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Caring for Our Coast

♦ ♦ ♦
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October 06, 2026

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

Dear Supervisors:

**APPROVAL OF PROPOSITION A CONTRACT FOR ARMED AND UNARMED EVENT STAFF
SECURITY GUARD SERVICES
(SUPERVISORIAL DISTRICTS 2, 3, AND 4)
(3 VOTES)**

SUBJECT

This action is to award a Proposition A contract to provide armed and unarmed event staff security guard services at designated County-owned/operated facilities along the coast and in Marina del Rey, including Isidore B. Dockweiler Recreational Vehicle Park, Dockweiler Youth Center, Burton Chace Park, White Point/Royal Palms Beach, and at various special events for Los Angeles County Department of Beaches and Harbors ("Department") or "Beaches and Harbors").

IT IS RECOMMENDED THAT THE BOARD:

1. Find that unarmed event staff and armed security guard services can continued to be performed more economically by an independent contractor than by County employees.
2. Approve award of and instruct the Chair to execute a three-year contract with two one-year renewal options and an additional twelve month-to-month extension options with Universal Protection Services, LP DBA Allied Universal Security Services, for armed and unarmed event staff security guard services at designated areas along the coast and in Marina del Rey, to anticipated to commence on November 1, 2026, at an annual contract sum not to exceed \$1,650,849.85, for a total maximum amount of \$10,895,609.01 over the potential total term of six years, which is inclusive of an additional 10% annually for unforeseen services, but excludes any potential Cost of Living Adjustments.

3. Delegate authority to the Director of Beaches and Harbors, or his designee, to prepare and execute contract amendments to extend the contract for the two one-year renewal options and, if needed, the additional twelve month-to-month extensions for this contract, if, in the opinion of the Director or his designee, Universal Protection Services, LP DBA Allied Universal Security Services, has effectively performed the services during the previous contract period and the services are still required.

4. Delegate authority to the Director of Beaches and Harbors, or his designee, to increase the contract amount by up to an additional 10% in any year of the contract (including any extension option period) for any additional or unforeseen services within the scope of this contract (subject to the availability of funds in the Department's budget) and to make any potential Cost of Living Adjustments after the first three years of the contract.

5. Delegate authority to the Director of Beaches and Harbors to approve and execute change orders and amendments to i) incorporate necessary changes within the scope of work; ii) execute amendments should the contracting entity merge, be acquired or otherwise change entities; and iii) suspend or terminate the contract if, in the opinion of the Director or his designee, it is in the best interest of the County of Los Angeles to do so and, in the event the contractor resigns or is terminated for any reason, award service to the next highest-ranking proposer, provided that any reassignment does not exceed available funding and the Director of Beaches and Harbors, or his designee, notifies the Board prior to execution of any such reassignment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the Proposition A contract (Attachment I) with Universal Protection Services, LP DBA Allied Universal Security Services (Allied Universal) will enable the Department of Beaches and Harbors (Department) to obtain economical armed security guard services and unarmed event staff services from a responsive and responsible contractor at designated County-owned/operated facilities. Armed security guard services have been provided by a private operator at Isidore B. Dockweiler Recreational Vehicle Park (RV Park) and Burton Chace Park since 1990, at the Dockweiler Youth Center since its opening in 2009 and at White Point/Royal Palms Beach since 2017. Since 2020, due to an increase in attendance at Department-hosted special events, the Department has also utilized unarmed event staff services to provide crowd control by a private operator at Burton Chace Park.

It is desirable to continue to have armed and unarmed event staff security guard services to protect patrons and staff, deter vandalism and theft, provide crowd control and maintain a safe and secure environment for guests at our facilities and during our special events.

Implementation of Strategic Plan Goals

Approval of the contract will promote and further the Board-approved Strategic Plan North Star 2, Foster Vibrant and Resilient Communities, Community Connections, expand access to recreational and cultural opportunities, and facilitate, by enabling the Department to protect persons and property at County facilities and also control crowds at Department-hosted special events.

FISCAL IMPACT/FINANCING

The annual contract sum is \$1,650,849.85, if all contract hours are utilized. Should the need arise to

add hours for additional armed guards for unscheduled additional tasks or unarmed event staff due to additional public events, the contract provides for such services at the rate of \$40.05 per employee hour for armed guard services and \$39.15 per employee hour for unarmed event staff services. In the event such additional costs are incurred, the Department's Director may, by written notice to the contractor, increase the maximum annual compensation by up to 10% in any contract year or optional extension period.

This contract is subject to possible Cost of Living Adjustments (COLA) after the first three years of the contract and at the Director's sole discretion. Any Cost of Living Adjustments granted would be based upon an increase, if any, in the Consumer Price Index for the Los Angeles-Long Beach-Anaheim areas, not to exceed any general salary movement granted to County employees.

Operating Budget Impact

The budgeted amount in the Department's Fiscal Year (FY) 2026-27 Final Adopted Budget for this contract is \$1,217,000. The excess amount of \$433,850, as well as any additional or unforeseen services, including any Cost of Living Adjustments, will be funded from the Department's Operating Budget within budgetary resources, within the scope of the contract.

Ongoing appropriation of \$433,850 will be requested in the Department's FY 2027-28 Recommended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On March 9, 2026, the Department issued an RFP for armed and unarmed event staff security guard services. Based on the results of the RFP, the Department is requesting award of the contract to Allied Universal, which was determined to be the most responsive and responsible proposer.

The recommended contract term is three years, with two one-year extension options and, if needed, an additional maximum of twelve month-to-month extensions that may be exercised at the discretion of the Director for a total maximum term of six years. The contract services will commence on November 1, 2026.

The contract provides for 35,532 annual armed security patrol hours for guards, including:

- Service Area 1 & 2 – Dockweiler – Two guards who will patrol the area and adjacent facilities from 8:00 p.m. to 8:00 a.m.
- Service Area 3 – Dockweiler RV Park – One guard who will patrol the RV Park office and immediate vicinity from 7:00 p.m. to 7:00 a.m. (excluding the month of January when the RV Park is closed).
- Service Area 4 – Dockweiler Youth Center – One guard who will patrol the area from 7:00 p.m. to 7:00 a.m.
- Service Area 5 – Marina del Rey – One guard who will patrol Marina del Rey and its immediate vicinity from 8:00 p.m. to 8:00 a.m.
- Service Area 6 – Burton Chace Park – One guard who will patrol Burton Chace Park and its Guest Docks from 7:00 p.m. to 7:00 a.m.

- Service Area 7 – Boating Facilities – One guard who will patrol boating facilities in Anchorage 47, Mast Up Storage, Lot 77 Dry Storage, Dry Storage near the Trailer Complex, Bike Lockers, and Mother's Beach Dry Vessel Storage from 7:00 p.m. to 7:00 a.m.
- Service Area 8 – White Point/Royal Palms Beach Parking Lot – One guard who will patrol the parking lot from 8:00 p.m. to 1:00 a.m. during Daylight Saving Time and from 6:00 p.m. to 11:00 p.m. once Daylight Saving Time ends.
- The contract also provides for 5,067 unarmed event staff hours for special events, including ARTsea, Marina del Rey July 4th Fireworks Show, Marina del Rey Summer Concerts, Marina Spooktacular, Marina Lights, and the Marina del Rey New Year's Eve events. The armed security guards will safeguard equipment, fixtures and property before and after these Department-hosted special events.

Allied Universal will provide the required automobiles and communication devices for the guards' use and will use their own proprietary smart technology platform to provide post orders, incident reporting and GPS tracking.

The Department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and has agreed to pay all employees providing these County services a living wage in accordance with the Living Wage Ordinance.

No layoffs or reductions in County workforce or other adverse impacts on employee relations will result from contract award as the work is presently contracted out.

In addition, the Department has determined the contract award complies with the mandatory Proposition A requirements contained in County Code section 2.121.380 for the following reasons:

- The Auditor-Controller has reviewed and approved the Department's cost analysis, which indicates that the contract is cost-effective. Contracting for these services continues to be more economically performed by an independent contractor than by County employees.
- Award of the contract will not impair the County's ability to respond to emergencies.
- Award of the contract will not result in the unauthorized disclosure of confidential information.
- Alternative services are available in the event of a default by the contractor; therefore, services will not be interrupted.
- Award of the contract will not infringe upon the proper role of the County in its relationship to its citizens.

Pursuant to the Living Wage Ordinance requirements, a request for information regarding labor violations was sent to the State of California Division of Labor Standards Enforcement (DLSE) to review and assess any history of labor law violations. The County Labor Law Assessment Team reviewed the information provided by DLSE and recommended no point deduction in the evaluation of Allied Universal.

The contract contains, and the contractor has agreed to, the County's standard provisions regarding contractor obligations and is in compliance with all Board, Chief Executive Office and County

Counsel requirements. The CEO's Risk Management Office has approved the insurance coverage, indemnification, and liability provisions included in the contract. The contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

On March 9, 2026, the Department issued a Request for Proposals (RFP) seeking qualified vendors to provide armed and unarmed event staff security guard services. The RFP was advertised in each supervisorial district in eight local, diverse, and lesbian, gay, bisexual, transgender, queer, and questioning owned (LGBTQQ) community newspapers: Santa Monica Daily Press, Daily Breeze, Antelope Valley Press, Los Angeles Daily News, Argonaut, Nuestra Comunidad, the Los Angeles Sentinel and the Los Angeles Blade. A notice was also posted to the Department's social media internet sites, the County's "Doing Business with the County" internet site, as well as on the Department's internet site, where the full RFP document was available for download.

Twenty-six companies participated in the Mandatory Virtual Proposers' Teams Conference held on March 19, 2026. Eleven proposals were submitted in response to the RFP and were reviewed to ensure they met the minimum requirements. Eight proposals were disqualified and the remaining three proposals were evaluated by a three-person Evaluation Committee (Committee) comprised of staff members from the Department. Each proposal was evaluated based on a weighted evaluation of: (1) approach to contract requirements, 25%; (2) experience and organizational resources, 15%; (3) price, 40%; (4) quality control plan, 10%; and (5) Living Wage Compliance, 10%.

Upon review and evaluation of the submitted proposals, the Committee determined that Allied Universal was the most responsive and responsible proposer, ranking its proposal the highest of the proposals evaluated. Allied Universal received the highest aggregate scores in categories evaluated by the Committee, including approach to contract requirements, experience and organizational resources, quality control plan and Living Wage compliance, outperforming the other proposers.

The Department received requests for a debriefing from the two non-selected proposers; however, there were no protests resulting from this solicitation.

None of the proposers requested consideration from any of the County's Preference Programs.

On final analysis and consideration of this contract award, the contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees, as these services are currently contracted out. There will be no impact on other County services or projects.

CONCLUSION

Upon Board approval, please authorize the Executive Officer of the Board to send an adopted copy of the Board letter to the Department of Beaches and Harbors.

The Honorable Board of Supervisors

10/6/2026

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. Jones", with a stylized, looping initial "G" and a horizontal line extending to the right.

GARY JONES

Director

GJ:AV:jd

Enclosures

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



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

**UNIVERSAL PROTECTION SERVICE, LP DBA ALLIED
UNIVERSAL SECURITY SERVICES**

FOR

**ARMED AND UNARMED EVENT STAFF
SECURITY GUARD SERVICES**

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STANDARD EXHIBITS

A	Statement of Work and Attachments
B	Service Area – Post Orders
C	Service Area – Reference Map
D	County's Administration
E	Contractor's Administration
F	Contractor Acknowledgement and Confidentiality Agreement
G	Payroll Statement of Compliance
H	Living Wage Notice to Employees
I	Additional Security Coverage Schedule
J	Dock Sheet
K	Transient Dock Rules
L	Daily Patrol Log
M	Daily Activity Log

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
UNIVERSAL PROTECTION SERVICE, LP DBA ALLIED UNIVERSAL
SECURITY SERVICES
FOR
ARMED AND UNARMED EVENT STAFF SECURITY GUARD SERVICES**

This Contract ("Contract") is made and entered into this 1st day of November, 2026 ("Execution Date"), by and between the County of Los Angeles, hereinafter referred to as "County," and Universal Protection Service, LP dba Allied Universal Security Services, hereinafter referred to as "Contractor" to provide armed and unarmed event staff security guard services for the Department of Beaches and Harbors' in Marina del Rey and outdoor public places managed by County of Los Angeles.

RECITALS

WHEREAS, the County may contract with private businesses for armed and unarmed event staff security guard services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing armed and unarmed event staff security guard services; and

WHEREAS, this Contract is therefore authorized pursuant to California Government Section 31000; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract for armed and unarmed event staff security guard 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; the County may contract with private businesses to perform services when it is more economical or feasible to do so; 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 M are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

Exhibit A	Statement of Work and Attachments
Exhibit B	Service Area – Post Orders
Exhibit C	Service Area – Reference Map
Exhibit D	County's Administration
Exhibit E	Contractor's Administration
Exhibit F	Contractor Acknowledgement and Confidentiality Agreement
Exhibit G	Payroll Statement of Compliance
Exhibit H	Living Wage Notice to Employees
Exhibit I	Additional Security Coverage Schedule
Exhibit J	Dock Sheets
Exhibit K	Transient Dock Rules
Exhibit L	Daily Patrol Logs
Exhibit M	Daily Activity Logs

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

2.0 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 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's Project Manager:** The person designated by the Contractor to administer the Contract operations under this Contract.
- 2.1.5 County's Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.1.6 County's Project Manager:** Person designated by County's Project Director to manage the operations under this Contract.
- 2.1.7 County's Project Monitor:** Person with responsibility to oversee the day-to-day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.1.8 Day(s):** Calendar day(s) unless otherwise specified.
- 2.1.9 Department:** The County of Los Angeles Department of Beaches & Harbors, which is entering into this Contract on behalf of the County of Los Angeles.
- 2.1.10 Director:** Director of Department.
- 2.1.11 Evaluation Committee:** The committee appointed by the Director to evaluate Proposals and to recommend a Proposer(s) as a Contractor(s) pursuant to the RFP.
- 2.1.12 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.1.13 Living Wage Program:** Mandated by the Los Angeles County Code Chapter 2.201.
- 2.1.14 Performance Standard:** The essential terms and conditions for the performance of the Contract work as defined in the Contract.
- 2.1.15 Proposer:** Any person or entity authorized to conduct business in California who submits a Proposal.
- 2.1.16 Request for Proposals (RFP):** the documents used in the solicitation process for this Contract, including all parts of this document, its attachments, exhibits, and forms.
- 2.1.17 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.

2.1.18 Subcontract: An agreement by the Contractor to employ a subcontractor to provide services to fulfill this Contract.

2.1.19 Subcontractor: Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of Contractor's performance of this Contract, at any tier, under oral or written agreement.

3.0 WORK

3.1 Contractor must perform the work set forth in Exhibit A, Statement of Work. Pursuant to the provisions of this Contract, the 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 the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor must have no claim whatsoever against the County.

3.3 Re-Award of Contract

If the Contractor is dismissed or resigns from his/her contractual agreement, or if the Contract is terminated for any reason, the Director, in his sole discretion, may award the Contract to the next highest ranking and responsive/responsible proposer amongst the original proposals or solicit proposals again.

4.0 TERM OF CONTRACT

4.1 The term of this Contract will be three (3) years commencing after execution by County's Board, or November 1, 2026, whichever is later, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County will have the sole option to extend this Contract term for up to two (2) additional one (1) year periods and twelve (12) month-to-month extensions, for a maximum total Contract term of six (6) years. Each such extension option may be exercised at the sole discretion of the Director or their designee as authorized by the Board. The Director may exercise the first option by notifying the Contractor in writing before the Contract expiration date. The Director may exercise the second option by notifying the Contractor in writing before the expiration of the first one-year extension option. The Director may also extend the Contract term on a month-to-month basis subject to the terms and conditions of this Contract.

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.

- 4.4** The Contractor must notify Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor must send written notification to Department at the address herein provided in Exhibit D (County's Administration).
- 4.5** Notwithstanding the stated term of the Contract, some obligations assumed in the Contract must survive its termination, such as, but not limited to, the Contractor's obligation to retain and allow inspection by the County of its books, records, and accounts relating to its performance of the Contract work.
- 4.6** Upon expiration of the Contract term or any optional extension period or termination of the Contract for any reason, the Contractor will cooperate with the County and the successor contractor access to all information and County facilities necessary to ensure uninterrupted armed and unarmed event staff security guard services.

5.0 CONTRACT SUM

5.1 Total Contract Sum

- 5.1.1** The net amount the County will expend from its own funds during any Contract year for the armed and unarmed event staff security guard services will not exceed the maximum annual amount provided by Contractor in its Exhibit 10 (Pricing Schedule) in Appendix B (Required Forms) of the RFP, per Contract year, based on the Department's needs and availability of funds in the County budget. The County may at its discretion expend any portion, all or none of the stipulated amount.
- 5.1.2** Contractor(s) must perform and complete all Services required of Contractor(s) under this Contract as set forth in Exhibit A (Statement of Work), but in any event, not in excess of the contract sum.

5.2 Increase of Contract Sum by Director

Notwithstanding Paragraph 5.1, the Director, or his designee, may, by written notice to the Contractor, increase the maximum annual amount by up to 10 percent during the Contract term or any extension period, to accommodate any needed increase in services subject to the availability of funds in the Department's budget, and as approved by the Board.

5.3 Increase or Decrease in Service Area

Should the facilities to be patrolled (Appendix A) be modified in accordance with Statement of Work, Paragraph 2.0, the Contractor's compensation will be modified as agreed by the parties in proportion to the reduction or increase in the Contractor's wage and benefit costs at the effective date of this Contract.

5.4 Additional Work

The Contractor will be compensated for additional work authorized in writing by the Director at the hourly rates quoted on Exhibit 10 (Pricing Schedule) of the proposal. Such additional work will be subject to Paragraphs 5.1 and 8.47. Emergencies

and unscheduled services or events will be considered additional work subject to this Paragraph. However, no payment for additional work will be made where the Contractor has adjusted regular employee schedules to cover additional work or where additional work results from the Contractor's inadequate performance of scheduled duties.

5.5 Change of Staff and Working Hours

On reasonable written notice, the Director may require the Contractor to either increase or decrease the assigned number of staff and/or working hours. Notice of seven (7) days will always be deemed reasonable.

5.6 No Increase in Annual or Hourly Rate(s) of Compensation

Notwithstanding any increase in the Contractor's salary costs or other overhead, no increase in the annual or hourly rate(s) of compensation quoted on Exhibit 10 (Pricing Schedule) (see Appendix B (Required Forms) of the RFP) will be given during the term of the Contract or any extension period.

5.7 Written Approval for Reimbursement

The Contractor will not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, must not occur except with the County's express prior written approval.

5.8 Notification of 75% of Total Contract Sum

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

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

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

5.10 Invoices and Payments

5.10.1 The Contractor must invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A

(Statement of Work and Attachments) and elsewhere hereunder. The Contractor must prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract.

5.10.2 The Contractor's invoices must be priced in accordance with Exhibit 10 (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 the Contractor for that work.

5.10.3 The Contractor must submit the monthly invoices to the County by the 15th calendar day of the month following the month of service. No invoice will be approved for payment unless Exhibit G (Payroll Statement of Compliance) is included.

5.10.4 All invoices under this Contract must be submitted in two (2) copies to the following address:

County of Los Angeles
Department of Beaches and Harbors
Financial Services Section
4640 Admiralty Way, Suite 300
Marina del Rey, CA 90292

5.5.5 County Approval of Invoices

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

5.10.6 Preference Program Enterprises – Prompt Payment Program

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

5.11 Unresolved Disallowed Costs

Contractor must not invoice the County for disallowed costs under the Contract. Correspondingly, the Contractor must not have unresolved disallowed costs in excess of One Hundred Thousand Dollars (\$100,000) that have been confirmed as disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date of an Auditor-Controller (A-C) Report. Unless such disallowed costs are the subject of current good faith negotiations, as determined in the sole discretion of the County, non-compliance

by Contractor regarding this provision will constitute a material breach of Contract and may result in termination for default, in addition to any other remedies available to the County. Further, if Contractor has been determined to have unresolved disallowed costs in excess of \$100,000 for longer than six months since the date of the A-C Report, they will be disqualified from future County solicitations unless such disallowed costs are the subject of good faith negotiations to resolve the disallowed costs, in the sole opinion of the County, or have been resolved.

5.12 Cost of Living Adjustments (COLA's)

5.12.1 If requested by the Contractor prior to the renewal of a contract option year, the Contract amount (hourly, daily, monthly, etc.) for the additional option year periods identified in Paragraph 4.2 - Term of Contract may at the sole discretion of the County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim Area for the twelve (12) month period preceding the Contract commencement anniversary date, which will be the effective date for any Cost of Living Adjustment (COLA). However, any increase must not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Before any COLA increase will take effect and become part of the contract, it will require a written amendment to the contract first, that has been formally approved and executed by the parties. To request a COLA, Contractor must submit a written request along with appropriate justification to the County's Project Director 60 days prior to "the contract anniversary date" or "exercising the additional option year periods identified in Paragraph 4.2."

5.12.2 Where the County decides to grant a COLA pursuant to this Paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Contract) from the base upon which a COLA is calculated, unless the Contractor can demonstrate that their labor cost will actually increase.

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

5.13.1 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).

- 5.13.2** The Contractor must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.13.3** 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.
- 5.13.4** At any time during the duration of the Contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

6.1 County's Administration

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

6.2 County's Project Director

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

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

6.3 County's Project Manager

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

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

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

6.4 County's 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's Project Monitor reports to the County's Project Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Administration

A listing of all of Contractor's Administration referenced in the following paragraphs is designated in Exhibit E (Contractor's Administration). The Contractor will notify the County in writing of any changes as they occur.

7.2 Contractor's Project Manager

7.2.1 The Contractor's Project Manager is designated in Exhibit E (Contractor's Administration). The Contractor must notify the County in writing of any change to Exhibit E (Contractor's Administration), as changes occur.

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

7.2.3 The Contractor's Project Manager must have five (5) years of experience.

7.3 Approval of Contractor's Staff

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

7.4 Contractor's Staff Identification

Contractor will provide, at Contractor's expense, all staff providing services under this Contract with a photo identification badge.

7.5 Background and Security Investigations

7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, must undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local,

and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

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

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

7.5.4 These terms will also apply to subcontractors of County contractors.

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

7.6 Confidentiality

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

7.6.2 Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from

Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

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

7.6.4 Contractor must sign and adhere to the provisions of Exhibit F (Contractor Acknowledgement and Confidentiality Agreement).

8.0 STANDARD TERMS AND CONDITIONS

8.1 Change Notices and Amendments

8.1.1 A Change Notice will be prepared, and executed by the Contractor and the Director for any changes, deemed by the Director as necessary for the appropriate execution of armed and unarmed event staff security services, and which affect the Contractor's service requirements as set forth in Exhibit A, Statement of Work, and any corresponding changes in the Contract Sum, not to exceed the annual contract amount plus ten percent.

8.1.2 For any change which affects the scope of work, contract term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the Contractor and by Director or their designee.

8.1.3 The County's Board or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board or Chief Executive Officer. To implement such changes, an Amendment to the Contract must be prepared and executed by the Contractor and by Director of the Department or their designee

8.1.4 The Director of the Department or their designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4.0 (Term of Contract). The Contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the Contractor and by Director of the Department or their designee.

8.2 Assignment and Delegation/Mergers or Acquisitions

8.2.1 The Contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County

of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

8.2.2 The Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this Paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 Authorization Warranty

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

8.4 Budget Reductions

In the event that the County's Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor must continue to provide all of the services set forth in this Contract.

8.5 Complaints

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

8.5.1 Complaint Procedures

- Within ten (10) business days after the Contract effective date, the Contractor must provide the County with the Contractor's procedures for receiving, investigating and responding to user complaints.
- The County will review the Contractor's procedures and provide the Contractor with approval of said procedures or with requested changes.
- If the County requests changes in the Contractor's procedures, the Contractor must make such changes and resubmit the procedures within ten (10) business days for County approval.
- If, at any time, the Contractor wishes to change the Contractor's procedures, the Contractor must submit proposed changes to the County for approval before implementation.
- The Contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within ten (10) business days of receiving the complaint.
- When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- Copies of all written responses must be sent to the County's Project Manager within ten (10) business days of mailing to the complainant.

8.6 Compliance with Applicable Laws

8.6.1 In the performance of this Contract, Contractor must comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph will be

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

8.7 Compliance with Civil Rights Laws

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

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

8.8 Compliance with the County's Jury Service Program

8.8.1 Jury Service Program

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

8.8.2 Written Employee Jury Service Policy

- Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor must have

and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

- For purposes of this Paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this Paragraph. The provisions of this Paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.
- If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the contractor must immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
- Contractor's violation of this Paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County

contracts for a period of time consistent with the seriousness of the breach.

8.9 Conflict of Interest

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

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

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

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

8.11 Consideration of Hiring GAIN/START Participants

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or 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 the 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 <http://invalid.uri/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 the contract. It is the County's policy to conduct business only with responsible contractors.

8.12.2 Chapter 2.202 of the County Code

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

8.12.3 Non-responsible Contractor

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

8.12.4 Contractor Hearing Board

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

a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

- After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board of Supervisors. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board. 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 and Notice to its Employees of the Safely Surrendered Baby Law

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

The Contractor, and its subcontractor(s), can access posters and other program material at babysafela.org.

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

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

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

8.15 County's Quality Assurance Plan

The County or its agent(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board and listed in the appropriate

contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 Damage to County Facilities, Buildings or Grounds

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

8.17 Employment Eligibility Verification

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

8.18 Counterparts and Electronic Signatures and Representations

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

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in

appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Change Notices and Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

8.19 Fair Labor Standards

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

8.20 Force Majeure

8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 Governing Law, Jurisdiction, and Venue

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

8.22 Independent Contractor Status

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

8.23 Indemnification

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

8.24 General Provisions for all Insurance Coverage

- 8.24.1** Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraphs 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no

way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.2 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates must be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.
- Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to: Contracts@bh.lacounty.gov
- Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also must promptly notify County of any third party claim or suit filed against Contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 Additional Insured Status and Scope of Coverage

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

8.24.4 Cancellation of or Changes in Insurance

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

8.24.5 Failure to Maintain Insurance

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

8.24.6 Insurer Financial Ratings

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

8.24.7 Contractor's Insurance Must Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or

self-insurance coverage must be in excess of and not contribute to any Contractor coverage.

8.24.8 Waivers of Subrogation

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

8.24.9 Subcontractor Insurance Coverage Requirements

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

8.24.10 Deductibles and Self-Insured Retentions (SIRs)

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

8.24.11 Claims Made Coverage

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

8.24.12 Application of Excess Liability Coverage

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

8.24.13 Separation of Insureds

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

8.24.14 Alternative Risk Financing Programs

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

8.24.15 County Review and Approval of Insurance Requirements

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

8.25 Insurance Coverage

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

	Armed	Event Staff
General Aggregate:	\$15 million	\$6 million
Products/Completed Operations Aggregate:	\$10 million	\$4 million
Personal and Advertising Injury:	\$10 million	\$4 million
Each Occurrence:	\$10 million	\$4 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 County at least ten

(10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 Unique Insurance Coverage

- **Sexual Misconduct Liability**

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

- **Professional Liability-Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$3 million aggregate for armed services and \$2 million aggregate for event staff security guard services. Further, Contractor understands and agrees it must maintain such coverage for a period of not less than three (3) years following this Contract's expiration, termination or cancellation.

- **Property Coverage**

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

8.26 Liquidated Damages

- 8.26.1** If, in the judgment of the Director, or their designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or their designee, at their option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or their designee, in a written notice describing the reasons for said action.

- 8.26.2** If the Director, or their designee, determines that there are deficiencies in the performance of this Contract that the Director, or their designee, deems are correctable by the Contractor over a certain time span, the Director, or their designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or their designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one hundred dollars (\$100) per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS) Chart) of Exhibit A (Statement of Work and Attachments) hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.
- 8.26.3** The action noted in Paragraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.
- 8.26.4** This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 Most Favored Public Entity

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

8.28 Nondiscrimination and Affirmative Action

- 8.28.1** The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry,

national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 Contractor certifies to the County each of the following:

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

8.28.3 The Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.28.6 The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.

8.28.7 If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such

violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Civil Rights Department or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 Non Exclusivity

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

8.30 Notice of Delays

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

8.31 Notice of Disputes

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

8.32 Notice to Employees Regarding the Federal Earned Income Credit

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

8.33 Notices

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

Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director, or their designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.34 Prohibition Against Inducement or Persuasion

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

8.35 Public Records Act

8.35.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Paragraph 8.37 (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 except for those documents determined to be non-disclosable or exempt pursuant to California Government Code sections 7921.000 et seq. 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.

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

8.36 Publicity

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

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

- During the term of this Contract, the Contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director.

8.36.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County, provided that the requirements of this Paragraph 8.36 (Publicity) will apply.

8.37 Record Retention and Inspection-Audit Settlement

8.37.1 The Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the Contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside of Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.37.2 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.3. Failure on the part of the Contractor to comply with any of the provisions of this subparagraph 8.38 will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

- 8.37.3** If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference must be either: a) repaid by the contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.
- 8.37.4** In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor will promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this Paragraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, must be kept and maintained by the Contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information must be maintained by the contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs

incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.38 Recycled Bond Paper

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

8.39 Subcontracting

8.39.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.39.2 If the Contractor desires to subcontract, the Contractor must provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor.
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.39.3 The Contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

8.39.4 The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.39.5 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

8.39.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor must forward a fully executed subcontract to the County for their files.

8.39.7 The Contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.39.8 The Contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required

by the County from each approved subcontractor. Before any subcontractor employee may perform any work hereunder, Contractor must ensure delivery of all such documents to: Contracts@bh.lacounty.gov.

8.40 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.42 (Termination for Default) and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.41 Termination for Convenience

8.41.1 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 effectuated by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

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

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

8.41.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract must be maintained by the Contractor in accordance with Paragraph 8.37 (Record Retention and Inspection-Audit Settlement).

8.42 Termination for Default

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

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.42.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.42.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this Paragraph.

8.42.3 Except with respect to defaults of any subcontractor, the Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.42.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.42.4 If, after the County has given notice of termination under the provisions of Paragraph 8.42 (Termination for Default) it is determined by the County that the Contractor was not in default under the provisions of Paragraph 8.42 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.42.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.42 (Termination for Convenience).

8.42.5 The rights and remedies of the County provided in this Paragraph 8.42 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.43 Termination for Improper Consideration

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

8.44 Termination for Insolvency

- 8.44.1** The County may terminate this Contract forthwith in the event of the occurrence of any of the following:
- Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
 - The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
 - The appointment of a Receiver or Trustee for the Contractor; or
 - The execution by the Contractor of a general assignment for the benefit of creditors.
- 8.44.2** The rights and remedies of the County provided in this Paragraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.45 Termination for Non-Adherence of County Lobbyist Ordinance

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, must fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the

Contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.46 Termination for Non-Appropriation of Funds

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

8.47 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.

8.48 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.

8.49 Warranty Against Contingent Fees

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

8.49.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

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

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

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

8.51 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 8.50 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.52 Time Off for Voting

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

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

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

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

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

8.54 Intentionally Omitted

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 and Chapter 8.300 of the Los Angeles County Code ([Fair Chance Ordinance for Employers](#)). Contractor's violation of this Paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

8.56 Compliance with the County Policy of Equity

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

8.57 Prohibition from Participation in Future Solicitation(s)

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

8.58 Injury and Illness Prevention Program

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

8.59 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

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

9.0 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 the Contractor has demonstrated to the County's satisfaction either that the contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor must pay its employees no less than the applicable hourly living wage rate for the employees' services provided to the County, including, without limitation, "Travel Time" as defined below.
- For purposes of this Paragraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will be subject to the provisions of this Paragraph. The provisions of this Paragraph will be inserted into any such subcontract and a copy of the Living Wage Program must be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time or part-time services to the Contractor, which are provided to the County under the Contract. "Full-time" means a minimum of forty (40) hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than thirty-five (35) hours worked per week will not, in any event, be considered full-time.
- If the Contractor is required to pay a living wage when the Contract commences, the Contractor must continue to pay a living wage for the entire term of the Contract, including any option period.
- If the Contractor is not required to pay a living wage when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor must immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for the exception to the Living Wage Program. In either event, the Contractor will immediately be required to commence paying the living wage and will be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the contractor either continues to

remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for the exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor will immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

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

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor must submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports must list all of the Contractor's employees during the reporting period. The certified monitoring reports must also verify the number of hours worked and the hourly wage rate paid, for each of its employees. All certified monitoring reports must be submitted on forms provided in Exhibit G (Payroll Statement of Compliance), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor must promptly provide such information. The Contractor, through one of its officers, must certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

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

During the term of the Contract, if the Contractor becomes aware of any labor law-payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law-payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful

employment discrimination), the Contractor must immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law-payroll violation or claim arising out of the Contractor's Contract with the County, but instead applies to any labor law-payroll violation or claim arising out of any of the Contractor's operations in California.

Additionally, Contractor must, within thirty (30) days of the entry of the judgment, provide written notice to the County of any unsatisfied final judgment against Contractor for non-payment of wages arising out of Contractor's operations performed under the Contract with the County, as required by California Labor Code Section 238.5.

9.1.5 County Auditing of Contractor Records

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

9.1.6 Notifications to Employees

The Contractor must place the County-provided living wage notice at each of the Contractor's places of business and locations where the Contractor's employees are working. The Contractor must also distribute the County-provided notices to each of its employees at least once per year. The 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 the Contractor fails to comply with the requirements of this Paragraph, the County will have the rights and remedies described in this Paragraph in addition to any rights and remedies provided by law or equity.

- **Remedies for Submission of Late or Incomplete Certified Monitoring Reports**

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

1) Withholding of Payment

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

2) Liquidated Damages

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

3) Termination

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

• Remedies for Payment of Less Than the Required Living Wage

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

1) Withholding Payment

If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may

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

2) Liquidated Damages

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

3) Termination

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

- **Debarment**

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

9.1.8 Use of Full-Time Employees

The Contractor must assign and use full-time employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to

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

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its employees must not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this subparagraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

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

9.1.11 Employee Retention Rights

- The Contractor must offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - 1) Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - 2) Who has been employed by a contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six (6) months prior to the date of this Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - 3) Who is or will be terminated from their employment as a result of the County entering into this Contract.
- The Contractor will not be required to hire a retention employee who:

- 1) Has been convicted of a crime related to the job or his or her performance; or
 - 2) Fails to meet any other County requirement for employees of a Contractor.
- The Contractor will not terminate a retention employee for the first ninety (90) days of employment under the Contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 Neutrality in Labor Relations

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

10.0 SURVIVAL

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

Paragraph 1.0	Applicable Documents
Paragraph 2.0	Definitions
Paragraph 3.0	Work
Paragraph 5.9	No Payment for Services Provided Following Expiration - Termination of Contract
Paragraph 7.6	Confidentiality
Paragraph 8.1	Change Notices and Amendments
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 8.33	Notices
Paragraph 8.37	Record Retention and Inspection-/Audit Settlement
Paragraph 8.41	Termination for Convenience
Paragraph 8.42	Termination for Default
Paragraph 8.47	Validity
Paragraph 8.48	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: Universal Protection Service, LP
DBA Allied Universal Security Services

By Steve Claton
Steve Claton (Aug 17, 2026 09:20:44 PDT)

Signature
Steve Claton

Print Name
Region President

Title

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

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

By _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By Sonia Chan
Sonia Chan (Aug 17, 2026 12:25:22 PDT) For
Sevanna Hartonians
Deputy County Counsel

STANDARD EXHIBITS

- A STATEMENT OF WORK AND ATTACHMENTS
 - B SERVICE AREA - POST ORDERS
 - C SERVICE AREA - REFERENCE MAPS
 - D COUNTY'S ADMINISTRATION
 - E CONTRACTOR'S ADMINISTRATION
 - F CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
 - G PAYROLL STATEMENT OF COMPLIANCE
 - H LIVING WAGE NOTICE TO EMPLOYEES
 - I DOCKWEILER SECURITY COVERAGE SCHEDULE
 - J DOCK SHEET
 - K TRANSIENT DOCK RULES
 - L DAILY PATROL LOG
 - M DAILY ACTIVITY LOG
-

EXHIBIT A

STATEMENT OF WORK AND ATTACHMENTS

ARMED AND UNARMED EVENT STAFF SECURITY GUARD SERVICES

**COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS
STATEMENT OF WORK FOR
ARMED AND UNARMED EVENT STAFF SECURITY GUARD SERVICES
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SOW ATTACHMENTS

- 1** Contract Discrepancy Report (CDR)
- 2** Performance Requirements Summary (PRS)

COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS
STATEMENT OF WORK (SOW)
ARMED AND UNARMED EVENT STAFF SECURITY GUARD SERVICES

1.0 GENERAL REQUIREMENTS

1.1 Scope of Work

The County of Los Angeles (County) Department of Beaches and Harbors (Department) oversees public areas that are managed by the Department in Marina del Rey and on County owned and operated beaches. These areas include but not limited to Dockweiler Beach, Dockweiler Youth Center, Marina del Rey, White Point/Royal Palms Beach and other property related to the Department's special events. The Department is seeking a qualified and experienced Contractor that can service and supply armed and unarmed event staff security guard services needed on behalf of the Department. The Contractor will be required to provide armed and unarmed event staff security guard services as specified in this Exhibit A (SOW and Attachments), as well as any unscheduled work that may be requested by the Department. The selected Contractor will also be required to provide staff, services, materials, and all necessary equipment to provide the services as specified below in this SOW.

1.2 Obstruction and Noise

Contractor will use its best efforts to avoid causing any unnecessary obstruction and inconvenience to traffic or noise in the performance of the requested work.

1.3 Property Damage

County property damaged by the Contractor's employees must be repaired or replaced by the Contractor at the Contractor's expense with like workmanship and materials. Such repair or replacement will be subject to approval by the County's Project Monitor.

1.4 No Vehicle Access on Bike Paths or Pedestrian Sidewalks

Motor vehicles used in the performance of the contract work must not be driven on bike paths, grass, or pedestrian sidewalks unless essential for performance of duties and public safety. Contractor must notify the County's Project Monitor of any visible tire markings caused by its motor vehicles.

2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

- 2.1** The Department reserves the right to add and/or delete specific tasks, events, facilities and/or work hours throughout the term of this Contract and otherwise amend and modify the scope of work and tasks in accordance with the County's needs.

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- 2.2** The Department may from time to time close or cease operating certain facilities or portions of such facilities or may alter the number of hours or the number of days on which services are performed. Such events must not be deemed breaches of this Contract or of any of the covenants of this Contract and must not relieve the Contractor of its duty as to the remaining facilities and services
- 2.3** The Contractor will be given reasonable written notice by the Contract Administrator that a facility is to be added or deleted or that the scope of services are being modified and of the effective date of such changes
- 2.4** In the event of such addition/deletion of facilities, changes to hours or days of service, or scope of services of regularly scheduled services, the Contractor's compensation will be adjusted in accordance with Section 8.0 of the Contract
- 2.5** All changes must be made in accordance with Paragraph 8.1 (Change Notices and Amendments) of the Contract.

3.0 QUALITY CONTROL

3.1 Purpose of Standards

The Contractor will observe, at a minimum, the standards set forth in this Section 3.0, and acknowledges that the adequacy of its compliance with the Contract will be measured by these standards as well as all other terms and conditions of the Contract.

3.2 Contractor's Quality Control Plan

The Contractor must comply with Contractor's quality control plan set forth in Exhibit 16 – Quality Control Plan in Appendix B of the Request for Proposals (RFP), which will be incorporated in the Contract by reference. To the extent that provisions of Contractor's quality control plan are inconsistent with any other part of the Contract, they will be ineffective. The Contractor must not change the quality control plan without written approval of the Director or his designee.

- 3.3** The Contractor must establish and utilize a comprehensive Quality Control Plan (QCP) to ensure the County receives a consistently high level of service throughout the term of the Contract. The QCP must be submitted to the County's Project Monitor for review. The QCP must include, but may not be limited to, the following:

- 3.3.1** Method of monitoring to ensure that Contract requirements are being met;

- 3.3.2** A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, must be provided to the County upon request.

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4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in the Contract, Paragraph 8.15 (County's Quality Assurance Plan).

4.1 General Requirements

The following requirements will be observed:

- Contractor must meet deadlines set by the County's Project Monitor;
- Contractor must timely complete reports required by the Contract;
- Contractor must accurately report hourly services; and
- Contractor must promptly return calls of County agents and employees.

4.2 Contract Discrepancy Report

Contractor must provide verbal notification of a Contract discrepancy to the County's Project Monitor as soon as possible whenever a Contract discrepancy is identified. Contractor must thereafter provide a written or e-mail notice to the County's Project Monitor within twenty (24) hours. The problem must be resolved within a time period mutually agreed upon by the County and the Contractor.

The County's Project Monitor will determine whether a formal Contract Discrepancy Report (CDR), Attachment 1 of this Exhibit A, will be issued. Upon receipt of this document, the Contractor is required to respond in writing to the County's Project Monitor within three (3) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the CDR must be submitted to the County's Project Monitor within five (5) business days.

4.3 The County's Project Monitor may issue a Contract Discrepancy Report to the Contractor in any incident of failure to comply with the performance standards or other unacceptable performance. In the case of continuing deficiencies, the County's Project Monitor may issue a separate Contract Discrepancy Report each day the deficiency continues.

4.4 The Director may excuse the incident, assess and collect liquidated damages in the manner and amounts described in the Statement of Work, Performance Requirements Summary or proceed with Contract termination as provided in Paragraph 8.42, (Termination for Default) of the Contract.

4.5 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time

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during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 RESPONSIBILITIES

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

COUNTY

5.1 Personnel

The County will administer the Contract according to the Contract, Paragraph 6.0 (Administration of Contract – County). The Community and Marketing Division Chief, or authorized designee of the Department will have the authority to act for the County in the administration of the Contract as the County's Project Monitor, except where action of the Director or another official is expressly required by the Contract.

Specific duties will include:

- 5.1.1** Monitoring the Contractor's performance in the daily operation of this Contract.
- 5.1.2** Ensuring that the objectives of the Contract are met and provide direction to the Contractor in areas relating to policy, information and procedural requirements.
- 5.1.3** Providing acceptance and approval of the Contractor's work, which will not be unreasonably withheld.
- 5.1.4** The County's Project Monitor is not authorized to make any changes in the terms and conditions of the Contract or to obligate the County in any manner.
- 5.1.5** Preparing Amendments in accordance with the Contract, Paragraph 8.1 (Amendments).

CONTRACTOR

5.2 Contractor's Work Plan

Subject to all other terms and conditions of the Contract, Contractor must perform the work and maintain quality control in accordance with the Work Plan and other representations submitted with the Contractor's Proposal.

5.3 Contractor's Responsibility

The Contractor will at its own expense provide all labor, equipment, maintenance, material, supplies, uniforms, weapons, licenses, registration, data systems,

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transportation, meals, lodging, services, facilities and expenses required to perform the Contract work.

- 5.4** Contractor must provide a full-time employee as the Project Manager or designated alternate. County must have access to the Contractor's Project Manager during all hours, 365 days per year. Contractor must provide a telephone number where the Project Manager may be reached. They will be responsible for Contractor's day-to-day activities and must be available to Department staff by reasonable telephone notice and/or email each business day and at other times as required by the work.
- 5.5** Contractor must ensure that all posts are filled according to Section 11.3.1, unless Department gives a written notification of a change. Contractor will be liable for all directly related and associated costs should County or another contractor be required to fill an open post that Contractor is responsible for staffing. Unoccupied security posts without the Department's prior approval will be viewed as a serious breach of performance and may be subject to remedies in accordance with Section 4.4.
- 5.6** Contractor must notify the County Project Monitor of any security guard absences immediately. Post coverage will be ensured at all times, with replacement guards reporting within two hours or less of the absent security guard's reporting time.
- 5.7** Contractor will ensure a replacement guard is reasonably available to cover any vacant post in the event a security guard must leave during the work shift. The replacement guard must report within two hours or less.
- 5.8 Contractor's Project Manager**
 - 5.8.1** The Contractor's Project Manager must have full authority to act for the Contractor on all matters relating to the performance of the Contract work.
 - 5.8.2** Contractor's Project Manager must act as a central point of contact with the County and must be available to the County Project Monitor on reasonable telephone or email notice each business day and at other times as required by the work.
 - 5.8.3** Contractor's Project Manager must have five (5) years of experience.
 - 5.8.4** The Contractor's Project Manager must make inspections, answer questions, resolve problems, respond to emergencies, keep logs, approve reports and report on any problem resolution to the County Project Monitor within 24 hours of incidents. Immediate response and/or report is required by the Contractor's Project Manager to the County Project Monitor in emergency situations.

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5.9 Supervisor

The Contractor must provide a Field Supervisor, who will be required to make regular onsite visits to all posts to ensure satisfactory performance by the employees who are assigned to perform the Contract work. The Contractor's Project Manager may act as the supervisor. The supervisor must be authorized to act for Contractor in every detail and must fluently understand, speak and write English.

5.10 Changes of Key Personnel

The Contractor must obtain the approval of the County Project Monitor before replacing the Contractor's Project Manager or the supervisor. Such approval must not be unreasonably withheld.

5.11 Communication with Department

The Contractor must return calls or emails from the Department during business hours and no later than the next business day or as soon as reasonably possible if the matter is designated as urgent. Contractor will ensure County can access Contractor when the office is closed, by maintaining an answering service, and/or equipping the Contractor's Representative with a cellular phone and/or a pager to receive calls regarding the Contractor's performance of the Contract work. The Contractor must answer calls received by the answering service, cellular phone or pager within two hours of receipt of the call. Failure to respond within the two-hour time frame will be cause for assessment in accordance with the Performance Requirement Summary.

5.12 Contractor to Notify Employees of Rights under Living Wage Ordinance

The Contractor must provide annual notification of the Living Wage Ordinance requirements in English as well as in Spanish or any other language spoken by a significant number of employees. The required notice will be given by way of:

- A handout to each employee (Exhibit H); and
- A notice posted in a conspicuous place in the work area (Exhibit H).

5.13 Contractor's Project Manager/alternate must have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Contractor's Project Manager/alternate must be able to effectively communicate, in English, both orally and in writing. The Contractor's Project Manager must make inspections, answer questions, resolve problems, respond to emergencies, keep logs and approve reports. The Contractor must obtain the approval of the County's Project Manager before replacing the Contractor's Project Manager.

5.14 Personnel

5.14.1 Contractor must ensure its guards and supervisors providing services under this Contract are at least 18 years of age.

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- 5.14.2** Contractor must ascertain that persons performing Contract services are of sound physical and emotional condition necessary to perform required duties.
- 5.14.3** Security guards must communicate effectively in English and be capable of communicating with the public and County employees and possess written communication skills for note taking and completing report forms.
- 5.14.4** Contractor will assign a sufficient number of staff to perform the required work. At least one employee on site must be authorized to act for Contractor in every detail and must speak and understand English.
- 5.14.5** Contractor will be required to background check their employees as set forth in Paragraph 7.5 (Background and Security Investigations), of the Contract.
- 5.14.6** Personnel employed by the Contractor and assigned to perform Contract work must undergo and pass a background investigation to the satisfaction of the County, in accordance with Paragraph 7.5 (Background and Security Investigations) of the Contract.
- 5.14.7** Contractor's employees must not bring in any form of contraband to County facilities.
- 5.14.8** Contractor's employees must not bring in any alcohol or drugs or be under the influence of alcohol or drugs when in or on County facilities.
- 5.14.9** Contractor's employees must conduct themselves in a reasonable manner at all times; must not cause disturbance in any County facility; must be respectful of County staff; and otherwise are subject to all rules and regulations of the facility.
- 5.14.10** The Contractor's employees must enter and leave County facilities only through access specified by the County Project Monitor.
- 5.14.11** All personnel assigned by the Contractor to perform Contract work must at all times be employees of the Contractor and the Contractor must have the sole right to hire, suspend, discipline, or discharge employees. However, at the request of the Director, the Contractor must immediately exclude any member of the Contractor's staff from working on this Contract. The County reserves the right to bar any of the Contractor's staff from performing on this Contract.
- 5.14.12** Contractor's employees must not bring visitors into the workplace or allow anyone to loiter at the kiosk or entry area at any time.
- 5.14.13** Contractor must ensure its guards working on this Contract have satisfactorily completed training requirements in accordance with Section 6.0.

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5.14.14 The Contractor must provide the Department with a current list of employees, including but not limited to management, and must keep this list updated during the Contract term.

5.15 Contractor's Office

The Contractor must maintain an office within the County of Los Angeles at which its principal officers or owners may be contacted personally by email, mail, or telephone. The office must be staffed during regular business hours, 9:00 am - 6:00 pm., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. The Contractor must answer calls or emails received within twenty-four (24) hours of receipt of the call or email.

5.16 Licenses/ Certificates

The Contractor must maintain valid licenses and certifications during the Contract term. Failure to maintain current licenses will result in assessment of liquidated damages in accordance with the Performance Requirements Summary.

5.16.1 Contractor

The Contractor must maintain the following licenses over the Contract term:

- California Department of Consumer Affairs Private Security Service License;
- California Department of Consumer Affairs firearms permit and registration for each security guard assigned to the Contract; and
- Federal Communications Commission Radio Equipment Operation License, if required for the operation of Contractor's communication system.

5.16.2 Security Guard Licenses and Certifications

The Contractor will assign only security guards who have satisfactorily completed the State of California Security Training requirements for security guards. The security guards must possess at all times while on duty current, valid, licenses and certifications.

5.16.2.1 The following is required for Armed Security Guards:

- California Department of Consumer Affairs security guard registration card (Guard Card);
- California Department of Consumer Affairs firearms permit indicating the specific firearm issued;

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- California Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS) baton permit, or proof of active peace guard status;
- License to carry oleoresin capsicum (O.C.) spray;
- P.O.S.T. Certification in Side Handle, PR24 Baton or ASP Collapsible Baton Training;
- Cardiopulmonary Resuscitation (CPR) Certification sponsored or approved by the American Red Cross or American Heart Association; and
- First Aid Certificate/Card.

