

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
ALLIEDBARTON SECURITY SERVICES LP**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and AlliedBarton Security Services LP, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of professional services hereinafter described for security guard services for San Mateo County facilities; and

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Exhibits and Attachments.**

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A - Services
- Exhibit B - Payments and rates
- Exhibit B-1 - Payment and rates chart
- Exhibit B-2 – Estimated Agreement Costs by Year
- Attachment I - §504 Compliance
- Attachment II - Contractor Declaration Form

**2. Services to be Performed by Contractor.**

In consideration of the payments set forth herein and in Exhibits B, B-1, and B-2, Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit A.

**3. Payments.**

A. Maximum Amount.

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibits B, B-1 and B-2.

Total Payments under this Agreement shall not exceed **\$2,814,191** for the first 12 months of the contract terms, and shall not exceed **\$2,853,590** for the second 12 months of the contract term, and shall not exceed **\$2,893,540** for the third 12 months of the contract term. Said amounts are based on site-by-site requirements and cost estimates as specified in Exhibits A and B, B-1, and B-2 of this Agreement, plus a 2% contingency factor which shall only be utilized at County's discretion. However, in no event shall the expenditure of the contingency funds cause the county's maximum fiscal obligation to exceed **\$8,561,320 for the life of this agreement.**

B. Rate of Payment.

The rate and terms of payment shall be as specified in Exhibits B, B-1 and B-2. Any rate increase is subject to the approval of San Mateo County, and shall not be binding on County unless so approved in writing. Rate increases are linked to the Bay Area cost-of-living index as set forth in Exhibits B, B-1 and B-2. In no event may the rates established in Exhibits B, B-1 and B-2 be increased to the extent that the maximum 12-month County obligation in any year of this contract shall exceed the totals specified in paragraph 3A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of San Mateo County.

C. Time Limit for Submitting Invoices.

Contractor shall submit monthly invoices, by site, for services to County for payment in accordance with the provisions of Exhibits B, B-1 and B-2. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

**4. Term and Termination.**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from **July 1, 2010** through **June 30, 2013**.

This Agreement may be terminated by Contractor, the Sheriff or his/her designee at any time without a requirement of good cause upon ninety (90) days' written notice to the other party.

This Agreement may be extended for an additional period of two (2) years (or 24 months) by mutual consent of both parties, upon written notification to Contractor by County no later than thirty (30) days prior to original expiration date.

If the agreement is extended, the rates shall be increased by the lesser of three (3) percent per annum or the Bay Area Cost of Living Index, All Urban Consumers.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**5. Availability of Funds.**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of outside funding.

**6. Relationship of Parties.**

Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by County under this Contract. Contractor or any agent or employee of Contractor shall not have employee status with County, nor be entitled to participate in any plans, arrangements, or distributions by County pertaining to or in connection with any retirement, health or other benefits that County may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local

law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Contract shall be construed as creating an employment or agency relationship between County and Contractor or any agent or employee of Contractor.

Any terms in this Contract referring to direction from County shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. County does not retain the right to control the means or the method by which Contractor performs work under this Contract.

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

## **7. Hold Harmless.**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, to the extent brought for, or on account of: (A) injuries to or death of any person, including Contractor, resulting from the performance by County or Contractor of any work required of Contractor or payments made pursuant to this Agreement, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, resulting from the performance by County or Contractor of any work required of Contractor or payments made pursuant to this Agreement, or (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance by County or Contractor of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## **8. Assignability and Subcontracting.**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

## **9. Insurance.**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- A. **Worker's Compensation and Employer's Liability Insurance.** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the

Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

- B. Liability Insurance. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

- 1) Comprehensive General Liability . . . . . \$1,000,000
- 2) Motor Vehicle Liability Insurance . . . . . \$1,000,000
- 3) Professional Liability . . . . . \$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance up to the insurance coverage amounts described above, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

Contractor shall provide Crime Insurance covering all Security Officers assigned to San Mateo County in an amount of \$1,000,000 per incident and in the aggregate including County as additional insured or loss payee as its interest may appear.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

In lieu of a separate Professional Responsibility policy, Contractor may substitute \$1,000,000.00 of coverage for errors and omissions of its security officers under its General Liability policy.

**10. Compliance with laws; payment of Permits/Licenses.**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment "I," which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. Further, Contractor certifies that the Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food

service ware.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

## **11. Non-Discrimination and Other Requirements.**

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to:
  - 1) termination of this Agreement;
  - 2) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
  - 3) liquidated damages of \$2,500 per violation;
  - 4) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

**12. Compliance with Contractor Employee Jury Service Ordinance.**

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employees' regular pay the fees received for jury service.

**13. Retention of Records, Right to Monitor and Audit.**

- A. Contractor shall maintain all required records for three (3) years after the County makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.
- B. Reporting and Record Keeping: Contractor shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the County.
- C. Contractor agrees to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

**14. Merger Clause.**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**15. Controlling Law and Venue.**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

**16. Failure to Deliver.**

If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this Contract, such article or service may be bought from any source by County and if a greater price than the contract prices be paid, the excess price will be charged to and collected from Contractor.

**17. Default/Remedies.**

On and after any event of default, County shall have the right to exercise its legal and equitable remedies, including without limitation, the right to terminate this Contract or to seek specific performance of all or any part of this Contract. In addition, County shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any event of default. Contractor shall pay to County on demand all costs and expenses incurred by County in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. County shall have the right to offset from any amounts due to Contractor under this Contract or any other contract between County and Contractor all damages, losses, costs or expenses incurred by County as a result of such event of default and any liquidated damages due from Contractor pursuant to the terms of this Contract or any other contract.

All remedies provided for in this Contract may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

**18. Notices.**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

**In the case of County, to:**

San Mateo County Sheriff's Office  
Greg Munks, Sheriff  
400 County Center  
Redwood City, CA 94063

**In the case of Contractor, to:**

Shannon Warner  
Sr. District Manager  
2540 N. First Street #101  
San Jose, CA 95131

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**

By: \_\_\_\_\_  
President, Board of Supervisors

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

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

**ALLIEDBARTON SECURITY SERVICES LP**

By: \_\_\_\_\_  
*SIGNATURE*

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

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

Long Form Agreement/Non Business Associate v 8/19/08



# EXHIBIT A - SERVICES

*In consideration of the payments set forth in Exhibit "B", Contractor shall provide the following services:*

## **1. SERVICES TO BE PERFORMED BY CONTRACTOR.**

- A. Contractor shall furnish all labor, uniforms, badges, equipment, materials, supplies, and supervision to satisfactorily perform building security protection and patrol services in the manner and at the frequencies set forth below and in the post orders. In addition, Contractor shall provide the IAHSS exam book for those officers assigned to the Hospital.
- B. Service Locations.
- 1) Environmental Services.
    - Coyote Point Marina, 1900 Coyote Point Drive, San Mateo
  - 2) Health Services.
    - East Palo Alto Services Center, 2415 University Avenue, East Palo Alto
    - Hospitals and Clinics Division, 222 West 39<sup>th</sup> Avenue/222 W. 37<sup>th</sup> Ave, San Mateo
    - South County Mental Health Center, 802 Brewster Street, Redwood City
    - Long Term Care Center, 1100 Trousdale Avenue, Burlingame
    - Central County Mental Health, 2000 Alameda de las Pulgas, San Mateo
    - North County Mental Health, 375 89<sup>th</sup> Ave, Daly City
  - 3) Human Services.
    - Children and Family Services, 400 Harbor Boulevard, Belmont
    - South Regional Office, 2500 Middlefield Road, Redwood City
    - Northern Regional Office, 92<sup>nd</sup> Street, Daly City
    - Central Regional Office, 550 Quarry Road, San Carlos
  - 4) Probation Department / Courts
    - Youth Services Campus, 222 Paul Scannell Drive, San Mateo
  - 5) Public Works.
    - San Carlos Airport, 620 Airport Drive, San Carlos
  - 6) Sheriff's Office / Courts.
    - Hall of Justice and Records, 400 County Center, Redwood City
    - 500 County Center, Redwood City
    - So. San Francisco Courts, 1050 Old Mission Road, So. San Francisco
    - Central Court, 800 N. Humbolt, San Mateo
  - 7) During the term of this Agreement, County may acquire new sites, vacate or combine sites and relocate some of its services. County at its discretion may require Contractor to provide additional security officers or reduce the number of security officers based on County need. County agrees to give Contractor 15 days written notice when reducing the number of security officers.
  - 8) During the term of this Agreement, County may need security officers at sites and/or departments other than those listed above, Contractor agrees to provide such services at the lowest bill rate unless deemed by the Security Director, and/or department manager, a higher rate is appropriate. A 2% contingency has been added to the contract not-to-exceed amount for this purpose.

