

BID NUMBER ITB LB18-123

TO: CITY OF LONG BEACH  
CITY CLERK  
ATTN: Sokunthea Kol (Soey)  
333 West Ocean Boulevard, Lobby Level  
Long Beach, California 90802



INVITATION TO BID

Citywide Security Guard Services

CONTRACT NO. **35169**

1. **COMPLETE CONTRACT:**

This Invitation to Bid, together with THE NOTICE INVITING BIDS, the entire Bid (including Specifications), or any items(s) thereof, the signature page, Instructions to Bidders, General Conditions, Special Conditions, Bid Section, Addendums, and when required, CONTRACTOR'S BOND shall become the Contract upon its acceptance by the City Manager or designee on behalf of the City of Long Beach, Contractor will be provided with a copy of the executed Contract. All materials or services provided by the Contractor shall comply with the City Charter, and all applicable Federal, State and City Laws.

2. **SERVICES TO BE PROVIDED BY THE CONTRACTOR:**

Contractor shall upon acceptance of this Bid by the City, furnish the goods and services herein specified according to the terms and conditions set forth herein.

3. **AMOUNT TO BE PAID:**

The City shall pay Contractor for the goods or services as described in the section entitled "PAYMENT" in the Instructions to Bidders.

4. **CHOICE OF ALTERNATE PROVISIONS; OPTIONS; NOTIFICATION:**

When alternative provisions are requested, or options are offered, Contractor will be notified as to which provision, or option, is being accepted at the same time that he is notified that he is the successful Bidder.

5. **DECLARATION OF NON-COLLUSION:**

The undersigned certifies or declares under penalty of perjury that this Bid is genuine and not sham or collusive, or made in the interest or on behalf of any person or entity not herein named; that the Bidder has not directly or indirectly induced or solicited any other Bidder to submit a sham bid, or any other person or entity to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure to himself any advantage over other Bidders.

**BIDDER MUST COMPLETE AND SIGN BELOW:**

(Signature of Corporate Officers or persons authorized to sign bids and contracts on behalf of the Contractor – refer to page 2 Instructions Concerning Signatures.)

EXECUTED AT: Wilmington CA ON THE 8th DAY OF October, 20 18  
CITY STATE MONTH

COMPANY NAME: GSSi, Inc. TIN: [REDACTED]  
(FEDERAL TAX IDENTIFICATION NUMBER)

STREET ADDRESS: 639 N. Marine Ave. CITY: Wilmington STATE: CA ZIP: 90744

PHONE: 323-772-7378 FAX: 310-973-7627

S/ *Samantha Hanhart* CEO  
(SIGNATURE) (TITLE)

Samantha Hanhart shanhart@gss1944.com  
(PRINT NAME) (EMAIL ADDRESS)

S/ *Andrew Paterson* President  
(SIGNATURE) (TITLE)

Andrew Paterson apaterson@gss1944.com  
(PRINT NAME) (EMAIL ADDRESS)

ALL SIGNATURES MUST BE NOTARIZED FOR ALL COMPANIES LOCATED OUTSIDE THE STATE OF CALIFORNIA.  
NO OUT-OF-STATE BID WILL BE CONSIDERED UNLESS A NOTARIAL ACKNOWLEDGMENT IS ATTACHED.  
NOTARIES ARE NOT REQUIRED FOR CALIFORNIA BIDDERS.

IN WITNESS WHEREOF the City of Long Beach has caused this contract to be executed as required by law as of the date stated below.

THE CITY OF LONG BEACH  
BY *[Signature]*  
Director of Financial Management

2-21-19  
Date

APPROVED AS TO FORM 2-21, 2019  
CHARLES PARKIN  
CITY ATTORNEY  
*[Signature]*  
Deputy

**BID NUMBER ITB LB18-123**

The City of Long Beach is committed to provide maximum opportunities for Disadvantaged, Minority, Women and Long Beach Business Enterprises (DBEs, MBEs, WBEs and Local) to compete successfully in supplying our needs for products and services.

**The following information is submitted regarding the Bidder:**

Legal Form of Bidder:  
Corporation  State of California  
Partnership  State of \_\_\_\_\_  
General  Limited   
Joint Venture   
Individual  DBA \_\_\_\_\_  
Limited Liability Company  State of \_\_\_\_\_

Composition of Ownership (more than 51% of ownership of the organization): **OPTIONAL**  
Ethnic (Check one):  
 Black  Asian  Other Non-white  
 Hispanic  American Indian  Caucasian  
Non-ethnic Factors of Ownership (check all that apply):  
 Male  Yes - Physically Challenged  Under 65  
 Female  No - Physically Challenged  Over 65  
Is the firm certified as a Disadvantaged Business:  Yes  No  
Has firm previously been certified as a minority-owned and/or woman-owned business enterprise by any other agency?  
 Yes  No  
Name of certifying agency: \_\_\_\_\_

**INSTRUCTIONS CONCERNING SIGNATURES**

Please use the proper notary form, which applies to your type of organization on all Bid documents, attachments and bonds requiring a signature by officers of your company.

**NOTE: FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF YOUR BID.**

**INDIVIDUAL (Doing Business As)**

- a. The only acceptable signature is the owner of the company. (Only one signature is required.)
- b. The owner's signature must be notarized if the company is located outside of the state of California.

**PARTNERSHIP**

- a. The only acceptable signature(s) is/are that of the general partner or partners.
- b. Signature(s) must be notarized if the partnership is located outside of the state of California.

**CORPORATION**

- a. Two (2) officers of the corporation must sign.
- b. Each signature must be notarized if the corporation is located outside of the state of California.

**OR**

- a. The signature of one officer or the signature of person other than an officer is acceptable if the Bid is accompanied by a certified corporate resolution granting authority to said person to execute contracts on behalf of the corporation.
- b. Signature(s) must be notarized if the corporation is located outside of the state of California.

**LIMITED LIABILITY COMPANY**

- a. The signature on the Bid must be a member or, if the Articles provide for a manager, must be the manager. (Only one signature is required.)
- b. Signature must be notarized if the company is located outside of the state of California.

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY CONTACTING 562-570-6200.**

### ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

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#### OPTIONAL

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Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

#### CAPACITY CLAIMED BY SIGNER

- INDIVIDUAL
- CORPORATE OFFICER

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- TITLE(S)
- PARTNER(S)       LIMITED
- GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER:

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#### DESCRIPTION OF ATTACHED DOCUMENT

\_\_\_\_\_

TITLE OR TYPE OF DOCUMENT

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NUMBER OF PAGES

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DATE OF DOCUMENT

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**SIGNER IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES):

\_\_\_\_\_

\_\_\_\_\_

SIGNER(S) OTHER THAN NAMED ABOVE

**INSTRUCTIONS TO BIDDERS**

**1. PREPARATION OF BID:**

The preparation of the Bid, including visits to the Site prior to submittal of the Bid, shall be at the expense of Bidder. All prices and notations must be typewritten or written in ink. Any markings in pencil shall not form part of the Bid and shall be disregarded by the City. Any changes or corrections in the Bid must be initialed in ink by the person signing the Bid. Bidder shall state brand name or make of each item bid. If not bidding on item as described, the manufacturer's name and catalog number of the substitute must be given. Bidder shall also attach specifications and furnish other data to establish the suitability of the substitute. Bidder shall quote separately on each item. Bidder shall quote his lowest price and best delivery date as no changes are permitted after the bid opening. Cash discounts offered for payment within fourteen (14) days or less will not be considered when evaluating bids. No telephonic, telegraphic or fax Bids are acceptable.

**NOTE: ALL PAGES OF THE INVITATION TO BID MUST BE RETURNED.**

**2. EXAMINATION OF BID:**

Bidder is responsible for examining the Invitation to Bid and submitting its Bid complete and in conformance with these instructions.

**3. CONDITIONS OF WORK:**

Bidder shall carefully examine the Site to become fully informed regarding all existing and expected conditions and matters, which could affect performance, cost or time of the Work.

**4. DISCREPANCIES IN BID DOCUMENTS:**

If Bidder finds discrepancies in or omissions from the Invitation to Bid, if the intent of the Invitation is not clear, or if provisions of the Specifications restrict Bidder from bidding, he may request in writing that the deficiency(s) be modified. Such request must be received by the City Purchasing Agent at least five (5) working days before bid opening date. Bidders will be notified by Addendum of any approved changes in the Invitation to Bid.

**5. ORAL STATEMENTS:**

The City of Long Beach shall not be bound by oral statements made by any employee or agent concerning this Invitation to Bid. If Bidder requires specific information, Bidder must request it in writing and obtain a reply in writing from the City.