5.16.2.2 The following is required for Unarmed Event Staff Security Guards:

- California Department of Consumer Affairs security guard registration card (Guard Card);
- Cardiopulmonary Resuscitation (CPR) Certification sponsored or approved by the American Red Cross or American Heart Association; and
- First Aid Certificate/Card.

5.16.3 Contractor to Maintain Employee Records

5.16.3.1 Contractor must provide the Department with appropriate documentation of completion of its security guards' training and all applicable licenses and certifications received prior to assigning security guards to perform Contract services.

5.16.3.2 Contractor must maintain records of employees assigned to perform the contract work.

5.17 Uniforms/Identification Badges

5.17.1 Contractor staff assigned to County facilities must wear an appropriate uniform at all times. Uniform is to consist of a shirt with the company name on it. Uniform pants are optional. All uniforms, as required and approved by the Director or their designee, will be provided by and at Contractor's expense.

5.17.2 Contractor must ensure their employees are appropriately identified as outlined in Paragraphs 11.2.5 (Photo Identification) of Exhibit A and 12.2.3 (Photo Identification), of the Contract.

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5.18 Materials and Equipment

- 5.18.1** The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor must use materials and equipment that are safe for the environment and safe for use by the employee.

5.19 Training

- 5.19.1** Contractor must provide training programs for all new employees and continuing in-service training for all staff.
- 5.19.2** All staff must be trained in their assigned tasks and in the safe handling of equipment. All equipment must be checked daily for safety. All staff must wear safety and protective gear according to OSHA standards.

6.0 TRAINING REQUIREMENTS

Contractor must furnish, and Contractor's security guards must successfully complete before commencing patrol duties, a basic training course which provides the subject matter, class time, and topics described below.

6.1 Duties and Functions of Security Guards (3 hours)

- Public Relations;
- Appearance;
- Observe and report;
- Note-taking and reporting;
- Legal powers and limitations;
- Prevention;
- Use of force only when life is being threatened;
- Department's Statement of Work;
- Search and seizure; and
- Arrest powers.

6.2 Prevention and Protection (3 hours)

- Patrols;
- Checking for hazards;
- Access control;
- Department's rules and regulations;

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- Inspections; and
- Safety.

6.3 Enforcement (3 hours)

- Observation and description;
- Preservation of evidence;
- Criminal and civil law;
- Crimes in progress;
- Unruly persons;
- Defensive tactics;
- Procedures for bomb threats; and
- Procedures during fires, explosions, floods and demonstrations.

6.4 Special Problems (2 hours)

- Vandalism;
- Arson;
- Burglary;
- Robbery;
- Theft;
- Loitering;
- Drugs and alcohol; and
- Terrorism.

6.5 General Emergency Services (2 hours)

- Communications;
- Crowd control;
- Fire control systems and fire prevention;
- First Aid/ CPR;
- Safeguarding County property;
- Law enforcement and private security relationships; and
- Responding to alarms.

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7.0 HOURS/DAY OF WORK

The Contractor is required to provide services on County-recognized holidays.

8.0 WORK SCHEDULES

- 8.1 Contractor must submit for review and approval a work schedule for each facility to the County Project Director within fourteen (14) days prior to starting work. Said work schedules must be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules must list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 8.2 Contractor must submit revised schedules when actual performance differs substantially from planned performance. Said revisions must be submitted to the County's Project Manager for review and approval within fourteen (14) business days prior to scheduled time for work.

9.0 UNSCHEDULED WORK

- 9.1 The Contractor must, upon 24 hours' notice, provide unscheduled armed or unarmed event staff security guard services at such times and places as authorized in writing by the Director or their designee.

9.1.1 Emergencies:

The Director, in their own discretion, may determine that an emergency or unforeseen incident jeopardizing health, safety or property requires special armed and unarmed event staff security guard services. The Contractor must make such services available within two hours of telephone notice.

- 9.2 The Director or their designee may authorize the Contractor to perform unscheduled work, including, but not limited to, armed and unarmed security guard services when the need for such work arises out of extraordinary incidents such as vandalism, acts of God, and third-party negligence; or to add to, modify or refurbish existing facilities.
- 9.3 Prior to performing any unscheduled work, the Contractor must prepare and submit a written description of the work with an estimate of labor and materials. If the unscheduled work exceeds the Contractor's estimate, the County's Project Director, or designee, must approve the excess cost. In any case, no unscheduled work will commence without written authorization.
- 9.4 When a condition exists wherein there is imminent danger of injury to a person or damage to property, Contractor may act as reasonably necessary to mitigate the

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imminent danger but must contact County's Project Director for approval before beginning further remedial work. A written estimate must be sent within twenty-four (24) hours for approval. Contractor must submit an invoice to County's Project Director within five (5) working days after completion of the work.

- 9.5** All unscheduled work must commence on the established specified date. Contractor must proceed diligently to complete said work within the time allotted.
- 9.6** The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

10.0 LOGS AND REPORTS

Contractor must submit the following logs and reports to the Department as specified.

A. Logs and reports for armed guard security services must include:

10.1 Electronic Sign-In

Contractor must ensure that security guards electronically sign-in and out at the beginning and end of each shift at the security posts using the Contractor's guard tour system's equipment as stated in Section 11.2.2.1. The County Project Manager may request that Contractor provide an electronic report verifying guards reporting at any time. The security posts are located as follows, but not limited to:

- Service Area 1 - 3, Dockweiler – The security post will be located at the entrance kiosk of the parking facility at Dockweiler and RV Park.
- Service Area 4, Dockweiler Youth Center - The security post will be located at the entrance kiosk of the parking facility at Dockweiler Youth Center.
- Service Area 5, 6, and 7 Marina del Rey - The security post will be located in the Community Room of the Burton Chace Park complex and will be used solely for the purpose of electronically signing in and out.
- Service Area 8, White Point/Royal Palms Beach Parking Lot – Electronic sign-in and out.

The Department reserves the right to require electronic sign-in during the term of this Contract and any option years, if exercised.

10.2 Contractor to Submit Monthly Reports

The Contractor must submit with each monthly invoice a report describing the services rendered during the period, including:

- The charge for the services rendered;

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- The balance of funds remaining under the Contract;
- The names, dates and hours worked by each security guard;
- An electronic report of each security guard's sign in/out time;
- Any subcontractors employed and their dates and hours worked; and
- A copy of the electronic guard monitoring report must be attached with the Contractor's monthly invoice.

10.3 Daily Patrol Log

The Contractor must maintain a daily patrol log in accordance with Exhibit L, Daily Patrol Log. This log must include the name of the security guard, date, starting and ending times, certification activities completed, description of any activity not listed (including, but not limited to, emergency situations in the parking lots and parks) and all reported incidents. Each daily patrol log must be completed by the end of each shift and left in an appropriate place accessible to the County Project Manager, to be determined upon award of the contract.

10.4 Daily Patrol Report

At the conclusion of each shift, the security guard must download and generate the patrol report. The facility name on the report must be the same as the facility named in Section 11.3.1.1 or as directed by the County Project Manager.

10.5 Written Incident Reports

The Contractor must prepare written incident reports. Incident reports must include, but not be limited to, discharge of firearms observed or reported by security guards or others, bodily injury, use of force by security guards or others, active involvement by fire, vehicle collision/incident report (involving Contractor vehicle's), paramedic and law enforcement authorities, vandalism, trespass, illegal gatherings, fights, burglaries, thefts, assaults, property damage, flooding, earthquake damage, roadway damage, power failures, utility failures, parking lot lights extinguished, broken gates and observed violations of ordinances or statutes. This report must contain any information that is immediately available to assist the County in identifying and locating the perpetrator and/or victim. The report must be completed by the end of the shift in which the incident is first observed or reported and must be submitted to the County Project Manager on the next County business day, unless otherwise instructed by the County Project Manager.

10.6 Oral Incident Reports

The Contractor must immediately submit to the County Project Manager a detailed oral report of such incidents. The Contractor must file a written report not later

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than the next County business day, or immediately if requested by the County Project Manager as stated in Section 10.5.

10.7 Complaint Log

The Contractor must also maintain a log of all complaints received directly from the public or forwarded to the Contractor by the County Project Manager relating to complaints concerning employee appearance, attitude and work. The log must contain the date of receipt of complaint, nature of the complaint, time and action taken or reason for inaction. A copy of any written complaint and its resolution must be provided to the County's Project Manager within five (5) working days of receipt of the complaint. An updated copy of the complaint log must be made available to the County Project Manager by the first day of each month. Logs and reports relative to supervision, noting problems and/or violations and corrective actions, must be made available to the County Project Manager.

10.8 Monthly Incident Summary

The Contractor must submit to the County Project Manager by the fifth day of each calendar month of the Contract term commencing with the second month of the Contract term, a written report summarizing all incidents reported in the patrol log and incident reports and their disposition for the previous month.

10.9 Nightly RV Park Entries/ Burton Chace Park Docks

The guards on duty must maintain a log of vehicles/vessels and persons admitted to the RV Park and Burton Chace Park during the shift hours as directed by the County Project Manager.

B. Logs and reports unarmed event staff guard security services must include:

10.10 Patrol Report

At the conclusion of each event, the guards must generate a patrol report indicating the event's name and detail any notable incidents and issues the guards may have encountered during the event including the discharge of firearms observed or reported by guards or others, bodily injury, use of force by guards or others, active involvement by fire, paramedic and law enforcement authorities, vandalism, trespass, illegal gatherings, fights, burglaries, thefts, assaults, property damage, flooding, earthquake damage, roadway damage, power failures, utility failures, parking lot lights extinguished, broken gates and observed violations of ordinances or statutes. This report must contain any information that is immediately available to assist the County in identifying and locating the perpetrator and/or victim.

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11.0 ARMED GUARDS

11.1 FACILITIES AND EQUIPMENT FURNISHED BY COUNTY

11.1.1 The County will provide the facilities and equipment described in this Section 11.0 for the Contractor's use during the term of the Contract. Equipment and facilities furnished by the County may be used by the Contractor only for activities related to performance of the Contract work. The Contractor agrees to defend and hold the County harmless from any loss, liability, claim, lawsuit, property damage, theft, destruction of property or injury resulting from Contractor's use of the facilities and equipment. Contractor assumes full responsibility for all equipment issued by the County to Contractor solely for performance of work contained herein. Should Contractor's employees damage County property or equipment, Department will issue to Contractor a Contract Discrepancy Report (CDR) detailing costs for all repairs or replacement of lost, stolen or damaged equipment, and deduct costs from Contractor's invoice.

11.1.2 Security Post

The Department will provide the Contractor with a central security post, located in the entrance kiosk of the parking facility at Dockweiler State Beach, Area 1. A second security post for Area 2, Marina del Rey, will be located in the Community Room of the Burton Chace Park complex. The Marina del Rey post will be used solely for the purpose of logging in and out on the electronic sign-in system. The Contractor must reimburse the County or its designee for all telephone calls made by the security guards from the security post immediately when presented with an itemized copy of the monthly telephone bill.

Contractor personnel must be responsible for the cleanliness and upkeep of each County-provided Security kiosk and/or posts used during shift. This will include restrooms, floors, walls, and all aspects of the interior and exterior. Contractor must notify County Project Manager if any damage or repair needs to cabinets handles, door, etc. Contractor personnel must be mindful of keeping it clean as it is a shared space with other contractor personnel.

11.1.3 Keys and Gate Cards

The Department will provide the Contractor with all keys and gate cards that are required to gain access to the Service Areas. The Contractors Project Manager must report any lost or stolen key or gate cards to the County Project Manager within 24 hours of discovery of its loss. The Contractor must reimburse the County for the cost of either re-keying or

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duplicating lost keys or cards as determined by the Director. All key and gate cards must be returned to the County Project Manager upon Contract termination.

The Contractor must not duplicate any key or gate card without the County Project Manager's prior written consent. Duplication of any key or gate card without this consent is a misdemeanor (Section 469 of the California Penal Code), in addition to being a breach of the Contract.

The Contractor must not give keys to any County facility to a Subcontractor. Contractor must assign someone to open and close entrance doors and stay with Subcontractors until the specific job is completed.

11.2 EQUIPMENT FURNISHED BY CONTRACTOR

11.2.1 Contractor to Furnish Supplies and Equipment

Except for the items furnished by the County pursuant to Section 11.0, the Contractor must provide all equipment necessary to perform the Contract work.

11.2.2 Security Guard Monitoring

11.2.2.1 Contractor must provide a guard tour system which monitors and tracks the activities of the security guards while on patrol in real-time. The guard tour system must include equipment for the following:

- Electronic checkpoint placement at various patrol locations, as identified in Section 11.2;
- Wand or similar device which can record the location, date and time of the patrol; and
- Ability to download and provide a daily online report of the patrol.

11.2.2.2 The security guard tour system must be approved by the County Project Manager prior to installation.

11.2.2.3 The security guard tour system must remain the property of the Contractor and must be removed upon termination of the Contract.

11.2.3 Uniforms

The Contractor must furnish all assigned armed security guards and supervisors clean and neat uniforms to wear each workday while performing the Contract work. The uniforms must contain the Contractor's company logo and consist of the following:

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- Trousers – Navy blue or black;
- Shirt/Blouse – White, Light Blue, Navy Blue or Black;
- Black Shoes;
- Jacket (optional, but must have company logo).

11.2.4 Security Guard Equipment

11.2.4.1 Each security guard must be equipped with the following equipment:

- Sam/Sally Browne gun belt;
- One (1) Handcuff case;
- Four (4) Keepers;
- One (1) Key snap;
- One (1) heavy duty 3-cell flashlight approved by County with batteries;
- One (1) set of handcuffs plus (female) key;
- Badge (with guard's last name, first initial);
- One (1) Radio
- One (1) Radio holder/pouch
- Side Handle Baton with Baton Ring or Collapsible Side Handle Baton with Baton Ring Handler, 12", or the ASP (24" or 26") expandable straight stick;
- Pepper Spray (10% solution of oleoresin capsicum in a 1.47 oz. container and carried holster);
- Leather thumb break, break front holster for Colt, Smith & Wesson 38/357 Beretta, 9mm Glock or Sturm Ruger double-action, .38 Special or .357 magnum caliber revolver;
- Ammunition pouch and speedy loaders;
- .38 caliber, either Winchester 110 grain +P+ or Spear 125 grain +P, semi-jacketed, hollow point or Remington .38 Special plus P hollow points 128 grain or Winchester; and
- Round Ball full jacket bullets in accordance with the following:
 - Must be factory loaded;

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- A minimum of 12 additional rounds must be carried for the handgun;
- The ammunition is to be replaced annually;

These firearms have been approved by the Los Angeles County Sheriff's Department as meeting their testing requirements for safety, performance, quality and training procedures.

- Armed security guards must only carry a firearm for which they are currently licensed and qualified under State or California Consumer Affairs' rules and regulations. The firearm must be listed on their firearms' card issued by Consumer Affairs.
- Contractor must maintain a current firearms list, which must include the manufacturer, model and serial number of the firearms used by Contractor's armed guards and provide an updated list when adding, deleting, and noting other changes as appropriate. Contractor must provide the County Project Manager with the firearms list within 30 days of Contract Award and annually thereafter.
- Each armed security guard must be required to qualify/re-qualify twice annually. Once during the first half of the year and once during the second half of the year. Qualification slips must be filed with the company of employment and be available for audit by personnel of the Department of Beaches and Harbors.

The items outlined above will not be furnished, maintained or paid for by the County. All uniforms and equipment must be maintained by the Contractor in good operating condition and in good appearance.

11.2.5 Photo Identification

The Contractor must furnish and require every on-duty security guard, to have in his/her possession a photo identification card identifying the employee by name, physical description and company. The identification card must be approved by the County Project Manager.

11.2.6 Patrol Vehicles

All vehicles must be provided by the Contractor, at Contractor's expense and at no cost to Contractor's employees or to the County.

- 11.2.6.1** Contractor must provide patrol vehicles for Security Guards to make their rounds of inspections, conduct random site visits,

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and any other request made by the department. Patrol vehicles are required at the following locations:

- Service Area 2, Dockweiler (Rover); and
- Service Area 5, Marina del Rey.

- 11.2.6.2** Contractor must provide vehicle(s) to Security Guard personnel for use to perform their assigned duties.
- 11.2.6.3** Contractor vehicle must be clearly identified with the current DMV registration.
- 11.2.6.4** Contractor must identify, maintain and provide, upon request by County, a current vehicle list, including description, license plate numbers, and vehicle identification numbers of all Contractor owned vehicles used by Security Guards and Contractor staff providing services under the Contract. All vehicles must be in safe operating condition in compliance with all California Vehicle Code regulations.
- 11.2.6.5** The Contractor must identify each vehicle used in the performance of the Contract work with signs or logos that include the company name. The size, color, and format of such identifying signs must be subject to the County Project Managers prior approval, which must not be unreasonably withheld. Personal vehicles must not be used in the performance of the Contract work.
- 11.2.6.6** Vehicles used in the performance of the Contract work must never be driven on either the sandy portion of the beach or the bike path.
- 11.2.6.7** Vehicles must be in good condition/repair with no visible damages and be well-maintained, neat and clean at all times. If vehicles have any mechanical problems, Contractor must replace them within 24 hours.
- 11.2.6.8** The patrol vehicle must be equipped with the following equipment:
- Wireless communication equipment satisfactory to the County Project Manager;
 - Spotlight with ½ mile illumination range;
 - Fully charged fire extinguisher;

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- Emergency road repair equipment including jack and spare tire;
- Traffic Cones;
- First aid kit; and
- Oustside public address capability.

11.2.6.9 County may conduct periodic inspections of all Contractor vehicle(s) used to provide services under the Contract

11.2.7 Radios

Contractor must provide at least two (2) hand-held radios, batteries, supplies, and maintenance for radios, as follows:

11.2.7.1 Contractor must ensure all radios are programmed and available, and that the radio system is operational prior to commencing work under the Contract, and that the radio system is able to operate efficiently and effectively without interruption and follow all FCC regulations.

11.2.7.2 Contractor must provide one (1) hand-held radio for each Contractor personnel during shift coverage.

11.2.7.3 Contractor must provide a sufficient number of batteries to provide a fully-charged battery and a fully operational radio for shift of coverage of each contractor personnel.

11.2.7.4 Contractor must provide regular maintenance, repair and/or replacement for radio equipment as needed.

11.2.7.5 Contractor must provide at least two (2) hand-held radios with a range of at least ten miles.

11.2.8 Electronic Sign-In Equipment/Method

The Contractor must provide equipment and/or method that will allow Contractor's employees to sign in and out of their assigned work locations. The system must have the ability to generate a report that shows checking in/out times and hours worked. The report must be used to generate monthly invoices to be submitted to County. Contractor must provide and maintain the system at no cost to the County.

11.3 SCOPE OF WORK

Contractor must provide armed security guard services in public spaces for the Department of Beaches and Harbors (Department) in Marina del Rey, Playa del Rey and San Pedro, California. Additional/removal requests may be requested based on County needs.

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Armed security guard services will be required seven days a week, including holidays, for patrols at the following locations but not limited to: Dockweiler RV Park, 12001 Vista del Mar, Playa del Rey, CA 90293; Dockweiler Youth Center, 12505 Vista del Mar, Playa del Rey, CA 90293; Burton Chace Park 13650 Mindanao Way, Marina del Rey, CA 90292; and White Point/Royal Palms Beach, 1799 Paseo del Mar, San Pedro, CA 90732. The specific hours, tasks, areas, duties, including Dockweiler Beach designated holidays and weekends, and protecting property related to Department Special Events is inclusive of Section 11.3 of this Statement of Work.

11.3.1 Security Guard Hours and Tasks

The security guards provided by the Contractor must perform the tasks as specified below, and any others required by the County Project Manager, which are within the scope of the Contract work.

11.3.1.1 Service Areas, Patrol Hours and Required Staffing

- Service Area 1 & 2, Dockweiler
The Contractor must assign two security guards, one for Service Area 1 and one for Service Area 2 and adjacent facilities from 8:00 p.m. to 8:00 a.m.
- Service Area 3, Dockweiler RV Park Office and its Immediate Vicinity
The Contractor must assign one security guard, from 7:00 p.m. to 7:00 a.m. with the exception of January when the Dockweiler RV Park is closed for most of the month. January staffing will not exceed five days; County Project Manager will advise.
- Service Area 4, Dockweiler Youth Center
The Contractor must assign one security guard to Service Area 4 from 7:00 p.m. to 7:00 a.m.
- Service Area 5, Marina del Rey The Contractor must assign one guard to Area 5 from 8:00 p.m. to 8:00 a.m. to patrol Marina del Rey and its immediate vicinity while also conducting patrols at all locations as outlined in Section 11.3.3.4.
- Service Area 6, Burton Chace Park
Contractor must assign a guard from 7:00 p.m. to 7:00 a.m. to patrol Burton Chace Park and its Guest Docks and record all docking activity during the entire shift, as outlined in Section 11.3.3.4, sub-sections e and f.

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- Service Area 7, Boating Facilities

The Contractor must assign one security guard to Area 7 from 7:00 p.m. to 7:00 a.m. to patrol boating facilities in Anchorage 47, Mast Up Storage, Lot 77 Dry Storage, Dry Storage near the Trailer Complex, Bike Lockers, and Mother's Beach Dry Vessel Storage.

- Service Area 8, White Point/Royal Palms Beach Parking Lot

The Contractor must assign one security guard to Area 8 as indicated for the following two schedules:

- Daylight Saving Shift Time (April 1st through October 31st): Area 8 must be patrolled from 8:00 p.m. to 1:00 a.m.
- Standard Shift Time (November 1st through March 31st): Area 8 must be patrolled from 6:00 p.m. to 11:00 p.m.

The hours stated above are seven days a week (unless stated otherwise), including holidays, and any other such hours as the Director may designate.

11.3.1.2 Security Guard Tasks

- Guards must arrive and leave security posts at designated times;
- Guards must electronically sign-in and sign-out at designated security posts;
- Guards must report to designated posts on time and maintain the security post until relieved as required;
- Guards must wear visible identification at all times;
- Guards must not possess any of the following items while at their assigned posts: personal music devices, laptop computers, televisions, handheld computer devices/games, newspapers, magazines or books;
- Guards must not use their personal vehicles to perform patrol duties;
- Guards must be awake at all times during security post coverage; and

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- Guards must ensure security checkpoints are engaged while on patrol.

11.3.1.3 Service Areas and Facilities

The Service Areas and the facilities within which will be patrolled by the security guards are illustrated in Exhibits B & C and listed below.

a. Service Area 1 to 3 – Dockweiler Entrance, RV Park Office and its Immediate Vicinity

The facilities within this area include but not limited to:

- The RV Park and its perimeter that includes future adjacent dry campsites, with three (3) shower/restroom buildings;
- The RV Park laundry room;
- The RV Park entrance facility, RV Park Office and immediate vicinity;
- The access road;
- Dockweiler lots 1, 2 and 3 and adjacent restrooms;
- The bicycle lane;
- The Grand Ave parking lot;
- The 62nd Street parking lot;
- The bike rental storage container;
- The lifeguard headquarters building;
- The DBH maintenance building;
- The entire perimeter of the DBH maintenance building; this area includes the building's parking lot and any adjacent storage areas and/or containers;
- Gillis restroom (North of the Department's Maintenance Yard).

b. Service Area 4 - Dockweiler Youth Center/Bluff Parking Lot

The facilities within this area include but not limited to:

- The Dockweiler Youth Center building;

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- The perimeter of the Dockweiler Youth Center; this area includes from the South around to the hang-gliding storage container (container itself is not the responsibility of the County) to the North where the RV Park ends;
 - The concession building and restrooms;
 - The perimeter of the concession building and restrooms; and
 - The ADA ramp adjacent to the concession building.
- c. **Service Area 5 to 7 – Marina del Rey, Burton Chace Park, and Boating Facilities and its Immediate Vicinity**

The facilities within this area include but not limited to:

- Burton Chace Park, including its perimeter and the picnic and boaters restroom facilities:
 - Chace Park parking lots;
 - Community room and office structure;
 - Transient docks;
 - The Boathouse, its perimeter and surrounding docks;
 - The Boathouse Promenade;
 - Park green belt areas;
 - Picnic shelters and pergolas; and
 - Fish cleaning station.
- Parcel 77:
 - Parking lot; and
 - Boat and dinghy rack storage area.
- Parcel 47:
 - Parking lot;
 - Boater Restrooms; and
 - Docks G2600, 2400, 2200, 2000, 1800, 1600, 1400, 1200, 1000, 800, and 600.
- Parcel 45:
 - Boater restrooms at Fiscal Building; and
 - Parking lot.
- Santa Monica/Windjammers Yacht Club boater restrooms and laundry room;

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- The Visitor Center and its perimeter;
- The Permits building and its perimeter;
- Parcel 49S Mast-Up Storage (next to the Trailer Complex);
- The Trailer Complex; and
- Marina “Mother’s” Beach
- Via Dolce Service Yard
- Boating Facilities
 - Anchorage 47
 - Parcel 77 Power Boat Dry Storage
 - Mast Up Storage
 - Parcel 77 Dinghy Dry Storage
 - Bike Lockers (Parking Lot #7)
 - Mother’s Beach Dry Vessel Storage

d. Service Area 8 – White Point/Royal Palms

The facilities within this area include but not limited to:

- Parking lot; and
- Upper Bluff area.

All locations will be further identified at the pre-job walkthrough upon Contract award.

11.3.2 Security Monitoring Checkpoint Locations

All facilities identified below must have an electronic checkpoint to monitor the patrols.

- RV Park (checkpoints to be placed throughout RV Park);
- The Department’s Dockweiler maintenance building;
- Dockweiler Youth Center; checkpoints to be placed throughout the vicinity of the Dockweiler Youth Center, including:
 - Dockweiler Youth Center concession building/restrooms.
- Burton Chace Park, checkpoints to be placed throughout Burton Chace Park, including:
 - Transient docks (checkpoints at 4-hour zone, H-128 and H-325);
 - The Boathouse and docks (checkpoints placed on 1st, 2nd and 3rd floors);
 - Water Program Storage Docks; and

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- Picnic shelters and pergolas.
- Parcels 45 and 47
- Parcel 77;
- Parcel 49S Mast-Up Storage;
- The Trailer Complex;
- Visitors Center;
- Permits building;
- Via Dolce Storage Yard;
- Marina “Mother’s” Beach; and
- Kiosk at White Point/Royal Palms Beach.

County reserves the right to require additional locations for checkpoint placement anytime during the Contract term.

11.3.3 Description of Work Duties

The following duties must be completed by the security guard(s) at the assigned Service Area once on duty, but are not limited to:

11.3.3.1 Service Area 1 & 2, Dockweiler

- Arrive at the security post no later than 8:00 p.m., in complete uniform;
- Leave the security post no earlier than 8:00 a.m.;
- Ensure that Post Orders are displayed at the entrance of the security post and carried out while on duty;
- One security guard must always remain in the security post, maintain contact with the security guard on patrol by way of a two-way radio and perform the functions of a dispatcher by reporting crimes/incidents to the proper authorities and answer the kiosk phone;
- One security guard must patrol the facilities by foot or car, as directed by the County Project Manager and ensure the electronic checkpoints are engaged every 90 minutes;
- Lock the main entrance gate at 10:00 p.m.;
- Guard must ensure the following parking lots are locked at 8:30 p.m.: Grand **Parking Lot**, **Bluff Parking Lot** (except during events at Dockweiler Youth Center, County Project Manager to advise Contractor) and **62nd Street Parking Lot**. If these parking lots are not secured, guard must lock

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them and report the date and time of locking in the Daily Report Log;

- Guard must ensure the following parking lots are unlocked between 5:30 a.m. and 6:00 am, daily: **Grand Parking Lot**; **Bluff Parking Lot** and **62nd Street Parking Lot**;
 - Clear the parking lots of all cars by 10:00 p.m.;
 - Admit late-arriving campers to the RV Park after 8:00 p.m., if designated on the camping roster;
 - Maintain a log of nightly entries to the RV Park provided by the RV Park manager which must include:
 - RV patrons name;
 - Space number assigned;
 - Driver and vehicle license numbers; and
 - Brief description of the vehicle.
 - Give the log of nightly entries to the RV Park manager for collection of fees from the appropriate camper;
 - Allow campers at the RV Park to exit and return at all times upon presentation of a pre-paid space rental ticket and proper I.D.;
 - Refuse any camping fees tendered by campers at the RV Park and direct them to pay the park manager during the hours of operation between 8:00 a.m. and 8:00 p.m.; and
 - Prohibit parking on the beach-side parking lots between 10:00 p.m. and 6:00 a.m. unless prior permission has been given by either the parking contractor, the County Project Manager or RV Park staff via an overnight parking pass.
- a. Department of Beaches and Harbors (DBH) Maintenance Yard**
- Check the main entry gate to ensure it is secured for the evening;
 - Check all exterior facility doors to ensure they are locked. Check for any cracks or signs of illegal entry;
 - Check storage bins and bay doors to ensure the padlocks are not vandalized or broken;

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- Walk around facility/compound to ensure no homeless are inside the compound;
- Check equipment (trucks, tractors and landscaping equipment) for damage and ensure equipment is locked;
- Ensure exterior lights to the facility are on and/or working properly;
- Report all observed or discovered vandalism of County property;
- Report on a daily basis any suspicious activity and/or matters requiring immediate attention;

11.3.3.2 Service Area 3, Dockweiler RV Park and its Immediate Vicinity

- Arrive at the security post no later than 7:00 p.m. and, for the second guard, no later than 10:00 p.m., in complete uniform;
- Leave the security post no earlier than 7:00 a.m. and, for the second guard, no earlier than 8:30 a.m.;
- Sign in electronically at the Dockweiler Kiosk;
 - Immediately check the RV Park and adjacent facilities and ensure the electronic checkpoints are engaged every 90 minutes.
- Ensure patron vehicle passes are appropriately displayed and valid;
- Ensure all patron vehicles are parked inside the campsite behind the white line. If customer is only dropping off items, give them time to do so;
- Ensure vehicles drive at the posted 5 mph speed limit, and do so safely as to not pose a threat to pedestrians and campsite property;
- Ensure that visitors park in beach parking lot #1. Vehicles with white "Overnight Guests" parking permits may not park inside the campground;
- Enter the restrooms during each patrol to ensure no one is sleeping inside and no malicious activity is taking place;
- Check the laundry facility for unauthorized access;

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- Ensure guests abide by rules of the RV Park;
 - Ensure campers comply with quiet hours of 9 p.m. to 6 a.m.;
 - Ensure there is no rowdiness, loud music, abusive language, drunkenness or possession of illegal drugs taking place;
 - Ensure campers do not occupy adjacent empty sites, i.e., that campers do not set up tables and grills;
 - Enforce that campers are not performing major repairs on vehicles in the RV Park including fluid changes, removal of large vehicle parts or washing/rinsing RV;
- Report all incidents on security notes for office;
- Check-in with Park staff for updates of any special circumstances or assignments for the night; and
- Ensure only registered campers roam campgrounds.

11.3.3.3 Service Area 4, Dockweiler Youth Center (DYC)

- Arrive at the security post no later than 7:00 p.m. in complete uniform;
- Leave the security post no earlier than 7:00 a.m.;
- Ensure the DYC and concession stand are monitored every 60 minutes;
- Patrol south of the DYC to the hang-gliding storage container (container itself is not the responsibility of the County) to North of the Dockweiler Youth Center where the RV Park ends via the bike path;
- Sign-in electronically at the Dockweiler RV Park office;
- Check sign-in clipboard for special post orders;
- Ensure that all perimeter doors of the DYC and concession stand are closed and locked;
- Ensure all electronic checkpoint locations are engaged;
- Ensure that no one is sleeping in areas around the building;
- Ensure there are no tents on the sand overnight;

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- Report any malfunction, broken windows, broken door handles, building or parking lot lights not functioning, etc.;
- Report any hazards, leaking water lines, exposed electrical wires, broken steps, etc.;
- Ensure that no one vandalizes County property; and
- Document any County employee entering the building after closing hours. Verify identification, write down the person's name, title and time of entrance to the facility.

11.3.3.4 Service Area 5 - 7, Marina del Rey

- Arrive at the security post no later than 8:00 p.m. in complete uniform;
- Leave the security post no earlier than 8:00 a.m.; and
- Sign-in electronically at the park office.

a. Via Dolce Yard

- Check the main entry gate to ensure it is secured for the evening;
- Check all exterior facility doors to ensure they are locked. Check windows for any cracks or signs of illegal entry;
- Check storage bins and bay doors to ensure the padlocks are not or broken;
- Walk around facility/compound to ensure no homeless are inside the compound;
- Check equipment (trucks, tractors and landscaping equipment) for damage and ensure equipment is locked;
- Check exterior chain link fence for illegal access into compound (for example: holes or damage to the fence);
- Ensure exterior lights to the facility are on and/or working properly;
- Report all observed or discovered vandalism of County property;
- Report on a daily basis any suspicious activity and/or matters requiring immediate attention; and

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- Contact Marina del Rey Sheriff's Station at (310) 482-6000 if there is an imminent threat or activity requiring immediate attention and further investigation.

b. Trailer Complex

- Check the main entry gate to ensure it is secured for the evening;
- Check all exterior facility doors to ensure they are locked. Check windows for any cracks or signs of illegal entry;
- Check storage bins and bay doors to ensure the padlocks are not vandalized or broken;
- Walk around facility/compound to ensure no homeless are inside the compound;
- Check equipment (trucks, vehicles, fork lift, boats, and pressure washer) for damage and ensure equipment is locked;
- Check exterior chain link fence for illegal access into compound (for example: holes or damage to the fence);
- Ensure exterior lights to the facility are on and/or working properly;
- Report all observed or discovered vandalism of County property; Report on a daily basis any suspicious activity and/or matters requiring immediate attention; and
- Contact Marina del Rey Sheriff's Station at (310) 482-6000 if there is an imminent threat or activity requiring immediate attention and further investigation.

c. Parcel 45 – Building and Parking Lot (13575 Mindanao Way, MdR)

- Ensure that main Fiscal Building entrance door and both side exit gates are locked and secured;
- Monitor Fiscal Building boater restrooms for unauthorized persons and vandalism;

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- Ensure that no unauthorized vehicles are parked in the lot, all vehicles should have visibly displayed parking passes if they are not County vehicles.

d. Parcel 77 – Boat Storage Area

- Walk perimeter and interior of storage area;
- Ensure that unauthorized persons are not inside the area;
- Ensure that no tenants are sleeping overnight on their boats or anywhere in the storage area;
- Ensure that pedestrian gate and both vehicle gates are closed and secured; and
- Report vandalism, suspicious activity, and/or matters requiring immediate attention to the Contract Administrator.

e. Burton Chace Park/Guest Docks

- Arrive at the security post no later than 7:00 p.m. in complete uniform;
- Leave the security post no earlier than 7:00 a.m.;
- Document boaters arriving at the transient docks after 8:00 p.m., including arrival time, CF or documentation number, boat name or brief description of vessel and operator's full name;
- Direct customers to register and pay fees with the Chace Park office between the hours of 8:00 a.m. and 10:00 a.m. of the following day;
- Regularly monitor boater restrooms for unauthorized persons and vandalism;
- Ensure no one is in the park between 10:00 p.m. – 6:00 a.m.;
- Monitor four (4) hour dock and notify the Sheriff's Department of any vessels exceeding the allotted time;
- Clear the parking lot of all cars by 10:00 p.m.;
- Close parking lot gates at 10:00 p.m. and open at 6:00 a.m.;

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- Log license plate numbers, make and model of vehicles remaining in lot after closing;
- Lock picnic restroom at 10:00 p.m. and open at 6:00 a.m.; and
- Guard equipment left overnight for special events, as directed by the County Project Manager.

f. Boathouse/Docks

- Ensure that all Boathouse doors are secure, including entrance gates and doors on all three floors;
- Ensure that no unauthorized vessels are tied up to the Boathouse docks;
- Ensure that anyone found on the docks has proper County employee photo identification or is a volunteer Boy Scout. Ensure that anyone in the facility after hours has proper identification and, should they not have it, document the person's name, title and business reason for being on the premises. All activities must be County approved. Any overnight activity must have prior approval. Notification will come from the County Contract Administrator or Burton Chace Park Supervisor; and
- Enforce Visitor Guest Dock Rules (Exhibit K);

g. Parcel 47 – Restrooms, Docks G2600, 2400, 2200, 2000, 1800, 1600, 1400, 1200, 1000, 800, and 600

- Regularly monitor boater restrooms for unauthorized persons and vandalism; and
- Ensure that no unauthorized vessels are tied to the docks.

h. Boathouse Promenade

- Walk perimeter;
- Ensure that unauthorized persons are not inside area; and
- Enforce Burton Chace Park rules.

i. Visitors Center

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- Walk perimeter;
- Ensure that unauthorized persons are not inside area; and
- Enforce parking lot rules.

j. Permits Building

- Walk perimeter;
- Ensure that unauthorized persons are not inside area; and
- Enforce parking lot rules.

k. Marina “Mother’s” Beach

- Walk perimeter of public restrooms;
- Ensure that unauthorized persons are not inside Department storage areas; and
- Enforce parking lot rules.

l. Boat Facilities

- Walk perimeter of Boat Facilities and public restrooms;
- Ensure that unauthorized persons are not inside Department storage areas; and
- Enforce parking lot rules.

11.3.3.5 Area 8, White Point/Royal Palms Beach Parking Lot

- Guard must enforce lot closure (November 1st through March 31st, lot closes at 6:30 p.m. and April 1st through October 31st, lot closes at 8:30 p.m.);
- Ensure County property is protected from vandalism;
- Ensure patrons are not entering premises after closing;
- Report damage and vandalism of County property to Enforcement Services Unit Supervisor; and
- Log license plate numbers, make, and model of vehicles remaining in lot after closing.

11.3.4 Other Duties

Perform other duties within the scope of this Contract as required by the Director or their designee.

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11.3.5 Special Events / Property Protection

Contractor will be required to provide armed security services to safeguard equipment, fixtures and property before and after Department special events and programs, from set-up to breakdown, as listed below. Notice will be provided to the Contractor by the Department at least seven days prior to each event.

a. ARTsea

- Event Dates: Two (2) days in June
- Duties: Security services for up to five (5) days before and after event
- Shift: Twelve (12) hours, each day/ each night
- Personnel Needed: Four (4) guards each shift
- Total Hours: 480

b. Marina del Rey Summer Concerts

- Event Dates: Up to ten (10) concerts, on alternating Thursdays and Saturdays between the months of July and August.
- Duties: Security services as required for ten (10) days overnight before each event.
- Shift: Twelve (12) hours (overnight)
- Personnel Needed: Four (4) guards
- Total Hours: 480

c. Marina Spooktacular

- Event Dates: Two (2) days during last weekend of October
- Duties: Security services as required for up to five (5) days before and after the event.
- Shift: Twelve (12) hours each day/each night
- Personnel Needed: Five (5) guards each day/ Seven (7) guards each night
- Total Hours: 720

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d. Holiday Boat Parade Fireworks Show

- Event Date: Second Saturday in December (Confirmation will be provided prior to event)
- Duties: Security services as required before, during and after the event
- Shift: Twenty (20) hours
- Personnel Needed: One (1) guard
- Total Hours: 20

e. Marina Lights

- Event Date: December 1st – January 1st
- Duties: Security services as required at night
- Shift: Twelve (12) hours each night
- Personnel Needed: Two (2) guards
- Total Hours: 744

f. Marina del Rey New Year's Eve

- Event Date: December 31 – January 1
- Duties: Security services as required, before, during, and after the event
- Shift: Twenty-two (22) hours
- Personnel Needed: Two (2) guards
- Total Hours: 44

g. Dockweiler Beach Designated Holidays and Weekends

Contractor will be required to provide two-armed security guards to safeguard equipment, fixtures and property at both the Dockweiler Beach Main Entrance Kiosk and RV Park and provide the scope at the designated dates and hours in accordance with Exhibit I (Dockweiler Beach - Main Entrance RV Park Security Coverage Schedule).

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12.0 UNARMED EVENT STAFF GUARDS

12.1 Contractor to Furnish Supplies and Equipment

Except for the items furnished by the County pursuant to Section 11.0, the Contractor must provide all equipment necessary to perform the Contract work.

12.2 EQUIPMENT FURNISHED BY CONTRACTOR

12.2.1 Uniforms

The Contractor must furnish all assigned unarmed event staff security guards and supervisors clean and neat uniforms to wear for each special event the requested services are provided. The uniforms must contain the following:

- Dark color polo shirt and trousers;
- Jacket that identifies the guard as security;
- Contractor's name and/or logo must be displayed on both the polo shirt and jacket, along with the word "Security" in a contrasting color from the polo shirt and jacket.

12.2.2 Security Guard Equipment

12.2.2.1 Contractor is required to provide the following equipment for all special event dates listed in Section 12.3:

- (1) two-way radio for each assigned unarmed event guard, overnight guard, and supervisor;
- (1) two-way radio for each on-site LA County Sheriff's deputy (if applicable);
- (1) two-way radio for each County event manager;
- (1) emergency first aid kit;
- Badge (with guard's last name, first initial) worn on the upper left breast of the uniform.

12.2.2.2 Contractor must ensure all radios are programmed and available, and that the radio system is operational prior to commencing work under the Contract, and that the radio system is able to operate efficiently and effectively without interruption and follow all FCC regulations.

12.2.2.3 Contractor must provide a sufficient number of batteries to provide a fully-charged battery and a fully operational radio for shift of coverage.

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12.2.2.4 Contractor must provide repair and/or replacement for radio equipment as needed.

12.2.3 Photo Identification

The Contractor must furnish and require every on-duty unarmed security guard, to have in his/her possession a photo identification card identifying the employee by name, physical description and company. The identification card must be approved by the County Project Manager.

12.3 SCOPE OF WORK

Contractor must provide unarmed event staff security guard services in public spaces for special events hosted by the Department of Beaches and Harbors (Department) in Marina del Rey and Playa del Rey. All event guards must be unarmed at all times when patrolling Department events. Event security guard services will be required for special events at the following locations: Dockweiler Youth Center, 12505 Vista del Mar, Playa del Rey, CA 90293 and Burton Chace Park, 13650 Mindanao Way, Marina del Rey, CA 90292. The Contractor must provide event staff guard services to conduct specialized crowd control and security services during events. Further specifications and requirements for special events are discussed in Section 12.3 of this SOW.

12.3.1 Tasks

Unarmed event staff security guards will be required to conduct security and crowd control services before, during and after Department special events and programs, from set-up to breakdown. County will provide Contractor with the site layout, event timeline, parking passes, and important contact information one week prior to any request for event staff guard services, as well as pre-event briefings to review security post details unique to each service date and event.

12.3.2 Schedule of Services

Dates and times of services will vary by event. Notice will be provided to the Contractor by the Department at least seven days prior to each event.

12.3.3 Department Special Events Include, but are not limited to:

a. ARTsea

- Event Dates: Two (2) days in June
- Estimated Attendance: 8,000 per event date
- Shift: Twelve (12) hours, each day
- Personnel Needed:

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- Ten (10) guards
- One (1) supervisor

- Total Hours: 264

b. Marina del Rey July 4th Fireworks Show

- Event Date: July 4
- Estimated Attendance: 5,000 to 8,000
- Shift: Eleven (11) hours
- Personnel Needed:
 - Twenty-five (25) guards, from 12:00 p.m. to 11:00 p.m.
 - Three (3) supervisors, from 12:00 p.m. to 11:00 p.m.
 - One (1) Event Manager, as needed.
- Total Hours: 319

c. Marina del Rey Summer Concerts

- Event Dates: Up to ten concerts, on alternating Thursdays and Saturdays between the months of July and August.
- Estimated Attendance: 3,000 – 8,000 per event date
- Shift: Ten (10) hours
- Personnel Needed:
 - Up to thirty-five (35) guards
 - Four (4) supervisors
 - One (1) Event Manager, as needed.
- Total Hours: 4,000

d. Marina Spooktacular

- Event Dates: Two (2) days during last weekend of October
- Estimated Attendance: 3,500 per day
- Shift: Twelve (12) hours
- Personnel Needed:
 - Fifteen (15) guards
 - Two (2) supervisors
 - One (1) Event Manager, as needed.

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- Total Hours: 432

e. Marina Lights

- Event Date: December 1st – January 1st
- Shift: Twelve (12) hours
- Personnel Needed:
 - One (1) guard each day
- Total Hours: 372

f. Marina del Rey New Year's Eve

- Event Dates: December 31 – January 1
- Estimated Attendance: 10,000
- Shift: Eight (8) hours
- Personnel Needed:
 - Forty (40) guards
 - Four (4) supervisors
 - One (1) event manager
- Total Hours: 360

12.3.4 Unarmed Event Staff Guard Duties

During each event date and shift listed above in Section 12.3, all unarmed guards must have training in, adhere to, and provide all of the following:

1. Conduct a thorough security sweep, checking around the entire venue, including all equipment, structures, facilities, stage, decorations, etc. (as assigned) at the start and end of every shift;
2. Provide the required level of security before, during and after each special event;
3. Provide an “end-of-day” security check and closing report to the County Event Manager and/or appropriate County staff;
4. Properly secure private and/or secluded areas (as assigned) by interviewing and vetting any/all approaching individuals, ensuring

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only those with authorized security clearance are allowed access to the secured areas;

5. Observe and report any unsafe or suspicious activities, individuals and/or behaviors to the County's Event Manager and/or other County staff;
6. Secure, monitor and control access to assigned areas, including, but not limited to: stage (front of house, backstage, and perimeter), offices, trailers, vehicles, facilities, parking lots, and gated areas, etc.;
7. Proactively and independently address and resolve potentially unsafe areas and/or situations;
8. Recommend ways to improve safety and minimize hazards;
9. Adhere to and apply Emergency Evacuation methods and drills;
10. Adhere to and apply an Active Shooter Plan (including Recognizing, Responding, Reporting, Fighting);
11. Adhere to and apply Safety and Security principles;
12. Adhere to and apply Lost and Found procedures;
13. Adhere to and apply Medical Triage principles;
14. Adhere to and apply essential and critical pre-event crowd control management strategies;
15. Adhere to venue rules and regulations (such as no smoking, etc.);
16. Dress in appropriate, identical, and clean/heat uniforms;
17. Refrain from taking any photos or videos of, and during, the event;
18. Refrain from taking breaks in the main venue areas, in plain sight of event attendees, while in security uniform;
19. Refrain from bringing into the venue any unauthorized or pre-approved security measures (such as weapons, firearms, guard dogs, etc.);
20. Provide courteous customer service and assistance to venue patrons and/or event attendees by communicating event and/or venue related information, such as parking lot rates and locations, venue layout, program start and start times, etc.;
21. Communicate and enforce venue rules and regulations to the public (such as no smoking, no climbing trees, etc.);

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- 22. Cooperate with County's event staff;
- 23. Communicate regularly with County Event Manager and staff, and/or on-site law enforcement regarding any and all information needed to provide the highest degree of public safety possible;
- 24. Perform any additional minor tasks that may occasionally be assigned by the County's staff in order to facilitate the smooth operation of the event, but which would not interfere with the assigned guards' primary duties (i.e. turning on/off generators, lights, unlocking rooms, etc.).

13.0 GREEN INITIATIVES

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

14.0 PERFORMANCE REQUIREMENTS SUMMARY

A Performance Requirements Summary (PRS) chart, Attachment 2 of this Exhibit A, listing required services that will be monitored by the County during the term of this Contract is an important monitoring tool for the County.

All listings of services used in the PRS are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on Contractor.

- 14.1** The Contractor agrees to and accepts the performance standards, including, but not limited to, the sums set forth as liquidated damages for unacceptable performance.

