

City and County of San Francisco
Office of Contract Administration
Purchasing
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102 - 4685



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CONTRACT MODIFICATION NO. 4

Indefinite Quantity

A-1 Protective Services, Inc.
1601 Donner Avenue, Suite No. 2
San Francisco, CA 94124-3277
Attn: Paula Jones

Date August 15, 2008

Contract Proposal No. 86040

Estimated Amount Indefinite

The City and County of San Francisco does hereby accept your offer to modify the contract and furnish the security guard service (unarmed) as indicated below. Such security guard service (unarmed) are to be delivered in the manner and the form and at the times and prices set forth in the above numbered Contract Proposal, but only after receipt of order properly certified by the Controller of the City and County of San Francisco.

ADD SERVICE

For furnishing and delivering **Security Guard Service (Unarmed) for the Public Utilities Commission Southeast Community College Facilities and Southeast Sewage Treatment Plant.**

Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear is an additional service location added to the contract as requested by Christine Tang, Professional Engineer. In accordance with Special Condition No. 93, - Additional Services, and Special Condition No. 88 - Price, the following items have been added to Contract No. **86040**:

- Item 4 (Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, 1 Guard, unarmed, normal service) \$18.67
- Item 4.1 (Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, Holiday Rate per hour/guard) \$28.05
- Item 4.2 (Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, unarmed, overtime per hour/guard) \$28.05
- Item 4.3 (Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, Vehicle/Cell Phone per hour/guard) \$8.41

Please See Attachment E (Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear) for scope of services to be performed.

All other prices, terms and conditions remain the same.

Acknowledge receipt and acceptance of this Contract Modification in the space below. Return to Purchaser, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA, 94102-4685. **DUPLICATE COPY IS FOR YOUR FILES.**

Bill Jones 8-15-08
As the duly appointed Purchaser of the City and County of San Francisco Date

HR
[Signature]

RECEIPT OF THE ABOVE IS HEREBY ACKNOWLEDGED:

Contractor A-1 Protective Services, Inc
By Paula Jones DIRECTOR
Signature Title
Date 8/18/08

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

1. GENERAL REQUIREMENTS

- A. The Contractor will provide Security Guard Service for the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear located at the corner of Innes Avenue and Earl Street in San Francisco, CA.
- B. Contractor will provide professional security officers to perform security as outlined hereunder. Security guards shall be trained in and perform the following duties:

Duties shall include but not be limited to:

- (1) Guard the property against fire, theft, damage and trespass;
- (2) Permit only duly authorized persons to enter the premises so far as physical security allows;
- (3) Report and log any unusual incidents or hazardous conditions;
- (4) The security guard must maintain a daily log for each shift. In the event no unusual activity occurred during his/her shift, the guard must write "No unusual activity occurred". Provide reports on incidents and submit all logs on a weekly basis;
- (5) Visually inspect the complete area of the facility; e.g., (front of the equipment, back of the equipment) every two (2) hours;
- (6) Eject vagrants, loiterers and unauthorized persons from the property and restricted areas;
- (7) Respond to potential and actual emergencies;
- (8) Control access to the site and check the credentials of those seeking admittance to said site;

SCOPE OF SERVICES TO BE PERFORMED AT
“AS NEEDED” PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- (9) Be alert to fire hazards;
 - (10) Contractor shall provide security personnel with a radio and telephone for use while performing security services at the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear.
 - (11) All additional duties, which the Resident Engineer (Peter Chin), SFPUC's representative (Matthew Ho), and the Contractor may agree upon from time to time.
- C. **The guard will, at all times, be familiar with the following specific post instructions:**
- (1) Emergency telephone numbers
 - (2) Emergency client telephone numbers
 - (3) Resident Engineer telephone number for field and scheduling coordination
 - (4) Emergency fire procedures
 - (5) Medical emergencies procedures
 - (6) Bomb threats procedures
 - (7) Earthquakes procedures
 - (8) Access to the switchgear facility
 - (9) Area patrol procedures

**SCOPE OF SERVICES TO BE PERFORMED AT
“AS NEEDED” PUC FACILITIES**

**HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET**

D. **The guards will provide the following services:**

- (1) Monitor all incoming and outgoing traffic to the site.
- (2) Perform perimeter tours to ascertain that all equipment are secure.