**6. BRAND NAMES AND SPECIFICATIONS:**

The detailed specifications and/or brand names stated are descriptive only and indicate quality, design and construction of items required. **Offers will be considered to supply articles substantially the same as those described herein but with minor variations. Bidders must describe variations in the Bid.** Substitute items must be equal in quality, utility and performance. **The phrase "or approved equal" throughout the specifications means that the City in its sole and absolute discretion shall make the final determination whether or not the substitute items are equal.**

**7. AWARD:**

Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by Bidder. The City reserves the right to award all items to one Bidder, or to award separate items or groups of items to various Bidders, or to increase or decrease the quantities of any item. Bidder may submit alternate prices or name a lump sum or discount conditional on two or more items being awarded to him.

The City's purchases of goods and services are based on the City's actual needs and requirements. The City is obligated under this contract/purchase order to purchase and pay for only those goods and services that the City needs and requires, and that the City actually orders and receives. Any dollar amount identified as a "not to exceed:" amount in any City document is not a guaranteed payment amount to any contractor or service provider. Furthermore, the City may determine that its needs and requirements may be met by City labor or by a second contractor or service provider, even after an award is made to one contractor or service provider. An award is not a promise or guarantee of exclusivity.

Bidders are cautioned that comments and statements, whether oral or written, made by City employees regarding the validity of Bids, the waiver of deviations from Specifications, the possibility or probability of an award being made to a particular Bidder, and other similar matters are NOT binding on the City. Bidders should not order materials, obtain financing or take other actions based on such comments and statements. Only authorization of a Contract by the City Council or issuance of a Purchase Order is conclusive and binding on the City with respect to this Bid and its resulting Contract or Purchase Order. However, prior to authorization by the City Council or issuance of the Purchase Order, Bidders may rely on: (1) approval of an "equal" or "substitute" item which will be issued in writing, and (2) written notice of intent to award by the City Council, which is often issued prior to the authorization by the City Council so that a Bidder can order materials that have a long lead time.

**8. PAYMENT:**

Payment terms are NET/30 unless Bidder otherwise quotes. All Cash Discounts shall be taken and computed from the date of delivery or completion and acceptance of the material, or from date of receipt of invoice, whichever occurs last. Invoices must be submitted as specified at the time of shipping authorization. Partial payments may be made by the City on delivery & acceptance of goods and on receipt of goods and on receipt of Contractor's invoice.

In the event the Contract to be awarded hereunder, including specifications and other documents incorporated therein by reference, provides for the withholding of moneys by the City to ensure performance of such Contract, Contractor may deposit with the City, as a substitute for said withheld moneys, securities listed in Section 16430 of the California Government Code or bank or savings and loan certificates of deposit, or both, equivalent to the amount withheld, provided Contractor requests permission to make such substitution and bears all expenses in connection therewith.

**9. SAFETY APPROVAL:**

Where required by City Regulations, any items delivered must carry Underwriters Laboratories Approval or City of Long Beach City Safety Officer approval. Failure to so comply will be cause to reject Bid. Also, any equipment must conform with the Safety Orders of the California Division of Industrial Safety and OSHA regulations.

**10. BUSINESS LICENSE:**

The Long Beach Municipal Code (LBMC) requires all businesses operating in the City of Long Beach to pay a business license tax. In some cases the City may require a regulatory permit and/or evidence of a State or Federal license. Prior to issuing a business license, certain business types will require the business license application and/or business location to be reviewed by the Development Services, Fire, Health, and/or Police Departments. For more information, go to [www.longbeach.gov/finance/business\\_license](http://www.longbeach.gov/finance/business_license).



**INSTRUCTIONS TO BIDDERS**

Circle appropriate designation: MBE WBE

**11. PUBLIC WORK AND PREVAILING WAGES:**

The Contractor to whom the contract is awarded, along with its subcontractors, shall pay not less than the general prevailing rate of per diem, holiday and overtime wages established by the Department of Industrial Relations (DIR) of the State of California for the locality in which the public work is to be performed for each craft, classification or type of worker needed to execute the contract. Refer to the California DIR's website, <http://www.dir.ca.gov/dlsr> for such prevailing wages and additional information.

Ethnic Factors of Ownership: (more than 51%)  
Black ( ) American Indian ( )  
Hispanic ( ) Other Non-white ( )  
Asian ( ) Caucasian ( )

Certified by: \_\_\_\_\_  
Valid thru: \_\_\_\_\_  
Dollar value of participation: \$ \_\_\_\_\_

The Director of Public Works of the City by and on behalf of the City Council has obtained from the Director of the Department of Industrial Relations of the State of California the general prevailing rate of per diem wages and the general prevailing rate of holiday and overtime work in the locality in which the public work is to be performed for each craft, classifications or type of workers needed to execute the Contract, and the same is on file with the City Engineer, 9<sup>th</sup> floor, City Hall, 333 W. Ocean Boulevard, Long Beach, California 90802. It shall be mandatory upon the Contractor to whom the Contract is awarded, and his Subcontractors to pay not less than the said prevailing rate of wages to all workers employed by Contractor or said Subcontractors in the execution of the Contract.

**16. BID SUBMITTAL AND WITHDRAWAL OF BIDS:**

Electronic Bids shall be submitted via the City's secure online bidding system. All required sections of the Bid must be submitted via the website. Bidder is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Bidders will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

Pricing shall be submitted electronically on the Line Items tab and all pages of the bid document shall be uploaded as a general attachment.

Bids may be withdrawn at any time prior to the bid due date via the Bid Management System.

In addition to the electronic submission, bidders shall submit the following original document(s) with wet signature(s) in a sealed envelope to the address shown below:

- 1. Original bid cover page
- 2. A notarized California All-Purpose Acknowledgement Form (for companies located outside the State of California)

**12. RIGHT TO REJECT:**

The City reserves the right to reject at any time any or all Bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability or performance of the items.

**13. SAMPLES:**

Samples of items when requested or required must be furnished to the City free of expense to the City and, if not destroyed by tests, will upon request be returned at Bidder's expense.

**14. PRICES:**

Prices shall be in accordance with those extended to other governmental agencies. In case of error in extension of prices, unit price will govern. All prices must be firm for the Contract term unless the City specifically provides for adjustment.

**15. CITY'S POLICY FOR MINORITY AND WOMEN-OWNED BUSINESSES:**

The City of Long Beach is committed to providing maximum opportunities for Disadvantaged, Minority, Women and Long Beach Business Enterprises (DBEs, MBEs, WBEs and Local) to compete successfully in supplying our needs for products and services.

**SUBCONTRACTORS**

To assist the City in maintaining records of its Minority and Women Outreach Program, Bidder is requested to provide the following information. Answers are optional, and failure to answer will not disqualify Bid. If additional space is required, Bidder shall attach a separate sheet.

The following Minority- or Woman-owned subcontractors are to be utilized to provide equipment, material, supplies and/or services for this Contract requirement:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Commodity/Service Provided: \_\_\_\_\_

**SUBMIT TO:**  
CITY OF LONG BEACH  
CITY CLERK – ATTN: Sokunthea Kol (Soey)  
333 W OCEAN BLVD/PLAZA LEVEL  
LONG BEACH CA 90802

**BID DUE DATE:** October 10, 2018  
**TIME:** 11:00 am

**17. BID OPENING PROCEDURES:**

All bids are publicly opened and will be posted on the City's online system at the date and time noted on the Invitation to Bid.

Bid results are posted on the City's online system as soon as they have been reviewed for responsiveness. Bids are awarded to the lowest responsible and responsive bidder meeting the City's specifications. Bid results will not be given out via telephone, City email, or facsimile.

CAUTION: Only the City Council has authority to make an award, and a contract is not in effect until the City Council makes an award and contract documents (including insurance and bonds) are signed, submitted and approved.

Bid protest procedures may be obtained from the Buyer. Protests must be submitted within five (5) business days following the electronic notification of intent to award.

**INSTRUCTIONS TO BIDDERS**

**18. INTER-AGENCY PARTICIPATION:**

IF OTHER AGENCIES EXPRESS AN INTEREST IN PARTICIPATING IN THIS BID, WOULD YOU SUPPLY THE SAME ITEMS.

YES  NO

(If yes, any agency electing to participate in this Bid will order its own requirements without regard to the City of Long Beach. The City of Long Beach assumes no liability or payment guarantee on any units sold to participating agencies.)

