

**CITY OF SANTA ROSA  
GENERAL SERVICES AGREEMENT  
WITH DHS PRIVATE SECURITY, INC.  
AGREEMENT NUMBER F001651**

This "Agreement" is made as of this \_\_\_\_ day of \_\_\_\_\_, by and between the City of Santa Rosa, a municipal corporation ("City"), and DHS Private Security, Inc. a California Corporation, ("Contractor").

**RECITALS**

A. City desires to contract for unarmed security guard services for the City of Santa Rosa.

B. City desires to retain a qualified contractor to conduct the services described above in accordance with the terms of this Agreement.

C. Contractor represents to City that it is fully qualified to conduct the services described above.

D. The parties have negotiated upon the terms pursuant to which Contractor will provide such services and have reduced such terms to writing.

**AGREEMENT**

**NOW, THEREFORE**, City and Contractor agree as follows:

**1. SCOPE OF SERVICES**

Contractor shall provide to City the services described in Exhibit A and Exhibit C ("Scope of Services"). Contractor shall provide these services at the time, place, and in the manner specified in Exhibits A and Exhibit C. Exhibit A and Exhibit C are attached hereto solely for the purpose of defining the manner and scope of services to be provided by Contractor and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. The parties agree that any term contained in Exhibit A or Exhibit C that adds to, varies or conflicts with the terms of this Agreement is null and void.

**2. TIME FOR PERFORMANCE**

The services described herein shall be provided during the period of April 1, 2018 through March 31, 2021. Contractor shall devote such time and effort to the performance of services as is necessary for the satisfactory and timely performance of Contractor's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the extent that party's performance is prevented or delayed

by any cause, present or future, that is beyond the reasonable control of that party.

### **3. STANDARD OF PERFORMANCE**

Contractor shall perform all services required under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Contractor's occupation in California. All products and services of whatsoever nature that Contractor provides to City pursuant to this Agreement shall conform to the standards of quality normally observed by persons currently practicing in Contractor's occupation, and shall be provided in accordance with any schedule of performance specified in Exhibit A. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, at any time during the term of this Agreement, desires the removal of any person assigned by Contractor to perform services pursuant to this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Contractor shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

### **4. COMPENSATION**

The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in Exhibit A shall not exceed the total sum of \$197,883.00. The Chief Financial Officer is authorized to pay all proper claims from various Charge Number.

### **5. BILLABLE RATES, PAYMENTS TO CONTRACTOR**

a. Billable Rates. Contractor shall be paid for the performance of services at rates as set forth in Exhibit B.

b. Payments. Payments will be delayed where Contractor fails to provide the information required under subsection c. below or fails to comply with the insurance requirements in Attachment One to this Agreement. In no event shall the City be obligated to pay late fees or interest, whether or not such requirements are contained in Contractor's invoice.

c. Invoices. Payment will be made on a calendar-month basis in arrears. Invoices shall be submitted to the person and address specified in the Agreement, bid, or purchase order. In the event this Agreement becomes effective or terminates during the course of a month, the amount paid to the Contractor for the partial month shall be determined by prorating the amount on the basis of the number of calendar days involved. Processing of payment will be delayed for Contractor's failure to include reference to Agreement (including number) on the invoice **and for failure to maintain current insurance information with the City in accordance with insurance requirements hereunder.** In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in the Contractor's invoice. Invoices for services provided in June or for any services not previously

invoiced shall be submitted within 10 working days after June 30 to facilitate City fiscal year end closing. Failure to comply with this invoice submission requirement may delay payment.

In connection with any cash discount specified in the bid response, if applicable, or Contractor's Proposal, time will be computed from the date correct invoices are received by the person and address specified in the Agreement, bid, or purchase order. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check. All invoices shall contain the following information:

1. Contractor name and remittance address
2. Date of invoice issuance
3. Amount of invoice
4. City purchase order or Agreement number
5. Identification of Agreement or purchase order line item(s) (if multiple lines) and description of services provided
6. Date of completion of services
7. Detail of costs, including labor, materials, tax, etc.

d. Business Taxes. Contractor shall pay to the City when due all business taxes payable by Contractor under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Contractor.

## **6. TERM, SUSPENSION, TERMINATION**

a. The term of this Agreement shall be for three years, commencing on the date identified under Section 2. TIME FOR PERFORMANCE. City and Contractor may, upon mutual written agreement of both parties, extend this Agreement for up to two (2) additional one-year terms.

b. City shall have the right at any time to temporarily suspend Contractor's performance hereunder, in whole or in part, by giving a written notice of suspension to Contractor. If City gives such notice of suspension, Contractor shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Contractor. If City gives such notice of termination, Contractor shall immediately cease rendering services pursuant to this Agreement. If City terminates this Agreement, City shall pay Contractor the reasonable value of services rendered by Contractor prior to termination. In this regard, Contractor shall furnish to City such information as in the judgment of the City is necessary for City to determine the reasonable value of the services rendered by Contractor. City shall not in any manner be liable for lost profits that might have been made by Contractor had the Agreement not been terminated or had Contractor completed the services required by this Agreement.

## **7. TERMINATION OF AGREEMENT FOR DEFAULT**

If at any time 1) Contractor fails to conform to the requirements of this Agreement; 2) Contractor seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt; 3) any legal proceeding is commenced against Contractor which may interfere with the performance of this Agreement; or 4) Contractor has failed to supply an adequate working force, or materials of proper quality, or has failed in any other respect to prosecute the work with the diligence and force specified and intended in and by the terms of this Agreement, which default is not fully corrected or remedied to the reasonable satisfaction of City within ten (10) days following the date a written notice thereof by City, then City shall have the right and power, at its option and without prejudice to any other rights or remedies it may have, to immediately terminate this Agreement. Any cost or expense incurred by City arising out of Contractor's breach or default hereunder, and for City's enforcement of these rights, shall be the obligation of Contractor and may, at City's discretion, be deducted from any amounts that may then be owing to Contractor under this Agreement, without any release or waiver of any other rights or remedies in law or equity to which City may be entitled.

## **8. INDEMNIFY AND HOLD HARMLESS AGREEMENT**

Contractor shall indemnify, defend and hold harmless City and its employees, officials, and agents, from and against any liability, (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, interest, defense costs, and expert witness fees), where the same results from or arises out of the performance of this Agreement by Contractor, its officers, employees, agents, or sub-contractors, excepting only that resulting from the sole, active negligence or intentional misconduct of City, its employees, officials, or agents. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employees' benefits acts. The provisions of this Section 8 shall survive any expiration or termination of this Agreement.

## **9. INSURANCE REQUIREMENTS**

Contractor shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements", which is attached hereto and hereby incorporated herein by this reference. Maintenance of the insurance coverages as set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Contractor in exchange for the City's agreement to make the payments prescribed hereunder. Failure by Contractor to (i) maintain or renew coverage, (ii) provide the City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by the City as a material breach of this Agreement by Contractor, whereupon the City shall be entitled to all rights and remedies at law and in equity, including but not limited to the immediate termination of this Agreement.

Notwithstanding the foregoing, any failure by Contractor to maintain required insurance coverage shall not excuse or alleviate Contractor from any of its other duties or obligations under this Agreement. In the event Contractor, with approval of the City pursuant to Section 11 below, retains or utilizes any subcontractors in the provision of any services to City under this Agreement, Contractor shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverage requirements set forth in Attachment One.

