

ATTACHEMENT A
SCOPE OF WORK FOR
UNARMED SECURITY SERVICE FOR
SEVEN OAKS DAM

32330 Santa Ana Canyon Road, Highland, CA 92346
San Bernardino County

SCOPE OF WORK:

General scope of work shall be to supply all labor, materials, equipment and incidentals necessary to provide appropriate unarmed security guard services at the Seven Oaks Dam facility. Use and maintain a Detex ProxiPen (or approved equal) tracking system for routine use during patrols.

General performance criteria shall include but not be limited to providing an unarmed security guard service to:

- Control public access to the dam facility and related premises during hours specified.
- Perform inspection, detection and investigation of all security-related incidents, violations of regulations and matters of public safety and report same to appropriate authorities and to COUNTY Contract Coordinator.
- Prepare and submit written reports as directed.
- Respond promptly and appropriately to all security-related emergencies.

REQUIRED DUTIES:

COUNTY requires unarmed security services for the dam facility and appurtenances.

CONTRACTOR shall provide maintenance of Detex ProxiPen (or approved equal) tracking system.

Unarmed security services are required 24 hours per day, 7 days per week throughout the entire year. An adequate number of security officers are required to meet the schedule described above.

If for any reason the security officers cannot meet the required schedule, the CONTRACTOR shall notify the designated COUNTY Contract Coordinator at least 24 hours in advance.

Specific security officer duties include but are not limited to:

1. Patrol the entire facility to provide a visible presence to discourage vandalism or unauthorized entry.
2. Make scheduled rounds, including stopping at each Detex tracking tag placed in various areas around the Seven Oaks Dam facility.
3. Detex ProxiPen (or approved equal) information shall be accessible for the County to review at the end of each shift and sent to the COUNTY CONTRACT coordinator weekly.

4. Notify the appropriate law enforcement agency immediately of any unlawful activity.
5. Interface immediately with any law enforcement agency responding to the Seven Oaks Dam facility.
6. Admit only authorized personnel to the facility during and after normal working hours.
7. Hand out day passes to visitors and fill out the provided paper work for the day passes.
8. Question and check ID of anyone who enters the premises during and after normal working hours and record said entry on daily report document.
9. All security officers must be prompt and on time.
10. Security officer shall wear uniform with name badges.
11. Vehicles shall have visible company identification at all times.
12. Security officers shall be equipped with portable communication devices permitting 24-hour communication with company headquarters and/or with appropriate law enforcement agencies and other designated contacts.

REPORTS:

CONTRACTOR shall complete and submit a Daily Report form to the COUNTY Contract Coordinator upon completion of each daily shift.

In the event of an unusual occurrence, the CONTRACTOR shall submit an Incident Report to the COUNTY Contract Coordinator, along with the Daily Report form.

CONTRACTOR may use CONTRACTOR'S forms, subject to prior approval of the COUNTY Contract Coordinator.

CONTRACTOR will submit a printed hard copy of the data from the ProxiPen weekly to the COUNTY Contract Coordinator.

Any and all reports prepared during the term of this CONTRACT shall become the property of the COUNTY.

PERSONNEL:

Security officers assigned to perform work under this CONTRACT shall wear uniforms at all times. These uniforms must clearly identify the name of the security CONTRACTOR and the name of the individual security guard, in conformance with California State requirements. This identification may be accomplished through the use of shoulder patches, silk screening or stitched company emblems, insignias or logos.

Security officers employed by the CONTRACTOR to perform work under this CONTRACT shall:

- Be able to communicate effectively in both written and oral English.

- Possess a valid California Drivers License
- Be a legal resident of the United States of America
- Have successfully completed the educational requirements and successfully passed the examinations required by the State of California, Department of Consumer Affairs, including the Power to Arrest courses.
- Be physically and emotionally capable of performing the assigned tasks.
- Have no criminal record.

COUNTY expressly retains the right to request any specific CONTRACT personnel be precluded from providing services to COUNTY under this CONTRACT. COUNTY is not required to provide any reason for requested removal of specified CONTRACT personnel. CONTRACTOR shall effectuate removal of the requested CONTRACTOR personnel within three (3) business days.

EQUIPMENT:

CONTRACTOR shall furnish all equipment necessary to perform the work as described herein. All equipment shall be kept in good repair and shall conform to all federal, state and local requirements.

Required equipment shall include but not be limited to:

- Vehicle to perform security inspections during shift.
- Radio communication equipment. CONTRACTOR shall maintain a radio communication system providing for direct voice communication between the security patrol officer, a central dispatch center and appropriate law enforcement agency.
- Flashlight.
- Computer and printer for downloading of Detex system information (computer must be a desktop or Laptop PC with a free COM port (system must have 4MB of free memory and be a Pentium II or (better) .

