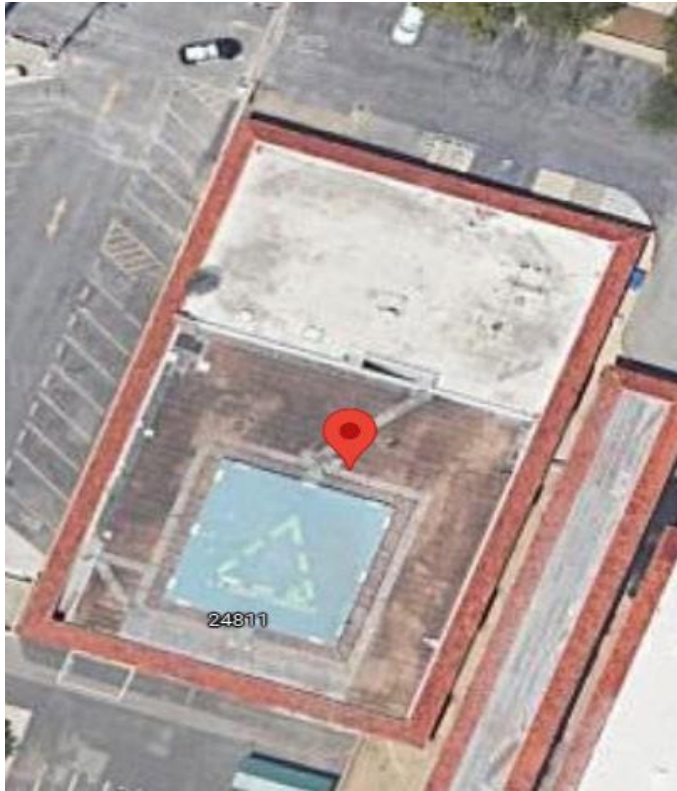
**Old Santa Clarita – Secured Parking Lot**





**Sheriff's Department  
Staffing and Facility Specification Sheet**

**Old Santa Clarita – Station Office**



## Sheriff's Department Staffing and Facility Specification Sheet

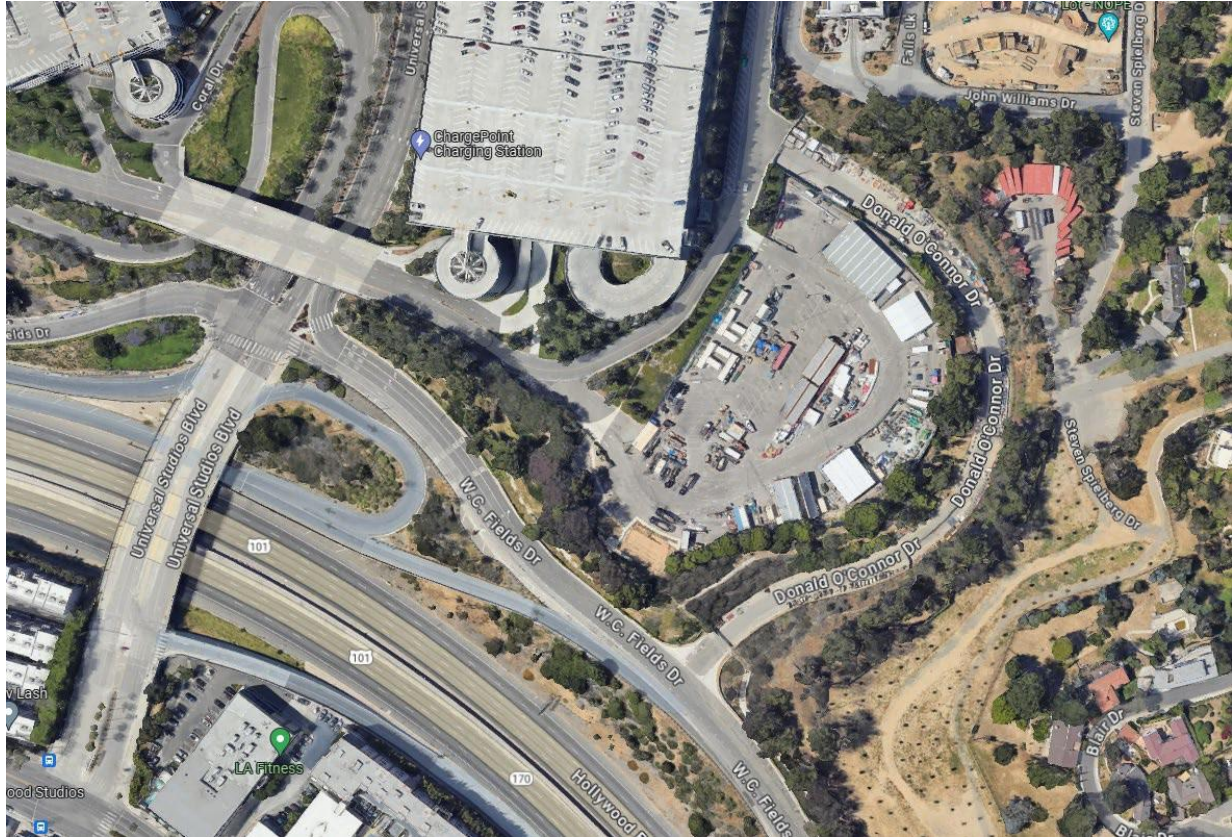
<b>REGION</b>	<b>FACILITY NO. 6</b>
<b>DEPARTMENT/FACILITY</b>	UNIVERSAL SHERIFF'S SUBSTATION
<b>ADDRESS</b>	3900 LANKERSHIM, BLDG 7572 UNIVERSAL CITY, LOS ANGELES, 91608