CONTRACT DISCREPANCY REPORT

SAMPLE

CONTRACTOR RESPONSE DUE BY _____ (enter date and time)

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

*Use additional sheets if necessary

Contractor's Representative Signature

Date Signed

**Additional
Comments:**

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

ARMED AND UNARMED EVENT STAFF SECURITY GUARD SERVICES

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
CONTRACT: PARAGRAPH 5.10.3 – <i>INVOICES & PAYMENTS</i>	Contractor must submit invoices by the 15 th of each month.	Review of Invoices	\$100 per occurrence
CONTRACT: PARAGRAPH 7.0. – ADMINISTRATION OF CONTRACT CONTRACTOR	Contractor must notify the County in writing of any change in name or address to information on Exhibit E, Contractors Administration	Inspection of Files & Observation	\$50 per occurrence
CONTRACT: PARAGRAPH 8.8. – <i>COMPLIANCE W/COUNTY'S JURY SERVICE PROGRAM</i>	Contractor must have and adhere to a written policy meeting the County's Jury Service Program requirements.	Review of Records	\$100 per occurrence
CONTRACT: PARAGRAPH 8.15 – <i>COUNTY'S QUALITY ASSURANCE PLAN</i>	Contractor must observe & comply with County's quality assurance plan.	Review of Insurance Certificates	\$100 per occurrence
CONTRACT: PARAGRAPH 8.25 – <i>INSURANCE COVERAGE REQUIREMENTS</i>	Contractor must maintain required liability amounts and coverages.	Review of Insurance Certificates	\$500 per occurrence
CONTRACT: PARAGRAPH 8.28 – <i>NONDISCRIMINATION AND AFFIRMATIVE ACTION</i>	Contractor must certify to and comply with nondiscrimination and affirmative action.	Inspection of Files	\$100 per occurrence
CONTRACT: PARAGRAPH 8.37 – <i>RECORD RETENTION & INSPECTION/AUDIT SETTLEMENT</i>	Contractor must maintain all required records as specified.	Inspection of Files	\$100 per occurrence
CONTRACT: PARAGRAPH 8.39 – <i>SUBCONTRACTING</i>	Contractor must obtain County's written approval prior to subcontracting any work.	Observation	\$100 per occurrence
CONTRACT: PARAGRAPH 9.1 – COMPLIANCE WITH LIVING WAGE PROGRAM	Contractor must comply and adhere to all requirements of the Living Wage Program	Review of Records	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
CONTRACT: PARAGRAPH 9.1.3 – <i>CONTRACTOR'S SUBMITTAL OF CERTIFIED MONITORING REPORTS</i>	Contractor must provide all required Living Wage reports on a monthly basis	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 3.0 – <i>QUALITY CONTROL</i>	Contractor must observe & comply with its quality control plan	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 4.2 – <i>QUALITY ASSURANCE PLAN</i>	Contractor must respond to Contract Discrepancy Report (CDR) within three (3) business days.	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 4.2 – <i>QUALITY ASSURANCE PLAN</i>	Contractor must submit a plan for correction to an issued CDR within five (5) workdays	Observation & Documentation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.0 – <i>RESPONSIBILITIES</i>	Contractor's employees must comply with all responsibilities listed in Section 5.0 of the Statement of Work	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.4 – <i>RESPONSIBILITIES – CONTRACTOR'S PROJECT MANAGER</i>	Contractor must designate a full-time employee as Contractor's Project Manager.	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.5 – <i>RESPONSIBILITIES – CONTRACTOR'S</i>	Contractor must ensure all posts are filled according to Contractor's submitted staffing plan	Observation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.6 – <i>RESPONSIBILITIES – CONTRACTOR'S</i>	Contractor must immediately notify County Project Manager of any guard absences	Observation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.8.2 – <i>RESPONSIBILITIES – CONTRACTOR'S REPRESENTATIVE</i>	Contractor's Project Manager must be available to the County Project Manager by reasonable telephone notice each business day	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.9 – <i>RESPONSIBILITIES</i>	Contractor must provide a supervisor during the performance of the Contract	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.11 – <i>RESPONSIBILITIES</i>	Contractor must return calls or emails to the Department no later than the next business day	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.12 – <i>RESPONSIBILITIES</i>	Contractor must provide its employees annual notification of Living Wage Program	Inspection of Files	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
STATEMENT OF WORK: PARAGRAPH 5.16 – <i>RESPONSIBILITIES - LICENSES/CERTIFICATES</i>	Contractor must maintain all required licenses during the Contract term	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.16.2.1 – <i>RESPONSIBILITIES</i>	Contractor must ensure that security guards maintain all required training and certification during the Contract term	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.16.3.1 – <i>RESPONSIBILITIES</i>	Contractor must provide to Department completion of training, licenses and certifications of security guards prior to performing Contract work	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 5.16.3.2 – <i>RESPONSIBILITIES</i>	Contractor must maintain records of employees assigned to perform contract work	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 6.0 – <i>TRAINING REQUIREMENTS</i>	Contractor must ensure security guards successfully complete a basic training course prior to commencing patrol duties	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 9.0 - <i>UNSCHEDULED WORK</i>	Contractor must provide armed/unarmed security guard services for special events and emergencies as requested by Director	Observation	\$250 per occurrence
STATEMENT OF WORK: PARAGRAPH 10.3 – <i>LOGS AND REPORTS –ARMED GUARDS</i>	Contractor must maintain a daily patrol log to be completed by the end of each shift and accessible to County staff	Review of Records	\$150 per occurrence
STATEMENT OF WORK: PARAGRAPH 10.5 – <i>LOGS AND REPORTS –ARMED GUARDS</i>	Contractor must prepare written incident reports as necessary by the end of the shift in which an incident is first observed	Review of Records	\$150 per occurrence
STATEMENT OF WORK: PARAGRAPH 10.7 – <i>LOGS AND REPORTS –ARMED GUARDS</i>	Contractor must maintain a log of all complaints received with a copy of the complaint and resolution forwarded to the CA within five (5) working days of receipt of the complaint	Review of Records	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.1.1 – <i>FACILITIES AND EQUIPMENT FURNISHED BY COUNTY-ARMED GUARDS</i>	Contractor must be responsible for repairs or replacement of lost, stolen or damaged County equipment	Observation	\$250 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
STATEMENT OF WORK: PARAGRAPH 11.2.3 – <i>EQUIPMENT FURNISHED BY CONTRACTOR—ARMED GUARDS</i>	Contractor must furnish all security guards' work uniforms which must be neat, clean and worn while performing the Contract work	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.2.4.1– <i>EQUIPMENT FURNISHED BY CONTRACTOR—ARMED GUARDS</i>	Security guards must be equipped with all required equipment listed in 11.2.4.1.	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.2.5 – <i>EQUIPMENT FURNISHED BY CONTRACTOR—ARMED GUARDS</i>	Security guards must wear visible photo identification at all times while performing Contract work	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.2.6.1 – <i>EQUIPMENT FURNISHED BY CONTRACTOR—ARMED GUARDS</i>	Contractor must provide required patrol vehicles with current DMV registration	Observation	\$250 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.2.7 – <i>EQUIPMENT FURNISHED BY CONTRACTOR—ARMED GUARDS</i>	Contractor must provide at least two (2) two-way communication devices	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 12.2.1 – <i>EQUIPMENT FURNISHED BY CONTRACTOR – EVENT STAFF GUARDS</i>	Contractor must furnish all security guards with clean and neat uniforms for each Special Event services are provided	Observation	\$250 per occurrence
STATEMENT OF WORK: PARAGRAPH 12.2.2 – <i>EQUIPMENT FURNISHED BY CONTRACTOR – EVENT STAFF GUARDS</i>	Contractor must provide all required equipment as listed in Section 12.2.2.	Observation	\$100 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.3.1 – <i>SCOPE OF WORK-ARMED GUARDS</i>	Contractor must ensure all service areas identified are patrolled	Observation & Documentation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.3.1 .1– <i>SCOPE OF WORK-ARMED GUARDS</i>	Security guards must be staffed at designated posts and times	Observation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 11.3.1.2 – <i>SCOPE OF WORK-ARMED GUARDS</i>	Security guards must comply with all tasks in Section 11.3.1.2.	Observation	\$500 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
STATEMENT OF WORK: PARAGRAPH 11.3.3 – <i>SCOPE OF WORK-ARMED GUARDS</i>	Contractor must ensure security guards perform all duties as described for all areas listed	Observation & Documentation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 12.3.1 – SCOPE OF WORK – EVENT STAFF GUARDS	Security guards must be staffed at designated posts and times	Observation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 12.3.3 – SCOPE OF WORK – EVENT STAFF GUARDS	Contractor must provide unarmed event staff guards for events listed in Section 12.3.3	Observation	\$500 per occurrence
STATEMENT OF WORK: PARAGRAPH 12.3.4 – SCOPE OF WORK – EVENT STAFF GUARDS	Contractor must ensure all guards comply with all duties listed in Section 12.3.4	Observation	\$250 per occurrence

**DEPARTMENT OF BEACHES AND HARBORS
SERVICE AREA – POST ORDERS**

SERVICE AREA – POST ORDERS

QUICK REFERENCE

Service Area 1 – Dockweiler Entrance.....Page 3

Shift Time // 8:00 p.m. – 8:00 a.m. (12-hours)

Service Area 2 – Dockweiler VehiclePage 7

Shift Time // 8:00 p.m. – 8:00 a.m. (12-hours)

Service Area 3 – Dockweiler RV Park.....Page 11

Shift Time // 7:00 p.m. – 7:00 a.m. (12-hours)

Service Area 4 – Dockweiler Youth Center.....Page 15

Shift Time // 7:00 p.m. – 7:00 a.m. (12-hours)

Service Area 5 – Marina del Rey VehiclePage 19

Shift Time // 8:00 p.m. – 8:00 a.m. (12-hours)

Service Area 6 – Burton Chace Park.....Page 23

Shift Time // 7:00 p.m. – 7:00 a.m. (12-hours)

Service Area 7 – Boat Facilities.....Page 27

Shift Time // 7:00 p.m. – 7:00 a.m. (12-hours)

Service Area 8 – White Point / Royal Palms Beach.....Page 30

Daylight Saving Shift Time (04/01 – 10/31) // 8:00 p.m. – 1 a.m. (5-hours)

Standard Shift Time (11/01 – 03/31) // 6:00 p.m. – 11:00 p.m. (5-hours)

SERVICE AREA 1
POST ORDERS FOR DOCKWEILER ENTRANCE
Shift Time // 8:00 p.m. till 8:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using the Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol should be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic check-points are safe and free of damage(s). (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders are displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

DOCKWEILER ENTRANCE TASKS

1. Pick up radio, electronic check-in device, and clipboard with blank copies of Daily Activity Reports from Dockweiler Entrance Kiosk.
2. Security guard must always remain in the security booth at the Main Gate, maintain contact with the security guard on vehicle patrol by way of a two-way radio and perform the functions of a dispatcher by reporting crimes/incidents to the proper authorities and answer the kiosk phone.
3. Security Guard must close the main entrance gate at 10:00 p.m. or when directed by Department personnel or Parking Contractor.
4. Admit late-arriving campers to the RV Park after 8:00 p.m., if designated on the camping roster provided daily by RV Park manager
5. Maintain a log of nightly entries to the RV Park provided by the RV Park manager which must include: RV patrons name, Space number assigned, Driver and vehicle license numbers, and a Brief description of the vehicle.
6. Give the log of nightly entries to the RV Park manager for collection of fees from the appropriate camper.
7. Allow campers at the RV Park to exit and return at all times upon presentation of a pre-paid space rental ticket and proper I.D.
8. Refuse any camping fees tendered by campers at the RV Park and direct them to pay the park manager during the hours of operation between 8:00 a.m. and 8:00 p.m.
9. Prohibit parking on the beach-side parking lots between 10:00 p.m. and 6:00 a.m. unless prior permission has been given by either the parking contractor, the County Contract Administrator or RV Park staff via an overnight parking pass.
10. Inspect the Kiosk and equipment (i.e.: parking gate) to ensure it is operational.
11. Inspect for cleanliness and perform upkeep required to maintain a safe and presentable work area. Keep the kiosk clean.
12. Account for all post keys and immediately report any missing keys.
13. Ensure all necessary post paperwork and forms are available

14. No smoking allowed in the kiosk.
15. Answer phone calls by stating your identity as "Security Officer (last name) speaking, how may I help you?" Always be polite and sound alert. Use your listening skills and be helpful.
16. If you are working at an access control post, any time someone approaches you, you must stand while speaking with them (no sitting) while communicating.
17. Loading and unloading firearms are prohibited during shift.
18. Leave Firearm in holster unless needed for life threatening situation. (No shooting of firearm unless in life threatening situation).
19. Incident reports must be filled out whenever there is an employee or non-employee injury and whenever 911 is called. (These are separate from the Daily Activity Reports.)
20. Guard must remain on duty and in uniform with complete gear until 8:00 a.m.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.
- Responding as back up
 - Patrol officers are responsible for backing up other officers located at DYC, RV lot, and the guards in Marina del Ray if needed.
 - Patrol officers must respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction.

SERVICE AREA 2

POST ORDERS FOR DOCKWEILER VEHICLE

Shift Time // 8:00 p.m. till 8:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using the Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic checkpoints, are safe and free of damage(s). (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders is displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

DOCKWEILER VEHICLE POST TASKS

1. Upon arrival to Vehicle Post, Guard must report to the RV Park Post and check-in with Security Guard and retrieve list of Overnight RV Park Guest Arrivals.
2. Pick up radio, electronic check-in device, and clipboard with blank copies of Daily Activity Reports from Dockweiler Main Gate Kiosk.
3. Dockweiler Vehicle Guard security guard must patrol the facilities by car as directed by the County Contract Administrator.
4. Complete patrols and scanning of post electronic check points should be completed every 90 minutes, which include:
 - Parking Lot 1, 2, & 3
 - Parking Lot 2 Commissioner
 - OSD Maintenance Yard
 - Gilis Restroom
 - Dockweiler RV Park
 - Dockweiler Youth Center
5. Verify that the surrounding areas around the electronic checkpoints, are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
6. Ensure detailed notes are included for any incidents on all overnight reports.
7. Locate and verify that Post Orders are displayed at the entrance of the security post and carried out while on duty; pay attention to any special instructions left for a specific night. (i.e., special filming, construction, etc.)
8. Guard must ensure the following parking lots are **locked** at 8:30 p.m.:
 - a. Grand Parking Lot
 - b. Bluff Parking Lot
 - c. 62nd Street Parking Lot
 - i. If these parking lots are not secured, the guard must lock them and report the date and time of locking in the Daily Activity Report;
9. Guard must ensure the following parking lots are **unlocked** daily between 5:30 a.m. - 6:00 a.m.:
 - a. Grand Parking Lot
 - b. Bluff Parking Lot, and
 - c. 62nd Street Parking Lot.

10. Clear the parking lots of all cars by 10:00 p.m. unless the vehicle has a valid overnight pass.
11. Give the log of nightly entries to the RV Park manager for the collection of fees from the appropriate camper.
12. Prohibit parking on the beach-side parking lots between 10:00 p.m. - 6:00 a.m. unless prior permission has been given by either the parking contractor, the County Contract Administrator, or RV Park staff via an overnight parking pass.
13. Account for all post and vehicle keys.
14. Ensure all necessary post paperwork and forms are available.
15. No smoking allowed in the patrol vehicle.
16. Answer phone calls by stating your identity as "Security Officer (last name) speaking, how may I help you?" Always be polite and sound alert. Use your listening skills and be helpful.
17. Loading and unloading firearms is prohibited during shift.
18. Leave Firearm in holster unless needed for life life-threatening situation. (No shooting of a firearm unless in life life-threatening situation).
19. Incident reports must be filled out whenever there is on-site injury.
20. Ensure vehicle keys are secured in lock-box at the conclusion of your shift.
21. Guard must remain on duty and in uniform with complete gear until 8:00 a.m. (you may report to Community Room at 7:55 a.m. to turn in equipment, completed D.A.R., and electronic check-in device).

VEHICLE INSPECTION

- a. Vehicle inspections must take place at the start and end of every shift.
- b. Inspect the patrol vehicle and equipment to ensure it is operational.
 - i. If any mechanical issues exist with the vehicle, please contact Supervisor immediately.
- c. Inspect patrol vehicle for cleanliness and perform upkeep required to maintain a safe, presentable, and reliable vehicle.
- d. Inspect patrol vehicle gas level and replenish regularly to prevent last-minute refuels.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.
- Responding as back up
 - Patrol officers are responsible for backing up other officers located at DYC.
 - Patrol officers must respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction

SERVICE AREA 3

POST ORDERS FOR DOCKWEILER RV PARK

Shift Time // 7:00 p.m. till 7:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using the Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert, and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic check-points are safe and free of damage(s). (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders is displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

DOCKWEILER RV PARK TASKS

1. Upon arrival to the RV Park, Guard must report to the RV Park Office. Check-in with Park Office staff for updates or any special circumstances or assignments for the night and receive list of Overnight RV Park Guest Arrivals.
2. Pick up the radio, electronic check-in device, and clipboard with Daily Activity Report (D.A.R.) from Dockweiler Main Gate.
3. Obtain “**Master List**” of approved guests/patrons from RV Park office staff to ensure all persons on property are authorized to patronize the park. If not on “Master List” or if not an approved visitor, individuals must leave the RV Park property.
4. Complete foot patrols of the entire park continuously every 60 minutes.
5. Complete a Daily Activity Report log every shift and include notes about all findings and discrepancies (e.g.: graffiti, vandalism, trespassers, open doors and incidents).
6. Interact with park guests/patrons and ensure they understand park rules and regulations by introducing yourself as “Security Officer Last Name” for your safety and assistance. “Is there anything I can help you with today?”
7. **Notify guests/patrons to secure their valuables** (i.e. bikes, and unlocked items) **and equipment after hours and when unattended.**
8. Ensure there is no rowdiness, loud music, abusive language, drunkenness or possession of illegal drugs taking place.
9. Guests/Patrons are allowed up to 12 people per campsite.
10. Ensure campers do not occupy adjacent or empty sites that may be unoccupied.
11. Enforce that campers are not performing major repairs on vehicles in the RV Park, including fluid changes, removal of large vehicle parts or washing/rinsing RV.
12. Ensure guests comply with quiet hours of 9:00 p.m. to 6:00 a.m.
13. Complete all electronic check-in patrols hourly, ensuring that the surrounding areas are clear and safe, which includes checking restrooms for trespassers and wanderers.

14. Enter the restrooms during each patrol to ensure no malicious activity is taking place.
15. Check the laundry facility for unauthorized access. Request campsite number of individuals using the facilities.
16. Ensure that all guests/patron vehicle parking passes are appropriately visible on the dashboard or windshield and are valid to the proper date.
17. Ensure all guests/patron vehicles are parked inside the campsite within the white line and in the appropriate numbered spot. **This is to ensure the driveway is clear for vehicles to safely drive through.** If the guest/patron is only dropping off items, allow only 15 minutes.
18. Ensure vehicles drive at the posted 5 mph speed limit and do so safely as to not pose a threat to pedestrians and campsite property.
19. Ensure that visitors of paid patrons park in the beach Parking Lot #1 (north of Main Gate). Even vehicles with **white** "Overnight Guests" parking permits must park in Parking Lot #1.
20. Report all incidents on security notes for the RV Park office staff to receive in morning.
21. Incident reports must be filled out whenever there is an injury to a staff, guest, or public person.
22. Loading and unloading firearms is prohibited during shift.
23. Leave Firearm in holster unless needed for life threatening situation. (No shooting of firearm unless in life life-threatening situation).
24. Guard must remain on duty and in uniform with complete gear until 7:00 a.m.; although you may report to the main gate at 6:55 a.m. to turn in equipment, completed D.A.R, and electronic check-in device.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.
- Responding as back up
 - Patrol officers are responsible for backing up other officers located at DYC, RV lot, and the guards in Marina del Rey if needed.
 - Patrol officers must respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards must assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction

SERVICE AREA 4 –
POST ORDERS FOR THE DOCKWEILER YOUTH CENTER
Shift Time // 7:00 p.m. till 7:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements are as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic check-points, are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders is displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

DOCKWEILER YOUTH CENTER (DYC) TASKS

1. Upon arrival to DYC, guard must report to the Youth Center Office, check in with office staff for updates or any special circumstances or assignments for the night.
2. Pick up radio, electronic check-in device, and clipboard with Daily Activity Report (D.A.R.) from Dockweiler Main Gate.
3. Guard must also escort any staff to the vehicle upon request.
4. Ensure the Dockweiler Youth Center and adjacent concession stand are monitored every 60 minutes.
5. Clear out the parking lot after 10:00 p.m.
6. Ensure Dockweiler Patrol guard locks front swinging gates at 10:00 p.m. and unlocks gates at 5:30 a.m.
7. Patrol South of the DYC to the hang-gliding storage container (container itself is not the responsibility of the County) to North of the Dockweiler Youth Center where the RV Park ends via the bike path.
8. Ensure that all perimeter doors of the Dockweiler Youth Center and concession stand are closed and locked. **Pull on doors and inspect windows.**
9. Ensure all electronic checkpoint locations are engaged.
10. Ensure that no one is sleeping in any areas around the buildings.
11. Ensure there are no tents on the sand overnight.
12. Report any malfunction, broken windows, broken door handles, building or parking lot lights not functioning, etc.; Report any hazards, leaking water lines, exposed electrical wires, broken steps, etc.
13. Ensure that no one vandalizes County property and document any County employee entering the building after closing hours. **Verify identification, write down the person's name, title and time of entrance to the facility.**
14. Loading and unloading firearms is prohibited during shift.
15. Leave Firearm in holster unless needed for life-threatening situation. (No shooting of firearm unless in life-threatening situation).

16. Guard must ensure swinging entry gate is unlocked and opened before the end of the shift.
17. Guard must remain in uniform with gear and stay on duty until 7:00 a.m.
18. Guard should not report to the Dockweiler Youth Center until 6:55 a.m. to turn in radio, D.A.R, and electronic check-in device.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division is to be called.
 - Fill out incident report.
- If a lost child is encountered request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out incident report.
- Responding as back up
 - Patrol officers are responsible for backing up other officers located at Dockweiler Main gate and RV Park.
 - Patrol officers should respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols will stand by for special instruction

SERVICE AREA 5

POST ORDERS FOR MARINA DEL REY VEHICLE

Shift Time // 8:00 p.m. till 8:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using the Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic check-points are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders are displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

MARINA DEL REY VEHICLE PATROL TASKS

1. Make sure that patrols are conducted within the following hours: 8:30 p.m., 9:30 p.m.; 10:30 p.m.; 12:00 a.m.; 1:00 a.m.; 2:00 a.m.; 3:00 a.m.; 4:00 a.m.; 5:00 a.m.; 6:00 a.m.; 7:00 a.m.;
2. While on patrol, make sure you engage electronic checkpoints at the following locations:
 - Anchorage 47 Building / Storage
 - SMWYC Building
 - Visitor Center
 - Permit's Building
 - Trailer Complex / Boat Launch Restrooms
 - Mast Up Storage
 - Mother's Beach Restroom / Storage Complex
 - Via Dulce Maintenance Yard
 - Boat Launch Parking Lot
3. Patrol all required sites and report if any sites are not accessible.
4. Annotate any vandalism, check for trespassers, check restrooms thoroughly, ensure no one is sleeping around buildings.
5. Ensure there no unauthorized vehicles or visitors inside the Mast Up or A47 storage overnight.
6. Report any malfunction gates at any of the storage or maintenance yards on overnight reports.
7. Report any restroom checks that are not able to be completed due to use of the restroom. If unable to access restroom for more than 2-hours, call 911 and notate the incident on the nightly report.
8. Ensure that no one vandalizes County property and document any County employee entering County buildings after closing hours. Verify identification, write down the person's name, title and time of entrance to the facility.
9. Report any malfunction, broken windows, broken door handles, building or parking lot lights not functioning, etc.; report any hazards, leaking water lines, exposed electrical wires, broken steps, etc.

10. Log all activity and issues encountered during patrols in the Daily Activity Report (DAR). Fill out an incident report and notify the Post Commander
11. Use vehicle's special exterior lighting when patrolling areas to increase visibility.
12. Loading and unloading firearms is prohibited during shift.
13. Leave Firearm in holster unless needed for life life-threatening situation. (No shooting of firearm unless in life threatening situation).
14. Incident reports must be filled out whenever there is any type of injury.
15. Guard cannot report to the Burton Chace Park Community Room until 7:55 a.m. to turn in radio, Daily Activity Report, and electronic check-in device.
16. Ensure vehicle keys are secured in lock-box at the conclusion of your shift.

VEHICLE INSPECTION

- Vehicle inspections must take place at the start and end of every shift.
- Inspect the patrol vehicle and equipment to ensure it is operational.
- If any mechanical issues exist with the vehicle, please contact Supervisor immediately.
- Inspect patrol vehicle for cleanliness and perform upkeep required to maintain a safe, presentable, and reliable vehicle.
- Inspect patrol vehicle gas level and replenish regularly to prevent last-minute refuels.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division is to be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.
- Responding as back up
 - Patrol officers are responsible for backing up other officers located at Burton Chace Park, DYC, RV lot, and Dockweiler Beach in case of emergency.
 - Patrol officers should respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction.

SERVICE AREA 6
POST ORDERS FOR BURTON CHACE PARK
Shift Hours // 7:00 p.m. – 7:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using the Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS YOUR WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic check-points are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders is displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

BURTON CHACE PARK TASKS

1. Receive the Transient Dock Guest List from the Park Office.
2. Conduct Foot Patrols of Burton Chace Park with patrols to be conducted every hour.
3. While on patrol, make sure you engage electronic checkpoints:
 - Public Restrooms
 - Boater Restrooms
 - North & South Pergolas + Bridge
 - Picnic Shelters
 - Community Building
 - Boathouse Building
 - Transient Dock Gates
 - North Water Fountain
4. Guard must walk the dock and ensure all boats docked inside of Burton Chace Park slips are listed on the Transient Dock Guest List.
5. If boat arrives overnight, the guard must contact the boat operator and ask for CF Number or Coastal Number and log information on the Transient Dock Guest List.
6. Guard must verify that the boat operator and/or vessel is on the list of the “banned” boaters and/or vessels and request that they vacate the slip. If they refuse to leave, call 911 and log the incident.
7. Guard must not accept any type of payment and inform the boat operator to pay at Park Office the following morning.
8. Notate times that the “cleaning crew” enters and exits the park on daily report.
9. Notate any vandalism in your nightly report.
10. Clear people out of the park at 10:00 p.m.
11. Patrol the Park for unauthorized people.
 - Guests staying at the transient docks are **not allowed** to hang out inside of the Park after 10:00 p.m.
12. Check all doors at the community center. If a door is found open, close it and lock it, then notate the door on the nightly report.

13. Make sure the entry gate to Burton Chace parking lot is closed at 10:00 p.m.
14. Log license plate numbers, make and model of vehicles that remain in the parking lot after closing.
15. When stationed at the back of Burton Chase Park, make sure that you are being observant of your surroundings and watching for foot traffic within the park.
16. Guards must return the Clipboard and his/her Daily Activity Report to the Marina del Rey patrol guard.
17. Incident reports must be filled out when required. (Do not use the D.A.R. as D.A.R's are mandatory for every shift.)
18. Loading and unloading firearms is prohibited during shift.
19. Leave Firearm in holster unless needed for life threatening situation. (No shooting of firearm unless in life life-threatening situation).
20. Guard must ensure the swinging entry gate is unlocked and opened before the end of shift.
21. Guard cannot report to the Burton Chace Park Community Room until 6:55 a.m. to turn in radio, Daily Activity Report (D.A.R.), and electronic check-in device.
22. Guard must remain in uniform with gear and stay on duty until 7:00 a.m.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.

Responding as Back Up

- Burton Chace Park Officer is responsible for backing up the Marina Del Rey Vehicle Officer.
- Patrol officers must respond **IMMEDIATELY**.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can, how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction.

SERVICE AREA 7

POST ORDERS FOR BOATING FACILITIES

Shift Hours // 7:00 p.m. – 7:00 a.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic checkpoints, are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders are displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

BOATING FACILITIES BEACH TASKS

1. Check-in with **Boating Section Staff** at the start of shift.
2. Ensure private restrooms (**three**) at **Anchorage 47** are locked and secure.
3. Ensure no one is trespassing on docks at **Anchorage 47** throughout shift.
4. Ensure dock entry gates at **Anchorage 47** are locked and secure throughout shift.
5. Ensure no one is sleeping inside of vehicles in **Parcel 45** and **Parcel 47** after 10 p.m.
6. Ensure entry and exit gates at **Mast-Up Storage** are closed and secure.
7. Ensure no one is trespassing inside of **Mast-Up Storage** after 10 p.m.
8. Ensure entry and exit gates at **Lot 77 Dry Storage** are closed and secure.
9. Ensure public restrooms at **Lot 77 Dry Storage** are locked and secure.
10. Ensure no one is trespassing inside of **Lot 77 Dry Storage** after 10 p.m.
11. Ensure public restrooms at **Dry Storage** near **Trailer Complex** are locked and secure.
12. Ensure there is no trespassing occurring at **Dry Storage** near **Trailer Complex** after 10 p.m.
13. Ensure that all **Bike Lockers** are locked and secure throughout shift.
14. Ensure no one is vandalizing or sleeping near **Bike Lockers** throughout shift.
15. Ensure private lockers at **Mother's Beach Dry Vessel Storage** are secure.
16. Ensure no one is vandalizing the **Mother's Beach Dry Vessel Storage** throughout shift.
17. Check-out with Boating Section Staff at the end of shift.

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division is to be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.

Medical Emergencies

- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can, how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction

SERVICE AREA 8

POST ORDERS FOR WHITE POINT/ ROYAL PALMS BEACH

Daylight Saving Shift Time (April 1 - October 31) // 8:00 p.m. till 1:00 a.m.

Standard Shift Time (November 1 - March 31) // 6:00 p.m. till 11:00 p.m.

GENERAL DUTIES

1. Uniform **MUST** be clean and complete. Uniform requirements as follows:
 - Jacket with company logo, White, Light Blue or Yellow Uniform Shirt, Security Company Badge, Well-fitting Navy Blue or Black Slacks, Belt, Black Shoes/Boots, and Sam/Sally Browne Gun Belt with Equipment.
2. Sign in using Security Company's Online Timekeeping System **PROPERLY**. (Call Company Office for assistance if needed) Proper sign-in/out includes:
 - Clocking in/out at the **EXACT** time.
 - Choosing the correct location/post when clocking in/out.
 - Make necessary edits or provide comments in the event a mistake is made.
3. Report to shift sober, alert and ready to work. **Usage of alcohol and drugs is strictly prohibited.** (Including prescribed meds that cause drowsiness.)
4. Random Drug Screening is ongoing. **(THIS IS A WARNING)**
5. Report to every shift with Guard Card and Firearm Permits in your possession at all times.
6. ABSOLUTELY NO FRIENDS can visit you and/or loiter around any security post or parking lots during business and/or after hours.
7. **Sleeping** on the job **will not be tolerated.** **(THIS IS A WARNING)**
8. Patrol must be completed every hour, which includes scanning of all electronic checkpoints assigned to the service area.
9. Verify that the surrounding areas around the electronic checkpoints, are safe and free of damage. (i.e., checking restrooms for trespassers and graffiti.)
10. Ensure detailed notes are included for any incidents on all overnight reports.
11. Locate and verify that a copy of the Post Orders are displayed for the assigned Service Area; pay attention to any special instructions or notes left for specific nights. (i.e., special filming, construction, overnight activity, etc.)

WHITE POINT / ROYAL PALMS BEACH TASKS

1. Ensure public restrooms at **White Point Upper Picnic Area** are locked and secure.
2. Ensure no public remains in **White Point Upper Picnic Area** after closing time.
3. Ensure public restrooms along **Royal Palms Picnic Area** are locked and secure.
4. Ensure no public remains in **Royal Palms Picnic Area** after closing time.
5. Assist County assigned Parking Contractor in clearing out vehicles from the lower parking lots after closing time.
6. Log license plate numbers, make and model of vehicles remaining in lot after closing.
7. Ensure public does not enter premises after closing time.
8. Photograph and report damage or vandalism to Beach Maintenance Supervisor.
9. Guard must ensure swinging entry gate is locked and secured before departing post.
10. Guard must submit their Daily Activity Report and clock out via the assigned electronic method.
11. Guard cannot leave the White Point Parking Lot Kiosk until the end of the shift.
12. Guard must remain in uniform with gear and stay on duty until end of the shift.
13. Loading and unloading firearms is prohibited during shift.
14. Leave Firearm in holster unless needed for life life-threatening situation. (No shooting of firearm unless in life threatening situation).

MISCELLANEOUS

In the event that a person is on the property and refuses to leave, follow the steps below:

- Call for backup, maintain visual contact with the trespasser, inform the trespasser again that he/she should leave, and that law enforcement will be called if they do not leave immediately.
- Remove yourself from any potential harm (maintaining distance) and wait for law enforcement to arrive. Fill out an incident report and notify the Post Commander.

Requesting Back Up

- If a hostile person is encountered, immediately call for back-up.
 - If physical contact is made, request LAPD Pacific Division is to be called.
 - Fill out the incident report.
- If a lost child is encountered, request female back-up (*when available*).
 - Request LAPD Pacific Division if needed.
 - Fill out the incident report.

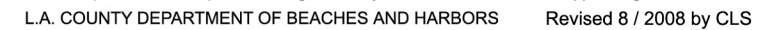
Medical Emergencies

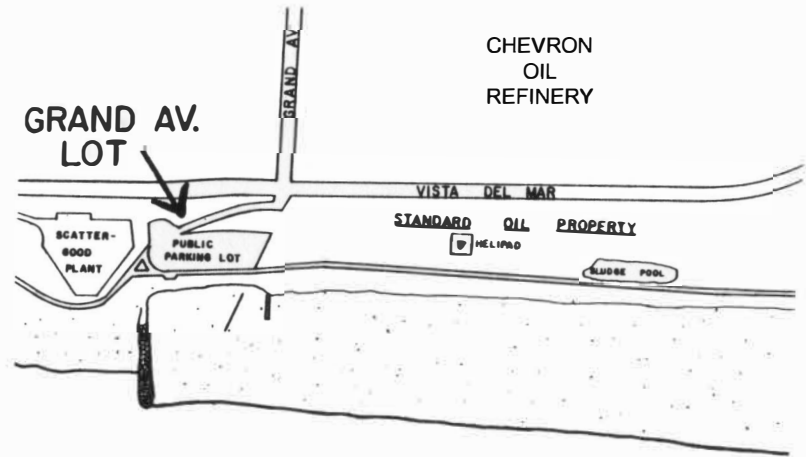
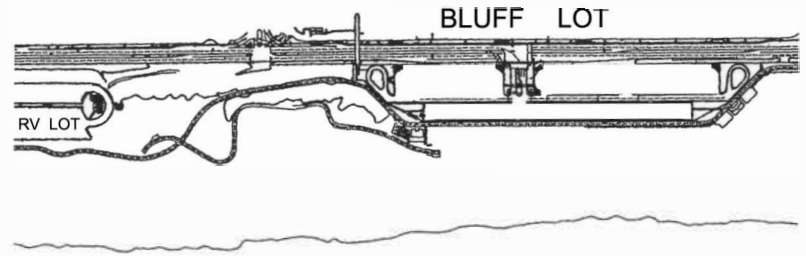
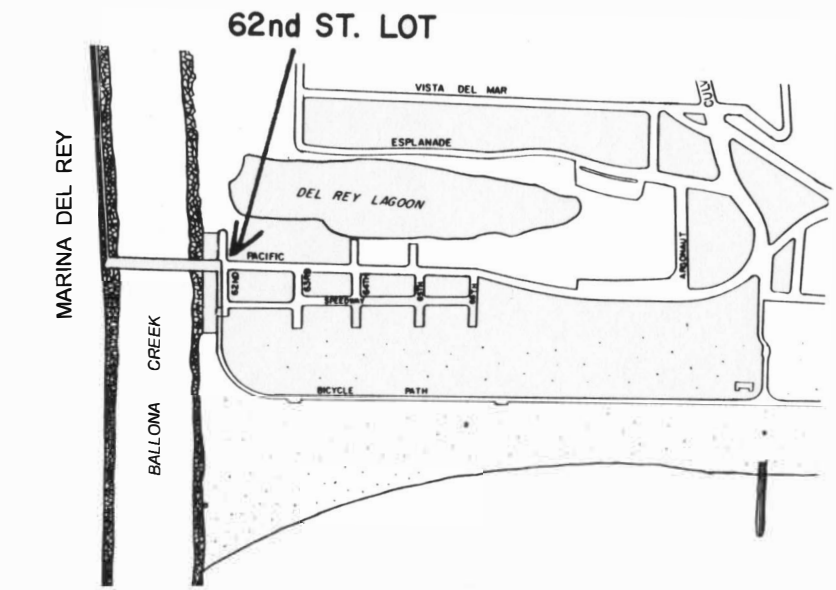
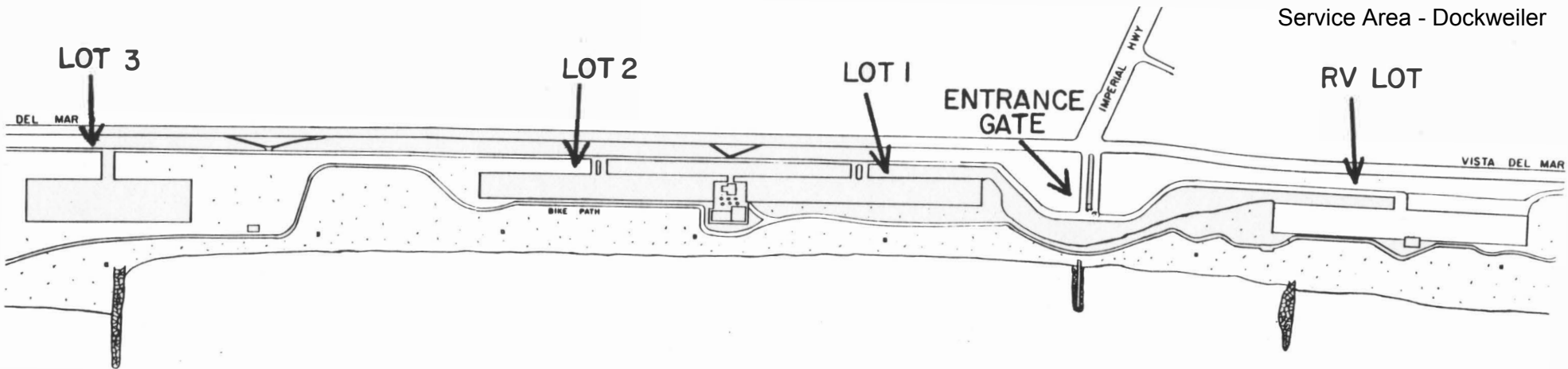
- Ensure the medical emergency is not a diversionary tactic.
- Access control post is the guard's primary responsibility and must maintain security and control at all times.
- Immediately call 911 and request medical assistance if needed.
- Keep people away from the victim.
- Obtain all pertinent (who, what, where, when, why, and if you can, how) information for an Incident Report.

Fire Alarms

- If a fire alarm is sounded, remember that access control is the primary responsibility.
- Call 911 and the Security Company Manager to report the fire alarm.
- Do not allow visitors access to the facility during this time.
- Guards should assist in keeping people away from buildings.
- All posts and patrols must stand by for special instruction

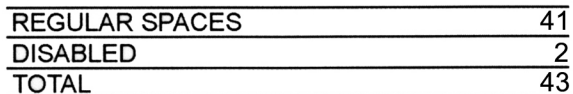
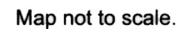
Service Area - Dockweiler





DOCKWEILER STATE BEACH
PARKING LOT LOCATIONS

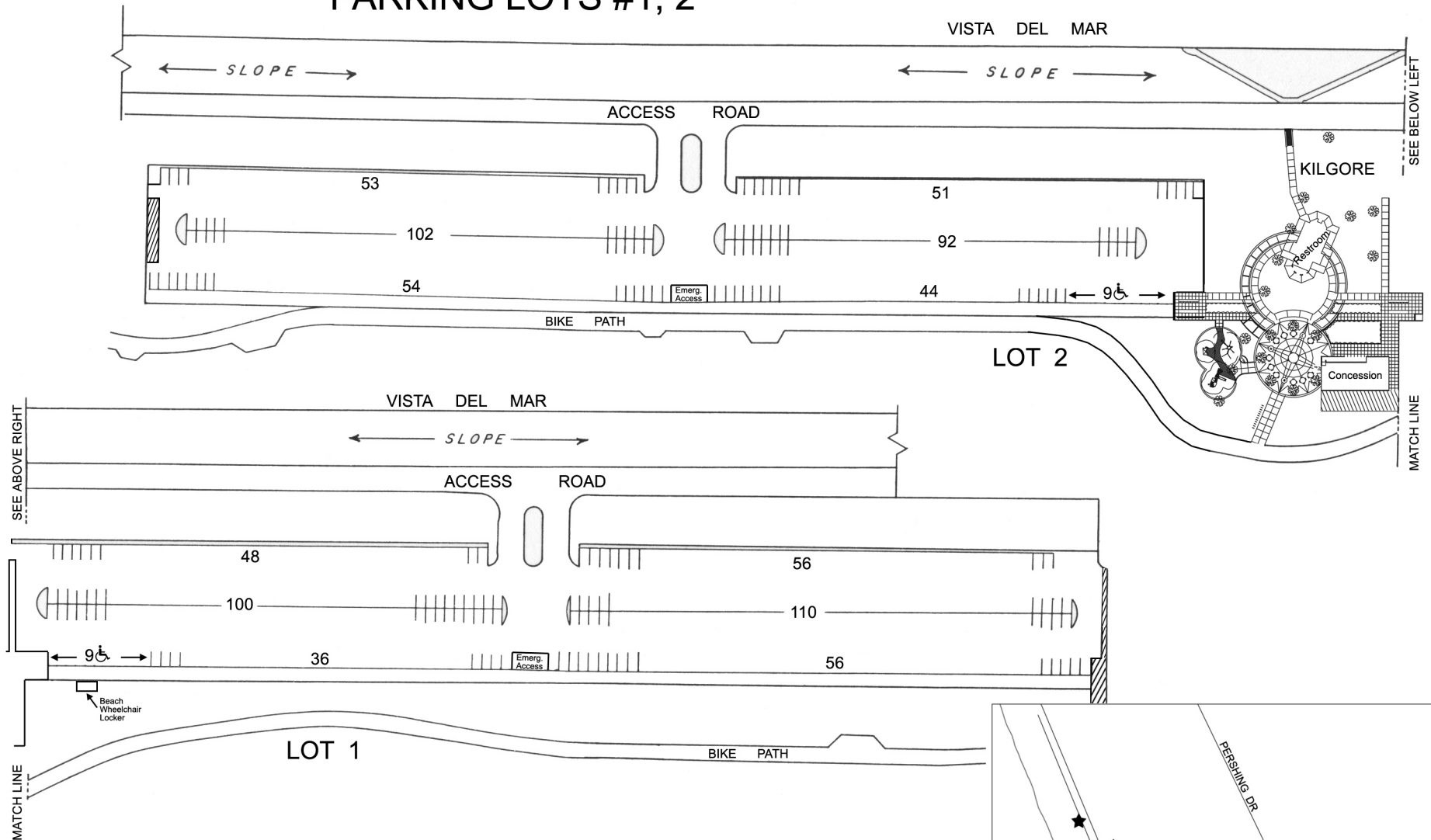
Exhibit C
Service Area - Dockweiler



Revised 8 / 2008 by CLS

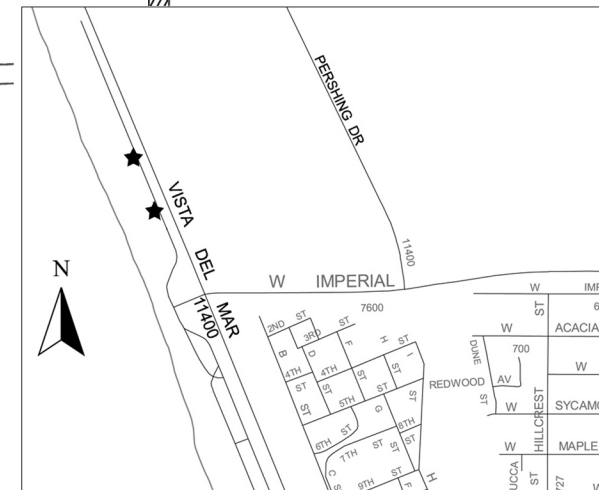
DOCKWEILER STATE BEACH PARKING LOTS #1, 2

Exhibit C
Service Area - Dockweiler



REGULAR SPACES	802
DISABLED	18
TOTAL	820

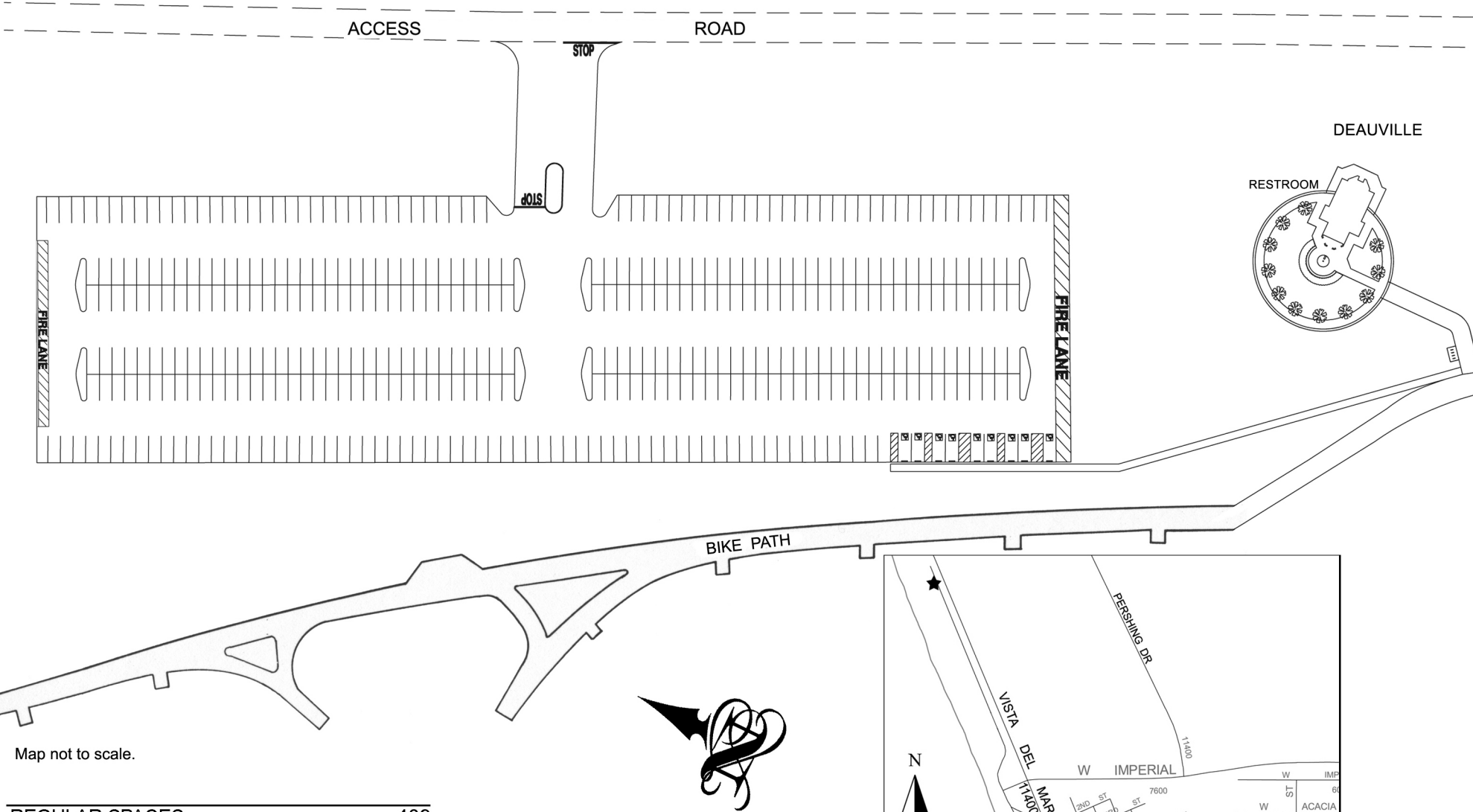
L.A. COUNTY DEPARTMENT OF BEACHES AND HARBORS Revised 8 / 2008 by CLS
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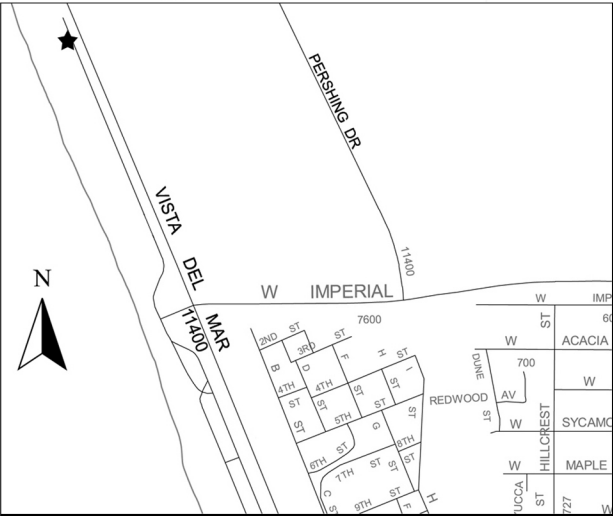
DOCKWEILER STATE BEACH PARKING LOT #3

Exhibit C
Service Area - Dockweiler



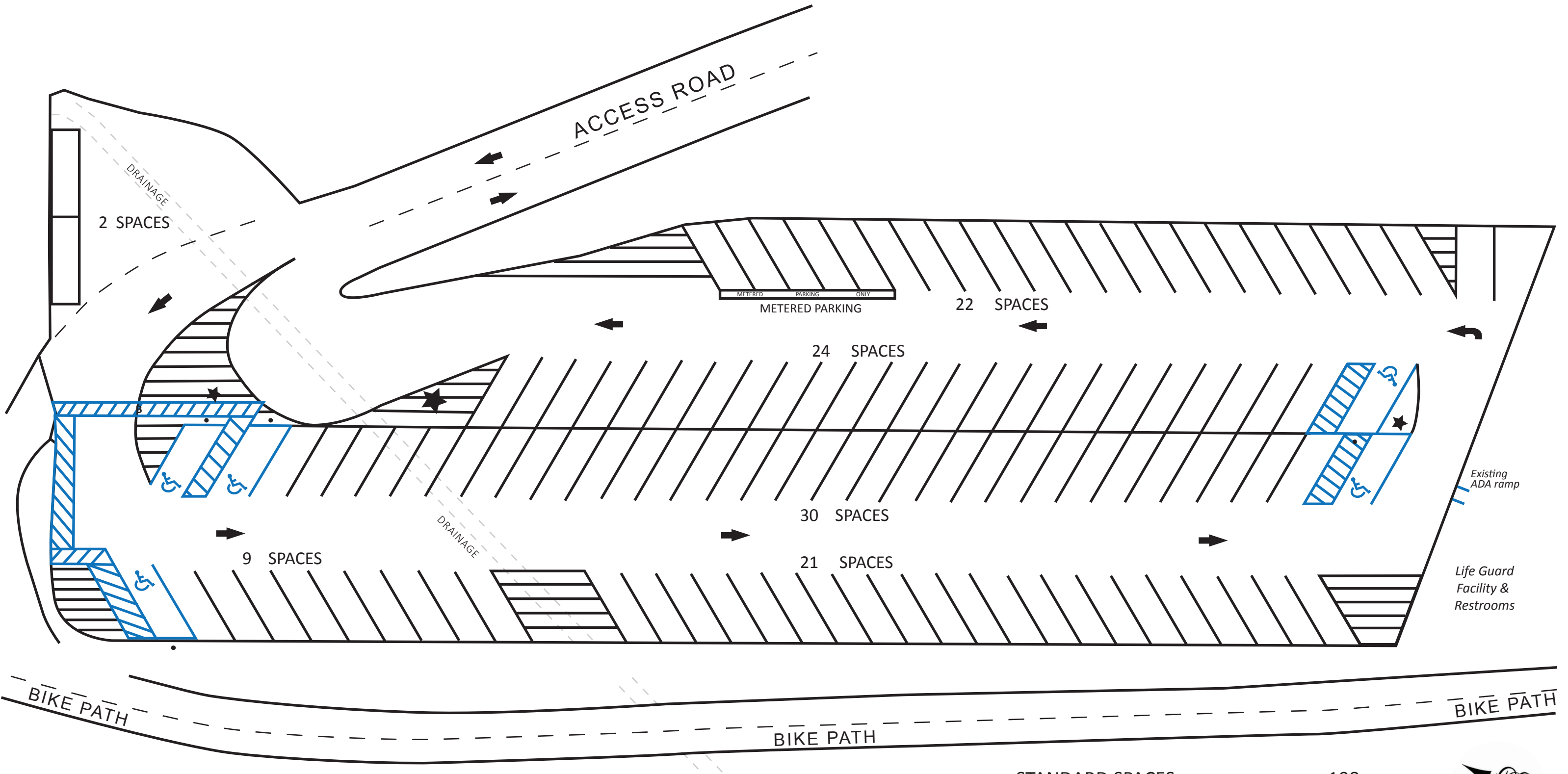
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REGULAR SPACES	409
DISABLED	9
TOTAL	418