**19. AMERICANS WITH DISABILITIES ACT:**

Contractor shall have and be allocated the sole responsibility to comply with the Americans with Disabilities Act of 1990 ("ADA") with respect to performance hereunder and contractor shall defend, indemnify and hold the City, its officials and employees harmless from and against any and all claims of failure to comply with or violation of the ADA as said claim relates to this Contract.

**20. EQUAL BENEFITS ORDINANCE:**

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Long Beach Municipal Code section 2.73 et seq., the Equal Benefits Ordinance. Bidders/Proposers shall refer to Attachment/Appendix for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and return, with their bid/proposal, the Equal Benefits Ordinance Compliance form contained in the Attachment/Appendix. Unless otherwise specified in this procurement package, Bidders/Proposers do not need to submit supporting documentation verifying with their bids/proposals. However, supporting documentation verifying that the benefits are provided equally shall be required if the Bidder/Proposer that is selected for award of a contract.

**CONTRACT – GENERAL CONDITIONS**

1. Acceptance of the offer contained in this Contract is expressly limited to the terms and conditions of such offer as herein stated.
2. No charges for taxes, transportation, boxing, packaging, crating or returnable containers will be allowed and paid by the City unless separately stated hereon. All sales, use, excise or similar taxes to be paid by the City must be itemized separately hereon and on invoices. The City is exempt from payment of Federal Excise Tax under Certificate No. 95-73 0502K and none shall be charged to the City.
3. The City's obligation to pay the sum herein stated for any one fiscal year shall be contingent upon the City Council of the City appropriating the necessary funds for such payment by the City in each fiscal year during the term of this Contract. For the purposes of this section a fiscal year commences on October 1 of the year and continues through September 30 of the following year. In the event that the City Council of the City fails to appropriate the necessary funds for any fiscal year, then, and in that event, the Contract will terminate at no additional cost or obligation to the City.
4. Contractor shall deliver the materials, equipment, supplies or services, or cause the work to be performed, within the time and in the manner specified in the Contract. Times and dates stated herein are of the essence. If at any time Contractor has reason to believe that deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay shall be given immediately to the City. Deliveries must be prepaid. C.O.D. shipments will not be accepted.
5. The City reserves the right at any time to make changes in drawings and specifications, in methods of shipment and packaging and in place of delivery as to any articles covered by this Contract. In such event there will be made an equitable adjustment in price and time of performance mutually satisfactory to Contractor and the City; but any claim by Contractor for such an adjustment must be made within thirty (30) days of such change.
6. Contractor warrants that the goods, machinery or equipment delivered or the work performed hereunder shall conform to the specifications, drawings, samples or other description specified by the City and shall be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, in good working order and free from defect or faulty workmanship for a period of ninety (90) days. When defective goods, machinery, or equipment or faulty workmanship is discovered which requires repair or replacement pursuant to this warranty, Contractor shall provide all labor, materials, parts and equipment to correct such defect at no expense to the City.
7. Contractor shall indemnify, protect and hold harmless City, its Boards, Commissions, and their officials, employees and agents ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with (1) Contractor's breach or failure to comply with any of its obligations contained in this Contract, including any obligations arising from the Contractor's compliance with or failure to comply with applicable laws, including all applicable federal and state labor requirements including, without limitation, the requirements of California Labor Code section 1770 et seq. or (2) negligent or willful acts, errors, omissions or misrepresentations committed by Contractor, its officers, employees, agents, subcontractors, or anyone under Contractor's control, in the performance of work or services under this Contract (collectively "Claims" or individually "Claim").

In addition to Contractor's duty to indemnify, Contractor shall have a separate and wholly independent duty to defend Indemnified Parties at Contractor's expense by legal counsel approved by City, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of Contractor shall be required for the duty to defend to arise. City shall notify Contractor of any Claim, shall tender the defense of the Claim to Contractor, and shall assist Contractor, as may be reasonably requested, in the defense.

If a court of competent jurisdiction determines that a Claim was caused by the sole negligence or willful misconduct of Indemnified Parties, Contractor's costs of defense and indemnity shall be (1) reimbursed in full if the court determines sole negligence by the Indemnified Parties, or (2) reduced by the percentage of willful misconduct attributed by the court to the Indemnified Parties.

If the Contractor elects to use subcontractors, Contractor agrees to require its subcontractors to indemnify Indemnified Parties and to provide insurance coverage to the same extent as Contractor. The provisions of this Section shall survive the expiration or termination of this Contract.
8. The City reserves the right to terminate this Contract at any time in whole or in part even though Contractor is not in default hereunder. In such event there will be made an equitable adjustment of the terms that is mutually satisfactory to the City and Contractor. Upon receipt of any notice of such termination, Contractor shall, unless such notice otherwise directs, immediately discontinue all work on the Contract and deliver, if and as directed, to the City all completed and partially completed articles, work in process and materials purchased or acquired for performance of the Contract. The provisions of this section shall not limit or affect the right of the City to terminate this Contract immediately upon written notice of breach.

**CONTRACT – GENERAL CONDITIONS**

9. The City reserves the right to cancel this Contract or any part thereof and reject delivery of goods if delivery is not undertaken and completed when specified and in accordance with specifications. Contractor shall be charged for any direct losses, but not any consequential damages, sustained by the City by reason of such delay or failure, excepting losses caused by a delay for reasons beyond Contractor's reasonable control. Direct losses shall include any costs to the city in excess of the Contract price of obtaining goods from other sources similar to those cancelled or rejected hereunder.
10. The City shall pay to Contractor the price(s) specified in the Contract on delivery of the materials, equipment, supplies or services and acceptance thereof by the City Manager or his designee, or upon completion of the work to be performed and accepted thereof, as specified in the Contract. Defective articles or articles not in accordance with the City's specifications shall be held for Contractor's instructions at Contractor's risk, and if Contractor so directs will be returned at Contractor's expense.
11. No return or exchange of material, equipment or supplies shall be permitted without written approval of the City Purchasing Agent.
12. All royalties for patents, or changes for the use of patents, which may be involved in any article to be furnished under this Contract shall be included in the Contract price.
13. In cases where a price subject to escalation has been agreed upon, the price escalation shall be shown as a separate item on the invoice. Unless an escalator clause has been shown as a specific part of this Contract Contractor shall not be entitled to reimbursement for costs incurred due to escalation.
14. All materials, supplies and equipment provided under this Contract shall be in full compliance with the Safety Orders and Regulations of the Division of Industrial Safety of the State of California, Title 8, California Code of Regulations (CAL/OSHA) and all applicable OSHA regulations as well as all other applicable California Code of Regulations. Contractor shall indemnify and hold the City, its officials, and employees harmless for, of and from any and all loss, including but not limited to fines, penalties and corrective measures, the City may sustain by reason of Contractor's failure to comply with said laws, rules and regulations in connection with the performance of this Contract.
15. Contractor shall keep confidential and not disclose to others or use in any way to the detriment of the City confidential business or technical information that the City may disclose in conjunction with this Contract or Contractor may learn as a result of performing this Contract.
16. This Contract shall not be assigned in whole or in part, nor any duties delegated without the City's prior written approval.
17. The remedies herein reserved shall be cumulative and additional to any other remedies at law or in equity. The waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach. The City's failure to object to provisions contained in any communication from Contractor shall not be deemed an acceptance of such provisions or a waiver of the provisions of this Contract.
18. This Contract shall not be amended or modified, except by written agreement signed by the parties and expressly referring to this Contract.
19. Contractor shall indemnify, hold harmless and defend the City, its officials and employees from any damage, claim, loss, cost, liability, cause of action or expense, including reasonable attorney's fees, whether or not reduced to judgment, arising from any infringement or claimed infringement of any patent, trademark or copyright, or misappropriation of confidential information or trade secrets of any third party and based on the manufacture, sale or use of goods, machinery or equipment supplied hereunder.
20. Contractor shall furnish further itemization and breakdown of the Contract price when requested by the City.
21. Contractor, in the performance of any work or the furnishing of any labor under this Contract, shall be considered as an independent contractor. Contractor, his agents and employees shall not be considered as employees of the City.
22. Contractor and subcontractor(s) shall not discriminate against any person in the performance of this Contract and shall comply with applicable federal, state and city equal employment opportunity laws, ordinances, rules and regulations. Contractor and subcontractor(s) shall not discriminate against any employee or applicant for employment or against any subcontractor on the basis of race, color, religion, national origin, sex, sexual orientation, AIDS, HIV status, age, disability, or handicap, subject to federal and state laws, rules and regulations.
23. Contractor shall comply with all applicable federal, state and local laws pertaining to the subject matter hereof.
24. Contractor shall submit samples of all documents that Contractor may require the City to execute to complete this transaction. By accepting these samples as part of the bid or by awarding the Contract to a Contractor who has submitted said samples, the City

**CONTRACT – GENERAL CONDITIONS**

does not agree to the terms stated in said samples. This Invitation to Bid and Contractor's bid shall take priority over said samples and this Invitation and Contractor's bid shall become the Contract between the City and the Contractor.