## **10. LEGAL REQUIREMENTS AND PERMITS; NONDISCRIMINATION**

a. Legal Requirements and Permits. Contractor represents and warrants that Contractor has all licenses, permits, City Business Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its occupation and provide services under this Agreement. Contractor shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans With Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et seq.), and any regulations and guidelines issued pursuant to the ADA, which prohibits discrimination against individuals with disabilities and may require reasonable accommodations; (ii) and Labor Code Sections 1700-1775, which require prevailing wages (in accordance with DIR schedule at [www.dir.ca.gov](http://www.dir.ca.gov)) be paid to any employee performing work covered by Labor Code Section 1720 et seq.; (iii) OSHA; and (iv) the Immigration Reform and Control Act of 1986. Contractor shall, if requested by City, provide certification and evidence of such compliance. If Contractor is an out-of-state corporation, Contractor warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

b. Non-Discrimination. With respect to the provision of goods or services under this Agreement, Contractor agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

## **11. ASSIGNMENT AND SUBCONTRACTING**

Contractor shall not subcontract or assign any right or obligation under this Agreement without the written consent of the City. Any attempted or purported subcontract or assignment without City's written consent shall be void and of no effect. No right under this Agreement, or claim for money due or to become due hereunder, shall be asserted against the City, or persons acting for the City, by reason of any so-called assignment of this Agreement or any part thereof and Contractor hereby agrees to indemnify and hold City harmless against any and all such claims. In the event Contractor obtains the prior written consent of City to assign monies due or to become due under this Agreement, Contractor shall provide City a copy of the instrument of

assignment duly executed by Contractor, which shall contain a clause subordinating the claim of the assignee to all prior liens for services rendered or materials supplied for the performance of work. Upon notice and request by the City, Contractor shall promptly remedy, to include termination of any subcontract as appropriate and necessary, any default or failure to perform in a satisfactory manner the work undertaken by any subcontractor. Contractor shall be fully responsible and accountable to the City for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by them, to the same extent that Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City.

## **12. BINDING EFFECT**

This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties, subject to the provisions of Section 11, above.

## **13. RETENTION OF RECORDS**

Contractor shall be required to retain any records necessary to document the charges for the services to be performed under this Agreement and make such records available to the City for inspection at the City's request for a period of not less than four (4) years.

## **14. ENTIRE AGREEMENT**

This document, including all Exhibits and Attachment One, contains the entire agreement between the parties and supersedes whatever oral or written understanding the parties may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by Contractor, and by City, in accordance with applicable provisions of the Santa Rosa City Code.

## **15. SEVERABILITY**

If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

## **16. WAIVER**

Neither City acceptance of, or payment for, any service performed by Contractor, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

## **17. ENFORCEMENT OF AGREEMENT**

This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court located in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

## **18. CONTRACTOR NOT AGENT**

Except as City may specify in writing, Contractor and Contractor's personnel shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor and Contractor's personnel shall have no authority, express or implied, to bind City to any obligations whatsoever.

## **19. INDEPENDENT CONTRACTOR**

a. It is understood and agreed that Contractor (including Contractor's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Contractor nor Contractor's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Contractor under the provisions of this Agreement, and Contractor shall be issued a Form 1099 for its services hereunder. As an independent contractor, Contractor hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Contractor's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Contractor, in the performance of Contractor's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Contractor for accomplishing such results. To the extent that Contractor obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Contractor's sole discretion based on the Contractor's determination that such use will promote Contractor's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Contractor use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Contractor, such persons shall be entirely and exclusively under the direction, supervision, and control of Contractor. Except as may be specifically provided

elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Contractor. It is further understood and agreed that Contractor shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Contractor's assigned personnel and subcontractors.

d. The provisions of this Section 19 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Contractor. Contractor may represent, perform services for, or be employed by such additional persons or companies as Contractor sees fit.

## **20. NOTICES**

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below, and depositing said envelope in the United States mail to:

### **City**

Brandalyn Tramel  
Purchasing Agent  
635 First Street, 2<sup>nd</sup> Floor  
Santa Rosa, California 95404  
Phone: (707) 543-3706  
btramel@srcity.org

### **Contractor**

Deon H. Solomon  
Chief Executive Officer  
6433 Topanga Canyon Rd, Ste. 503  
Canoga Park, CA 91303  
Phone: (310) 663-4786  
dhsolomon@dhsps.com

## **21. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS**

Contractor hereby represents and warrants to the City that it is (a) a duly organized and validly existing Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Contractor hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Contractor in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.



Executed as of the day and year first above stated.

**CONTRACTOR:**

**CITY OF SANTA ROSA**

a Municipal Corporation

DHS Private Security, Inc.

TYPE OF BUSINESS ENTITY:

☐ Individual/Sole Proprietor

☐ Partnership

☒ Corporation

☐ Limited Liability Company

☐ Other (please specify: \_\_\_\_\_)

By: \_\_\_\_\_

Print Name: Chris Coursey

Title: Mayor

*Signatures of Authorized Persons:*

APPROVED AS TO FORM:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

City of Santa Rosa Business Tax Cert. No.

Attachments:

Attachment One - Insurance Requirements

Exhibit A & C- Scope of Services

Exhibit B – Compensation/Rates

Fidelity Bond

**EXHIBIT A**

**GENERAL SCOPE OF WORK**

**I. GENERAL INFORMATION**

This contract is to provide unarmed security guard services for various Departments and locations throughout the City of Santa Rosa. Security guard services may be requested on an as-needed basis and usage is not guaranteed. Locations may be added or deleted, and service hours may be increased or decreased at a given location at any time during the term of the contract.

The City of Santa Rosa intends to enter into a contract for security guard services for a firm fixed price contract for a term of three-years, with two one-year renewal options, or one two-year renewal option.

**II. REQUIREMENTS**

The successful Contractor will meet the following minimum requirements:

- A. All Contractors must possess five (5) years' experience in providing unarmed security guard services and shall show evidence of that experience by listing at least three (3) previous contracts of this type and size. The references should be from clients who are comparable in scope to the City of Santa Rosa. Include one (1) reference from a governmental agency.
- B. The Contractor must be licensed by the (State of California) Department of Consumer Affairs, and the unarmed security guards assigned must be registered with the Department. Contractor must provide proof of Private Patrol Operators License from the State of California.
- C. Contractor personnel must carry a "Guard Card", evidence of meeting minimum requirements to be a security officer in the State of California.
- D. Contractor shall be able to provide, within twenty-four (24) hours' notice, uniformed, unarmed security guards, from Monday thru and including Sunday, including holidays, and/or any shift.
- E. Contractor personnel shall direct all inquiries and/or requests to the designated City contact.
- F. All work shall be subject to approval by the City, by the designated department representative. The City reserves the right to deduct from the payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the extent of the unsatisfactory work. A copy of the deduction calculation will be furnished to the Contractor. Payment deductions for unsatisfactory service are not considered a suitable substitute for actual performance and do not preclude the City from initiating other remedies.
- G. Contractor shall enforce Zero Tolerance Drug Testing on security guard personnel assigned to perform services, without additional cost to City.
- H. Contractor shall provide unarmed security guards and supervisors who are capable of exercising sound judgment under both routine and stress conditions.