Dockweiler State Beach Grand Avenue Lot

Exhibit C
Service Area - Dockweiler

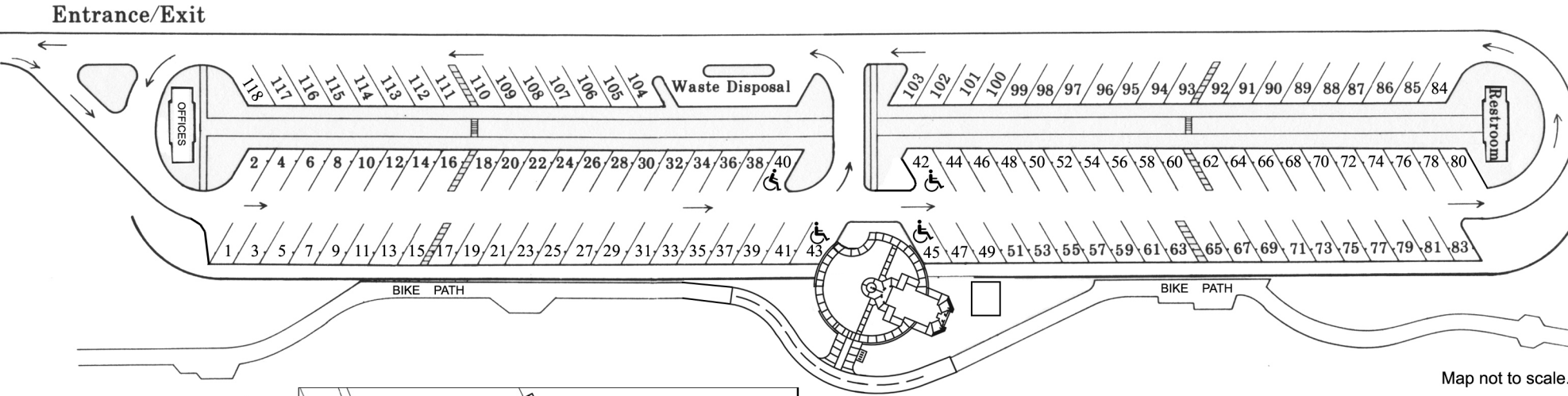


STANDARD SPACES	108
ACCESSIBLE SPACES	5
TOTAL	113

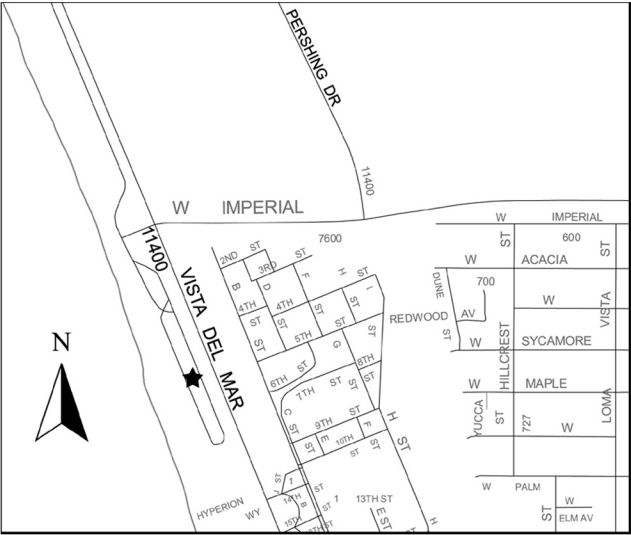
DOCKWEILER STATE BEACH
RV CAMPGROUND / LOT

Exhibit C
Service Area - Dockweiler RV Park

Vista del Mar



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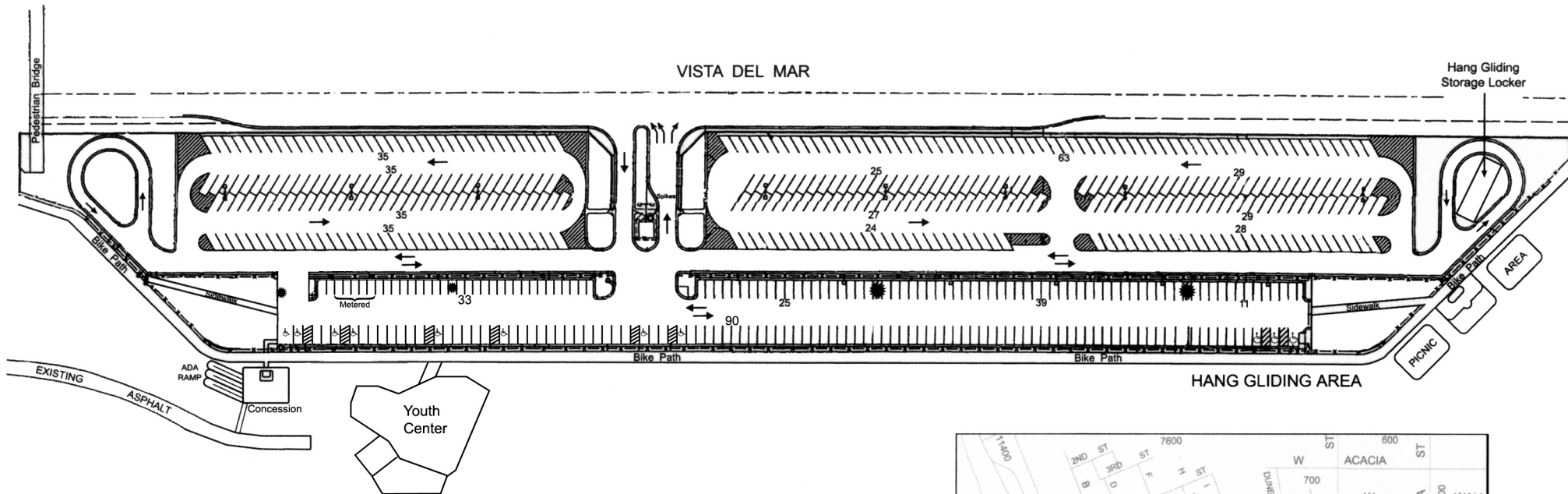


REGULAR SPACES	113
DISABLED	4
TOTAL	117

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L.A. COUNTY DEPARTMENT OF BEACHES AND HARBORS
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DOCKWEILER STATE BEACH BLUFF PARKING LOT

Exhibit C
Service Area - Dockweiler
Youth Center/Bluff Parking Lot



☼ Pay and Display Machine

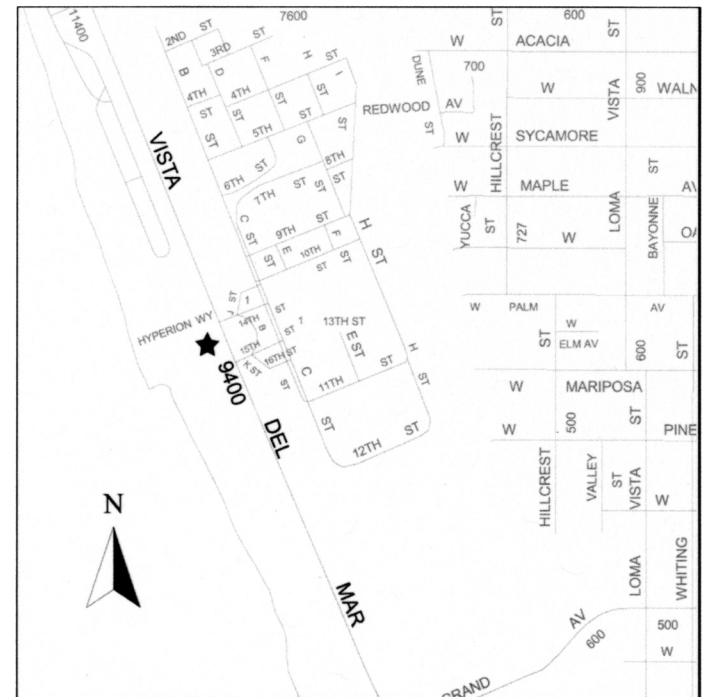
REGULAR SPACES	563
DISABLED	11
TOTAL	574

L.A. COUNTY DEPARTMENT OF BEACHES AND HARBORS

Revised 5 / 2012 by CLS

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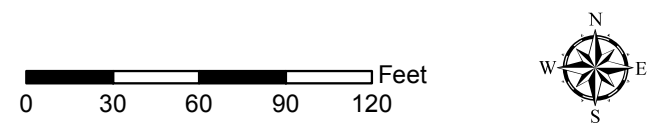




Via Dolce Maintenance Yard
4139 Dell Ave

Marina del Rey DBH Facilities

 DBH Owned/Operated Facility





Marina del Rey DBH Facilities

 DBH Owned/Operated Facility

0 90 180 270 360 Feet

N
W E
S



Admiralty Way

Palawan Way

Palawan Way

Palawan Way

Palawan Way

Via Marina

Pro SUP Shop

Paddle Method - SUP lessons, rentals, and tours

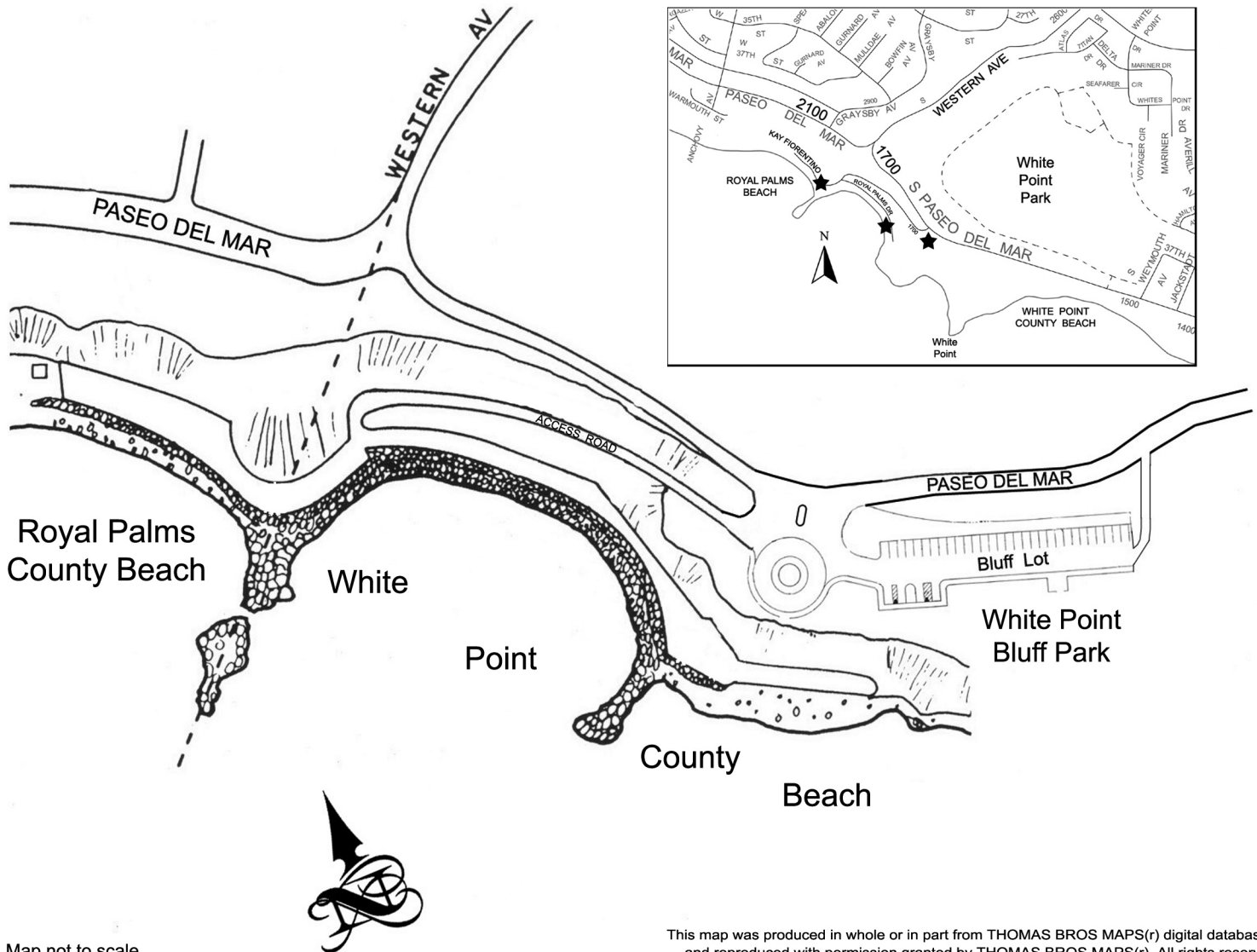
Marina del Rey Outrigger Canoe Club

Mothers Beach
Recently viewed

Mother's Beach Dry Vessel Storage, Lockers, & Restrooms
14110 Palawan Way,
Marina Del Rey

Mother's Beach Picnic Area, OSD Storage, Restrooms, & Parking Lot #11
4101 Admiralty Way,
Marina Del Rey

Exhibit C
Service Area - White
Point/Royal Palms



Map not to scale.

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COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY'S PROJECT DIRECTOR:

Name: Latayvius Alberty
Title: Deputy Director
Address: 13837 Fiji Way
Marina del Rey, CA 90292
Telephone: (424) 526-7773
E-mail Address: LAlberty@bh.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name: Catrina Love
Title: Division Chief
Address: 4701 Admiralty Way
Marina del Rey, CA 90292
Telephone: (424) 526-7871
E-mail Address: Clove@bh.lacounty.gov

COUNTY'S PROJECT MONITOR:

Name: Isaias Ramirez
Title: Program Manager I
Address: 4701 Admiralty Way
Marina del Rey, CA 90292
Telephone: (424) 526-7879
E-mail Address: Iramirez@bh.lacounty.gov

CONTRACTOR'S ADMINISTRATIONCONTRACTOR'S NAME: Universal Protection Service, Lp DbA Allied Universal Security Services

CONTRACT NO. _____

CONTRACTOR'S PROJECT MANAGER:

Name: Carlos Tejeda
Title: Director of Operations
Address: 5601 W. Slauson Ave. Ste. 128
Culver City, CA 90230
Telephone: (310) 486-9985
E-mail Address: Carlos.tejeda@aus.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Steve Claton
Title: Region President, Southwest and Central Regions
Address: 450 Exchange
Irvine, CA 92602
Telephone: (714) 619-9718
E-mail Address: Steve.claton@aus.com

Name: Tracy Fuller
Title: President, Government Services
Address: 450 Exchange
Irvine, CA 92602
Telephone: (714) 619-9700
E-mail Address: Tracy.fuller@aus.com

NOTICES TO CONTRACTOR:

Name: Tad Garabedian
Title: Government Specialist
Address: 450 Exchange
Irvine, CA 92602
Telephone: (213) 800-2996
E-mail Address: Tad.garabedian@aus.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: Universal Protection Service LP,
DBA Allied Universal Security Services Contract No Armed and Unarmed Event Staff
Security Guard Services

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:

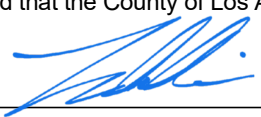
Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, 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: 9-16-26

PRINTED NAME: Tad Garabedian

POSITION: Government Specialist

COUNTY OF LOS ANGELES LIVING WAGE PROGRAM

PAYROLL STATEMENT OF COMPLIANCE

Tad Garabedian
 I, _____ (Name of Owner or Company Representative) _____ (Title) Government Specialist

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

Tad Garabedian / Government Specialist

Owner or Company Representative Signature:

Date: 9-16-26

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.



NOTICE TO EMPLOYEES

Working on County Contracts

The County of Los Angeles Board of Supervisors established the Living Wage Program (Los Angeles County Code [Chapter 2.201](#)). This employer is a contractor with the County of Los Angeles and you may be entitled to receive the Living Wage rate of pay for the hours you work on the County contract.

Living Wage

If you are a full-time or part-time employee and perform any service to the County under this contract, you must be paid not less than the Living Wage hourly rate as follows:

Effective Date	Hourly Rate
January 1, 2019	\$15.79
January 1, 2020	\$16.31
January 1, 2021	\$16.62
January 1, 2022	\$17.14
January 1, 2023	\$18.49
January 1, 2024	\$18.86
January 1, 2025	\$19.44
January 1, 2026	\$20.06
January 1, 2027	CPI-W

Effective January 1, 2020, and thereafter the Living Wage rate will increase annually based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles metropolitan area for the 12-month period preceding July 1 of each year.

Retaliation

You cannot be transferred, demoted, or terminated because you reported violations of the Living Wage Program. All acts of retaliation can be reported to the Internal Services Department by calling the Living Wage Hotline.

Federal Earned Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive an annual monetary amount established by the IRS if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 829-3676.

Worker Retention

If the County of Los Angeles terminates its contract with your current employer before the contract's expiration date and enters into a new contract with another contractor for the same service, you may be eligible to continue working as an employee of the new contractor for a period not less than 90 days following the start of the new contract.

Employees that qualify for Worker Retention rights are:

1. Employees who are full-time or part-time contract workers.
2. Employees who are not exempt under the minimum wage and maximum hour exemptions.
3. Employees who have been employed under the predecessor's contract for six months prior to the termination of the predecessor's contract.

Complaints of Violation

Complaints and violations of the Living Wage Program can be reported by calling the Living Wage HOTLINE at:

Internal Services Department
Countywide Contract Compliance Section
(888) 550-WAGE or (888) 550-9243

OR

the awarding Department at:

Department Name

Department Phone Number



AVISO PARA EMPLEADOS

Trabajando en Contratos del Condado

La Junta de Supervisores estableció el Programa del Sueldo Digno (Capítulo 2.201 del Código del Condado de Los Ángeles). Este empleador es un contratista con el Condado de los Ángeles y usted puede tener derecho a recibir la tarifa de pago del Sueldo Digno por las horas que usted trabaje en el contrato del Condado.

Sueldo Digno

Si usted es empleado de tiempo completo o de tiempo parcial, y desempeña cualquier servicio al Condado bajo este contrato a usted se le deben de pagar al menos las siguientes tarifas por hora del Sueldo Digno:

Fecha de Vigencia	Tarifa por hora
1° de Enero de 2019	\$15.79
1° de Enero de 2020	\$16.31
1° de Enero de 2021	\$16.62
1° de Enero de 2022	\$17.14
1° de Enero de 2023	\$18.49
1° de Enero de 2024	\$18.86
1° de Enero de 2025	\$19.44
1° de Enero de 2026	\$20.06
1° de Enero de 2027	CPI-W

Efectivo el 1 de enero 2020 y en adelante, la tarifa del Salario Digno aumentará anualmente basado en el índice de precios al consumidor de asalariados urbanos y personal administrativo (CPI-W, por sus siglas en inglés) de la Oficina de Estadísticas Laborales, del Departamento de Trabajo de los Estados Unidos para el área metropolitana de Los Ángeles durante el periodo de 12 meses cada año precediendo el 1 de Julio.

Represalias

Usted no podrá ser transferido, degradado ni despedido debido a que usted dé a conocer infracciones al Programa de Sueldo Digno (Living Wage Program). Todos los actos de represalia pueden ser denunciados al Departamento de Servicios Internos llamando a la Línea Telefónica de Servicio de Sueldo Digno.

Crédito Tributario Federal por Ingresos del Trabajo

Usted puede ser elegible para solicitar el Crédito Tributario Federal por Ingresos del Trabajo y recibir una cantidad de dinero anual establecida por el IRS en caso de que usted califique. Los formularios de solicitud están disponibles con su empleador o comunicándose con el Servicio de Impuestos Internos al (800) 829-3676.

Retención del Trabajador

Si el Condado de los Ángeles rescinde su contrato con el empleador que usted tiene actualmente antes de la fecha de vencimiento de contrato, e inicia un nuevo contrato con otro contratista para el mismo servicio, usted puede ser elegible para seguir trabajando como empleado para el nuevo contratista durante un periodo no menor a 90 días a partir del inicio del nuevo contrato.

Los empleados que califican para los derechos de Retención de Trabajadores son:

1. Empleados que estén contratados por tiempo completo o por tiempo parcial.
2. Empleados que no estén exentos bajo las excepciones de salario mínimo y de horas de jornada máxima.
3. Empleados que hayan estado bajo contrato del empleador anterior durante los seis meses previos a la finalización del contrato de ese empleador.

Quejas de Incumplimiento

Se pueden dar a conocer las quejas por incumplimiento al Programa de Sueldo Digno llamando a la Línea Telefónica de Servicio de Sueldo Digno al:

Departamento de Servicios Internos
Sección de Cumplimiento de Contratos en todo el
Condado

(888) 550-WAGE o (888) 550-9243

O

al Departamento otorgante al:

Nombre de Departamento

Número telefónico

DOCKWEILER BEACH – MAIN ENTRANCE & RV PARK SECURITY COVERAGE SCHEDULE

DAYS	NUMBER OF STAFF	ADDITIONAL HOURS	ADDITIONAL HOURS PER DAY
January			
New Years Eve Day`	2	12:00 p.m. – 8:00 p.m.	8 HRS
February			
First Weekend – (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
President's Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
March			
Ceasar Chavez Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
May			
Third Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Memorial Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
Fourth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
June			
First Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Second Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Juneteenth Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
Third Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Fourth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
July			
Independence Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
First Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Second Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Third Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Fourth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Fifth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
August			
First Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Second Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Third Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS

Fourth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Fifth Weekend (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
September			
Weekend Before – (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Labor Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
October			
Indigenous People's Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
November			
Weekend Before – (Fri, Sat, Sun.)	2	12:00 p.m. – 8:00 p.m.	8 HRS
Veteran's Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
Thanksgiving Day	2	12:00 p.m. – 8:00 p.m.	8 HRS
December			
Christmas Eve Day	2	12:00 p.m. – 8:00 p.m.	8 HRS

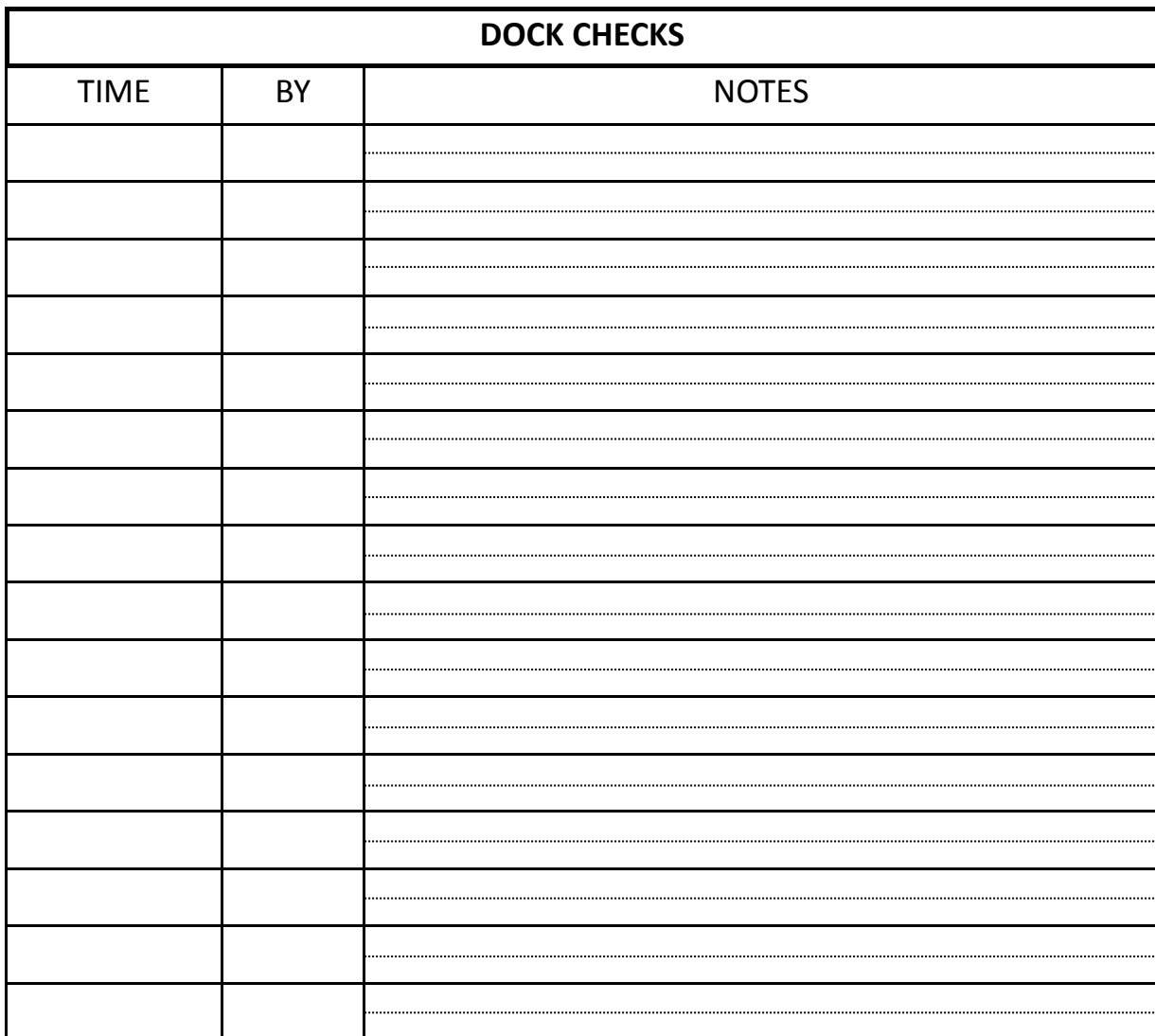
** Please note these days are estimated and are subject to change depending on the year the holiday falls.*

**SCOPE OF WORK –DOCKWEILER BEACH – MAIN ENTRANCE & RV PARK
SECURITY COVERAGE**

Time: 12:00 p.m. – 8:00 p.m.

1. Ensure public vehicles entering at Dockweiler's Main Entrance adhere to Department posted rules, regulations, and safety requirements (e.g.: line queue, speed, special instructions).
 2. Ensure closure of vehicle gates when parking lots reach capacity; as advised and instructed by Department staff personnel or contractor vendors (e.g.: LA City Traffic Control, Parking Attendants).
 3. Ensure safety and security of Department staff personnel and contractor vendors (e.g.: Parking Attendants).
 4. Allow registered campers at the RV Park to enter/exit at all times upon presentation of a pre-paid space rental documentation and proper I.D.
 5. Ensure patron vehicle passes are appropriately displayed (top left of windshield) and valid when entering the campground.
 6. Ensure only registered campers enter and roam campgrounds at all times.
 7. Check-in with RV Park staff for updates of any special circumstances or assignments for the day or night.
 8. Ensure vehicles drive at the posted 5-mph speed limit and do so safely as to not pose a threat to pedestrians and campsite property.
 9. Ensure all patron vehicles are parked inside the campsite behind the white line.
 - a. If customer is only dropping off items, give them time to do so.
 10. Ensure that visitors do not park inside of campground and are directed to park in beach parking lot #1 or #2.
 - a. Vehicles with white "Overnight Guests" parking permits may not park inside the campground.
 11. Monitor and stop any campers that are performing major repairs on vehicles in the RV Park including fluid changes, removal of large vehicle parts or washing/rinsing RV.
 12. Refuse any camping fees tendered by campers at the entry gate and direct them to pay the RV Park manager during the hours of operation between 8:00 a.m. and 8:00 p.m.
-

13. Report any hazards, leaking water lines, exposed electrical wires, broken steps, etc.
 14. Ensure the safety and prevent any vandalism of County property.
 15. If unable to enforce any rules or regulations, summon LAPD (911) immediately and document the incident.
-

[illegible]



BURTON CHACE PARK
13650 MINDANAO WAY MARINA DEL REY, CA 90292
(424)-526-7910



TRANSIENT DOCK RULES

1. Vessel must be in the water at the docks prior to registration.
2. Slip fees must be paid in advance. Rate \$1.25 /ft. per-night; late check- out fee of \$10.00/hour will be applied after 12 noon. **After 8pm vessels will be documented by park security. It is the boat owner's responsibility to pay slip fees the next day by 10am at the Burton Chace Park office.**
3. All vessels must be in a seaworthy condition and have current state registration papers or be documented through the Coast Guard and have valid Insurance. Unseaworthy and unregistered/undocumented vessels are prohibited at Transient Docks.
4. **Seven-night maximum stay within 30-days period per vessel and per owner or operator. Check out time is 12 noon of the last paid day.** Requests for an extension may be submitted at the Burton Chace Park office Monday through Thursday only. Requests on Thursdays must be submitted no later than 12 noon.
5. Upon request boater may be required to change slips under certain circumstances.
6. No repairs are allowed at the docks at any time. This includes, but is not limited to fitting out, overhauls, sanding, and painting.
7. Restroom and dock gates require a gate access code. **Boaters Restrooms are for registered Boaters only!** To obtain a code, please request one when registering. Please do not share the code with anyone.
8. **Parking:** No overnight parking is allowed in the Chace Park parking lot. Vehicles without trailers can park overnight in parking lot 77 on Mindanao Way just east of the park. Vehicles w/trailers may park in the public launch ramp parking lot off of Fiji Way for up to 48-hours, if more time is needed contact Parking Section at (310) 305-9534. Please be sure to pay applicable parking fees.
9. Slips may not be paid for and left unused.
10. Impounded boats may be retrieved from the Sheriff's Harbor Patrol (310) 482-6000.
11. The "4- Hour dock" posted as "Park Dock" 4- hours maximum" is for casual visiting only. Time limit is 4-hours, within a 24-hour period.
12. **Vessels taking refuge during Small Craft Advisories (SCA) must secure at the "4-hour dock." After SCA is down, boaters will have 4-hours to remove their vessels. Vessels already registered and/or using the Transient Docks during an SCA will be charged and are responsible for paying the prevailing dock fees.**
13. There is a 20- minute time restriction at the pump- out station area. Vessels using the "4-hour dock" must not obstruct access to the pump- out station.
14. Vessels which currently have a Marina Del Rey slip and are seeking space as a "casual visitor" must tie up at the "4-hour dock" and cannot tie up in the overnight portion of the Transient Docks without authorization from the park supervisor.
15. Vessels owned or operated by boaters who have defaulted on payment of Transient Dock fees and/or have continuously violated the Transient Dock rules are not permitted.
16. **Use of the Transient Docks is governed by regulations found in LACC §§ 19.12.1010, 19.12.1070 and 19.12.1080. As such, illegally moored vessels (and those staying beyond their allotted time limits and/or not paying the required fees) are subject to eviction by the County.**

Boater

Print Name _____ Signature _____ Date _____

Chace Park Staff

Print Name _____ Signature _____ Date _____

DAILY PATROL LOG

In addition to the Daily Patrol Log, Contractor must submit all reports to the Contract Administrator (CA) as specified in the Logs and Reports, Section 10.0 of the Statement of Work, Appendix B.

CONTRACTOR'S SIGNATURE: Contractor to provide duplicate copies of the Daily Patrol Log, one of which must be an original signed copy. The Contractor/Security Guard serving each Area must complete and sign the Daily Patrol Log.

- Area Patrolled (circle one):

Areas 1 / Area 2 / Area 3 / Area 4 / Area 5 / Area 6 / Area 7 / Area 8

- Patrolling Officer: _____ Post Officer: _____
- All tasks as specified within the Statement of Work, 11.0 completed (circle one):
Yes / No
- Justification for Items not performed/completed on schedule: _____

- Incidents to report: _____

- Late arriving campers (Area 3 – Dockweiler RV Park Only): _____

Contractor/Contractor Representative

Signature

Date

LA COUNTY BEACHES & HARBORS SECURITY

DAILY ACTIVITY LOG

[illegible]

DATE: OFFICER: _____



Proposal Response to County of Los Angeles Department of Beaches & Harbors

Request for Proposal for Armed and Unarmed Event Staff Security Guard Services

Submitted by

Allied Universal
5601 W. Slauson Ave, Ste 128
Culver City CA 90230
Tad Garabedian
(213)800-2996
Tad.garabedian@aus.com

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8.6.3 Executive Summary

Condense and highlight the contents of the Proposer's Business Proposal to provide the Department with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

Allied Universal's Business Proposal presents a proven, and low-risk approach to delivering high-quality armed and unarmed security services for the Los Angeles County Department of Beaches and Harbors. As the **current incumbent provider**, Allied Universal offers immediate continuity of operations, deep familiarity with all facilities and event environments, and a demonstrated record of successful performance on this exact contract.

A History of Commitment

On behalf of Department Beaches and Harbors Contract Unit, I Steven Williams give Allied Universal a 5 Star rating for the month of November 2022. I had a great pleasure working with Carlos Tejada and Reza Rafiei on this account who has been nothing more than great to work with. Carlos has been able to address all my needs and handle any issues that was needed in a timely matter.

Thank you,

Steven Williams, Contract Monitor, Rec Svs
Administrative Services Division
County of Los Angeles
Department of Beaches and Harbors

Approach

Allied Universal's approach is built on a technology-driven, highly responsive operating model that ensures consistent service delivery, full post coverage, and real-time accountability. The firm leverages advanced platforms such as HELIAUS®, LISA®, and WinTeam® to manage scheduling, monitor guard activity, track timekeeping, and provide real-time reporting and analytics. This integrated system enables rapid response to staffing changes, emergencies, and operational needs while maintaining full compliance with County requirements.

Operations are supported by a layered supervision model, combining centralized command with strong field oversight. Field Supervisors conduct routine and unannounced inspections, while management maintains continuous communication with staff and County representatives. This ensures accountability, immediate issue resolution, and consistent adherence to post orders and performance standards.

Qualifications and Experience

Allied Universal is the largest security services provider globally, with extensive experience managing large-scale, multi-site government contracts. The company supports over 50,000 client sites nationwide and employs hundreds of thousands of personnel, including a dedicated Government Services Division focused exclusively on public sector clients.

Locally, Allied Universal delivers more than **36,000 hours of security services weekly across our contracts with Los Angeles County Departments and Agencies**, supporting over 14 County departments. This includes major contracts such as the Los Angeles County Sheriff's Department, Department of Health Services, and Department of Public Social Services, demonstrating the firm's ability to manage complex, high-volume operations across multiple locations simultaneously.

The firm also brings extensive **event security expertise**, routinely supporting large-scale public events exceeding 15,000 attendees through its dedicated Event Services Division.

Staffing and Work Plan

Allied Universal provides a highly structured and scalable staffing model designed to ensure 100% post coverage at all times. Staffing is supported by:

- A dedicated Contract Project Manager and experienced supervisory team
- A local workforce exceeding 18,000 security professionals in the greater Los Angeles area
- A trained "flex force" to rapidly fill vacancies or support surge requirements
- Specialized event staffing resources for large-scale or short-notice deployments

Scheduling and attendance are continuously monitored in real time, with automated systems immediately addressing call-offs or gaps to prevent service disruption.

Quality Control and Compliance

Allied Universal's Quality Control Plan is a data-driven, multi-layered program that integrates technology, supervision, and performance metrics to ensure consistent compliance with all contract requirements. Monitoring occurs daily, weekly, and monthly through inspections, reporting reviews, and operational audits, with all findings documented and tracked through to resolution.

The firm emphasizes continuous improvement, using root cause analysis, corrective action tracking, and regular Operational Business Reviews (OBRs) with the County to enhance performance and maintain transparency.

Allied Universal offers a best-value solution defined by:

- Incumbent knowledge and zero transition risk
- Proven success managing large, multi-location County contracts
- Advanced technology for real-time oversight and accountability
- Scalable staffing and rapid response capabilities
- Strong supervision, training, and quality control programs

This combination of experience, infrastructure, and innovation positions Allied Universal as the most qualified partner to deliver reliable, compliant, and high-performing security services for the Department of Beaches and Harbors.

Events Expertise Testimonial

Thank you all for your partnership in making the Holiday Boat Parade fireworks show and traffic management plan a success!

Cheers!

Sharita Moon, Marketing Analyst

Maintaining a Compliant Team

Hi Carlos and Michael,

FYI - this is to confirm that Michael Williams responded to my request to start today's armed guard shift earlier than previously requested - due to the fireworks operator finishing sooner than expected.

His ETA onsite is 3:30-4 pm today (vs. 4:30).

Thank you Michael!

Best regards,

Lucie

Lucie Kim (she/her)
Head, Marketing & Communications
Los Angeles County Department of
Beaches & Harbors

8.6.4 Required Forms

8.6.4.1 Exhibit 1 - Organization Questionnaire/Affidavit

REQUIRED FORMS – EXHIBIT 1
ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Proposer Name: Universal Protection's Service LP DBA Allied Universal Security Services	County Webven Number: 130628
Address: 450 Exchange Irvine, CA 92602	
Telephone Number: 714-619-9700	Email: tad.garabedian@aus.com
Internal Revenue Service Employer Identification Number: 33-0973846	California Business License Number: CA PPO 14417

1	Select the option that best defines your firm's business structure: ☐ Corporation ☐ Limited Liability Company (LLC) ☒ Limited Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Franchise ☐ Other (Specify)	If Corporation or Limited Liability Company (LLC): Legal Name (as stated in Articles of Incorporation): _____ State of Incorporation: _____ Year of Incorporation: _____ If Limited Partnership or a Sole Proprietorship: Name of proprietor or managing partner: Universal Protection GP, Inc. _____ If other: Specify business structure name: _____
2	Is your firm doing business under one or more DBA's? ☒ Yes ☐ No	Name: <u>Allied Universal Security Services</u> Country of Registration: <u>USA</u> Year became DBA: <u>2016</u>
3	Is your firm wholly/majority owned by, or a subsidiary of another firm? ☒ Yes ☐ No	If yes, indicate name of Parent Firm and State of Incorporation. Name of Parent Firm: <u>Universal Protection GP, Inc</u> State of Incorporation or registration of parent firm: <u>Delaware</u>
4	Has your firm done business under other names within last five (5) years? ☐ Yes ☒ No	If yes, indicate any other names and the year of name change. Name(s): _____ Year(s) of Name Change: _____

REQUIRED FORMS – EXHIBIT 1
ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

5	List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".	N/A
6	Is your firm involved in any pending acquisition or mergers? ☐ Yes ☒ No	If yes, please provide additional information regarding the pending merger. _____
7	List all names and contact information of all individuals legally authorized to commit the Proposer.	Name: Steve Claton Title: Region President, Southwest & Central Phone: 714-619-9700 Email: steve.claton@aus.com Name: Tracy Fuller Title: Region President, Government Phone: 404-307-5931 Email: tracy.fuller@aus.com Name: Steve Jones Title: Global CEO Phone: 711-619-9700 Email: N/A

REQUIRED FORMS – EXHIBIT 1
ORGANIZATION QUESTIONNAIRE/AFFIDAVIT
PROPOSER'S PENDING LITIGATION AND JUDGEMENTS

Proposer's Name: Universal Protection Service LP dba Allied Universal Security Services

1. PENDING LITIGATION (Check one)	YES	NO
If yes, please identify name, case, court jurisdiction, and current status of any pending litigation below.	☒	☐
2. JUDGMENTS WITHIN THE LAST FIVE (5) YEARS (Check one)	YES	NO
If yes, please identify name, case, court jurisdiction, and outcome of any judgments against Vendor within the last five years.	☒	☐

Please see attached documents

PENDING LITIGATION				
NAME OF CASE	COURT CASE ID#	COURT JURISDICTION	CURRENT STATUS	SIZE/SCOPE OF PENDING LITIGATION

Attach additional pages if necessary

JUDGEMENTS WITHIN LAST FIVE (5) YEARS			
NAME OF CASE	COURT CASE ID#	COURT JURISDICTION	OUTCOME OF CASE

Attach additional pages if necessary

Corporate Documents

1) Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the proposal:

- A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

N/A

- A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

N/A

2) Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

Please see our conformed copy of the Certificate of Limited Partnership on the following pages.



California Secretary of State

Business Programs Division
1500 11th Street, Sacramento, CA 95814

Request Type: Certified Copies
Entity Name: UNIVERSAL PROTECTION
SERVICE, LP
Formed In: CALIFORNIA
Entity No.: 200936500002
Entity Type: Limited Partnership - CA

Issuance Date: 12/16/2024
Copies Requested: 1
Receipt No.: 008762476
Certificate No.: 275604225

Document Listing

Reference #	Date Filed	Filing Description	Number of Pages
35888803-1	12/31/2009	Initial Filing	2
35888805-1	07/18/2013	Legacy Amendment	2
35888806-1	06/22/2018	Legacy Amendment	2
35888807-1	10/25/2021	Legacy Amendment	1
35888808-1	01/17/2022	Legacy Amendment	1

*** ***** End of list ***** **

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, do hereby certify on the Issuance Date, the attached document(s) referenced above are true and correct copies and were filed in this office on the date(s) indicated above.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California on December 16, 2024.

SHIRLEY N. WEBER, PH.D.
Secretary of State

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

 State of California Secretary of State	LP-1A	File # 200936500002
CERTIFICATE OF LIMITED PARTNERSHIP - CONVERSION		FILED In the Office of the Secretary of State of the State of California DEC 31 2009
IMPORTANT — Read all instructions before completing this form.		This Space For Filing Use Only
CONVERTED ENTITY INFORMATION		
1. NAME OF LIMITED PARTNERSHIP (End the name with the words "Limited Partnership" or the abbreviation "LP" or "L.P.")		
Universal Protection Service, LP		
2. NAMES AND ADDRESSES OF ALL GENERAL PARTNERS (ATTACH ADDITIONAL PAGES, IF NECESSARY)		
NAME	ADDRESS	CITY STATE ZIP CODE
Universal Protection Service GP Inc.	1551 N. Tustin Ave. #650	Santa Ana CA 92705
NAME	ADDRESS	CITY STATE ZIP CODE
3. ADDRESS OF INITIAL DESIGNATED OFFICE IN CALIFORNIA		
1551 N. Tustin Ave. Suite 650		Santa Ana CA 92868
4. NAME OF INITIAL AGENT FOR SERVICE OF PROCESS (If the initial agent is an individual, the agent must reside in California and both items 4 and 5 must be completed. If the initial agent is a corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and item 4 must be completed (leave item 5 blank).)		
CT CORPORATION SYSTEM		
5. IF AN INDIVIDUAL, CA ADDRESS OF INITIAL AGENT FOR SERVICE OF PROCESS		CITY STATE ZIP CODE
		CA
CONVERTING ENTITY INFORMATION		
6. NAME OF CONVERTING ENTITY		
Universal Security Solutions		
7. FORM OF ENTITY	8. JURISDICTION	9. CA SECRETARY OF STATE FILE NUMBER, IF ANY
General Partnership	California	302001205003
10. THE PRINCIPAL TERMS OF THE PLAN OF CONVERSION WERE APPROVED BY A VOTE OF THE NUMBER OF INTERESTS OR SHARES OF EACH CLASS THAT EQUATED OR EXCEEDED THE VOTE REQUIRED. IF A VOTE WAS REQUIRED, PROVIDE THE FOLLOWING FOR EACH CLASS:		
STATE THE CLASS AND NUMBER OF OUTSTANDING INTERESTS ENTITLED TO VOTE		AND THE PERCENTAGE VOTE REQUIRED OF EACH CLASS
GENERAL PARTNERSHIP INTEREST 100%		100%
ADDITIONAL INFORMATION		
11. ADDITIONAL INFORMATION SET FORTH ON THE ATTACHED PAGES, IF ANY, IS INCORPORATED HEREIN BY THIS REFERENCE AND MADE A PART OF THIS CERTIFICATE.		
12. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT OF MY OWN KNOWLEDGE. I DECLARE I AM THE PERSON WHO EXECUTED THIS INSTRUMENT, WHICH EXECUTION IS MY ACT AND DEED.		
DATE		
SIGNATURE OF AUTHORIZED PERSON		SEE EXHIBIT A ATTACHED HERETO TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON
SIGNATURE OF AUTHORIZED PERSON		TYPE OR PRINT NAME AND TITLE OF AUTHORIZED PERSON
LP-1A (REV 01/2008)		APPROVED BY SECRETARY OF STATE

Certificate Verification No.: 275604225 Date: 12/16/2024

EXHIBIT A
TO CERTIFICATE OF LIMITED PARTNERSHIP – CONVERSION
OF
UNIVERSAL PROTECTION SERVICE, LP

Item 12. – Signatures

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge. I declare I am the person who executed this instrument, which execution is my act and deed.

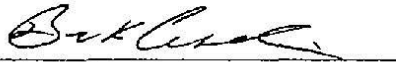
Date: December 31, 2009



Brian K. Cescolini
President
for Universal Protection Service GP, Inc.,
a California corporation,
General Partner



Brian K. Cescolini
President
for Universal Services of America, Inc.,
a California corporation,
General Partner



Brian K. Cescolini
Manager
for Cescones Holdings, LLC,
a Delaware limited liability company,
General Partner

Certificate Verification No.: 275604225 Date: 12/16/2024

W02-WEST:LKP402269759.3

200936500002

LP-2	Amendment to Certificate of Limited Partnership (LP)	FILED <i>my/ps</i> Secretary of State State of California JUL 18 2013 <i>100</i> This Space For Office Use Only			
To change information of record for your LP, fill out this form, and submit for filing along with: - A \$30 filing fee. - A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form. Items 3-7: Only fill out the information that is changing. Attach extra pages if you need more space or need to include any other matters. For questions about this form, go to www.sos.ca.gov/business/befiling-tips.htm					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ① LP's File No. (issued by CA Secretary of State) 200936500002 </td> <td style="width: 50%; padding: 5px;"> ② LP's Exact Name (on file with CA Secretary of State) Universal Protection Service, LP </td> </tr> </table>			① LP's File No. (issued by CA Secretary of State) 200936500002	② LP's Exact Name (on file with CA Secretary of State) Universal Protection Service, LP	
① LP's File No. (issued by CA Secretary of State) 200936500002	② LP's Exact Name (on file with CA Secretary of State) Universal Protection Service, LP				
New LP Name ③ <u>Proposed New LP Name</u> _____ The new LP name must end with: "Limited Partnership," "LP," or "L.P." and may not contain "bank," "insurance," "trust," "trustee," "incorporated," "inc.," "corporation," or "corp."					
New LP Addresses ④ a. <u>Street Address of Designated Office in CA</u> _____ <u>City (no abbreviations)</u> _____ <u>State</u> <u>CA</u> <u>Zip</u> _____ b. <u>Mailing Address of LP, if different from 4a</u> _____ <u>City (no abbreviations)</u> _____ <u>State</u> <u>Zip</u> _____					
New Agent/Address for Service of Process (The agent must be a CA resident or qualified 1505 corporation in CA.) ⑤ a. <u>Agent's Name</u> _____ b. <u>Agent's Street Address (if agent is not a corporation)</u> _____ <u>City (no abbreviations)</u> _____ <u>State</u> <u>CA</u> <u>Zip</u> _____					
General Partner Changes ⑥ a. New general partner: <u>Universal Protection GP, LLC 1551 N. Tustin Ave. #650 Santa Ana CA 92705</u> Name Address City (no abbreviations) State Zip b. Address change: _____ Name New Address City (no abbreviations) State Zip c. Name change: Old name: _____ New name: _____ d. Name of dissociated general partner: <u>Universal Protection Service GP, Inc.</u>					
Dissolved LP (Either check box a or check box b and complete the information. Note: To terminate the LP, also file a Certificate of Cancellation (Form LP-472), available at www.sos.ca.gov/business/befiling-tips.htm.) ⑦ a. ☐ The LP is dissolved and wrapping up its affairs. b. ☐ The LP is dissolved and has no general partners. The following person has been appointed to wrap up the affairs of the LP: _____ Name Address City (no abbreviations) State Zip					
Read and sign below: This form must be signed by (1) at least one general partner; (2) by each person listed in item 6a; and (3) by each person listed in item 6d if that person has not filed a Certificate of Dissociation (Form LP-101). If item 7b is checked, the person listed must sign. If a trust, association, attorney-in-fact, or any other person not listed above is signing, go to www.sos.ca.gov/business/befiling-tips.htm for more information. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are part of this amendment. Signing this document affirms under penalty of perjury that the stated facts are true.					
<table style="width: 100%;"> <tr> <td style="width: 40%; vertical-align: bottom;"> Sign here _____ Sign here _____ </td> <td style="width: 20%; text-align: center; vertical-align: bottom;"> SEE EXHIBIT A ATTACHED HERETO Print your name here _____ Print your name here _____ </td> <td style="width: 40%; text-align: right; vertical-align: bottom;"> Date _____ Date _____ </td> </tr> </table>			Sign here _____ Sign here _____	SEE EXHIBIT A ATTACHED HERETO Print your name here _____ Print your name here _____	Date _____ Date _____
Sign here _____ Sign here _____	SEE EXHIBIT A ATTACHED HERETO Print your name here _____ Print your name here _____	Date _____ Date _____			
<table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> Make check/money order payable to: Secretary of State Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee. </td> <td style="width: 33%; text-align: center; vertical-align: top;"> By Mail Secretary of State Business Entities, P.O. Box 944225 Sacramento, CA 94244-2250 </td> <td style="width: 33%; text-align: center; vertical-align: top;"> Drop-Off Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814 </td> </tr> </table>			Make check/money order payable to: Secretary of State Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.	By Mail Secretary of State Business Entities, P.O. Box 944225 Sacramento, CA 94244-2250	Drop-Off Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814
Make check/money order payable to: Secretary of State Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.	By Mail Secretary of State Business Entities, P.O. Box 944225 Sacramento, CA 94244-2250	Drop-Off Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814			

Corporations Code § 15302.02
LP-2 (REV 01/2013)

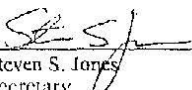
2013 California Secretary of State
www.sos.ca.gov/business/befiling-tips.htm

Certificate Verification No.: 275604225 Date: 12/16/2024

EXHIBIT A
TO AMENDMENT TO CERTIFICATE OF LIMITED PARTNERSHIP
OF
UNIVERSAL PROTECTION SERVICE, LP

Item 7. – Execution – Continued;

I declare I am the person who executed this instrument, which execution is my act and deed.



