

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 Services (Unarmed) – 1660 Mission Street

Hal Mar Jac Enterprises, Inc.
dba McCoy's Patrol Service
Jacqueline Coleman
6271 Third Street, Suite A
San Francisco, CA 94124
E-mail: JingleJC@aol.com

Date: 01-23-13
Buyer Name: Deirdre Darley
Term contract: 86063
City Blanket No. BPSF00003404
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	08-01-07	07-31-09	\$1,000,000	
1	08-01-09	07-31-10	No Change	12 month extension
2	08-01-10	07-31-11	No Change	12 month extension; price increase
3	08-01-11	10-31-11	No Change	3 month extension; contract conditions updated
4	11-01-11	04-30-12	No Change	6 month extension
5	05-01-12	07-31-12	No Change	Extend term; Increase Rates; Update Conditions
6	08-01-12	07-31-13	\$1,200,000	Extend Term; Increase Blanket; Update Condition
7	No Change	No Change	No Change	Add Line Items, Rates, Scope

This modification 7 changes the contract as follows:

- The parking lot for 1660 Mission has been added to the Scope of Work. Line Items 3, 3a, 4 and 4a have been added to accommodate this addition. Please see Attachment A for new line item descriptions and rates. See Attachment B for additional Scope of Work.

All other terms and conditions remain the same

Approved by the City: *Jaci Tong* 1/23/13
Jaci Tong Director of OCA Date
 Approved by Contractor: *Jacqueline Coleman* 1/24/13
 Signature Date
 Name and title: Jacqueline R. Coleman, COO

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

P-280 (11/20/09)

Effective February 1, 2013 hourly rates for the 1660 Mission St. Parking Lot are as follows:

Item No.	Description	Rate Per Man Hour
3.	Guard, Unarmed, <i>without vehicle</i> , Normal Service Straight Time to Include 24HR basis, 7 days per week, Holidays excluded	\$18.46
3a.	Guard, Unarmed, <i>without vehicle</i> , <i>Holidays and Unscheduled Overtime</i>	\$27.69
4.	Guard, Unarmed, <i>with vehicle</i> , Normal Service Straight Time to Include 24HR basis, 7 days per week, Holidays excluded	\$19.46
4a.	Guard, Unarmed, <i>with vehicle</i> , <i>Holidays and Unscheduled Overtime</i>	\$29.19

Security Guard Services (“Unarmed”) for 1660 Mission Street Parking Lot

SCOPE OF WORK

Security Guard Services (“Unarmed”) for 1660 Mission Street Parking Lot

Contractor will provide professional security officers to perform security guard services as outlined hereunder for the 1660 Mission Street Parking Lot (246 South Van Ness Avenue).

I. SCOPE OF WORK TO BE PERFORMED

A. Duties

1. Guard the property against fire, theft, damage and trespass
2. Permit only duly authorized persons and vehicles to enter the premises so far as physical security allows
3. Report any unusual incidents or hazardous conditions to The Facility Manager and/or to the S.F.P.D
4. All additional duties that Facility Manager and Contractor may agree upon from time to time
5. Verify that each vehicle is authorized to park in the lot. All unauthorized vehicles shall be towed from the lot after checking the authorized vehicle list
6. Monitor complaint logbook
7. City reserves the right to require the contractor to remove any security guard from the 1660 Mission Street Parking Lot site and immediately replace the individual with a security guard acceptable to the City
8. Make parking lot rounds hourly A.M. and P.M. shifts [3 shifts/per day]
9. Provide Patrol vehicle for Security Guards to make hourly parking lot rounds.

