

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



## Contract Modification 11

Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities  
 and Southeast Sewage Treatment Plant

**A-1 Protective Services, Inc.**  
 Paula Jones  
 1601 Donner Avenue, Suite 2  
 San Francisco, CA 94124  
 Ploann@aol.com

Date: 01/26/12  
 Buyer Name: Carolyn Sladnick  
 Term contract: 86040  
 City Blanket No. BPSF 00003329  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$1,200,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Divison
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/18/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5.0% per new MCO rate
6	04/01/10	03/31/11		One year contract extension
7	01/01/11	03/31/11		(1) Price increase of 1.3% per new MCO rate (2) Add and update contract conditions
8	04/01/11	06/30/11		Three-month contract extension
9	07/01/11	06/30/12		Twelve (12) month contract extension
10	07/01/11	06/30/12	\$1,100,000	Adds \$100,000 to NTE; updates Bid and Contract Condition "Electronic Payment"
11	01/01/12	06/30/12	\$1,200,000	Price increase of \$.37/hour per new MCO rate Update Bid and Contract Conditions

This modification 11 changes the contract as follows:

It increases the price \$.37/hour per new MCO rate, adds \$100,000 to the blanket, for a total NTE amount of \$1,200,000, and updates Bid and Contract Condition "Electronic Payment."


All other prices, terms and conditions remain the same.

Approved by the City:

  
\_\_\_\_\_  
Jaci Pong, Acting Director

1/28/2012  
Date

Approved by Contractor:

  
\_\_\_\_\_  
Signature

1/30/12  
Date

Name and title

PAULA JONES, Director

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



## Contract Modification 10

Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities and Southeast Sewage Treatment Plant

**A-1 Protective Services, Inc.**  
 Paula Jones  
 1601 Donner Avenue, Suite 2  
 San Francisco, CA 94124  
 Ploam@aol.com

Date: 09/12/11  
 Buyer Name: Carolyn Sladnick  
 Term contract: 86040  
 City Blanket No. BPSF 00003329  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$1,100,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Divison
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/18/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5.0% per new MCO rate
6	04/01/10	03/31/11		One year contract extension
7	01/01/11	03/31/11		(1) Price increase of 1.3% per new MCO rate (2) Add and update contract conditions
8	04/01/11	06/30/11		Three-month contract extension
9	07/01/11	06/30/12		Twelve (12) month contract extension
10	07/01/11	06/30/12	\$1,100,000	Adds \$100,000 to NTE; updates Bid and Contract Condition "Electronic Payment"

This modification 10 changes the contract as follows:

It adds \$100,000 to the blanket, for a total NTE amount of \$1,100,000, and updates Bid and Contract Condition "Electronic Payment."

All other prices, terms and conditions remain the same.

Approved by the City:

*Jan Fong*  
 Jan Fong, Acting Director

Date

9/14/2011

Approved by Contractor:

*Paula Jones*  
 Signature

Date

9/15/2011

Name and title

*Director*

Sign and return one original. The duplicate original is for your files.

Attachment A  
Contract No. 86040  
Contract Modification No. 10  
Security Guard Services (unarmed)  
A-1 Protective Services, Inc  
September 12, 2011  
Page 1 of 1

The following Bid and Contract Condition is hereby deleted in its entirety and replaced with:

Electronic payment. The City and County of San Francisco (City) uses Bank of America's PayMode-X system to pay invoices electronically and not by check whenever possible. The City makes PayMode-X payments every business day, but prints and mails paper checks only one day a week. So the City encourages you – and it is greatly to your benefit – to enroll in PayMode-X now.

There is no cost to you to enroll in PayMode-X, and you get the same information electronically from PayMode-X that you would get on the City's check stub.

For more information, please visit the Controller's website at:

<http://sfcontroller.org/index.aspx?page=85>

If you have questions, please call:

Steve W. Lee, Controller's Office

(415) 554-7591

JUN-29-2010 13:34

SFPUC PURCHASING

415 487 5237

P.02

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



# Contract Modification 9

## Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities and Southeast Sewage Treatment Plant

**A-1 Protective Services, Inc.**  
Paula Jones  
1601 Donner Avenue, Suite 2  
San Francisco, CA 94124  
Ploann@aol.com

Date: 06/20/11  
Buyer Name: Carolyn Sladnick  
Term contract: 86040  
City Blanket No. BPSF 00003329  
Type: Indefinite quantity  
Not-to-exceed amount: \$1,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Division
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/18/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5.0% per new MCO rate
6	04/01/10	03/31/11		One year contract extension
7	01/01/11	03/31/11		(1) Price increase of 1.3% per new MCO rate (2) Add and update contract conditions
8	04/01/11	06/30/11		Three-month contract extension
9	07/01/11	06/30/12		Twelve (12) month contract extension

This modification 9 changes the contract as follows:

It extends the contract twelve (12) months from July 01, 2011 through June 30, 2012.  
All other prices, terms and conditions remain the same.