Steven S. Jones
Secretary
for Universal Protection Service GP, Inc. its general partner



Steven S. Jones
Chief Executive Officer
for Universal Group Holdings LLC, a Delaware limited liability company,
Sole Member of Universal Mideo, LLC, a Delaware limited liability company,
Sole Member of USA GP Sub LLC, a Delaware limited liability company,
General Partner of Universal Services of America, LP, a California limited partnership,
Sole Member of Universal Protection GP, LLC, a Delaware limited liability company

Dated: July 18, 2013

Certificate Verification No.: 275604225 Date: 12/16/2024

200936500002

LP-2	Amendment to Certificate of Limited Partnership (LP)																					
To change information of record for your LP, fill out this form, and submit for filing along with: - A \$30 filing fee. - A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form. Items 3-7: Only fill out the information that is changing. Attach extra pages if you need more space or need to include any other matters.		FILED Secretary of State State of California JUN 22 2018																				
For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm																						
① LP's File No. (Issued by CA Secretary of State) 200936500002	② LP's Exact Name (on file with CA Secretary of State) Universal Protection Service, LP																					
New LP Name ③ Proposed New LP Name _____ The new LP name must end with: "Limited Partnership," "LP," or "L.P.," and may not contain "bank," "insurance," "trust," "trustee," "incorporated," "inc.," "corporation," or "corp."																						
New LP Addresses ④ a. Street Address of Designated Office in CA _____ City (no abbreviations) State Zip b. 161 Washington Ave., Ste. 600 _____ Conshohocken PA 19428 Mailing Address of LP, if different from 4a _____ City (no abbreviations) State Zip																						
New Agent/Address for Service of Process (The agent must be a CA resident or qualified 1505 corporation in CA.) ⑤ a. Agent's Name _____ CA b. Agent's Street Address (if agent is not a corporation) _____ City (no abbreviations) State Zip																						
General Partner Changes ⑥ a. New general partner: _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Address</th> <th style="width: 20%;">City (no abbreviations)</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Zip</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> b. Address change: _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">New Address</th> <th style="width: 20%;">City (no abbreviations)</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Zip</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> c. Name change: Old name: _____ New name: _____ d. Name of dissociated general partner: _____			Name	Address	City (no abbreviations)	State	Zip	_____	_____	_____	_____	_____	Name	New Address	City (no abbreviations)	State	Zip	_____	_____	_____	_____	_____
Name	Address	City (no abbreviations)	State	Zip																		
_____	_____	_____	_____	_____																		
Name	New Address	City (no abbreviations)	State	Zip																		
_____	_____	_____	_____	_____																		
Dissolved LP (Either check box a or check box b and complete the information. Note: To terminate the LP, also file a Certificate of Cancellation (Form LP-47), available at www.sos.ca.gov/business/be/forms.htm.) ⑦ a. ☐ The LP is dissolved and wrapping up its affairs. b. ☐ The LP is dissolved and has no general partners. The following person has been appointed to wrap up the affairs of the LP: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Address</th> <th style="width: 20%;">City (no abbreviations)</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Zip</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Name	Address	City (no abbreviations)	State	Zip	_____	_____	_____	_____	_____										
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_____	_____	_____	_____	_____																		
Read and sign below: This form must be signed by (1) at least one general partner; (2) by each person listed in item 6a; and (3) by each person listed in item 6d if that person has not filed a Certificate of Dissociation (Form LP-101). If item 7b is checked, the person listed must sign. If a trust, association, attorney-in-fact, or any other person not listed above is signing, go to www.sos.ca.gov/business/be/filing-tips.htm for more information. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are part of this amendment. Signing this document affirms under penalty of perjury that the stated facts are true.																						
Sign here _____ Sign here _____		David I. Buckman, EVP/General Counsel/Secretary of general partner Universal Protection GP, LLC Print your name here _____ Date 06/21/2018 Print your name here _____ Date _____																				
Make check/money order payable to: Secretary of State Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.																						
By Mail Secretary of State Business Entities, P.O. Box 944225 Sacramento, CA 94244-2250		Drop-Off Secretary of State 1500 11th Street, 3rd Floor Sacramento, CA 95814																				

Corporations Code § 15902.02
LP-2 (REV 01/2013)

2013 California Secretary of State
www.sos.ca.gov/business/be

EXHIBIT A
TO AMENDMENT TO CERTIFICATE OF LIMITED PARTNERSHIP
OF
UNIVERSAL PROTECTION SERVICE, LP

Item 4. – New LP Addresses:

The principal address of Universal Protection Service, LP is designated as follows:

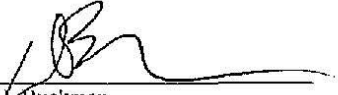
161 Washington St., Suite 600
Conshohocken, PA 19428

The principal place of business in California of Universal Protection Service, LP is designated as follows:

1551 N. Tustin Ave., Suite 650
Santa Ana, CA 92705

Execution – Continued:

I declare I am the person who executed this instrument, which execution is my act and deed.



David L. Buckman
Executive Vice President, General Counsel and Secretary
for Universal Protection GP, LLC,
General Partner of Universal Protection Service, LP

Dated: 21st day of June, 2018

Certificate Verification No.: 275604225 Date: 12/16/2024

200436500002

LP-2 **Amendment to Certificate of Limited Partnership (LP)**

To change information of record for your LP, fill out this form, and submit for filing along with:

- A **\$30** filing fee.
- A separate, non-refundable **\$15** service fee also must be included, if you drop off the completed form.

Items 3-7: **Only** fill out the information that is changing. Attach extra pages if you need more space or need to include any other matters.



This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.

① LP's Entity No. (issued by CA Secretary of State) 200936500002	② LP's Exact Name (on file with CA Secretary of State) Universal Protection Service, LP
--	---

New LP Name

③ **Proposed New LP Name** The new LP name: **must** end with: "Limited Partnership," "LP," or "L.P.," and **may not** contain "bank," "insurance," "trust," "trustee," "incorporated," "Inc.," "corporation," or "corp." The name cannot be likely to mislead the public and must be distinguishable in the records from other LPs of record or reserved with the California Secretary of State.

New LP Addresses

④ a. **Street Address of Designated Office in CA** **City (no abbreviations)** **CA** **State** **Zip**

b. **Mailing Address of LP, if different from 4a** **City (no abbreviations)** **State** **Zip**

New Agent/Address for Service of Process (The agent must be a CA resident or qualified [1505](http://www.sos.ca.gov/business/be/filing-tips) corporation in CA.)

⑤ a. **Agent's Name**

b. **Agent's Street Address (if agent is not a corporation)** **City (no abbreviations)** **CA** **State** **Zip**

General Partner Changes

⑥ a. New general partner: **Universal Protection GP, Inc., 1551 N. Tustin Ave. #650, Santa Ana, CA 92705**

b. Address change: **Name** **Address** **City (no abbreviations)** **State** **Zip**

c. Name change: Old name: **_____** New name: **_____**

d. Name of dissociated general partner: **Universal Protection GP, LLC**

Dissolved LP (Either check box a or check box b and complete the information. Note: To terminate the LP, also file a Certificate of Cancellation (Form LP-477), available at www.sos.ca.gov/business/be/forms.)

⑦ a. ☐ The LP is dissolved and wrapping up its affairs.

b. ☐ The LP is dissolved and has no general partners. The following person has been appointed to wrap up the affairs of the LP:

Name **Address** **City (no abbreviations)** **State** **Zip**

Read and sign below: This form must be signed by (1) at least one general partner; (2) by each person listed in item 6a; and (3) by each person listed in item 6d if that person has not filed a Certificate of Dissociation (Form LP-101). If item 7b is checked, the person listed must sign. If a trust, association, attorney-in-fact, or any other person not listed above is signing, go to www.sos.ca.gov/business/be/filing-tips for more information. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are part of this amendment. Signing this document affirms under penalty of perjury that the stated facts are true.

Sign here Sign here	David I. Buckman, Exec. VP and Secretary of general partner Universal Protection GP, LLC. 10/25/2021 Print your name here Date David I. Buckman, Exec. VP and Secretary of new general partner Universal Protection GP, Inc. 10/25/2021 Print your name here Date
-----------------------------------	---

Make check/money order payable to: **Secretary of State**

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

LP-2 **Amendment to Certificate of Limited Partnership (LP)**

To change information of record for your LP, fill out this form, and submit for filing along with:

- A **\$30** filing fee.
- A separate, non-refundable **\$15** service fee also must be included, if you drop off the completed form.

Items 3-7: **Only** fill out the information that is changing. Attach extra pages if you need more space or need to include any other matters.

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.

① LP's Entity No. (issued by CA Secretary of State) 200936500002	② LP's Exact Name (on file with CA Secretary of State) UNIVERSAL PROTECTION SERVICE, LP
--	---

New LP Name

③

Proposed New LP Name The new LP name: **must** end with: "Limited Partnership," "LP," or "L.P.," and **may not** contain "bank," "insurance," "trust," "trustee," "incorporated," "inc.," "corporation," or "corp." The name cannot be likely to mislead the public and must be distinguishable in the records from other LPs of record or reserved with the California Secretary of State.

New LP Addresses

④

a. **Street Address of Designated Office in CA** **City (no abbreviations)** **CA State** **Zip**

b. **Mailing Address of LP, if different from 4a** **City (no abbreviations)** **State** **Zip**

New Agent/Address for Service of Process (The agent must be a CA resident or qualified 1505 corporation in CA.)

⑤

a. **Corporation Service Company Which Will Do Business In California As CSC - Lawyers Incorporating Service**
Agent's Name

b. **Agent's Street Address (if agent is not a corporation)** **City (no abbreviations)** **CA State** **Zip**

General Partner Changes

⑥

a. **New general partner:** **Name** **Address** **City (no abbreviations)** **State** **Zip**

b. **Address change:** **Name** **New Address** **City (no abbreviations)** **State** **Zip**

c. **Name change:** **Old name:** **New name:**

d. **Name of dissociated general partner:**

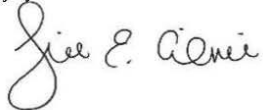
Dissolved LP (Either check box a or check box b and complete the information. Note: To terminate the LP, also file a Certificate of Cancellation (Form LP-4/7), available at www.sos.ca.gov/business/be/forms.)

⑦

a. ☐ The LP is dissolved and wrapping up its affairs.

b. ☐ The LP is dissolved and has no general partners. The following person has been appointed to wrap up the affairs of the LP: **Name** **Address** **City (no abbreviations)** **State** **Zip**

Read and sign below: This form must be signed by (1) at least one general partner; (2) by each person listed in item 6a; and (3) by each person listed in item 6d if that person has not filed a Certificate of Dissociation (Form LP-101). If item 7b is checked, the person listed must sign. If a trust, association, attorney-in-fact, or any other person not listed above is signing, go to www.sos.ca.gov/business/be/filing-tips for more information. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are part of this amendment. Signing this document affirms under penalty of perjury that the stated facts are true.

Sign here  **Jill Cimi, Vice President on behalf of UNIVERSAL PROTECTION GP, Inc. Its GP**

Print your name here **Date**

Sign here **Print your name here** **Date**

Make check/money order payable to: **Secretary of State**

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

8.6.4.2 Exhibit 2 - Certification of Compliance

Proposer certifies compliance with all programs, policies, and ordinances by completing Certification of Compliance (Exhibit 2).

REQUIRED FORMS – EXHIBIT 2

CERTIFICATION OF COMPLIANCE

Proposer certifies compliance with all programs, policies, and ordinances specified below.

	TITLE	REFERENCE	CERTIFICATIONS
1	Certification of No Conflict of Interest	LACC 2.180	Certifies Compliance? ☒ Yes ☐ No
2	Familiarity with the County Lobbyist Ordinance Certification	LACC 2.160	Certifies Compliance? ☒ Yes ☐ No
3	Zero Tolerance Policy on Human Trafficking Certification	Motion	Certifies Compliance? ☒ Yes ☐ No
4	Compliance with Fair Chance Employment Hiring Practices Certification	Board Policy 5.250	Certifies Compliance? ☒ Yes ☐ No
5	Charitable Contributions Certification Enter the California Registry of Charitable Trusts "CT" number and upload a copy of firm's 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 (if applicable) _____	Board Policy 5.065	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 in this document 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.
6	Attestation of Willingness to Consider GAIN/START Participants	Board Policy 5.050	Certifies Compliance? ☒ Yes ☐ No Willing to provide GAIN/START participants access to employee mentoring program? ☒ Yes ☐ No ☐ N/A-program not available
7	Contractor Employee Jury Service Program Certification Form & Application for Exception	LACC 2.203	Certifies Compliance? ☒ Yes ☐ No If No, identify exemption: ☐ My business does not meet the definition of "contractor," as defined in the Program. ☐ My business is a small business as defined in the Program. ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program
8	Certification of Compliance with the County's Defaulted Property Tax Reduction Program	LACC 2.206	Certifies Compliance? ☒ Yes ☐ No If No, identify exemption: _____

8.6.4.3 Exhibit 3 - Request for Preference Consideration

Proposers requesting preference consideration must complete Request for Preference Consideration (Exhibit 3).

REQUIRED FORMS – EXHIBIT 3 REQUEST FOR PREFERENCE CONSIDERATION

INSTRUCTIONS: Proposers requesting preference consideration must complete and include this form in their proposal. Proposers may request consideration for one or more preference programs. In order to qualify for preference, firm must be certified by the County of Los Angeles Department of Consumer and Business Affairs (DCBA). Please reference your Certification Letter issued by DCBA to determine Federal/Non-Federal preference eligibility.

☒ PREFERENCE NOT REQUESTED

OR

☐ PREFERENCE REQUESTED (SELECT ALL THAT APPLY)		
Preference Program		Reference
☐	Request for Local Small Business Enterprise (LSBE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.204
☐	Request for Social Enterprise (SE) Program Preference ☐ Certification for Non-Federally Funded County Solicitations ☐ Certification for Federally Funded County Solicitations	LACC 2.205
☐	Request for Disabled Veterans Business Enterprise (DVBE) Program Preference	LACC 2.211

Note: In no instance should any of the listed preference programs price or scoring be combined with any other County program to exceed fifteen percent (15%) in response to any county solicitation.

8.6.4.4 Exhibit 4 - Debarment History and List of Terminated Contracts

The County will conduct a review of Proposer's terminated contracts and debarment history. Proposer must complete the Prospective Debarment History and List of Terminated Contracts (Exhibit 4) in Appendix B of this RFP. The listing must include contracts terminated within the past five (5) years with a reason for the termination.

REQUIRED FORMS – EXHIBIT 4 DEBARMENT HISTORY AND LIST OF TERMINATED CONTRACTS

Proposer's Name: Universal Protection Service, LP dba Allied Universal Security Services

1. DEBARMENT HISTORY (Check one)	YES	NO
Proposer is currently debarred by a public entity	☐	☒
If yes, please provide the name of the public entity:		
2. LIST OF TERMINATED CONTRACTS (Check one)	YES	NO
Proposer has contracts that have been terminated in the past three (3) years.	☐	☒

If yes, please list all contracts that have been terminated prior to expiration within the last three (3) years.

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

Service:	
Name of Entity:	
Address:	
Contact:	
Telephone:	
Email:	
Termination Date:	
Name/Contract No:	
Reason for Termination:	

8.6.4.5 Exhibit 5 - Community Business Enterprise (CBE) Information

Proposer must complete Community Business Enterprise (CBE) Information (Exhibit 5).

REQUIRED FORMS – EXHIBIT 5 COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION

TITLE		REFERENCE		
1 FIRM/ORGANIZATION INFORMATION		The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.		
Total Number of Employees in California:		53,056		
Total Number of Employees (including owners):		53,056		
Race/Ethnic Composition of Firm. Enter the make-up of Owners/Partners/Associate Partners into the following categories:				
Race/Ethnic Composition	Owners/Partners/Associate Partners		Percentage of how ownership of the firm is distributed	
	Male	Female	Male	Female
Black/African American			%	%
Hispanic/Latino			%	%
Asian or Pacific Islander			%	%
Native Americans			%	%
Subcontinent Asian			%	%
White			%	%

TITLE		REFERENCE				
2 CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, DISABLED VETERAN, AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND QUESTIONING-OWNED (LGBTQQ) BUSINESS ENTERPRISE		If your firm is currently certified as a minority, women, disadvantaged, disabled veteran or lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprise by a public agency, complete the following.				
		☐ Check if not applicable				
Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	LGBTQQ	

** Universal Protection Service LP dba Allied Universal Security services does not track or maintain data on the race or ethnicity of our owners/partners **

Universal Protection Service LP dba Allied Universal Security Services are not certified as a minority, women, disadvantaged, disabled, veteran, lesbian, gay, bi-sexual, transgender, queer and questioning owned business enterprise by a public agency

Rev 10/02/23

8.6.4.6 Exhibit 6 - Minimum Mandatory Requirements

County will review the Proposer's Required Forms and determine if the Proposers meet the minimum mandatory qualification as outlined in Paragraph 4.0 of this RFP. Failure of the Proposer to comply with the minimum requirements may eliminate its proposal from any further consideration.

The County may elect to waive any informality in a proposal if the sum and substance of the proposal are present.

REQUIRED FORMS – EXHIBIT 6 **MINIMUM MANDATORY REQUIREMENTS**

Proposer acknowledges and certifies that it meets and will comply with the Minimum Mandatory Requirements indicated below and as stated in Paragraph 4.0, of this Request for Proposals.

No.	Minimum Mandatory Requirement(s) (MMR)	Complies with M/R	
		Yes	No
1	Proposer's firm must have a minimum of seven (7) years' experience providing armed and unarmed event staff security services equivalent or similar to the size and scope of the services being requested	☒	☐
2	Proposer's firm must be licensed as a Private Patrol Operator in good standing with the State of California; a copy of the license must be submitted with the proposal	☒	☐
3	Proposer's Contract Project Manager/Representative must have a minimum of five (5) years' experience providing management in armed security guard services	☒	☐
4	For armed security guard services, Proposer must provide a Field Supervisor on the submitted Staffing Plan	☒	☐
5	For unarmed event staff security guard services, Proposer's firm must demonstrate their ability to provide crowd control security guard services by submitting with the proposal the following; Examples of five separate large-scale indoor and/or outdoor events the Proposer has provided services for with a minimum capacity of at least 15,000 attendees.	☒	☐
6	Proposers must demonstrate their ability to provide a guard tour system that monitors and tracks security guards and provides real-time reporting.	☒	☐
7	Proposer must have attended the Virtual Mandatory Proposer's Conference identified in Paragraph 8.4 (Virtual Mandatory Proposer's Conference).	☒	☐
8	Proposers must complete and return the required Forms 1 – 19 with their proposal.	☒	☐
9	Proposer does not have unresolved questioned cost, as identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the County department and remain unpaid for a period of six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.	☒	☐

8.6.4.7 Exhibit 7 - List of Public Entities

Proposer must complete the List of Public Entities form (Exhibit 7) of Appendix B (Required Forms). The listing must include all contracts with public entities for the last five years. Proposer may use additional sheets, if necessary.

REQUIRED FORMS – EXHIBIT 7

LIST OF PUBLIC ENTITIES

Proposer's Name: Universal Protection Service, LP dba Allied Universal Security Services

Provide all public entity contracts for the last five (5) years where the same or similar scope of services was provided. It is the Proposer's responsibility to ensure accuracy of the information provided below. Use additional pages if required.

PUBLIC AGENCIES	
AGENCY/DEPT: Los Angeles County Beaches and Harbors SERVICE TYPE: Armed and unarmed security services for County of Los Angeles CONTRACT TERM: 5 years CONTRACT AMT: \$1.35M/year CONTACT: Joan Hernandez TELEPHONE: 424-526-7879 E-MAIL: jhemandez@bh.lacounty.gov	AGENCY/DEPT: Los Angeles County Sheriffs Dept. SERVICE TYPE: Armed and unarmed security services for County of LA Dept. CONTRACT TERM: 9 years CONTRACT AMT: \$20M+/year CONTACT: Jovie Hough TELEPHONE: 323-351-1241 or 213-613-3915 E-MAIL: jhough@lasd.org
AGENCY/DEPT: Los Angeles County of DPSS SERVICE TYPE: Armed and unarmed security services for County of LA County CONTRACT TERM: 5 years CONTRACT AMT: \$12M+/year CONTACT: Rita Murgas-Lee TELEPHONE: (562)908-3007 E-MAIL: ritamurgaslee@dpss.lacounty.gov	AGENCY/DEPT: County of San Bernardino SERVICE TYPE: Armed and unarmed security services CONTRACT TERM: 14 years CONTRACT AMT: \$12M+/year CONTACT: Albert Cazares TELEPHONE: 909-387-3376 E-MAIL: alberto.cazares@pur.sbcounty.org
AGENCY/DEPT: Los Angeles Metropolitan Transportation Authority (LA Metro) SERVICE TYPE: Armed and unarmed security services CONTRACT TERM: 5 years CONTRACT AMT: \$22M+/year CONTACT: Jose Ortiz TELEPHONE: 213-454-9636 E-MAIL: ortizo@metro.net	AGENCY/DEPT: County of Ventura SERVICE TYPE: Armed and unarmed security services CONTRACT TERM: 5 years CONTRACT AMT: \$11M/year CONTACT: David Barley TELEPHONE: 805-479-0319 E-MAIL: david.barley@ventura.org

8.6.4.8 Exhibit 8 - List of References

REQUIRED FORMS – EXHIBIT 8

LIST OF REFERENCES

Proposer's Name: Universal Protection Service, LP dba Allied Universal Security Services

Proposer's List of References will be used for evaluation purposes and to validate Proposer meets the Minimum Mandatory Requirements stated in the RFP. Proposer must provide at least five (5) references for the same or similar scope of services that is being requested.

Proposer may also provide five (5) alternate references in the event that a reference is non-responsive. Please note that **no more than** ten (10) references should be provided. It is the Proposer's responsibility to ensure accuracy of the information provided below.

REFERENCES		ALTERNATE REFERENCES	
REFERENCE 1		ALTERNATE REFERENCE 1	
AGENCY/DEPT:	Venice Business Improvement District	AGENCY/DEPT:	Federal Express
SERVICE TYPE:	Unarmed security program for business improvement District in Los Angeles	SERVICE TYPE:	Unarmed security service at LAWA Airport Aviation July 2015- present
CONTRACT TERM:	March 2018- Present	CONTRACT TERM:	
CONTRACT AMT:	\$728,489	CONTRACT AMT:	\$3M
CONTACT:	Eleni Polakoff	CONTACT:	Eric Muneno
TELEPHONE:	(626)394-1776	TELEPHONE:	(310) 345-5052
E-MAIL:	Eleni@venicebeachbid.com	E-MAIL:	eric.muneno@fedex.com
REFERENCE 2		ALTERNATE REFERENCE 2	
AGENCY/DEPT:	Chevron	AGENCY/DEPT:	Cushman Wakefield-Wedge Office
SERVICE TYPE:	Unarmed security program for gas refinery	SERVICE TYPE:	Unarmed security program for commercial Real Estate location
CONTRACT TERM:	January 2016-present	CONTRACT TERM:	Feb 2022-Present
CONTRACT AMT:	\$4M	CONTRACT AMT:	\$569,000
CONTACT:	Edmond Amirkhanian	CONTACT:	Maya Murphy
TELEPHONE:	(310)529-2601	TELEPHONE:	(310)751-7912
E-MAIL:	ewpr@chevron.com	E-MAIL:	maya.murphy@cushwake.com
REFERENCE 3		ALTERNATE REFERENCE 3	
AGENCY/DEPT:	Cushman & Wakefield/ Pacific Corporate Towers	AGENCY/DEPT:	Gateway to LA
SERVICE TYPE:	Unarmed security for commercial real estate location	SERVICE TYPE:	Unarmed security program for commercial real estate building
CONTRACT TERM:	October 2022-present	CONTRACT TERM:	March 2017
CONTRACT AMT:	\$2M	CONTRACT AMT:	\$371K
CONTACT:	Dustin Wilbert	CONTACT:	Tajh Henderson
TELEPHONE:	(310)615-0122	TELEPHONE:	(310) 216-7328
E-MAIL:	dustin.wilberg@cushwake.com	E-MAIL:	thenderson@gatewayla.org

REQUIRED FORMS – EXHIBIT 8

LIST OF REFERENCES

Proposer's Name: Universal Protection Service, LP dba Allied Universal Security Services

Proposer's List of References will be used for evaluation purposes and to validate Proposer meets the Minimum Mandatory Requirements stated in the RFP. Proposer must provide at least five (5) references for the same or similar scope of services that is being requested.

Proposer may also provide five (5) alternate references in the event that a reference is non-responsive. Please note that **no more than** ten (10) references should be provided. It is the Proposer's responsibility to ensure accuracy of the information provided below.

REFERENCES	
REFERENCE 1	
AGENCY/DEPT:	Cedar Sinai (RMR Group)
SERVICE TYPE:	Unarmed security Service for Hospital
CONTRACT TERM:	January 2015- present
CONTRACT AMT:	\$764K
CONTACT:	Melissa Merlos
TELEPHONE:	(310)358-5550
E-MAIL:	mmerlos@rmrgroup.com

ALTERNATE REFERENCES	
ALTERNATE REFERENCE 1	
AGENCY/DEPT:	
SERVICE TYPE:	
CONTRACT TERM:	
CONTRACT AMT:	
CONTACT:	
TELEPHONE:	
E-MAIL:	

8.6.4.9 Exhibit 9 - Contribution and Agent Declaration Form

The Levine Act (Government Code Section 84308) requires proposers to disclose information about contributions made. Proposers must complete the Contribution and Agent Declaration Form (Exhibit 9).

REQUIRED FORMS – EXHIBIT 9 **CONTRIBUTION AND AGENT DECLARATION FORM**

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

- 1) Declarant Company or Applicant Name:
Universal Protection Service, LP dba Allied Universal Security Services
- a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal: N/A
- b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months: Allied Universal
- c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution: Steve Jones, Global CEO and Steve Claton, Regional President

[IF A COMPANY, ANSWER QUESTIONS 2 - 3]

- 2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.
 - a) Parent(s):
Universal Protection GP, Inc.
 - b) Subsidiaries:
Universal Protection Service, LLC dba Allied Universal Security Services
 - c) Related Business Entities:
N/A
- 3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.
N/A
- 4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.
None

REQUIRED FORMS – EXHIBIT 9

CONTRIBUTION AND AGENT DECLARATION FORM

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, **or** (2) provide purely technical data or analysis, **and** who will not have any other type of communication with a County agency, employee, or officer.)*

None

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

N/A

B. CONTRIBUTIONS

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount
	None	

*Please attach an additional page, if necessary.

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount
	None		

*Please attach an additional page, if necessary.

REQUIRED FORMS – EXHIBIT 9

CONTRIBUTION AND AGENT DECLARATION FORM

C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

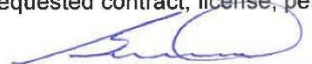
There are No additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, Steve Claton (Authorized Representative), on behalf of Allied Universal Security Svc (Declarant Company), at which I am employed as Regional President (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.


Signature

3/21/26
Date

REQUIRED FORMS – EXHIBIT 9
CONTRIBUTION AND AGENT DECLARATION FORM

INDIVIDUAL BIDDERS OR APPLICANTS

I, Steve Claton, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

Signature  Date 3/27/26

REQUIRED FORMS – EXHIBIT 10 - 2

PRICING SCHEDULE

Fill in all of the unshaded boxes. This chart will be used for a variety of purposes as follows:

- The first twelve rows (relating to “Standard Staffing Hours”) should reflect the annual Security Guards staffing hours required by the Contract as detailed in the Statement of Work and the hours of service rendered by Other Personnel, such as Supervisors and the Contractor Representative.
- No minimum hourly requirement is given for the positions of Supervisors or Contractor Representative; however, the quoted numbers will be used by the County to assist in the evaluation of the adequacy of the Proposer’s Staffing/Work Plan (Exhibit 12/15). The cost for providing these hours should be factored into the contractor’s overhead costs.
- Armed Security Guards staffing hours indicated in the Statement of Work, 11.0 are: (ALL SHIFTS ARE SEVEN DAYS PER WEEK.)
 - Service Area 1 – One Armed Security Guard – 8pm – 8am (12 Hours)
 - Service Area 2 – One Armed Security Guard – 8pm – 8am (12 Hours)
 - Service Area 3 – One Armed Security Guard – 7pm – 7am (12 Hours) – RV Park is closed most of the month of January (Standard staffing hours will not exceed five days);
 - Service Area 4 – One Armed Security Guard – 7pm – 7am (12 Hours)
 - Service Area 5 – One Armed Security Guard – 8pm – 8am (12 Hours)
 - Service Area 6 – One Armed Security Guard – 7pm – 7am (12 Hours)
 - Service Area 7 – One Armed Security Guard – 7pm – 7am (12 Hours)
 - Service Area 8 – One Armed Security Guard – April 1st through October 31st, 8p.m.-1a.m. (5 Hours) / November 1st through March 31st, 6p.m. – 11p.m. (5 hours).
- “Special Events” staffing hours: Armed Security Guards Hours are indicated in Appendix B, Paragraph 11.0 and Exhibit I. Unarmed Event Staff Guard staffing hours are indicated in Appendix B, Paragraph 12.0.
- The “Hourly Wage” column should reflect actual hourly wages paid, which County will use to determine Proposer’s compliance with County’s Living Wage Program (RFP, Paragraph 6.12).
- The (“Contractor’s Annual Cost”) column should accurately reflect all cost items, as well as profit, that are included in the Annual County Cost.
- The “Proposed Price per Hour” column will be used to pay for actual scheduled hours worked, as well as for any additional hours in the instance when unscheduled or emergency work has been authorized by the Director. The “Proposed Price per Hour” should reflect the hourly wages for Armed and Event Staff Guards and Supervisors inclusive of all contractor ongoing and one-time costs, including salaries, wages, benefits, supplies, equipment, and other direct costs, as well as proportional amounts of overhead, profit, and support staff costs. The hourly rate must equal the Annual Cost to County divided by **35,532**.
- The “Annual County Cost” column will be used for Proposal Price evaluation purposes. The total should equal the Proposer’s expected compensation for providing the security services as detailed in the Statement of Work. In addition, it must equal the “Standard Staffing Hours - Annual Total” (sixth column) for Armed Security Officers multiplied by the “Proposed Price per Hour” column for that category of employees.

REQUIRED FORMS – EXHIBIT 10 - 2

PRICING SCHEDULE

		ARMED SECURITY GUARD HOURS	ARMED SECURITY FIELD SUPERVISOR HOURS	UNARMED EVENT STAFF GUARD HOURS	UNARMED EVENT STAFF FIELD SUPERVISOR HOURS	UNARMED EVENT STAFF MANAGER HOURS	CONTRACTOR REPRESENTATIVE	EMPLOYEE BENEFITS	SUPPLIES	OTHER EXPENSES & OVERHEAD	PROFIT	TOTAL (ANNUAL COST TO COUNTY)
STANDARD STAFFING HOURS	SERVICE AREA 1 – DOCKWEILER ENTRANCE	4368										
	SERVICE AREA 2 – DOCKWEILER VEHICLE	4368										
	SERVICE AREA 3 – DOCKWEILER RV PARK	4056										
	SERVICE AREA 4 – DOCKWEILER YOUTH CENTER	4368										
	SERVICE AREA 5 MARINA DEL REY VEHICLE	4368										
	SERVICE AREA 6 – BURTON CHACE PARK	4368										
	SERVICE AREA 7 – BOAT FACILITIES	4368										
	SERVICE AREA 8 – WHITE POINT/ ROYAL PALMS	1820										
	SPECIAL EVENTS	3,448		5,067	537	143						
	ANNUAL TOTAL HOURS	35,532		5,067	537	143						
	HOURLY WAGE (1)	\$ 24.28	\$ 38.74	\$ 23.74	\$ 25.80	27.86	\$ included at no cost					
	CONTRACTOR'S ANNUAL COST	\$ 862,716.96	\$ 80,581.66	\$ 120,270.31	\$ 13,854.60	3,984.55	\$ included at no cost	\$ 92,840.54	\$ 40,260.65	\$ 432,401.77	\$3,938.81	\$ 1,650,849.85
	PROPOSED PRICE PER HOUR	\$ 40.05		\$ 39.15	\$ 42.55	45.95						
	ANNUAL COUNTY COST	\$ 1,423,056.60		\$ 198,373.05	\$ 22,849.35	6,570.85						\$ 1,650,849.85

(1) Hourly wages for Armed Security Officers must comply with the current Living Wage rate and the Total Annual Cost to the County should account for possible future Living Wage rate increases.

Proposer understands and acknowledges that the Living Wage hourly wage rate will adjust annually every January 1 based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1; and thus, Proposer must ensure that it is paying its employees the adjusted Living Wage rate of each year of the contract term and any optional contract term, if exercised.

By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.

Notes to Pricing

To provide a transparent view of our pricing, the following notes provide additional details on our proposed pricing structure:

- Please note that the rates quoted are based on non-union security personnel. Should our employees become represented by a union organization, and we negotiate a collective bargaining agreement, then the wages and employee benefits would be adjusted accordingly, along with our bill rates.
- To ensure compliance with California meal and rest break regulations, the Parties shall implement the following standard practice: billable Allied Universal on-site personnel shall mutually relieve each other for meal and rest breaks.
- Holiday hours worked to be billed at the straight-time bill rates. Security Professionals are entitled to seven (7) holidays each year or as determined by individual client sites
 - New Years Day
 - Presidents Day*
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day

*In some locations/customer sites, President's Day may be substituted for Martin Luther King Jr. Day as the 7th designated company holiday.

- We have included 5 HELIAUS[®] units based upon the specifications in the scope of work provided; numbers of devices subject to change based upon client need.
- Bill rates are not inclusive of sales tax
- Bill rates are based upon 30-day payment terms
- Bill rates are inclusive of the following items:
 - Wage
 - Payroll Taxes – FICA, FUI, and SUI
 - Insurance - Worker's Compensation and General Liability
 - Benefits – Medical, Dental, Vision, and Life Insurance
 - Training
 - Vacation and sick coverage
 - 12 days annually
 - Uniforms and equipment
 - Background checks and screenings
 - Backfill overtime
 - Overhead and profit

Vehicles & Parking

- Two vehicles are included in the bill rates.

8.6.4.11 Exhibit 14 - Proposer's Qualifications

REQUIRED FORMS – EXHIBIT 14

PROPOSER'S QUALIFICATION (BUSINESS, REFERENCES AND FINANCIAL SUMMARY)

The following must be included:

A. BACKGROUND and EXPERIENCE

Provide a summary description of your relevant background information demonstrating the Proposer's ability to meet the requirements stated in the RFP, Section 4.0 Minimum Mandatory Qualifications and provide a narrative of the Proposer's experience in managing security services equivalent or similar to the size and scope of the RFP (including managing several posts in multiple locations in accordance with Section 11.0 and 12.0, Exhibit A of the Statement of Work).

B. EXPERIENCE – Crowd Control Services

List five (5) separate large-scale indoor and/or outdoor events with a minimum capacity of at least 10,000 attendees;

EVENT	VENUE SIZE (approximate sq. ft.)	NUMBER OF ATTENDEES
Coachella and Stage Coach	78-acres of Polo fields	over 100,000 daily attendees
BMO Stadium	86,000 square feet with total stadium space of 199,207 square feet	Total Guest Attendance for soccer matches is 22,000. Total guest attendance of concerts is 30,000
Levi's Stadium- Home of the SF Forty Niners Santa Clara, CA	Approximately 1.8 Million Square feet	Attendance capacity at 75,000+
Chase Center- Home of the Golden State Warriors San Francisco, CA	11 acre site	Guest capacity is approximately 18,000
Lumen Field - Home of the Seattle Seahawks Seattle, WA	280,000 square event	Attendance for Football events is 69,000 Attendance for concerts is 72,000

➤ LICENSES

Please list and attach a copy of Proposer's Private Patrol Operator License:

LICENSEE NAME	LICENSE NUMBER	LICENSE STATUS	EXP. DATE
Universal Protection Service, LP	PPO14417	Active	Valid indefinitely."
Allied Universal Security Services LP	0000420124-0002-5	Active	Valid indefinitely."

➤ LOCATION OF OFFICE OF OPERATION 5601 W.Slauson Avenue Ste 128 Culver City, CA 90230-6582.

➤ NUMBER OF FULL-TIME EMPLOYEES EMPLOYED BY YOUR FIRM 189,955.

➤ INCLUDE AN ORGANIZATIONAL CHART OR DESCRIPTION OF THE ORGANIZATION OF YOUR FIRM:

- **EVIDENCE OF INSURABILITY:** Attach a letter of commitment, a binder of certificate of current insurance coverage meeting the limits and other requirements of Section 8.25 of Appendix A, Contract.
- **FINANCIAL CAPABILITY:** Provide copies of the company's most current and prior two (2) fiscal years (for example, 2023 and 2024) financial statements. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement.

C. PROPOSER'S REFERENCES

Provide a listing of all contracts performed within the last five years, including County and other governmental entities. Failure to document the years of experience as required in accordance with the Minimum Mandatory Requirements stated in RFP, Section 4.0, may be grounds for disqualification. County reserves the right to contact any reference of Proposer, listed or not listed.

Start of Contract	End of Contract	Name of Firm	Address of Firm	Contact Person	Contact's Phone No.	Contact's Email Address
2021	Current	Los Angeles County of DPSS	2707 S. Grand Ave Ste A, Los Angeles, CA 90007	Rita Murgas-Lee	(562) 906-3007	ritamurgaslee@dpss.lacounty.gov
2021	Current	Los Angeles Metropolitan Authority (LA Metro)	One Gateway Plaza Los Angeles, CA 90012-2952	Jose Ortiz	(213)454-9636	ortizj@metro.net
2017	Current	Los Angeles County Sheriff's Dept	211 W. Temple St. Los Angeles, CA 90012	Jovie Hough	(323)351-1241 or (213)613-3915	jrough@lasd.org
2012	Current	County of San Bernardino	385 N. Arrowhead Ave., San Bernardino, CA 924154	Albert Cazares	(909)_3687-3376	alberto.cazares@pur.sbcounty.org
2021	Current	County of Ventura	800 S. Victoria Ave, Ventura, CA 93009	David Barley	(805)479-0319	david.barley@ventura.org

Attach additional pages if needed.

Signature:  Title: Regional President

Date: 4/01/2026

EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays \$ 657.44 Employee Pays \$150.00 Total Mo. Premium \$807.44

Annual Deductible

Employee \$6000.00 Family \$12000.00

Coverage (✓)

☒ Hospital Care (Inpatient ☒ Outpatient ☒
☒ X-Ray and Laboratory
☒ Surgery
☒ Office Visits
☒ Pharmacy
☒ Maternity
☒ Mental Health/Chemical Dependency, Inpatient
☒ Mental Health/Chemical Dependency, Outpatient

Dental Insurance:

Employer Pays \$ None Employee Pays \$ 23.21 Total Mo. Premium \$ 23.21

Life Insurance:

Employer Pays \$ 1.58 Employee Pays \$ 0 Total Mo. Premium \$ 1.58

Vacation:

Number of Days 12 and any increase after N/A years of employment, number of days or hours N/A

Sick Leave:

Number of Days N/A and any increase after N/A years of employment, number of days or hours N/A ****Included with vacation (12 days total)**

Holidays:

Number of Days 7 per year

Retirement:

Employer Pays \$ 0 Employee Pays \$ TBD Total Premium \$ 0

A. Proposer's Background and Experience

Provide a summary of relevant background information to demonstrate that the Proposer meets the minimum mandatory qualifications stated in Paragraph 4.0 of this RFP and has the capability to perform the required services as a corporation or other entity;

Narrative of Proposer's background and experience managing security services equivalent or similar to the size and scope of the services requested including Proposer's ability to manage several posts in multiple locations at one time as requested in this RFP;

Allied Universal brings unmatched experience in managing large-scale, multi-location security operations that mirror, and exceed, the size, scope, and complexity of the Los Angeles County Department of Beaches and Harbors contract. **As the current incumbent provider for Beaches and Harbors**, Allied Universal possesses a direct, working knowledge of the Department's operational environment, post orders, staffing models, event requirements, and stakeholder expectations. No other proposer can replicate this level of familiarity, continuity, and proven performance on this specific contract.

For nearly a decade, Allied Universal has successfully delivered security services across Los Angeles County, including our role as the incumbent provider for the Los Angeles County Sheriff's Department, where we manage security operations across multiple Service Planning Areas (SPAs), facilities, and public-facing environments. These programs require continuous coordination across dozens of sites, thousands of weekly staffing hours, and complex compliance requirements, demonstrating our ability to simultaneously manage multiple posts across geographically dispersed locations, which is directly aligned with the Beaches and Harbors contract requirements.

Allied Universal specializes in the management of large, decentralized security programs supported by a robust local infrastructure and layered supervision model. For Los Angeles County Departments alone, we currently provide more than 36,000 hours of security services weekly, staffed by over 1,000 security professionals, and support more than 14 different County departments. This operational scale reflects our proven ability to manage complex security programs across diverse facilities while maintaining consistent service delivery and compliance.

Our operational model is specifically designed to ensure seamless performance across multiple locations. We maintain 100 percent post coverage, supported by centralized command and decentralized field supervision, allowing for real-time communication, reporting, and rapid response to staffing changes, emergencies, and evolving operational conditions. This same model is actively deployed within Beaches and Harbors today, where we coordinate security operations across beaches, parks, marina facilities, and event venues, each with unique risk profiles and operational demands. The ability to manage these environments concurrently, while maintaining compliance and service quality, demonstrates our proven capacity to meet and exceed the County's expectations.

As the current contractor for Beaches and Harbors, Allied Universal has already demonstrated success in managing armed patrol operations across multiple beach and marina locations, as well as providing unarmed event staff for crowd control and public safety. We coordinate closely with County personnel, law enforcement, and event organizers while maintaining strict adherence to County policies, reporting requirements, and Living Wage standards. Our team understands the nuances of seasonal fluctuations, high-traffic public environments, coastal and marina-specific risks, and the importance of community engagement. This direct experience eliminates transition risk and ensures immediate continuity of service.

A critical component of this contract is the ability to support large-scale special events, often requiring rapid mobilization of significant staffing resources. Allied Universal's dedicated Event Services Division is uniquely positioned to meet this requirement. We routinely support large public events exceeding 15,000 attendees and manage high-profile municipal and regional events across the country. Our event staffing model is designed for scalability and rapid deployment, even with short lead times. We provide trained personnel for crowd control, access management, and public safety, supported by established logistics for scheduling, deployment, and supervision. Our teams are experienced in coordinating with local law enforcement and emergency services, ensuring safe and efficient event operations.

Allied Universal also maintains extensive experience working across Los Angeles County through long-standing contractual relationships with multiple departments, including the Los Angeles County Sheriff's Department, Department of Health Services (DHS), Department of Public Social Services (DPSS), and the Department of Beaches and Harbors. This depth of County experience provides a thorough understanding of County compliance requirements, reporting expectations, invoicing procedures, and operational oversight. Our established relationships with County stakeholders further support effective communication, responsiveness, and accountability.

From an organizational standpoint, Allied Universal's scale and infrastructure reinforce our ability to successfully manage contracts of this size and complexity. We provide services at more than 50,000 client sites nationwide and employ over 275,000 personnel, supported by a dedicated Government Services Division focused exclusively on public sector clients. Locally, our Southern California footprint includes multiple branch offices and a dedicated management team, enabling rapid staffing deployment, strong supervision, and immediate response to operational needs.

Allied Universal's combination of incumbent experience with Beaches and Harbors, proven performance on large, multi-site County contracts, dedicated event staffing capabilities, extensive County relationships, and scalable infrastructure positions us as the most qualified provider to continue delivering high-quality, reliable security services. No other proposer can match our direct experience operating this exact contract while simultaneously managing comparable County-wide security programs at scale.

The following overview highlights where we provide similar security services and the types of support delivered through those contracts.

	Los Angeles County Sheriff's Department	County of Ventura	County of San Bernadino	Los Angeles Metropolitan Transportation Authority	City of Dallas	City of New York	City of Las Vegas
Location	CA	CA	CA	CA	TX	NY	NV
Contract Start Year	2016	2022	2009	2023	2015	1992	2000
HPW	11,372	5,500+	7,000+	10,000+	5,500	35,000	4,800
# of Security Professionals	332	158	150	250	138	875	138
# of Sites	67	53	50+	75+	55	500+	20+
Regulatory & Compliance							
Credentialing & badging for staff	✓	✓	✓	✓	✓	✓	✓
Reporting & quality assurance	✓	✓	✓	✓	✓	✓	✓
Create post orders & KPIs	✓	✓	✓	✓	✓	✓	✓
Security Services							
Armed security services	✓			✓	✓	✓	
Access control and ID checks	✓	✓	✓	✓	✓	✓	✓
Patrols (foot and vehicle)	✓	✓	✓	✓	✓	✓	✓
Key control / open & close	✓	✓	✓	✓	✓	✓	✓
Visitor and property screening	✓	✓	✓	✓	✓	✓	✓
Vehicle screening	✓	✓	✓	✓	✓	✓	✓
Rules enforcement on-site	✓	✓	✓	✓	✓	✓	✓
Alarm response & monitoring	✓	✓	✓	✓	✓	✓	✓
Traffic & pedestrian control	✓	✓	✓	✓	✓	✓	✓
CCTV and Security Operation Center staffing	✓	✓	✓	✓	✓	✓	✓
Complete DARs, MIRs, SIRs	✓	✓	✓	✓	✓	✓	✓
Critical infrastructure security	✓	✓	✓	✓	✓	✓	✓
Emergency response & first aid	✓	✓	✓	✓	✓	✓	✓
Incident investigation and reporting	✓	✓	✓	✓	✓	✓	✓
Liaison with law enforcement and stakeholder agencies as required	✓	✓	✓	✓	✓	✓	✓
Interpersonal Skills							
Customer service & public engagement	✓	✓	✓	✓	✓	✓	✓
Engagement of vulnerable population	✓	✓	✓	✓	✓	✓	✓
Effective communications	✓	✓	✓	✓	✓	✓	✓
Management							
Accurate Invoicing	✓	✓	✓	✓	✓	✓	✓
Records Maintenance	✓	✓	✓	✓	✓	✓	✓
Health & safety compliance	✓	✓	✓	✓	✓	✓	✓
Equipment / supplies inventory & maintenance	✓	✓	✓	✓	✓	✓	✓

Additional examples of our government contracts underpinning our capacity to act on behalf of County of Los Angeles, include:

	Location	Armed Security Programs	HPW	Length of Engagement
Federal Clients				
Department of State – 46 US Embassies	Globally	✓	600,000	1975
Department of Homeland Security	National	✓	96,000	2009
Statue of Liberty	National		2,300	2011
State Clients				
State of New Jersey	NJ	✓	17,000+	2010
State of New York	NY	✓	20,000+	2019
State of Delaware	DE		2,200	2022
Commonwealth of Massachusetts	MA	✓	5,200	2020
State of Nevada	NV	✓	3,200	2010
State of Florida	FL	✓	10,000+	2009
State of Arizona	AZ	✓	2,000	2018
State of Georgia	GA		2,400+	2021
State of Ohio	OH		2,196	2016
State of Illinois	IL	✓	2,600	2017
State of Indiana	IN		1,430	2020
State of Tennessee	TN	✓	3,300+	2017
Municipal Clients				
City of Dallas	TX	✓	2,800	2015
City of Las Vegas	NV		4,800	2000
City of Sacramento	CA		4,000	2020
City of Calabasas	CA		200+	2025
City of Los Angeles	CA	✓	700+	2017
City of Palm Springs	CA		818	2019
City of West Hollywood	CA		3,130	2025
City of Riverside	CA		1,800	1998
County-Wide Clients				
Riverside County	CA	✓	400+	2024
Orange County	CA	✓	2,000+	2016
County of San Bernardino	CA		7,000	2008
County of Los Angeles	CA	✓	36,000	2015

Meeting and Exceeding the Minimum Mandatory Requirements

4.1 Proposer's firm must have a minimum of seven (7) years' experience providing armed and unarmed event staff security services equivalent or similar to the size and scope of the services being requested;

Allied Universal exceeds the minimum requirement of seven (7) years of experience providing armed and unarmed event staff security services of similar size and scope. Since 1957, Allied Universal has continuously delivered comprehensive security services to public sector clients, including extensive experience supporting large-scale events for city and county municipalities.