<b>HOURS OF OPERATION</b>	<b>DAYS OF OPERATION: 7 DAYS</b>
24 hours	Services Needed: Monday, Wednesday, Saturday (Mon, Wed, Sat)

CURRENT STAFFING	CUSTODIANS			SUPERVISOR		
	NO.	HOURS	SHIFT	NO.	HOURS	SHIFT
Day (Mon, Wed, Sat)	1	8	0800-1600			
FACILITY SPECIFICATIONS						
Gross Square Footage					14,424	
User Square Footage					1,931 (temp holding, report writing and armory areas only)	
Staff in Building					20-60	
Approximate Number of Persons Entering/Exiting Building Per Month					600	
Number of Floors					0	
Number of Stairwells					0	
Number of Elevators					0	
Light Fixtures					21	
Number of Parking Lots					2	
Number of Detention/Holding Cells					2	
Total Number of Paper Towel Dispensers					2	
Total Number of Soap Dispensers					2	
Total Number of Sinks					4	
Number of Kitchen Areas					1	
Number of Kitchenettes					1	
Number of Restrooms (Including Jury rooms/Judges' chambers)					2	
Number of Toilets					2	
Number of Urinals					0	
Number of Showers					0	
RUBBISH/TRASH REMOVAL					5-10 containers	
WINDOW CLEANING						
Interior Windows			16	Exterior Windows		2
Interior Partition Glass/Doors						

## Sheriff's Department Staffing and Facility Specification Sheet

### Universal Substation



## PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

<b>REFERENCE/REQUIRED SERVICES</b>	<b>STANDARD OF PERFORMANCE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
SOW: Paragraph 2.0 (Days and Hours of Work)	Contractor must provide 24/7 Services in accordance with the days and hours of operations.	Inspection & Observation	\$100 per occurrence
SOW: Paragraph 3.1.9 General Custodial Services (Work Requirements)	Contractor's employees and/or sub-contractors are prohibited from bringing the following into any of the Facilities: <ul style="list-style-type: none"> <li>a. Visitors,</li> <li>b. Any cellular telephones or devices, cameras or video or audio recording equipment,</li> <li>c. Any form of weapons or contraband, and/or,</li> <li>d. Any alcohol or drugs or be under the influence of alcohol/drugs.</li> </ul>	Inspection & Observation	\$500 per occurrence
SOW: Paragraph: 3.1.10 General Custodial Services (Work Requirements)	Contractor and Contractor's employees and/or subcontractor(s) must not conduct nor allow to be conducted, tours or other unauthorized visits by any person not previously approved by County Project Director.	Inspection & Observation	\$300 per occurrence
SOW: Paragraph: 7.1.3 & 7.1.4 (Contractor Employees)	Contractor is required to provide all labor, uniforms with the company logo, badges, supervision, management, and any other goods and/or services that may be needed for the provision of Services.	Inspection & Observation	\$100 per occurrence

## PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

REFERENCE/REQUIRED SERVICES	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Paragraph: 7.3 (Special Training Requirements)	Contractor must provide training as described in Contractor's Training and Safety program, including Infection Control, Public Safety (fire, electrical, disaster), Employee right-to-know (hazards and other OSHA risks associated with provision of services) and the Health Insurance Portability and Accountability Act (HIPAA).	Provide written documentation	\$100 per day, until written documentation is received
SOW: Paragraph: 7.4.1 (Approval of Contractor's Employees)	County's approval of employees.	Inspection & Observation	\$100 per occurrence
SOW: Paragraph: 7.4.3 (Approval of Contractor's Employees)	All Contractor's staff must undergo and pass background checks prior to performing Services under the Contract.	Inspection & Observation	\$100 per occurrence
SOW: Paragraph: 7.6.2 (Contractor Maintenance of County-Furnished Equipment)	Contractor is responsible for all keys issued to its employees. At no time are the keys to be duplicated by Contractor or taken home.	Inspection & Observation	\$100 per lost key/keycard. Contractor pays for rekeying of facility due to lost keys

				Under the penalty of perjury, my signature below acknowledges that today I have been given the opportunity to take my uninterrupted lunch and break(s) as required by law and I have taken them. Also, that I have reported any injury that has occurred during my work shift. I also agree that the hours reported are correct and that I accurately recorded my time In and out for lunch and breaks.				Mi firma abajo, es bajo pena de perjurio, que me han dado la oportunidad de tomar mi periodo de comida y tiempos de Oescanso sin interrupción como es requerido por ley y los he tornado. Ademas, he reportada cualquier lastimadura que ha sucedido me perioco de trabajo. Tambien estoy en acuerdo que las horas reportadas estan correctas y que he apuntado me entradas y salidas de mi perloido de comida, llegada y salida exactamente.	
<b>EMPLOYEE SIGN-IN/ OUT SHEET</b>									
<b>SITE NUMBER:</b>						<b>SHIFT:</b>			
						<b>DATE:</b> /			
AREA	NAME	1 <sup>st</sup> BREAK		LUNCH		2 <sup>nd</sup> BREAK		SIGNATURE AT END OF SHIFT	Arrival Breakroom
		TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN		
Supervisor									

