

**SECURITY GUARD SERVICES – LOS ANGELES COUNTY
FISCAL PROVISIONS**

1.0 MAXIMUM CONTRACT AMOUNT

The County will pay Contractor in arrears for services provided in accordance with Exhibit A (SOW and SOW Attachments) of Appendix A (Sample Contract) and annual funding amounts reflected in the chart below. Contractor will have no claim against County for payment for any services provided by Contractor that are not in the Contract or after the expiration or termination of the Contract or any part thereof.

Security Guard Services	
Year	Contract Amount
Year One	\$
Year Two	\$
TOTAL	\$\$

- 1.1.1 Contractor shall monitor and ensure that each of its Security Guards and Security Guard Supervisors work regular hours and overtime hours as specified in Attachment 1 (Staffing Plan) of this SOW. Contractor shall be compensated at the overtime rate of one and a half (1.5) times the hourly labor rate only for those overtime hours that are required by County and considered by County to be overtime on a County assignment at a Location under the Contract as set forth in Attachment 1 (Staffing Plan) of this SOW. LACDMH may deny payment for overtime hours that are not specified in Attachment 1 (Staffing Plan) of this SOW.
- 1.1.2 County will not pay overtime for any Security Guard or Security Guard Supervisor who has worked a full shift at another Post and is brought in to cover a County assignment, such as when a Security Guard has called in sick without prior written authorization from LACDMH.

2.0 INVOICE SUBMISSION

- 2.1 Contractor’s invoice (Exhibit C (Sample Invoice)) will include all monthly expenditures for services provided per Exhibit A (SOW and SOW Attachments) of Appendix A (Sample Contract).
- 2.2 Contractor must submit a completed and signed invoice to LACDMH by the 15th calendar day of the month following the month of service to APSEUInquiry@dmh.lacounty.gov.
- 2.3 Supporting documentation will clearly identify and support the charges on the invoice. Supporting documentation must include copies of Sign In/Out sheet per Location for all Security Guards and Security Guard Supervisors. Unless LACDMH specifies or instructs otherwise, copies of supporting documents are acceptable.
- 2.4 Contractor must retain all relevant supporting documents and make them available to LACDMH at any time for audit purposes.

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- 2.5 At any time, if the County reasonably determines from a review of Contractor's service and billing records that the Contractor failed to deliver required services associated with this Contract and/or SOW, County shall have the right to adjust and/or recover payment(s) associated with such service(s). The recovery from Contractor shall be made through cash payment made by Contractor to County and/or County offsets to County future payment(s).
- 2.6 This Contract is also subject to any additional restrictions, limitations, or conditions imposed by the State, and federal government which may in any way affect the provisions of payment or funding of this Contract.

3.0 REIMBURSEMENT

- 3.1 Upon review and approval of complete and accurate invoices, County agrees to reimburse Contractor for services rendered under this Contract. Payments for services will be paid within 60 calendar days after receipt of a complete and accurate invoice, subject to the limitations and conditions specified in this Contract.
- 3.2 LACDMH will make reimbursements payable to Contractor and send payments to:

Name of Agency: _____
Address of Agency: _____
City, State, Zip: _____