## 2. SERVICE REQUIREMENTS.

- A. Contractor shall provide, operate, and maintain a Security Officer force to perform all necessary security functions and watchman patrol rounds, as well as provide other building protection devices and equipment. The Contractor shall be familiar with and knowledgeable of all customer requirements and related duties.
- B. Contractor shall be able to administer and shall administer minor emergency first aid to injured parties and shall notify the appropriate authorities, in the event of an accident or emergency.
- C. The Contractor shall provide printouts of Guardtour or like check-in system tour reports for those areas where Guardtour tours are conducted (i.e. Airport, Hospital, Marina.) The date, time, and location of the watch shall be indicated, in writing, at the beginning of each report.
- D. Contractor Site Manager: Contractor shall provide a Contractor's Site Manager, or Branch Manager who shall be geographically located at a branch office of Contractor within San Mateo County boundaries, and shall have overall responsibility for management of contract services and Contractor personnel under this Agreement. Said Contractor's Manager shall be the primary point of contact for County's corresponding Site Manager, and shall be readily available to County by office telephone, cellphone, pager and email to come onsite to County locations for routine duties and inspections, as provided in Sections 5 and 6. of this Exhibit.
- E. Transition Plan: Contractor shall complete a Transition Plan as a first priority of work under this Agreement. Said Plan shall address all details required for a smooth transition of security services from the former provider to Contractor, and shall be routinely reviewed at regularly scheduled meetings during the transition period, for the required period of time until transition is fully successful, as mutually determined by County and Contractor.
- F. The San Mateo County Site Manager shall provide the Contractor with a desired schedule for their location to the security service. The Contractor shall provide San Mateo County with a schedule of Security Officers' work assignments including name(s), hours scheduled for work, and hourly pay rate on a weekly basis and in advance. No substitutions shall be made without the prior consent of San Mateo County. San Mateo County shall not be subject to overtime pay for the Contractor's employees should the Contractor assign Security Officers to extended shifts, unless San Mateo County initiates a schedule change. The Contractor shall assign well-trained Security Officers and familiarize them with San Mateo County contract requirements.
- G. The Contractor shall be responsible for providing security officer coverage for all designated posts. If any of Contractor's employees who is assigned as a security officer voluntarily leaves a security post without being properly relieved, the officer shall be removed from any further County service by Contractor. Contractor will immediately notify the County's Site Manager of posts that are not covered. San Mateo County shall not be billed for unfilled posts or posts which have in effect been abandoned. Should these conditions continue without corrective action upon the part of the Contractor, San Mateo County shall deduct from the monthly billing the amount equal to the time and one-half billing rate plus ten percent (10%) until the situation is corrected.
- H. Site Reviews: Upon execution of this Agreement, but in no event later than within six (6) months of execution of this Agreement and annually thereafter, Contractor shall perform security site reviews of specific County security locations, as specified below, and shall provide County with a written report of said security assessments, to include specific findings and recommendations regarding security officer deployment and services, using standard industry practices. Site reviews shall be performed by qualified Contractor senior

management personnel, at the following County sites/locations:

- Court Security locations, including Hall of Justice, Northern Courts, Central Courts, Traffic Court and the Youth Services Center
- San Mateo Medical Center, including existing hospital key security sites (PES, ER, lobbies and service entrances)
- San Carlos Airport facilities and grounds
- Coyote Point Marina facilities and docks
- Human Services Agency service locations served under this Agreement.

Site reviews at the San Mateo Medical Center must conform to State standards for hospitals. In compliance with AB 1083, the security site review and security plan must be updated annually.

- I. Training Plan: Contractor shall provide a two-page Training Plan Outline for Contractor security personnel at key locations requiring additional security officer training, including San Mateo Medical Center, San Carlos Airport, Coyote Point Marina, and the Court facilities.
- J. Licensing: Contractor shall comply with all required licensing, certifications and trainings. Contractor will review compliance with Countywide Security on a quarterly basis.
- K. Post Orders: Contractor shall develop Post Orders acceptable to County for all sites within 6 months.

**3. SPECIFIC FACILITY AND STAFFING ASSIGNMENTS.**

County reserves the right to modify the following levels of coverage to meet the requirements of the various sites and any changing conditions. Contractor shall provide Security Officers for the following coverage:

A. Hall of Justice, 400 County Center, Redwood City.

<b><i>Monday through Friday</i></b>	<b><i>Day</i></b>	<b><i>Swing</i></b>	<b><i>Midnight</i></b>	<b><i>Weekly</i></b>
Supervisor	0700 - 1500	--	--	40
Security Officer	0700 - 1500	--	--	40
Security Officer	0730 - 1530	--	--	40
Security Officer	0730 - 1530	--	--	40
Security Officer	0800 - 1600	--	--	40
Security Officer	1000 - 1800	--	--	40
Security Officer	1000 - 1800	--	--	40

- 1) Security Officers shall staff and operate security-screening checkpoints within the County Facilities, under the direction of designated Sheriff's personnel.
- 2) Equipment used may include an x-ray scanning console, a walk-through metal detector, a hand-held metal detector, a video monitor and display, radios, cell phones, handcuffs, flashlights, and other physical security resources.
- 3) Contractor shall staff the Traffic Court with at least one female Security Officer. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 4) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and check employee ID cards as required.

- 5) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access and assist Sheriff's personnel as necessary in questioning and/or possible arrest of such individuals.
- 6) Security Officers shall conduct roving patrols of the County Center campus, including buildings 400 and 500, parking lots, parking structures, and exteriors of other major buildings.
- 7) Security Officers shall provide escort services as needed to individuals requesting the service.

**B. SSF Court House, 1050 Old Mission Road, South San Francisco**

<b><i>Monday through Friday</i></b>	<b><i>Day</i></b>	<b><i>Swing</i></b>	<b><i>Midnight</i></b>	<b><i>Weekly</i></b>
Supervisor	0700-1500			40
Security Officer	0700-1500			40
Security Officer	0715-1515			40
Security Officer	0715-1515			40
Security Officer	0800-1600			40
Security Officer	0900-1700			40

- 1) Security Officers shall staff and operate security-screening checkpoints within the County Facilities, under the direction of designated Sheriff's personnel.
- 2) Equipment used may include an x-ray scanning console, a walk-through metal detector, a hand-held metal detector, a video monitor and display, radios, cell phones, handcuffs, flashlights, and other physical security resources.
- 3) Contractor shall staff the SSF Court House with at least one female Security Officer. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 4) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and check employee ID cards as required.
- 5) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access and assist Sheriff's personnel as necessary in questioning and/or possible arrest of such individuals.
- 6) Security Officers shall conduct roving patrols of buildings, and parking lots/parking structures.
- 7) Security Officers shall provide escort services as needed to individuals requesting the service.

**C. Traffic Court, 500 County Center, Redwood City**

<b><i>Monday through Friday</i></b>	<b><i>Day</i></b>	<b><i>Swing</i></b>	<b><i>Midnight</i></b>	<b><i>Weekly</i></b>
Security Officer	0730-1530			40
Security Officer	0800-1600			40

- 1) Security Officers shall staff and operate security-screening checkpoints within the County Facilities, under the direction of designated Sheriff's personnel.
- 2) Equipment used may include an x-ray scanning console, a walk-through metal detector, a hand-held metal detector, a video monitor and display, radios, cell phones, handcuffs, flashlights, and other physical security resources.

- 3) Contractor shall staff the Traffic Court with at least one female Security Officer. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 4) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and check employee ID cards as required.
- 5) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access and assist Sheriff's personnel as necessary in questioning and/or possible arrest of such individuals.
- 6) Security Officers shall conduct roving patrols of the County Center campus, including buildings 400 and 500, parking lots, parking structures, and exteriors of other major buildings.
- 7) Security Officers shall provide escort services as needed to individuals requesting the service.