25. All quantities stated herein are only ESTIMATES. The City reserves the right to increase or decrease these estimated quantities based on its actual needs and funds available.
26. The City reserves the right to exercise, at its option, an increase in expenditures by ten (10) percent annually, but the City does not guarantee such an increase.
27. Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes, particularly with respect to the self-accrual of use tax. Contractor shall cooperate as follows: (i) for all leases and purchases of materials, equipment, supplies or other tangible personal property totaling over \$100,000 shipped from outside California, a qualified Contractor shall complete and submit to the appropriate governmental entity the form in Appendix "A" attached hereto; and (ii) for construction contracts and subcontracts totaling \$5,000,000 or more, Contractor shall obtain a sub-permit from the California Board of Equalization for the Work site. "Qualified" means that the Contractor purchased at least \$500,000 in tangible personal property that was subject to sales or use tax in the previous calendar year.

In completing the form and obtaining the permit(s), Contractor shall use the address of the Work site as its business address and may use any address for its mailing address. Copies of the form and permit(s) shall also be delivered to the Purchasing Agent. The form must be submitted and the permit(s) obtained as soon as Contractor receives a notice of award. Contractor shall not order any materials or equipment over \$100,000 from vendors outside California until the form is submitted and the permit(s) obtained and, if Contractor does so, it shall be a material breach of the Agreement. In addition, Contractor shall make all purchases from its Long Beach sales office and the Long Beach sales office of its vendors if those vendors have a Long Beach office and all purchases made by Contractor under this Agreement which are subject to use tax of \$500,000 or more shall be allocated to the City of Long Beach. Contractor shall require the same form and permit(s) from its subcontractors.

Contractor shall not be entitled to and by signing this Contract waives any claim or damages for delay against City if Contractor does not timely submit these forms to the appropriate governmental entity. Contractor may contact Julissa Jose-Murray at 562-570-6869 for assistance with the form.

28. The California Integrated Waste Management Act (Public Resources Code, Sec. 40000 et seq.) requires governmental entities to achieve fifty (50) percent diversion of waste. In conjunction with the City's Integrated Resources Bureau, the City is currently developing an Environmentally Preferable Product (EPP) procurement plan. These guidelines enable the City Purchasing Agent to greatly expand procurement programs by moving beyond a singular consideration of "recycled-content". EPP procurement facilitates the purchase of products that qualify within a broad range of "environmentally preferable" criteria, such as: minimal packaging; energy savings; non-toxic; manufactured from sustainably-harvested materials. Contractor shall monitor products that fall within the EPP guidelines and document all criteria that qualifies the product as an EPP. Documentation from the manufacturer will be acceptable and may be required during the term of the Contract.
29. This Contract shall be construed in accordance with the laws of the State of California, and the venue for any legal actions brought by any party with respect to this Agreement shall be the County of Los Angeles, State of California for state actions and the Central District of California for any federal actions.
30. NOTICE TO BIDDERS REGARDING THE PUBLIC RECORDS ACT:  
Responses to this Invitation to Bid become the exclusive property of the City of Long Beach. All Bids submitted in response to this Invitation to Bid are a matter of public record and shall be regarded as public records. Exceptions will be only those elements in each Bid that are defined by the Bidder as business or trade secrets and are marked as "Trade Secrets", "Confidential" or "Proprietary".

The City shall not be liable or responsible in any way for disclosure of any records not marked as "Trade Secrets", "Confidential" or "Proprietary". The City shall not be liable or responsible in any way for disclosure of any records so marked if disclosure is deemed to be required by law or by a court order.

31. NOTE: FAILURE TO COMPLY WITH THESE ADDITIONAL CONDITIONS WILL DISQUALIFY A BIDDER. NOTICE OF INTENTION TO APPLY FOR WAIVER OF ALL OR A PORTION OF THESE INSURANCE REQUIREMENTS MUST BE IN COMPLIANCE WITH CITY OF LONG BEACH ADMINISTRATIVE REGULATION 8-27 (AR 8-27). NOTE THAT COMPLIANCE WITH THE CITY'S INDEMNIFICATION IS MANDATORY FOR A RESPONSIVE BIDDER.

THE FOLLOWING ADDITIONAL CONDITIONS APPLY TO ALL BIDS:

**INSURANCE:** As a condition precedent to the effectiveness of this Contract, Contractor shall procure and maintain at its expense, until completion of performance and acceptance by City, from an insurer admitted (licensed) in the State of California with a current

**CONTRACT – GENERAL CONDITIONS**

financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of V (capital surplus and conditional surplus funds of greater than \$10 million) or greater rating as reported by A.M. Best Company or equivalent, unless waived in writing by City's Risk Manager, or non-admitted in the State of California with a current financial responsibility rating of A (Excellent) or better and a current financial size category (FSC) of VIII (capital surplus and conditional surplus funds of greater than \$100 million) or greater rating as reported by A.M. Best Company or equivalent, unless waived in writing by City's Risk Manager.

- (a) Commercial general liability insurance or self-insurance equivalent in coverage scope to ISO CG 00 01 10 93 naming **the City of Long Beach, and its boards, officials, employees, and agents** as additional insureds on a form equivalent in coverage scope to ISO CG 20 10 11 85 from and against claims, demands, causes of action, expenses, costs, or liability for injury to or death of persons, or damage to or loss of property arising out activities performed by or on behalf of the Contractor in an amount not less than One Million Dollars (US \$1,000,000) per occurrence and Two Million Dollars (US \$2,000,000) in general aggregate.
- (b) Workers' compensation coverage as required by the Labor Code of the State of California and Employer's liability insurance with minimum limits of One Million Dollars (US \$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against **the City of Long Beach, and its boards, officials, employees, and agents**.
- (c) Automobile liability insurance equivalent in coverage scope to ISO CA 00 01 06 92 in an amount not less than Five Hundred Thousand Dollars (US \$500,000) combined single limit (CSL) per accident for bodily injury and property damage covering Symbol 1 ("all autos").

Any self-insurance program or self-insurance retention must be approved separately in writing by the City's Risk Manager or designate and shall protect the **City of Long Beach, and its boards, officials, employees, and agents** in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after thirty (30) days prior written notice to the City of Long Beach, and shall be primary and not contributing to any other insurance or self-insurance maintained by the City of Long Beach.

**Any subcontractors of all tiers which Contractor may use in the performance of this Contract shall be required to maintain insurance in compliance with the provisions of this section. The additional insured endorsement form number applicable to subcontractors with respect to the general liability insurance shall be the ISO CG 20 26 11 85 form or its equivalent.**

Contractor shall deliver to the City of Long Beach certificates of insurance and original endorsements for approval as to sufficiency and form prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless the City's Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less than one hundred eighty (180) days. Such insurance as required herein shall not be deemed to limit Contractor's liability relating to performance under this Contract. The City of Long Beach reserves the right to require complete certified copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of the City's Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of this Contract.

To the extent more stringent insurance requirements apply in accordance with the City of Long Beach's Administrative Regulation 8-27 (AR 8-27) and its amendments, the currently in-force AR 8-27 regulations and requirements supersede and replace any insurance requirements stated herein.

**INDEMNITY: To the extent allowed by law**, Contractor shall defend, indemnify, and hold harmless the City, its Commissions and Boards, and their officials, employees, and agents from and against any and all demands, claims, causes of action, liability, loss, liens, damage, costs, and expenses (including attorney's fees) arising from or in any way connected or alleged to be connected with Contractor's performance of the performance under the Contract or the work under or related to the Contract and from any act or omission, willful misconduct, or negligence (active or passive) by or alleged to be by Contractor, its employees, agents, or subcontractors either as a sole or contributory cause, sustained by any person or entity (including employees or representatives of City or Contractor). The foregoing shall not apply to claims or causes of action caused by the sole negligence or willful misconduct of the City, its Commissions and Boards, or their officials, employees, or agents.

In addition to Contractor's duty to indemnify, Contractor shall have a separate and wholly independent duty to defend Indemnified Parties at Contractor's expense by legal counsel approved by City, from and against all Claims, and shall continue this defense until the Claims are resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of Contractor shall be required for the duty to defend to arise. City shall notify Contractor of any Claim, shall tender the defense of the Claim to Contractor, and shall assist Contractor, as may be reasonably requested, in the defense.