2. SPECIFIC REQUIREMENTS FOR “AS NEEDED” SFPUC FACILITIES

- A. Contractor shall provide one (1) security guard as specified herein at the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, corner of Innes Avenue and Earl Street, San Francisco, from the hours of 5:00 p.m. to 5:00 p.m. (24 hours), seven (7) days a week (Monday through Sunday), **including City recognized holidays.**

The following list is the City recognized holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr. Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

The total hours of security guard services for the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear shall not exceed 1,040 hours for the duration at this location.

For field and scheduling coordination, please contact the Resident Engineer, Peter Chin, at (415) 760-2356.

Portable toilet facilities are available and located at the T-intersection of Donahue Street and Hudson Avenue, near 680 Donahue Street. Upon re-entry onto the project site (the corner of Innes Avenue and Earl Street), the guard shall re-verify that the site is secure.

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- B. The security guard shall report to duty at the company vehicle parked at the site location (Earl and Innes). Log entry at beginning and end of shift. Visually inspect the area and check to confirm that the equipment is secure and fence gates are locked.
- C. Report any gate or door problems, unauthorized, unusual or illegal activities to the Contractor Radio Room/Dispatch Office and notify clients as follows.

8:00 a.m. to 5:00 p.m., Monday through Friday (excluding City Recognized Holidays):

1. Peter Chin (Primary Contact) at (415) 760-2356
2. Matthew Ho (Backup Contact) at (415) 554-2425

5:00 p.m. to 8:00 a.m., Monday through Sunday (including week nights, weekends, and City Recognized Holidays)

1. Charles Rowles (Primary Contact) at (415) 725-4933
2. Bob Neuer (Backup Contact) at (650) 273-2414

- D. **Prevent entrance of all unauthorized personnel.**
- E. **All unusual incident reports are to be submitted by the beginning of the next ordinary working day to:**

City and County of San Francisco
Public Utilities Commission
Power Enterprise
1155 Market Street, 4th Floor
San Francisco, CA 94103
Attn. Matthew Ho, Assistant Engineer

All other reports (listed in Specification Section 1) are to be submitted weekly to the above address.

Contractor supervisor will notify the Client Contact (noted in Specification Section 2.C) verbally and immediately whenever incidents occur. No payment will be due until all outstanding reports have been satisfactorily submitted as noted in this section.

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- F. Monthly invoices, for actual services rendered, should be submitted to:

**City and County of San Francisco
Public Utilities Commission
Power Enterprise
1155 Market Street, 4th Floor
San Francisco, CA 94103
Attn: Matthew Ho, Assistant Engineer**

SCOPE OF SERVICES TO BE PERFORMED AT
“AS NEEDED” PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

1. GENERAL REQUIREMENTS

- A. The Contractor will provide Security Guard Service for the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear located at the corner of Innes Avenue and Earl Street in San Francisco, CA.
- B. Contractor will provide professional security officers to perform security as outlined hereunder. Security guards shall be trained in and perform the following duties:

Duties shall include but not be limited to:

- (1) Guard the property against fire, theft, damage and trespass;
- (2) Permit only duly authorized persons to enter the premises so far as physical security allows;
- (3) Report and log any unusual incidents or hazardous conditions;
- (4) The security guard must maintain a daily log for each shift. In the event no unusual activity occurred during his/her shift, the guard must write “No unusual activity occurred”. Provide reports on incidents and submit all logs on a weekly basis;
- (5) Visually inspect the complete area of the facility; e.g., (front of the equipment, back of the equipment) every two (2) hours;
- (6) Eject vagrants, loiterers and unauthorized persons from the property and restricted areas;
- (7) Respond to potential and actual emergencies;
- (8) Control access to the site and check the credentials of those seeking admittance to said site;

SCOPE OF SERVICES TO BE PERFORMED AT
“AS NEEDED” PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- (9) Be alert to fire hazards;
 - (10) Contractor shall provide security personnel with a radio and telephone for use while performing security services at the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear.
 - (11) All additional duties, which the Resident Engineer (Peter Chin), SFPUC's representative (Matthew Ho), and the Contractor may agree upon from time to time.
- C. **The guard will, at all times, be familiar with the following specific post instructions:**
- (1) Emergency telephone numbers
 - (2) Emergency client telephone numbers
 - (3) Resident Engineer telephone number for field and scheduling coordination
 - (4) Emergency fire procedures
 - (5) Medical emergencies procedures
 - (6) Bomb threats procedures
 - (7) Earthquakes procedures
 - (8) Access to the switchgear facility
 - (9) Area patrol procedures

**SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES**

**HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET**

D. The guards will provide the following services:

- (1) Monitor all incoming and outgoing traffic to the site.
- (2) Perform perimeter tours to ascertain that all equipment are secure.