D. Central Court, 800 N. Humbolt, San Mateo

<b><i>Monday through Friday</i></b>	<b><i>Day</i></b>	<b><i>Swing</i></b>	<b><i>Midnight</i></b>	<b><i>Weekly</i></b>
Security Officer	0700-1500			40
Security Officer	0730-1530			40
Security Officer	0800-1600			40

- 1) Security Officers shall staff and operate security-screening checkpoints within the County Facilities, under the direction of designated Sheriff's personnel.
- 2) Equipment used may include an x-ray scanning console, a walk-through metal detector, a hand-held metal detector, a video monitor and display, radios, cell phones, handcuffs, flashlights, and other physical security resources.
- 3) Contractor shall staff the Central Court with at least one female Security Officer. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 4) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and check employee ID cards as required.
- 5) Security Officers shall observe, monitor and report persons attempting to gain unauthorized access and assist Sheriff's personnel as necessary in questioning and/or possible arrest of such individuals.
- 6) Security Officers shall conduct roving patrols of buildings, and parking lots/parking structures.
- 7) Conditions permitting, Security Officers shall provide escort services as needed to individuals requesting the service.
- 8) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

E. Children and Family Services, 400 Harbor Boulevard, Belmont

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Security Officer	0800 – 1700	--	--	40

- 1) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required.
- 2) Security Officers shall observe, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall be available to monitor child/parent visitations and other client-related interactions as needed.
- 4) Security Officers shall also conduct the fingerprinting of the foster parent candidates, as well as respond to all pages on the Contractor-provided pager.
- 5) Security Officers shall be stationed at Building B and conduct roving patrols of the Buildings A, B, C and E (known as the Harbor Park Complex) on a routine basis.
- 6) Conditions permitting, Security Officers shall provide escort services as well as assistance during supervised parental visits to individuals requesting this service.
- 7) Security Officers shall conduct the preliminary investigation for staff, provide liaison with local police department on criminal matters; i.e. thefts, vandalism, threats.
- 8) Security Officers shall be familiar with the Agency Emergency Response Plan.
- 9) Security Officers shall lock/unlock buildings as requested and respond to all pages on the Contractor-provided pager.
- 10) At the request of County, Contractor shall rotate Security Officer assignments between County sites.
- 11) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

F. Human Services Agency Southern Regional Office, 2500 Middlefield Road, Redwood City

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Security Officer	0800 – 1700	--	--	40

- 1) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required.
- 2) Security Officers shall observe, monitor and report persons attempting to gain unauthorized access or have committed a crime on County property.
- 3) Security Officers shall conduct the preliminary investigation for staff, provide liaison with local police department on criminal matters; i.e. thefts, vandalism, threats.
- 4) Security Officers shall be available to monitor child/parent visitations and other client-related interactions as needed.
- 5) Security Officers shall be stationed at 2500 Middlefield Road and conduct roving patrols of the buildings as well as the surrounding parking lot area on a routine basis.
- 6) Conditions permitting, Security Officers shall provide escort services as well as assistance during supervised parental visits to individuals requesting this service.
- 7) Security Officers shall be familiar with the Agency Emergency Response Plan.

- 8) Security Officers shall lock/unlock buildings as requested and respond to all pages on the Contractor-provided pager.
- 9) At the request of County, Contractor shall rotate Security Officer assignments between County sites.
- 10) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

G. East Palo Alto Services Center, 2415 University Avenue, East Palo Alto.

	<i>Day</i>	<i>Swing</i>	<i>Midnight</i>	<i>Weekly</i>
<b>Monday through Friday</b>				
Security Officer	0730-1530			40
<b>Monday through Thursday</b>				
Security Officer		1530-2000		18
<b>Friday</b>				
Security Officer		1530-1930		4
<b>Saturday</b>				
Security Officer	1000-1700		--	7

- 1) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required.
- 2) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall conduct roving patrols of the facility, including parking lots.
- 4) Conditions permitting, Security Officers shall provide escort services as needed to individuals requesting the service.
- 5) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

H. San Mateo Medical Center, 222 West 39<sup>th</sup> Avenue, San Mateo.

<i>Monday - Friday</i>	<i>Day</i>	<i>Swing</i>	<i>Midnight</i>	<i>Weekly</i>
Site Manager	0800-1700	--	--	40
<b>Seven Days Per Week</b>				
Supervisor	0600-1400	1400-2200	2200-0600	168
Security Officer	0600-1400	1400-2200	2200-0600	168
Security Officer	0600-1400	1400-2200	2200-0600	168
Security Officer	0600-1400	1400-2200	2200-0600	168
Security Officer	--	1400-2200	2200-0600	112
Dispatcher	0600-1400	1400-2200		112

- 1) Security Officers shall respond to emergency situations and provide assistance to staff in the medical Emergency Department, Psychiatric Emergency Services area, and in other hospital department as appropriate.

- 2) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required. Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall conduct roving patrols of the hospital and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism, and presence of unauthorized persons.
- 4) Conditions permitting, Security Officers shall be available to hospital staff during shift change hours to provide escort service to vehicles in parking lots and to be physically present in parking lots during evening and night shift changes.
- 5) Security Officers shall respond to all alarms throughout the hospital. Security Officers shall also monitor alarms for the Central Court and call local law enforcement as needed. Security Officers shall maintain radio communication with the hospital PBX and Security Dispatch as to officer location. (Radios shall be provided and maintained by the Sheriff's Office).
- 6) Security Officers shall be responsible for verifying paperwork and "release of remains" for the morgue. Security Officers shall record and store for 180 days, on hospital premises, unclaimed belongings of expired patients and lost belongings, and dispose of said items at the end of the stated period as directed by Hospital Administration.
- 7) Security Officers shall conduct the preliminary investigation for hospital staff and provide liaison with local police department on criminal matters; i.e., theft, vandalism, threats.
- 8) Security Officers shall be responsible for issuing hospital identification badges, including scheduling, appointments, photographing, laminating and distributing.
- 9) Security Officers assigned to this or any County hospital-administered or health in-patient site shall complete required IAHSS Certification on a timely basis; preferably within twelve months of employment at said site, but in no event later than three years after commencement of employment. Contractor shall establish an appropriate form of merit pay incentive for Security Officers to help ensure completion of IAHSS training.
- 10) Contractor shall staff the Medical Center site with one female Security Officer on all shifts (day, swing, and night), seven days per week, or as otherwise negotiated with the Sheriff's Medical Center Security Director. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 11) Security Officers at the Medical Center will be required to wear leather gear (belts, flashlight & handcuff holders, etc).
- 12) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.



I. South County Mental Health Center, 802 Brewster Street, Redwood City.

	<i>Day</i>	<i>Swing</i>	<i>Midnight</i>	<i>Weekly</i>
Security Officer		1200-2000		40

- 1) Security Officers shall respond to emergency situations and provide assistance to staff.
- 2) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required. Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall conduct roving patrols of the Clinic and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism, and presence of unauthorized persons.
- 4) Conditions permitting, Security Officers shall be available to staff to provide escort service to vehicles in parking lots and to be physically present in parking lots during evening and night shift changes.
- 5) Prior to assignment to this site, Security Officer personnel shall complete 80 hours of on-the-job training.
- 6) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

J. Central County Mental Health Center, 2000 Alameda de las Pulgas, San Mateo

	<i>Day</i>	<i>Swing</i>	<i>Midnight</i>	<i>Weekly</i>
Security Officer	0800-1700			45

- 1) Security Officers shall respond to emergency situations and provide assistance to staff.
- 2) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required. Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall conduct roving patrols of the Clinic and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism, and presence of unauthorized persons.
- 4) Conditions permitting, Security Officers shall be available to staff to provide escort service to vehicles in parking lots and to be physically present in parking lots during evening and night shift changes.
- 5) Prior to assignment to this site, Security Officer personnel shall complete 80 hours of on-the-job training.
- 6) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

K. North County Mental Health, 375 89<sup>th</sup> Ave, Daly City

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Security Officer / Receptionist	1000-1800	--	--	40

- 1) Security Officers shall respond to emergency situations and provide assistance to staff.
- 2) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required. Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall conduct roving patrols of the Clinic and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism, and presence of unauthorized persons.
- 4) Conditions permitting, Security Officers shall be available to staff to provide escort service to vehicles in parking lots and to be physically present in parking lots during evening and night shift changes.
- 5) Prior to assignment to this site, Security Officer personnel shall complete 80 hours of on-the-job training.
- 6) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

L. Coyote Point Marina, 1900 Coyote Point Drive, San Mateo.

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
<b>Monday through Thursday</b>				
Security Officer			1900-0100	24
<b>Friday through Sunday</b>				
Security Officer	--	--	1900-0200	21

- 1) Security Officers shall conduct random roving patrols of the marina as required to determine that appropriate areas are secure and safe from fire, theft, vandalism, and presence of unauthorized persons. Security Officers shall walk each dock (a distance of 1.8 miles) a minimum of three (3) rounds per shift. All rounds shall be monitored using detex-style equipment.
- 2) Security Officers shall look for and report on conditions they become aware of during their patrol of gas and diesel leaks or spills from the boats, damage to any boats or docks, mooring line problems with docked boats, live-on-boards (not allowed), or security lighting problems. However, at no time are the security officers to go on board any vessel without the express permission of the owner or under the specific direction of the Site Manager or his designee.
- 3) Security Officers shall verify that the channel waterway navigation lights and the land based mounted navigational range lights are functioning and report any problems to the Site Manager.
- 4) Security Officers shall assure that the dock gates remain closed and locked, that door checks to the marina office and to the concessionaire office are securely closed and locked. Security Officers shall monitor the fuel tank alarm in the vicinity of the concessionaire building and immediately report any problems to the Site Manager.