If a court of competent jurisdiction determines that a Claim was caused by the sole negligence or willful misconduct of Indemnified Parties, Contractor's costs of defense and indemnity shall be (1) reimbursed in full if the court determines sole negligence by the Indemnified Parties, or (2) reduced by the percentage of willful misconduct attributed by the court to the Indemnified Parties.

**CONTRACT – GENERAL CONDITIONS**

The provisions of this Section shall survive the expiration or termination of this contract.

THE FOLLOWING ADDITIONAL CONDITIONS APPLY ONLY IN CASES WHERE CONTRACTOR IS TO PERFORM WORK FOR THE CITY OR ON CITY PROPERTY:

Before execution of a Contract, the bidder shall file two surety bonds with the City of Long Beach subject to the approval of the City Engineer and City Attorney. The bonds shall be on forms provided by the City or acceptable to the City Attorney. The Payment Bond (Material and Labor Bond) shall satisfy claims of material suppliers and mechanics and laborers employed by the contractor on the Work. This bond shall be maintained by the contractor in full force and effect until the work is accepted by the City of Long Beach and until all claims for materials and labor are paid, and shall otherwise comply with the Civil Code. The Performance Bond shall guarantee faithful performance of all work within the time and manner prescribed, free from original or developed defects. This bond shall remain in effect as prescribed within the Contract, until the end of all warranty periods.

If at any time during the progress of the Work, Contractor shall allow any indebtedness to accrue for labor, equipment or materials, or which may become a claim against the City, Contractor shall immediately upon request from the City pay such claim or indebtedness or cause such lien to be dissolved and discharged by giving a bond or otherwise and, in case of his failure so to do, the City may withhold any money due Contractor until such claim or indebtedness is paid or may apply such money toward the discharge thereof; or in such event the City may, at its option, declare this Contract to be terminated, take possession and control of the Work, and complete the same or cause the same to be completed according to the specifications. Contractor shall pay to the City the difference between the Contract price and the actual cost to the City in completing or causing the Work to be completed.

Contractor shall carry on the Work at its own risk until the same is fully completed and accepted and shall, in case of any accident, destruction or injury to the Work or materials before its final completion and acceptance, repair or replace the Work or materials so injured, damaged and destroyed, at his own expense and to the satisfaction of the City. When materials and equipment are furnished by others for installation or erection by Contractor, Contractor shall receive, unload, store and handle same at the Site and become responsible therefore as though such materials and equipment were being furnished by Contractor under the Contract.

Contractor shall list the name and location of the place of business of each Subcontractor who will perform work, labor or services for Contractor, or who specially fabricates and installs a portion of the Work or improvement in an amount in excess of one-half of one percent of Contractor's total contract cost. The Subcontractor list shall be submitted with Contractor's Bid.

**1. PROJECT OVERVIEW**

The City of Long Beach (City) is soliciting bids from highly qualified and appropriately licensed Private Patrol Operators or Qualified Manager firms (“Security Firms”) to provide the City with security guard and patrol services of various City facilities and at City parks as described in the specifications and all other bid related documents, for a period of 24 months, with the option to renew for three additional one-year periods. The primary role of the security guard is to ensure the safety and security of property, buildings and any employees or visitors at the various locations.

The minimum requirement is a valid and current State of California, Department of Consumer Affairs, Bureau of Security and Investigative Services license.

**2. BID TIMELINE** – All times are Pacific Standard Time

Bid release date:	August 30, 2018
Optional Site Visits:	September 11 - 13, 2018 (see Appendix A)
Questions due to the City:	September 13, 2018 by 4:00 pm
Response from City to bidder:	September 26, 2018 by 4:00 pm
Bid due date:	October 10, 2018 by 11:00 am

***NOTE: These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to prospective Contractors.***

**3. OPTIONAL SITE VISITS**

Most City facilities are currently open to the public and Bidders can view the sites at their own discretion. There is no mandatory job walk/site visit scheduled for this bid. Reference Section 36 for a listing of all sites to be on the Contract.

Bidders wishing to physically inspect buildings that are not open to the public can make arrangements to do so by visiting the location during the following dates at each location between **September 11, 2018 to September 13, 2018** (see Appendix A). **All site visits for buildings not open to the public must be completed by September 13, 2018.** Bidders shall accept the conditions and necessary work at all sites regardless of whether the Bidder visited such sites.

Bidders shall be responsible for inspecting each site. Bidders shall be responsible to fully understand the security requirements for each building contained in the bid specifications prior to submitting a bid. Bidders shall examine the locations, physical conditions and surroundings of the sites to determine the extent to which these factors will influence or affect performance of services. Failure to inspect sites shall not relieve the Contractor from fulfilling the obligations of the Contract. The City shall assume that Bidders have investigated and are satisfied with the expected conditions and the requirements of these specifications.

By submitting a bid, the Bidder acknowledges that the Bidder has made a personal inspection of each site and the surrounding areas and has evaluated the extent to which the physical condition thereof will affect the services to be provided. The Bidder accepts the premises in their present physical condition, and shall not make any demands upon the City for any improvements or alterations thereto.



**BID NUMBER ITB LB18-123**

The cost of all necessary work, materials, supplies, equipment, and other items shall be included in the prices bid. No other costs or charges shall be made unless stated in the Contract specifications.

Bidder shall complete and include Certification of Site Examination (**Attachment E**) with their bid.

**4. BID SUBMISSION INSTRUCTIONS:**

It is recommended that bidders visit the City's website [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing) on a regular basis for any addenda to the bid.

The following documents shall be submitted as general attachments. Bidders that do not include these items will be deemed non-responsive and their bids will be rejected.

Both Electronic and Hard Copies:

- Signed Bid Cover Page
- California All-Purpose Acknowledgment, Notarized (if applicable)
- Bidder's Bond or Cashier's Check (Attachment I)

Electronic Copies:

- Debarment Certification Form (Attachment A)
- Reference List (Attachment B)
- W-9 Form (Attachment C)
- Equal Benefits Ordinance Form (Attachment D)
- Certification of Site Examination (Attachment E)
- Secretary of State Certification (Attachment F)
- Discontinued Customer in Previous Five Years (Attachment G)
- Faithful Performance Bond Form (Attachment H)
- Photocopies of all applicable licenses
- Proof of Insurability
- Any addenda (if applicable)

**Method of Submission:**

Electronic Bids shall be submitted via the City's secure online bidding system. All required sections of the Bid must be submitted via the website. Bidder is solely responsible for "on time" submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Bidders will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

When bids on certain items are labeled "optional", bidders shall indicate "no bid" or "N/A" in the space provided for an item for which no bid is being offered.

Bid cover page shall be signed in ink and included with the electronic bid submission as a general attachment. Digital and stamped signatures shall not be accepted. See Instructions Concerning Signatures on page 2.

**BID NUMBER ITB LB18-123**

Pricing shall be submitted electronically on the "Line Items" tab and all pages of the bid document and required attachments shall be uploaded under the "Attachment" tab.

Submit bid online at: <http://www.planetbids.com/portal/portal.cfm?CompanyID=15810>

**In addition to the electronic submission, bidders shall submit the following original document(s) with wet signature(s) in a sealed envelope to the address shown below:**

1. Bidder's Bond or Cashier Check
2. Original bid cover page
3. A notarized California All-Purpose Acknowledgement Form (for all companies located outside the State of California)

City of Long Beach  
C/O City Clerk  
Attn: Sokunthea Kol (Soey)  
333 West Ocean Boulevard, Lobby Level  
Long Beach, CA 90802

Documents shall be clearly labeled in a sealed envelope or box as follows:

**ITB LB18-123 CITYWIDE SECURITY GUARD SERVICES**

**Electronic Bids, required hard copy forms, and Bidder's Bond must be received by 11:00 AM Pacific Time, October 10, 2018.** Bids, required hard copy forms, and bidders bond that do not arrive by the specified date and time WILL NOT BE ACCEPTED. Bidders may submit their bid any time prior to the above stated deadline.

Note: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting "withdraw".

All questions must be submitted in writing and emailed to [purchasingbids@longbeach.gov](mailto:purchasingbids@longbeach.gov) ATTN: Sokunthea Kol with the bid number in the subject line of the email message.

**5. QUALIFICATIONS OF BIDDERS**

Each Bidder shall be fully qualified by ability, knowledge and experience to satisfactorily perform the work required in these specifications, and shall be engaged in the business of providing security guard services by the use of its own trained and qualified employees, equipment, material and supplies, except as specified in these specifications. Contractor shall be fully licensed to perform the services required under this Contract.