ENTRY APPLICATION FOR CUSTODY  
FACILITIES

**THIS APPLICATION IS A PERMANENT RECORD. ALL INFORMATION MUST BE *TYPED OR NEATLY PRINTED*, USING *BLACK INK ONLY*. ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**THE ATTACHED INSTRUCTIONS MUST BE FOLLOWED EXPLICITLY.**

PART-TIME APPLICANTS WILL FILL OUT ONLY THOSE SECTIONS MARKED WITH A SHADED BLACK BOX (  )

**IMPORTANT INSTRUCTIONS FOR COMPLETING APPLICATION**

IT IS MANDATORY THAT ALL INFORMATION WHICH IS REQUESTED BE SUPPLIED IN THE EXACT NUMBER REQUESTED. EACH QUESTION ON THIS APPLICATION FORM MUST BE ANSWERED, LEAVE NO BLANKS. IF A QUESTION DOES NOT APPLY, ENTER "D.N.A." IN THE SPACE PROVIDED FOR THE ANSWER. **INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

1. READ THE FORMS CAREFULLY.
2. LIST ZIP CODES AND AREA CODES ON ALL REQUESTED ADDRESSES AND TELEPHONE NUMBERS.
3. YOU MUST HAVE COMPLETE ADDRESSES AND TELEPHONE NUMBERS OF PRESENT AND PAST EMPLOYERS FOR THE LAST 5 YEARS.
4. COMPLETE ALL THE INFORMATION ON EDUCATIONAL BACKGROUND, LIST LAST HIGH SCHOOL ATTENDED OR GRADUATED FROM AND ALL COLLEGES ATTENDED.
5. LIST ALL RESIDENCES FROM LAST 5 YEARS TO PRESENT. TIME SPENT IN THE ARMED FORCES MAY BE SHOWN AS ONE RESIDENCE, I.E. - 1968-70, U.S. ARMY.
6. LIST RELATIVES IN THE ORDER REQUESTED. INFORMATION ON DECEASED RELATIVES SHOULD BE LISTED AS FOLLOWS: RELATIONSHIP, NAME, "DECEASED" AND BIRTHPLACE.
7. IF THERE IS NOT SUFFICIENT SPACE ON THE FORM TO INCLUDE ALL THE INFORMATION REQUIRED, PLACE A SUPPLEMENTAL INFORMATION SHEET, (8-1/2 X 11- LINED PAPER, IN PROPER SEQUENCE AND COMPLETE THE INFORMATION. BE CERTAIN TO IDENTIFY EACH QUESTION BY ITEM NUMBER ON THE SUPPLEMENTAL INFORMATION SHEET.
8. ANY FALSE STATEMENTS MADE ON THIS QUESTIONNAIRE MAY CAUSE THIS APPLICANTS NAME TO BE REMOVED FROM THE ELIGIBLE LIST OR BE CAUSE FOR IMMEDIATE DISMISSAL IF AN APPOINTMENT WAS MADE.

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Please initial this page

## APPLICATION AND HISTORY RECORD

SECTION I - PERSONAL INFORMATION <span style="background-color: black; color: black;">[REDACTED]</span>												
DATE OF APPLICATION		POSITION APPLIED FOR			(LEGAL NAME) LAST		FIRST		MIDDLE			
SEX	AGE	HEIGHT	WEIGHT	HAIR	EYES	SOCIAL SECURITY NUMBER						
ALIASES, NICKNAMES, MAIDEN NAME						<input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> NATURALIZED <input type="checkbox"/> LEGAL ALIEN		DATE		STATE:		
DATE OF BIRTH			PLACE OF BIRTH (CITY, COUNTY, STATE)									
MOTOR VEHICLE OPERATOR'S LICENSE OR I.D. CARD NO. AND STATE					EXPIRATION DATE		AUTO INSURANCE POLICY NUMBER					
NAME OF AUTO INSURANCE COMPANY			NUMBER		STREET		CITY		STATE		ZIP CODE	
IN EMERGENCY NOTIFY (RELATIONSHIP, NAME, ADDRESS, ZIP CODE, TELEPHONE NUMBER WITH AREA CODE)												

SECTION II - CURRENT RESIDENCE <span style="background-color: black; color: black;">[REDACTED]</span>			
RESIDENCE ADDRESS (NUMBER, STREET, APT, NUMBER, CITY, STATE, ZIP CODE)			<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> VISITING
RESIDENCE PHONE (AREA CODE)		BUSINESS PHONE (AREA CODE &, EXTENSION)	OTHER PHONE (AREA CODE)
MAILING ADDRESS (IF DIFFERENT FROM RESIDENCE)			

SECTION III - MARITAL INFORMATION <span style="background-color: black; color: black;">[REDACTED]</span>				
MARITAL STATUS			<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	
NAME OF PRESENT SPOUSE (FIRST, MIDDLE, LAST)			AGE	DATE OF BIRTH:
OTHER NAMES SPOUSE HAS USED		PLACE OF MARRIAGE (CITY, COUNTY, STATE, ZIP CODE)		DATE OF MARRIAGE
SPOUSE'S ADDRESS (IF DIFFERENT THAN APPLICANT'S)			TELEPHONE # (AREA CODE)	
SPOUSE'S EMPLOYER'S NAME AND ADDRESS				
SPOUSE'S POSITION OR TITLE		LENGTH OF TIME SPOUSE EMPLOYED BY PRESENT EMPLOYER ____ YEARS ____ MONTHS		TELEPHONE # (AREA CODE)
1. LIST ALL OF YOUR CHILDREN (INCLUDE STEP CHILDREN, ADOPTED CHILDREN, ETC.)				PRESENTLY LIVING WITH YOU?
NAME	DATE OF BIRTH	RELATIONSHIP	YES	NO