2. SPECIFIC REQUIREMENTS FOR "AS NEEDED" SFPUC FACILITIES

- A. Contractor shall provide one (1) security guard as specified herein at the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear, corner of Innes Avenue and Earl Street, San Francisco, from the hours of 5:00 p.m. to 5:00 p.m. (24 hours), seven (7) days a week (Monday through Sunday), **including City recognized holidays.**

The following list is the City recognized holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr. Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

The total hours of security guard services for the Hunters Point Shipyard Electrical Service Project, Hilltop Switchgear shall not exceed 1,040 hours for the duration at this location.

For field and scheduling coordination, please contact the Resident Engineer, Peter Chin, at (415) 760-2356.

Portable toilet facilities are available and located at the T-intersection of Donahue Street and Hudson Avenue, near 680 Donahue Street. Upon re-entry onto the project site (the corner of Innes Avenue and Earl Street), the guard shall re-verify that the site is secure.

SCOPE OF SERVICES TO BE PERFORMED AT
“AS NEEDED” PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- B. The security guard shall report to duty at the company vehicle parked at the site location (Earl and Innes). Log entry at beginning and end of shift. Visually inspect the area and check to confirm that the equipment is secure and fence gates are locked.
- C. Report any gate or door problems, unauthorized, unusual or illegal activities to the Contractor Radio Room/Dispatch Office and notify clients as follows.

8:00 a.m. to 5:00 p.m., Monday through Friday (excluding City Recognized Holidays):

1. Peter Chin (Primary Contact) at (415) 760-2356
2. Matthew Ho (Backup Contact) at (415) 554-2425

5:00 p.m. to 8:00 a.m., Monday through Sunday (including week nights, weekends, and City Recognized Holidays)

1. Charles Rowles (Primary Contact) at (415) 725-4933
2. Bob Neuer (Backup Contact) at (650) 273-2414

- D. **Prevent entrance of all unauthorized personnel.**
- E. **All unusual incident reports are to be submitted by the beginning of the next ordinary working day to:**

City and County of San Francisco
Public Utilities Commission
Power Enterprise
1155 Market Street, 4th Floor
San Francisco, CA 94103
Attn. Matthew Ho, Assistant Engineer

All other reports (listed in Specification Section 1) are to be submitted weekly to the above address.

Contractor supervisor will notify the Client Contact (noted in Specification Section 2.C) verbally and immediately whenever incidents occur. No payment will be due until all outstanding reports have been satisfactorily submitted as noted in this section.

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

HUNTERS POINT SHIPYARD ELECTRICAL SERVICE PROJECT HILLTOP
SWITCHGEAR
CORNER OF INNES AVENUE AND EARL STREET

- F. Monthly invoices, for actual services rendered, should be submitted to:

**City and County of San Francisco
Public Utilities Commission
Power Enterprise
1155 Market Street, 4th Floor
San Francisco, CA 94103
Attn: Matthew Ho, Assistant Engineer**



CONTRACT MODIFICATION NO. 3

Indefinite Quantity

A-1 Protective Services, Inc.
1601 Donner Avenue, Suite No. 2
San Francisco, CA 94124-3277
Attn: Paula Jones

Date January 23, 2008

Contract Proposal No. 86040

Estimated Amount: Indefinite

The City and County of San Francisco does hereby accept your offer to modify the prices and furnish the Services indicated below. Such Services are to be delivered in the manner and the form and at the times and prices set forth in the above numbered Contract Bid Proposal, but only after receipt of order properly certified by the Controller of the City and County of San Francisco.

PRICE INCREASE

For furnishing and delivering **Security Guard Service (Unarmed) for the Public Utilities Commission Southeast Community College Facilities and Southeast Sewage Treatment Plant.**

By mutual agreement, prices have increased in accordance to Special Condition No. 89: Price Adjustment, effective January 1, 2008, an increase of 2.5% is allowed due to new MCO rate.

Please see Attachment A for new rates.

All other prices, terms and conditions remain the same.

Acknowledge receipt and acceptance of this Contract Modification in the space below. Return to Purchaser, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA, 94102-4685 DPLICATE COPY IS FOR YOUR FILES.