**6. REFERENCES AND QUALIFICATION REQUIREMENTS**

Bidders shall present evidence indicative of its ability to provide and sustain the specified security services to the satisfaction of the City. Failure to include any of the following information may cause the bid to be deemed non-responsive if the City has no prior experience with the Bidder.

- 6.1. **References:** Bidder shall furnish a list of five (5) current customers, including company name, street address, telephone number and contact person, for whom Bidder has provided similar items and quantities. The City intends to contact these customers to determine product reliability, performance and other information. Failure to include customer's references will result in rejection of bids. See Reference Information Form **Attachment B**. Bidder shall also provide a list of discontinued contracts in the last five years, see **Attachment G**.
- 6.2. **General Business Statement:** A statement of all of the important business activities of the Bidder's major business. This statement should emphasize the required minimum of two (2) consecutive years of recent experience in providing security service at similar-sized facilities with similar service levels as those required for this Contract. Bidder shall guarantee that he actual on-site supervisor or foreman shall possess this experience.
- 6.3. **Work History:** In addition to **References**, list all contracts cancelled or not renewed within the last five (5) years, giving reasons for cancellations or non-renewal. Give the names, street addresses and telephone number of cancelled contract, if listed. See **Attachment G**.
- 6.4. **Proof of Insurability:** Submit letter of commitment from an insurance company, acceptable to the City, setting forth that adequate insurance coverage (as further described in the General Conditions hereof) will be available at the time of the award of Contract. Letter of intent from insurance brokers will not be considered acceptable substitutes. Another alternative is to submit an insurance certificate.

## **7. RIGHT TO REJECT BID**

The City reserves the right, in its discretion, to reject any and all bids and, to the extent not prohibited by law, to waive any minor irregularity or informality in any bid that does not affect the validity of the bid or does not give the Bidder a competitive advantage over other Bidders.

The City may waive any informality or irregularity in any bid, so long as any such informality or irregularity does not violate any Federal, State or local law or regulation.

**The City may disqualify an otherwise qualified Bidder for reasons including, but not limited to the following:**

- a. Submission of more than one bid for the same services by an individual, firm, partnership, or corporation under the same or different names.
- b. The City reserves the right to reject any bid that appears to be unreasonably low for the work to be performed in compliance with all applicable state, federal and local laws or regulations.

## **8. AWARD**

The City prefers to award to a single contractor but reserves the right to award contract to multiple vendors. The City reserves the right in its sole discretion to award all items to one Bidder, or to award separate items or groups of items to various Bidders, or to increase or decrease the quantities of any item.

When a facility is identified as part of a group of facilities, those facilities contained in that group shall be bid as one unit and shall be awarded to one Contractor.

Without limiting the power and authority which it is vested, the City shall be the sole authority in determining the lowest responsible Bidder, taking into consideration the experience of the Bidder, references, operations, quality, fitness, capacity, and adaptability in respect to the requirements of these specifications for the services proposed by any Bidder hereunder.

## **9. BID PROTEST PROCEDURES**

### **Who May Protest**

Only a bidder who has actually submitted a bid proposal is eligible to protest a bid. The City will not accept or entertain bid protests from manufacturers, vendors, suppliers, subcontractors or the like. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

### **Time for Protest**

A bidder desiring to protest a bid shall file the protest within five (5) business days of the electronic notification of intent to award. The City Purchasing Agent must receive the protest by the close of the business on the fifth (5<sup>th</sup>) business day following posting of notification of intent to award the contract.

### **Form of Protest**

The protest must be in writing and signed by the individual who signed the bid or, if the bidder is a corporation, by an officer of the corporation, and addressed to the City Purchasing Agent. A protest shall not be made by e-mail or fax and the City will not accept such. A protest must set forth a complete and detailed statement of the grounds for the protest and include all relevant information to support the grounds stated, must refer to the specific portion(s) of the contract documents upon which the protest is based, and shall include a valid e-mail address, street address, and phone number sufficient to ensure the City's response will be received.

Once the protest is received by the City Purchasing Agent, the City will not accept additional information on the protest unless the City itself requests it. In that case, the additional information must be submitted within three (3) business days after the request is made and must be received by the City Purchasing Agent by the close of the business on the third (3<sup>rd</sup>) business day.

The City Purchasing Agent or designee will respond, by e-mail or regular mail to the addresses provided in the protest, with a decision regarding the protest within five (5) business days following receipt of the protest or, if applicable, the receipt of requested additional information.

The decision of the City Purchasing Agent shall be final and conclusive.

The procedure and time limits set forth herein are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

**10. EQUAL BENEFITS ORDINANCE**

The City of Long Beach's Equal Benefits Ordinance (EBO) shall apply to this bid. Please visit the City's website at [http://www.longbeach.gov/finance/business\\_relations/default.asp](http://www.longbeach.gov/finance/business_relations/default.asp) for additional details, or to obtain a copy of the ordinance. EBO is applicable for contracts over \$100,000. See **Attachment D**.

**11. REGISTRATION WITH CALIFORNIA SECRETARY OF STATE WEBSITE**

Awarded vendors/contractors must be registered with the California Secretary of State prior to contract execution, see **Attachment F**. For more information, please consult: <http://www.sos.ca.gov>

**12. LOCAL PREFERENCE: EXEMPT**

Local Preference shall not apply to this project, as the contract amount is estimated to be above \$100,000.

**13. BOND PROVISIONS**

13.1. BID BOND

A ten percent (10%) Bid Bond or certified check payable to the City of Long Beach and drawn on a solvent bank of the United States of America, is required with the bid in accordance with bond instructions. The Bid Bond shall be submitted on the City's Bid Bond Form (**Attachment I**), if awarded a Contract, will execute and deliver such Contract to the City Purchasing Agent within ten (10) days after such Contract is tendered to him.

If the Bidder to whom the Contract is awarded fails or neglects to sign a contract with the City, including the filing of any required bonds, insurance documents, and any other documents requested by the City within fourteen (14) days after the contract is tendered to him for signature, the City shall declare the bid security to be forfeited, and the money or bond for the bid security shall be deposited into the City Treasury.

Check One:  Bid Bond is attached  
 Certified Check No. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

In lieu of the satisfactory Bidder's bond required, your attention is directed to one of the following Bidder's bonds on file in the Office of the City Clerk of the City of Long Beach, California.

Annual Bidder's Bond, City Bond No. \_\_\_\_\_ EM  
Continuous Bidder's Bond, City Bond No. \_\_\_\_\_ EM-C

**Note:** The Certified Check received from unsuccessful bidders in lieu of a bid bond shall be returned upon the City's awarding of a contract.

**13.2. FAITHFUL PERFORMANCE BOND**

The successful bidder shall submit a Faithful Performance Bond for 100 percentage of cost of bid. Successful bidder shall only be required to submit bond if they are awarded a contract by the City. The cost of the bond shall be included in the bid, and in the successful bidder's invoice. The bond will be issued to the City Long Beach, Purchasing Division, Long Beach City Hall, 333 West Ocean Blvd., 7<sup>th</sup> Floor, Long Beach, California 90802 and shall be submitted within ten (10) calendar days after notice of award. The Bond shall be submitted upon forms included herein or secured at the Office of the City Purchasing Agent (address above). The successful bidder shall use only the bond form supplied by the City. See **Attachment H**.

**13.3. BOND INSTRUCTIONS**

A corporation must have the bond executed by two (2) authorized officers. If the bond is executed by only one (1) authorized officer or a person not listed in section 313 of the California Corporations Code, then the corporation must attach a certified copy of a resolution of its Board of Directors authorizing execution by said individual(s).

**13.4. NOTARIAL ACKNOWLEDGMENTS REQUIRED WITH BONDS**

Signatures of all principals and sureties shall be accompanied by the appropriate Notarial Acknowledgments. A Notarial Acknowledgment shall accompany each signature of each Principal and a Notarial Acknowledgment shall accompany the signature of the Surety. All bonds require the signatures of all principals and sureties, accompanied by the appropriate Notarial Acknowledgments, whether the company is located inside or outside the State of California.

**14. ADDITIONAL REQUIREMENTS FROM FUNDING SOURCE**

Any Contract arising from this procurement process may be funded in whole or in part by various granting agencies. Pursuant to said grants, the Awarded Vendor is required to comply with (and to incorporate into its agreements with any sub-vendors) the following provisions in the performance of the Contract, as applicable.

**ORDER OF PRECEDENCE**

In the event of conflicts or discrepancies between these grant funding provisions and any other Contract document, the Federal grant provisions shall take precedence.