CONTRACTOR will provide a full Detex ProxiPen Kit or tracking type system that the COUNTY can review, it must be user friendly. CONTRACTOR will provide tags of bar codes for the numbered locations. CONTRACTOR will be responsible for maintaining all COUNTY provided assigned equipment and replacing broken or lost equipment at their own cost.

NOTIFICATION:

Any written notices to the parties hereto shall be sufficient if they are deposited in the United States Mail in envelopes, postage prepaid, by registered mail, addressed as follows:

Seven Oaks Dam

County of Orange
OCPW/O&M/Procurement
2301 N. Glassell Ave
Orange, California, 92865

CONTRACTOR

EMERGENCY NOTIFICATION:

CONTRACTOR shall be provided with a COUNTY employee call-out list to be used by the assigned security officer to notify and/or request assistance of the COUNTY in the event of an emergency at the facility.

CONTRACTOR ORIENTATION:

COUNTY will provide CONTRACTOR and designated CONTRACTOR'S employees with an initial orientation prior to start of CONTRACTOR'S operation. CONTRACTOR shall be notified, in writing, of the orientation meeting date, time and location and CONTRACTOR shall ensure that the appropriate personnel are in attendance. It shall be the responsibility of the CONTRACTOR to ensure that employees to be assigned to perform the work described in these specifications, whether or not in attendance at the initial orientation meeting, receive all information distributed at said initial orientation meeting.

START OF WORK SHIFT:

At the start of each work shift the CONTRACTOR'S security officer shall document the time of arrival and discuss any significant security matters with the security officer from the previous shift.

END OF WORK SHIFT:

At the end of each work shift the CONTRACTOR'S security officer shall advise the COUNTY staff of any incidents or events that occurred during the previous work shift, regardless of the severity of the incident. Any and all written reports prepared during the shift shall be submitted to the designated person and/or deposited in the designated mailbox at the end of the work shift.

CHANGE OF SHIFT:

CONTRACTOR shall ensure that continuous coverage is maintained during shift changes. Under no circumstances, will there be a total absence of security service personnel during the hours covered by this CONTRACT.

PERFORMANCE DUTIES:

CONTRACTOR shall be provided with a current copy of all Codified Ordinances applicable to the Seven Oaks Dam facility. The CONTRACTOR shall ensure that any and all security officers assigned to perform the work under terms of this CONTRACT are familiar with and have read and understand all such ordinances.

Work to be performed shall consist of providing a security officer to perform security services as described herein:

General:

1. Supervise and control access to the Seven Oaks Dam facility as instructed.
2. Provide security inspections, scheduled rounds to tracking system locations as designated, detection and investigation of buildings, grounds and appurtenances of the Seven Oaks Dam facility.
3. Contact appropriate COUNTY representative, police and/or other emergency response personnel as required in the event of an emergency.
4. Report any actions taken by the security guard regarding any ordinance and/or rule enforcement, or emergency, in writing to the designated COUNTY staff.
5. Security officer shall remain on the Seven Oaks Dam premises at all times throughout the duration of the shift.

EMERGENCIES:

Security officers shall respond to all requests for emergency assistance regardless of the nature of the emergency.

Upon determination of the nature of the emergency, the security officer shall immediately notify the appropriate law enforcement agency, fire department and/or medical aid provider as required.

Medical aid administered by the security officer shall be only to the extent that the officer is qualified to administer in accordance with the officer's level of certification.

DEFICIENT PERFORMANCE:

Two Hundred Dollars (\$200.00) will be deducted and withheld from payments due or become due to the CONTRACTOR for each shift per calendar day in which no CONTRACTOR personnel provided security guard service.

Twenty Five Dollars (\$25.00) will be deducted and withheld from payments due or become due to the CONTRACTOR for each shift per calendar day in which no CONTRACTOR personnel daily reports are provided.

Fifty Dollars (\$50.00) will be deducted and withheld from payments due or become due to the CONTRACTOR for the weekly Detex Proxipen reports that are late or not provided.

Any telephone calls made on the COUNTY phone located in the guard shack will be deducted from invoices. The phone is for COUNTY use only.

PORTAL TO PORTAL CHARGES:

COUNTY shall not provide additional compensation to CONTRACTOR, nor shall charges be invoiced to COUNTY for portal to portal charges. CONTRACTOR shall not invoice COUNTY for labor hours to and from the CONTRACTOR'S place of business to the Seven Oaks Dam Facility. Labor hours shall be charged on the basis of actual time spent at the Seven Oaks Dam Facility. CONTRACTOR is required to comply with all state and federal laws and regulations related to wages and hours, payroll and labor including but not limited to Fair Labor Standards Act and Portal to Portal Act. CONTRACTOR agrees that, in accordance with the more specific requirements set forth in paragraph P of this CONTRACT, it shall indemnify, defend and hold COUNTY and COUNTY INDEMNITEES harmless from and any all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claims including but not limited to attorneys fees, costs and expenses.