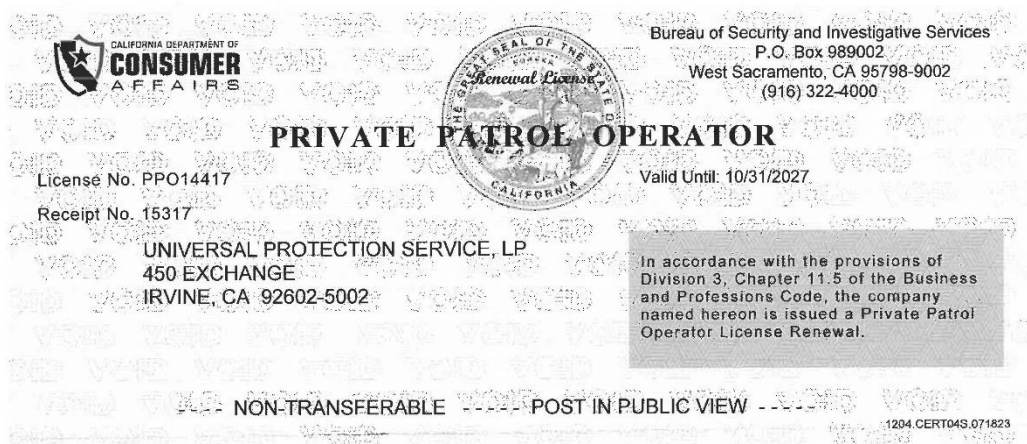
Our experience includes the planning, coordination, and execution of both armed and unarmed security staffing for a wide range of events, including large public gatherings, community events, festivals, and high-profile municipal functions. Through our dedicated Event Services Division, Allied Universal regularly deploys scalable staffing models capable of supporting events with attendance exceeding 15,000 individuals, often with short lead times and dynamic operational requirements.

These services are equivalent in size and scope to the requirements of this contract and include crowd management, access control, perimeter security, traffic and pedestrian control, emergency response coordination, and direct collaboration with local law enforcement and public safety agencies. Our personnel are specifically trained in event security operations, de-escalation techniques, and public interaction, ensuring safe and effective management of high-volume environments.

In addition, Allied Universal's current role as the incumbent provider for the Los Angeles County Department of Beaches and Harbors further demonstrates our direct, hands-on experience performing armed and unarmed event security services under this exact contract. We have successfully supported numerous County-sponsored events requiring rapid staffing, strict compliance with County requirements, and seamless coordination with stakeholders.

Through decades of proven performance, specialized event staffing capabilities, and direct experience managing large-scale public events, Allied Universal fully meets and significantly exceeds the County's minimum requirement for experience in providing armed and unarmed event staff security services of comparable size and scope.

4.2 Proposer's firm must be licensed as a Private Patrol Operator in good standing with the State of California; a copy of the license must be submitted with the proposal;



4.3 Proposer's Contract Project Manager/Representative must have a minimum of five (5) years' experience providing management in armed security guard services;

Allied Universal's current Contract Project Manager for the County of Los Angeles Department of Beaches and Harbors, Michael Williams, exceeds the minimum requirement of five (5) years of experience managing armed security guard services. Mr. Williams brings more than eleven (11) years of progressively responsible experience in the security industry, with a strong focus on the management, oversight, and delivery of armed security operations.

Throughout his career, Mr. Williams has been directly responsible for supervising armed security personnel, ensuring compliance with post orders and regulatory requirements, coordinating staffing across multiple locations, and maintaining operational readiness in dynamic public environments. His experience includes managing day-to-day field operations, overseeing supervisory staff, conducting performance evaluations, and serving as the primary point of contact for client agencies.

Mr. Williams' extensive background in armed security management, combined with his experience overseeing large, multi-site operations similar in size and scope to this contract, ensures that he is fully qualified to lead contract performance, maintain compliance, and deliver consistent, high-quality security services for the County.

4.4 For armed security guard services, Proposer must provide a Field Supervisor on the submitted Staffing and Work Plan (Exhibit 15 in Appendix B Required Forms) or Staffing Plan (Exhibit 12 Living Wage Program Staffing Plan of Appendix B Required Forms);

Allied Universal will provide dedicated Field Supervisor coverage for armed security guard services as required. Our Staffing and Work Plan, submitted in Exhibit 15, clearly identifies Field Supervisor positions assigned to support contract operations.

Field Supervisors will be responsible for conducting regular site visits, overseeing armed security personnel, ensuring compliance with post orders and County requirements, and providing real-time operational support across all assigned locations. This supervisory structure ensures consistent oversight, accountability, and quality control throughout the contract.

4.5 For unarmed event staff security guard services, Proposer's firm must demonstrate their ability to provide crowd control security guard services by submitting with the proposal the following;

Allied Universal has extensive experience providing crowd control security guard services both nationally and locally;

4.5.1 Examples of five separate large-scale indoor and/or outdoor events the Proposer has provided services for with a minimum capacity of at least 15,000 attendees.

Allied Universal has extensive experience providing unarmed event staff security and crowd control services for large-scale indoor and outdoor events at both the national and local levels. Our Event Services Division specializes in the planning, coordination, and deployment of security personnel for high-attendance events, including those exceeding 15,000 attendees.

As the current incumbent provider for the Los Angeles County Department of Beaches and Harbors, Allied Universal has directly performed these services throughout the life of the existing contract. We have successfully supported numerous County-sponsored events requiring large-scale staffing,

effective crowd management, and seamless coordination with Department personnel and public safety partners.

In compliance with this requirement, Allied Universal has provided examples of five (5) separate large-scale events, each with a minimum attendance of 15,000 individuals, within Exhibit 14, Section B – Experience. These examples demonstrate our proven ability to successfully manage crowd control operations in complex, high-volume environments.

Our experience includes providing comprehensive event security services such as crowd management, access control, perimeter security, traffic and pedestrian control, and coordination with local law enforcement and emergency services. These events span a variety of venues and environments, including large outdoor festivals, public gatherings, and major indoor events within the Los Angeles metropolitan area.

Through this demonstrated experience, including our direct performance on the current Beaches and Harbors contract, Allied Universal fully meets and exceeds the County's requirement for providing crowd control security guard services at large-scale events.

4.6 Proposers must demonstrate their ability to provide a guard tour system that monitors and tracks security guards and provides real-time reporting.

Allied Universal will continue to support the Beaches and Harbors contract with our proprietary HELIAUS workforce management platform, which is currently deployed on this account. HELIAUS is specifically designed to monitor and track security personnel in real time, ensuring full visibility and accountability across all assigned posts and patrol activities.

This system enables real-time guard tour tracking through mobile and GPS-enabled technology, allowing supervisors and County stakeholders to verify patrol completion, monitor guard activity, and receive immediate updates on incidents, exceptions, or missed checkpoints. HELIAUS also provides automated reporting, including time-stamped patrol logs, activity reports, and performance metrics, ensuring transparency and compliance with contract requirements.

In addition, the system supports real-time communication between field personnel and supervision, enhancing responsiveness and enabling immediate corrective action when needed. This technology-driven approach ensures that all security operations are continuously monitored, documented, and optimized for performance.

Further details regarding the HELIAUS system and its application to this contract are provided in **Exhibit 15 – Proposer's Staffing and Work Plan.**

4.7 Complete and return the required Exhibits 1-19 of Appendix B (Required Forms) of this RFP with their proposal.

We have completed all required Exhibits (1-19 of Appendix B in Required Forms).

4.8 If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller (A-C) within the last 10 years, Proposer must not have unresolved questioned costs identified by the A-C, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for a period of six months or more from the date of the A-C Report, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Allied Universal does not have unresolved questioned costs.

4.9 Proposal must be submitted by the proposal due date and time identified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements).

Allied Universal will submit our proposal response by the due date and time as identified in Paragraph 1.0

4.10 Proposer must have attended the Mandatory Virtual Proposer's Microsoft Teams Teleconference identified in Paragraph 8.4 (Mandatory Virtual Proposer's Microsoft Teams Teleconference).

General Manager Ruben Karapetyan, and Director of Operations Carlos Tejada from Allied Universal's West Los Angeles branch office attended the Mandatory Virtual Proposer's Teleconference.

4.11 Proposer must provide five (5) references and ensure that at least one (1) of them is responsive when contacted by the County.

We have provided five references in the completed section **C. Proposer's References in the Exhibit 14 form.**

Location of main office and local office

MAIN (CORPORATE) OFFICE

Allied Universal Headquarters

450 Exchange
Irvine, CA 92602

LOCAL BRANCH OFFICE

Allied Universal West Los Angeles

5601 W Slauson Ave | Suite 128
Culver City, CA 90230

Number of full-time workers employed

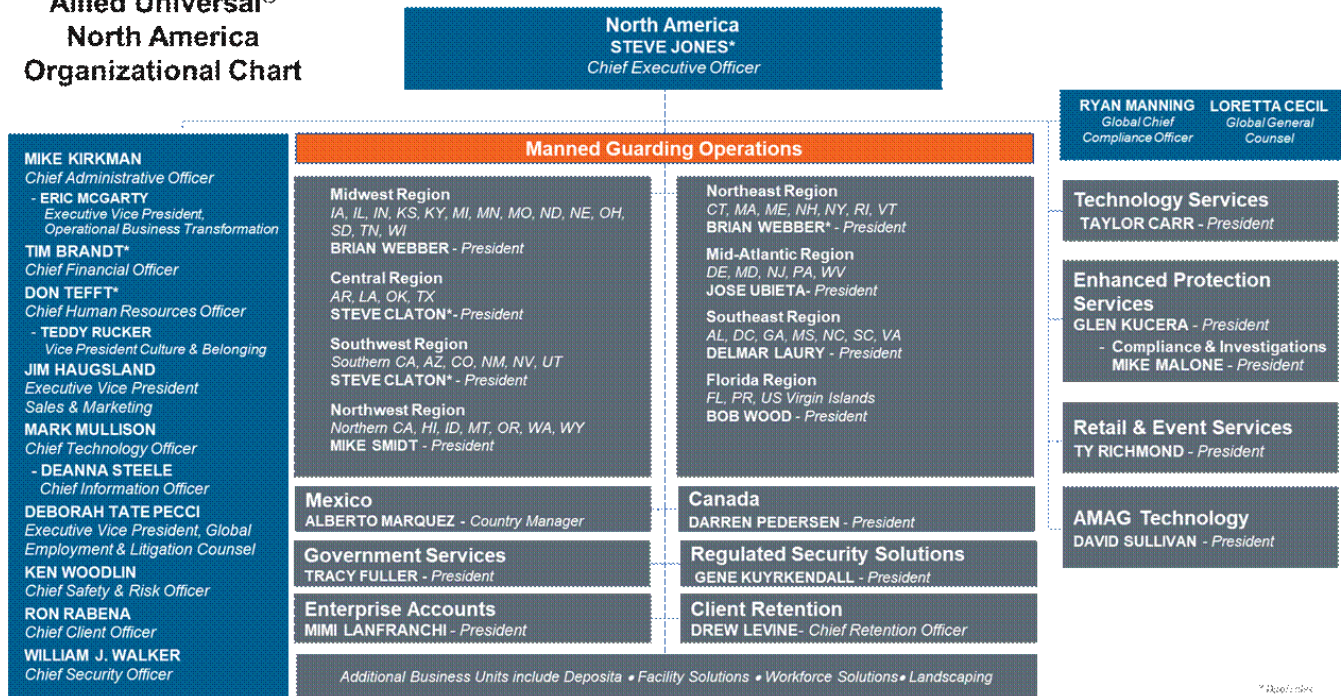
In the U.S. we have 189,955 full-time workers employed. In the West Los Angeles local office we have 2,906 full time workers employed.

Copies of required licenses held by Proposer as stated in Paragraph 4.0, Minimum Mandatory Requirements;

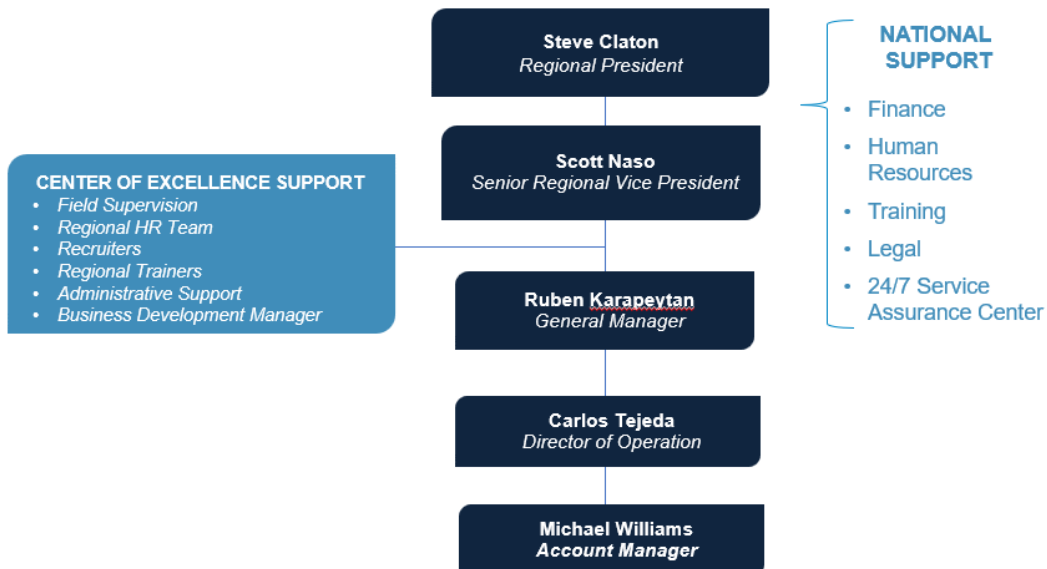
We have provided a copy of our business operating license as required in section **Meeting and Exceeding the Minimum Mandatory Requirements, 4.2 Private Patrol Operator License.**

Include an organizational chart or description of the organization of your firm:

Allied Universal®
North America
Organizational Chart



West Los Angeles Branch



Description of organizational structure, size, and number of employees;

Our company structure is led by Steve Jones, President, Global Chief Executive Officer, and North America Chief Executive Officer. In North America, we operate our business under the existing Allied Universal brand, and our international business operates under the G4S brand. Today we provide services in more than 100 countries with an experienced team of approximately 770,000 employees and over 1,400 local offices.

Our global operating regions are managed by CEOs who are each responsible for one of our six regions: (1) North America; (2) UK and Ireland; (3) Africa; (4) Europe; (5) Asia Pacific and Middle East; and (6) Latin America. Our structure enables us to deliver our strategic objectives, maintain strong governance frameworks, develop integrated solutions, target key regional markets, and build customer relationships. Each country is part of one region and maintains local offices that provide security solutions and a high level of responsiveness and services support to clients. At the local level, Allied Universal sales and support offices are staffed with Security Professionals who serve key functions such as Operations Director, Branch Manager, Human Resources Specialist, Scheduler, Recruiter, and Trainer, and Training Manager.

Proposer's Employee Benefits

We have completed the **Employee Benefits** form in **Exhibit 14 – Proposer's Qualifications** as required by the RFP.

Evidence of insurability (a letter of commitment; binder or certificate of current insurance coverage) from an insurance company setting forth coverage meeting the limits and other requirements outlined in Paragraph 8.25 (Insurance Requirements) of Appendix A (Contract).

Please see a sample Certificate of Insurance on the following page demonstrating our ability to meet coverage limits and requirements outlined in Insurance Requirements of Appendix A.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC 30 South 17th Street Philadelphia, PA 19103 Attn: Philadelphia.certs@marsh.com / Fax: (212) 948-0360		CONTACT NAME: Marsh U.S. Operations PHONE (A/C, No, Ext): 866-966-4664 FAX (A/C, No): E-MAIL ADDRESS: Philadelphia.Certs@marsh.com	
CN118025105-ALL-STAND-26-27		INSURER(S) AFFORDING COVERAGE	
INSURED Allied Universal Topco, LLC (See Attached for Additional Named Insureds) 161 Washington Street, Suite 600 Conshohocken, PA 19428		NAIC # INSURER A: Indian Harbor Insurance Company 36940 INSURER B: Greenwich Insurance Company 22322 INSURER C: XL Insurance America 24554 INSURER D: Indemnity Insurance Company of North America 43575 INSURER E: XL Specialty Insurance Company 37885 INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ CONTRACTUAL LIABILITY ☒ SIR \$1,750,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☒ LOC OTHER:		RES943799406	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 30,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 30,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 30,000,000 GENERAL AGGREGATE \$ 55,000,000 PRODUCTS - COMP/OP AGG \$ 55,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		RAD943781809	01/01/2026	01/01/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB CLAIMS-MADE DED ☐ RETENTION \$		XSM G72500027 006 Excess of General Liability, Auto Liability, and Workers' Comp	01/01/2026	01/01/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	RWD300120310 (ACS) RWR300120410 (WI) RWE943548210 (CA, OH)	01/01/2026 01/01/2026 01/01/2026	01/01/2027 01/01/2027 01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		RES943799406 SIR: \$1,750,000	01/01/2026	01/01/2027	Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: CN118025105

LOC #: Philadelphia



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA LLC		NAMED INSURED Allied Universal Topco, LLC (See Attached for Additional Named Insureds) 161 Washington Street, Suite 600 Conshohocken, PA 19428
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Excess Workers' Compensation
Policy No.: RWE943548210
Insurer: XL Specialty Insurance Company
Effective Dates: 1/1/2026 - 1/1/2027
Limit:
Employers Liability Each Accident: \$1,000,000
Employers Liability Disease-Policy Limit: \$1,000,000
Employers Liability Disease-Each Employee: \$1,000,000
SIR: \$1,000,000

Crime
Policy No.: 04-173-05-05
Insurer: National Union Fire Insurance Company of Pittsburgh, PA
Effective Dates: 08/15/2025 - 08/15/2026
Limit:
Employee Theft or Dishonesty: \$2,000,000
Clients' Property: \$2,000,000
Deductible: \$750,000

Contractors Pollution Liability
Policy No.: CPO13303734
Insurer: Commerce and Industry Insurance Company
Effective Dates: 01/01/2026 - 01/01/2028
Limit: \$5,000,000
Deductible: \$250,000

The General Liability and Professional Liability policies evidenced above share in the limits shown. The limits do not apply separately to the individual coverages

ACORD 101 (2008/01)

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B. Proposer's Financial Capability

The County will conduct a review of Proposer's financial capability. Proposer must provide copies of the company's most current and prior two (2) fiscal years financial statements. Statements should include the company's assets, liabilities and net worth and at a minimum should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity (i.e., for-profit, non-profit, governmental), the title of these statements may differ. For example, for a non-profit entity, the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

Allied Universal® is the world's leading security firm. We are the third largest private employer in North America, and the seventh largest in the world. There is no other security company that can offer financial assets, industry expertise and staying power to effectively transition, manage, and grow security programs of virtually any size and complexity. Our financial stability is underpinned by continued organic revenue growth ranging from 3% to 7% over the past ten years. Our acquisition strategy has delivered a highly diversified company both geographically and in terms of the types of customers we serve. Our top five clients account for less than 5% of revenue, and our customer base is evenly distributed with the largest being Major Corporates & Industrials which comprises 20% followed by Government at 13% and Financial Institutions at 9%. The security services industry has proven to be relatively recession resistant and is projected to continue to have global growth annually in the 3-5% range.

As a privately held company owned by Warburg Pincus, a U.S. private investment fund, Caisse de dépôt et placement du Québec, a Canadian pension fund manager, Partners Group, a Swiss private investment fund and other private investors, Allied Universal is not required to file financial information publicly. We provide confidential quarterly financial statements for our investors and institutional lenders to meet the organization's financial control policies. Based on our current level of operations, the management team believes that our existing cash, cash equivalent balances, and cash that we expect to generate from operating activities, together with available borrowings under our credit facility, will be adequate to meet our anticipated requirements for working capital, capital expenditures, commitments, and debt service for the foreseeable future.

Please see the following pages that include our Financial Statements for 2025 (up to Q3), 2024, and 2023.

8.6.4.12 Exhibit 15 – Proposer’s Staffing and Work Plan

REQUIRED FORMS – EXHIBIT 15

STAFFING AND WORK PLAN

1a. STAFFING PLAN:

Please provide the requested information for staff, principals, and subcontractors. Provide the names, experience, and responsibilities of those staff who will be responsible for supervising the Contract work.

Attach each person’s resume.

Position	Name	Experience	Responsibility
Contractor’s Project Manager/ Representative	Carlos Tejada	Carlos Tejada has over 15 years of experience in the security industry and joined Allied Universal in 2015. He progressed from Field Supervisor to Director of Security at FedEx LAX, and later to Client Manager. He currently serves as Director of Operations for the West Los Angeles branch.	Oversees regional security operations, ensuring all accounts meet company standards, client expectations, and contractual obligations. Provides strategic leadership and guidance to account managers, supporting staffing, performance management, and operational improvements. Collaborates with clients and internal leadership to drive business growth, contract retention, and successful bid proposals. Monitors compliance, financial performance, and overall service quality, implementing corrective actions and long-term operational strategies when needed.
Supervisor & Account Manager	Michael Williams	Started as an Armed Security Officer working across multiple DBH sites, then advanced to a supervisory role, and ultimately promoted to Account Manager overseeing operations and personnel.	Oversee daily security operations across multiple DBH sites, ensuring full staffing coverage and compliance with client expectations. Manage and supervise security personnel, including scheduling, training, performance evaluations, and discipline when necessary. Serve as the primary point of contact for clients, maintaining strong relationships and addressing any operational concerns or incidents promptly. Conduct regular site assessments, audits, and reporting to identify risks, improve efficiency, and ensure adherence to company policies and contractual requirements.

Appendix B – Required Forms Exhibit 1-19

March 2026

Security Guard	Cameron Auguste	Armed Patrol Security working across multiple posts, including patrol and access control assignments within high-traffic public environments. He has demonstrated strong reliability and adaptability, while maintaining compliance with required training and supporting daily site operations.	Conducts mobile patrols throughout Marina del Rey, monitoring parking areas, facilities, and waterfront locations to deter theft and unauthorized activity. Responds to incidents, enforces site rules, and reports suspicious behavior while coordinating with supervisors and local law enforcement when needed.
Security Guard	Demazea Fredrick	Armed Patrol Security with a strong background in patrol operations and site security across public and private sector environments. He is known for maintaining a visible presence, handling incidents effectively, and consistently supporting team operations with professionalism and reliability.	Conducts routine patrols throughout Dockweiler Beach, monitoring parking lots, access points, and surrounding areas to deter unauthorized activity and ensure public safety. Responds to incidents, enforces site regulations, and coordinates with supervisors and law enforcement when necessary while maintaining detailed activity reports.
Security Guard	Jamel Aboujress	Armed security professional with experience working in high-traffic public environments, including beach and marina locations. He has demonstrated strong situational awareness, effective communication, and the ability to handle incidents while supporting overall site safety and operations.	Monitors the Dockweiler RV Park to ensure authorized access, enforce park rules, and maintain a safe environment for visitors and overnight occupants. Conducts regular patrols, responds to incidents or disturbances, and documents activity while coordinating with supervisors and local authorities when needed.

1b. PRINCIPAL OWNER(S) OF BIDDER'S ORGANIZATION Universal Protection GP, Inc.

1c. IDENTIFY PARTNERS/SUBCONTRACTORS

Principal	Firm Name	Relationship to Proposer	Specialty	Address	Phone
N/A	N/A	N/A	N/A	N/A	N/A

1d. ADDITIONAL EMPLOYEES:

Provide the job titles and number of employees (other than supervisors identified in 1a) who will be responsible for complying with the Contract requirements.

TITLE	NUMBER	RESPONSIBILITIES
Carlos Tejada Director of Operations	310.486.9985	Ensures schedules are maintained and up to date to support full operational coverage. Conducts monthly and annual training to maintain compliance and performance standards. Reviews daily reports to ensure KPIs are consistently met and maintained at 100% compliance.
Teddy Mingo Field Manager	310.628.2556	Conducts direct communication with officers to confirm on-time arrival at assigned posts. Performs regular site visits and post inspections to ensure compliance with post orders and operational standards. Provides coverage as needed to prevent any gaps in service.
Ronald Bauchman Field Manager	310.628.2556	Ensures officers report on time through direct check-ins. Conducts routine site visits and post inspections to verify compliance with post orders and standards. Provides on-site coverage when necessary to prevent any gaps in service.
Anthony Ford Regional Recruiter	562.972.3743	Assists with recruiting and onboarding qualified armed security personnel to meet operational and contract requirements. Supports staffing efforts by identifying candidates with relevant experience and ensuring they meet all licensing and compliance standards. Coordinates and provides site-specific uniforms as needed, ensuring all personnel maintain a consistent, professional appearance in accordance with company and client expectations.
Ruben Karapetyan General Manager	310.339.9248	Oversees all security operations and supports all client requests to ensure contract requirements are met. Provides leadership and direction across all sites, ensuring efficient operations, proper staffing, and high service quality. Acts as the primary point of contact for client coordination and operational needs.

1a. Staffing Plan:

Please provide the requested information for staff, principals, and subcontractors. Provide the names, experience, and responsibilities of those staff who will be responsible for supervising the Contract work.

We have completed Exhibit 15 – Staffing Work Plan and included resumes on the following pages:

Carlos Tejada – Project Manager (Director of Operations)

Michael Williams – Supervisor (Account Manager)

Cameron Auguste – Security Guard

Demazea Fredrick – Security Guard

Jamel Aboujress – Security Guard

Proposer must present a description of the methodology the Proposer will use to meet Contract work requirements.

5. Approach to Contract Requirements:

Please provide a narrative describing your approach to the duties and tasks as outlined in Exhibit A, Statement of Work, including, but not limited to:

- How the experience of Proposer's staff is related to the services in Exhibit A, Statement of Work, specifically:

Experience of Proposer's Contract Project Manager/ Representative, including their level of experience managing staff and providing armed and event staff security guard services as defined in Section 4.0, RFP and Section 5.0, Exhibit A, Statement of Work.

As the current provider of security services to COLA's Beaches and Harbors, Allied Universal will continue to support your account with our current Contract Project Manager, Michael Williams. Michael brings more than twelve years of progressive experience in security operations, public safety management, and personnel leadership, supported by a proven track record of managing complex programs and diverse security teams. His experience spans armed security, event security services, large-scale public safety deployments, and multi-site contract oversight, making him exceptionally qualified to continue serving as the Contract Project Manager.

As the Account Manager for Allied Universal's Los Angeles County Department of Beaches and Harbors contract, he oversees armed and unarmed security operations across several high-profile locations, including Burton Chace Park, Dockweiler RV Park, Dockweiler Youth Center, White Point Beach, and the Marina del Rey patrol zones. In this role, he leads day-to-day operations by managing staffing and scheduling, coordinating patrol activities, supervising field personnel, directing incident response, and ensuring strict compliance with County policies and Allied Universal standards. His leadership has contributed to a strong safety record with no major workers' compensation cases and no litigation related to security services under his oversight.

His management experience is grounded in direct, hands-on operational knowledge. He began as an Armed Security Professional on this same contract, serving in multiple posts and gaining a comprehensive understanding of site-specific risks, customer service expectations, event requirements, and emergency response protocols. This operational foundation has equipped him with the insight needed to effectively coach officers, maintain accountability, and implement operational improvements across the contract.

Beyond his current role, Michael has worked for several security organizations, including Allied Universal Security Services, Close Range Security, National Security, All Action Security, and the Los Angeles Police Department Security Services Division, building a broad base of experience in armed security, event staffing, and public-facing security functions. He also supported protest operations with the U.S. Army National Guard, gaining valuable experience in large-scale deployments that require rapid coordination, disciplined command structures, and effective communication under pressure.

Michael's leadership style emphasizes proactive security measures, operational consistency, and personnel development. He has implemented enhanced patrol strategies and site-specific improvements that have reduced unauthorized behavior and minimized disruptive activity across high-traffic public locations. Michael studied Political Science and Criminal Justice at Los Angeles City College, reinforcing his operational expertise with a formal understanding of public safety, policy, and governance. We have provided Michael's resume in **section 1a. Staffing Plan.**

Experience of Proposer's supervisor(s), including their professional training and specific experience related to supervising guards.

Allied Universal's Supervisory team for COLA brings a strong combination of formal training, industry certifications, and extensive hands-on experience directly related to supervising and managing security personnel across diverse environments inclusive of the current contract. Collectively, they possess over six years of progressive security experience each, with backgrounds including high-traffic public venues, residential and commercial properties, mobile patrol operations, and large-scale event security.

From a professional training standpoint, all supervisors have completed core security instruction, including active threat awareness, de-escalation techniques, use-of-force protocols, emergency response procedures, and detailed report writing. Their credentials include BSIS Guard Cards, exposed firearm permits, baton certifications, CPR/First Aid, and Power to Arrest certifications, ensuring full compliance with regulatory standards and readiness to lead armed and unarmed personnel. The Supervisory Team also has formal education in criminal justice, underscoring their understanding of legal compliance and enforcement practices.

Each member of our Supervisory Team has demonstrated proven leadership in the field, as well as during their tenure serving on the COLA account in supervisory and guard management experience. They routinely coordinate patrol operations, oversee access control points, manage incident response, and ensure adherence to site-specific post orders. Their experience includes acting as lead officers, directing team activities, supporting law enforcement coordination, and maintaining operational control during high-risk or high-volume situations such as public events and busy municipal locations. They are skilled in mentoring officers, reinforcing training standards, and ensuring consistent performance through clear communication and accountability.

We have included each supervisor's resume in section **1a. Staffing Plan**.

How Proposer will implement its operational plan and ensure the following is provided:

Scheduling of staff;

Allied Universal will implement a comprehensive and technology-driven operational plan to ensure consistent, reliable, and fully compliant scheduling of staff across all Beaches and Harbors locations. As the current provider, we will continue to utilize our proven scheduling approach powered by LISA® (Live Interactive Support AI) and WinTeam®, which are already successfully supporting this account.

As the current provider of security services to the County, Allied Universal employs a robust, technology-driven scheduling process that begins with the assignment of qualified security professionals whose skills, certifications, and experience are carefully matched to site-specific requirements. This approach goes well beyond initial staffing: we maintain continuity through continuous, automated workforce support systems that actively monitor attendance, shift execution, and overall staffing performance in real time. Our scheduling process starts with hiring the right security professionals, but is enhanced by ongoing operational controls that ensure consistency and reliability.

Attendance and scheduling are continuously tracked across all customer sites and County locations. If an issue arises, such as a late arrival, missed clock-in, or unexpected call-off, our Live Interactive Support AI, LISA®, immediately intervenes by alerting the appropriate supervisor, identifying qualified and available officers, initiating outreach automatically, and confirming coverage. The system also documents the entire process in real time, ensuring transparency and accountability. Most staffing

issues are resolved within minutes, preventing any disruption to service and ensuring uninterrupted post coverage for the County.

Security professionals receive automated shift reminders, schedule confirmations, and have access to a 24/7 digital support interface to address scheduling or payroll-related questions. This system not only boosts workforce engagement and reliability but also eases the administrative burden on supervisors and managers. By proactively identifying and addressing potential staffing challenges, Allied Universal ensures consistent coverage while minimizing the need for County involvement.

1. Alerting the appropriate supervisor
2. Identifying qualified, available officers
3. Initiating outreach automatically
4. Confirming coverage and documenting the entire process

Supporting this process is our integrated workforce management platform, WinTeam®, which serves as the backbone of our scheduling and operational controls. WinTeam® generates schedules based on officer skills and site-specific requirements, ensuring that each customer account and County post receives personnel best suited for the assignment. Attendance is verified through real-time clock-ins, and verified hours are seamlessly integrated into payroll and invoicing systems, ensuring accuracy, transparency, and financial integrity.

The platform also tracks all licenses, certifications, and training requirements for each officer, guaranteeing compliance and readiness for every shift. Audit-ready documentation is provided for every shift, reinforcing accountability and supporting County oversight requirements.

Through this integrated and proactive approach, Allied Universal delivers seamless, reliable scheduling operations for the County, ensuring that every post is consistently staffed with qualified personnel and supported by advanced systems that promote efficiency, compliance, and operational excellence.

- Schedules are tailored to officer skills and site needs
- Attendance is verified in real time
- Verified hours are synced to payroll and invoicing
- Licenses, certifications, and training tracked for compliance
- Audit-ready shift documentation provided

Through this comprehensive and integrated approach as the County's current provider, Allied Universal delivers seamless, reliable scheduling, ensuring every shift is staffed with the right professionals and supported by robust operational systems that uphold efficiency, compliance, and operational excellence.

How the Field Supervisor will supervise each post;

As the current provider for the Los Angeles County Department of Beaches and Harbors, Allied Universal will continue to implement our established, hands-on supervision model to ensure full compliance with the requirements outlined in Exhibit A, Statement of Work. Field Supervisors already play a critical role in overseeing daily operations, ensuring post coverage, maintaining performance standards, and supporting both armed and unarmed security personnel across all locations.

Field Supervisors currently conduct regular and unannounced site visits to all assigned posts to verify that security personnel are present, in proper uniform, and performing their duties in accordance with post orders and County requirements. During these inspections, supervisors review Daily Activity Reports, incident reports, and log entries to ensure accuracy, completeness, and compliance with reporting standards outlined in the SOW.

In alignment with Section 5.0 (Responsibilities) of the Statement of Work, Field Supervisors ensure that all posts are staffed as required and that any absences are addressed immediately. When staffing issues arise, supervisors coordinate with dispatch and management to deploy replacement personnel within the required timeframe, ensuring no lapse in coverage. Supervisors also monitor guard performance, provide coaching and corrective guidance when necessary, and escalate issues to the Project Manager as appropriate.

Field Supervisors maintain continuous communication with County Project Monitors and Allied Universal management, providing real-time updates on incidents, operational concerns, and staffing conditions. In the event of emergencies or critical incidents, supervisors respond directly to the site, coordinate with law enforcement or emergency services, and ensure proper documentation and follow-up actions are completed in accordance with County protocols.

Supervisors are also responsible for ensuring that all personnel remain compliant with licensing, certification, and training requirements as outlined in the SOW. This includes verifying that guard cards, permits, and required training are current, while reinforcing adherence to safety procedures, customer service expectations, and professional conduct standards.

To enhance oversight and accountability, Field Supervisors currently utilize Allied Universal's HELIAUS system to monitor guard activity, track patrol completion, and document supervisory inspections in real time. This technology provides full visibility into post performance, enables immediate identification of issues, and ensures all supervisory activities are recorded and auditable.

Additionally, Field Supervisors support operational planning and execution for special events by assisting with staff deployment, ensuring appropriate staffing levels, monitoring crowd control activities, and maintaining coordination with event stakeholders. Their presence ensures that both routine operations and event-related services are delivered in accordance with contract requirements.

Through this proven approach, already in place and successfully supporting the current contract, Allied Universal ensures that each post is consistently supervised, fully compliant with the Statement of Work, and operating at the highest level of performance.

How event staff guards will be deployed for special events

The Allied Universal West Los Angeles branch office has collaborated closely with the Allied Universal Event Services local team to ensure comprehensive security coverage for special events for the County's special events. Our process begins with a review of the event security request, followed by a detailed assessment of the event's requirements conducted by the local office, inclusive of crowd size, venue layout, and any specific client concerns. This information is then shared with the Event Services team, who specializes in large-scale event operations and brings expertise in managing diverse environments, from outdoor festivals to private gatherings and high-profile county functions.

Together, both teams coordinate the deployment of event staff guards by developing a tailored security plan. The Allied Universal West Los Angeles branch leverages its local knowledge and personnel resources, while the Event Services team provides specialized training and operational oversight. Staff guards are assigned specific roles such as perimeter monitoring, access control, guest assistance, and emergency response, based on the event's unique needs. Throughout the event, supervisors from both teams maintain open communication channels to adapt staffing levels and respond to real-time developments.

This partnership ensures that all event staff are thoroughly briefed, equipped, and positioned to deliver a seamless security experience. The combined efforts of the local branch office and Event Services team guarantee that the County's events are protected with professionalism, flexibility, and attention to detail, upholding Allied Universal's commitment to safety and client satisfaction.

Ability of armed guards to protect property during special events

As the current provider for the Los Angeles County Department of Beaches and Harbors, Allied Universal has a proven and established capability to deploy armed security personnel to effectively protect County property during special events. Our armed guards are already performing these functions under the existing contract and are trained, equipped, and experienced in securing high-traffic public environments consistent with the requirements outlined in Exhibit A, Statement of Work.

Allied Universal's armed security professionals are responsible for maintaining a visible and proactive security presence to deter unauthorized activity, vandalism, theft, and other potential threats to County assets. During special events, armed guards are strategically positioned at key locations including access points, restricted areas, parking facilities, and perimeter boundaries to ensure controlled access and protection of property.

Our armed personnel are trained to monitor crowd behavior while maintaining a focus on asset protection, ensuring that public access areas remain safe while restricted or sensitive areas are secured. They conduct continuous patrols of event spaces and surrounding facilities, identify and address potential risks, and take immediate action when suspicious or unauthorized activity is observed.

In addition, armed guards work in coordination with Field Supervisors, event staff, and local law enforcement to support a unified security approach. They are prepared to respond to incidents, enforce rules and regulations, and escalate situations when necessary, ensuring that property protection is maintained without disrupting event operations.

All armed personnel assigned to these duties meet all State of California licensing and certification requirements, including guard cards, firearms permits, and ongoing training. They are also trained in de-escalation techniques, emergency response procedures, and customer service, enabling them to operate effectively in public-facing environments while maintaining a strong security posture.

Through our current performance on this contract, combined with our trained personnel, strategic deployment practices, and coordination with stakeholders, Allied Universal demonstrates a proven ability to protect County property during special events while maintaining a safe and secure environment for the public.

How staff will communicate with supervisors while working;

As the current provider for the Beaches and Harbors contract, Allied Universal staff will continue to utilize a real-time communication approach that aligns with the requirements outlined in Exhibit A, Statement of Work.

Security personnel are equipped with County-approved communication tools, including radios and/or mobile devices, to maintain continuous contact with Field Supervisors and the Contract Project Manager throughout their shifts. These tools enable immediate reporting of incidents, requests for assistance, and real-time updates on patrol activities, ensuring that supervisors are always informed of site conditions and operational status.

In accordance with the SOW requirements, staff are expected to promptly communicate all incidents, unusual activity, and operational concerns to supervisors without delay. Supervisors, in turn, are available at all times to respond to calls, provide direction, and coordinate resources as needed. Allied Universal ensures that supervisory staff can be reached within the required response timeframes, including after normal business hours, through dedicated phone lines and on-call availability.

In addition to real-time communication, staff complete required logs and reports, including Daily Activity Reports and incident reports, which are reviewed by supervisors to ensure accuracy and compliance. Supervisors provide follow-up guidance, direction, and corrective actions based on these reports when necessary.

Shift briefings and pass-down communications are also conducted to ensure continuity of operations between shifts, including updates on site conditions, incidents, and any special instructions. This ensures that all personnel remain informed and aligned with current operational priorities.

Through this combination of real-time communication tools, required reporting protocols, and continuous supervisor accessibility, Allied Universal ensures clear, immediate, and accountable communication between staff and supervisors, fully supporting the operational and responsiveness requirements of the Statement of Work.

How supervisors will ensure guards are at their assigned posts;

Allied Universal supervisors will continue to utilize a proven, multi-layered approach to ensure that all security personnel are consistently present at their assigned posts in full compliance with the Statement of Work.

Field Supervisors and On-Site Supervisors conduct routine and unannounced inspections of all posts throughout each shift to verify guard presence, proper positioning, and adherence to post orders. These inspections are documented and tracked to ensure accountability and continuous oversight across all locations.

Supervisors also utilize Allied Universal's HELIAUS system to monitor guard activity in real time. Through guard tour tracking, time-stamped check-ins, and activity verification, HELIAUS provides immediate visibility into whether personnel are at their assigned posts and actively performing required duties. This technology allows supervisors to quickly identify any discrepancies, missed checkpoints, or gaps in coverage.

In addition, attendance is continuously monitored through real-time clock-in verification and workforce management tools. If a guard fails to report, leaves a post, or is found out of position, supervisors are immediately alerted and take corrective action. This includes direct communication with the guard, redeployment of available personnel, or dispatching replacement staff within required response timeframes to ensure uninterrupted coverage.

Supervisors also maintain ongoing communication with guards throughout their shifts, reinforcing expectations and providing direction as needed. Any performance issues are documented, addressed promptly, and escalated when necessary in accordance with contract requirements.

How posts will be covered during breaks;

As the current provider for the Beaches and Harbors contract, Allied Universal will continue to implement a structured and compliant approach to ensure all posts remain fully covered during employee breaks in accordance with the Statement of Work.

Post coverage during breaks is managed through a combination of supervisory support, and site-specific operational practices. At locations where continuous coverage is required, Field Supervisors provide direct post coverage while assigned guards take their required breaks. This ensures there is no lapse in security presence and that all posts remain staffed at all times.

At select locations where operationally appropriate and permitted, Allied Universal utilizes on-duty meal and rest breaks. In these cases, guards remain on post and fully responsible for their assigned duties while taking their break, ensuring uninterrupted coverage and compliance with contract requirements.

Supervisors coordinate and monitor all break schedules to ensure that coverage is maintained without disruption. Breaks are staggered when multiple guards are assigned to a location, and all coverage plans are aligned with site-specific post orders and County expectations. Supervisors also verify coverage through field inspections and real-time monitoring systems, ensuring that no post is left unattended.

Through this site-specific approach, already in place under the current contract, Allied Universal ensures continuous post coverage during breaks, maintaining security presence, operational integrity, and full compliance with the Statement of Work at all times.

Proposer's efforts to provide a guard tour system to monitor guards while on patrol and provide real-time reporting;

HELIAUS represents the premium tier of Allied Universal's AI-Powered Service Platform—an AI-driven workforce management and operational intelligence solution that delivers deeper insight, transparency, and control. Designed for clients who demand the highest level of operational visibility, HELIAUS uses predictive analytics, real-time dashboards, and compliance intelligence to help anticipate and prevent risk before it occurs. These advanced capabilities extend far beyond traditional security management, delivering proven return on investment through reduced incidents,

smarter resource deployment, and verified performance metrics.

Far more than a tour or incident management system, HELIAUS integrates communication, analytics, and automation to deliver The Power of Insight into Action®. It connects security professionals, supervisors, and clients through a unified, cloud-based network that blends real-time analytics, predictive insights, and automated recommendations – improving safety, performance, and accountability across every site.

Through HELIAUS Mobile, security professionals receive post orders, complete tours, report incidents, and manage visitor activity using GPS-verified and NFC-enabled devices. Each scan, report, or alert is transmitted instantly to the HELIAUS Portal, where AI algorithms analyze patterns, detect potential risks, and generate actionable recommendations.

Your management team will monitor live dashboards, compliance metrics, and performance trends, while clients access the same intelligence through configurable, real-time dashboards. Integrated with our communication and workforce scheduling platforms, HELIAUS provides a fully connected operational ecosystem—ensuring that every post, patrol, and decision contributes to measurable outcomes and proactive risk management.

HELIAUS is more than a platform, it is a virtual partner in operational excellence, empowering Allied Universal and our clients to make data-driven decisions that reduce incidents, increase efficiency, and elevate service quality.

Key Features:

- **AI-Powered Recommendations:** Predicts potential risks and prescribes corrective actions to mitigate incidents before escalation.
- **Configurable Workflows:** Automates site-specific tasks, safety inspections, and post-order instructions that adjust dynamically as conditions change.
- **Real-Time Incident & Event Reporting:** Enables officers to capture and transmit activity instantly with photos, videos, and voice-to-text notes.
- **GPS, NFC & Beacon Tracking:** Verifies patrol activity and officer presence across designated zones for full coverage assurance.
- **Visitor & Vehicle Management:** Streamlines access control, integrating check-ins and logs with compliance records.
- **Interactive Dashboards:** Provides historical and live views configurable by site, date, or category for performance benchmarking.
- **Embedded Mercury Communication:** Delivers secure one-to-many messaging, task directives, and micro-training directly to field personnel.
- **Integrated LISA Support:** Syncs with Live Interactive Support AI for automated scheduling, no-show recovery, and workforce optimization.

BENEFITS OF HELIAUS FOR THE COUNTY

HELIAUS equips our teams with the tools to move from reactive to proactive security management. By collecting and analyzing field data in real time, it anticipates potential risks, streamlines communication, and provides actionable insights that improve deployment strategies, compliance, and overall program performance.

Reduced Incidents: AI-driven recommendations help prevent issues before they occur.

Faster Response: Live data and direct field communication enable immediate awareness and action.

Enhanced Transparency: Clients access real-time dashboards and performance analytics.

Greater Efficiency: Optimized scheduling, tour management, and task automation reduce manual oversight.

- **Business Intelligence Portal:** Consolidates scheduling, turnover, invoicing, and analytics data for operational and financial visibility.
- **Emergency Response Tools:** Supports mass notifications, recall functions, and crisis drill tracking within a single interface.

How security guard absences will be handled;

Allied Universal will continue to manage security guard absences through a proven combination of proactive staffing strategies, real-time monitoring, and immediate response protocols, ensuring uninterrupted post coverage in full compliance with the Statement of Work.

Allied Universal utilizes advanced workforce management tools, including our Live Interactive Support AI (LISA®) and WinTeam® platform, to continuously monitor attendance across all posts. These systems provide real-time visibility into staffing status and immediately detect absences, late arrivals, or no-shows.

When an absence occurs, automated and supervisory response protocols are initiated without delay. LISA® alerts the appropriate supervisors, identifies qualified and available personnel based on site requirements, licensing, and certifications, and begins outreach to replacement staff. Simultaneously, supervisors actively coordinate coverage by deploying flex officers, assigning relief personnel, or responding directly if needed to ensure the post remains covered.

In accordance with SOW requirements, Allied Universal ensures that replacement guards are deployed within the required response timeframes, typically within two hours or less, to maintain continuous coverage. Our dedicated flex force, comprised of trained, cleared, and site-qualified personnel, provides an additional layer of reliability, allowing us to rapidly fill vacancies without disrupting operations.

Supervisors maintain direct communication with both absent personnel and replacement staff, while documenting all actions taken to resolve the staffing gap. Real-time dashboards and reporting tools also allow management to track attendance trends, identify recurring issues, and implement corrective measures to improve overall workforce reliability.

Through this proactive, technology-supported, and supervisor-driven approach which is already successfully implemented on this contract Allied Universal ensures that all security guard absences are addressed immediately, posts remain continuously staffed, and service delivery is never compromised.

How replacement guards are assigned when needed; and

Allied Universal will continue to utilize a rapid-response process to assign replacement guards whenever needed, ensuring uninterrupted post coverage and full compliance with the Statement of Work.

When a vacancy occurs due to an absence, call-off, or operational need, our workforce management systems, supported by LISA® and WinTeam®, immediately identify qualified, available personnel based on site-specific requirements. This includes verifying that replacement guards possess the appropriate licenses, certifications, training, and familiarity with the assigned location.

Once identified, replacement guards are contacted through automated and direct supervisory outreach. Field Supervisors and scheduling personnel coordinate deployment, provide post-specific instructions, and ensure the officer is dispatched to the location within the required response timeframe. Our established expectation, consistent with the SOW, is that replacement personnel report within two hours or less to maintain continuous coverage.

Allied Universal also maintains a dedicated flex force of trained and pre-approved personnel who are specifically assigned to support coverage gaps, emergencies, and short-notice staffing needs. These officers are already oriented to County operations and can be deployed immediately without additional onboarding delays.

Supervisors actively oversee the assignment process, confirm arrival and post coverage, and document all actions taken. Through real-time monitoring and communication tools, management ensures that each replacement is properly positioned, fully briefed, and performing duties in accordance with post orders.

This proven approach ensures that replacement guards are assigned quickly, efficiently, and with the appropriate qualifications, maintaining operational continuity and consistent service delivery at all times.

How the contractor will respond to requests for additional staffing outside of the required staffing.

Allied Universal will continue to respond to requests for additional staffing through a proven, scalable, and rapid-response operational model supported by our extensive local resources and infrastructure.

Allied Universal is uniquely positioned to meet surge staffing needs, with a workforce of over 18,000 security professionals in the greater Los Angeles area. This depth of resources allows us to quickly deploy additional personnel across the County's portfolio without impacting existing operations.

Our approach to additional staffing requests is built on flexibility, proactive planning, and immediate response capability. We maintain a flexible staffing model that allows us to scale operations up or down based on changing conditions, including special events, emergencies, seasonal fluctuations, or unplanned operational needs. Our workforce planning teams actively monitor historical trends, upcoming events, and anticipated demand to prepare for potential staffing increases in advance.

To support rapid deployment, Allied Universal maintains a dedicated flex force consisting of trained, pre-screened, and County-compliant personnel who are familiar with contract requirements and ready for immediate assignment. This flex force, maintained at a minimum of 10% of the required staffing levels, ensures that additional personnel can be deployed quickly without delay. These officers are cross-trained and capable of supporting multiple locations and assignments, providing operational versatility.

In addition, Allied Universal leverages its specialized Event Services Division to support large-scale staffing requests, particularly for special events. This division routinely staffs high-attendance events and is equipped to mobilize significant numbers of trained personnel on short notice. This capability is especially critical for Beaches and Harbors, where events may require rapid scaling of staffing to support crowd control, traffic management, and public safety.

All requests for additional staffing are coordinated through our management and scheduling teams, utilizing our workforce management systems to identify qualified personnel based on licensing, training, and site requirements. Supervisors oversee deployment, provide post-specific instructions, and ensure all additional staff are properly integrated into operations.

Allied Universal's combination of local workforce depth, dedicated flex staffing, advanced planning, and specialized event support, which is already in place and successfully supporting this contract, the County is ensured of a timely, efficient, and fully compliant response to all additional staffing requests.

How Proposer will ensure the responsibility of its personnel is in accordance with Section 5.14, Exhibit A, Statement of Work;

Allied Universal maintains a disciplined, compliance driven personnel management program designed to ensure that all security personnel assigned to the County's contract meet or exceed the requirements of Section 5.14, Exhibit A, Statement of Work. Our approach integrates rigorous hiring standards, comprehensive background screening, structured training, active supervision, and ongoing quality assurance to ensure professional, accountable, and reliable service delivery at all times.