B. Hours of Service

1. The contractor shall provide security guards to the facility on weekdays and weekends [24/7]
2. Shift Schedule: Shifts shall be as follows:
 - a) Two unarmed guards – 8:00 a.m. – 4:00 p.m. - Daily
 1. 15 minute break to be taken sometime in the 30 minutes between 10:00 a.m. and 10:30 a.m.
 2. 30 minute meal break to be taken sometime in the 60 minutes between 12:00 p.m. and 1:00 p.m.
 3. 15 minute break to be taken sometime in the 30 minutes between 2:30 p.m. and 3:00 p.m.
 4. Log arrival time at beginning of shift, rounds and breaks

Security Guard Services (“Unarmed”) for 1660 Mission Street Parking Lot

SCOPE OF WORK

- b) Two unarmed guards – 4:00 p.m. – 12:00 a.m. - Daily
 - 1. 15 minute break to be taken sometime in the 30 minutes between 6:00 p.m. and 6:30 p.m.
 - 2. 30 minute meal break to be taken sometime in the 60 minutes between 8:00 p.m. and 9:00 p.m.
 - 3. 15 minute break to be taken sometime in the 30 minutes between 10:30 p.m. and 11:00 p.m.
 - 4. Log arrival time at beginning of shift, rounds and breaks

- c) Two unarmed guards – 12:00 a.m. – 8:00 a.m. - Daily
 - 1. 15 minute break to be taken sometime in the 30 minutes between 2:00 a.m. and 2:30a.m.
 - 2. 30 minute meal break to be taken sometime in the 60 minutes between 4:00 a.m. and 5:00 a.m.
 - 3. 15 minute break to be taken sometime in the 30 minutes between 6:30 a.m. and 7:00 a.m.
 - 4. Log arrival time at beginning of shift, rounds and breaks

- d) Guards shall take their breaks and meal breaks at different times, but during the time frames stated above.

II. GENERAL POST ORDERS

- A. The security guard shall roam [by vehicle or on foot] the entire 1660 Mission St. Parking Lot.
- B. The guard will become familiar with the facility's parking tenants and assist with the removal of unauthorized persons and vehicles.
- C. Guards will provide the following services:
 - 1. Monitor all incoming and outgoing vehicle traffic.
 - 2. Monitor security needs of individual clients/tenants, as needed
 - 3. Perform perimeter tours [including any adjacent property]
- D. After appropriate instruction, the guard will, at all times, be knowledgeable about the following:
 - 1. Emergency response and emergency client telephone numbers
 - 2. Emergency fire procedures including the layout of the Property.
 - 3. Procedures and protocols for responding to medical emergencies, lost children, bomb threats, riots, fires, earthquakes, hazardous spills, floods and other emergencies
 - 4. Facility patrol procedures
 - 5. Operation of parking areas and management of traffic flow through the parking areas. Maintain detailed Daily Log of vehicles parked in lot.
 - 6. Communication to RED property management and engineering as necessary.

Security Guard Services (“Unarmed”) for 1660 Mission Street Parking Lot

SCOPE OF WORK

- E. Keys:
 - 1. No keys will be given to the assigned Security guards.
- F. Security guards shall not be distracted from their duties by music, newspapers, television, and personal cell phones, etc.
- G. Security guards shall, at all times, be polite, courteous, respectful, and responsive to parking tenants and their invitees
- H. Each Security Guard shall be equipped with a cell phone (Contractor Supplied) to respond to emergency situations.

III. SPECIFIC POST ORDERS

- A. Within fifteen (15) days after the commencement of this Contract Amendment Contractor shall deliver to City draft comprehensive Post Orders for review and approval. City shall review and return same to Contractor within ten (10) days. Contractor will prepare completed and approved Post Orders and submit them to the Building Manager within ten (10) days. Post Orders include, but are not limited to:
 - 1. General Safety Procedures
 - 2. Emergency Procedures (including contact lists)
 - 3. Investigation and Incident Report Procedures and Forms
 - 4. Shift Patrol Procedures
 - 5. Communication Procedures
 - 6. Dress and Grooming Standards
 - 7. Training Procedures including harassment training
- B. Within sixty (30) days after the commencement of this contract Contractor shall deliver to City final comprehensive Post Orders that include pictures and diagrams.
- C. All written reports are to be submitted by the beginning of the next regular working day to:

Attn: May Jaber, Facility Manager
City and County of San Francisco
1660 Mission Street Parking Lot
Real Estate Division
25 Van Ness Avenue, Suite 400
San Francisco, CA 94102