- I. Contractor shall provide performance reports as directed and as necessary for measuring productivity and quality of security services.
- J. Contractor shall ensure security guards have, and are trained in compliance with the Bureau of Security and Investigative Services (BSIS).
- K. Contractor shall ensure that each unarmed security guard will wear clean, pressed, un-torn, and properly fitted uniforms at all times; consisting minimally of the following items, unless otherwise further noted under the terms of this contract:
  1. Trousers/Skirt
  2. Shirt/Blouse
  3. Belt
  4. Socks
  5. Shoes
  6. Shoulder patch on both arms
  7. Rain gear (as needed)
  8. Picture Identification
  9. Name Tags
  10. Jacket with Company insignia (as needed)
  11. Operational Flashlight
  12. Pager/Cellular Phones
- L. Contractor's supervisors shall provide direct oversight to the Contractor's personnel. Supervisors shall be required to perform pursuant to the specific post orders provided by City Departments, approve all reports, and ensure appropriate follow-up distribution.
- M. Contractor shall maintain an accurate record showing the name of every employee classification, actual hours work, wages paid, and any benefits paid to each employee.
- N. Upon request, the Contractor shall provide to the City the following for each unarmed security guard upon:
  - Employee name
  - Initial hire date
  - Total employment time with employer in months and/or years
  - Job title or position
  - Unarmed Security Guard's License Number/Guard Card, issued by California Department of Consumer Affairs
  - Rate of pay
- O. **Fidelity Bond**-Contractor will be required to provide fidelity coverage on a blanket fidelity bond, limit shall be no less than \$500,000 upon notice of intent to award. This requirement is for money pick up services.

### III. SERVICES TO BE PROVIDED

**NOTE: See Exhibit "C" – Hours of service and services to be provided, but not limited to, per location of services and description by Bid Item.**

- A. Contractor shall provide unarmed security guard to perform the tasks listed below:
1. Regularly patrol and monitor interior, exterior perimeter and parking lots of designated locations.
  2. Turn off lights.
  3. Monitor environmental systems, such as heating and air conditioning.
  4. Observe and report any unacceptable or unusual behavior to the appropriate designated City contact or Police Department.
  5. Check the buildings for unauthorized entry, vandalism, graffiti, or any other unusual conditions.
  6. Check all doors to ensure that they are locked and secure.
  7. Report security problems to the City of Santa Rosa Police Department immediately.
  8. Report security problems to the designated City contact after contacting the Police Department.
  9. Record the date and time for each patrol in the Daily Activity Report (DAR).
  10. Complete, sign and provide a written report of all incidents and occurrences to the designated City contact within twenty-four (24) hours of the incident.
  11. Assist in maintaining a safe environment in the parking structure/lots for employees and authorized visitors.
  12. Enforce parking structure/lot rules and guidelines.
  13. Perform other duties as assigned by the City.
- B. Unarmed Security guard(s) employed for the purpose of performing duties under the contract must:
1. Be a legal resident of the United States.
  2. Be professional and courteous to City staff and the public at all times.
  3. Be sensitive to the wide range of ethnic diversity of patrons and staff.
  4. Be physically and emotionally capable of performing assigned tasks.
  5. Be able to perform duties outlined with authority, quickly, quietly; yet not abusive, abrasive or threatening.
  6. Discourage individuals from gathering/meeting in a disruptive way or in any way disturbing other patrons.
  7. Check in with a designated City contacts on a monthly basis to inquire if there are any special situations/circumstances he/she should be aware of.
  8. Sign in and out at the end of service/shift for each day.
  9. Request the assistance of the City Police Department if any individual becomes abusive or unmanageable.
  10. Report to the site on or before the designated start of shift ready to begin work.
  11. Report pager/cellular phone number(s) to the designated City contact and shall keep information current at all times.

12. Effectively communicate and follow written and oral instructions in English and/or Spanish if required.

13. Prepare a Daily Activity Report (DAR) recording all patrols, incidents, and other pertinent data.

C. Unarmed Security guard(s) employed for the purpose of performing duties under the contract **shall not**:

1. Carry batons, mace, or pepper spray while working on City property.
2. Wear head phones, listen to music, smoke, groom, or read unauthorized materials while on duty.
3. Conduct personal phone calls except in the event of an emergency.
4. Enter any area designated "off limits" except as needed to respond to an emergency.
5. Bring any type of electronic equipment, device, machine, or appliance for personal use onto City property without prior approval.
6. Bring visitors (including children and relatives) onto the work site.
7. Use any City equipment (copy machines, faxes, computers, etc.).
8. Use any City telephone except as specifically needed to perform assigned duties.
9. Attempt to force or enforce corrective action (other than escort individuals from the premises).
10. Have any felony convictions, outstanding warrants, crimes of moral turpitude, and crimes involving domestic violence.
11. Be under the influence of drugs or alcohol while on duty.
12. Accept any gratuities.
13. Shall *not smoke*, while on duty or on any City property during patrol.

#### IV. CONTRACTOR RESPONSIBILITIES

A. Contractor shall ensure that:

1. All assigned unarmed security guards are physically able to perform all of the required duties.
2. All assigned unarmed security guards have the ability to communicate with the City at all times during their shift.
3. All assigned unarmed security guards have been thoroughly:
  - a. Trained in their capacity as security guards.
  - b. Trained in the requirements of this contract.
  - c. Trained on the facilities included under this contract.
  - d. Trained on the procedures included under this contract.

B. Contractor shall immediately remove any unarmed security guard from assignment upon instructions of the City.

C. Contractor must change, add, delete, or modify assignments as requested and directed by the City.

D. Contractor shall provide each guard:

1. A pager, radio, or cell phone with batteries and back-up batteries.
2. Operable flashlights and rain gear during inclement weather.
3. Appropriate report forms.
4. Uniforms. Worn or torn uniforms will be replaced at Contractor's expense. The City reserves the right to approve or have input on uniform style, color, appearance, and proper fit.
5. The telephone numbers for emergency services (fire, theft, medical emergency, etc.)
6. The emergency telephone number for Contractor and principal representatives of the Contractor.
7. A copy of their company rules and operating procedures. Submit a copy of the company rules and operating procedures to the City.
8. If building keys are lost by Contractor's employees, Contractor will be responsible for both the cost of re-keying the locks and three (3) sets of keys.
9. Ensure that each unarmed security guard has a copy of the post orders for the assigned location and are knowledgeable on assigned tasks and responsibilities.
10. Maintain unarmed security guards on assignment except for illness, injury or excused absence.
11. Ensure that unarmed security guards remain on duty, and are performing the assigned duties throughout the entire designated shift. **Late arrivals and/or absences are not acceptable.**
12. Provide direction and assistance to unarmed security guards.

## **V. THE CITY'S AGENCY/DEPARTMENT RESPONSIBILITIES**

1. Provide unarmed security guard(s) access to building restrooms(s).
2. Provide City contact names and phone numbers and any other required emergency contact information.

## **VI. SCHEDULING AND WAGE REQUIREMENTS**

1. Contractor must comply with the overtime laws and regulations of the State of California. Overtime must be authorized by the City or designated representative.
2. The City, at its option, may adjust the schedule at any given location at any time during the term of the Contract upon written notice to the Contractor. Charges will be adjusted, as necessary, based on the hourly rates stated in the bid.
3. The City, at its option, may adjust the designated tasks at any time during the term of the contract upon written notice to the Contractor.