DD
re

Paula Jones 1-24-08
As the duly appointed Purchaser Date
of the City and County of San Francisco

RECEIPT OF THE ABOVE IS HEREBY ACKNOWLEDGED:

Contractor Paula Jones A-1 Protective Services, Inc.
By Paula Jones DIRECTOR
Signature Title
Date 1/28/08

SECURITY GUARD SERVICES (UNARMED), 1800 Oakdale Avenue
(SEE ATTACHMENT "C" FOR SCOPE OF SERVICES TO BE PERFORMED)

Item 2

Total charges for all services specified in Special Condition Section 65(B) (Nos. 1 through 2)

	<u>Old Rate</u>	<u>New Rate</u>
One (1) Guard, unarmed, normal service	<u>\$18.82</u> per hour	<u>\$19.29</u> per hour

Item 2.1

Holiday Rate per hour/guard	<u>\$28.23</u> per hour	<u>\$28.94</u> per hour
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Item 2.2

Guard, unarmed, overtime Per hour per guard	<u>\$28.23</u> per hour	<u>\$28.94</u> per hour
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SECURITY GUARD SERVICES (UNARMED), 750 Phelps Street
(SEE ATTACHMENT "D" FOR SCOPE OF SERVICES TO BE PERFORMED)

Item 3

Total charges for all services specified in Special Condition Section 65 (C) (Nos. 1 through 2)

One (1) Guard, unarmed, normal service	<u>\$18.84</u> per hour	<u>\$19.31</u> per hour
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Item 3.1

Holiday Rate per hour/guard	<u>\$28.26</u> per hour	<u>\$28.97</u> per hour
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Item 3.2

Guard, unarmed, overtime Per hour/guard	<u>\$28.26</u> per hour	<u>\$28.97</u> per hour
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SECURITY GUARD SERVICES (UNARMED), "AS NEEDED" - PUC FACILITIES
(SEE ATTACHMENT "E" FOR SCOPE OF SERVICES TO BE PERFORMED)

Item 4

	<u>Old Rate</u>	<u>New Rate</u>
One (1) Guard, unarmed, normal service	<u>\$18.67</u> per hour-	<u>\$19.14</u> per hour

Item 4.1

Holiday Rate per hour/guard	<u>\$28.05</u> per hour	<u>\$28.75</u> per hour
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Item 4.2

Guard, unarmed, overtime Per hour per guard	<u>\$28.05</u> per hour	<u>\$28.75</u> per hour
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SECURITY GUARD SERVICES (UNARMED), "AS NEEDED" - 1900 Newcomb Avenue
**(SEE ATTACHMENT "E" FOR SCOPE OF SERVICES TO BE PERFORMED AT CENTRAL DISTRIBUTION
DIVISION FACILITY)**

Item 4 (CDD)

One (1) Guard, unarmed, normal service	<u>\$18.67</u> per hour-	<u>\$19.14</u> per hour
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Item 4.1 (CDD)

Holiday Rate per hour/guard	<u>\$28.05</u> per hour	<u>\$28.75</u> per hour
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Item 4.2 (CDD)

Guard, unarmed, overtime Per hour per guard	<u>\$28.05</u> per hour	<u>\$28.75</u> per hour
------------------------------------------------	--------------------------------	--------------------------------

**SECURITY GUARD SERVICES (UNARMED), EXTRA GUARD(S) FOR 1800 OAKDALE AVENUE,
750 PHELPS, 1900 NEWCOMB AVENUE, "AS NEEDED" - PUC FACILITIES**

Item 5

	<u>Old Rate</u>	<u>New Rate</u>
Extra Guard(s), unarmed, normal service TO BE DETERMINED between Contractor and each location		
Straight Time Rate	<u>\$18.67</u> per hour-	<u>\$19.14</u> per hour

Straight time to exclude **Holidays**

Item 5.1

Holiday Rate per hour/guard	<u>\$28.05</u> per hour	<u>\$28.75</u> per hour
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Item 5.1

Guard, unarmed, overtime Per hour per guard	<u>\$28.05</u> per hour-	<u>\$28.75</u> per hour
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City and County of San Francisco
Office of Contract Administration
Purchasing
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102 - 4685



CONTRACT MODIFICATION NO. 2

Indefinite Quantity

A-1 Protective Services, Inc.
1601 Donner Avenue, Suite No. 2
San Francisco, CA 94124-3277
Attn: Paula Jones

Date June 22, 2007

Contract Proposal No. 86040

Estimated Amount Indefinite

The City and County of San Francisco does hereby accept your offer to modify the contract and furnish the security guard service (unarmed) as indicated below. Such security guard service (unarmed) are to be delivered in the manner and the form and at the times and prices set forth in the above numbered Contract Proposal, but only after receipt of order properly certified by the Controller of the City and County of San Francisco.