- 5) Security Officers shall be trained and knowledgeable of marina safety, and informed on tidal ranges and changes, know how to retie boats to a dock, and know how to deploy and operate the county de-water pumps for boats that have taken on water. Requirements as to how and when to perform such tasks are contained in the site Post Orders.
- 6) Security Officers will be provided the training instructions and written guidelines on identifying boats that may need retying or pumping out.
- 7) Security Officers will periodically complete a log identifying vehicle license numbers that are parked in the designated marina parking lots after midnight.
- 8) As a condition of employment, Security Officer personnel shall complete 20 hours, of on-the-job training prior to assignment at the Airport and/or working alone at the marina.
- 9) Contractor shall provide special water-safety clothing and footwear as required for this assignment, in the event of an incident where a Security Officer may be in the water. This includes floatation vest/jackets, and slip out boots.
- 9) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

M. San Carlos Airport, 620 Airport Drive, San Carlos.

<b>Seven Days a Week</b>	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Security Officer	--	2100-2400	2400-0700	70

- 1) This facility currently operates with one (1) Full-time 4-day x 10-hour and one (1) Part-Time 3-day x 10 hour shift.
- 2) Security Officers shall conduct random-roving patrols of the San Carlos airport as required to reasonably determine that the entire facility is secure and safe from fire, theft, vandalism, and presence of unauthorized persons.
- 3) Contractor shall only assign those Security Officer personnel who have completed 20 hours of on-the-job training prior to assignment at the Airport and/or working alone at the airport.
- 4) Security Officers shall make contact, as patrols permit, with all persons who enter onto the airport (including all airplane, vehicle, and foot traffic) to verify reasons for being there and shall record all contacts in a log. Should there be a reason the Security Officer does not make contact, he/she shall record the time and reason in a log.
- 5) Security Officers shall perform other special duties as assigned including but not limited to disabling and enabling the pedestrian gates at the airport at the start and end of shift, monitor and record all process alarms, aircraft activity, noise abatement violations and complaints, vehicle parking and overnight transient aircraft parking. Additionally, Officers shall periodically observe airport lighting system(s) and various airport equipment including but not limited to storm water pump stations and automatic vehicle gates.
- 6) Security Officers shall be trained and knowledgeable of safe and proper airport operating procedures, Airport Rules and Regulations, Airport Noise Abatement Procedures and Federal Aviation Regulations relating to their duties.

- 7) Security Officers shall meet and debrief with airport personnel at the beginning and end of each shift on a daily basis. The Airport will supply cell phone and radio (and possibly the patrol vehicle), as part of the shift operation.
- 8) Airport duty shifts are 10-hour shifts and the County shall not pay the Contractor overtime for any part of the standard 10-hour shifts.
- 9) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

N. Youth Services Campus, 222 Paul Scannell Drive, San Mateo

<b>Monday through Friday</b>	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Supervisor	0800-1700	--	--	40
Security Officer	0700-0800			5
Security Officer	0800-1700	--	--	40
Security Officer	0800-1700	--	--	40

- 1) This facility currently operates with one (1) 4-day x 10-hour shift and one (1) 3-day x 10-hour shift. One Security Officer at this site shall be female.
- 2) Contractor shall staff the Youth Services Campus with at least one female Security Officer. When vacancies occur, Contractor shall prioritize the filling of female Security Officer vacancies on a timely basis.
- 3) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and check employee ID cards as required.
- 4) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access and assist Sheriff's personnel as necessary in questioning and/or possible arrest of such individuals.
- 5) Security Officers shall conduct roving patrols of buildings, and parking lots/parking structures.
- 6) Conditions permitting, Security Officers shall provide escort services as needed to individuals requesting the service.
- 7) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

O. Human Services Agency - Northern Regional Office, 92<sup>nd</sup> Street, Daly City.

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
Security Officer	0800-1700	--	--	40

- 1) Security officers shall observe building entrants, occupants and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required.
- 2) Security officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall be available to monitor child/parent visitations and other client-related interactions as needed.
- 4) Security Officers shall be stationed at 92<sup>nd</sup> Street and conduct roving patrols of the building as well as the surrounding parking lot area on a routine basis.

- 5) Conditions permitting, Security Officers shall provide escort services as well as assistance during supervised parental visits to individuals requesting this service.
- 6) Security Officers shall conduct the preliminary investigation for staff, provide liaison with local police department on criminal matters; i.e. thefts, vandalism, threats.
- 7) Security Officers shall be familiar with the Agency Emergency Response Plan.
- 8) Security Officers shall lock/unlock buildings as requested and respond to all pages on the Contractor-provided pager.
- 9) At the request of County, Contractor shall rotate Security Officer assignments between County sites.
- 10) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

P. Human Services Agency – Central Regional Officer, 550 Quarry Road, San Carlos.

	<b>Day</b>	<b>Swing</b>	<b>Midnight</b>	<b>Weekly</b>
<b>Monday through Friday</b>				
Security Officer	0800-1700	--	--	40
<b>Tuesday through Thursday</b>				
Security Officer	0800-1500	--	--	21

- 1) Security Officers shall observe building entrants, occupants, and visitors for compliance with County Building safety/security rules and regulations, and shall check employee ID cards as required.
- 2) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 3) Security Officers shall be available to monitor child/parent visitations and other client-related interactions as needed.
- 4) Security Officers shall be stationed at 2500 Middlefield Road and conduct roving patrols of the buildings as well as the surrounding parking lot area on a routine basis.
- 5) Conditions permitting, Security Officers shall provide escort services as well as assistance during supervised parental visits to individuals requesting this service.
- 6) Security Officers shall conduct the preliminary investigation for staff, provide liaison with local police department on criminal matters; i.e. thefts, vandalism, threats.
- 7) Security Officers shall be familiar with the Agency Emergency Response Plan.
- 8) Security Officers shall lock/unlock buildings as requested and respond to all pages on the Contractor-provided pager.
- 9) At the request of County, Contractor shall rotate Security Officer assignments between County sites.
- 10) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

Q. Burlingame Long Term Care, 1100 Trousdale Drive, Burlingame.

	<i>Day</i>	<i>Swing</i>	<i>Midnight</i>	<i>Weekly</i>
Security Officer	--	1500-2300	--	40

- 1) Security Officers shall respond to emergency situations and provide assistance to staff in all departments as appropriate.
- 2) Security Officers shall observe building entrants, occupants and visitors for compliance with County Building safety/security rules and regulations and shall check employee ID cards as required.
- 3) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 4) Security Officers shall conduct roving patrols of the building and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism and the presence of unauthorized persons.
- 5) Security Officers shall lock and unlock the facility at the start and end of business hours.
- 6) Security Officers shall respond to all alarms. Security Officers shall maintain radio communications with the Security Dispatch as to officer location and situation status. (Radios shall be provided and maintained by the Sheriff's Office.)
- 7) Security Officers shall record and store on hospital premises, unclaimed belongings of expired patients and lost belongings and dispose of said items as directed.
- 8) Security Officers shall conduct the preliminary investigation for Burlingame Long Term Care staff and provide liaison with local police department on criminal matters; i.e. theft, vandalism, threats.
- 9) Security Officers shall be responsible for issuing Burlingame Long Term Care identification badges, including scheduling appointments, photographing, and laminating.
- 10) Security Officers shall be responsible for parking enforcement and issue parking citations and warnings.
- 11) Security Officers assigned to this site shall complete required IAHSST Certification on a timely basis; preferably within two years of employment at said site, but in no event later than three years after commencement of employment. Contractor shall establish an appropriate form of merit pay incentive for Security Officers to help ensure completion of IAHSST training.
- 12) Security Officers assigned to this site shall also complete appropriate training on safe and non-injurious geriatric restraining methods, as well as respectful and effective communication techniques for dealing with patients suffering from Alzheimer's Disease or other forms of dementia. Said training shall be the responsibility of Contractor; however, facility medical staff may elect to provide limited technical consultation in the development of site-appropriate training.
- 13) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

R. Health Services, 225 West 37<sup>th</sup> Avenue, San Mateo.

- 1) Security Officers shall respond to emergency situations and provide assistance to staff in Administration, Aging and Adult Services, Mental Health Services Division, Public Health Services Division and in other departments as appropriate.
- 2) Security Officers shall observe building entrants, occupants and visitors for compliance with County Building safety/security rules and regulations and shall check employee ID cards as required.
- 3) Security Officers shall observe, verbally discourage, monitor and report persons attempting to gain unauthorized access.
- 4) Security Officers shall conduct roving patrols of the building and grounds as required to determine that appropriate areas are secure and safe from fire, theft, vandalism and the presence of unauthorized persons.
- 5) Security Officers shall lock and unlock the facility at the start and end of business hours.
- 6) Security Officers shall respond to all alarms.
- 7) Security Officers shall maintain radio communications with the hospital PBX and Security Dispatch as to officer location and situation status. (Radios shall be provided and maintained by the Sheriff's Office.)
- 8) Security Officers shall record and store on hospital premises, unclaimed belongings of expired patients and lost belongings and dispose of said items as directed.
- 9) Security Officers shall conduct the preliminary investigation for Health Services staff and provide liaison with local police department on criminal matters; i.e. theft, vandalism, threats.
- 10) Security Officers shall be responsible for issuing Health Services identification badges, including scheduling appointments, photographing, and laminating.
- 11) Security Officers shall be responsible for parking enforcement and issue parking citations and warnings.
- 12) In no event shall any Security Officer be obligated to expose himself/herself to unreasonable risk of bodily injury.