Approved by the City:

*[Signature]*  
Jack Pong, Acting Director

6/29/11  
Date

Approved by Contractor:

*[Signature]*  
Signature

6/29/11  
Date

Name and title

PAULA JONES

Sign and return one original. The duplicate original is for your files.

P-280 (11/20/09)

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



# Contract Modification 8

**Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities and Southeast Sewage Treatment Plant**

**A-1 Protective Services, Inc.**  
Paula Jones  
1601 Donner Avenue, Suite 2  
San Francisco, CA 94124  
Ploann@aol.com

Date: 02/28/11  
Buyer Name: Carolyn Sladnick  
Term contract: 86040  
City Blanket No. BPSF 00003329  
Type: Indefinite quantity  
Not-to-exceed amount: \$1,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Division
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/18/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5.0% per new MCO rate
6	04/01/10	03/31/11		One year contract extension
7	01/01/11	03/31/11		(1) Price increase of 1.3% per new MCO rate (2) Add and update contract conditions
8	04/01/11	06/30/11		Three-month contract extension

This modification 8 changes the contract as follows:

It extends the contract three (3) months from April 01, 2011 through June 30, 2011.

All other prices, terms and conditions remain the same.

Approved by the City:

Carol Foltz, Acting Director of OCA and Purchaser

3/15/11  
Date

Approved by Contractor:

Signature

3/15/11  
Date

Name and title

PAULA JONES DIRECTOR

Sign and return one original. The duplicate original is for your files.

P-280 (11/20/09)

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



# Contract Modification 7

Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities and Southeast Sewage Treatment Plant

**A-1 Protective Services, Inc.**  
Paula Jones  
1601 Donner Avenue, Suite 2  
San Francisco, CA 94124  
Ploann@aol.com

Date: 02/07/11  
Buyer Name: Carolyn Sladnick  
Term contract: 86040  
City Blanket No. BPSF 00003329  
Type: Indefinite quantity  
Not-to-exceed amount: \$1,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Division
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/18/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5.0% per new MCO rate
6	04/01/10	03/31/11		One year contract extension
7	01/01/11	03/31/11		(1) Price increase of 1.3% per new MCO rate (2) Add and update contract conditions

This modification 7 changes the contract as follows:

By mutual agreement, prices have increased in accordance with Special Condition No.89: Price Adjustment, effective 1/1/11, an increase of \$.15/hour is allowed due to the new MCO rate. See Attachment A for new rates.

Add Bid and Contract Conditions: Electronic Payment and Food Service Waste Reduction. Delete and replace Bid and Contract Conditions No.17: Nondiscrimination; Penalties, No.18: EBE Utilization, General Conditions No.51: First Source Hiring, No.53: Requiring Health Benefits for Covered Employees, No.55: Limitations on Contributions, No.60: Nondisclosure of Private Information, and Special Condition No. 94: Displaced Worker Protection Act. (See Attachment B).

All other prices, terms and conditions remain the same.

Approved by the City:

*[Signature]*  
Laci Tong, Acting Director of OCA and Purchaser

2/15/11  
Date

Approved by Contractor:

*[Signature]*  
Signature

2/18/11  
Date

Name and title.

*[Signature]*  
DIRECTOR OF SECURITY

Sign and return one original. The duplicate original is for your files.

Apr. 2. 2010 11:06AM

No. 8962 P. 2/2

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



# Contract Modification 6

**Security Guard Service (unarmed) for the Public Utilities Commission Southeast Community Facilities and Southeast Sewage Treatment Plant**

**A-1 Protective Services, Inc.**  
Paula Jones  
1601 Donner Avenue, Suite 2  
San Francisco, CA 94124  
E-mail: ploann@aol.com

Date: March 09, 2010  
Buyer Name: Carolyn Sladnick  
Term contract: 86040  
City Blanket No. BPSF 00003329  
Type: Indefinite quantity  
Not-to-exceed amount: \$ 1,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04/01/07	03/31/10	\$1,000,000	
1	04/20/07	03/31/10		Add service location: Central Distribution Division
2	07/01/07	03/31/10		Change service hours for Earl P. Mills Center
3	01/01/08	03/31/10		Price increase of 2.5% per new MCO rate
4	08/15/08	03/31/10		Add service location: Hunters Point Shipyard
5	01/01/09	03/31/10		Price increase of 5% per new MCO rate
6	04/01/10	03/31/11		One year contract extension

This modification 6 changes the contract as follows:

It extends the contract from April 1, 2010 to March 31, 2011.

All pricing, terms and conditions remain the same.

Approved by the City:

Naomi Kelly  
Naomi Kelly, Director of OCA and Purchaser

4-1-10  
Date

Approved by Contractor:

Paula Jones

Signature

4-2-10  
Date

Name and title

PAULA JONES, DIRECTOR

Sign and return one original. The duplicate original is for your files.

