CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF CONTRACT ADMINISTRATION
PURCHASING DIVISION

CONTRACT
86042

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

COMPANY INFORMATION

Name of Company:	A1 Protective Services, Inc.
Address:	5 Thomas Mellon Circle, Suite 156
City, State, Zip:	San Francisco, CA 94124
Contact:	Paula Jones
Telephone Number:	(415) 467-7200
Fax Number:	(415) 467-7300
E-mail:	ploann@aol.com
24-Hour Emergency Number:	(415) 467-7200
Payment Terms:	2%-30, Net 31
Federal I.D. Number:	20-0842286
Vendor Number:	66033
CBPO Number:	BPSF00004244

WARNING

Do not use any term contracts to purchase goods and/or services when using Federal, State or Special Funds. Term contracts may contain provisions that conflict with Federal or State provisions.

City departments must contact their assigned City Attorney for applicable provisions, procedures and relevant fund requirements.

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AWARD SHEET

SEE ATTACHMENT A FOR GENERAL REQUIREMENTS FOR 1800 OAKDALE AVENUE

Item 1: Total charges for all services specified in Attachment A:

Two (2) Security Guards for the term of the contract, Monday through Friday, 7:00 a.m. to 5:00 p.m. (10 hours/day, holidays excluded)

Hourly rate: $24.06

One (1) Security Guard for the term of the contract, Monday through Friday, 5:00 p.m. to 10:00 p.m. (5 hours/day, holidays excluded)

Hourly rate: $24.06

One (1) Security Guard for the term of the contract, Saturday through Sunday, 10:00 a.m. to 12:00 a.m. (14 hours/day, holidays excluded)

Hourly rate: $24.06

Contractor shall bill based on hourly rate for actual hours per month
No over-time hours allowed
Entire shift must be covered

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For the Term July 01, 2016 through December 31, 2017

AWARD SHEET

SEE ATTACHMENT B FOR GENERAL REQUIREMENTS FOR 750 PHELPS STREET

Item 2: Total charges for all services specified in Attachment B:

One (1) Security Guard, from **July 1, 2016 to June 30, 2017**, Monday through Friday, 5:00 a.m. to 5:00 p.m. (12 hours/per day, holidays excluded)

Hourly rate: $21.64

Two (2) guards for the term of the contract, 7 days a week, (24 hours/per day, holiday excluded)

Hourly rate: $21.64 (Day shift)

Hourly rate: $21.64 (Evening shift)

Hourly rate: $21.64 (Weekend shift)

Day shift is Monday – Friday, from 7:00 a.m. – 7:00 p.m.
Evening shift is Monday – Friday, from 7:00 p.m. - 7:00 a.m.
Weekend shift is Saturday – Sunday, from 7:00 a.m. - 7:00 p.m. and 7:00 p.m. – 7:00 a.m.

Contractor shall bill based on hourly rate for actual hours per month
No over-time hours allowed
Entire shift must be covered

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AWARD SHEET

SEE ATTACHMENT C FOR GENERAL REQUIREMENTS FOR – "AS NEEDED" LOCATIONS

Item 3: Total charges for all services specified in Attachment C:

Two (2) 0.5 FTE (full-time equivalent) guards unarmed; "as needed," up to 1440 hours total annually.

Hourly rate: $21.62 (Day shift)

Hourly rate: $21.64 (Evening shift)

Hourly rate: $21.64 (Weekend shift)

Day shift is Monday – Friday, from 7:00 a.m. – 7:00 p.m.
Evening shift is Monday – Friday, from 7:00 p.m. - 7:00 a.m.
Weekend shift is Saturday – Sunday, from 7:00 a.m. - 7:00 p.m. and 7:00 p.m. – 7:00 a.m.

Contractor shall bill based on hourly rate for actual hours per month
No over-time hours allowed
Entire shift must be covered

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PURCHASING DIVISION

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BID AND CONTRACT CONDITIONS

Getting paid for goods and/or services from the City:

1. Beginning January 2012, all City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through Paymode-X, the City's third party service that provides Automated Clearing House (ACH) payments.

2. Electronic payments are processed every business day and are safe and secure.

3. To sign up for electronic payments, visit www.sfgov.org/ach.

4. The following information is required to sign up:

    a. The enroller must be their company's authorized financial representative.
    b. The company's legal name, main telephone number and all physical and remittance addresses used by the company
    c. The company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor)
    d. The company's bank account information, including routing and account numbers

If you have questions, please email: ACH.Support@sfgov.org

TERMS RELATED TO BIDDING

1. When Bids are Due; Bid Opening Procedures

Bids must be delivered before time set for bid opening. Bids will be opened by Purchasing at the hour and place stated on the bid page of this bid in the presence of bidders who attend, and bid prices will be read upon request as time permits. Bidders may inspect the bids after award.

2. Articles Furnished

Articles and services must comply with applicable laws, ordinances and other legal requirements, including (among others) the Cal-OSHA regulations in Title 8 of the Code of Regulations and, for electrical products, Sections 110.2 and 110.3 (B) of the S.F. Electrical Code. In addition, if an electrical item has not been tested by a lab approved by City's Department of Building Inspection (DBI) or Department of Public Works (DPW), Contractor shall notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are posted on Purchasing's website at http://www.sfgov.org/oca/. When a non-tested item is delivered, the department will request approval from DPW. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.

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BID AND CONTRACT CONDITIONS

3. Bidding on Separate Services and in the Aggregate

Bidders may bid separately for any service unless otherwise provided. Bidders may make an offer on one, some or all services, unless otherwise provided.

4. Prices

Prices quoted must be fixed except as otherwise specified in this document. Any bid requiring receipt of order in less than 30 days will be unacceptable unless otherwise specified herein.

5. Awards; Rejection of Bids

Purchasing may make awards on one, some or all services in a bid. Purchasing reserves the right to reject any and all bids.

6. Cash Discounts; Terms of Payment

Cash discount (discount for prompt payment) will not be taken into consideration in determining the low bid. However, cash discounts are encouraged and must meet the following conditions:

- The discount period will start upon date of completion of all services on any Purchase Order or other authorization certified by Controller, or upon date of receipt of properly prepared invoices covering such services, whichever is later.

- Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City's check.

- The discount will be deducted from the invoice amount in accordance with the provisions above, unless the bid states the discount is not available. No additional charge shall accrue against City in the event that City does not make payment within any time specified by bidder.

7. Sunshine Ordinance

In accordance with Sec. 67.24(e) of the San Francisco Administrative Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

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BID AND CONTRACT CONDITIONS

TERMS RELATED TO THE CONTRACT

8. Contract Interpretation: Choice of Law/Venue; Assignment

Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California; the venue for all claims arising out of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.

9. Hold Harmless and Indemnification

Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Contract, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Contract, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Contract.

10. Failure to Deliver

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

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BID AND CONTRACT CONDITIONS

11. Budget and Fiscal Provisions

This Contract is subject to the budget and fiscal provisions of City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Contract will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Contract will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Contract in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Contract.