**4. TIME-OFF ACCRUAL / PERSONNEL COVERAGE.**

A. Accrual of Vacation Time.

Full-time Security Officer (average 35 hours per week) shall accrue paid vacation time as described in Contractor's proposal; provided, however, that the accrued vacation time of incumbent personnel shall be maintained by Contractor at no additional cost to County.

B. Personnel Coverage / Replacement.

- 1) Contractor shall be responsible for replacing all Security Officers while the incumbent is on paid leave.
- 2) Contractor will not charge County for paid personal leave but only for actual shift coverage at the straight bill rate.
- 3) All personal leave usage must be scheduled and pre-authorized by both Contractor's management representatives, as well as the appropriate on-site County liaison personnel.

- 4) Contractor's failure to provide coverage, as specified above, may be cause for cancellation of this Agreement; however, County may, at its option, charge Contractor at twice the regular hourly rate for each hour during which the post is not covered. This amount shall be deducted from the monthly payments form County to Contractor.
- 5) In the event Contractor is unable to perform his/her duties due to illness or accident during a shift, County shall not charge Contractor as long as the post is covered within one hour of the event.
- 6) Contractor shall immediately notify County when a post is not covered.

**5. GENERAL DUTIES / REQUIREMENTS OF SECURITY OFFICERS / SUPERVISORS / ON-SITE MANAGERS.**

Requirements of Contractor's personnel assigned to County facilities shall include, but are not limited to the following.

- A. Physical examination with periodic re-evaluation, obtained by Contractor at no charge to County. Contractor will verify that Contractor's personnel are fit to perform the duties prescribed, and are free of infectious diseases.
- B. Pre-employment and verification of drug testing to cover all "popular" substances, including alcohol, pursuant to Contractor's standards. Contractor's employees must comply with County's established Drug-Free Workplace policy.
- C. Ability to read, write, and communicate accurately and effectively, verified by Contractor at no charge to County.
- D. Verification of high school diploma or equivalent.
- E. A state and local criminal records check performed to Contractor's standards. A complete background investigation where indicated or required by Contractor.
- F. Department of Motor Vehicles check and current/valid driver's license, and ability to operate a motor vehicle.
  - 1) No more than three (3) moving violations within the previous three (3) year period will be acceptable for post assignments requiring vehicle operation on County property.
- G. Ability to:
  - 1) Complete assignments with limited supervision.
  - 2) Read, interpret and initiate policies, procedures, and implement same.
  - 3) Write accurate, clear, and complete reports.
- H. Must be at least 18 years of age and possess a valid California Guard Card. Any notifications to the Contractor from the State regarding the Guard's guard card will be forwarded to County.
- I. Authorized to work in the United States.
- J. Completion of the American Red Cross First Aid and CPR course or equivalent within 30 days of assignment to County. Proof of certification must be in possession.
- K. Duties shall be performed by qualified, careful, and efficient employees of Contractor in strictest conformity with accepted security practices and standards.
  - 1) Contractor's personnel must be knowledgeable of and must conform to applicable laws and regulations.



- L. County reserves the right to interview and accept or reject any employee proposed by Contractor for assignment to County facilities.
- 1) No change in personal assignments shall be made without prior notice to County's Security Program Coordinator and/or designated facility site manger.
  - 2) Contractor will immediately remove any employee assigned to County upon County's request.

M. Training.

- 1) Contractor shall furnish Security Officers with comprehensive preparatory security training prior to assignment at County. Training shall include, but is not limited to the following:
  - Duties and functions of a Security Officer
  - Patrol procedures
  - Report writing
  - Public relations
  - Search and seizure procedures and laws of arrest
  - Authority and jurisdiction of local enforcement agencies
  - Traffic control
  - Civil disturbance procedures
  - Safety procedures
  - Telephone and radio communications
  - Response to and preservation of crime scene
  - Specific site duties
  - First aid and CPR
  - Bomb Threats
  - Fire Safety Equipment
  - Use of handcuffs (Hospital staff only)
  - IAHSS training curriculum (Hospital and in-patient facilities Officers)
  - Geriatric restraint and Alzheimer's training (For Burlingame LTC Officers)
  - Cultural Diversity and Sensitivity training

Verification of all training shall be submitted to the County Security Program Coordinator and/or designated facility site manager no later than 10 days following training. All training shall be provided to the satisfaction of County, pursuant to this Schedule.

- 2) Contractor must train its Supervisors in techniques of managing personnel and officer training, including post duties and shall certify the completion of such training.
- 3) Contractor's Field Supervisors shall conduct on-site training and follow-up by frequently visiting personnel assigned to County facilities to guarantee the quality of performance, appearance, attitude and training.
- 4) Contractor shall review compliance with training requirements on a quarterly basis with Countywide Security Unit.

N. Site Visits.

- 1) Contractor shall have Supervisors or Training Officers available to make frequent and periodic visits to County facilities (*minimum of two visits per month*).
- 2) Each officer assigned to a County facility shall be visited frequently by Contractor's

Supervisor. Contractor's Supervisor shall assure the quality of the Security Officer's performance, appearance, attitude, and training.

- 3) Supervisor/Facility Security Representatives: Contractor's supervisors shall frequently interface with County's authorized representative to assist in carrying out regular and special Post Orders (covering extra or special duty assignments by the representative).
- 4) Contractor's Field Supervisors shall be required to inspect and leave on-site reports for County's security representative. Report shall detail their activities and finding for Contractor's management as well.
- 5) Field Supervisors must respond to Security Officer requests for assistance, and appear on-site each time a significant Incident Report is made. A report of action taken on the incident should be left on-site for review by the facility's security representative.
- 6) Contractor's local manager shall personally visit County's administrator assigned to security not less than twice every 30 days. The visits shall be documented using a client service form, provided by Contractor, and be maintained by both County and Contractor. The form shall grade all aspects of service as well as document agreed upon corrective actions.

**6. ADDITIONAL DUTIES / REQUIREMENTS SPECIFIC TO SITE MANAGERS.**

- A. Posses a background with a minimum of two (2) years successful experience in field supervision (civilian community law enforcement, military service law enforcement or security, commercial or industrial officer service of security).
- B. Provide a level of supervision to ensure that employees are properly performing all duties as specified in this Agreement.
- C. Assure that Security Officers:
  - 1) are in uniform and present a neat appearance.
  - 2) maintain a continued state of proper training.
  - 3) possess the necessary permits, authority, etc.
  - 4) maintain continued liaison with County's security program coordinator.
- D. Conduct annual and monthly training classes and safety inspections and assure all required training is completed and records maintained.
- E. Conduct training to County employees as assigned by County's Security Program Coordinator, which includes, but not limited to:
  - 1) Semi-Annual fire extinguisher classes;
  - 2) Security awareness;
  - 3) Fire and safety health courses; and
  - 4) Facility orientation.

**7. ADDITIONAL DUTIES / REQUIREMENTS SPECIFIC TO SECURITY SUPERVISORS.**

- A. Possess and maintain a valid State Department of Consumer Affairs Baton certification, at all times.
- B. In Facility Supervisor's absence, fulfill all requirements and perform all duties, as described in paragraph 6 above.

**8. UNIFORMS.**

- A. Contractor's employees shall be dressed in appropriate uniforms, as mutually agreed upon between County and Contractor, worn at all times and include at the following:
  - metal badge or soft cloth badge, as determined per site in conjunction with County
  - name plate
  - professional shoes color coded with the uniform
  - hand cuffs
  - mini flashlight
  - appropriate jacket based on facility, as determined with County
- B. Uniforms shall be maintained in a neat and clean condition.
- C. Uniforms must comply with the "name and patch" requirements of the State of California Department of Consumer Affairs for Security Officers.
- D. All uniform styles in Contractor's uniform brochure shall be made available to County at no additional cost.