P-280 (11/20-09)



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



RECEIVED  
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09 MAY 28 AM 11:17

# CONTRACT MODIFICATION NO. 5

Indefinite Quantity

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

Date January 16, 2009

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, 2009, an increase is allowed due to new MCO rate.

Please see Attachment A for new rates.

General Condition number 52, Minimum Compensation Ordinance ("MCO") has been modified to Contract 86040 (See Attachment "B").

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.

BJJ

Paula Jones  
As the duly appointed Purchaser of the City and County of San Francisco  
Date 5-21-09

### RECEIPT OF THE ABOVE IS HEREBY ACKNOWLEDGED:

Contractor A-1 Protective Services, Inc.  
By Paula Jones DIRECTOR  
Signature Title  
Date 5/26/09

**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)**

	<b><u>Old Rate</u></b>	<b><u>New Rate</u></b>
One (1) Guard, unarmed, normal service	<b><u>\$19.29</u> per hour</b>	<b><u>\$20.18</u> per hour</b>

**Item 2.1**

Holiday Rate per hour/guard	<b><u>\$28.94</u> per hour</b>	<b><u>\$30.27</u> per hour</b>
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**Item 2.2**

Guard, unarmed, overtime Per hour per guard	<b><u>\$28.94</u> per hour</b>	<b><u>\$30.27</u> per hour</b>
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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	<b><u>\$19.31</u> per hour</b>	<b><u>\$20.20</u> per hour</b>
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**Item 3.1**

Holiday Rate per hour/guard	<b><u>\$28.97</u> per hour</b>	<b><u>\$30.30</u> per hour</b>
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**Item 3.2**

Guard, unarmed, overtime Per hour/guard	<b><u>\$28.97</u> per hour</b>	<b><u>\$30.30</u> per hour</b>
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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>\$19.14 per hour-</u>	<u>\$20.02 per hour</u>

**Item 4.1**

Holiday Rate per hour/guard	<u>\$28.75 per hour</u>	<u>\$30.07 per hour</u>
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**Item 4.2**

Guard, unarmed, overtime Per hour per guard	<u>\$28.75 per hour</u>	<u>\$30.07 per hour</u>
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**SECURITY GUARD SERVICES (UNARMED), EXTRA GUARD(S) FOR 1800 OAKDALE AVENUE,  
 750 PHELPS and "AS NEEDED" - PUC FACILITIES**

**Item 5**

	<u>Old Rate</u>	<u>New Rate</u>
Extra Guard(s), unarmed, normal service <b>TO BE DETERMINED between Contractor and each location</b> Straight Time Rate	<u>\$19.14 per hour-</u>	<u>\$20.02 per hour</u>

Straight time to exclude **Holidays**

**Item 5.1**

Holiday Rate per hour/guard	<u>\$28.75 per hour</u>	<u>\$30.07 per hour</u>
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**Item 5.1**

Guard, unarmed, overtime Per hour per guard	<u>\$28.75 per hour-</u>	<u>\$30.07 per hour</u>
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The following Condition has been modified to read as follows:

**52. MINIMUM COMPENSATION ORDINANCE (“MCO”)**

- a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at:

[http://www.sfgov.org/site/olse\\_index.asp?id=27459](http://www.sfgov.org/site/olse_index.asp?id=27459)

A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

- b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. The required wage is posted on the Web at:

[http://www.sfgov.org/site/olse\\_index.asp?id=27459](http://www.sfgov.org/site/olse_index.asp?id=27459)

Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

- c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.
- d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.
- e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

- f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.
- g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.
- h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.
- i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

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. **DUPLICATE 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)**

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

**Item 2.1**

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

Guard, unarmed, overtime Per hour per guard	<b><u>\$28.23</u> per hour</b>	<b><u>\$28.94</u> per hour</b>
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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	<b><u>\$18.84</u> per hour</b>	<b><u>\$19.31</u> per hour</b>
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**Item 3.1**

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

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

**Item 4**

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

**Item 4.1**

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

Guard, unarmed, overtime Per hour per guard	<b><u>\$28.05</u> per hour</b>	<b><u>\$28.75</u> per hour</b>
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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	<b><u>\$18.67</u> per hour-</b>	<b><u>\$19.14</u> per hour</b>
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**Item 4.1 (CDD)**

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

Guard, unarmed, overtime Per hour per guard	<b><u>\$28.05</u> per hour</b>	<b><u>\$28.75</u> per hour</b>
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**SECURITY GUARD SERVICES (UNARMED), EXTRA GUARD(S) FOR 1800 OAKDALE AVENUE,  
750 PHELPS, 1900 NEWCOMB AVENUE, "AS NEEDED" - PUC FACILITIES**

**Item 5**

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

Straight time to exclude **Holidays**

**Item 5.1**

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

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