CHANGE OF SERVICE HOURS

For furnishing and delivering Security Guard Service (Unarmed) for the Public Utilities Commission Southeast Community College Facilities and Southeast Sewage Treatment Plant.

New Service Hours for Earl P. Mills Center Effective July 1, 2007

Item 1 Earl P. Mills Center located at 100 Whitney Young Circle
**New Hours: 11:00 a.m. to 7:00 p.m., Monday through Friday,
Excluding Weekends and Holidays**

All other prices, terms and conditions remain the same.

Acknowledge receipt and acceptance of this Contract Modification in the space below. Return to Purchaser, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA, 94102-4685. **DUPLICATE COPY IS FOR YOUR FILES.**

PK *Paula Jones* 6-30-07
As the duly appointed Purchaser Date
of the City and County of San Francisco

RECEIPT OF THE ABOVE IS HEREBY ACKNOWLEDGED:

Contractor A-1 Protective Services Inc.
By *Paula Jones* Director
Signature Title
Date July 10, 2007

6 /DOC3/Contract Development Forms/Contract Modification/100 of Items 1-06

MAY-01-2007 08:09

P. 02/07

City and County of San Francisco
Office of Contract Administration
Purchasing
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102 - 4685



CONTRACT MODIFICATION NO. 1

Indefinite Quantity

A-1 Protective Services, Inc.
1601 Donner Avenue, Suite No. 2
San Francisco, CA 94124-3277
Attn: Paula Jones

Date April 20, 2007

Contract Proposal No. 86040

Estimated Amount Indefinite

The City and County of San Francisco does hereby accept your offer to modify the contract and furnish the security guard service (unarmed) as indicated below. Such security guard service (unarmed) are to be delivered in the manner and the form and at the times and prices set forth in the above numbered Contract Proposal, but only after receipt of order properly certified by the Controller of the City and County of San Francisco.

ADD SERVICE

For furnishing and delivering **Security Guard Service (Unarmed) for the Public Utilities Commission Southeast Community College Facilities and Southeast Sewage Treatment Plant.**

Central Distribution Division is an additional service location added to the contract as requested by John Cretan, Administrative Analyst. In accordance with Special Condition No. 93, - Additional Services, and Special Condition No. 88 - Price, the following items have been added to Contract No. 86040:

Item 4 (CDD, 1 Guard, unarmed, normal service)	\$18.67
Item 4.1 (CDD, Holiday Rate per hour/guard)	\$28.05
Item 4.2 (CDD, Guard, unarmed, overtime per hour per guard)	\$28.05

Please See Attachment E (Central Distribution Division) for scope of services to be performed.

All other prices, terms and conditions remain the same.

Acknowledge receipt and acceptance of this Contract Modification in the space below. Return to Purchaser, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA, 94102-4685 DUPLICATE COPY IS FOR YOUR FILES.

B6
AD
Paula Jones
4-30-07

 As the duly appointed Purchaser Date
 of the City and County of San Francisco

RECEIPT OF THE ABOVE IS HEREBY ACKNOWLEDGED:

Contractor Paula Jones A1 Protective Services, Inc
 By Paula Jones DIRECTOR
 Signature Title
 Date 5/1/07

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

CENTRAL DISTRIBUTION DIVISION
1990 NEWCOMB AVENUE

1. GENERAL REQUIREMENTS

- A. The Contractor will provide Security Guard Service for Central Distribution Division Facility located at 1990 Newcomb Avenue in San Francisco, CA.
- B. Contractor will provide professional security officers to perform security as outlined hereunder. Security guards shall be trained in and perform the following duties:
 - (1) Duties shall include but not be limited to:
 - (2) Guard the property against fire, theft, damage and trespass;
 - (3) Permit only duly authorized persons to enter the premises so far as physical security allows;
 - (4) Report any unusual incidents or hazardous conditions;
 - (5) Be thoroughly familiar with all of the building's life safety system, closed circuit television, computer system, alarm systems, elevators, operation of Parking Garage Doors, the building life safety manual, building security policies, and key and access card control if applicable;
 - (6) The security guard must maintain a daily log for each shift in accordance with all building policies (sign in and sign out). The guard will function as a general information source for tenants and visitors.
 - (7) Update and maintain name register in lobby, as required.
 - (8) Maintain a complaint logbook and provide reports on incidents and submit on a daily basis.
 - (9) Maintain daily, weekly and monthly statistic for incident reports;