**9. FEDERAL OSHA REGULATIONS.**

- A. Contractor shall be responsible for fulfilling the requirements of Federal OSHA Regulation, Part 1910, Title 29, 1910.1036, "Blood Borne Pathogens," at no cost to County. Contractor shall follow the requirements set forth in County's policy on Blood Borne Pathogens.
- B. County shall be responsible for fulfilling the requirements of 8 CCR 3202, Injury and Illness Prevention Program. Contractor shall follow the requirements set forth in County's policy on Accident and Injury Prevention.

## EXHIBIT B – PAYMENTS AND RATES

*In consideration of the services described in Exhibit A, Contractor shall be reimbursed by the County, at the rates established below. Exceptions to the hourly rates may be approved by the Sheriff for individual longer tenured Contractor employees hired by Contractor under this Agreement. Said exceptions shall be at the Sheriff's discretion, and communicated by mutual discussion and agreement between Contractor and Sheriff*

### 1. MINIMUM & MAXIMUM HOURLY RATES.

*NOTE: The site list reflects current staffing levels and may vary or change based on County security needs. This listing is intended to be illustrative and not immutable. Contract Hourly Rate Range increases by 1.4% in Year 2 and Year 3. All initial bill rates and subsequent adjustments must receive prior approval from County. Adjustments to bill rates may occur annually with an effective date of July 1<sup>st</sup>.*

<b>SERVICE SITE LOCATIONS</b>	<b>Contract Hourly Rate Range</b>
<b>Hall of Justice 400 County Center, Redwood City</b>	
Security Officer	\$18.28 – 23.02
Supervisor	\$21.63 – 27.05
<b>Child/Family Services 400 Harbor Blvd., Belmont</b>	
Security Officer	\$18.28 – 20.96
<b>Human Services Agency - South Region 2500 Middlefield Road, Redwood City</b>	
Security Officer	\$18.28 – 20.96
<b>East Palo Alto Services Center 2415 University Avenue, East Palo Alto</b>	
Security Officer – Day Shift	\$18.28 – 21.66
Security Officer – Swing Shift (4-hour shift)	\$18.28 – 22.35
<b>San Mateo Medical Center 222 W 39th Avenue, San Mateo</b>	
Site Manager	\$27.72- 30.62
Supervisor - Day	\$22.35- 27.05
Supervisor - Swing	\$22.35- 27.72
Supervisor - Midnight	\$22.35- 28.39
Security Officer - Day	\$18.28- 22.35
Security Officer - Swing	\$18.28- 23.02
Security Officer - Midnight	\$18.28- 23.58
Dispatcher	\$18.28- 24.27
<b>1100 Trousdale Dr - Burlingame – LTC</b>	
Security Officer	\$18.28 – 22.35
<b>South Co. Mental Health Center, 802 Brewster St., Redwood City</b>	
Security Officer	\$18.28 – 22.35
<b>Coyote Point Marina, 1900 Coyote Point Drive, San Mateo</b>	
Security Officer	\$18.28 – 22.35
<b>San Carlos Airport, 620 Airport Drive, San Carlos</b>	
Security Officer - Swing	\$18.28 – 23.58
Security Officer - Midnight	\$18.28-24.94

<b>Northern Branch Court Facility, South San Francisco</b>	
Security Officer	\$18.28 – 22.35
Supervisor	\$21.63-25.63
<b>Central Branch Court Facility, San Mateo</b>	
Security Officer	\$18.28-21.66
<b>Youth Services Center</b>	
Security Officer	\$18.28 – 21.66
Supervisor	\$21.63 – 23.58
<b>Human Services Agency, Daly City</b>	
Security Officer	\$18.28 – 22.35
<b>Human Services Agency, San Carlos</b>	
Security Officer	\$18.28 – 22.35

**2. OVERTIME.**

- A. No overtime shall be reimbursed under this Agreement unless it is expressly requested and authorized by County in advance. Additionally, no overtime shall be reimbursed for maintaining minimum coverage, as specified in Section 3 of Exhibit A, except as specifically approved by the County.
- B. Overtime shall be paid for Contractor’s services on special security details as assigned in advance. Overtime Rates shall be as set forth in Exhibit B-1.
- B. San Mateo County shall pay overtime only in those cases when approved, in advance, by County’s Site Manager.
- C. County authorized overtime shall be billed as separate line items on Contractor’s regular invoice to County.
- D. All requests for additional coverage with more than 48 hours notice will be billed at straight time.

**3. HOLIDAY PAY.**

- A. The **straight billing rate** shall be applicable to Contractor’s billing for all permanent Security Officers actually working a shift, and for all hours worked, on the following County holidays:
  - New Year's Day
  - Martin Luther King Day
  - Presidents Day
  - Memorial Day
  - Independence Day (4<sup>th</sup> of July)
  - Labor Day
  - Veterans Day
  - Thanksgiving Day
  - Day after Thanksgiving Day
  - Christmas Day
- B. Any change in paid holidays for County offices made by County during the term of this Agreement, shall be reviewed with Contractor at that time. If a holiday is added, a determination made as to whether the holiday change will be carried over to Contractor personnel. If a holiday is removed for County personnel, said removal will also be automatic for Contractor.

- C. Security Officers shall be required to work their regularly assigned shifts that fall on holidays, and will be paid at an hourly rate of time and one-half (1.5) for said holiday shifts at facilities that are staffed seven (7) days per week. These hours will be billed as straight time to County since the additional cost to Contractor of paying time and one-half is included in the mark-up percentage.
- D. Court Holidays. Security Officers assigned at the Hall of Justice will not be paid at the holiday rate for court holidays which are different from County holidays.
  - 1. Schedule for Court holidays will apply for facilities that are solely occupied by County Courts. *(Holiday schedules slightly differ between County and Courts.)*
- E. Contractor will not bill County for Holiday time that was not actually worked.

#### **4. PART-TIME.**

Part-time Security Officers shall be paid in accordance with regular salary and overtime requirements, at the appropriate part-time schedule of hours.

#### **5. BENEFITS PACKAGE.**

- A. Contractor is expected to provide a basic package of health and dental insurance for employees, comparable to security industry standards. Contractor shall submit a detailed copy of Life/Health/Dental Insurance Plans to the County when finalized with providers, but in any event no later than 60 days after commencement of this Agreement. Health insurance plan provided shall be equivalent to the Kaiser plan submitted with the proposal.
- B. Security Officers shall be eligible for the package after ninety (90) days of continuous, full-time service.
- C. Payment of Employee life insurance premiums or benefits other than basic health and dental insurance are the responsibility of the Contractor.
- D. Health insurance equivalent to Kaiser, and other benefits identified in the Contractor's proposal are the Contractor's responsibility and have been included in the mark-up to determine the bill rate. No additional cost will be incurred by County.
- E. Nothing in this section shall be construed to prohibit Contractor from offering employees other pre-existing company benefits programs provided by the Contractor and/or with matching employee contributions, outside of this Agreement and without County participation.

#### **6. OTHER**

- A. All required training will be provided at no additional cost to County.
- B. Twenty Seven (27) radios will be provided at no additional cost to County.
- C. Cross-training (between sites) will be provided by Contractor as requested by County at no additional cost to County up to a ceiling of 320 hours per annum. Cross-training will not include training for relief officers. A summary of cross-training hours shall be submitted to County prior to County incurring cost.
- D. Three Guard-tour systems will be provided to County by Contractor at no additional cost to County.
- E. Contractor will provide pagers as needed to Security Officers working at the Human Service Agency facility at no additional cost to County.

**7. INVOICE / BILLING PROCEDURES.**

A. All billing invoices shall initially be directed to the attention of:

Narayan Nair, Sheriff's Fiscal Services Manager  
San Mateo County Sheriff's Office  
400 County Center, 3<sup>rd</sup> Floor  
Redwood City, CA 94063.

- B. The County reserves the right to request alternate billing arrangements after the initial 90-day contract period.
- C. All invoices shall be divided by site name and location so that the County can log, track, and distribute invoices to the appropriate County department or agency responsible for payment.
- D. All special security detail or other special one-time invoices, whether on regular time, overtime, or some combination thereof, shall be broken out and billed on a separate invoice.

**8. ACCURACY & CHECKING OF INVOICES.**

- A. Contractor's payroll office and local branch Account Manager shall personally review all invoices for accuracy, and to resolve any billing or time reporting discrepancies. Contractor is responsible for ensuring that invoices are accurate and free from detectable errors. Examples of the latter include, but are not limited to, the following:
  - 1) charging for days or hours not actually worked at a particular site;
  - 2) hours/charges assigned to wrong Guard or wrong site/invoice;
  - 3) charges for overtime which are a Contractor obligation and should be invoiced at regular pay;
  - 4) special detail charges intermingled with a regular worksite invoice and not broken out separately;
  - 5) merit pay increases included but without prior email notification to County as required;
  - 6) incorrect charging of holiday pay hours;
  - 7) charging of paid leave hours in excess of amount covered by County under the Agreement (e.g. three weeks of vacation charged when County pays for two only);
  - 8) charging of leave replacement personnel hours at overtime rate rather than contractually allowable regular pay rate.
- B. Contractor must ensure that Contractor's payroll system is adequate to the task of providing the level of detail and payroll controls required by County

**9. ESTIMATED CONTRACT COSTS.**

Estimated contract costs are detailed in Exhibit B-2, which is provided for purposes of contract total Not-To-Exceed (NTE) computation and for County department budgeting purposes only. Actual costs excluding overtime may be less dependent upon hiring of incumbent Security Officers.