**SECTION IV - FAMILY HISTORY**

1. LIST RELATIVES IN THE FOLLOWING ORDER: MOTHER (MAIDEN NAME), FATHER, STEP-MOTHER, STEPFATHER, BROTHERS, SISTERS, LEGAL GUARDIAN

RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		
RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		
RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		
RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		
RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		
RELATIONSHIP	AGE	LAST NAME	FIRST	MIDDLE	NICKNAME/MAIDEN NAME
ADDRESS			CITY	STATE	ZIP CODE
BIRTHPLACE			OCCUPATION		

<b>IF DIVORCED, WIDOWED OR ANNULLED, LIST PRIOR MARRIAGES IN ORDER OF OCCURRENCE</b> <span style="background-color: black; color: black;">[REDACTED]</span>		
NAME OF FORMER SPOUSE		DATE FINAL DIVORCE FILED
PRESENT ADDRESS OF FORMER SPOUSE		TELEPHONE NO. (AREA CODE)
NAME OF FORMER SPOUSE		DATE FINAL DIVORCE FILED
PRESENT ADDRESS OF FORMER SPOUSE		TELEPHONE (AREA CODE)
AMOUNT OF CHILD SUPPORT OR ALIMONY ORDERED	HAVE YOU EVER BEEN DELINQUENT ON THESE PAYMENTS? IF YES: EXPLAIN:      YES      NO	

<b>SECTION V RESIDENCE INFORMATION</b> <span style="background-color: black; color: black;">[REDACTED]</span>		
1. LIST ALL RESIDENCES DURING THE LAST 5 YEARS, START WITH CURRENT LOCATION.		
FROM MO. /YR.	TO MO. /YR.	ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) _____
FROM MO. /YR.	TO MO. /YR.	ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) _____
FROM MO. /YR.	TO MO. /YR.	ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) _____
FROM MO. /YR.	TO MO. /YR.	ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) _____
FROM MO. /YR.	TO MO. /YR.	ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) _____

<b>SECTION VI - EDUCATION INFORMATION</b> <span style="background-color: black; color: black;">[REDACTED]</span>						
1. LIST HIGH SCHOOL GRADUATED FROM OR LAST ATTENDED:						
NAME OF SCHOOL	CITY AND STATE	FROM	TO	GRAD. ?	CALIFORNIA PROFICIENCY TEST YES NO WHEN TAKEN	
2. LIST ALL COLLEGES AND UNIVERSITIES ATTENDED INCLUDING POST GRADUATE WORK						
NAME OF SCHOOL	CITY AND STATE	FROM	TO	GRAD. ?	MAJOR TAKEN	UNITS EARNED
3. IF YOU HAVE OBTAINED A G.E.D. (GENERAL EDUCATION DEVELOPMENT) HIGH SCHOOL LEVEL EQUIVALENT. INDICATE TEST SCORES (STANDARD SCORES) AND U.S. PERCENTILE. <span style="background-color: black; color: black;">[REDACTED]</span>						
TEST AREAS				STANDARD SCORE		U.S. PERCENTILE
CORRECTIVENESS AND EFFECTIVENESS OF EXPRESSION						
INTERPRETATION OF READING MATERIALS IN SOCIAL STUDIES						
INTERPRETATION OF READING MATERIALS IN NATURAL SCIENCES						
INTERPRETATION OF LITERARY MATERIALS						
GENERAL MATHEMATICAL ABILITY						
WHERE TAKEN:	WHERE TAKEN:	AVERAGE:				

**SECTION VII - ARREST INFORMATION** [REDACTED]

1. EITHER AS AN ADULT OR A JUVENILE, HAVE YOU EVER BEEN DETAINED FOR INVESTIGATION, NAMED AS A SUSPECT IN A POLICE REPORT. HELD ON SUSPICION, QUESTIONED, FINGERPRINTED OR ARRESTED BY ANY LAW ENFORCEMENT AGENCY OR MILITARY AUTHORITY?

YES                      NO

IF THE ANSWER TO THE ABOVE QUESTION IS YES, LIST THE INFORMATION BELOW AND WRITE A SHORT NARRATIVE ACCOUNT OF EACH INCIDENT.

DATE	CHARGE	ARRESTING OR DETAINED AGENCY	PENALTY & COURT

**SECTION VIII -TRAFFIC INFORMATION** [REDACTED]

1. LIST THE DESCRIPTION OF CURRENT VEHICLE YOU OWN.

YEAR	MAKE	COLOR	BODY STYLE	LICENSE NUMBER

2. LIST EVERY CITATION RECEIVED FOR A MOVING OR EQUIPMENT VIOLATION IN THE LAST 3 YEARS

DATE	CHARGE	DEPARTMENT OR AGENCY	PENALTY (FINE, PROBATION, SENTENCE, ETC)

3. HAVE YOU FAILED TO PAY OR APPEAR IN COURT ON ANY OF THE ABOVE CITATIONS?      YES                      NO [ IF YES, EXPLAIN]

4. HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED, REVOKED, PLACED ON PROBATION, OR HAVE YOU EVER RECEIVED A WARNING NOTICE FROM THE STATE THAT ISSUED YOUR LICENSE?      YES                      NO                      IF YES, EXPLAIN

5. HAVE YOU EVER BEEN INVOLVED IN A TRAFFIC ACCIDENT?      YES                      NO      IF YES, DESCRIBE EACH ACCIDENT IN A BRIEF NARRATIVE INCLUDING DATE, LOCATION, AND POLICE AGENCY INVOLVED AND WHETHER OR NOT YOU RECEIVED A CITATION.