### **Santa Rosa Recreation & Parks Department HOWARTH PARK SECURITY GUARD DESCRIPTION Weekend/Holiday Foot Patrol**

A security guard is scheduled in Howarth Park on weekends and holidays, during the Fall, Spring and Summer schedule, from 12:00-03:00pm. Please check the contract for specific dates and times.

#### **Responsibilities:**

Check in at the Howarth Park boathouse at the start of each shift. Sign in on the designated attendance log, and check for messages from the park manager.

Security guards must be in proper uniform, and are not allowed to carry a gun while on duty.

Friends should be discouraged from distracting and visiting the guard while he/she is on duty.

While on duty, the guard is expected to remind patrons of the rules and enforce when appropriate and will walk the areas listed:

At least once an hour they should be visible and checking in at the K-land amusement area, and the boathouse concession.

Other areas to monitor would include the gazebo picnic area, the Land-of-Imagination play area, the tennis courts and softball field, the climbing wall picnic/play area, the center picnic area, and Cypress Point picnic area.

The parking lot areas (gazebo, tennis courts and upper) should be patrolled.

At least twice during the shift the guard should check the Camp Wa-Tam area/trails. Look for smoldering fires, smoking and/or underage drinking/glass bottles.

While patrolling the park, the guards should:

- a. Be watching for possible violations of rules, laws, or City ordinances. All infractions should be handled and logged if necessary.
- b. Be on the look out for small children who appear unattended. If the parents cannot be found, contact park staff at cashier's booths.
- c. Walk assigned areas and don't loiter for an extended amount of time.
- d. Assist with traffic control as needed (i.e. put up "Parking Lot Full" barricades, direct traffic as needed, etc.).

The park manger should be notified of any unusual situations or complaints.

The security company shall provide the guard with a cell phone which will allow the guard the capability to be in immediate contact with the Police Department and park personnel. Cell phone number shall be provided to City Park staff.

At closing time, the guard is responsible for the following:

- a. The guard should assign him/herself to the K-land cashier's booth at 4:45 pm. When the money has been counted/bagged, the guard should escort the cashier and/or manager to the boathouse.
- b. The security guard must stay on duty until all the money is ready to be picked up/ deposited at the bank. The guard will sign a receipt of deposit and then transport the deposit bags directly to the downtown Wells Fargo night drop box (200 B Street). Key provided.

There is no smoking or glass beverage containers allowed in City parks. Guards should not go in/out of the snack bar due to health department standards. A lobby will be provided in the boathouse for guard's personal belongings.

#### **LUTHER BURBANK HOME & GARDENS SECURITY GUARD DESCRIPTION**

##### **Foot Patrol**

Nightly security check, seven days a week. A security guard is scheduled to walk-thru the gardens six times per night, spending 5 – 10 minutes.

Responsibilities:

- Check site for after hour trespassers and escorting violators off the grounds.
- Contact Police or other emergency service(s), as warranted to resolve situations
- Inspect doors, locks, and windows without pushing-on or rattling in such a way to trip motion detectors.
- Report property damage if noticed during nightly visits.
- Respond to alarm calls and reset the alarm(s) as needed.



**RURAL CEMETERY SECURITY GUARD DESCRIPTION**  
**Foot Patrol**

A security guard is scheduled for a two (2) hour walk-thru and drive-thru one time every Friday, Saturday and Sunday night between the hours of 7:00 pm and 1:00 am

**Responsibilities:**

- Check site for afterhours trespassers and escorting violators off the grounds.
- Contact Police or other emergency service(s), as warranted to resolve situations.
- Be on the lookout for fires and smoldering cigarette, or other property damage

**LAWS AND CITY ORDINANCES**  
**Pertaining to Parks**

**6-48.040 - Regulation prohibiting street vendors.** Prohibits vending within 300 feet of a public park and recreation facility except with a permit and authorization of the Director of Recreation and Parks.

**7-08.130 - Animals not to be kept in vehicles.** No person shall leave any animal confined in a motor or other vehicle without adequate ventilation. In the event any animal is so confined, authority is given to the pound master, any humane officer, and any city policeman to enter such vehicle by whatever force is necessary to release the animal without liability upon the city or any person for resulting damage.

**7-08.140 - Cruelty to animals prohibited.** No person shall tease or torment any animal. No parent shall allow or permit his minor child to tease or torment any animal.

**7-12.100 - Leash required in public park, playground.** No person owning or otherwise having a dog in his care, charge, control, custody or possession shall cause, permit or allow such dog to be in or upon any public park or playground unless such dog is under restraint by leash or chain. The leash or chain shall not exceed six feet in length. Dogs, except service or assistance dogs, must be on a leash or chain. Dogs are prohibited where posted.

**7-20.010 -** Cats are prohibited from public parks/playgrounds and may be impounded.

**7-28.010 -** Dogs may not defecate on public property without immediately having the excrement removed and the person in charge of the animal must carry a tool or device for such cleaning or removal.

**10-08.010 - Public excretion.** A. It is unlawful for any person over the age of ten years to willfully urinate or defecate in a public place or in a place exposed to public view.

B. It is unlawful for any person over the age of ten years to willfully expose his/her person or private parts for the purpose of urination or defecation in a public place or in a place exposed to public view in such a manner that the genitals, vulva, pubis, pubic symphysis, pubic hair, buttocks, natal cleft, perineum, anus, anal region or pubic hair region is exposed to public view.

**11-22.030 - Camping on public property.** It is unlawful for any person to camp in any public park, on any public street or on any other public property within six hundred feet of a school, except in a designated public campground or by authority of a written permit issued by the city.

**13-12.110 - Regulation prohibiting motorized vehicles.** Prohibits the use of any motorized vehicle in City parks, except with authorization from the Director of Recreation and Parks.

**13-24.030 - Hours of use.** A. Except as otherwise specifically provided in this article, city parks and outdoor recreational facilities shall be open to the public every day of the year from six a.m., Pacific Standard Time or Pacific Daylight Time, to six p.m. when Pacific Standard Time is in effect,

and to nine p.m. when Pacific Daylight Time is in effect, except for unusual or unforeseen conditions deemed emergencies by the Director of Recreation and Parks. City parks and outdoor recreation facilities shall be closed to public use from six p.m. when Pacific Standard Time is in effect, or nine p.m. when Pacific Daylight Time is in effect, to six a.m. either Pacific Standard Time or Pacific Daylight Time, except where the Director of Recreation and Parks has posted additional extended hours or where a group or individuals are participating in programs under a permit issued by the Director.

**13-24.033 - Regulations for use of any body of water.** No person shall pollute any body of water. All persons shall comply with safety rules.

**13-24.034 - Regulations for operating motorized models.** Prohibits operation of any motorized model except in designated areas or with authorization from the Director of Recreation and Parks.

**13-24.035 - Regulations prohibiting any activity damaging and tampering with property.** No person shall damage a park, playground, community center, swim center or special facility, and prohibits activity on a posted wet, soggy or muddy turf.

**13-24.036 - Regulations for compliance with posted rules and orders of Recreation and Park employees.** It is unlawful for any person to remain on a Recreation & Park facility after being requested to leave for violating any posted rule.