12. Default; Remedies

On and after any event of default, City shall have the right to exercise its legal and equitable remedies, including without limitation, the right to terminate this Contract or to seek specific performance of all or any part of this Contract. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any event of default. Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Contract or any other contract between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such event of default and any liquidated damages due from Contractor pursuant to the terms of this Contract or any other contract. All remedies provided for in this Contract may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

13. Termination for Convenience

City shall have the option, in its sole discretion, to terminate this Contract, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City.

14. Guaranteed Maximum Costs

The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, the City and its employees and officers are not

authorized to request Contractor to perform services or to provide materials, equipment and supplies that would result in Contractor performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract unless the contract is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. The City is not required to reimburse Contractor for services, materials, equipment or supplies that are provided by Contractor which are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract and which were not approved by a written amendment to the agreement having been lawfully executed by the City. The City and its employees and officers are not authorized to offer or promise to Contractor additional funding for the contract which would exceed the maximum amount of funding provided for in the contract for Contractor's performance under the contract. Additional funding for the contract in excess of the maximum provided in the contract shall require lawful approval and certification by the Controller of the City. The City is not required to honor any offered or promised additional funding for a contract which exceeds the maximum provided in the contract which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

15. Taxes

A. Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Contract, or the services delivered pursuant hereto, shall be the obligation of Contractor.

B. Contractor recognizes and understands that this Contract may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Contract entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

(2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Contract may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Contract. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

(3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

(4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

16. Use of City Opinion

Contractor shall not quote, paraphrase, or otherwise refer to or use any opinion of City, its officers or agents, regarding Contractor or Contractor's performance under this Contract without prior written permission of Purchasing.

17. Nondiscrimination; Penalties

A. Contractor Shall Not Discriminate. In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

B. Subcontracts. Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

C. Nondiscrimination in Benefits. Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or

between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

D. Condition to Contract. As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division (formerly San Francisco Human Rights Commission).

E. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of $50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

18. Local Business Enterprise Utilization; Liquidated Damages

A. The LBE Ordinance. Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

B. Compliance and Enforcement

(1) Enforcement. If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of

this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or $1,000, whichever is greatest. The Director of the City's Contract Monitoring Division (CMD) or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of CMD") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of CMD will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17. By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the CMD shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City. Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of CMD or the Controller upon request.

(2) Subcontracting Goals. The LBE subcontracting participation goal for this contract is 20 %. Contractor shall fulfill the subcontracting commitment made in its bid or proposal. Each invoice submitted to City for payment shall include the information required in the CMD Progress Payment Form and the CMD Payment Affidavit. Failure to provide the CMD Progress Payment Form and the CMD Payment Affidavit with each invoice submitted by Contractor shall entitle City to withhold 20% of the amount of that invoice until the CMD Payment Form and the CMD Subcontractor Payment Affidavit are provided by Contractor. Contractor shall not participate in any back contracting to the Contractor or lower-tier subcontractors, as defined in the LBE Ordinance, for any purpose inconsistent with the provisions of the LBE Ordinance, its implementing rules and regulations, or this Section.

(3) Subcontract Language Requirements. Contractor shall incorporate the LBE Ordinance into each subcontract made in the fulfillment of Contractor's obligations under this Agreement and require each subcontractor to agree and comply with provisions of the ordinance applicable to subcontractors. Contractor shall include in all subcontracts with LBEs made in fulfillment of Contractor's obligations under this Agreement, a provision requiring Contractor to compensate any LBE subcontractor for damages for breach of contract or liquidated damages equal to 5% of the subcontract amount, whichever is greater, if Contractor does not fulfill its commitment to use the LBE subcontractor as specified in the bid or proposal, unless Contractor received advance approval from the Director of CMD and contract awarding authority to substitute subcontractors or to otherwise modify the commitments in the bid or proposal. Such provisions shall also state that it is enforceable in a court of competent jurisdiction. Subcontracts shall require the subcontractor to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination of this contract and to make such records available for audit and inspection by the Director of CMD or the Controller upon request.

BID AND CONTRACT CONDITIONS

(4) Payment of Subcontractors. Contractor shall pay its subcontractors within three working days after receiving payment from the City unless Contractor notifies the Director of CMD in writing within ten working days prior to receiving payment from the City that there is a bona fide dispute between Contractor and its subcontractor and the Director waives the three-day payment requirement, in which case Contractor may withhold the disputed amount but shall pay the undisputed amount. Contractor further agrees, within ten working days following receipt of payment from the City, to file the CMD Payment Affidavit with the Controller, under penalty of perjury, that the Contractor has paid all subcontractors. The affidavit shall provide the names and addresses of all subcontractors and the amount paid to each. Failure to provide such affidavit may subject Contractor to enforcement procedure under Administrative Code §14B.17.

19. MacBride Principles – Northern Ireland

Pursuant to San Francisco Administrative Code § 12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride principles. By signing below, the person executing this agreement on behalf of Contractor acknowledges and agrees that he or she has read and understood this section.

20. Tropical Hardwood and Virgin Redwood Ban

Pursuant to § 804(b) of the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood product, virgin redwood or virgin redwood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Sections 802(B), 803(B), and 804(B) of the Environment Code, Contractor shall not provide any items to the City in performance of this Contract which are tropical hardwoods, tropical hardwood products, virgin redwood or virgin redwood products. (c) Failure of Contractor to comply with any of the requirements of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

21. Resource Conservation

Contractor agrees to comply fully with the provisions of Chapter 5 of the San Francisco Environment Code ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference.

22. Submitting False Claims; Monetary Penalties

Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that

section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant:

(a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

23. Liability of City

CITY'S PAYMENT OBLIGATIONS UNDER THIS CONTRACT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR UNDER THIS CONTRACT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CONTRACT, IN NO EVENT SHALL CITY BE LIABLE REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS CONTRACT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS CONTRACT.

24. Drug-Free Workplace Policy

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Contract.

25. Compliance with Americans with Disabilities Act

Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Contract and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Contract.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

BID AND CONTRACT CONDITIONS

26. Compliance with Laws

Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Contract, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

27. Bid Protests

Bid protests for purchases of Services shall be submitted and responded to in accordance with Regulation 21.3(i) of the San Francisco Administrative Code, Chapter 21.

28. Food Service Waste Reduction Requirements

Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars ($100) liquidated damages for the first breach, two hundred dollars ($200) liquidated damages for the second breach in the same year, and five hundred dollars ($500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

End of Bid and Contract Conditions

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

GENERAL CONDITIONS

These terms and conditions supplement the City's Bid and Contract Conditions. In the event of a conflict between these conditions and the preceding Bid and Contract Conditions, these conditions shall take precedence.

29. Contract Term

The contract period shall be for eighteen (18) months. The initial term of this contract is the period from award execution date, approximately July 01, 2016 or the above-stated term date, whichever is later, through the last day of the month of an eighteen (18) consecutive month period.

30. Contract Extension

This contract may be extended, all or in part, for a period or periods up to six months by mutual agreement in writing. The maximum contract period shall not be more than 2 years.