6. HAVE YOU EXPERIMENTED OR USED ANY ILLEGAL SUBSTANCE, DRUGS OR NARCOTICS WITHIN THE PAST YEAR?      YES                      NO (IF YES EXPLAIN)

*I UNDERSTAND THAT ANY APPOINTMENT TENDERED ME WILL BE CONTINGENT UPON THE RESULTS OF A THOROUGH CHARACTER AND FITNESS INVESTIGATION, AND I AM AWARE THAT ANY FALSE STATEMENT OR OMISSION MADE ON THIS QUESTIONNAIRE WILL CAUSE MY NAME TO BE REMOVED FROM THE ELIGIBLE LIST, OR BE CAUSE FOR IMMEDIATE DISMISSAL IF AN APPOINTMENT WAS MADE.*

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

**PRICING SCHEDULE  
REGION 23**

FAC. NO.	FACILITY LOCATION	ADDRESS	MONTHLY COST EFFECTIVE 01/01/2026	MONTHLY COST EFFECTIVE 01/01/2027	MONTHLY COST EFFECTIVE 01/01/2028
1	Sheriff/Twin Towers Correctional Facility (TTCF)	450 Bauchet St., Los Angeles			
	<b>General Custodial Services Provided within Hours/Days of Operation</b>		\$ 75,498.93	\$ 77,763.90	\$ 80,096.82
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$ 30,199.57	\$ 31,105.56	\$ 32,038.73
	b. B-Interior (Paragraph 3.4 to the SOW)		\$ 4,529.94	\$ 4,665.83	\$ 4,805.81
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$ 3,774.95	\$ 3,888.19	\$ 4,004.84
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$ 18,119.74	\$ 18,663.34	\$ 19,223.24
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$ 11,324.84	\$ 11,664.58	\$ 12,014.52
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$ 3,019.96	\$ 3,110.56	\$ 3,203.87
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$ 4,529.94	\$ 4,665.83	\$ 4,805.81
	<b>TOTAL</b>		\$ 75,498.93	\$ 77,763.90	\$ 80,096.82
2	Sheriff/Inmate Reception Center (IRC)	450 Bauchet St., Los Angeles			
	<b>General Custodial Services Provided within Hours/Days of Operation</b>		\$ 83,801.36	\$ 86,315.40	\$ 88,904.86
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$ 29,330.48	\$ 30,210.39	\$ 31,116.70
	b. B-Interior (Paragraph 3.4 to the SOW)		\$ 5,028.08	\$ 5,178.92	\$ 5,334.29
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$ 4,190.07	\$ 4,315.77	\$ 4,445.24
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$ 20,112.33	\$ 20,715.70	\$ 21,337.17
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$ 14,246.23	\$ 14,673.62	\$ 15,113.83

**PRICING SCHEDULE  
REGION 23**

FAC. NO.	FACILITY LOCATION	ADDRESS	MONTHLY COST EFFECTIVE 01/01/2026	MONTHLY COST EFFECTIVE 01/01/2027	MONTHLY COST EFFECTIVE 01/01/2028
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$ 4,190.07	\$ 4,315.77	\$ 4,445.24
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$ 6,704.11	\$ 6,905.23	\$ 7,112.39
		<b>TOTAL</b>	<b>\$ 83,801.36</b>	<b>\$ 86,315.40</b>	<b>\$ 88,904.86</b>

3	Sheriff/Century Regional Detention Center (CRDF)	11705 S. Alameda St., Lynwood			
	<b>General Custodial Services Provided within Hours/Days of Operation</b>		\$ 101,193.40	\$ 104,229.20	\$ 107,356.08
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$ 40,477.36	\$ 41,691.68	\$ 42,942.43
	b. B-Interior (Paragraph 3.4 to the SOW)		\$ 6,071.60	\$ 6,253.75	\$ 6,441.36
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$ 5,059.67	\$ 5,211.46	\$ 5,367.80
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$ 23,274.48	\$ 23,972.72	\$ 24,691.90
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$ 14,167.08	\$ 14,592.09	\$ 15,029.85
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$ 4,047.74	\$ 4,169.17	\$ 4,294.24
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$ 8,095.47	\$ 8,338.34	\$ 8,588.49
		<b>TOTAL</b>	<b>\$ 101,193.40</b>	<b>\$ 104,229.20</b>	<b>\$ 107,356.08</b>

4	Malibu Sheriff's Substation	23555 Civic Center Way, Malibu			
	<b>General Custodial Services Provided within Hours/Days of Operation</b>		\$ 3,557.64	\$ 3,664.37	\$ 3,774.30
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$ 533.65	\$ 549.66	\$ 566.15
	b. B-Interior (Paragraph 3.4 to the SOW)		\$ 284.61	\$ 293.15	\$ 301.94