**13-24.040 - Camping.** No persons shall set up tents, shacks, sleeping bags or other shelter in any city park for the purpose of overnight camping, nor shall any person leave any of the above or any movable structure or special vehicle to be used, or that could be used for such purposes, including but not limited to, house trailers, camp trailers, camp wagons and other mobile or stationary campers in any city park. The regulations contained within this section shall not apply to programs sponsored or co-sponsored by the city.

**13-24.050 - Regulations for Possession or Use of Alcoholic Beverages.** Alcohol is prohibited in all neighborhood parks and Burbank Gardens except as authorized by the Director of Recreation and Parks. Alcohol is permitted after 5:00 p.m. weekdays, and all day Saturday, Sunday and holidays at Community Parks (Northwest, Southwest, Galvin, Franklin, Youth, Finley, Doyle, Rincon Valley and Howarth).

**13-24.070 - Regulations for Glass Beverage Containers.** Prohibits any glass beverage container in any city park or playground.

**17-16.190 - Regulations for amplified sound.** Every user of sound-amplifying equipment shall file for permit with Police Department three days prior to date of intended use. Permitted between the hours of 9:00 a.m. and 6:00 p.m., except Sundays and legal holidays or by permit.

**Health and Safety Code 104495.** Smoking is prohibited in City Parks.

# CAMPS SECURITY CHECK SHEET

## 2018

Time	GUARD A TASKS	COMPLETE? (Initial with time)	GUARD B TASKS	COMPLETE? (Initial with time)
6:00pm	Check in With Director		Check in With Director	
6:05pm-7:30pm	Remain visible with camp participants during parents night		Patrol Campsites	
7:30pm	Check in With Director		Check in With Director	
7:30pm-8:00pm	Remain visible with camp participants as campers set up		Patrol Campsites	
8:00pm-8:55pm	Remain visible with camp participants during snack		Patrol Campsites	
9:00pm	Check in With Director		Check in With Director	
9:00-9:55pm	Remain visible with camp participants during songfest. Accompany camp on T-Shirt Ceremony		Remain at main campfire area will participants and staff are at T-Shirt Ceremony	
10:00pm	Check in With Director		Check in With Director	
10:00pm-10:55pm	Remain visible at main campfire during staff break		Patrol Campsites	
11:00pm	Check in With Director		Check in With Director	
11:00pm-11:55pm	Remain visible at main campfire		Patrol Campsites	

	during staff break			
12:00pm	CHECK IN WITH CAMP DIRECTOR		Check Out With Camp Director. Go Home.	
12:00pm- 5:55am	Patrol Campsites, Check in at every hour on the hour.		Patrol main campfire area. Be within a voice distance of the camp director	
6:00am	CHECK OUT/ Submit this sheet!		CHECK OUT/ Submit this sheet.	

PLEASE REVIEW CAMPS SECURITY GUARD GUIDELINES ON THE REVERSE SIDE OF THIS SHEET BEFORE EVERY THUIRSDAY NIGHT SHIFT.

### **CAMPS SECURITY GUARD GUIDELINES**

Please review the following responsibilities with the guards assigned to the camp programs:

- 1) Check in with the Camp Director on Thursdays at 6:00pm. Then check in every hour until midnight. After midnight security should actively patrol camp area until 6:00am.
- 2) Patrol the camp area. The safety of the campers, staff, and the security of our facility and supplies is the guard's main concern.
- 3) The Parent's Night Program will be held each Thursday evening from 6:30pm until 7:30pm in the main campfire area. One security guard should be "visible" to parents during this time, the other guard should patrol campsites and keep an eye on our equipment and supplies. After the show is the only time that the public (parents) is allowed into the area. The guard should try to keep bikers/hikers/etc. from walking through the camp program/facility.
- 4) No one, besides campers and camp staff, are allowed in the camp area (which includes the camp parking lot in Howarth Park) before or after the Parent's Night Program. If anyone is seen "hanging" around, the guard should escort them out of the park area.
- 5) One security guard will either escort us on our "night hike" at approximately 9pm, and the other will be asked to stay in the camp area to watch our stuff.
- 6) Smoking is not allowed while the security guard is on duty or at any time in the camp area. Appropriate language and behavior is required around the campers and our staff.
- 8) The security guard must come equipped with his/her own flashlight.
- 9) If the guard shift is to be split, the second guard should come on duty no later than midnight, and should check-in upon arrival.
- 10) There is a phone at each of the camp facilities, to be used for emergency purposes only. The cell number for the Camp Director is 328-2565. The Camp Coordinator is Ryan Shepherd, and his cell number is 328-3107.

If you have any further questions, you can contact the camp coordinator, Ryan Shepherd, at 543-3428 (office) or 328-3107 (cell)

### **ADDITIONAL SECURITY GUARD GUIDELINES:**

1. Personal vehicles are to be parked at the far end of the lot, away from the path to the camp. They are not to be used during duty time.
2. Any breaks or lunch breaks for the security guards are to be taken **separately**, with at least one guard on duty walking about the entire perimeter.

The supervisor will make as many checks on the guards during the night as possible.

**Exhibit "B"**  
**Contract Compensation Fee Schedule**

Services	Contract Rate Pricing
Regular Pay	\$ 16.50 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 21.00 /Hr
Holiday Pay	\$ 24.75 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 31.50 /Hr
Overtime	\$ 24.75 /Hr

Bid Item	Unit of Measure	SECTION I Description / Location	Monthly Cost	Yearly Cost
1.	8 Months	Howarth Park Foot Patrol 630 Summerfield Road Santa Rosa, CA	\$ 823.00	\$ 7407.00
2.	10 Weeks	Howarth Park/Camp Wa-Tam 630 Summerfield Road Santa Rosa, CA	\$ 1584.00	\$ 3564.00
3.	12 Months	City Hall 90 Santa Rosa Avenue Santa Rosa, CA	\$ 200.00	\$ 2400.00
4.	12 Months	City Hall Annex 100 Santa Rosa Avenue Santa Rosa, CA	\$ 200.00	\$ 2400.00
5.	12 Months	MSC South 69 Stony Circle Santa Rosa, CA	\$ 200.00	\$ 2400.00
6.	12 Months	Youth Community Park 1725 Fulton Road Santa Rosa, CA	\$ 160.00	\$ 1920.00
7.	12 Months	Finley Community Park 2060 West College Avenue Santa Rosa, CA	\$ 160.00	\$ 1920.00
8.	12 Months	Howarth Park-Restroom Open/Close 630 Summerfield Road Santa Rosa, CA	\$ 200.00	\$ 2400.00
9.	12 Months	Franklin Park 2095 Franklin Avenue Santa Rosa, CA	\$ 160.00	\$ 1920.00
10.	12 Months	Galvin Community Park 3330 Yulupa Avenue Santa Rosa, CA	\$ 160.00	\$ 1920.00
11.	12 Months	Julliard Park 227 Santa Rosa Avenue Santa Rosa, CA	\$ 160.00	\$ 1920.00
12.	12 Months	Southwest Community Park 1698 Hearn Avenue Santa Rosa, CA	\$ 175.00	\$ 2100.00
13.	12 Months	Martin Luther King Park 1671 Hendley Street Santa Rosa, CA	\$ 150.00	\$ 1800.00
14.	12 Months	Doyle Park 700 Doyle Park Drive Santa Rosa, CA	\$ 250.00	\$ 3000.00
15.	12 Months	Rural Cemetery – Foot Patrol 1600 Franklin Avenue	\$ 438.00	\$ 5256.00