PERSONNEL QUALIFICATIONS AND FITNESS FOR DUTY

Allied Universal ensures that all guards and supervisors assigned to the County are at least eighteen (18) years of age and are legally authorized to work in the United States. Prior to assignment, all personnel are evaluated to confirm they are of sound physical and emotional condition necessary to perform required duties. Fitness for duty is reinforced through pre-employment screening, supervisory oversight, and ongoing performance monitoring to ensure personnel remain capable of meeting operational demands throughout the contract term.

COMMUNICATION AND PROFESSIONAL CONDUCT

All personnel assigned to the County must demonstrate the ability to communicate effectively in English, both verbally and in writing. This includes clear interaction with the public, County staff, and other stakeholders, as well as the ability to complete required reports, logs, and documentation accurately and professionally. Allied Universal emphasizes professionalism, respectful conduct, and adherence to facility rules through onboarding, site-specific training, and continuous supervision.

STAFFING LEVELS AND ON-SITE AUTHORITY

Allied Universal assigns a sufficient number of qualified personnel to perform all required services in accordance with the Statement of Work. Staffing plans are developed to ensure consistent coverage and operational continuity. At least one authorized Allied Universal supervisor is present or designated at each site to act on behalf of the company in all operational matters. This supervisor is empowered to address day-to-day issues, ensure compliance, and serve as the primary point of coordination with the County's Project Monitor.

BACKGROUND INVESTIGATIONS AND SCREENING

All personnel assigned to perform work under this Contract undergo and must pass background investigations in accordance with Paragraph 7.5 (Background and Security Investigations) of the Contract and to the satisfaction of the County. Allied Universal's screening process includes, as applicable, criminal history checks, identity verification, employment eligibility verification, and drug

screening. Where required, additional investigations such as fingerprinting or agency specific clearances are completed prior to assignment. No employee is permitted to work for the County until all required screening is successfully completed and approved.

TRAINING AND QUALIFICATION COMPLIANCE

Allied Universal ensures that personnel assigned to the County have satisfactorily completed all required training in accordance with Section 6.0 of the Statement of Work. Training includes new employee orientation, site specific pre-assignment training, and ongoing refresher training to reinforce operational standards, safety protocols, emergency response, report writing, and customer service expectations. Training completion is tracked through Allied Universal's compliance management systems, and personnel who are not current on required training are removed from assignment until compliance is restored.

RULES OF CONDUCT AND FACILITY REQUIREMENTS

Allied Universal enforces strict standards of conduct for all employees assigned to County facilities. Personnel are prohibited from bringing contraband, alcohol, or drugs onto County property and may not report to work under the influence of alcohol or drugs. Employees must conduct themselves in a reasonable and professional manner at all times, avoid disturbances, respect County staff, and comply fully with all facility rules and regulations. Entry and exit from County facilities are limited to access points designated by the County Project Monitor.

Visitors are not permitted in work areas, and loitering at kiosks or entry points is strictly prohibited. These requirements are reinforced through post orders, supervisor inspections, and corrective action protocols.

EMPLOYMENT STATUS AND COUNTY RIGHTS

All personnel assigned to the County are employees of Allied Universal. Allied Universal retains sole responsibility and authority for hiring, supervision, discipline, and termination of its employees. At the County's request, Allied Universal will immediately remove any employee from the Contract. Allied Universal fully acknowledges and supports the County's right to bar any individual from performing work under this Contract.

PERSONNEL ACCOUNTABILITY AND REPORTING

Allied Universal provides the County with a current and accurate list of employees assigned to the Contract, including management personnel, and updates this information throughout the contract term. Supervisors conduct regular inspections and audits to ensure compliance with post orders, training requirements, and performance standards. Any non-compliance is addressed promptly through documented corrective action and, when necessary, retraining or removal from assignment.

How Proposer will ensure unarmed event staff guards maintain the duties in accordance with Section 12.0, Exhibit A, Statement of Work;

Allied Universal will ensure that all unarmed event staff guards consistently perform their duties in full accordance with Section 12.0, Exhibit A, through a structured operating model built on clear post orders, mandatory training, active supervision, real time reporting, and continuous quality assurance. Our approach is designed to ensure accountability before, during, and after each event while maintaining flexibility to adapt to changing conditions and County direction.

CLEAR POST ORDERS AND EVENT SPECIFIC BRIEFINGS

For each event, Allied Universal develops site-specific post orders aligned directly to the County's Statement of Work and event layout. These post orders define guard responsibilities related to patrols, access control, crowd management, emergency response, customer service, and reporting requirements. Prior to deployment, all unarmed event staff participate in pre-event briefings covering:

- Assigned patrol and access control areas
- Event specific risks and prohibited activities
- Emergency evacuation procedures and active threat response protocols
- Lost and found, medical triage, and customer service expectations

Guards acknowledge receipt and understanding of post orders prior to standing post.

TRAINING AND READINESS ASSURANCE

All unarmed event staff guards assigned to County events complete Allied Universal's standardized training program, supplemented by event specific and County directed training, ensuring readiness to perform each required duty. Training reinforces:

- Venue security sweeps at shift start and end
- Observation, reporting, and escalation of suspicious activity
- Crowd control and patron interaction techniques
- Emergency evacuation, medical response, and active threat awareness
- Professional appearance, conduct, and compliance with venue rules

Training completion is tracked through Allied Universal's compliance systems, and guards who are not fully compliant are not scheduled for event assignments.

ACTIVE SUPERVISION AND ON-SITE MANAGEMENT

During events, Allied Universal provides visible supervision through Field Supervisors and Account Management staff who:

- Conduct spot inspections of patrols, access points, and restricted areas
- Verify uniform compliance and professional conduct
- Reinforce post order adherence and address issues in real time
- Coordinate directly with the County Event Manager and on-site staff

Supervisors have the authority to implement immediate corrective action if any deviation from assigned duties is identified.

ACCESS CONTROL, PATROLS, AND AREA SECURITY

Unarmed event staff guards are assigned to secure, monitor, and control access to designated areas including stages, backstage areas, offices, trailers, parking areas, and gated locations. Guards are trained to:

- Verify credentials and authorization prior to granting access
- Secure private or secluded areas and challenge unauthorized individuals
- Conduct continuous patrols and proactively identify hazards

- Recommend safety improvements to County staff

All patrols and access activities are performed in accordance with assigned post orders and County direction.

COMMUNICATION AND COORDINATION

Allied Universal maintains continuous communication between guards, supervisors, and County representatives throughout each event. Guards are instructed to:

- Immediately report unsafe or suspicious activities
- Coordinate with County staff and on-site law enforcement as required
- Provide end-of-day security checks and closing reports

This ensures the County receives timely information to support public safety and event operations.

REPORTING AND DOCUMENTATION

At the conclusion of each shift or event, Allied Universal ensures required documentation is completed, including:

- End-of-day security checks
 - Incident and activity reports, when applicable
 - Lost and found documentation
- Reports are reviewed by supervision for accuracy and compliance prior to submission to County representatives.

PROFESSIONAL CONDUCT AND CUSTOMER SERVICE

All unarmed event staff guards are required to maintain a professional appearance and demeanor at all times. Guards are trained to:

- Deliver courteous customer service and assist patrons with event related information
- Enforce venue rules respectfully and consistently
- Refrain from prohibited activities, including unauthorized photography, visible breaks in public areas, or possession of unauthorized items

Professional conduct expectations are reinforced through supervision, training, and quality audits.

QUALITY ASSURANCE AND CONTINUOUS OVERSIGHT

Allied Universal's quality assurance program ensures ongoing compliance with the Statement of Work through:

- Routine audits and spot inspections
- Supervisor coaching and corrective action when required
- Performance reviews aligned to County expectations
- Continuous improvement recommendations based on observations and data

This structured oversight ensures that Allied Universal unarmed event staff guards will continue to consistently meet or exceed all requirements outlined in Section 12.0, Exhibit A.

How Proposer will ensure its security guards maintain the required licensing and certifications;

Allied Universal ensures all security personnel maintain required licensing and certifications through a centralized, auditable compliance framework. Prior to assignment, every Security Professional's licenses, certifications, background checks, and client-specific credentials are verified and documented, and no individual is permitted to stand post until all requirements are fully met. Responsibility for compliance is clearly assigned within the account governance structure, ensuring accountability from onboarding through ongoing operations.

Licensing and certification status is continuously monitored using centralized compliance and training management systems that track credentials and expiration dates in real time. These systems automatically flag upcoming expirations and prevent non-compliant personnel from being scheduled. Compliance is further reinforced through routine audits, supervisor inspections, and regular Operational Business Reviews, providing multiple layers of oversight and early issue detection.

If a lapse in licensing, certification, or required training occurs, Allied Universal takes immediate corrective action by removing the individual from post until compliance is restored, typically within 24 to 72 hours. Licensing maintenance is fully integrated with Allied Universal's structured training program, which includes onboarding, role-specific instruction, refresher training, and ongoing validation. Compliance performance and workforce readiness are transparently reported to the client, ensuring confidence that only fully qualified personnel are deployed at all times.

How the Proposer will ensure the security guards complete the scope of work and tasks for armed guards as outlined in Section 11.0, Exhibit A, Statement of Work;

Allied Universal will ensure full compliance with the requirements outlined in Section 11.0, Exhibit A, Statement of Work through a structured operational framework built on disciplined staffing, comprehensive training, active supervision, technology enabled accountability, and continuous quality assurance. Our approach is designed to ensure every armed Security Professional consistently performs all assigned duties, at the required locations, during designated hours, and in accordance with County standards.

STAFFING AND COVERAGE ASSURANCE

Allied Universal will staff each Service Area in strict accordance with the required staffing levels and patrol schedules identified in Section 11.3.1. Guards will be assigned to specific service areas and posts, ensuring continuous coverage during all required hours, including weekends and holidays. Scheduling is managed centrally and monitored in real time to ensure guards report on time, remain on post for the duration of their assigned shifts, and are relieved appropriately.

To maintain operational continuity, we maintain qualified relief personnel and a bench of trained armed officers who meet licensing and training requirements. This ensures uninterrupted coverage in the event of absences, emergencies, or surge requirements directed by the County Project Manager.

POST ORDERS AND TASK EXECUTION

All duties outlined in Section 11.3.1.2 are translated into site-specific post orders that clearly define responsibilities for each Service Area. These post orders incorporate all required tasks, including:

- Timely arrival and departure from assigned posts
- Electronic sign-in and sign-out at designated locations
- Continuous post coverage until properly relieved
- Proper uniform appearance and visible identification

- Prohibited activity enforcement (no personal devices, reading materials, or unauthorized equipment)
- Patrol execution without the use of personal vehicles
- Maintaining alertness and readiness at all times
- Verification that security checkpoints are engaged during patrols

All Security Professionals must acknowledge receipt and understanding of post orders prior to assignment. Supervisors reinforce expectations through regular coaching and on-site inspections.

TRAINING AND QUALIFICATION OF ARMED GUARDS

All armed Security Professionals assigned to this contract will meet or exceed state and local licensing requirements and complete all required firearms training prior to deployment. In addition to mandatory armed training, officers receive:

- Site-specific training aligned to the Service Areas and facilities outlined in Exhibits B and C
- Deescalation and use-of-force training consistent with Allied Universal standards and County expectations
- First Aid, CPR, and AED training
- Ongoing refresher and compliance training tracked through our learning management system

Training completion is verified before assignment, and officers who are not current on training or licensing are not permitted to stand post.

SUPERVISION AND OVERSIGHT

Allied Universal provides layered supervision to ensure compliance with staffing, patrol, and task requirements. Field Supervisors conduct both scheduled and unannounced site visits to:

- Verify guard presence and alertness
- Inspect uniforms, credentials, and equipment
- Confirm patrol routes and checkpoint engagement
- Review activity logs and incident documentation
- Provide immediate corrective guidance when needed

Supervisory findings are documented and reviewed by account leadership to ensure consistent service delivery and rapid issue resolution.

TECHNOLOGY ENABLED ACCOUNTABILITY AND REPORTING

Allied Universal leverages proprietary technology to monitor performance and verify compliance with contract requirements. Guards electronically sign in and out, complete patrol tours, and submit activity and incident reports in real time. This system provides:

- Verification of post coverage and patrol completion
- Timestamped and location verified activity records
- Immediate visibility into missed check-ins or deviations
- Accurate documentation to support County oversight

Daily Activity Reports (DARs) and incident reports are reviewed by management to ensure accuracy, completeness, and adherence to reporting standards.

QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

Quality assurance is embedded into daily operations. Performance is measured against defined standards aligned to the Statement of Work, including attendance, patrol execution, reporting compliance, and task performance. Any identified deficiency triggers immediate corrective action, which may include retraining, increased supervision, or reassignment.

Regular operational reviews with the County Project Manager provide transparency, accountability, and an opportunity to adjust deployment or procedures as operational needs evolve.

COMMITMENT TO CONTRACT COMPLIANCE

Through disciplined staffing, rigorous training, proactive supervision, real-time monitoring, and a robust quality control framework, Allied Universal ensures that all armed Security Professionals consistently fulfill the scope of work and tasks outlined in Section 11.0, Exhibit A. Our approach ensures reliable coverage, professional performance, and full compliance across all Service Areas and facilities.

How the Proposer will ensure security guards complete scope of work and tasks for unarmed event staff guards as outlined in Section 12.0, Exhibit A, Statement of Work;

To ensure unarmed event staff guards complete the full scope of work and all required tasks in Section 12.0, Exhibit A Statement of Work, Allied Universal uses an operational control process that connects the County's requirements to clear instructions, verified readiness, and measurable field execution. Prior to each event, we convert the Statement of Work into event-specific post orders (by post/location) and conduct a mandatory pre-shift briefing that confirms each guard's assignment, access-control points, patrol routes/frequencies, prohibited activities, emergency actions, and customer-service expectations. Supervisors verify readiness before deployment by confirming required training and County-directed briefings are current and by ensuring only compliant personnel are scheduled.

During the event, we manage performance through active supervision and direct coordination with the County Event Manager. Field Supervisors and Account Management conduct routine post checks and spot inspections to confirm guards are at post, performing required patrols and access-control functions (credential checks, challenges, restricted-area control), maintaining required appearance and conduct, and escalating issues immediately. When gaps are identified, supervisors provide on-the-spot coaching, re-brief the post order as needed, reposition staff, and take immediate corrective action to restore compliance and maintain continuous coverage.

After each shift/event, supervisors ensure all required documentation is completed and accurate (end-of-day security checks, incident/activity reports, and lost-and-found logs) and review reports for completeness and alignment with County requirements prior to submission. We then capture operational notes and QA observations (audit results, supervisor feedback, and any corrective actions) to update post orders, reinforce training topics, and improve execution at future events—sustaining consistent compliance with the Statement of Work.

How will Proposer communicate with employees and schedule to cover urgent requests for unscheduled work, emergencies or special events? What will the average response time to emergency calls be?

Allied Universal will continue to utilize a proven, technology-enabled communication and response model to ensure immediate coordination with employees and rapid deployment of staff for unscheduled work, emergencies, and special events.

Allied Universal leverages our HELIAUS AI-powered service platform to provide real-time communication, scheduling, and operational visibility across all locations. HELIAUS connects security personnel, supervisors, and management through a centralized, cloud-based system that enables immediate dissemination of information and rapid response to changing conditions.

When an urgent request arises, such as emergency coverage, unscheduled work, or special event staffing, supervisors initiate immediate communication through HELIAUS Mobile and the integrated Mercury communication module. These tools allow for instant, one-to-many messaging, ensuring that all relevant personnel receive directives, post orders, and deployment instructions in real time. Supervisors can quickly identify and contact qualified, available personnel based on site requirements, certifications, and proximity, enabling efficient and targeted staffing responses.

In addition, Allied Universal utilizes LISA (Live Interactive Support AI) to continuously monitor staffing conditions. LISA detects potential coverage gaps in real time, such as call-offs or missed clock-ins, and automatically alerts supervisors, identifies available personnel, initiates outreach, and confirms coverage. This automated process, combined with active supervisory oversight, ensures that staffing needs are addressed immediately and documented for accountability.

For large-scale or planned urgent needs, such as special events, Allied Universal supplements this process with our Event Services Division and dedicated flex force, allowing for rapid mobilization of additional personnel who are already trained, credentialed, and familiar with County operations.

Supervisors and managers also maintain direct communication with staff via radios, mobile devices, and phone, ensuring constant accessibility and immediate response capability at all times, including after-hours support as required by the Statement of Work.

Average Response Time

Allied Universal's average response time to emergency calls and urgent staffing requests is immediate notification with deployment of personnel typically within **two (2) hours or less**, consistent with SOW requirements. In many cases, initial communication and staffing actions occur within minutes, with supervisors responding directly or deploying nearby personnel to stabilize the situation while additional resources are mobilized.

Through this approach Allied Universal ensures rapid, reliable, and fully coordinated communication and staffing response for all urgent requests, emergencies, and special events.

Describe Proposer's experience and ability to provide the following required equipment:

guard tour system; uniforms; protective equipment; identification; patrol vehicles; two-way communication devices

Allied Universal has extensive experience delivering large-scale, compliant government security programs and maintains the infrastructure, systems, and processes necessary to provide and

manage all required security equipment in support of continuous operations. Our ability to equip personnel is embedded within our national operating model, transition planning, fleet management, and technology platforms.

Guard Tour System

Allied Universal utilizes its proprietary HELIAUS® AI-Powered Service Platform, which functions as a comprehensive guard tour and activity verification system. Through HELIAUS Mobile, Security Professionals complete tours using GPS verified and NFC enabled devices, transmit real-time patrol confirmations, and document activity directly from the field. Tour completion, compliance, and exception reporting are monitored through real-time dashboards accessible to both management and clients. This system ensures accountability, visibility, and audit ready documentation across all patrol activities.

Uniforms

Allied Universal maintains centralized uniform procurement, inventory control, and issuance processes as part of its standard mobilization and ongoing operations. Uniforms are reviewed and approved in coordination with the County, ordered and received through established administrative controls, and issued prior to deployment. Uniform inspections are incorporated into daily readiness checks and quality audits to ensure professional appearance and compliance with post orders.

Protective Equipment

Protective equipment is managed through Allied Universal's equipment and supplies inventory and maintenance controls, which are embedded within the company's health and safety compliance framework. Equipment readiness is verified through daily inspections, supervisor audits, and monthly inventory reporting. Training programs address the proper use, care, and safety requirements associated with issued equipment, ensuring personnel are prepared to operate safely and in accordance with contract requirements.

Identification

Allied Universal has established credentialing and badging processes across federal, state, and municipal government contracts nationwide. Identification issuance is coordinated during onboarding and transition, tracked through employee records, and verified through routine compliance audits. These processes ensure that only properly credentialed personnel are deployed and that identification remains current and compliant with client and regulatory standards.

Patrol Vehicles

Allied Universal operates a dedicated fleet management function responsible for determining vehicle requirements, acquisition, upfitting, maintenance, and deployment. Vehicles are procured and delivered as needed to support patrol operations, with driver eligibility verification and training completed prior to assignment. Fleet readiness, availability, and maintenance are monitored through documented logs and performance metrics to ensure reliable patrol coverage.

Two-Way Communication Devices

Allied Universal supports two-way communication through integrated technology platforms and issued equipment that enable secure, real-time communication between field personnel, supervisors, and command staff. HELIAUS includes embedded communication tools that support messaging, tasking, alerts, and emergency notifications, ensuring continuous connectivity during routine operations and incident response. Communication readiness is incorporated into operational audits and daily inspections.

Through our established Government Services Division, national infrastructure, and proprietary technology platforms, Allied Universal demonstrates the experience, systems, and operational controls necessary to reliably provide, manage, and sustain all required equipment for the County. These capabilities have been successfully deployed across hundreds of government clients nationwide, inclusive of multiple local Los Angeles County contracts, and are fully scalable to meet the needs outlined in this solicitation.

6. Proposer's Employee Training Program

Describe the Proposer's employee training program in accordance with the requirements of Section 6.0, Exhibit A, Statement of Work, including, but not limited to: orientation; protective equipment training; specific safety training; and continuing training for employees.

Allied Universal understands that comprehensive, ongoing training is critical to ensuring that all personnel assigned to the Beaches and Harbors contract are fully prepared to perform their duties safely, effectively, and in compliance with County requirements. As the current provider, we have already implemented a robust training program aligned with Exhibit A, Statement of Work, and will continue to enhance and deliver this program to support both armed and unarmed security personnel.

Our training approach is designed to ensure that all staff are not only compliant with State and County requirements but also equipped with the practical knowledge and skills necessary to operate in dynamic, public-facing environments. This includes a strong emphasis on customer service, de-escalation, emergency response, and site-specific procedures unique to Beaches and Harbors locations. Through a combination of initial onboarding, site-specific training, and ongoing refresher courses, Allied Universal ensures that all personnel maintain a high level of readiness and professionalism throughout the life of the contract.

01. NEW EMPLOYEE ORIENTATION

Security professionals assigned to the County, complete our standard legislative and mandatory induction training program conducted by our local training managers. Topics include:

- Core values and mission
- Safety and emergency management
- Select required state training programs
- Key policies and procedures
- Legal powers and limitations

Security professionals must achieve a grade of 80% or higher for the successful completion of their training. If the security professional does not achieve that grade, they will not be scheduled to your site.

02. PRE-ASSIGNMENT TRAINING

Prior to deployment, we conduct firearms training and additional site-specific training to deepen our team's understanding of the work to be done.

Armed Officer Training: In California our firearms training program is a 40 hour qualification course covering these and related topics:

- Use of firearms and the ethical and moral considerations of weapons use
- Liability for acts while armed
- Use of deadly force/the Force Continuum

- MOAB De-Escalation
- OCAT Training (OC Spray, handcuffing procedures)
- Search, seizure and arrest procedures while armed
- Firearms safety and maintenance
- Fundamentals of non-lethal weapons use
- Qualification (range practice, one day fire; minimum qualification course typically of 50 rounds with a minimum passing score of 70 - 80 percent)
- Successful completion of written examination with a minimum passing score

In addition to our CORE training listed below, security professionals deployed within the County will receive **de-escalation training, first aid / AED**, and any other training that Allied Universal and the County's team feel is relevant for the successful delivery of their duties. Individual roles will have additional training, including:

- Protective Equipment Training
- Specific Safety Training

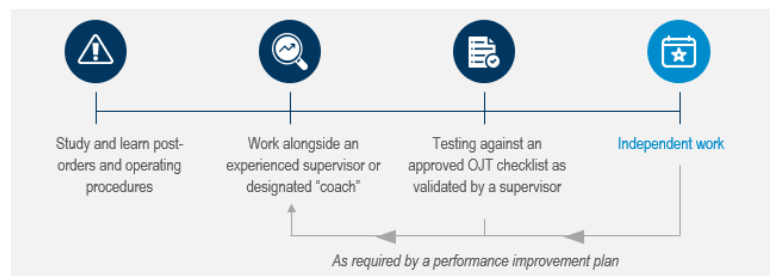
03. CORE TRAINING

Phase three of our security program, core training, consists of 20 lessons, each with an exam that must be passed successfully with a score of 80% or higher. To ensure completion within six months of hire, we track employees' training through our compliance management system. Topics include:

- | | |
|-------------------------------------|--|
| • Introduction to Contract Security | • Introduction to Safety |
| • Legal Aspects of Private Security | • Personal Safety |
| • Note Taking and Report Writing | • First Aid, CPR and AED Overview |
| • Importance of Documentation | • Harassment |
| • Patrol and Observation | • Workplace Violence |
| • Liability and Loss Prevention | • Emergency Management |
| • Post Orders | • Indicators of Terrorist Surveillance |
| • Appearance and Wellness | • Video Surveillance |
| • Exceptional Customer Care | • Bomb Threats |
| • Difficult People or Situations | • Media Management |

04. ON-THE-JOB TRAINING (OJT)

Allied Universal recognizes that a work site's policies, procedures, and post orders cannot be learned in a classroom but must be learned at the work site. Security professionals will be prepared for your individual needs and know how to effectively manage your security program. OJT is site-specific and customized to your site but follows a very distinct process to ensure that it is consistent and verifiable:



Regular quality checks happen along the way to ensure that our security professionals have a strong

level of understanding of the jobs to be done and Post Order requirements. Topics may include:

- Access Control
- Active Shooter
- Bomb Threats
- CPR/First Aid/AED
- Electrical Emergencies
- Equipment Removal Procedures
- Fire Alarm Response
- ID Checks
- Mechanical Emergencies
- Media Relations
- Medical Emergencies
- Opening/Closing Procedures
- Parking & Enforcement
- Parking Lot Security
- Patrol Techniques
- Post Responsibilities
- Report Writing
- Terrorism Awareness
- Use of Telephones
- Vehicle Assistance
- Water Leaks
- Weather Emergencies

05. CONTINUOUS AND ONGOING

Allied Universal believes in reinforcement of initial training as a key to effective learning and long-term performance excellence. We use a structured process for refresher training on a variety of topics related to your needs and contract requirements. Local and branch management and regional training staff deliver standard, company-wide training modules. We also provide programs focused on advanced topics customized to meet industry requirements or County needs due to changing threat landscapes.

Our proprietary learning management platform, EDGE®, offers more than 1,500 courses from which we can select to enhance learning on industries, topics, interactions, etc.

Our managers will work with you to identify training opportunities appropriate for the security professionals in your program, and they will help ensure that ongoing training remains a top priority. We have developed a sample bi-monthly training calendar based on our knowledge of the site(s) needs:

January	March	May
• White-Glove customer service • Active shooter	• Identification of suspicious persons / behavioral detection • Workplace violence prevention	• Heat illness prevention plan • Distractions / parking lot safety
July	September	November
• Patrols • Steps, stairs, escalators	• Emergency preparedness	• Incident reporting and response • Winter weather safety awareness

SUPERVISION AND OVERSIGHT

To guarantee the consistent application of training and the highest standards of professionalism, Allied Universal employs a robust supervision and quality control system. Field Supervisors conduct regular audits and inspections of weapons screening operations, verifying compliance with Post

Orders and identifying any areas for improvement. Supervisors provide real-time coaching and mentorship, reinforcing best practices and addressing any deviations from established procedures.

COMPLIANCE WITH LEGAL AND SAFETY STANDARDS

At the heart of our training program is a commitment to legal and regulatory compliance. All screening procedures are conducted in accordance with local, state, and federal laws, as well as the specific requirements of the County. Officers are trained to balance security needs with the protection of civil liberties, ensuring a respectful and professional approach to every interaction.

To further enhance safety, personnel are instructed in proper techniques for handling potentially dangerous situations, minimizing risks to both the public and themselves. The training also emphasizes the importance of immediate notification and coordination with law enforcement and other relevant authorities when a threat is identified.

INCIDENT REPORTING AND DOCUMENTATION

Proper documentation is a critical component of effective weapons screening. Allied Universal trains its personnel in the preparation of clear, detailed, and timely reports for every incident involving prohibited or illegal items. These reports are submitted in strict accordance with County guidelines and include all relevant details, such as the type of weapon or contraband detected, the actions taken by security personnel, and the outcomes of law enforcement involvement.

SUMMARY OF TRAINING COMMITMENT

Allied Universal's comprehensive training program ensures that every security professional is fully prepared to perform their weapons screening duties with competence, confidence, and professionalism. By combining a structured curriculum, practical exercises, ongoing education, and stringent oversight, we provide a robust solution that aligns with the County's expectations and requirements.

Through this proactive and detailed approach, Allied Universal delivers a consistent and reliable standard of service, safeguarding the employees and visitors at County sites and facilities while maintaining the highest levels of compliance and accountability.

8.6.4.13 Exhibit 16 - Quality Control Plan

Proposer must establish and utilize a comprehensive Quality Control plan to assure a consistently high level of service throughout the term of the Contract. The plan must include, but not be limited to, the following:

1. Describe the monitoring methods to ensure compliance with the Contract work requirements.
 - Post coverage of assigned security guards;
 - Reasonable conduct of employees;
 - Documentation of employee licenses, certifications and training files; and
 - Method for ensuring security guard tasks and duties are performed at an acceptable level.

REQUIRED FORMS – EXHIBIT 16

QUALITY CONTROL PLAN

Proposer must establish and utilize a comprehensive Quality Control plan to assure a consistently high level of service throughout the term of the Contract. The plan must include, but not be limited to, the following: **Please see answers to following questions on the following pages**

1. Describe the monitoring methods to ensure compliance with the Contract work requirements.
 - Post coverage of assigned security guards;
 - Reasonable conduct of employees;
 - Documentation of employee licenses, certifications and training files; and
 - Method for ensuring security guard tasks and duties are performed at an acceptable level.
2. Describe the frequency of monitoring conducted. Who will perform the monitoring?
3. Describe the steps taken to correct deficiencies reported by the Department.
4. Describe your response time to complaints received from the Department.
5. Describe your documentation methods of all monitoring results, including any corrective action taken.
6. Provide samples of forms to be used in monitoring.
7. If available, please attach your firm's written quality control plan.

Allied Universal's Quality Control Plan (QCP) is a structured, technology-enabled, and management-driven program designed to ensure consistent, measurable, and fully compliant service delivery throughout the term of the Contract. As the current provider for the Beaches and Harbors contract, we have already implemented these quality control processes and will continue to enhance them to ensure alignment with all requirements outlined in Exhibit A, Statement of Work.

Quality is the backbone of our operations and the foundation of our service delivery model. For Allied Universal, quality assurance extends beyond compliance, it is a continuous, data-driven process that integrates real-time monitoring, supervisory oversight, performance measurement, and client feedback. Our QCP ensures that all contractual obligations are consistently met while identifying opportunities for improvement and operational excellence.

Our monitoring methods are multi-layered and supported by advanced technology platforms, including HELIAUS[®] and WinTeam[®], combined with active field supervision and management oversight. These systems and processes provide real-time visibility into operations, allowing for immediate identification and correction of any performance issues.

Post Coverage of Assigned Security Guards

Post coverage is continuously monitored through real-time time and attendance systems, including GPS-enabled check-ins, guard tour tracking, and automated alerts for missed posts or late arrivals. HELIAUS provides live visibility into guard activity and post status, while LISA[®] proactively identifies and resolves potential coverage gaps. This technology is reinforced by Field Supervisor inspections, both scheduled and unannounced, to physically verify guard presence and performance.

Supervisory reviews and management oversight ensure that all posts remain staffed in accordance with contract requirements at all times.

Reasonable Conduct of Employees

Employee conduct is maintained through a combination of direct supervision, performance management, and ongoing engagement. Field Supervisors conduct routine site inspections and observe guard interactions with the public and County staff to ensure professionalism and adherence to standards. Performance is evaluated through documented inspections, incident reviews, and client feedback. Allied Universal enforces a progressive discipline process to promptly address any behavioral or performance deficiencies, ensuring that all personnel consistently meet expectations for professionalism, customer service, and conduct.

Documentation of Employee Licenses, Certifications, and Training Files

Allied Universal maintains strict control over employee qualifications through centralized tracking systems that monitor licenses, certifications, and training compliance. WinTeam[®] and related compliance tools provide automated alerts for upcoming expirations and deficiencies, ensuring that only properly licensed and trained personnel are assigned to posts. Routine audits are conducted to verify documentation accuracy and completeness, and any deficiencies are corrected within 24 to 72 hours. This ensures full compliance with State regulations and County requirements at all times.

Ensuring Security Guard Tasks and Duties Are Performed at an Acceptable Level

Performance of security personnel is continuously evaluated through a combination of Key Performance Indicators (KPIs), supervisory inspections, guard tour data, and review of Daily Activity Reports and incident documentation. HELIAUS provides real-time performance insights, allowing management to monitor patrol completion, activity levels, and compliance with post orders. Supervisors provide immediate coaching and corrective guidance when needed, reinforcing expectations and improving performance in real time.

Additionally, Allied Universal conducts regular Operational Business Reviews (OBRs) with County stakeholders to review performance metrics, identify trends, and implement continuous improvement strategies. Client feedback is actively incorporated into our quality control process, ensuring that service delivery remains aligned with County expectations.

Through this comprehensive, technology-supported, and supervisor-driven approach Allied Universal ensures full compliance with all contract work requirements, maintains a consistently high level of service, and delivers continuous operational improvement throughout the life of the Contract.

2. Describe the frequency of monitoring conducted. Who will perform the monitoring?

FREQUENCY OF MONITORING

- Daily
 - Work performance inspections (spot audits; review of logs/incident reports as they occur)
 - Employee readiness inspections
 - Reporting-compliance reviews/spot audits
 - Invoice accuracy checks can occur daily (schedule vs. actual vs. billing)
- Weekly
 - Hours worked / overtime monitoring
 - Overtime management reviews
 - Invoice accuracy reconciliation can be weekly (in addition to daily/monthly)
- Monthly
 - Monthly Account Manager review of incident reports (noted under Work Performance Inspections)
 - Attendance & punctuality review as part of the **Operational Business Review (OBR)** cadence
 - Training compliance review as part of OBR
 - Incident management review as part of OBR
 - Equipment control inventory reporting
 - Fleet management (maintenance/availability/mileage logs)
 - Recognition is shared monthly through OBR (as received, then reported)
- Quarterly (at minimum)
 - Customer service/customer satisfaction check-ins and/or surveys are at least quarterly
 - Business reviews occur **monthly and quarterly** (OBRs and QBRs)
- Twice yearly
 - Allied Universal Voice Surveys (customer satisfaction)

MONITORING PERFORMANCE SUPERVISION

- **Field Supervisors** – spot audits, post inspections, and operational compliance checks (daily/ongoing cadence implied through inspections/audits).
- **Account Manager** – monthly incident report review; random inspections/audits; participates in OBRs/QBRs and trend reviews.

- **Operational/Account Management leadership (Managers/Regional leadership as needed)** – governance oversight and review through OBR/QBR structure, escalation visibility, and corrective action tracking.
- **Finance/Workforce management support (billing/payroll reconciliation)** – invoice accuracy checks (beginning/mid/end of week payroll reconciliation is explicitly referenced under invoice accuracy).

3. Describe the steps taken to correct deficiencies reported by the Department.

Allied Universal follows a responsive and accountable corrective action process to address any deficiencies identified by the Department. Allied Universal's process ensures that all issues are promptly investigated, resolved, and prevented from recurring.

Upon notification of a deficiency, Allied Universal immediately initiates a formal review process. All relevant information is secured and documented to preserve accuracy and context. This includes review of post orders, staffing and scheduling records, training documentation, supervisory logs, incident reports, and any environmental or operational factors that may have contributed to the issue.

A root cause analysis is then conducted to determine why the deficiency occurred. This analysis evaluates all contributing factors, including personnel performance, supervision, training effectiveness, communication flow, staffing levels, and adherence to established procedures. The focus is on identifying the underlying cause, not just the symptom, so that corrective actions are meaningful and effective.

Based on the findings, Allied Universal implements targeted corrective measures directly aligned with the identified root cause. These actions may include retraining personnel, reinforcing or revising post orders, adjusting staffing or deployment strategies, increasing supervisory oversight, or improving communication protocols. Corrective actions are designed to be practical, measurable, and sustainable.

All corrective actions are tracked, verified, and documented through to resolution. Supervisors and management monitor implementation to ensure effectiveness, and follow-up inspections or audits are conducted as needed. A deficiency is not considered fully resolved until the Department has confirmed that corrective actions have been successfully implemented and the issue has been addressed to their satisfaction.

To prevent recurrence, Allied Universal incorporates each deficiency into a broader continuous improvement process. Trends are analyzed across incidents, and systemic improvements are implemented where necessary, including policy updates, enhanced training, proactive audits, and operational adjustments. Findings and corrective actions are reviewed with the Department during Operational Business Reviews (OBRs), ensuring transparency and ongoing alignment.

Allied Universal ensures that deficiencies are not only corrected quickly, but that long-term improvements are implemented to strengthen overall contract performance.

4. Describe your response time to complaints received from the Department.

Allied Universal is committed to immediate, responsive, and accountable action when complaints or concerns are received from the Department. We have an established process in place that ensures all complaints are acknowledged, addressed, and resolved in a timely and transparent manner.

Upon receipt of a complaint, whether verbal or written, Allied Universal acknowledges the issue immediately and initiates response actions without delay. Supervisors and managers assigned to the contract are empowered to take immediate corrective action at the site level, ensuring rapid stabilization of the situation and minimizing any potential impact to operations.

All complaints are documented in real time, and all relevant information, such as post orders, staffing records, training documentation, and supervisory oversight, is secured promptly to preserve accuracy and context. This allows Allied Universal to begin investigation and resolution efforts immediately, rather than deferring action.

In alignment with the Statement of Work, Allied Universal provides a status update to the County within **ten (10) business days** of receiving a complaint, including findings from the investigation and actions taken or planned to resolve the issue. For urgent or critical matters, immediate verbal notification and updates are provided to the County Project Monitor as the situation evolves.

If a complaint cannot be fully resolved at the supervisory level, it is escalated through defined management channels to ensure timely review and resolution. All corrective actions are tracked through to completion, and follow-up verification is conducted to ensure the issue has been fully addressed to the Department's satisfaction.

Complaint trends, resolutions, and performance improvements are also reviewed during Operational Business Reviews (OBRs), ensuring ongoing transparency, accountability, and continuous improvement.

Allied Universal ensures that all Department complaints receive immediate attention, timely resolution, and documented follow-through in full compliance with contract requirements.

5. Describe your documentation methods of all monitoring results, including any corrective action taken.

Allied Universal documents monitoring results through an auditable process that captures what was reviewed, what was observed, and what actions were taken to maintain compliance with Contract requirements. Records are maintained in centralized systems and standardized reporting formats to ensure visibility for supervisors and the Department, support trend analysis, and confirm that any corrective action is tracked to verified closure.

- **Centralized, audit-ready documentation (HELIAUS® platform):** Monitoring results (e.g., post coverage verification, patrol/tour completion, incident/activity reporting, inspections, and compliance checks) are captured through Allied Universal's technology platform, including time/attendance and GPS/NFC-verified tour data. This creates time-stamped, location-verified records and supports real-time dashboards for oversight.
- **Standardized operational records and supervisory logs:** Findings from daily spot audits, readiness inspections, and reporting-compliance reviews are documented through standard reporting artifacts such as DARs (Daily Activity Reports), MIRs, and SIRs, plus supervisor inspection records and report reviews.

- **Compliance documentation and audit tracking:** Employee licenses, certifications, and training files are maintained and monitored via training logs and compliance reports; routine audits confirm only qualified personnel are deployed, and deficiencies are tracked for resolution.
- **Corrective action documentation (from issue to closure):** When deficiencies or complaints are identified, Allied Universal documents the issue immediately, performs root-cause review, implements corrective measures tied to the cause (e.g., retraining, post order updates, staffing/supervision adjustments), and tracks corrective actions to closure. Corrective actions are not considered closed until verified (Department sign-off where applicable).
- **Management review and continuous improvement records (OBRs/QBRs):** Monitoring trends, findings, and corrective actions are compiled and reviewed in Operational Business Reviews (OBRs) and Quarterly Business Reviews (QBRs), ensuring visibility, accountability, and documented follow-through on improvements.

6. Provide samples of forms to be used in monitoring.

The following sample forms illustrate the standardized tools used to monitor, measure, and document performance in support of our Quality Control Plan (QCP). These forms are integral to ensuring consistent service delivery, contractual compliance, and accountability across all operational levels. Each form is designed to capture actionable data, support real-time corrective action, and drive continuous improvement through documented oversight and performance trending.

Dockweiler Beach

COLA - Dept of Beaches and Harbors (190121) - #1218185
13483 Fiji Way, Marina Del Rey, CA

Call-770-625-1467 8AM-8PM EST M-F with
any Issues or Questions



Summary

Report Time Frame	Total Activites	53
15-Mar-2026 09:00:00	Total Activity Types	2
To	Total Security Professionals	3
16-Mar-2026 08:59:59	Total Zones	12

Date & Time	Security Professional	Activity Type	Zone	Category	Narrative	Images
15-Mar-2026 19:44:03	Shirley, Donovan A	Workflow	Dockweiler Beach > Main Gate Entrance	Crime	Workflow Name: Parking Security Check Workflow: Sweep this area of the parking lot for any trespasser or other unusual activity after hours. Report any issues found. Zone: Dockweiler Beach > Main Gate Entrance Response : No Issues / All Clear	

Figure 1

Sample Daily Log of Activities: Identifies occurrences to facilities within the County. Used to identify patterns and create mitigation strategies to reduce future occurrences.

Marina Del Rey

COLA - Dept of Beaches and Harbors (190121) - #1218185
13483 Fiji Way, Marina Del Rey, CA

Call-770-625-1467 8AM-8PM EST M-F with
any Issues or Questions



Summary

Report Time Frame	Total Activites	71
15-Mar-2026 09:00:00	Total Activity Types	2
To	Total Security Professionals	1
16-Mar-2026 08:59:59	Total Zones	11

Date & Time	Security Professional	Activity Type	Zone	Category	Narrative	Images
15-Mar-2026 19:36:13	Auguste, Cameron Malik	Workflow	Basin G > Yacht Club Building	Crime	Workflow Name: Building Security Check Workflow: Check the buildings to make sure the areas area secured to prevent unauthorized access and there is Not any homeless inside or outside the building. Report any damage on the property in your DAR.Zone: Basin G > Yacht Club Building Response : No Issues / Doors Secured	



SITE INSPECTION

Site | Address: COLA - Dept of Beaches and Harbors (190121) - #1218185 : 13483 Fiji Way Marina Del Rey CA 902926907



INSPECTION DATE

Feb-28-2026 03:23



INSPECTION TYPE

Management Inspection



SECURITYPROFESSIONALS

1. Fredrick, Demazea



OFFICER NAME

Carlos Tejada



COMPLETED BY

Carlos Tejada



POST NAME

Vehicle Patrol officer



INSPECTION		INSPECTION	
Questions	Response	Questions	Response
All posts are properly staffed per contract.	Yes	If the Security Professional operates a vehicle, golf cart, trike, or similar piece of equipment, they have a valid driver's license and all required training completed	Yes
Employees are in the correct uniform contractually required at their post.	Yes	This site is OSHA compliant (safe and has necessary PPE and amenities available).	Yes
Employees present a neat and professional appearance	Yes	All employees are familiar with the site emergency procedures, equipment and systems.	Yes
All employees have an adequate number of uniforms, and all issued uniforms are free from damage, stains or need of replacements.	Yes	All employees on site know how to accurately report safety or other critical incidents.	Yes
The security post(s) is organized and clean.	Yes	All site posts have a completed Job Safety Analysis.	Yes
Post Orders were reviewed, properly branded and are up to date (revised within the last 12 months).	Yes	All employees have a Use of Force wallet card and understand the expectations contained within.	Yes
All employees have the contractual required training for their post.	Yes	All employees are using the Mercury portal for communication and timekeeping.	Yes
Employees have a current and valid security guard license.	Yes	All employees are familiar with how to use LISA, including Fix My Pay.	Yes
There is a current list of client contacts available to the Security Professionals.	Yes		
The Security Professional knows how to contact his/her immediate supervisor.	Yes		

 IMAGES



Page 2 of :



Security or Safety Recommendations::

Additional Notes:: Please make sure vehicles are clean at all times.

 Employee Name

NAME

Carlos Tejada

EMAIL

carlos.tejada@aus.com

 Client Name

NAME

Zaruhi Hovakimyan

EMAIL

zhovakimyan@bh.lacounty.gov

Figure 2

Sample Site Inspection Record: Showcases compliance with performance audit metrics and results by location. Quickly identifies non-compliance for corrective action.

7. If available, please attach your firm's written quality control plan.

Quality Control: Operational Assurance and Accountability

Through operational assurance and accountability, Allied Universal maintains alignment between service delivery, client expectations and regulatory compliance

Quality is the backbone of our reputation and the foundation of our service. It is how we measure our program effectiveness, employee performance and customer satisfaction. For us, quality assurance means more than compliance; it is a disciplined process of ensuring that we are doing exactly what we said we would do – specifically those tasks and priorities outlined in the Statement of Work provided. It's not a box that we check, but an ongoing and transparent process of review, client and employee feedback, and improvement conversations that ensure every Allied Universal professional assigned to your program meets the highest standards.

Our word is only as strong as our actions.

Throughout this section, we will demonstrate our commitment to exceeding the County's goals as they pertain to the event experience for patrons, visitors and staff. Our response is based on adherence to the following core principles that drive our business forward:

- **Quality Assurance:** We commit to following a risk-based standardized and centralized quality assurance framework, which will be managed by your operational team who holds responsibility for proactively identifying and actioning improvement strategies across all areas of the business.
- **Transparency:** We can't fix what we can't see. As such, we will conduct regular metric reviews to ensure we are meeting or exceeding our base commitments. It is these regular reviews that allow us to identify areas for improvement, while continuing to ensure that our operational commitments remain intact.
- **Collaboration:** Through our continued partnership approach, we will recommend improvements that are aligned with COLA's overall mandates. In addition to collaboration, we will regularly align with other Allied Universal teams across the globe to discuss best practices around operational, managerial, and administrative improvements.
- **Service Excellence:** With any improvement project we ask ourselves, does it improve our ability to deliver service excellence? Our goal is to find ways to continually improve on our service delivery model while driving efficiencies for the business.
- **Proactive to Minimize Reactive:** With Allied Universal you won't have to ask for improvement strategies, we will bring them forward to ensure that we are constantly evolving our approach to service delivery.
- **Efficiencies through Innovation:** We never rest on the status quo. We continually ask ourselves if there is a better way of doing something. By looking at our people, processes, and technology, we commit to finding areas of improvement that drive efficiencies to service delivery and bottom line.

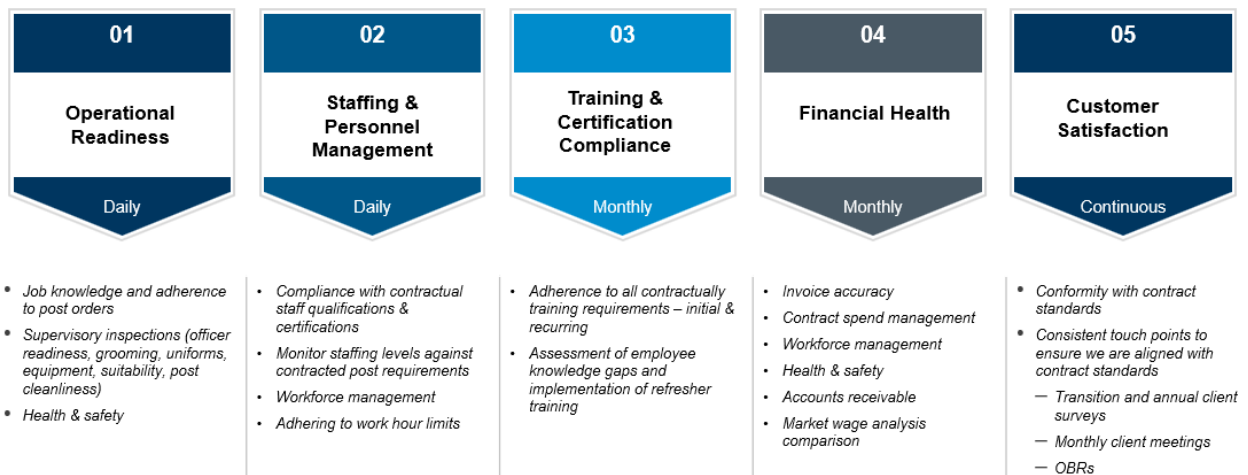
QUALITY CONTROL GOVERNANCE AND OVERSIGHT

Governance of the Quality Control Plan (QCP) is owned at the executive level and executed at every operational tier. Allied Universal maintains a **clearly defined quality governance structure** that ensures accountability, independence, and timely corrective action:

- **Ownership and Accountability:** Overall responsibility for the QCP rests with senior regional leadership, with defined quality control responsibilities assigned to managers, supervisors, and support personnel directly involved in program execution.
- **Monitoring and Verification:** Performance is monitored through scheduled and unscheduled audits, inspections, system reports, and feedback mechanisms aligned to contract requirements and Key Performance Indicators (KPIs).
- **Corrective Action Authority:** Supervisors and managers are authorized to initiate immediate corrective action upon identification of any service, safety, staffing, or compliance deficiency, without delay or centralized approval.
- **Escalation Protocols:** Issues exceeding on-site authority are escalated through established channels to ensure rapid resolution and prevent recurrence.
- **Documentation and Closure:** All findings, corrective actions, and resolutions are documented, tracked, and verified to closure through standardized reporting and audit processes.
- **Visibility:** Performance results, trends, and corrective actions are reviewed with County stakeholders through regular operational business reviews (OBRs) and quarterly business reviews (QBRs), ensuring transparency, accountability, and alignment.

OUR APPROACH TO UNBIASED AND TRANSPARENT QUALITY ASSURANCE

What gets measured, gets done. In collaboration with the County, we align on measurements for both operational and employee audits. We customize our audit checklists against operational priorities, and look at the following elements:



We take these buckets and develop Key Performance Indicators (KPIs), designed to assess, evaluate, and measure service levels. Only when we have an honest accounting of our performance can we drive continuous improvement. Allied Universal will monitor the quality and performance of our program and our team members through:

- Performance standards and expectations
- Supervisor monitoring and coaching
- Site inspections – planned and unplanned
- Feedback from the County

- Feedback from our team members
- Formal employee performance evaluations

SOURCES OF INFORMATION TO ANALYZE PROGRAM QUALITY

Allied Universal has several layers of auditing to ensure that we are basing our actions on reliable data. We are committed to leveraging and/or actioning the following sources of information to identify and analyze processes and results for improvement opportunities:

- **Client-led Feedback:** Through both our Operational Business Reviews (OBRs) and unscheduled conversations, we welcome your feedback – both oral and written. Allied Universal will continue following through on action plans that address both non-conformance issues and opportunities for improvement. Areas of non-conformance will go through our detailed and standardized management process to ensure proper tracking and follow-through.
- **Internal Audits:** Security programs must be reviewed regularly to ensure we are meeting the ever-changing needs of our clients. We conduct both scheduled and non-scheduled audits of all elements of the program; we also review and analyze data collected from our imbedded technology—HELIAUS, LISA, Mercury, and DOMO—to detect and identify patterns upon which we can make security and business recommendations.
- **Business Process Analysis:** Allied Universal commits to ongoing analysis of current processes to identify improvement opportunities in increasing efficiency and reducing risk(s).
- **Employee-led Surveys and Work Groups:** Allied Universal will encourage employee feedback to determine areas of opportunity for improvement that are based in real-life application. We commit to creating communication strategies to showcase the effects of employee feedback and engagement.