**PRICING SCHEDULE  
REGION 23**

FAC. NO.	FACILITY LOCATION	ADDRESS	MONTHLY COST EFFECTIVE 01/01/2026	MONTHLY COST EFFECTIVE 01/01/2027	MONTHLY COST EFFECTIVE 01/01/2028
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$ 249.03	\$ 256.51	\$ 264.20
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$ 711.53	\$ 732.87	\$ 754.86
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$ 1,423.06	\$ 1,465.75	\$ 1,509.72
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$ 142.31	\$ 146.57	\$ 150.97
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$ 213.46	\$ 219.86	\$ 226.46
		TOTAL	\$ 3,557.64	\$ 3,664.37	\$ 3,774.30

5	Old Santa Clarita Valley Station/Adjacent Trailer	23740 Magic Mountain Parkway, Santa Clarita						
	General Custodial Services Provided within Hours/Days of Operation		\$	3,557.64	\$	3,664.37	\$	3,774.30
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$	533.65	\$	549.66	\$	566.15
	b. B-Interior (Paragraph 3.4 to the SOW)		\$	284.61	\$	293.15	\$	301.94
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$	249.03	\$	256.51	\$	264.20
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$	711.53	\$	732.87	\$	754.86
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$	1,351.90	\$	1,392.46	\$	1,434.23
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$	177.88	\$	183.22	\$	188.72
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$	249.03	\$	256.51	\$	264.20
		TOTAL	\$	3,557.64	\$	3,664.37	\$	3,774.30

**PRICING SCHEDULE  
REGION 23**

FAC. NO.	FACILITY LOCATION	ADDRESS	MONTHLY COST EFFECTIVE 01/01/2026	MONTHLY COST EFFECTIVE 01/01/2027	MONTHLY COST EFFECTIVE 01/01/2028
6	Universal Sheriff’s Substation	3900 Lankershim, Bldg 7572, Universal CityLos Angeles			
	General Custodial Services Provided within Hours/Days of Operation		\$ 3,557.64	\$ 3,664.37	\$ 3,774.30
	a. Module Floors and Inmate Cells (Paragraph 3.3 to the SOW)		\$ 498.07	\$ 513.01	\$ 528.40
	b. B-Interior (Paragraph 3.4 to the SOW)		\$ 284.61	\$ 293.15	\$ 301.94
	c. Building Entrances, Lobbies, and Hallways- Exterior, as applicable (Paragraph 3.5 to the SOW)		\$ 284.61	\$ 293.15	\$ 301.94
	d. Restrooms (Private and Public) and Showers (Paragraph 3.6 to the SOW)		\$ 640.38	\$ 659.59	\$ 679.37
	e. Offices, Conference Rooms and Control Booths (Paragraph 3.7 to the SOW)		\$ 1,423.06	\$ 1,465.75	\$ 1,509.72
	f. Exam Rooms, as applicable (Paragraph 3.8 to the SOW)		\$ 142.31	\$ 146.57	\$ 150.97
	g. Lunchrooms, Eating and Vending Areas (Excludes area operated by vendor or food preparation area), as applicable (Paragraph 3.9 to the SOW)		\$ 284.61	\$ 293.15	\$ 301.94
		TOTAL	\$ 3,557.64	\$ 3,664.37	\$ 3,774.30

<b>GRAND TOTAL</b>	\$ 271,166.62	\$ 279,301.62	\$ 287,680.67
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ADDITIONAL SERVICES				
SERVICE	RATE EFFECTIVE 01/01/2026	RATE EFFECTIVE 01/01/2027	RATE EFFECTIVE 01/01/2028	
Emergencies or Call Back Work	\$ 70.75	\$ 73.58	\$ 77.26	per hour
Special Events/Programs	\$ 70.75	\$ 73.58	\$ 77.26	per hour
Facility Additions - Staffing	\$ 47.17	\$ 49.06	\$ 51.51	per hour

**PRICING SCHEDULE  
REGION 23**

<b>FAC. NO.</b>	<b>FACILITY LOCATION</b>	<b>ADDRESS</b>	<b>MONTHLY COST EFFECTIVE 01/01/2026</b>	<b>MONTHLY COST EFFECTIVE 01/01/2027</b>	<b>MONTHLY COST EFFECTIVE 01/01/2028</b>
	Custodian	\$ 47.17	\$ 49.06	\$ 51.51	per hour
	Principal Custodian	\$ 47.17	\$ 49.06	\$ 51.51	per hour
	Supervisor	\$ 55.60	\$ 58.87	\$ 61.81	per hour
	Carpet & Floor Care as needed	\$ 0.30	\$ 0.32	\$ 0.33	per square foot
	Cleaning When Someone is Sick as needed	\$ 70.75	\$ 73.58	\$ 77.26	per square foot (> 2000 sq ft)

**NOTES**

Contractor's rates shall be fully burdened; including supplies, equipment, and PPE.

Effective January 1, 2026 the Living Wage rate is adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Wage Earners and Clerical Works (CPI-W) for the Los Angeles metropolitan area the 12-month period preceding July 1 of each year.