		Santa Rosa, CA		
16.	12 Months	Luther Burbank Home & Gardens Foot Patrol 204 Santa Rosa Avenue Santa Rosa, CA	\$ <u>150.00</u>	\$ <u>1800.00</u>
17.	12 Months	Luther Burbank Home & Gardens Restrooms & Gates 204 Santa Rosa Avenue Santa Rosa, CA	\$ <u>250.00</u>	\$ <u>3000.00</u>
18.	12 Months	Nagasawa Community Park 1313 Fountaingrove Parkway Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
19.	12 Months	A Place To Play West 3 <sup>rd</sup> Street Santa Rosa, CA	\$ <u>250.00</u>	\$ <u>3000.00</u>
20.	12 Months	Rincon Valley Park 6959 Montecito Blvd Santa Rosa, Ca	\$ <u>160.00</u>	\$ <u>1920.00</u>
21.	12 Months	Olive Park 105 Orange Street Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
22.	12 Months	Prince Gateway Park 171 Santa Rosa Ave Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
23.	12 Months	Northwest Park 2880 W Steel Ln Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
24.	12 Months	Chamber Building 635 1 <sup>st</sup> Street Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
25.	12 Months	Bank Building Corner of 635 1 <sup>st</sup> and D Street Santa Rosa, CA	\$ <u>160.00</u>	\$ <u>1920.00</u>
<b>Money Pick-Up Services</b>				
26.	12 Months	Bennett Valley Senior Center 704 Bennett Valley Road Santa Rosa, CA	\$ <u>42.00</u>	\$ <u>504.00</u>
27.	12 Months	Finley Community/Aquatic Center 2060 West College Avenue Santa Rosa, CA	\$ <u>42.00</u>	\$ <u>504.00</u>
28.	12 Months	Ridgway Swim Center 455 Ridgway Avenue Santa Rosa, CA	\$ <u>42.00</u>	\$ <u>504.00</u>
29.	12 Months	Steele Lane Community Center 415 Steele Lane Santa Rosa, CA	\$ <u>42.00</u>	\$ <u>504.00</u>
30.	9 Months	Howarth Park 630 Summerfield Road Santa Rosa, CA	\$ <u>42.00</u>	\$ <u>378.00</u>
		<b>SECTION I ANNUAL TOTAL 1-30</b>		\$ <u>65,961.00</u>
		<b>SECTION I - 3 Year Total</b>		\$ <u>197,883.00</u>

**SECTION II  
ARMED SECURITY GUARD SERVICES  
HOURLY RATES**

		<b>SECTION II Armed Security Services</b>	<b>Hourly Rate/ Regular Pay</b>	<b>Extended Total</b>
1.	150 Hours	Various Armed Security Guard Services- Armed Security required for a person of interest in custody being treated at a hospital. On call as required, must be able to respond within 1 hour, 2-hour maximum. Average time for service is between 5 to 12 hours per occurrence, subject to change depending on treatment required.	\$ N/A	\$ N/A
		<b>Section II</b>		\$
		<b>Section II – 3 Year Total</b>		\$

Note: Section II hours are estimated only for bidding purposes and are subject to change, and/or not a guarantee of service. The City reserves the right to recommend multiple award for Sections I and II.

<b>Services</b>	<b>Contract Rate Pricing</b>
Regular Pay	\$ 16.50 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 21.00 /Hr
Holiday Pay	\$ 24.75 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 31.50 /Hr
Overtime	\$ 24.75 /Hr

**MISCELLANEOUS SERVICES - CONTINGENCY**

<b>Miscellaneous Services</b>	<b>Contract Rate Pricing</b>
Regular Pay	\$ 16.50 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 21.00 /Hr
Holiday Pay	\$ 24.75 /Hr
Foot Patrol Guard	
Vehicle Patrol Guard	\$ 31.50 /Hr
Overtime	\$ 24.75 /Hr
Contingency Amount for Miscellaneous Services	\$10,000



**Note:** Contingency amount is not a guarantee of work. The contingency is identified for City award and will not be included in determining lowest responsive bid. This funding is for one time miscellaneous services not identified within the original scope of work that may be required during the term of the agreement.

Bid Item No.	SECTION I Locations and Requirements
1.	<p><b>Howarth Park Foot Patrol</b></p> <p><b>March through October 2018 (updated by others) <u>Weekends and Holidays (one Guard)</u> 12:00 p.m. to 6:00 p.m. (Weather Permitting)</b></p> <p>*Rainy Days/Park Closure-Park Manager will notify contractor by 9:00 a.m. if park operations will be closed. <i>Note: If services are canceled due to rain, the hours of service for that period of cancellation will be deducted from the monthly invoices and will not be charged to the City.</i></p> <p>*Guard is required to sign in/out at Boathouse and check for message from Park Manager at the start of every shift.</p> <p>*Watch for violations of Law and City Ordinances, address and report to Park Manager.</p> <p>*Look out for small children who appear to be "unattended". If parent cannot be located, contact Park Staff at cashier's booths.</p> <p>*All areas to be repetitively walked, do not loiter in one location for an extended amount of time:</p> <ul style="list-style-type: none"> <li>-K-Land Amusement Area</li> <li>-Boat House Concession Area</li> <li>-Gazebo Picnic Area</li> <li>-Land of Imagination Play Area</li> <li>-Tennis Courts</li> <li>-Softball Field</li> <li>-Kids Climbing Wall Area/Picnic Center</li> <li>-Cypress Picnic Area</li> <li>-Parking Lots</li> <li>-Camp Wa Tam Area and Trails (1 – 2x during shift)</li> </ul> <p>*At 4:45 p.m.-Guard is to check in at cashier's booth at K-Land. Guard will wait outside until deposit is complete, escort staff to the snack bar.</p> <p><b><u>Note:</u></b> Dates for operational services for subsequent years will be provided by staff in advance of services to be provided.</p>
2.	<p><b><u>Howarth Park – Camp Wa-Tam</u></b></p> <p><b>June 4 through August 8, 2018 <u>Thursdays (Overnight)</u> 6:00pm to 6:00am (Two Guards at all times)</b></p> <p>*Check-in with camp director at the start of shift for assignment instructions.</p> <p>*Two guards shall be on site at all times between the hours of 6:00 p.m. through following morning 6:00 a.m.</p> <p>*If shift is to be split, back up guards should come on duty no later than 11:00 p.m.</p> <p>*Guard must come equipped with own flashlight and cell phone.</p> <p>*Guards are not to socialize with staff or campers.</p> <p><b><u>Note:</u></b> Dates for operational services for subsequent years will be provided by staff in advance of services to be provided.</p>