**EXHIBIT B-1 ALLIED BARTON SECURITY CONTRACT  
PAYMENT AND RATES  
For Three Year Period 7/1/10-6/30/13**

CLASSIFICATION	HOURLY OFFICER WAGE RATE	BILLING CLASS	STRAIGHT BILLING RATE	PREMIUM BILLING RATE	EFFECTIVE DATE	STRAIGHT BILLING RATE	PREMIUM BILLING RATE	EFFECTIVE DATE	STRAIGHT BILLING RATE	PREMIUM BILLING RATE	EFFECTIVE DATE	STRAIGHT BILLING RATE	PREMIUM BILLING RATE	EFFECTIVE DATE
SECURITY OFFICER 1	\$ 12.22	1	\$ 18.28	\$ 27.42	7/1/2010	\$ 18.53	\$ 27.79	7/1/2011	\$ 41.57	\$ 62.36	7/1/2012	\$ 41.57	\$ 62.36	7/1/2012
SECURITY OFFICER 2	\$ 12.67	2	\$ 18.95	\$ 28.43	7/1/2010	\$ 19.21	\$ 28.81	7/1/2011	\$ 43.10	\$ 64.65	7/1/2012	\$ 43.10	\$ 64.65	7/1/2012
SECURITY OFFICER 3	\$ 13.12	3	\$ 19.63	\$ 29.44	7/1/2010	\$ 19.89	\$ 29.83	7/1/2011	\$ 44.63	\$ 66.95	7/1/2012	\$ 44.63	\$ 66.95	7/1/2012
SECURITY OFFICER 4	\$ 13.55	4	\$ 20.27	\$ 30.41	7/1/2010	\$ 20.54	\$ 30.81	7/1/2011	\$ 46.10	\$ 69.14	7/1/2012	\$ 46.10	\$ 69.14	7/1/2012
SECURITY OFFICER 5	\$ 14.01	5	\$ 20.96	\$ 31.44	7/1/2010	\$ 21.24	\$ 31.86	7/1/2011	\$ 47.66	\$ 71.49	7/1/2012	\$ 47.66	\$ 71.49	7/1/2012
SECURITY OFFICER 6	\$ 14.48	6	\$ 21.66	\$ 32.49	7/1/2010	\$ 49.26	\$ 73.89	7/1/2011	\$ 110.54	\$ 165.81	7/1/2012	\$ 110.54	\$ 165.81	7/1/2012
SECURITY OFFICER 7	\$ 14.94	7	\$ 22.35	\$ 33.53	7/1/2010	\$ 22.65	\$ 33.97	7/1/2011	\$ 50.82	\$ 76.24	7/1/2012	\$ 50.82	\$ 76.24	7/1/2012
SECURITY OFFICER 8	\$ 15.39	8	\$ 23.02	\$ 34.54	7/1/2010	\$ 23.33	\$ 35.00	7/1/2011	\$ 52.36	\$ 78.53	7/1/2012	\$ 52.36	\$ 78.53	7/1/2012
SECURITY OFFICER 9	\$ 15.76	9	\$ 23.58	\$ 35.37	7/1/2010	\$ 23.89	\$ 35.84	7/1/2011	\$ 53.61	\$ 80.42	7/1/2012	\$ 53.61	\$ 80.42	7/1/2012
SECURITY OFFICER 10	\$ 16.22	10	\$ 24.27	\$ 36.40	7/1/2010	\$ 24.59	\$ 36.88	7/1/2011	\$ 55.18	\$ 82.77	7/1/2012	\$ 55.18	\$ 82.77	7/1/2012
SECURITY OFFICER 11	\$ 16.67	11	\$ 24.94	\$ 37.41	7/1/2010	\$ 25.27	\$ 37.91	7/1/2011	\$ 56.71	\$ 85.06	7/1/2012	\$ 56.71	\$ 85.06	7/1/2012
SECURITY OFFICER 12	\$ 17.13	12	\$ 25.63	\$ 38.44	7/1/2010	\$ 25.97	\$ 38.95	7/1/2011	\$ 58.27	\$ 87.41	7/1/2012	\$ 58.27	\$ 87.41	7/1/2012
SECURITY OFFICER 13	\$ 17.50	13	\$ 26.18	\$ 39.27	7/1/2010	\$ 26.53	\$ 39.80	7/1/2011	\$ 59.53	\$ 89.30	7/1/2012	\$ 59.53	\$ 89.30	7/1/2012
SECURITY OFFICER 14	\$ 18.08	14	\$ 27.05	\$ 40.57	7/1/2010	\$ 27.41	\$ 41.11	7/1/2011	\$ 61.51	\$ 92.26	7/1/2012	\$ 61.51	\$ 92.26	7/1/2012
SECURITY OFFICER 15	\$ 18.53	15	\$ 27.72	\$ 41.58	7/1/2010	\$ 28.09	\$ 42.14	7/1/2011	\$ 63.04	\$ 94.56	7/1/2012	\$ 63.04	\$ 94.56	7/1/2012
SECURITY OFFICER 16	\$ 18.98	16	\$ 28.39	\$ 42.59	7/1/2010	\$ 28.77	\$ 43.16	7/1/2011	\$ 64.57	\$ 96.85	7/1/2012	\$ 64.57	\$ 96.85	7/1/2012
SECURITY OFFICER 17	\$ 19.32	17	\$ 28.90	\$ 43.35	7/1/2010	\$ 29.29	\$ 43.93	7/1/2011	\$ 65.72	\$ 98.59	7/1/2012	\$ 65.72	\$ 98.59	7/1/2012
SECURITY OFFICER 18	\$ 19.82	18	\$ 29.65	\$ 44.48	7/1/2010	\$ 30.05	\$ 45.07	7/1/2011	\$ 67.43	\$ 101.14	7/1/2012	\$ 67.43	\$ 101.14	7/1/2012
SECURITY OFFICER 19	\$ 20.47	19	\$ 30.62	\$ 45.93	7/1/2010	\$ 31.03	\$ 46.55	7/1/2011	\$ 69.64	\$ 104.46	7/1/2012	\$ 69.64	\$ 104.46	7/1/2012



**EXHIBIT B-2 – ESTIMATED AGREEMENT COSTS BY YEAR  
FOLLOWS THIS PAGE**

**EXHIBIT B-2 ALLIED BARTON SECURITY CONTRACT**  
**ANNUAL COST ESTIMATES BY COUNTY AGENCY**  
For Three-Year Period 7/1/10-6/30/13

Security Location & Positions	Max. Officer Hrly Rate	Max. Cont. Bill Rate	Weekly Reg Hours	Total Weekly	FY 2010-11 Projected	FY 2011-12 Projected	FY 2012-13 Projected
<b><u>SUPERIOR COURTS</u></b>							
<b><u>400 County Center, Redwood City</u></b>							
Security Officer	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
Security Officer	\$14.48	\$21.66	40.0	\$866.48	\$45,057	\$45,688	\$46,328
Security Officer	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
Security Officer	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
Security Officer	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
Security Officer	\$15.39	\$23.02	40.0	\$920.94	\$47,889	\$48,559	\$49,239
Supervisor	\$18.08	\$27.05	40.0	\$1,081.91	\$56,259	\$57,047	\$57,845
Total Hall of Justice:	---	---	280.0	\$6,389.72	\$332,265	\$336,917	\$341,634
<b><u>Northern Branch Court Facility, SSF</u></b>							
Security Officer	\$13.55	\$20.27	40.0	\$810.83	\$42,163	\$42,754	\$43,352
Security Officer	\$13.55	\$20.27	40.0	\$810.83	\$42,163	\$42,754	\$43,352
Security Officer	\$13.55	\$20.27	40.0	\$810.83	\$42,163	\$42,754	\$43,352
Security Officer	\$14.48	\$21.66	40.0	\$866.48	\$45,057	\$45,688	\$46,328
Security Officer	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
Supervisor	\$17.13	\$25.63	40.0	\$1,025.06	\$53,303	\$54,049	\$54,806
Total Northern Branch:	---	---	240.0	\$5,218.05	\$271,338	\$275,137	\$278,989
<b><u>500 County Center, RC</u></b>							
Security Officer	\$13.55	\$20.27	40.0	\$810.83	\$42,163	\$42,754	\$43,352
Security Officer	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
Total Northern Branch:	---	---	80.0	\$1,649.19	\$ 85,758	\$ 86,959	\$ 88,176