## Addendum One - Attachment 4

Region No.	Facility No.	Facility Name/Location	Address	City	Employee Name or Identifier	Position Title	Full Time / Part Time	Work Schedule	Hrs / Day	Hours							Weekly Hours			Hourly Rate
										Mon	Tue	Wed	Thu	Fri	Sat	Sun	County	Non-County	Total	
SAMPLE		Department-Facility Name	1234 Address	Los Angeles	E01	Laborer	Full Time	5:00pm-1:30am	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 18.49
					E02	Foreman	Full Time	5:00pm-7:00pm	2	2.0	2.0	2.0	2.0	2.0			10.0	30.0	40.0	\$ 18.49
					E03	Supervisor	Full Time	8:00am-5:00pm	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 18.49
										TOTAL							90.0	30.0	120.0	
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E01	day porter	Full Time	0500-1300	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E02	day porter	Full Time	0500-1300	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E03	day porter	Full Time	0500-1300	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E04	day porter	Full Time	0500-1300	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E05	day porter	Full Time	0500-1300	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E06	day porter	Full Time	0500-1300	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E07	day porter	Full Time	0500-1300	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E08	day porter	Full Time	0500-1300	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E09	day porter	Full Time	1300-2100	8	8.0	8.0		8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E10	day porter	Full Time	1300-2100	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E11	day porter	Full Time	1300-2100	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E12	day porter	Full Time	1300-2100	8	8.0	8.0	8.0	8.0	8.0			40.0	0.0	40.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E13	day porter	Full Time	1300-2100	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E14	day porter	Full Time	1300-2100	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E15	day porter	Full Time	1300-2100	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E16	day porter	Full Time	1300-2100	8						8.0	8.0	16.0	19.0	35.0	\$ 21.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E17	Supervisor	Full Time	1300-2100	8	8.0	8.0		8.0	8.0			40.0	0.0	40.0	\$ 23.02
23	1	SHERIFF/TWIN TOWERS CORRECTIONAL FACILITY (TTCF)	450 BAUCHET ST	LOS ANGELES	E18	Supervisor	Full Time	1300-2100	8						8.0	8.0	16.0	19.0	35.0	\$ 23.02
23	2	SHERIFF/INMATE RECEPTION CENTER (IRC)	450 BAUCHET ST	LOS ANGELES	E31	custodian	Full Time	2300-0700	8	8.0	8.0	8.0	8.0</							

## Addendum One - Attachment 4

**Company Name:UNISERVE FACILITIES SERVICES**

[illegible]

**Proposer must submit a staffing plan that is comprised of full time employees, unless the contractor can demonstrate to the County the necessity of part time staff. If a staffing plan contains part time employees, contractor must submit written justification for the use of part time staff.**

## COUNTY'S ADMINISTRATION

FACILITY: TTCFCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: George Bernal  
Title: Captain  
Address: 450 Bauchet Street  
Los Angeles, CA 90012  
Telephone: (213) 893-5037  
E-mail Address: gsbernal@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Christopher Lewis  
Title: Sergeant  
Address: 450 Bauchet Street  
Los Angeles, CA 90012  
Telephone: (213) 893-5189  
E-mail Address: cilewis@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)

## COUNTY'S ADMINISTRATION

FACILITY: IRCCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: Karen Solis  
Title: Captain  
Address: 450 Bauchet Street  
Los Angeles, CA 90012  
Telephone: (213) 893-5165  
E-mail Address: klisolis@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Sandra Patino  
Title: Sergeant  
Address: 450 Bauchet Street  
Los Angeles, CA 90012  
Telephone: (213) 893-5262  
E-mail Address: sipatino@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)

## COUNTY'S ADMINISTRATION

FACILITY: CRDFCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: Daniel W. Martin  
Title: Captain  
Address: 11705 S. Alameda Street  
Los Angeles, CA 90262  
Telephone: (323) 568-4601  
E-mail Address: DWMartin@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Francine N. Rizzio  
Title: Lieutenant  
Address: 11705 S. Alameda Street  
Los Angeles, CA 90262  
Telephone: (323) 568-4727  
E-mail Address: FNRizzio@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)

## COUNTY'S ADMINISTRATION

FACILITY: MALIBUCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: Dustin Carr  
Title: Acting Captain  
Address: 27050 Agoura Road  
Agoura Hills, CA 91301  
Telephone: 310-855-8850  
E-mail Address: dacarr@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Christopher Soderlund  
Title: Sergeant  
Address: 27050 Agoura Road  
Agoura Hills, CA 91301  
Telephone: 818-878-1808  
E-mail Address: casoder@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)

## COUNTY'S ADMINISTRATION

FACILITY: OLD SCVSCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: Jennifer Fang  
Title: Acting Bureau Director  
Address: 4700 Ramona Blvd. 4<sup>th</sup> Floor  
Monterey Park, CA 91754  
Telephone: 323-526-5756  
E-mail Address: jlfang@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Derrick White  
Title: Lieutenant  
Address: 11515 South Colima Road  
Whittier, CA 90604  
Telephone: 661-291-2715  
E-mail Address: dmwhite@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)

## COUNTY'S ADMINISTRATION

FACILITY: UNIVERSALCONTRACT NO. [Click or tap here to enter text.](#)**COUNTY'S PROJECT DIRECTOR:**

Name: Jennifer Fang  
Title: Acting Bureau Director  
Address: 4700 Ramona Blvd. 4<sup>th</sup> Floor  
Monterey Park, CA 91754  
Telephone: 323-526-5756  
E-mail Address: jlfang@lasd.org

**COUNTY'S PROJECT MANAGER:**

Name: Christopher Chung  
Title: Deputy  
Address: 780 N. San Vicente Blvd.  
West Hollywood, CA 90069  
Telephone: 310-855-0850  
E-mail Address: chchung@lasd.org