31. Toll-Free Telephone Number

A contractor located outside of the City and County of San Francisco is encouraged to provide free telephone services for placing orders. This requirement can be met by providing a toll-free telephone number or accepting collect calls. The free service may be a consideration in evaluating this bid.

32. Cooperative Agreement

Contractor agrees _____ or does not agree_____ (make a selection by an "X" mark) that during the term of this agreement and any authorized extension, the Director of Purchasing may allow other public agencies or non-profits made up of multiple public agencies to utilize this agreement to obtain some or all of the services and/or commodities to be provided by Contractor under the same terms and conditions as the City, pursuant to a Board of Supervisor Resolution.

33. LBE Ordinance

To qualify for a bid discount under the provisions of Administrative Code Chapter 14B, an LBE must be certified by the Contracts Monitoring Division (formerly 'Human Rights Commission') by the Bid Due date. The certification application is available from CMD (415) 581-2310, and on the web. CMD's home page is:

http://sfgsa.org/index.aspx?page=6130

Click on the "LBE Certification" tab.

34. Claim for Preference

To claim preference under the LBE Ordinance, See Bid Questionnaire attached.

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Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

GENERAL CONDITIONS

35. LBE Bid Discount; Brokerage Services

Pursuant to Section 14B.7 of the Administrative Code, a bid discount will only be awarded to an LBE directly responsible for providing materials, equipment, supplies or services to the City as required by the Bid solicitation. An LBE will be deemed to be directly responsible for providing the required commodity or service only if it regularly does business as a manufacturer, or authorized manufacturer's representative, dealer or distributor, stocking distributor, franchisee, licensee, service provider, or has another direct agency relationship with the manufacturer or provider of the solicited commodity or service, and has been so certified by the Contracts Monitoring Division. An LBE will be considered to be "regularly doing business", as that term is used in the foregoing paragraph, if in the normal course of business, it stocks, warehouses or distributes commodities to businesses or entities other than public entities having a local business preference program. Such a determination will be subject to audit by CMD. No preference will be given to an LBE engaging in brokerage, referral or temporary employment services not meeting this definition, unless those services are required and specifically requested by the department.

36. Chapter 14B requirements.

A. Subcontracting goals. The LBE subcontracting goal for this project is 20% of the total value of the services to be procured. Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the bid. LBEs identified as subcontractors must be certified with the San Francisco Contracts Monitoring Division at the time the bid is submitted, and must be contacted by the bidder (prime contractor) prior to listing them as subcontractors in the bid. Any bid that does not meet the requirements of this paragraph will be non-responsive. In addition to demonstrating that it will achieve the level of subcontracting participation required by the contract, a bidder shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 3, Requirements for General Services Contracts. Bids which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 3 and this solicitation will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subcontracting goals can only be met with CMD (HRC)-certified LBEs located in San Francisco.

B. LBE Participation. The City strongly encourages bids from qualified LBEs. Pursuant to Chapter 14B, the following bid discounts will be applied for any bidder who is certified by CMD as an LBE on the bid due date. Certificate applications may be obtained by calling CMD at (415) 581-2310.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

GENERAL CONDITIONS

- A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes.

- A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

C. CMD Forms to be Submitted with Proposal

(1) All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 3:

Form 2A CMD Contract Participation form
Form 2B CMD "Good Faith" Outreach Requirements form
Form 3 CMD Non-discrimination Affidavit
Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

Form 4 Joint Venture Participation Schedule

These forms are included in Appendix 2. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected. Submit CMD 12B-101 Form only if the Prime Contractor is not already in compliance with Equal Benefits Requirements. The forms are also available on the web. CMD's home page is:

http://sfgsa.org/index.aspx?page=6130

Click on the "LBE Certification" tab.

(2) Please submit two copies of the above forms with your bid. The forms should be submitted in separate, sealed envelopes addressed to:

Seth Benkle, Contract Compliance Officer
Contracts Monitoring Division
30 Van Ness Avenue, Suite 200
San Francisco, CA 94102
Re: Contract Proposal **86042**

AND

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Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

GENERAL CONDITIONS

Maria Sio
Office of Contract Administration – Purchasing
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4685
Re: Contract Proposal **86042**

If you have any questions concerning the CMD Forms, you may call Seth Benkle, Contract Monitoring Division's Contract Compliance Officer at (415) 581-2306.

37. Audit and Inspection of Records

Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

38. Conflict of Interest

Through its execution of this Contract, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of any said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Contract.

39. Non-Waiver of Rights

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall in any way affect the right of the party to enforce such provisions thereafter.

40. Contractor's Default

If Contractor fails to fulfill its obligations under this Contract Proposal, whether or not said obligations are specified in this section, Purchasing reserves the right to: (a) terminate this contract

at no cost to City; (b) take action in accordance with Section 12 or (c) exercise any other legal or equitable remedy.

41. Bankruptcy

In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this Contract shall terminate and be of no further force and effect, and any property or rights of such other party, tangible or intangible, shall forthwith be returned to it.

42. Proprietary Information of City

Contractor understands and agrees that, in the performance of the work or services under this Contract or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary details, the disclosure of which to third parties will be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the contract, except to the extent that Contractor can demonstrate that: (a) the confidential information at the time of disclosure was part of the public domain by publication or otherwise, except by breach of this contract; (b) the confidential information can be established to have been in possession of Contractor at the time of disclosure and was not acquired directly or indirectly from City under another proprietary information obligation; or (c) the confidential information was received from a third party without any restrictions; provided, however that such information was not obtained by said third party, directly or indirectly, in breach of a proprietary information obligation with City.

43. Incidental and Consequential Damages

Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Contract shall constitute a waiver or limitation of any rights which City may have under applicable law.

44. Reports by Contractor

MULTI-YEAR TERM CONTRACT

Each year, no later than February 15, Contractor shall submit a soft copy report of the total services ordered, by month, under this contract during the preceding calendar year (January 1 – December 31). The report must be in a format acceptable to City and must list by department or location the following: (1) all services awarded under this contract; and (2) total quantity and dollar value of each service ordered, including services for which there were no orders. Contractor must also

furnish a separate similar report for the total of all services ordered by City which are not part of this Contract, and any usage reports required prior to the extension of a Contract or Contract Modification. Emailed reports must not be larger than **10MB**.
Contractor shall email reports to:

OCAVendor.Reports@sfgov.org

Any report files larger than **10MB** must be submitted in electronic format on CD-ROM or USB drive and mailed to the address shown below with the term contract number and "Annual Vendor Reporting" clearly marked on the envelope/packaging.

Contractor shall mail the reports to:

OCA Vendor Reporting
Re: Term Contract No. **86042**
City and County of San Francisco
Office of Contract Administration – Purchasing
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4685

45. Notice to Parties

All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage paid and registered as follows:

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

46. Subcontracting

Contractor is prohibited from subcontracting services under this Contract unless such subcontracting is agreed to in writing by Purchasing. No party on the basis of this Contract shall in any way contract on behalf of or in the name of the other party of this Contract, and violation of this provision shall confer no rights on any party and any action taken shall be void.