Security Location & Positions	Max. Officer Hrlly Rate	Max. Cont. Bill Rate	Weekly Reg Hours	Total Weekly	FY 2010-11 Projected	FY 2011-12 Projected	FY 2012-13 Projected
<b>Central Branch Court Facility, SM</b>							
Security Officer	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
Security Officer	\$14.48	\$21.66	40.0	\$866.48	\$45,057	\$45,688	\$46,328
Security Officer	\$15.76	\$23.58	40.0	\$943.08	\$49,040	\$49,727	\$50,423
Total Central Branch:	---	---	120.0	\$2,647.92	\$137,692	\$139,620	\$141,574
<b>Youth Services Campus - 222 Paul Scannell, SM</b>							
Security Officer	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
Security Officer	\$14.48	\$21.66	40.0	\$866.48	\$45,057	\$45,688	\$46,328
Supervisor	\$15.76	\$23.58	40.0	\$943.08	\$49,040	\$49,727	\$50,423
Total Youth Services Campus	---	---	120.0	\$2,647.92	\$137,692	\$139,620	\$141,574
<b>SUBTOTAL COURTS:</b>							
	---	---	840.0	\$18,553	\$964,745	\$978,252	\$991,947
<b><u>HUMAN SERVICES AGENCY</u></b>							
<b><u>92nd Street, Daly City</u></b>							
Security Officer	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
<b><u>550 Quarry Road, San Carlos</u></b>							
Security Officer (M-F)	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
Security Officer (Tues-Thur)	\$13.55	\$20.27	21.0	\$425.69	\$22,136	\$22,446	\$22,760
<b><u>400 Harbor Blvd, Belmont</u></b>							
Security Officer (M-F; 8-5)	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
<b><u>2500 Middlefield Rd, Redwood City</u></b>							
Security Officer (M-F; 8am-5pm)	\$14.01	\$20.96	40.0	\$838.36	\$43,595	\$44,205	\$44,824
<b><u>2415 University, East Palo Alto</u></b>							
Security Officer @50%	\$14.48	\$21.66	23.5	\$509.06	\$26,471	\$26,842	\$27,217
Security Officer @50	\$14.94	\$22.35	11.0	\$245.85	\$12,784	\$12,963	\$13,145
(Costs shared 50/50 between Mental Health Services & Human Services agencies.)							
<b>SUBTOTAL HUMAN SERVICES:</b>	---	---	194.5	\$4,645.33	\$241,557	\$244,939	\$248,368

Security Location & Positions	Max. Officer Hrly Rate	Max. Cont. Bill Rate	Weekly Reg Hours	Total Weekly	FY 2010-11 Projected	FY 2011-12 Projected	FY 2012-13 Projected
<b><u>SMMC / HEALTH SERVICES</u></b>							
<b><u>SMCGH/Health Campus, San Mateo</u></b>							
Site Manager	\$20.47	\$30.62	40.0	\$1,224.92	\$63,696	\$64,588	\$65,492
Supervisor - Day	\$18.08	\$27.05	56.0	\$1,514.67	\$78,763	\$79,866	\$80,984
Supervisor - Swing	\$18.53	\$27.72	56.0	\$1,552.37	\$80,723	\$81,853	\$82,999
Supervisor - Midnight	\$18.98	\$28.39	56.0	\$1,590.07	\$82,684	\$83,841	\$85,015
Security Officer - Day	\$14.94	\$22.35	168.0	\$3,754.84	\$195,252	\$197,985	\$200,757
Security Officer - Swing	\$15.39	\$23.02	224.0	\$5,157.25	\$268,177	\$271,932	\$275,739
Security Officer - Midnight	\$15.76	\$23.58	224.0	\$5,281.24	\$274,624	\$278,469	\$282,368
Dispatcher	\$16.22	\$24.27	112.0	\$2,717.69	\$141,320	\$143,299	\$145,305
Total This Site:	---	---	936.0	\$ 22,793.06	\$1,185,239	\$1,201,832	\$1,218,658
<b><u>2415 University, East Palo Alto</u></b>							
Security Officer - Day 50%	\$14.48	\$21.66	23.5	\$509.06	\$26,471	\$26,842	\$27,217
Security Officer - Swing 50%	\$14.94	\$22.35	11.0	\$245.85	\$12,784	\$12,963	\$13,145
(Costs shared 50/50 between Health Services & Human Services agencies.)							
<b><u>Burlingame LTC Facility</u></b>							
Security Officer - Day Shift (7 days)	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
<b><u>2000 Alameda de las Pulgas, SM</u></b>							
Security Officer	\$14.94	\$22.35	45.0	\$1,005.76	\$52,300	\$53,032	\$53,774
<b><u>375 89th Avenue, Daly City</u></b>							
Security Officer	\$14.48	\$21.66	40.0	\$866.48	\$45,057	\$45,688	\$46,328
<b><u>802 Brewster St, Redwood City</u></b>							
Security Officer (M-F)	\$14.94	\$22.35	40.0	\$894.01	\$46,488	\$47,139	\$47,799
<b>SUBTOTAL SMMC / HEALTH SERVICES:</b>	---	---	1135.5	\$ 27,208	\$1,414,828	\$1,434,636	\$1,454,720
<b><u>1900 Coyote Point Dr., San Mateo</u></b>							
Security Officer	\$12.67	\$18.95	21.0	\$398.04	\$20,698	\$20,988	\$21,282
Security Officer	\$14.94	\$22.35	24.0	\$536.41	\$27,893	\$28,284	\$28,680
<b>SUBTOTAL COYOTE MARINA:</b>	---	---	45.0	\$934.45	\$48,591	\$49,271	\$49,961
<b><u>San Carlos Airport</u></b>							
Security Officer - Swing	\$15.76	\$23.58	21.0	\$495.12	\$25,746	\$26,106	\$26,472
Security Officer - Midnight	\$16.67	\$24.94	49.0	\$1,221.98	\$63,543	\$64,432	\$65,334
Total This Site:	---	---	70.0	\$1,717.09	\$89,289	\$90,539	\$91,806
<b>SUBTOTAL AIRPORTS:</b>	---	---	70.0	\$1,717.09	\$89,289	\$90,539	\$91,806
<b>TOTAL CONTRACT SERVICES:</b>	---	---	2285.0	\$ 53,058	\$2,759,011	\$2,797,637	\$2,836,804
Contingency					\$55,180	\$55,953	\$56,736
Contract Maximum					\$2,814,191	\$2,853,590	\$2,893,540

# ATTACHMENT I

## Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons.
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

\_\_\_\_\_  
Name of 504 Person - Type or Print

\_\_\_\_\_  
Name of Contractor(s) - Type or Print

\_\_\_\_\_  
Street Address or P.O. Box

\_\_\_\_\_  
City, State, Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

\*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

**ATTACHMENT II**  
**COUNTY OF SAN MATEO**  
**CONTRACTOR'S DECLARATION FORM**

<b>I. CONTRACTOR INFORMATION</b>	
CONTRACTOR NAME: _____	PHONE: _____
CONTACT PERSON: _____	FAX: _____
ADDRESS: _____	

<b>II. EQUAL BENEFITS</b> (check one or more boxes)
Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.
<input type="checkbox"/> Contractor complies with the County's Equal Benefits Ordinance by: <ul style="list-style-type: none"> <li><input type="checkbox"/> offering equal benefits to employees with spouses and employees with domestic partners.</li> <li><input type="checkbox"/> offering a cash equivalent payment to eligible employees in lieu of equal benefits.</li> </ul>
<input type="checkbox"/> Contractor does not comply with the County's Equal Benefits Ordinance.
<input type="checkbox"/> Contractor is exempt from this requirement because: <ul style="list-style-type: none"> <li><input type="checkbox"/> Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for less than \$5,000.</li> <li><input type="checkbox"/> Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.</li> </ul>

<b>III. NON-DISCRIMINATION</b> (check appropriate box)
<input type="checkbox"/> Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
<input type="checkbox"/> No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

<b>IV. EMPLOYEE JURY SERVICE</b> (check one or more boxes)
<i>Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.</i>
<input type="checkbox"/> Contractor complies with the County's Employee Jury Service Ordinance.
<input type="checkbox"/> Contractor does not comply with the County's Employee Jury Service Ordinance.
<input type="checkbox"/> Contractor is exempt from this requirement because: <ul style="list-style-type: none"> <li><input type="checkbox"/> the contract is for less than \$100,000</li> <li><input type="checkbox"/> Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.</li> </ul>

***I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.***

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TITLE**