**ACCESS TO CONTRACTOR'S RECORDS**

The Awarded Vendor shall provide the City, the Office of State and Local Government Coordination and Preparedness, the Comptroller General of the United States, or any of their authorized representatives, access to any books, documents, papers, and records of the Awarded vendor which are directly pertinent to the work performed under the Contract for the purposes of making audit, examination, excerpts or transcriptions.

**AMERICANS WITH DISABILITIES ACT**

The Awarded Vendor hereby certifies that it will comply, as applicable, with the Americans with Disabilities Act of 1990 ("ADA"), 42 USC §§ 12101 et seq., and its implementing regulations, including Subtitle A, Title II of the ADA. The Awarded Vendor will provide, as applicable, reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the ADA. The Awarded

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Vendor will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any contract entered into by the Awarded Vendor (or any subcontract thereof), relating to this Agreement, shall be subject to the provisions of this paragraph.

**COMPLIANCE WITH CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The Awarded Vendor shall comply with the requirements of §§ 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C §§ 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

**COMPLIANCE WITH COPELAND "ANTI-KICKBACK" ACT**

The Awarded Vendor shall comply with the requirements of the Copeland "Anti-Kickback" Act (18 U.S.C. § 874) as supplemented in the Department of Labor regulations (29 CFR Part 3).

**COMPLIANCE WITH DAVIS-BACON ACT**

The Awarded Vendor shall comply with the requirements of the Davis-Bacon ACT (40 U.S.C. §§ 276 to 276-a7) as supplemented by Department of Labor regulations (29 CFR Part 5) where applicable and shall provide the City with all applicable payroll records on a weekly basis.

**COPYRIGHT**

The Awarded Vendor acknowledges the existence of requirements and regulations of the awarding Federal agency relating to copyrights and right in data, including, but not limited to those set forth in 44 CFR Part 13.34 which states: "The Federal awarding agency reserves royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support." The Awarded Vendor shall comply with 25 CFR 85.34

**DRUG-FREE WORKPLACE**

The Awarded Vendor hereby certifies that it shall provide or shall continue to provide a drug-free workplace as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701), and implemented at 44 CFR Part 17.

**ENERGY EFFICIENCY**

The Awarded Vendor shall comply with all mandatory standards and policies relating to energy efficiency that are contained in the State of California's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).

**ENVIRONMENTAL LEGISLATION**

The Awarded Vendor shall comply with all applicable standards, orders or requirements issued under § 306 of the Clean Air Act (42 U.S.C. 1857 (h)), § 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

**MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE OUTREACH**

In accordance with CalOES/Grantor directives, as applicable, firms who represent small business enterprises (SBEs), minority business enterprises (MBEs) and women business enterprises (WBEs) are encouraged to participate in competition for this opportunity. Any such enterprise shall include the appropriate SBE/MBE/WBE certification along with its proposal. The Awarded Vendor agrees that, to the extent contractors or subcontractors are utilized, the Awarded Vendors shall use small, minority,

women-owned, or disadvantaged business concerns and contractors or subcontractors to the extent practicable and shall take the affirmative steps as set forth in 44 CFR §13.36(e).

#### **NATIONAL PRESERVATION ACTS**

The Awarded Vendor shall assist City (if necessary) in assuring compliance with § 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321)

#### **NONDISCRIMINATION; EQUAL EMPLOYMENT OPPORTUNITY**

The Awarded Vendor hereby assures the City that in performing its obligations pursuant to the Contract, it will comply with all applicable nondiscrimination requirements as set forth in 44 CFR Part 13.36. In addition, the Awarded Vendor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Opportunity Employment," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60), and where applicable to the nondiscrimination provisions of the Omnibus Crime Control and Safe Street Acts of 1968 (42 U.S.C. § 3789d), the Victims of Crimes Act (42 U.S.C. § 10604(e)), the Juvenile Justice and Delinquency Prevention Act (42 U.S.C. § 5672(b)), the Civil Rights Act of 1964 (42 U.S.C. § 2000d), the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34), the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86), and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07), see Executive Order 13279 (equal protection of the laws for faith-based and community organizations). This provision must be incorporated by Awarded Vendor into any subcontract exceeding \$10,000.

#### **PATENT RIGHTS**

The Awarded Vendor acknowledges the existence of requirements and regulations of the awarding Federal agency relating to patent rights with respect to any discovery or invention which arises or is developed in the course or under this Contract, including, but not limited to those regulations and requirements set forth in 44 CFR Part 13.36. Any discovery or invention that arises during the course of this Contract shall be immediately reported to the Department's project management team. The awarding Federal agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and 37 CFR Part 401.

#### **PAYMENTS, REPORTS, RECORDS, RETENTION AND ENFORCEMENT**

The Awarded Vendor acknowledges the requirements and regulations set forth in 44 CFR Parts 13.36 through 13.42 and 49 CFR Part 18 and agrees to cooperate with the City in order to allow the City to comply with said requirements. The Awarded Vendor shall retain all of its records relating to the project for a period of five (5) years after City makes final payment to the Awarded Vendor and all other pending matters are closed.

#### **PUBLICATIONS**

All publications created and/or published with funding under any contract arising from this RFP shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions in this document are those of the author(s) and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."



**RIGHTS TO DATA**

The Grantor and the City shall have unlimited rights or copyright license to any data first produced or delivered under this Agreement. "Unlimited rights" means the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public and perform and display publicly, or permit others to do so; as required by 48 CFR 27.401. Where the data are not first produced under this Contract or are published copyrighted data with the notice of 17 U.S.C § 401 or 402, the Grantor acquires the data under copyright license as set forth in 48 CFR 27.404(f) (2) instead of unlimited rights (4 CFR 27.404(a)).

**RIGHTS TO USE INVENTIONS**

City and all grantors and/or awarding Federal Agency shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon and all others to do so for all governmental purposes, any Invention developed under the Contract.

**SYSTEM FOR AWARD MANAGEMENT (SAM)**

In accordance with Executive Orders 12549 and 12689 concerning suspension and debarment, contracts must prohibit contractors from awarding any subcontract to persons (individuals or organizations) listed as having an active exclusion of the Federal system for Awards Management Database ([www.sam.gov](http://www.sam.gov)). This bid has the potential to be a recipient of Federal funds. Please complete **Attachment A**.

**15. ADDITIONAL REQUIREMENTS PER FEDERAL FUNDING**

Any Contract arising from this procurement process shall be funded in whole or in part from grants awarded under the Workforce Investment Act and similar funds. Pursuant to said grants, the Awarded Consultant is required to comply with (and to incorporate into its agreements with any sub-consultants) the following provisions in the performance of the Contract, as applicable.

**Section 188 of the Workforce Investment Act, 20 CFR Sections 667.600 and 667.640 et seq., of the final regulations, and Pacific Gateway policy set forth the guidelines for grievance procedures in connection with WIA programs administered by the City. These sections govern appeals of ITB funding recommendations. In accordance with such regulations, the only circumstances under which an appeal of Pacific Gateway funding recommendations will be considered are if the bidders allege that Pacific Gateway or the City has violated a provision of the Workforce Investment Act (Public Law 105-220) or its regulations; and/or has violated a provision of the ITB's stated process.**

- 15.1. There can be no appeal of the funding decisions unless based on either of the above circumstances.
- 15.2. Appeals must follow the City's protest process stated on Section 9.
- 15.3. In order to contract for funds with Pacific Gateway and, therefore, with the City, an organization must:
  - a. Not currently be listed on any federal, State of CA, or local Debarment List. See **Attachment A**;
  - b. Be legally capable of entering into a contract and be in good standing with the Internal Revenue Service.;

- c. Provide valid documentation of a Long Beach business license as described in Section 8.4;
- d. Provide documentation of current fiscal and compliance audits, as required by law;
- e. Provide copy of Articles of Incorporation and evidence of current corporate status, as filed with the Secretary of State;
- f. Ensure that reports and/or documents contain correct information;
- g. Adhere to policies and sign forms regarding provision of a Drug Free environment and Non-collusion in project development;
- h. Be able to comply with other Pacific Gateway Policies and Procedures, which are available at [www.Pacific-Gateway.org](http://www.Pacific-Gateway.org) (follow the WORKFORCE INVESTMENT BOARD and BULLETINS & POLICIES links)
- i. Ensure that:
  - (1) Funds are not used to assist, promote, or deter union organizing;
  - (2) Funds are not used in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- j. File required insurance documentation with the City's Risk Manager. The City must review all documentation requirements that agencies must carry:
  - (1) Comprehensive General Liability in the amount no less than \$2,000,000; Combined Single Limit for each occurrence or \$4,000,000 General Aggregate for bodily injury, personal injury and property damage;
  - (2) Workers' Compensation as required by State law;
  - (3) Blanket Honesty Bond for at least 25% of the amount of the grant;
  - (4) Automobile Liability in an amount not less than \$500,000 Combined Single Limit per accident for bodily injury and property damage covering owned, non-owned, and hired vehicles;
  - (5) The City and its Boards, Commissions, Officials, Employees, and Agents are to be covered as additional insured;
  - (6) Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the City;
- k. Comply with the following contract clauses throughout duration of contract:
  - (1) The Equal Employment Opportunity Act provisions
  - (2) The Americans with Disabilities Act of 1990
  - (3) The Contract Work Hours and Safety Standards Act
  - (4) The Clean Air Act and Environmental Protection Agency regulations
  - (5) The Energy Policy Conservation Act
  - (6) The Byrd Anti-Lobbying Amendment
  - (7) The Copeland "Anti-Kickback" Act
  - (8) The Davis-Bacon Act
  - (9) Whistle Blower Protection
  - (10) Buy American Requirements
  - (11) Debarment and Suspension requirements as certified in your Bid.
- l. Comply with requirements and/or regulations related to patent rights, copyrights, and rights in data.
- m. Maintain contract records for seven (7) years.