47. Independent Contractor

Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services

GENERAL CONDITIONS

and work requested by City under this Contract. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Contract shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Contract referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Contract.

48. Severability

Should the application of any provision of this Contract to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Contract shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

49. Emergency – Priority 1 Service

In case of an emergency that affects the San Francisco Bay Area, Contractor will give the City and County of San Francisco Priority 1 service. Contractor will make every good faith effort in attempting to provide emergency services. Contractor shall provide a 24-hour emergency telephone number of a company representative who is able to receive and act on requests for emergency services. In addition, Contractor shall charge fair and competitive prices for services ordered during an emergency and not covered under the awarded contract.

50. First Source Hiring Program

A. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

GENERAL CONDITIONS

B. First Source Hiring Agreement. As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

GENERAL CONDITIONS

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be non-duplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

C. Hiring Decisions. Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

D. Exceptions. Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

E. Liquidated Damages. Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply

GENERAL CONDITIONS

with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to $5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to $10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

a. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of $348 per month, totaling approximately $14,379; and

b. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total $5,000 for first violations and $10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of $5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

F. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

51A. Prevailing rate of wages required (Not used).

51B. 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 Sections 12P.5 and 12P.5.1 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 www.sfgov.org/olse/mco. 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. 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.

GENERAL CONDITIONS

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.

52. Requiring Health Benefits for Covered Employees

Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

A. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

GENERAL CONDITIONS

B. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

C. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, 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, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

D. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.

E. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

F. 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 HCAO.

G. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

H. Contractor shall keep itself informed of the current requirements of the HCAO.

I. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

J. Contractor shall provide City with access to records pertaining to compliance with HCAO after

GENERAL CONDITIONS

receiving a written request from City to do so and being provided at least ten business days to respond.

K. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.

L. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.

M. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than $25,000 ($50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach $75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than $75,000 in the fiscal year.

53. Consideration of Criminal History in Hiring and Employment Decisions

A. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at http://sfgov.org/olse/fco. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

B. The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, and shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement.

C. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

D. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved;

(2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

E. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 53(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

F. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

G. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

H. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of $50 for a second violation and $100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

54. Limitations on Contributions

Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of

GENERAL CONDITIONS

negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of $50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126.

55. Prohibition on Political Activity with City Funds

In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this Section.

56. Preservative-Treated Wood Containing Arsenic

Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Contract unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Administrative Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

57. Services Provided By Attorneys

Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys,

GENERAL CONDITIONS

including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

58. Not used

59. Protection of Private Information

Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contactor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

60. Sugar-Sweetened Beverage Prohibition

Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

61. Modification of Contract

This Contract may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Contract.

End of General Conditions

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

62. Purpose.

The purpose of this contract is to furnish qualified unarmed Security Guard Service for the City and County of San Francisco, Public Utilities Commission buildings and facilities located at 1800 Oakdale Avenue, 750 Phelps Street, and at "as needed" PUC facilities. Contractor's primary objectives are to maintain order, deter intrusion, disputes, theft and vandalism; provide assistance and information, and respond to emergencies as required by the Public Utilities Commission.

63. Mandatory Pre-bid conference and Site Visit.

A. Mandatory Pre-bid conference

All bidders must attend a mandatory Pre-bid Conference to be held as follows:

Location:
San Francisco Public Utilities Commission – Wastewater Enterprise
City and County of San Francisco
Southeast Plant
750 Phelps Street
930 Conference Room
San Francisco, CA 94124

Date and Time: Monday, June 13, 2016 at 9:00 a.m.

In order to attend the Pre-bid Conference, please email Maria Sio at msio@sfwater.org no later than **Wednesday, June 8, 2016** with the following information:

- Company Name
- Contact person's name, phone number and e-mail address
- Number of people attending the site visit (no more than two (2) per company)

Bidders are strongly urged to read this contract proposal prior to the conference.

NOTE: Please bring a copy of this contract proposal to the Pre-bid Conference.

It is requested that bidder's questions concerning this Contract Proposal be submitted by email or FAX at least 72 hours prior to the date and time of the Pre-bid Conference and directed to:

Maria Sio, Purchaser
Office of Contract Administration – Purchasing
E-Mail Address: MSio@sfwater.org (Purchaser)
Fax No. : 415-487-7737 (Purchaser)

Please reference Contract Proposal No. **86042**.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

The Pre-bid Conference will begin at the time specified, and company representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. A sign-in sheet will be available at the meeting. All attendees must sign in to document their attendance and to insure receipt of any notification of addenda or other information regarding this proposal.

Representatives from the Office of Contract Administration, Public Utilities Commission, Contract Monitoring Division (CMD), and Office of Labor Standards Enforcement (OLSE) will be available to answer questions regarding the proposal and the City's Local Business Enterprise (LBE)/Non-discrimination Requirements and CMD forms.

Any requests for information concerning this proposal, whether submitted before or after the conference, must be in writing, and any substantive replies will be issued as written addenda to all parties who have requested and received a copy of the proposal. Questions raised at the conference may be answered orally. If any substantive new information is provided in response to questions raised at the conference, it will be memorialized in a written addendum. All questions or requests for clarification must be submitted in writing as an email attachment no later than 4:00 P.M., three (3) days prior to the contract proposal due date to Maria Sio, Purchaser, at: msio@sfwater.org. Please reference "86042, Security Guard Service (Unarmed) for the PUC Southeast Community Facilities, Southeast Sewage Treatment Plant."

It is the responsibility of the bidder to check for any Bid Addendum, which will be posted on the City's Bids and Contract Website:

http://mission.sfgov.org/OCABidPublication

B. Mandatory Site Visit

Immediately following the Pre-bid Conference, bidders will accompany the Office of Contract Administration and the PUC staff on a site visit to the PUC properties affiliated with the contract – 750 Phelps Street and 1800 Oakdale Avenue. The site visit is expected to last up to two (2) hours.

64. Scope of services to be performed

A. Southeast Community Facility located at 1800 Oakdale Avenue, San Francisco
Refer to Attachment A for Scope of Services to be Performed

B. Wastewater Enterprise, Southeast Plant, 750 Phelps Street, San Francisco
Refer to Attachment B for Scope of Services to be Performed

C. "As Needed" PUC Facilities
Refer to Attachment C for Scope of Services to be Performed

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

65. Questions, Protests

Any questions or objections concerning the requirements in this contract proposal must be submitted, in writing, and received by the Office of Contract Administration – Purchasing no less than five working days prior to the bid opening date and time. Bidders who fail to do so will waive all further rights to protest, based on these specifications and conditions.

66. Compliance with Regulations

A. State of California Business and Professions Code Private Security Services, Chapter 11.5, Private Security Services Act, Sections 7580 through 7588.

B. National Labor Relations Board (NLRB) Certification
The successful bidder, by signing the contract, swears under Penalty of Perjury that no more than one final unappealable findings of contempt of court by a Federal Court has issued against that Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a Federal Court which orders the Contractor to comply with an order of the National Labor Relations Board.