**COUNTY'S CONTRACT ANALYST:**

Name: Rodrigo Mojarro  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3271  
E-mail Address: rmojarro@lasd.org

**COUNTY'S CONTRACT COMPLIANCE MANAGER:**

Name: Alesia Fuller  
Address: 211 W. Temple Street  
Los Angeles, California 90012  
Telephone: 213-229-3254  
E-mail Address: awfuller@lasd.org

**COUNTY'S PROJECT MONITOR:**

Name: Various  
Title: [Click or tap here to enter text.](#)  
Address: [Click or tap here to enter text.](#)  
[Click or tap here to enter text.](#)  
Telephone: [Click or tap here to enter text.](#)  
E-mail Address: [Click or tap here to enter text.](#)



## CONTRACTORS ADMINISTRATION

CONTRACTOR'S NAME: UNISERVE Facilities Services

CONTRACT NO.: [Click or tap here to enter text.](#)**CONTRACTOR'S PROJECT MANAGER:**

Name: Miguel Terriquez  
Title: Area Manager  
Address: 2363 South Atlantic Blvd  
Commerce, CA 90040  
Telephone: 213-533-1000  
E-mail Address: mterriquez@uniservecorp.com

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

Name: Anthony Santana  
Title: COO  
Address: 2363 South Atlantic Blvd  
Commerce, CA 90040  
Telephone: 213-533-1000  
E-mail Address: asantana@uniservecorp.com

Name: Eugene Hwang  
Title: Managing Director  
Address: 2363 South Atlantic Blvd  
Commerce, CA 90040  
Telephone: 213-533-1000  
E-mail Address: ehwang@uniservecorp.com

**NOTICES TO CONTRACTOR:**

Name: Anthony Santana  
Title: COO  
Address: 2363 South Atlantic Blvd  
Commerce, CA 90040  
Telephone: 213-533-1000  
E-mail Address: asantana@uniservecorp.com

## CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: UNISERVE Facilities Services Contract No. \_\_\_\_\_GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

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

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff must keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 06/13/2025PRINTED NAME: Eugene HwangPOSITION: Managing Director

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

Any fire station. Any hospital. Any time.

1.877.222.9723  BabySafeLA.org

No shame | No blame | No names



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

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

### FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

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

No shame | No blame | No names



### ABOUT THE BABY SAFE SURRENDER PROGRAM

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

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

No shame | No blame | No names

ANY FIRE STATION.  
ANY HOSPITAL.  
ANY TIME.

1.877.222.9723  
[BabySafeLA.org](http://BabySafeLA.org)

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



No shame | No blame | No names







## FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

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

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

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

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

## ANSWERS TO YOUR QUESTIONS

### Who is legally allowed to surrender the baby?

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

### Do you need to call ahead before surrendering a baby?

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

### What information needs to be provided?

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

### What happens to the baby?

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

### What happens to the parent or surrendering adult?

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

### How can a parent get a baby back?

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

### If you're unsure of what to do:

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

**1.877.222.9723 or BabySafeLA.org**

English, Spanish and 140 other languages spoken.

**COUNTY OF LOS ANGELES  
LIVING WAGE PROGRAM**

**PAYROLL STATEMENT OF COMPLIANCE**

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

**Do hereby state:**

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

\_\_\_\_\_

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

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

Print Name and Title

Owner or Company Representative Signature:

Date:

**THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.**

**CHARITABLE CONTRIBUTIONS CERTIFICATION**

UNISERVE Facilities Services

Company Name

2363 South Atlantic Blvd, Commerce, CA 90040

Address

95-3056328

Internal Revenue Service Employer Identification Number

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

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

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

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

**OR**

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

Signature:



Date: 06/13/2025

Printed Name: Eugene HwangTitle: Managing Director

## CONTRACT DISCREPANCY REPORT

**CONTRACTOR RESPONSE DUE BY \_\_\_\_\_ (enter date and time)**

<b>Date:</b>		<b>Contractor Response Received:</b>			
<b>Contractor:</b>	<b>Contract No.</b>	<b>County Project Manager:</b>			
<b>Contact Person:</b>	<b>Telephone: (    )-</b>	<b>County Project Manager Signature:</b>			
<b>Email:</b>		<b>Email:</b>			
<p>A contract discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the <b>County personnel</b> identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.</p>					
No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1					
2					
3					
4					

\*Use additional sheets if necessary

\_\_\_\_\_  
*Contractor's Representative Signature*

\_\_\_\_\_  
*Date Signed*



**INVOICE DISCREPANCY REPORT****1. INVOICE DISCREPANCY** (to be completed by County Project Manager)

Today's Date: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Description of Issue(s) with Invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

County Project Manager

**2. REVIEWED**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

County Project Director

**3. CONTRACTOR RESPONSE** (to be completed by Contractor Project Manager)

Date received from County Project Manager: \_\_\_\_\_

Explanation regarding Issue(s) with Invoice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Project Director

**4. COUNTY EVALUATION** of Contractor's Response and Action taken.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. APPROVED BY COUNTY**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**6. CONTRACTOR NOTIFIED ON** \_\_\_\_\_ **Date:** \_\_\_\_\_**INSTRUCTIONS**

1. County Project Manager: Forward IDR to Contractor for investigation and response.
2. Contractor: Must respond to County Project Manager in writing within five Business Days of receipt of IDR.
3. County Project Manager: Forward completed IDR to Contracts Unit.