Bid Item No.	SECTION I Locations and Requirements
3.	<p><b><u>City Hall</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 5:30a.m. – 7:00a.m.  Hours: 10:00 p.m. – 11:00 p.m.</p> <p><b>One vehicle can provide services to City Hall and City Hall Annex</b></p> <p>*Each visit shall be carried out with a radio dispatched, company marked vehicle. A light bar equipped vehicle is desired but not mandatory. In addition, the guard(s) assigned to this route shall have the capability to be in contact with the Santa Rosa Police Department from any observation point.</p> <p>*Each visit will include a physical check of all doors and windows making sure neither are open or broken.</p> <p>*Any individual found to be on or about said premises and who may be considered to be unwanted shall be directed to leave the premises immediately. If burglary or other crime is observed, each crime shall immediately be reported to the S.R.P.D.</p> <p>*A physical check will be made nightly of all City vehicles on the premises to make sure windows are locked, keys are removed and doors are locked.</p> <p>*The contractor shall report immediately to the proper authorities any sign of smoke, fire, water leaks, property damage and unlocked building doors.</p>
4.	<p><b><u>City Hall Annex</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 5:30a.m. – 7:00a.m.  Hours: 10:00 p.m. – 11:00 p.m.</p> <p>*Each visit shall be carried out with a radio dispatched, company marked vehicle. A light bar equipped vehicle is desired but not mandatory. In addition, the guard(s) assigned to this route shall have the capability to be in contact with the Santa Rosa Police Department from any observation point.</p> <p>*Each visit will include a physical check of all doors and windows making sure neither are open or broken.</p> <p>*Any individual found to be on or about said premises and who may be considered to be unwanted shall be directed to leave the premises immediately. If burglary or other crime is observed, each crime shall immediately be reported to the S.R.P.D.</p> <p>*A physical check will be made nightly of all City vehicles on the premises to make sure windows are locked, keys are removed and doors are locked.</p> <p>*The contractor shall report immediately to the proper authorities any sign of smoke, fire, water leaks, property damage and unlocked building doors.</p>

Bid Item No.	SECTION I Locations and Requirements
5.	<p><b><u>MSC South</u></b></p> <p><b><u>Seven Days A Week</u></b> Hours: 10:00 p.m. – 11:00 p.m.</p> <p>*Each visit shall be carried out with a radio dispatched, company marked vehicle. A light bar equipped vehicle is desired but not mandatory. In addition, the guard(s) assigned to this route shall have the capability to be in contact with the Santa Rosa Police Department from any observation point.</p> <p>*Each visit will include a physical check of all doors and windows making sure neither are open or broken.</p> <p>*Any individual found to be on or about said premises and who may be considered to be unwanted shall be directed to leave the premises immediately. If burglary or other crime is observed, each crime shall immediately be reported to the S.R.P.D.</p> <p>*A physical check will be made nightly of all City vehicles on the premises to make sure windows are locked, keys are removed and doors are locked.</p> <p>*The contractor shall report immediately to the proper authorities any sign of smoke, fire, water leaks, property damage and unlocked building doors.</p>
6.	<p><b><u>Youth Community Park</u></b></p> <p><b><u>Seven Days A Week</u></b> Hours: 6:00 – 6:30 a.m. 6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Unlock one (1) gate and two (2) restrooms at 6:00-6:30a.m., seven (7) days a week.</p> <p>*Clear park of vehicles, lock four (4) restrooms and lock one (1) gate at 6:00-6:30p.m. (PST) and 9:00-9:30p.m. (PDST) seven (7) days a week.</p>
7.	<p><b><u>Finley Community Park</u></b></p> <p><b><u>"FIRST PRIORITY"</u></b> <b><u>Seven Days A Week</u></b> Hours: 6:00 a.m. – 6:30 a.m. 6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Unlock two (2) gates and six (6) restrooms at 6:00-6:30 a.m., seven (7) days a week.</p> <p>*Clear park of vehicles, lock six (6) restrooms and lock two (2) gates at 6:00-6:30p.m. (PST) and 9:00-9:30p.m. (PDST), seven (7) days a week.</p>

Bid Item No.	SECTION I Locations and Requirements
8.	<p><b><u>Howarth Park-Restroom Open/Close</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open four (4) restrooms, two (2) Gazebo, two (2) Snack Bar, two (2) Lower Oak Picnic Area at 6:00-6:30 a.m.</p> <p>*Lock four (4) restrooms at two (2) Gazebo, two (2) Snack bar two (2) Lower Oak Picnic Area at 6:00-6:30 p.m. (PST) and 9:00-9:30 p.m. (PDST)</p>
9.	<p><b><u>Franklin Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open one (1) gate and one (1) bathroom at 6:00-6:30 a.m., seven (7) days a week.</p> <p>*Clear park of vehicles and lock one (1) gate and one (1) bathroom at 6:00-6:30 p.m. (PST) and 9:00-9:30 p.m. (PDST), seven (7) days a week.</p>
10.	<p><b><u>Galvin Community Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  11:00 a.m. – 11:30 p.m.</p> <p>*Open seven (7) restrooms, one (1) Tennis Courts and six (6) at Soccer Fields at 6:00-6:30 a.m. seven (7) days a week.</p> <p>*Clear park of cars and people and lock seven (7) restrooms at 11:00-11:30 p.m. seven (7) days a week.</p>
11.	<p><b><u>Julliard Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 7:00 a.m. – 7:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) restrooms at 7:00-7:30 a.m., seven days a week.</p> <p>*Lock restrooms at 6:00-6:30 p.m. (PST) and 9:00-9:30 p.m. (PDST) seven (7) days a week.</p>
12.	<p><b><u>Southwest Community Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open four (4) restroom each morning at 6:00-6:30 a.m., seven days a week.</p> <p>*Lock four (4) restrooms at 6:00-6:30 p.m. (PST) and 9:00-9:30p.m. (PDST) seven (7) days a week.</p>

Bid Item No.	SECTION I Locations and Requirements
13.	<p><b><u>Martin Luther King Park</u></b> <b><u>Seven Days A Week</u></b></p> <p>6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) restrooms each morning at 6:00- 6:30 am, seven (7) days a week.</p> <p>*Lock two (2) restrooms at 6:00-6:30p.m. (PST) and 9:00-9:30p.m. (PDST), seven (7) days a week.</p>
14.	<p><b><u>Doyle Park</u></b> <b><u>Seven Days A Week</u></b></p> <p>Hours: 6:00 a.m. – 6:30 a.m. 6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) gates and four (4) restrooms each morning at 6:00-6:30a.m., seven (7) days a week.</p> <p>*Clear park of vehicles, lock four (4) restrooms and two (2) gates at 6:00-6:30p.m. (PST) and 9:00-9:30p.m. (PDST) seven (7) days a week.</p>
15.	<p><b><u>Rural Cemetery</u></b> <b><u>12 Month A Year</u></b></p> <p>Friday, Saturday and Sunday</p> <p>A security guard is scheduled for a two (2) hour walk-thru and drive-thru one time every Friday, Saturday and Sunday night between the hours of 7:00 pm and 1:00 am</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>•Check site for afterhours trespassers and escorting violators off the grounds.</li> <li>Contact Police or other emergency service(s), as warranted to resolve situations.</li> <li>Be on the lookout for fires and smoldering cigarette, or other property damage</li> </ul>