67. Bidder's qualifications/responsibilities

Minimum Qualifications / Requirements

Any bid/proposal that does not include items MQ1, MQ2, and MQ3 by the bid due date will be deemed non-responsive.

MQ1. State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services licensing requirements: The Contractor's current Private Patrol Operator's license must not be currently under probation or suspension as set forth by the State of California, Department of Consumer Affairs. The Contractor's license must continuously be in full force and effect for the duration of the contract and any extensions thereof. Failure to maintain this requirement shall be considered a breach of contract and grounds for termination.

MQ2. Three (3) verifiable references provided: In order to receive consideration, bidder must have sufficient knowledge and experience in the services covered by the contract. Bidders must have a minimum of five (5) years of experience in providing services as stated under this contract. Bidder should submit with their bid a minimum of three references of customers requiring similar volume of services as provided in this contract. Please refer to Page 4 of Required Information of All Bidders.

MQ3. Bid security: Bid bond, or money order, or a cashier's check or certified check, in the amount of $1,000.00 payable to the City and County of San Francisco. Personal or company checks will not be accepted.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

Additional Bidder's Qualifications

A. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which work is to be performed. The Purchaser will take into consideration, but not be limited to:

   (1) Bidder's experience
   (2) Location
   (3) Adequacy of plant facilities
   (4) Sufficient personnel and equipment to properly perform all services called for under the contract.

B. Contractor must be able to demonstrate to the Purchaser's satisfaction their capabilities, including evidence that they possess adequate facilities and financial resources to fully comply with the requirements of the contract, prior to award and at any time during the contract term or any extension thereof.

C. City reserves the right to inspect Contractor's place of business prior to award or at any time during the contract term or any extension thereof, to aid Purchaser in determining Contractor's capabilities and qualifications.

D. City reserves the right to reject any bid on which the information submitted by Bidder fails to satisfy City and/or Bidder is unable to supply the information and documentation within the period of time requested.

Contractor Responsibilities

A. Contractor shall maintain sufficient qualified personnel, facilities, and resources to properly and adequately perform all services called for under the contract. Contractor shall identify a representative of their company who will respond to the City's requests when needed; please refer to Page 2 of Required Information of All bidders.

B. Contractor agrees that the services to be performed, the locations/areas for specified services, hours for which such services are to be maintained, and the number of trained, equipped, and qualified unarmed Security Guards are to be provided by Contractor and hereunder shall be subject to approval by the City. Contractor agrees that the scheduled work hours and days of security services may be changed at any time, without any penalty to the City, provided the City gives a one (1) week prior notice of its intentions.

C. All unarmed Security Guards will be employees of the Contractor/Subcontractor. As an independent contractor the hiring, training, equipping, supervising, directing and discharging of the Security Guards shall be the responsibility of the Contractor. The payment of Federal, State, and local taxes, and overtime wages shall be the responsibility of the Contractor.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

D. Contractor will provide and supervise personnel who are qualified and uniformed as required herein and as directed by the Wastewater Enterprise (WWE) Security Manger and/or designated representative.

E. Prior to assignment of Contractor's employees to this contract, Contractor shall provide proof of training for assigned Security Guards as required herein. Furthermore, Contractor shall provide an affidavit of training (Appendix 1) signed by the Contractor and the employee; each employee assigned under this contract is certifying that each type of training required herein has been completed. The affidavit shall be on forms provided by the City (sample is attached). Falsified affidavits shall be grounds for immediate removal and replacement of Contractor's employee. Contractor is responsible for verifying the truth and accuracy of each affidavit. Contractor agrees that failure to do so deliberately or negligently is a default of the contract and grounds for termination.

F. Security Guards are to be uniformed and equipped as required herein.

G. Security Guards shall have the ability to speak, read, understand and properly use documents written in English.

H. When two or more guards are working any one location, the Contractor shall provide them with two-way radios, cellular phones or both while performing security services under the contract.

I. City reserves the right to, and may request Contractor to remove any Security Guard(s) from his/her premises at any time, for any reason whatsoever, and Contractor shall provide an immediate replacement within an hour.

J. Contractor shall make available to the City upon request, time records and payroll records of employees whom the Contractor has assigned to work under this contract.

K. All such records will be made available for audit and re-audit during the entire term of the contract, including any subsequent extensions for a period of two (2) years thereafter.

L. Contractor must demonstrate the maintenance of current personnel policies/procedures and that the assigned Security Guards are familiar with them through regular participation in SFPUC safety tailgates. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client CCTV surveillance, training, etc. An annual report will be requested from the department.

M. All Security Guard work stations will be kept in a clean and organized manner.

N. Contractor is responsible for the health and safety of their employees and any other Contractor staff or representative when working on or visiting facilities being served under this contract.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

O. Contractor is responsible for procuring and providing any health and safety supplies, and/or equipment for the Security Guards including but not limited to, first aid kits, safety vests, hard hats, gloves, cold weather gear, rain gear, etc., and ensure Security Guards are properly trained or certified in their use as applicable.

P. Contractor will be responsible for providing technical support and assistance to the City's Public Utilities Commission. As part of this requirement, Contractor must provide, by phone, personnel with in-depth technical knowledge of the services Contractor is providing under this contract, to answer questions and offer any assistance required by the Public Utilities Commission personnel, during City business hours. (8:00 a.m. – 5:00 p.m.)

Q. Contractor shall be responsible for producing the usage reports required under General Condition 44 of this document. Failure to provide the required reports may result in application of the Contractor's Default clause of this Contract.

R. City reserves the right to terminate this contract if information requested from and submitted by Contractor fails to satisfy City and/or Contractor is unable to provide the information and/or documentation within the period requested.

S. Infection Control, Health, and Safety: Contractor will be working at a sewage treatment plant and as such;

1. Contractor must have a Blood Borne Pathogen (BBP) Exposure Control Plan as defined in the California Code of Regulations, **Title 8, Section 5193, Bloodborne Pathogens**, and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safety devices, maintenance of a Sharps injury log, post-exposure medical evaluations, and recordkeeping.

T. Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 "Log of Work-Related Injuries and Illnesses."

U. Contractor's Employees

1. Each and every employee provided under this contract should have the minimum qualifications required for the position as specified herein, and possess a State of California Security Guard Card from the Bureau of Consumer Affairs (BSIS). San Francisco Public Utilities Commission (SFPUC) / Wastewater Enterprise (WWE) may require proof of such qualifications at any time from either the employee or Contractor. Should any employee be found unqualified for the position to which he/she is assigned, he/she will be removed and replaced immediately by Contractor at no additional cost to the City.

2. Contractor's employees must be trained, skilled, and willing to physically restrain and detain aggressive and/or combative persons if they feel they can do so without putting

SPECIAL CONDITIONS

themselves in harm's way. If necessary, Security Guards must be prepared to escort such persons off the WWE facilities premises if such persons fail to adhere to reasonable standards of compliant behavior.