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

CENTRAL DISTRIBUTION DIVISION
1990 NEWCOMB AVENUE

- (10) Complete round of the perimeter of building or facility; e.g., (front walkway, entry corridor, lobby, parking lot, garage, gates and fences) every two (2) hours.
- (11) Eject vagrants, loiterers and unauthorized persons from the property and restricted areas.
- (12) Check all properties, which are directly or indirectly handled and operated by the Public Utilities Commission.
- (13) Setting and shutting alarms;
- (14) Locking and unlocking various gates, doors, and facilities when required, especially if they are found to be unlocked when they are required to be locked;
- (15) Response to potential and actual emergencies;
- (16) Controlling access to various facilities and checking the credentials of those seeking admittance to said facilities;
- (17) Perform perimeter tours to ascertain that all facilities are secure;
- (18) Alert to fire hazards, careless or suspicious;
- (19) Contractor shall provide security personnel with a pager for use while performing security services at SouthEast Plant.
- (20) All additional duties, which Executive Director, Superintendent and Contractor may agree upon from time to time.
- (21) Employees taking equipment such as computer hardware (e.g. laptop computers, monitors), public address (PA) systems, VCR's, microwaves large calculators or typewriters from the building must show identification of the individual, which matches a name on the SouthEast Plant employee list. The person's name and a description of the equipment taken shall be logged by the security guard.

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

CENTRAL DISTRIBUTION DIVISION
1990 NEWCOMB AVENUE

- C. **The guard will, at all times, be familiar with the following specific post instructions:**
- (1) Emergency telephone numbers
 - (2) Emergency client telephone numbers
 - (3) City tenant telephone numbers
 - (4) Emergency fire or fire alarm procedures
 - (5) Emergency intrusion alarm procedures. Computer operation, monitoring and control of building access.
 - (6) Floor plans (locations of alarms and alarmed doors)
 - (7) Medical emergencies
 - (8) Elevator emergencies/malfunctions
 - (9) Bomb threats
 - (10) Earthquakes
 - (11) Access control
 - (12) Deliveries
 - (13) Equipment removal policy and procedures
 - (14) Maintenance request or problems
 - (15) Key controls (list of keys and access cards)
 - (16) Building patrol procedures
 - (17) Life/safety system
 - (18) Operation of parking areas

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

CENTRAL DISTRIBUTION DIVISION
1990 NEWCOMB AVENUE

- D. **The guards will provide the following services:**
- (1) Monitor all incoming and outgoing traffic
 - (2) Control elevators and freight arrivals
 - (3) Monitor security needs of individual clients/tenants, as needed.
 - (4) Perform perimeter tours to ascertain that all access doors are secure.
 - (5) Receive and disseminate phone calls on minor service needs (i.e., HVAC, plumbing, janitorial, electrical).
 - (6) The security guard shall arm and/or disarm the building's security alarm system as required.
- E. **Security desk in the building has a telephone for business related phone calls including calls to his/her company and/or supervisor. Unauthorized calls will be billed to the Contractor.**

2. SPECIFIC REQUIREMENTS FOR "AS NEEDED" PUC FACILITIES

- A. Contractor shall provide one (1) security guard as specified herein at the Central Distribution Division Facility, 1990 Newcomb Avenue, from the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, **excluding City recognized holidays.**

The following list is the City recognized holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr. Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

SCOPE OF SERVICES TO BE PERFORMED AT
"AS NEEDED" PUC FACILITIES

CENTRAL DISTRIBUTION DIVISION
1990 NEWCOMB AVENUE

- B. The security guard shall check-in at the Radio Room/Dispatch Office or designated area. Log entry at beginning and end of shift. Patrol the building and check to confirm that all interior and exterior doors and gates are locked and alarmed.
- C. Report any gate or door problems, unauthorized, unusual or illegal activities to the Radio Room/Dispatch Office.
- D. **Prevent entrance of all unauthorized personnel.**
- E. **All written reports are to be submitted by the beginning of the next ordinary working day to:**

**City and County of San Francisco
Public Utilities Commission
Central Distribution Division
1990 Newcomb Avenue
San Francisco, CA 94124
Attn. Kevin Barry, General Manager**

Contractor supervisor will notify the General Manager verbally and immediately whenever incidents occur. No payment will be due until all outstanding reports for the month have been satisfactorily submitted to the Department.