Bid Item No.	SECTION I Locations and Requirements	
16.	<u>Luther Burbank Home &amp; Gardens</u> between: <u>Foot Patrol</u>	Services to begin after hours 5:30 p.m. to 8:00am (November 1- March 31) 7:30 pm to 8:00am(April 1-October 31)  Nightly security check, seven days a week. A security guard is scheduled to provide random walk-thru services in the gardens six times per night, spending 5 – 10 minutes per event.  Respond to alarm calls and reset the alarm(s) as needed.
17	<u>Luther Burbank Home &amp; Gardens</u> <u>Restrooms &amp; Gates</u>	Seven Days A Week Hours: 8:00 a.m. – 8:30 a.m. 5:00 p.m. – 5:30 p.m. (November 1- March 31) 7:00 pm – 7:30 pm (April 1-October 31)  *Open three (3) facility gates and two (2) restrooms seven (7) days a week. *Close three (3) facility gates and two (2) restrooms seven (7) days a week.  <b>Foot Patrol</b> Six (6) checks per night after dark and at random times
18.	<u>Nagasawa Community Park</u>	Seven Days A Week Hours: 6:00 a.m. – 6:30 a.m. 6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)  *Open gates at 6:00 a.m. – 6:30 a.m., seven (7) days a week. *Clear park of cars and people, lock two (2) gates at 6:00-6:30p.m. (PST) and 9:00-9:30p.m. (PDST), seven (7) days a week.
19.	<u>A Place to Play</u>	Seven Days A Week Hours: 6:00 a.m. – 6:30 a.m. 6:00 p.m. – 6:30 p.m. (PST) 9:00 p.m. – 9:30 p.m. (PDST)  *Open three (3) restrooms at 6:00-6:30 a.m., seven (7) days a week. *Clear parking lot of cars and lock restrooms at 6:00-6:30 p.m. (PST) and 9:00-9:30 p.m. (PDST) seven (7) days a week.
20.	<u>Rincon Valley Park</u>	Seven Days A Week Hours: 6:00 a.m. – 6:30 a.m. 6:00 p.m. – 6:30 p.m. 9:00 p.m. – 9:30 p.m.  *Open four (4) restrooms, two (2) playground and two (2) parking lot at 6:00-6:30 a.m., seven (7) days a week. *Lock four (4) restrooms at 6:00-6:30 p.m. (PST) and 9:00-9:30 p.m. (PDST), seven (7) days a

	week.
21.	<p><b><u>Olive Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) of the three (3) restrooms at 6:00-6:30 a.m., seven (7) days a week. (NOTE: Middle restroom is to remain locked)</p> <p>*Lock two (2) restrooms at 6:00-6:30 a.m. and 9:00-9:30 PDST, seven days a week</p>
22.	<p><b><u>Prince Gateway Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) restrooms at 6:00-6:30 a.m., seven (7) days a week.</p> <p>*Lock two (2) restrooms at 6:00-6:30 p.m. and 9:00-9:30 pm PDST, seven days a week</p>
23.	<p><b><u>Northwest Park</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 6:00 a.m. – 6:30 a.m.  6:00 p.m. – 6:30 p.m. (PST)  9:00 p.m. – 9:30 p.m. (PDST)</p> <p>*Open two (2) restrooms at 6:00-6:30 a.m., seven (7) days a week.</p> <p>*Lock two (2) restrooms at 6:00-6:30 p.m. and 9:00-9:30 pm PDST, seven days a week</p>
24.	<p><b><u>Chamber Building</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 5:30a.m. – 7:00a.m.  Hours: 10:00 p.m. – 11:00 p.m.</p> <p>*Each visit shall be carried out with a radio dispatched, company marked vehicle. A light bar equipped vehicle is desired but not mandatory. In addition, the guard(s) assigned to this route shall have the capability to be in contact with the Santa Rosa Police Department from any observation point.</p> <p>*Each visit will include a physical check of all doors and windows making sure neither are open or broken.</p> <p>*Any individual found to be on or about said premises and who may be considered to be unwanted shall be directed to leave the premises immediately. If burglary or other crime is observed, each crime shall immediately be reported to the S.R.P.D.</p> <p>*A physical check will be made nightly of all City vehicles on the premises to make sure windows are locked, keys are removed and doors are locked.</p> <p>*The contractor shall report immediately to the proper authorities any sign of smoke, fire, water leaks, property damage and unlocked building doors.</p>
25.	<p><b><u>Bank Building</u></b></p> <p><b><u>Seven Days A Week</u></b>  Hours: 5:30a.m. – 7:00a.m.  Hours: 10:00 p.m. – 11:00 p.m.</p> <p>*Each visit shall be carried out with a radio dispatched, company marked vehicle. A light bar equipped vehicle is desired but not mandatory. In addition, the guard(s) assigned to this route shall have the capability to be in contact with the Santa Rosa Police Department from any</p>



	<p>observation point.</p> <p>*Each visit will include a physical check of all doors and windows making sure neither are open or broken.</p> <p>*Any individual found to be on or about said premises and who may be considered to be unwanted shall be directed to leave the premises immediately. If burglary or other crime is observed, each crime shall immediately be reported to the S.R.P.D.</p> <p>*A physical check will be made nightly of all City vehicles on the premises to make sure windows are locked, keys are removed and doors are locked.</p> <p>*The contractor shall report immediately to the proper authorities any sign of smoke, fire, water leaks, property damage and unlocked building doors.</p>
<b><u>MONEY PICK UP SERVICES</u></b>	
26.	<p><b><u>Bennett Valley Senior Center</u></b> Monday and Thursday</p> <p>*Pick up by 2:00 p.m. Drop off at Wells Fargo Cleveland Ave Branch</p>
27.	<p><b><u>Finely Community/Aquatic Center</u></b> Monday and Thursday</p> <p>*Pick up by 2:00 p.m. Drop off at Wells Fargo Cleveland Ave Branch.</p>
28.	<p><b><u>Ridgeway Swlm Center</u></b> Monday and Thursday</p> <p>*Pick up by 2:00 p.m. Drop off at Wells Fargo Cleveland Ave Branch.</p>
29.	<p><b><u>Steele Lane Community Center</u></b> Monday and Thursday</p> <p>*Pick up by 2:00 p.m. Drop off at Wells Fargo Cleveland Ave Branch</p>
	<p><b><u>Howarth Park</u></b> February 2 through October 27 Saturday and Sunday June 12 through August 18 Thursday, Saturday and Sunday</p> <p>*Weekend pick up by 5:45 p.m. *Thursday pick up anytime between 10:30 a.m. – 5:30p.m. <b><u>NOTE:</u></b> Pick up from this location requires the deposit bag to be delivered to the Downtown Wells Fargo Bank Night Drop Box, 200 B Street, drop box key will be issued.</p>
	<p><b><u>NOTE:</u></b> The drop-off point for Bennett Valley Senior Center, Finely Community/Aquatic Center, Ridgeway Swlm Center and Steele Lane Community Center is the night safe at Wells Fargo Bank at 2960 Cleveland Avenue, Santa Rosa, CA. Two (2) night safe keys will be provided to the security company providing services.</p>
	<p><b><u>NOTE:</u></b> All deposits for money pick up services shall be made by 5:30 p.m. - All security staff providing money pick up services must use an unmarked vehicle for pick up, wear plain clothes, and park as close to pick up area as possible. Security staff will show identification to City staff at each location. Security staff will complete accurately the money pickup log sheet at each location. Security staff will wait for City staff to check and initial that correct number of bags are put into his/her carry bag before leaving location. Security staff will place the deposit bags in a carry bag, so that the deposit bags are not visible to the public, for transportation to the security vehicle and to the bank. Security staff will transport all collected deposit bags to the bank and deposit them into the night safe the same day as pick up.</p>