3. Contractor's employees will be required to work cooperatively with San Francisco Police Department (SFPD) and/or San Francisco Sheriff's Department (SFFD) officers and personnel in situations when potential or actual threats to persons or property are determined to be present. The Security Guard(s) will work under the command of both WWE and SFPD/SFFD until such threats are determined to have subsided. Such threats include, but are not limited to, civil disturbances, natural disasters, and City-declared emergencies.

4. Contractor's employees are expected to provide a professional level of service at all times. Security Guards and their supervisors will communicate with San Francisco Public Utilities Commission (SFPUC) / Wastewater Enterprise (WWE) staff and clients in a courteous and respectful manner. Any conversations with staff and clients will be limited to WWE business. Personal use of compact computer technology items (e. g., cellular phones, reading tablets, hand-held game modules, portable media players, etc.) during working hours is prohibited unless it is directly related to their assigned duties.

5. Contractor's employees are expected to be at their assigned work station at the designated starting times for their respective work shifts.

6. Contractor will note that SFPUC/WWE has no free parking areas available for personal automobiles.

V. Training

Prior to the commencement of the contract, Contractor must provide proof of training as listed below, in addition to proof of training required by the State of California, Bureau of Consumer Affairs (BSIS) must be provided by the Contractor.

***NOTE: ALL REQUIRED TRAINING MUST BE COMPLETED NO LATER THAN THIRTY (30) DAYS AFTER RECEIVING NOTICE OF AWARD OF THIS CONTRACT.**

1. The Contractor must provide the SFPUC/WWE Security Manager with a copy of the training documents/certificates and shall include the dates and name of location (school or firm) of each. Proof of completion of each of the below-listed training elements must be submitted for review to the SFPUC/WWE Security Manager within seven (7) days of placing a Security Guard into service under the contract. Individual training programs may be waived if the Contractor can provide sufficient documentation which shows their employees are similarly qualified. The City's consent shall be provided by

SPECIAL CONDITIONS

written approval from the SFPUC/WWE Administration Division Manager or his/her designated representative.

2. Security Guards will be trained in an overview of SFPUC/WWE policies and procedures which may include regular participation in SFPUC staff safety tailgates at the commencement of the contract and as designated during the term of the contract, or when a significant change in Contactor's personnel occurs.

3. The contractor is required to ensure that all required training and certifications for Contractor's security personnel are current and valid before starting work under the contract and during the term of the contract. Such trainings shall include, but not be limited to:

- Legal Basis for Security Officers
- Rights of Security Officers
- Criminal Law
- Arrest and Control Techniques
- Patrol Procedures (Revenues and Facility)
- Report Writing
- Fire Protection and Prevention
- Communication Procedures
- Loss Prevention
- Ethics
- Use of Baton*
- Chemical Agents (Mace)*
- Public Relations
- Crime Scene Control
- Civil and Human Rights Sensitivity Training

***NOTE: THESE ITEMS MUST BE APPROVED FOR USE BY SAN FRANCISCO PUBLIC ULTILITIES COMMISSION**

W. Cultural Competence

Security Guard(s) must demonstrate cultural competence and sensitivity in serving diverse communities of various ethnic backgrounds through training at each facility.

X. Drug and Alcohol Testing

Contractor shall conduct pre-employment drug tests for all Security Guards assigned to this contract. The City will not accept any Security Guard who has tested positive on a pre-employment drug test. No Security Guard shall indulge in the use of, or be under the influence of intoxicants, or have open container(s) of intoxicants in his or her possession when reporting for or while on duty at any time on City premises. The City also prohibits the manufacture,

SPECIAL CONDITIONS

distribution, dispensing, possession, or use of controlled substances in the workplace. Contractor shall remove any Security Guard when the City reasonably suspects may have violated any of the above provisions.

Y. List of Proposed Personnel

The Contractor, prior to starting any work, must furnish a complete list of all personnel to be assigned to this contract. Contractor will be required to make a background/status check of each Security Guard assigned to any of the WWE locations covered by the contract, to include but not be limited to:

- Criminal records
- DMV records
- Military records (if applicable)
- Education
- Employment History

In addition criminal report checks will be made on personnel every six (6) months at the Contractor's expense. The Contractor will immediately notify the WWE Security Manager of any status changes of assigned personnel and take immediate action as necessary to maintain compliance with the contract terms. Persons with the following records may not be accepted as Security Guards for this contract:

1. Felony or serious misdemeanor conviction(s) during the last five (5) years;

2. Persons presently on probation or parole.

A copy of background/status checks of each Security Guard are to be mailed to:

Attn: Security Group
City and County of San Francisco – Wastewater Enterprise
750 Phelps Street
San Francisco, CA 94124

Z. Uniforms

1. All personnel assigned to this contract, including the coordinator and supervisors, will be uniformed.

2. All personnel shall be similarly uniformed and be required to wear numbered badges and name tags.

3. Security Guards are to come equipped with radio holders and handcuff cases.

SPECIAL CONDITIONS

4. The uniform that the Contractor utilizes must be a police/military style uniform in the following colors or a combination thereof:

   - Dark blue
   - Dark grey
   - Forest green
   - Tan

   If combinations of the above colors are utilized, they must be color coordinated.

5. Uniform shoes/boots will be black in color and steel-toed.

6. Uniform headgear may be required.

7. Flashlight is required.

8. No additional accessories may be added to approved uniforms such as headbands, bandanas, etc.

9. All uniforms must be approved in advance by the SFPUC/Wastewater Enterprise (WWE) Security Manager.

10. Any changes to the uniform style or color must be approved in advance and at no additional cost to the City.

68. City Department's Responsibilities.

Department(s) shall designate a representative to interface, monitor and maintain adequate records of all transactions under this contract

A. Southeast Community Facilities will be responsible for monitoring and maintaining adequate records of all service transactions for all Southeast Community Facilities security service under this contract

B. Southeast Sewage Treatment Plant will be responsible for monitoring and maintaining adequate records of all transactions for the Southeast Sewage Treatment Plant security service under this contract

C. Each "As Needed" PUC facility will be responsible for monitoring and maintaining adequate records of all transactions under this contract

D. Maintain a documented record of all incident reports

E. Notify Purchaser in writing of any performance problems

SPECIAL CONDITIONS

F. Document changes in Security Guards

G. Review and evaluate annual reports from Contractor. The annual report includes incidents, employee training by Contractor and/or specific to Wastewater Enterprise facilities, etc.

H. Verify and document Security Guard's licenses, training, and criminal records

I. Provide Purchaser advance written notification of any recommended modifications to the contract, including contract extensions.

69. Bid Security

Each bid must be accompanied by an original bid bond, or money order, or a cashier's check or certified check, in the amount of **$1,000.00** payable to the City and County of San Francisco, to guarantee the filing of Performance Bond and Insurance Certificates, and proper execution of the contract. **Personal or company checks will not be accepted.** Any proposal submitted without the proper bid security shall be determined to be non-responsive and result in the rejection of the bid. After the successful bidder has furnished the required documents or the City has rejected proposals, all bid proposal securities, except those which may have been forfeited, will be returned to the respective bidders whose proposals they accompanied.