KEY PERFORMANCE INDICATORS (KPIs)

This is a sample of relevant metrics that Allied Universal monitors within our current relationship with the County. The success of our program is based on the premise that stakeholders from both organizations play an active role in jointly reviewing KPIs. The County may request additional information as required and Allied Universal's Account Management team will do our best to provide it back in a timely manner.

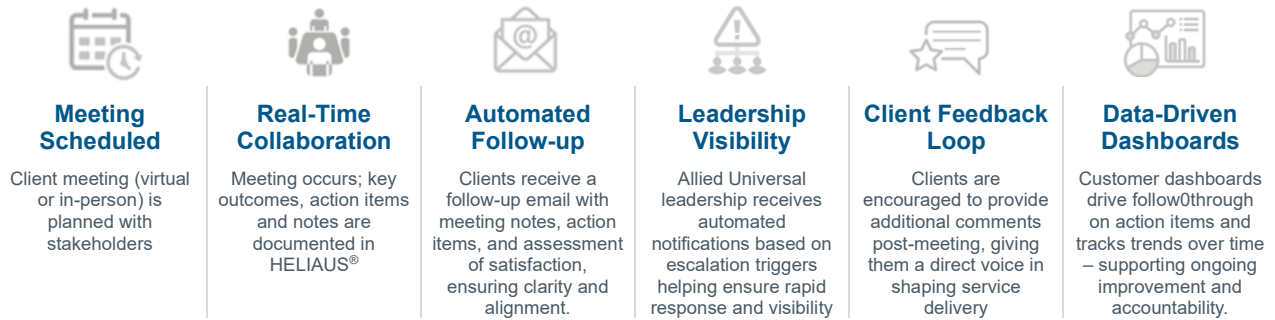
PERFORMANCE INDICATOR	MEASUREMENT METHODOLOGY	FREQUENCY	TARGET
01 Operational Readiness: Ensures that we deliver the services that you are paying for. This is our program infrastructure health check.			
Work Performance Inspections: How well are we performing against contractual obligations and post orders from both an individual and team perspective	• Spot audits • Client and employee comments • Surveys • Incident reports • Log reports • Performance and incident reporting • Contract Discrepancy Reports	• Daily • Monthly Account Manager review of incident reports	100%
Employee Readiness: Professional appearance and is prepared with all	Daily inspection by site supervisors and random Account Manager	• Daily • Random	100%

PERFORMANCE INDICATOR	MEASUREMENT METHODOLOGY	FREQUENCY	TARGET
relevant equipment to do the job	inspections		
Equipment Control: Management of both Allied Universal and Durham County-provided equipment	• Inventory reports • Spot audits • Equipment requests through Mercury and/or LISA	• Monthly	100% equipment control
Fleet Management: Maintenance and provision of reliable fleet	• Maintenance logs • Availability logs • Mileage logs	• Monthly	95%
Reporting Compliance: Providing regular reports as indicated in the contract	• Daily review and spot audits	• Daily	100% on-time reporting
02 Staffing and Personnel Management: Disciplined approach to meeting staffing requirements, minimizing turnover, and fostering a people-first culture, empowering team members to take ownership of role.			
Attendance and Punctuality Consistent and reliable post coverage and individual timeliness as per staffing schedule.	• Time and attendance system reports - check in / out, call-offs • Absences (explained and unexplained) • Post coverage reports and real-time alerts for missing check-in	• Monthly as part of Operational Business Review (OBR)	97%
Hours Worked: Ensure that no staff member exceeds the maximum amount of time allowed to work in a day / week	• Overtime reports • Individual attendance logs • Spot audits	• Weekly	100%
Reward and Recognition: Recognize staff across the program for work that is above and beyond the expected – hero stories, phenomenal performance, teamwork, innovation and improvements.	• Stories received from site supervisors / management • Recognition events • On-the-spot and planned recognition moments	• As received	Monthly recognition shared through OBR
Safety: Create and maintain a culture of safety and security. Safety is in our guiding principles	• Job Safety Assessments • OSHA reportable • OSHA non-reportable		95%
03 Training and Certification Compliance: Ready and able to perform when you need them.			
Training Compliance: Ensure that all Security professionals have successfully completed all required initial and recurrent training	• Training logs • EDGE course completion reports • Recurrent training reports • Scheduling system reports on ineligible SPs • Spot audits on logs	• Monthly as part of OBR	100% <i>Any lapse in training or licensing will be corrected within 24 to 72 hours, with employee removed from post until compliant</i>

PERFORMANCE INDICATOR	MEASUREMENT METHODOLOGY	FREQUENCY	TARGET
Licensing and Certification: Rest assured that only qualified and licensed security personnel are deployed	Spot audits on certification records to ensure system is successfully capturing and flagging any issues		100%
Incident Management: Efficacy of our team members in handling incidents and completing appropriate escalations and reporting as per protocols	- Review and audit incident reports - Spot audits - Re-training logs	Monthly as part of OBR	95% of incident reports accepted without revision
04 Financial Health: Grounded in accountability and transparency, delivering a stable, reliable partnership that efficiently manages and protects your security investment.			
Invoice Accuracy: You should only pay for the services you receive and nothing else. Your security partner should make it easy for you to see exactly what you're paying for with the back-up necessary as proof	Scheduling and billing are reviewed against a staffing plan at the beginning of the week, mid-week, and end of week (payroll reconciliation) to ensure continuous accuracy in staffing and invoicing	- Daily - Weekly - Monthly	100% <i>Errors corrected within 72 hours</i>
Overtime: Management of overtime hours and costs	- Scheduling reports - Overtime reports	Weekly	As agreed to in the contract
05 Customer Satisfaction: A core quality assurance measure, ensuring services consistently meet expectations and drive continuous improvement.			
Customer Service: Is the customer happy with our level of service and engagement by the team	- Random or scheduled in-person interviews - Twice yearly Allied Universal Voice Surveys - HELIAUS	Quarterly, at a minimum	Consistent ratings of "Very Good" or "Excellent" <i>Scores below 'Very Good' trigger a corrective action plan reviewed at the next OBR</i>
Business Review Meetings: Consistent touch points with designated client contacts throughout the duration of the relationship. At a minimum monthly and quarterly operational business reviews	- Completion of operational business reviews on a regular and timely basis - Presentation of all relevant information as per our KPIs and contractual commitments	- Monthly - Quarterly	100%

CLIENT ENGAGEMENT

Our proprietary HELIAUS® Client Meeting Tool helps make sure every interaction with our clients is captured, measured, and acted upon. This platform records regular meetings, documents agreed priorities and provides full transparency by sharing outcomes with both local managers and senior leadership. The result is a clear, consistent record of progress and accountability.



By combining structured meetings, transparent reporting, and proactive escalation, Allied Universal creates a framework where client concerns are never overlooked, progress is always visible, and success is continuously reinforced.

ROOT CAUSE METHODOLOGY IN LOCAL GOVERNMENT SECURITY

How Systematic Analysis Strengthens Compliance

In a regulated environment like government security services, how an organization responds to a violation matters as much as the violation itself. A structured, evidence-based response demonstrating genuine systematic understanding can be the deciding factor between a close inquiry and a civil penalty proceeding.

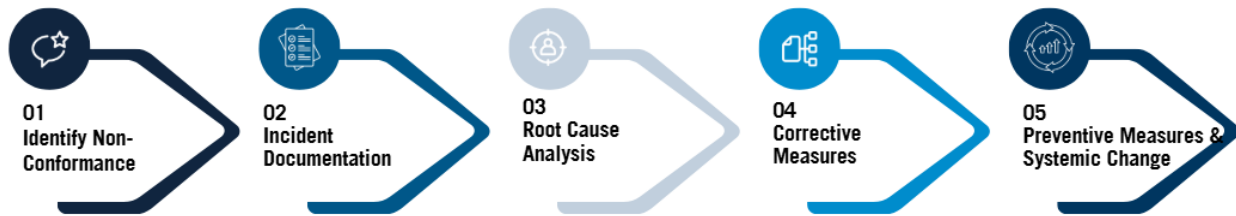
Our approach to receiving any concern or notice of a failure, is to conduct a root cause analysis to truly understand how and why an incident occurred. Too often a response to an incident is reactive and narrow in focus – identify the individual involved, issue a corrective action and move on. This approach addresses the symptom without addressing the underlying cause. It leaves the door open for another incident.

Security is not measured by the absence of incidents, but by the quality of our response to them.

Our approach rejects this model. We believe that every violation or deficiency, regardless of perceived severity, contains pertinent information about the overall health of our program. When we treat each incident as a diagnostic opportunity rather than an administrative inconvenience, we generate the kind of institutional knowledge that prevents recurrence and demonstrates our commitment to continued improvement and security excellence.

Our Approach to Corrective Action Leading to Systemic Change

Our security deficiency analysis and corrective measures framework is built on a structured, five-component methodology that mirrors the evidentiary rigor expected in a regulatory response. Each component is purposeful, and together they create a complete systemic picture of every incident. **We are committed to immediate and responsive support that will lead to prompt, satisfactory resolution of any potential issues.**

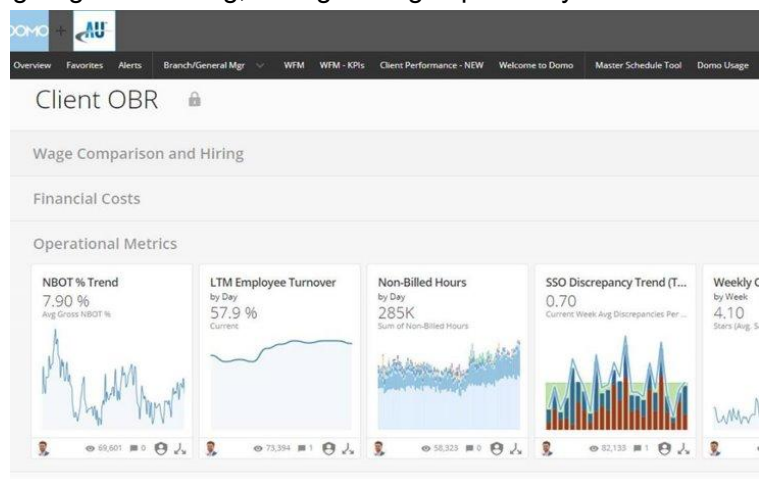


Once identified, we immediately secure and document all relevant information. Incident documentation is captured in real time to preserve accuracy and context, including post orders, training records, staffing levels, scheduling data, supervisory oversight, and environmental factors. This comprehensive fact base ensures that our analysis is grounded in evidence rather than assumption. By moving quickly and methodically, we protect the integrity of the review and create transparency for our airport partners.

Our root cause analysis goes beyond asking what happened; we ask why the behavior or breakdown became likely. We evaluate contributing factors across people, process, training, supervision, technology, and operational tempo. This includes examining staffing models, relief coverage, qualification alignment, communication flow, and compliance with established protocols. We are deliberate in distinguishing between human error and systemic weakness, recognizing that frontline performance is often shaped by upstream conditions.

Corrective measures are never generic or punitive in nature. Each action is directly tied to the validated root cause and designed to produce measurable improvement. This may involve refining post orders, adjusting staffing ratios, enhancing targeted training, strengthening supervisory oversight, or improving communication channels with airport and regulatory stakeholders. Our objective is not simply to close an incident, but to strengthen operational resilience and reinforce a culture of accountability and learning.

Corrective measures that cannot be tracked, verified, and closed are no better than no corrective action at all. Our framework is built on accountability, action, and completion. Corrective action will not be considered closed until we have County sign-off that we have successfully addressed the issue. All elements of the investigation and corrective action are captured through DOMO and presented at our operational business review meeting.



The final and most critical phase of our methodology is systemic change. We analyze trends across incidents to identify patterns that may indicate broader vulnerabilities. Preventative measures are then implemented to reduce the probability of recurrence, whether through policy refinement, proactive audits, enhanced knowledge retention testing, or adjustments to scheduling and deployment strategies. We will conduct after-action reviews during our operational business reviews to ensure that lessons learned are shared across the operation and that improvement in one area benefits the entire program.

CORRECTIVE ACTIONS: EMPLOYEES

Allied Universal handles employee performance deficiencies and misconduct in a consistent, timely, and equitable manner. We utilize the same steps as we take for resolving a service issue, however we apply a progressive discipline policy, free from emotional overtones or personality differences.

All staff who are not performing to the expected management standards will be quickly identified and engaged in our standardized non-conformance action plan, which is the methodical process with specific steps and actions for each stage as shared above.

When working with our Security Professionals on service issues or non-conformance to expected execution of their duties, there are four levels of action we can take:

- Verbal Warning
- Written Warning
- Final Written Warning and/or Suspension
- Termination

We typically follow these steps in a progressive manner consistent with the severity of an employee's policy violation(s) or performance problem(s). We also consider the amount of time that has passed since any previous disciplinary action that may have been taken for related or unrelated reasons. However, we reserve the right to skip any step in the process, in whole or in part, and move immediately to a subsequent step, including termination, as necessary. Consequently, employees may not rely on these guidelines as promises or agreements. Allied Universal reserves the right to terminate employees, with or without cause, at any time, for any reason.

8.6.4.14 Exhibit 18 – Submittal Requirements Checklist

Proposer must complete and return the Submittal Requirements Checklist. (Exhibit 18)

REQUIRED FORMS – EXHIBIT 18 SUBMITTAL REQUIREMENTS CHECKLIST

REQUIREMENT	CHECK IF SUBMITTED
FORMAT OF BID	
▪ Cover Page	☒
▪ Executive Summary	☒
▪ Table of Contents	☒
VENDOR'S QUALIFICATIONS	
▪ Summary of relevant background information demonstrating minimum qualifications are met.	☒
▪ Copy of "Certificate of Good Standing," and "Statement of Information," or "Certificate of Limited Partnership" or "Registration of Foreign Limited Partnership."	☒
▪ Copies of the following degree/certificate per Minimum Mandatory Requirements 4.0 for each category applying for. ○ A valid Private Patrol Operator License	☒
REQUIRED FORMS	
▪ Exhibit 1 Bidder's Organization Questionnaire/Affidavit and Pending Litigation & Judgement	☒
▪ Exhibit 2 Certification of Compliance	☒
▪ Exhibit 3 Request for Preference Consideration	☒
▪ Exhibit 4 Bidder's Debarment History and List of Terminated Contracts	☒
▪ Exhibit 5 Community Business Enterprise (CBE) Information	☒
▪ Exhibit 6 Minimum Mandatory Requirements and Category Submittal	☒
▪ Exhibit 7 List of Public Entities	☒
▪ Exhibit 8 List of References	☒
▪ Exhibit 9 Contribution and Agent Declaration Form	☒

▪ Exhibit 10 Price Schedule	
▪ Exhibit 11 Living Wage Program – Application for Exemption	
▪ Exhibit 12 Living Wage Program – Staffing Plan	
▪ Exhibit 13 Living Wage Program – Contractor Non-Responsibility Debarment Acknowledgment and Statement of Compliance & Demonstrated Controls Over Labor-Payroll Record Keeping and Regulatory Compliance	
▪ Exhibit 14 Proposer's Qualifications	
▪ Exhibit 15 Staffing Plan & Work Plan	
▪ Exhibit 16 Quality Control Plan	
▪ Exhibit 17 RFP Exception Form	
▪ Exhibit 18 Submittal Requirements Checklist	
▪ Exhibit 19 Declaration	
PROOF OF INSURABILITY	
▪ Proof that Bidder meets all insurance requirements set forth in Appendix A	
CONTRACT'S STANDARD EXHIBITS	
▪ Exhibit B Contractor's Administration	

Failure to complete, sign (where required) and return the above documents with the RFP may disqualify the RRP due to non-responsiveness by the County.

8.6.4.15 Exhibit 19 – Declaration

Proposer must complete and sign the Declaration (Exhibit 19).

REQUIRED FORMS – EXHIBIT 19

DECLARATION

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IN EXHIBITS 1-19 IS TRUE AND CORRECT.

PRINT NAME: Steve Claton	TITLE: Regional President, Southwest & Central,
SIGNATURE: 	DATE: 3/27/26

8.6.4.16 Exhibit E - Contractor's Administration

The Proposer must complete Contractor's Administration, Exhibit E, and designate the Contractor's Project Manager, who will be responsible for overall management and coordination of Contract work and any authorized officials of the Contractor.

EXHIBIT E

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: Universal Protection Service, LP dba Allied Universal Security Services

CONTRACT NO. N/A

CONTRACTOR'S PROJECT MANAGER:

Name: Carlos Tejeda
 Title: Director of Operations
 Address: 5601 W. Slauson Ave Ste 128 Culver City, CA 90230
 Telephone: (310)486-9985
 E-mail Address: carlos.tejeda@aus.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Steve Claton
 Title: Region President, Southwest and Central Regions
 Address: 450 Exchange Irvine, CA 92602
 Telephone: (714)619-9718
 E-mail Address: steve.claton@aus.com

Name: Tracy Fuller
 Title: President, Government Services
 Address: 450 Exchange Irvine, CA 92602
 Telephone: (714)619-9700
 E-mail Address: tracy.fuller@aus.com

NOTICES TO CONTRACTOR:

Name: Tad Garabedian
 Title: Government Specialist
 Address: 450 Exchange Irvine, CA 92602
 Telephone: (213)800-2996
 E-mail Address: tad.garabedian@aus.com

8.6.4.17 Contract Signature Page

Proposer must return signed copy of the Contract Signature Page with its proposal.

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

(Steve Claton)

By

Steve Claton
Print Name

Region President
Title

COUNTY OF LOS ANGELES

By

Chair, Board of Supervisors

ATTEST:

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

By _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Sevanna Hartonians
Deputy County Counsel

8.6.4.18 Acknowledgement of Addenda Received

Proposer must acknowledge any addenda received in accordance with Paragraph 5.4 of the RFP.

We have received the following Addenda:

- Addendum One for Request For Proposals For Armed And Unarmed Event Staff Security Guard Services RFP # DBH87 dated March 26, 2026.
- Addendum Two for Request For Proposals For Armed And Unarmed Event Staff Security Guard Services RFP # DBH87 dated March 31, 2026
- Addendum Three for Request For Proposal For Armed and Unarmed Event Staff Security Guard Services RFP # DBH87 dated April 01,2026

8.6.5 Living Wage Compliance

8.6.5.1 Living Wage Program - Application for Exemption (Exhibit 11)

If Proposer believes it does not fall within the Living Wage Program's definition of Employer or that it meets the exception to the Living Wage Program, then the Proposer must complete and submit no less than ten (10) days prior to submission of the proposal, Exhibit 11, Living Wage Program-Application for Exemption, and include in its submission all necessary documentation to support the claim such as a collective bargaining agreement, if applicable.

Allied Universal is not exempt from paying Living Wage.

REQUIRED FORMS – EXHIBIT 11

LIVING WAGE PROGRAM

APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the County's solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) ([Los Angeles County Code, Chapter 2.201](#)). Contractors and subcontractors must apply individually for consideration for an exemption from the LW Program. **To apply, Contractors must complete and submit this form with supporting documentation to the County by the due date set forth in the solicitation document.** Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the LW Program.

Company Name: Universal Protection Service, LP dba Allied Universal Security Services		
Company Address: 450 Exchange		
City: Irvine	State: CA	Zip Code: 92602
My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.		☐ Yes ☒ No

I am requesting an exemption from the LW Program for the following reason(s) (*attach all documentation that supports your claim to this form*). Please check all that apply:

- ☐ My business is subject to or intends to enter into a bona fide Collective Bargaining Agreement (*attach agreement*); **AND**
- ☐ the Collective Bargaining Agreement expressly provides that it supersedes all the provisions of the Living Wage Program; **OR**
 - ☐ the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

**** Universal Protection Service, LP dba Allied Universal Security Services is not applying for an exemption to the Living Wage Program****

8.6.5.2 Living Wage Program - Staffing Plan (Exhibit 12)

Proposer must submit a staffing plan, Exhibit 12 (Living Wage Program Staffing Plan) of Appendix B (Required Forms). The Proposer will be required to utilize full-time employees to provide services under the contract, unless the Proposer demonstrates to the satisfaction of the County the need to use non full-time employees based on staffing efficiency or the County requirements of an individual job. If a Proposer proposes to use non full-time employees to provide services under the contract, a written request justification, and all necessary documentation to substantiate the request must be submitted with its proposal. The County will determine, in its sole discretion, whether the Proposer may use non full-time employees to provide services under the contract. The County's decision will be final. Proposer should consider Service Area – Post Orders, Exhibit B, when completing Exhibit 12.

COMPANY NAME		Allied Universal																	
COMPANY ADDRESS		5601 W Slauson Ave, Los Angeles, CA 90056																	
PROJECT		Armed																	
DEPARTMENT NAME		Beaches and Harbors #190121																	
FACILITY OR LOCATION	EMPLOYEE NAME	POSITION TITLE	ROSTER SE (Park/Port)	WORK SCHEDULE	HOURS WORKED	FULL TIME/ PART	HOURS RATE	HOURS							COST Y TOTAL	NON-COSTY TOTAL	TOTAL HRS	OT HOURS	OT RATE
								MON.	TU.	WEDS	THUR	FRI	SAT	SUN					
Dockweiler Beach	Roberto Valadez	Armed SP	N/A	Evening	10	Full-	\$23.53	8	8	8	8					40	0	40	
							OT	2	2	2	2						8	35.30	
Dockweiler Beach	Damian	Armed SP	N/A	Evening	10	Full-	\$23.53					8	8	8		30	10	40	
							OT					2	2	2			6	35.30	
Dockweiler Beach	Ana Alfaro	Armed SP	N/A	Evening	10	Full-	\$23.53	8	8	8	8					40	0	40	
							OT	2	2	2	2						8	35.30	
Dockweiler Beach	Demazea	Armed SP	N/A	Evening	10	Full-	\$23.53					8	8	8		30	10	40	
							OT					2	2	2			6	35.30	
RV Park	Donovan Shirley	Armed SP	N/A	Evening	10.5	Full-	\$23.53	8.0	8.0	8.0				8.0		42	0	42	
							OT	2.5	2.5	2.5				2.5			10.0	35.30	
RV Park	Jaime Lopez	Armed SP	N/A	Evening	10.5	Full-	\$23.53				8.0	8.0	8.0		31.5	8.5	40		
							OT				2.5	2.5	2.5				7.5	35.30	
RV Park	Marcus Momon	Armed SP	N/A	Evening	10.5	Full-	\$23.53	8.0				8.0	8.0	8.0		42	0	42	
							OT	2.5				2.5	2.5	2.5			10.0	35.30	
Rv Park	Jaime Lopez	Armed SP	N/A	Evening	10.5	Full-	\$23.53		8.0	8.0					21	19	40		
							OT		2.5	2.5							5.0	35.30	
Youth Center	Nader Rafiei	Armed SP	N/A	Evening	10	Full-	\$23.53	8	8	8		8			40	0	40		
							OT	2	2	2		2					8.0	35.30	
Youth Center	Jamel Aboujirass	Armed SP	N/A	Evening	10	Full-	\$23.53				8		8	8	35	5	40		
							OT				2		2	2			6.0	35.30	
Marina Del Rey	Cameron	Armed SP	N/A	Evening	11	Full-	\$23.53	8	8	8	8				44	0	44		
							OT	3	3	3	3						12.0	35.30	
Marina Del Rey	Steve Macilla	Armed SP	N/A	Evening	11	Full-	\$23.53					8	8	8	33	7	40		
							OT					3	3	3			9.0	35.30	
Burton Chase Park	Mikee Jones	Armed SP	N/A	Evening	8	Full-	\$23.53				8	8	8	8	32	8	40		
							OT										0	35.30	
Burton Chase Park	Dana Cornist	Armed SP	N/A	Evening	8	Full-	\$23.53	8	8	8					24	16	40		
							OT										0	35.30	
White Point	Terence Howse	Armed SP	N/A	Evening	5	Full-	\$23.53	5		5	5	5	5	5	30	10	40		
							OT										0	35.30	
White Point	Jamel Aboujirass	Armed SP	N/A	Evening	5	Full-	\$23.53		5						35	5	40		
							OT										0	35.30	
All posts	Michael Williams	Armed	nt	er		Salary Employee													

8.6.5.3 Living Wage Program – Contractor Non-Responsibility Debarment Acknowledgement and Statement of Compliance & Demonstrated Controls over Labor-Payroll Record Keeping and Regulatory Compliance (Exhibit 13)



REQUIRED FORMS – EXHIBIT 13

LIVING WAGE PROGRAM

CONTRACTOR NON-RESPONSIBILITY DEBARMENT

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

LIVING WAGE ORDINANCE:

- ☒ The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

- ☒ The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- ☐ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- ☒ The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

- ☐ There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- ☒ There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) *(The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)*

HISTORY OF DEBARMENT (Check one):

- ☒ The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- ☐ The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature 	Print Name and Title Steve Claton
Print Name of Firm Universal Protection Service, LP dba Allied Universal Security Services	Date 4/01/2026



REQUIRED FORMS – EXHIBIT 13

LIVING WAGE PROGRAM

**LABOR/PAYROLL/DEBARMENT HISTORY
ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE**

If applicable, Firm must complete and submit a separate form (make photocopies of the form) for each instance of any of the following (check the applicable box below):

- ☒ An alleged claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three (3) years of the date of the proposal.
- ☒ A determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.
- ☐ A debarment by a public entity listed below within the past ten (10) years.

****Please see attached documents****

Print Name of Firm: Universal Protection Service, LP dba Allied Universal Security Services	Print Name of Owner: N/A
Print Address of Firm: 450 Exchange	Owner's/Agent's Authorized Signature:
City, State, Zip Code Irvine, CA 92602	Print Name and Title: Steve Claton/Region President

Public Entity Name:	N/A	Date of Incident:	N/A
Case Number/Date Claim Opened:	Case Number: N/A	Date Claim Opened:	N/A
Name and Address of Claimant:	Name:		
	Street Address:		
	City, State, Zip:		
Description of Work: (e.g., janitor)			
Description of Allegation and/or Violation:			
Disposition of Finding (attach disposition letter): (e.g., Liquidated Damages, Penalties, Debarment, etc.)			

☒ Additional pages are attached for a total of 21 pages.

Proposer's Approach to Labor-Payroll Record Keeping and Regulatory Compliance

The Proposer, using Exhibit 13 of Appendix B (Required Forms), must submit procedures and the internal controls established to ensure compliance with State and Federal labor regulations and record keeping requirements, including but not limited to a detailed narrative of the following:

1) Methodology for tracking/documenting employee work hours from start of shift until completion of work shift including mandated breaks and travel time, when applicable. The detailed narrative should explain the documentation maintained actual time worked and the frequency of monitoring.

Allied Universal utilizes a comprehensive, technology-driven methodology to accurately track and document employee work hours from the start of each shift through completion, including mandated breaks and applicable travel time, in full compliance with County requirements and applicable labor laws. As the current provider for the Beaches and Harbors contract, this system is already in place and actively supporting accurate timekeeping and reporting.

All employee work hours are captured through our integrated workforce management system, WinTeam®, which is supported by real-time electronic timekeeping tools. Security professionals clock in and out at the beginning and end of each shift using approved methods such as mobile devices, site-based timekeeping systems, or designated check-in points. These entries are time-stamped and, where applicable, GPS-validated to ensure accuracy and verification of location.

Mandated meal and rest breaks are documented within the system in accordance with California labor requirements. For sites utilizing on-duty meal breaks, this status is recorded and maintained as part of the employee's time record. For off-duty breaks, employees record break start and end times, ensuring full documentation of compliance. Supervisors monitor break compliance to ensure adherence to both legal requirements and operational needs.

When travel time is applicable, such as movement between County locations or assignments, this time is recorded and coded appropriately within the system to ensure proper compensation and accurate reporting. All time entries, including regular hours, overtime, breaks, and travel time, are categorized and maintained within the system for full transparency and audit readiness.

All recorded work hours are subject to continuous monitoring and verification. Supervisors review time entries daily to confirm accuracy, validate attendance, and identify any discrepancies such as missed clock-ins or irregular entries. Any exceptions are immediately investigated and corrected. In addition, management conducts regular audits of timekeeping records, including weekly and monthly reviews, to ensure ongoing compliance and accuracy.

WinTeam® integrates directly with payroll and invoicing systems, ensuring that only verified and approved hours are processed. This integration eliminates discrepancies and provides a clear, auditable record of all hours worked. Detailed reports can be generated at any time, providing the County with full visibility into staffing hours, labor distribution, and compliance with contract requirements.

The detailed explanation should include:

a. Where do firm's employees report to work at the beginning of their shift? Is it at the work location or a central site with travel to worksite? If the latter is the firm's practice/process, when does the firm consider the employees shift to have started? Is it a central site or upon arrival at the work location?

REPORTING TO WORK / SHIFT START

Allied Universal Security Professionals report directly to their assigned work location (designated post) at the start of each scheduled shift. Employees do not report to a separate central site for the purpose of beginning the shift and then travel to the post as part of a routine reporting process. Instead, accountability for reporting is established at the post through Allied Universal's electronic timekeeping and workforce management platforms.

WHEN THE FIRM CONSIDERS THE SHIFT TO HAVE STARTED

Shift start time is captured and documented through the Mercury clock-in process. Security Professionals clock in electronically for their shift using Mercury, and the system records the check-in time as the start time for timekeeping purposes. The process requires employees to check in and out within a 14-minute window—seven minutes before or seven minutes after the scheduled start and end times (e.g., for an 08:00 shift, check-in between 07:53 and 08:07). This electronic record flows through Allied Universal's integrated systems (Mercury/HELIAUS to WinTeam) to support payroll processing and compliance documentation.

TRAVEL TIME (WHEN APPLICABLE)

When travel time is required during a shift, it is tracked as part of the shift record through HELIAUS and integrated into WinTeam for accurate payroll processing. The firm's described process focuses on documenting work hours through electronic check-in/check-out and related activity logs; it does not describe a practice of starting the shift at a central reporting location. Accordingly, the firm's shift start is tied to the employee's electronic clock-in associated with the scheduled assignment/post.

b. How does the firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check-in, call-in system, or some other method.

Allied Universal verifies that employees reported for duty, and documents the exact start and end times of each shift, through an electronic clock-in/clock-out process using the Mercury system, integrated with HELIAUS and WinTeam. At the start of the shift, Security Professionals complete an electronic check-in in Mercury by entering their employee number and selecting the appropriate action (e.g., "1" for check-in). Mercury automatically records the timestamp of the check-in and associates it with the scheduled shift. Employees are required to check in and out within a defined **14-minute window** (seven minutes before or after the scheduled start/end time), which helps validate attendance at the scheduled time and supports consistent, auditable time records.

In addition to capturing employee-reported timestamps, Allied Universal maintains oversight through real-time monitoring. Mercury, in conjunction with HELIAUS, provides supervisors and managers visibility into clock-ins and clock-outs and can flag irregularities such as missed check-ins or late clock-outs for prompt follow-up and corrective action. HELIAUS is also used to document related shift activity (including break and meal period entries and, when applicable, travel time), and those records are integrated into WinTeam for payroll processing and record retention. Where manual documentation is used as a supplemental control (e.g., sign-in sheets for breaks, as applicable), those records can be reconciled against the electronic system entries to support audit-ready documentation.

c. What records are created to document the beginning and ending times of employee's actual work shifts? What records are maintained by the firm of actual time worked? Are the records maintained daily or at another interval (indicate the interval)? Who creates these records (e.g., employee, a supervisor, or office staff)? Who checks the records and what are they checking for? What happens to these records? Are they used as a source document to create the firm's payroll? Provide a copy of these records.

Records created to document shift start/end and actual time worked.

Allied Universal documents the beginning and ending times of each Security Professional's actual work shift through electronic time and attendance records generated at the time of service delivery. The primary record is the Mercury electronic check-in/check-out entry, which captures the employee's clock-in and clock-out timestamp for the scheduled assignment. In addition, HELIAUS captures supporting activity/time records associated with the shift, including employee-entered break and meal period logs and, when applicable, travel time entries that are tied to the shift record. These data points are consolidated and retained through WinTeam, which serves as the system of record for timekeeping, payroll processing, and reporting.

Record maintenance interval (monitoring and reconciliation cadence).

Timekeeping records are created in real time as employees check in/out and log break/travel activity, and they are maintained continuously within the integrated platforms. Allied Universal's internal controls include multiple review intervals: **daily monitoring** by supervisors using Mercury/HELIAUS to confirm attendance and compliance; **weekly reconciliation** by contract management to validate timekeeping data against any supplemental/manual records; **monthly audits** by operations leadership to identify and resolve discrepancies or trends; and **quarterly compliance reviews** by regional compliance teams to ensure ongoing alignment with wage-and-hour and recordkeeping requirements.

Who creates the records; who reviews them and what they check for.

The initial time records are created by the employee through the required electronic check-in/check-out in Mercury and through employee entries in HELIAUS for breaks/meal periods and, when applicable, travel time. Supervisors and managers then review these records for operational and compliance purposes. Reviews focus on verifying: (1) on-time attendance (clock-in/out within the required window), (2) missed or irregular punches (e.g., missing clock-out or late clock-out), (3) compliance with required meal/rest breaks (timing and documentation), (4) accurate inclusion of travel time when applicable, (5) alignment of actual worked hours to the correct assignment/job number and authorized schedule, and (6) proper identification of overtime conditions requiring review and approval.

Disposition of records and payroll source documentation.

The electronic records are retained within Allied Universal's integrated timekeeping and workforce management environment (Mercury/HELIAUS with data stored and reconciled in WinTeam) to support audit readiness, client reporting, and regulatory recordkeeping. WinTeam uses the integrated timekeeping data as the basis for payroll processing—ensuring that pay is calculated from verified hours worked (including regular hours, overtime, and any applicable travel time) and that the appropriate wage rate is applied to the correct assignment. These same records also support downstream invoicing controls and compliance reporting (e.g., timekeeping reports and payroll check histories) used to demonstrate that only hours actually worked are paid and billed.

d. If the records created in response to Sub-paragraph “c” above are not used to create the payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document and what do they compare it with prior to approving the source document?

Allied Universal utilizes the records created to document employees’ actual work shifts as the source documents for payroll processing as described in our response to Sub-paragraph “c” above. These records are directly used to ensure accurate compensation based on the time worked.

e. How does the firm know that employees take mandated breaks and meal breaks (periods)? Does the firm maintain any written supporting documentation to validate that the breaks actually occurred? If so, who prepares reviews and approves such documentation?

Allied Universal verifies and documents compliance with mandated rest breaks and meal periods through an integrated combination of HELIAUS and supervisory oversight. HELIAUS facilitates compliance by enabling Security Professionals to log meal and rest breaks electronically, creating a time-stamped record tied to the employee’s shift. HELIAUS also provides automated reminders for mandated breaks, which helps prompt timely break-taking and reduces the risk of missed breaks.

In addition to the electronic break log, Allied Universal maintains manual sign-in sheets as supplemental, written supporting documentation for break and meal period tracking (as applicable to the assignment). These sign-in sheets serve as a secondary validation record to corroborate the electronic entries and support audit readiness. The initial documentation is prepared at the point of occurrence: employees enter break/meal information in HELIAUS and, where required, complete the corresponding manual sign-in entry.

Break and meal period documentation is then reviewed through multiple levels of oversight. The Mercury system, in conjunction with HELIAUS, provides real-time visibility into break compliance for supervisors and managers, who review entries daily and address exceptions (e.g., missed, late, or incomplete entries) through immediate follow-up and corrective action. Contract Managers perform weekly reconciliation of electronic timekeeping data against any manual records, and Operations Managers conduct monthly audits to identify and resolve discrepancies or trends. Once validated, these records remain stored within the integrated systems (HELIAUS/Mercury with retention in WinTeam) as compliance support documentation and as part of the timekeeping data relied upon for payroll processing.

2) Payroll record keeping system and process utilized to ensure that employee wages are appropriately paid. If the employee has multiple wage rates (i.e., County’s Living Wage rate for County work and the firm’s standard rate for other non-County work), how is the payroll calculated and total wages paid? The detailed explanation should include:

a. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? If by check, do they receive a single check for straight time and overtime or are separate payments made? What information is provided on the check (e.g., deductions for taxes, etc.)? Provide a copy of a check and check stub (cover up or block out bank account information) that shows deduction categories.

Allied Universal pays Security Professionals through an automated payroll process supported by WinTeam (integrated with Mercury and HELIAUS timekeeping). Employees are paid on a weekly payroll schedule, and may select from direct deposit or a Cash Pay Card. In addition, the firm offers DailyPay as a voluntary benefit that allows employees to view earnings after each shift and access earned pay earlier, subject to the program’s terms.

For employees paid by direct deposit (or pay card), the firm issues a single payment that consolidates all earnings for the pay period, including straight time and overtime (and travel time, when applicable). The associated pay statement/pay stub provides a detailed earnings breakdown, including: (1) hours worked at each applicable wage rate (e.g., County Living Wage rate for County assignments and the firm's standard rate for non-County assignments, when an employee works in both categories), (2) separate line items for straight time, overtime, and travel time (as applicable), and (3) standard payroll information such as gross pay, itemized deductions/withholdings (e.g., taxes and other authorized deductions), and net pay.

b. If the firm uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?

As described in our response to Subsection "a" Allied Universal uses an automated payroll system supported by WinTeam.

c. If the firm uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the firm's standard rate for other non-County work), How does the automated payroll system calculate total wages paid? Is it embedded in the software program or does someone have to override the system to perform the calculation?

Allied Universal prepares payroll through WinTeam, an automated and integrated Enterprise Resource Planning (ERP) platform that is fully integrated with the firm's timekeeping and workforce management tools (Mercury and HELIAUS). This end-to-end integration is designed to minimize manual handling and to ensure that payroll is calculated from verified time records captured at the point of work.

Steps to prepare payroll (automated workflow)

1. **Onboarding/setup:** When a new contract is awarded, a Client Onboarding and Retention Form (CORE) is submitted to the Billing Department. The CORE captures staffing/scheduling requirements and the applicable wage structure, including the County Living Wage rate for County assignments and the firm's standard rate for non-County assignments.
2. **Job setup in WinTeam:** The Billing Department establishes a unique job number in WinTeam for each service location/assignment, which serves as the key that links scheduling, timekeeping, and payroll data.
3. **Time capture:** Employees clock in/out via Mercury and record related shift elements (e.g., breaks/meal periods and travel time when applicable) through HELIAUS.
4. **System integration:** Timekeeping data from Mercury/HELIAUS is synchronized into WinTeam so that all hours worked, including overtime and any applicable travel time, are available for payroll calculation.
5. **Review/approval:** Before payroll is finalized, Allied Universal applies multiple levels of review (supervisors, Contract Managers, and the Project Manager) to confirm that time records and job coding are accurate and complete, and to resolve exceptions (e.g., missing punch corrections) prior to processing.

Employees with multiple wage rates (County vs. non-County work)

WinTeam's multi-rate wage calculation is embedded in the system configuration and is driven by job setup and job coding—not by manual math outside the system. During onboarding, County and non-County assignments are established under the appropriate job numbers with their corresponding pay rates. As employees work shifts, Mercury and HELIAUS associate worked hours to the correct job number, and WinTeam automatically applies the correct wage rate to each set of hours (e.g., County hours paid at the County Living Wage rate; non-County hours paid at the firm's standard rate). WinTeam then totals the employee's earnings for the pay period across all assignments, producing a consolidated gross-to-net calculation.

Overtime and exceptions

Overtime is calculated based on total hours worked across all assignments, consistent with applicable Federal and State labor laws, and travel time (when applicable) is included based on the tracked entries flowing from HELIAUS/Mercury into WinTeam. Manual intervention is generally limited to exception resolution (e.g., correcting a missed punch, validating an anomalous entry, or addressing a documented adjustment). The underlying rate application and earnings calculation for multiple wage rates is handled by WinTeam based on its configured job numbers and pay rate tables, rather than requiring staff to override the system to perform the calculation.

d. How is travel time during an employee's shift paid? At what rate is such travel time paid if the employee has multiple wage rates? Discuss how the firm calculates the day's wages for each situation described in the following two examples: 1) during a single shift, an employee works 3 hours at a work location under a County Living Wage contract, then travels an hour to another work location to work 4 hours, where they are paid at a different rate than the County's Living wage rate and 2) during a single shift, an employee works 3 hours at a work location under a County Living Wage contract, then travels an hour to another work location to work 4 hours, where they are also paid the County's Living Wage rate.

Allied Universal pays travel time that occurs during an employee's shift as compensable time, consistent with applicable wage-and-hour requirements. Employees log travel time in HELIAUS; the entry is automatically associated with the shift record and then integrated/synced into WinTeam so it is included in total hours worked and total wages paid. Supervisors and managers have real-time oversight of travel-time entries through Mercury/HELIAUS, and those records are subject to the same daily/weekly/monthly review cadence used for timekeeping compliance.

Rate applied to travel time when multiple wage rates apply

WinTeam is configured with distinct job numbers and rate tables for County and non-County assignments. Hours are coded to the appropriate job number through the timekeeping workflow (Mercury/HELIAUS), and WinTeam automatically applies the corresponding rate to each block of time. Accordingly, travel time is paid at the rate associated with the job/assignment to which the travel time is coded (based on the documented work sequence and the applicable job number(s)), and it is included in the employee's total hours worked for overtime determination. Overtime (if triggered) is calculated based on total hours worked across assignments, and WinTeam produces a consolidated gross-to-net calculation on the employee's pay statement.

Example 1 (different wage rates at the two locations).

Scenario: Employee works 3 hours on a County Living Wage assignment, then has 1 hour of travel during the shift, then works 4 hours at a second location paid at a different non-County rate. Using the County Living Wage rate \$YYY and the non-County rate \$ZZZ, WinTeam calculates the day's wages by applying the configured rate to each coded segment as follows:

(a) County work time: \$3X YYY

(b) Travel time: \$1X YYY or \$1X ZZZ_ depending on the job number to which the travel time is coded in HELIAUS/WinTeam (based on the documented work sequence and assignment linkage)

(c) Non-County work time: \$4X ZZZ

Total day's wages = County segment + Travel segment + Non-County segment. WinTeam totals these earnings automatically and reflects the separate rate lines on the pay statement (hours at County rate, hours at non-County rate, and travel time as applicable).

Example 2 (both locations paid at the County Living Wage rate).

Scenario: Employee works 3 hours on a County Living Wage assignment, then has 1 hour of travel during the shift, then works 4 hours at another County Living Wage location. In this situation, all time segments are coded to County job numbers/rates, and WinTeam applies the County rate to all hours:

(a) County work time (Location 1): \$3X YYY

(b) Travel time: \$1X YYY

(c) County work time (Location 2): \$4X YYY

Total day's wages = $(3+1+4)X YYY = 8X YYY$. The employee's pay statement reflects the total County hours worked at the County Living Wage rate, and the travel hour is included in total hours worked for overtime determination.

Controls and validation.

Supervisors and Contract Managers review travel-time entries and job coding as part of daily monitoring and weekly reconciliation to confirm that travel time was captured, coded to the correct assignment/job number, and included in total compensable hours. Any anomalies (e.g., missing travel entry or mis-coded segment) are corrected through Allied Universal's established exception-resolution process prior to payroll close, after which WinTeam uses the validated time data as the source for payroll processing.

e. How does the firm calculate overtime wages? What if the employee has multiple wage rates?

Allied Universal calculates overtime wages in full compliance with federal, State of California, and County of Los Angeles labor regulations, including all applicable Living Wage requirements. Overtime is calculated based on the employee's actual hours worked and applicable pay rates, ensuring accuracy, transparency, and compliance at all times.

For standard overtime, employees are compensated at one and one-half times (1.5x) their regular rate of pay for all hours worked over eight (8) hours in a workday or forty (40) hours in a workweek, and at double time (2.0x) where required by California law, such as for hours worked over twelve (12) in a workday or under other qualifying conditions.

Allied Universal utilizes its integrated payroll and workforce management system, WinTeam®, to calculate overtime automatically. The system tracks all hours worked, applies the correct overtime rules, and ensures that calculations are based on verified timekeeping data. Supervisors and payroll personnel review all time entries and overtime calculations prior to processing to ensure accuracy.

When an employee works at multiple wage rates, such as performing work under different contracts or assignments with varying pay rates, Allied Universal calculates overtime using a blended (weighted average) regular rate of pay, in accordance with federal and California labor laws. This blended rate is determined by dividing the employee's total straight-time earnings by the total number of hours worked across all assignments within the applicable work period.

The system automatically performs this calculation, ensuring that overtime is paid correctly regardless of how many different pay rates apply. All earnings, including regular hours, overtime, and any applicable premiums, are clearly documented on employee pay statements to ensure transparency and compliance.

Through this automated, audited, and regulation-compliant process, Allied Universal ensures that overtime wages are calculated accurately and fairly, even in scenarios involving multiple wage rates, while maintaining full compliance with all applicable labor laws and County requirements.

3) Proposer's efforts to ensure the company is updated with State and Federal labor regulations and record keeping requirements.

Allied Universal maintains a comprehensive and proactive compliance framework to ensure continuous alignment with all applicable State and Federal labor laws, regulations, and recordkeeping requirements. Under our current contract with Beaches and Harbors we actively implement these processes to ensure full compliance with California labor laws, federal standards, and County-specific requirements, including the Living Wage Ordinance.

Our compliance efforts are led by a dedicated team of Human Resources, Legal, Compliance, and Payroll professionals who continuously monitor changes to labor laws and regulatory requirements. Allied Universal leverages internal compliance programs, legal advisories, and industry resources to stay informed of updates related to wage and hour laws, overtime regulations, meal and rest break requirements, recordkeeping standards, and employment practices.

We utilize standardized policies and procedures that are regularly reviewed and updated to reflect current legal requirements. These updates are communicated promptly to management and field personnel through formal channels, including policy updates, management briefings, and required training programs. Supervisors and managers receive ongoing training to ensure they understand and properly implement all applicable labor and recordkeeping requirements in daily operations.

Allied Universal's workforce management system, WinTeam®, supports compliance by maintaining accurate and auditable records of employee hours, wages, certifications, and training. The system includes automated alerts and controls to ensure adherence to labor laws, including tracking overtime thresholds, break compliance, and certification expirations. This ensures that all required records are consistently maintained, accurate, and readily available for audit or review.

In addition, Allied Universal conducts regular internal audits and compliance reviews to verify adherence to all labor and recordkeeping requirements. Any identified issues are addressed immediately through corrective action, retraining, or process improvements to ensure ongoing compliance.

We also maintain open communication with County representatives and remain responsive to any updates or requirements specific to County contracts. Our commitment to compliance is reinforced through continuous monitoring, training, and system controls, ensuring that Allied Universal remains

fully aligned with all State, Federal, and County labor and recordkeeping requirements throughout the term of the contract.

8.6.6 Exceptions to Terms and Conditions (Exhibit 17)

Exception to the Terms and Conditions of Contract and/or Requirements of Statement of Work and Attachments (Exhibit 17)

REQUIRED FORMS – EXHIBIT 17

RFP EXCEPTION FORM

Proposer's Name	Universal Protection Service, LP dba Allied Universal Security Services		
Address	450 Exchange Irvine, CA 92602		
Telephone	(714) 619-9718	Fax	(714) 619-9701
E-mail Address	steve.claton@aus.com		

☒ I have reviewed both Appendix A, Contract and Exhibit A, Statement of Work in its entirety and have **NO** exceptions.

☐ I have reviewed both Appendix A, Contract and Exhibit A, Statement of Work in its entirety and have the following exceptions:

Exceptions:

Clearly identify and list your exception(s) by indicating the Section, Paragraph Number and Page Number on the document. For each exception, please provide an explanation of the reason for the exception. Please also provide a description of the impact, if any, to the Proposer's price. Attach additional pages as needed.

Print Name Steve Claton

Signature Steve Claton

Date 4/08/2026

8.6.6.1 It is the duty of every Proposer to thoroughly review the Contract and Statement of Work to ensure compliance with all terms, conditions, and requirements.

Proposer will be evaluated on their willingness to accept the Terms and Conditions outlined in Appendix A (Contract) and the Requirements of the Statement of Work outlined in Exhibit A (SOW and Attachments) of Appendix A (Contract).

8.6.6.2 Proposer's response must include:

1) A statement offering the Proposer's acceptance of or exceptions to, all terms and conditions listed in Appendix A (Contract).

Allied Universal has reviewed Appendix A (Contract) in its entirety and hereby accepts all terms and conditions as stated. We take no exceptions to the provisions outlined in Appendix A and are prepared to fully comply with all contractual requirements.

2) A statement offering the Proposer's acceptance of or exceptions to, all requirements listed in Exhibit A (SOW and Attachments) of Appendix A (Contract); and for each exception, the Proposer must provide (1) an explanation of the reason(s) for the exception; (2) the proposed alternative language; and (3) a description of the impact, if any, to the Proposer's price.

Allied Universal has thoroughly reviewed Exhibit A (Statement of Work and Attachments) of Appendix A (Contract) and hereby accepts all requirements as stated. We take no exceptions to the terms, conditions, or performance requirements outlined in Exhibit A and are prepared to fully comply with all provisions.

8.6.6.3 Indicate all exceptions to the Contract and/or the Statement of Work by providing a 'red-lined' Word version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions.

N/A