70. Performance Bond. (Not used)

71. Fidelity Bond

Contractor shall maintain throughout the term of this contract, at no expense to City, a blanket fidelity bond or a Blanket Crime Policy (Employee Dishonesty Coverage) covering all officers and employees in an amount of not less than $50,000 with any deductible not to exceed $5,000 and including City as additional obligee or loss payee as its interest may appear.

72. Insurance

Prior to award, the successful bidder or bidders will be required to furnish evidence of insurance as follows:

A. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than $1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate for bodily injury, property damage, contractual liability, personal injury, products and completed operations.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

(3) Commercial Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

B. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

(1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

C. Contractor hereby agrees to waive Workers' Compensation subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

D. All policies shall provide thirty days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to:

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

E. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

G. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

H. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

I. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

J. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents and employees and the Contractor listed as additional insureds.

73. Failure to Execute Contract

Within ten business days of the receipt of a notice of award, the bidder to whom the contract is awarded shall deliver the performance bond and/or specified insurance certificates to City. If the bidder fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice from Purchasing, Purchasing may, at its option, determine that this bidder has abandoned its bid. Thereupon the tentative award of said contract to this bidder shall be canceled and City shall notify the bidder's surety and collect on the bidder's bond (or the check accompanying its bid shall be deposited with the Treasurer of the City and County of San Francisco for collection) and the proceeds thereof shall be retained by City as partial liquidated damages for failure of such bidder to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

74. Price

Bid prices are to be firm for the duration of the contract with the exception of a change in City Minimum Compensation Ordinance (MCO) rate (refer to http://sfgov.org/olse/minimum-compensation-ordinance-mco). Only the bid prices that appear on City's Contract Proposal Bid Sheets will be considered. No other pages with prices or attached price lists and/or catalog prices will be considered. Bid price to include all costs chargeable to City. Contractor will assume all costs including personnel salaries, transportation and any other expense for the training of his/her employees. No charges to City are to be made for training. All costs to City shall be included in prices entered on Bid Sheets. No overtime will be paid unless same has been approved in advance by the City's Public Utilities Commission.

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

75. Price Adjustment

Prices may only be adjusted based on a change in the MCO labor rate. Such adjustments shall be a percentage change of the prices for the previous period. Said percentage shall be equal to the percentage increase or decrease in the MCO rate from the bid due date to the date of the new MCO rate. Such adjustments shall commence 30 days after notification and submission of satisfactory documentation and agreement of the Purchaser. It shall be Contractor's responsibility to request and to provide documentation satisfactory to the Purchaser to support any increases.

Example of Price Adjustment Calculation:

Contractor's Bid Price	***MCO on Bid Due Date***	***MCO at 12 Months***	***Change in MCO***	***Percent Change in MCO***	***Adjusted Price***
$14.00	***$10.00***	***$12.00***	***$2.00***	***20%***	***$16.80***

(MCO at 12 Months) - (MCO on Bid Due Date) = Change in MCO
$12.00 - $10.00 = $2.00

(Change in MCO)/(MCO on Bid Due Date = Percent Change in MCO
$2.00/$10.00 = .2 or 20%

(Percent Change in MCO x Contractor's Bid Price) + Contractor's Bid Price = Adjusted Price
(.2 x 14.00) + 14.00 = $16.80 Adjusted Price

76. Bid Price Evaluation

To determine the apparent low bidder, bid price will be evaluated and computed into one single total (aggregate). Evaluated bid price will be based on the total cost of Items 1 through 3. Except as otherwise noted on Bid Sheets, bid prices will be evaluated for each service based on the estimated quantity multiplied by the bid price per specified unit and less any applicable LBE preference (see General Conditions 33 though 35). Bidder must bid on all aggregates to be responsive. Purchasing will attempt to evaluate this contract proposal within thirty (30) days after receipt of bid(s). If Purchasing requires additional evaluation time, all bidders will be notified in writing of the new expected award date. Please note the MCO and HCAO rates must be accounted for in bid price (see General Conditions 51b. and 52).

77. Award

Award will be made to the lowest priced most responsive and responsible bidder in the aggregate as noted for Items 1, 2, and 3 on the Bid Sheets. In determining the award, Purchasing will take into consideration, but will not be limited to:

- Price (evaluated)

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

- Satisfactory review of bidder's qualifications
- Any other factors deemed pertinent

The Purchaser reserves the right to make adjustments within the aggregate, award separate services or in an aggregate of several or all services if it is in the best interest to City to do so.

78. Awarded Services

If, during the term of the contract, a contract service is determined to be unacceptable for a particular department, and such is documented by Purchasing, it is understood and agreed that the service will be canceled and removed from the contract without penalty to City. City's sole obligation to Contractor is payment for services performed prior to the cancellation date. City shall give Contractor ten days notice prior to any cancellation. City will contract for the required service from any source and in the manner as determined by Purchasing. Contractor must notify Purchasing by certified mail, 30 days in advance of any changes in the services required in the contract. Any changes made without the approval of Purchasing will constitute default and result in City invoking General Condition 12.

79. Additional services

A. If, in the satisfaction of governmental interests, it is necessary to purchase additional services from Contractor, additional services may be added to this contract by mutual agreement of the parties.

B. Aggregated cost of all services added to the contract during the contract term shall not exceed 20% of the total estimated value (cost) of the original contract.

C. All requests to add additional services to the contract must be submitted by City departments in writing to the Office of Contract Administration – Purchasing (Purchasing). All requests must include complete scope of work, estimated quantities for the remainder of the contract period and a price quotation provided by Contractor, for each service.

D. All additional services added to the contract shall be approved through issuance of a contract modification, executed and signed by Purchasing and Contractor.

E. In the event the aggregated cost of the contract increases by more than 20% of the total estimated value of the original contract, or the increase totals more than $50,000, the amount over 20%, or $50,000, shall be bid in accordance with Standard Purchasing Procedures. The resulting bid award shall be added to the contract through a contract modification (same Contractor) or the issuance of a new contract (new Contractor) and include Contractor's name and information, complete item description, delivery information and pricing information.

SPECIAL CONDITIONS

F. The contract term for the additional services added to the contract after the initial award shall be the remaining term of the existing contract and any extension thereof.

80. Displaced Worker Protection Act

If contract is for more than $25,000 and for at least a 3-month term, employees must work at least 15 hours per week. Contractors are hereby notified of the requirements to comply with the Displaced Worker Protection Act (DWPA, Article 33C of the San Francisco Police Code). The DWPA applies to any contract (services contract) to be performed with the City and County of San Francisco (City), entered into between City and any individual, proprietorship, partnership, joint venture, corporation, limited liability company, trust, association or other entity with 25 or more employees. Employee for the purpose of the DWPA includes any service employee of the contractor or its subcontractor(s) who works at least 15 hours per week and whose primary place of employment is in the City but does not include: 1) managerial, supervisory or confidential employees as defined by the Fair Labor Standards Act; or 2) employees who do not possess or have not maintained a required occupational license.

For contracts subject to the DWPA, the contractor is under the following obligations:

Transition Employment Period

A. Where the contracting City department has given notice that a service contract has been terminated or ended, or where a service contractor has given notice of such termination, upon giving or receiving such notice, as the case may be, the terminated or ending contractor shall, within ten days thereafter, provide to the successor contractor, the name, date of hire, and employment occupation classification of each employee employed at the site or sites covered by the prospective contractor at the time of contract termination (employment information). This provision shall also apply to the subcontractors of the terminated contractor. If the terminated contractor does not know the identity of the successor contractor, if any, by the time of the contract termination notice, the terminated contractor shall obtain such information from the contracting City department at such time. Where a subcontractor of a service contractor has been terminated prior to the termination of the service contract, the terminated subcontractor shall be deemed a terminated contractor for purposes of the DWPA.

B. A successor contractor shall retain, for a 90-day transition employment period, employees who have been employed by the terminated contractor or its subcontractors, if any, for the preceding eight months or longer at the site or sites covered by the contract.

C. If at any time a successor contractor determines that fewer employees are required to perform the new service contract than were required by the terminated contractor (and subcontractors, if any), the successor contractor shall retain employees by seniority within job classifications.

D. During such 90-day period, the successor contractor (or subcontractor, where applicable) shall maintain a preferential hiring list of eligible covered employees not retained by the

SPECIAL CONDITIONS

successor contractor (or subcontractor) from which the successor contractor (or subcontractor) shall hire additional employees.

E. Except as provided in subsection C of this section, during such 90-day period, the successor contractor (or subcontractor, where applicable) shall not discharge without cause an employee retained pursuant to the DWPA. Cause for this purpose shall include, but not be limited to, the employee's conduct while in the employ of the terminated contractor or subcontractor that contributed to any decision to terminate the contract or subcontract for fraud or poor performance, excluding permissible union-related activity.

F. At the end of such 90-day period, a successor public sector contractor (or subcontractor, where applicable) shall perform a written performance evaluation for each employee retained pursuant to the DWPA. If the employee's performance during such 90-day period is satisfactory, the successor public sector contractor(or subcontractor) shall offer the employee continued employment under the terms and conditions established by the public sector successor contractor (or subcontractor) or as required by law.

G. Contractors must include a provision in all subcontracts requiring subcontractors to comply with the obligations imposed by the DWPA.

Enforcement

A. An employee who has been discharged in violation of the DWPA by a successor contractor or its subcontractor may bring an action in the Municipal Court or Superior Court of the State of California, as appropriate, against the successor contractor and, where applicable, its subcontractor, and may be awarded back pay, including the value of benefits, for each day during which the violation continues, which shall be calculated at a rate of compensation not less than the higher of:

(1) The average regular rate of pay received by the employee during the last three years of the employee's employment in the same occupation classification; or

(2) The final regular rate received by the employee.

B. If the employee is the prevailing party in any such legal action, the Court shall award reasonable attorney's fees and costs as part of the costs recoverable.

Successor's Prior Employees

A successor contractor or subcontractor may replace an employee retained pursuant to the DWPA with a person employed by the contractor or subcontractor continuously for eight months prior to the commencement of the successor service contract or subcontract in a capacity similar to that proposed under the successor service contract or subcontract, but only if the existing employee of

SPECIAL CONDITIONS

the successor contractor or subcontractor would otherwise be laid off work as a result of the award of the successor contract.

81. Prop J Approval

This contract is subject to the requirements of City Charter Section 10.104-15. Approval by the Controller and the Board of Supervisors will be required for each year through the term of this contract. Should the Controller determine that the requirements of City Charter Section 10.104-15 (that contractual services can be performed at a lower cost than if services were performed by City employees) have not been met, City reserves the right to terminate this contract.

82. Ordering

Services to be furnished under this Contract shall be ordered by issuance of a Direct Purchase Order through a release from the appropriate Citywide Blanket Purchase Order by City departments during the effective period of the contract. All invoices for payments shall show the Direct Purchase Order Release Number against the Citywide Blanket Purchase Order assigned by Purchaser to include the complete description of services and contract pricing.

83. Billing

All invoices must show the Contract Number, Citywide Blanket Purchase Order Number, contract item number, complete description of services performed, contract payment terms and contract price. City, on services covered by this contract, will honor no minimum service order charges. Contractor must accept and process, without any extra charges, orders for any service as requested by City. Failure to submit invoices with all the required information, or invoices that contain inaccurate information will not be processed for payment. All discount periods will begin only when City receives a properly completed invoice containing all the required information. Note: Invoices must be submitted in triplicate.

84. Payment

In accordance with the prices quoted in the successful bid and subject to any applicable discount provision contained in said bid, City agrees to pay for all services at said rate. City shall make payments to Contractor in arrears, for services actually performed, throughout the term of the contract. Invoices submitted by Contractor must be in a form acceptable to Purchasing and Controller. All amounts paid by City to Contractor shall be subject to audit by City.

85. Multiple Awards. (Not used)

86. Change of Contractor

Should this contract necessitate a change in contractor, both contractors shall work to a systematic change in collaboration with each City department as required. The newly awarded contractor shall

SPECIAL CONDITIONS

assume the responsibility to supply all services under this Contract only after receiving confirmation from City that they have provided all Bond and Insurance requirements. Both contractors shall enter into an Assignment and Assumption Agreement.

87. Environment Code Chapter 5, Resource Conservation Ordinance. (Not used)

88. Entire Agreement

This contract sets forth the entire Contract between the parties, and supersedes all other oral or written provisions.

89. Questions

Any questions or clarifications concerning the requirements in this bid proposal must be submitted, in writing, and received by OCA no less than five business days prior to the bid opening date and time. Bidders who fail to do so will waive all further rights to protest, based on these specifications and conditions.

90. Bid Submittal Instructions

Bids **must** be received at the Office of Contract Administration – Purchasing, City Hall, Room 430, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, by the time and date indicated on Page 1 of the Contract Proposal. Bids transmitted by FAX or any type of electronic mail will not be accepted.

Return the required documents, which include:

- Page 1 of the Contract Proposal completed and signed
- Bid Sheet (Pages 1 - 3)
- All questionnaires and forms, completed and signed, including bid addendum or change notice receipts, if applicable. (See "Standard Bid Forms, P-225" attached to this Contract Proposal.)
- Bid Security (See Special Condition 69.)
- Bidders shall mail bid in an envelope clearly marked with the bid number and due date in the lower left corner.
- References (See Special Condition 67. MQ2)
- State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services licensing requirements (See Special Condition 67. MQ1)

A W A R D
Security Guard Service (Unarmed) for the Public Utilities Commission
Southeast Community Facilities, Southeast Sewage Treatment Plant, and "As needed" Locations
For the Term July 01, 2016 through December 31, 2017

SPECIAL CONDITIONS

Bids must be submitted on the enclosed Bid Sheet(s). Prices should be clearly written by typewriter or pen and ink.

To receive full consideration, your bid should be unqualified and unconditional.

For more information, call:

Purchaser: Maria Sio (415) 487-5267

End of Special Conditions