- 15.4. Should new WIA legislation / other related legislation changes/clarifications related to Pacific Gateway's funding of program delivery occur during the ITB funding cycle, the City reserves the right to publish a new procurement in order to adhere to modifications and related compliance and regulatory issues.

## **16. INSURANCE**

- 16.1. Item No. 31, page 9 of CONTRACT-GENERAL CONDITIONS is amended as follows:

- (1) **Comprehensive General Liability** (equivalent in scope to ISO CG 00 01) in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) General Aggregate. Such coverage shall include, but is not limited to broad form contractual liability, cross liability protection, and products and completed operations liability.

The City of Long Beach, its officials, employees and agents shall be named as additional insured by endorsement (equivalent in coverage scope to ISO Form CG 20 10 11 85 or CG 20 26 11 85) as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of Contractor; premises owned, leased or used by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, and agents.

- (2) **Automobile Liability** (equivalent in scope to ISO Form CA 00 01 06 92) covering symbol 1 (Any Auto) in an amount not less than One Million Dollars (\$1,000,000) combined single limit.

- 16.2. Item #31, page 9, "Contract – General Conditions, is supplemented with the following:

- (1) **All Risk Property Insurance** in an amount sufficient to cover the full replacement value of Contractor's personal property, improvements and equipment used or stored on City premises. With respect to damage to property, the City and Contractor hereby waive all rights of subrogation, one against the other, but only to the extent that collectible commercial insurance is available for said damage.

- (2) **Blanket Employee Dishonesty Bond** in an amount not less than Fifty Thousand Dollars (\$50,000) or 25% of the contract amount, whichever is the larger. The City, its officials, employees and agents shall be named as additional insured under this bond.

## **17. COMPLIANCE WITH LAWS**

Contractor shall keep fully informed, and shall at all times observe and comply with all laws, ordinances, regulations, orders, and decrees of bodies or tribunals having any jurisdiction or authority that affect those employed hereunder, and the Contractor's performance.

If any discrepancy or inconsistency in relation to any such law, ordinance, regulation, order, or decree should be discovered in the contract, or which may become effective before the expiration of the contract, the Contractor shall report the same in writing to the City.

**18. CONFLICT OF INTEREST**

The Vendor represents and warrants that no City employee whose position in the City enables him/her to influence the award of the Contract or any competing Contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Vendor herein, or does or shall have any direct or indirect financial interest in this Contract.

**19. LICENSES**

**California Security Services License:** Contractor shall possess, maintain and provide information regarding licensing as required by the State of California Department of Consumer Affairs, Bureau of Security and Investigative Services, at the time of the bid opening and during the term of the Contract. **Bidder shall submit copies of all licenses with bid.**

State of California Security Services License No.: PPO 119932

Date of Expiration: 12/31/2018

**Long Beach Business License:** The Long Beach Municipal Code (LBMC) requires all businesses operating in the City of Long Beach to pay a business license tax. In some cases, the City may require a regulatory permit and/or evidence of a State or Federal license. Prior to issuing a business license, certain business types will require the business license application and/or business location to be reviewed by the Development Services, Fire, Health, and/or Police Departments.

For more information, go to: [www.longbeach.gov/finance/business\\_license](http://www.longbeach.gov/finance/business_license).

In accordance with Municipal Code (Section 3.80.210) a business license is required under the following conditions:

- A) If you are providing a service in Long Beach
- B) If you are providing and delivering a product in Long Beach,

For more information, contact the Business License Section at 562-570-6211 or by e-mail to [lbbiz@longbeach.gov](mailto:lbbiz@longbeach.gov).

Long Beach Business License Number:

**BU21704869**

**(Only Required Upon Notification of Award)**

**20. VALIDITY**

The invalidity, unenforceability or illegality of any provision of the Contract shall not render the other provisions invalid, unenforceable, or illegal.

**21. DEFAULT BY CONTRACTOR / TERMINATION**

Notwithstanding and in addition to "Payment Deduction / Contractor's Non-Compliance" described previously, the City may terminate this Contract without liability for damages when, in the City's sole

discretion, the Contractor is not diligently performing or otherwise not complying in good faith with the Contract, has become insolvent, has assigned or subcontracted any part of the work without the consent of the City, or has otherwise defaulted in performance of the Contract, and has not otherwise cured such default after a period of ten (10) working days' notice given by the City to do so.

If the City terminates the Contract, the City will give notice to the effect to the Surety and Surety shall, within five (5) business days after delivery of the notice, assume control and perform the work as successor to the Contractor, and shall be paid by the City for all work performed.

If the Surety does not comply with such notice within said five (5) day period, or after starting to comply, fails to continue, the City may exclude the Surety and the Contractor from all City facilities and have the work completed by City employees, by another contractor, or by a combination of such methods.

All costs incidental to the default of the Contractor shall be charged to the Contractor and the Surety, and may be deducted from any monies due the Contractor. Surety shall pay, within fifteen (15) calendar days after receipt of an invoice, all such incidental costs less any amount deducted from monies due.

## **22. TEMPORARY SUSPENSION OF WORK**

The City's representative(s) shall have the authority to suspend work by the Contractor, wholly or in part, for such period as necessary due to unsuitable work conditions, failure of Contractor to carry out direction or failure to perform in accordance with the Contract.

The Contractor shall request permission of the City's representative(s), during City business hours, to temporarily suspend work wholly, or in part for such period as necessary due to unsuitable, unsafe, or hazardous work conditions or failure of the City to notify the Contractor of changes in locks, security codes or access to facilities.

No performance of this Contract or any portion thereof may be assigned or subcontracted by Contractor without the express written consent of the City. Any attempt by the Contractor to assign or subcontract any performance of the terms of this Contract without said consent shall be null and void and shall constitute a default under this Contract. In the event of such a default, the City may immediately terminate this Contract.

In the event the City consents to assignment or subcontracting, each term and condition of this Contract shall be binding on the assigns, successors or administrators of the respective parties.

In the event the City consents to subcontracting, the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms of a prime Contract with the City of Long Beach. All provisions of that prime Contract shall apply to this subcontract."

The Contractor and all subcontractors must obtain and maintain in effect a valid City of Long Beach Business License prior to commencement of work, and during the entire time that work is being performed under the Contract. All permits and licenses necessary to the performance of security guard services shall be secured by the Contractor at the Contractor's own expense. The Contractor shall pay all taxes properly assessed against any equipment or property used or required in connection with the performance of security services.

Contractor shall indemnify, defend, and hold harmless the City and its employees and agents from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for Contractor's own employees.

### **23. CONTACT WITH MINORS**

Contractor providing services at any City location shall provide the City with a list of all persons over the age of eighteen (18) who will be working at such locations. State law requires that the Contractor fingerprint all such persons and shall obtain criminal history information pursuant to the California Penal Code 11105 or 13100 for each individual. Prior to the award of the Contract, Contractor shall provide written verification that all such persons have not been convicted of any offense involving moral turpitude, nor any offense as specified in Penal Code 11105.3 (g), nor any offense relating to the type of services to be performed as determined by the City. Contractor shall pay the costs incurred with the fingerprinting and obtaining the criminal history herein shall constitute a breach of the Contract giving the City the right to terminate the Contract immediately. The Contractor shall indemnify City for any such breach of this Section.

### **24. LOCKS AND KEYS**

Access to the City facilities shall be in accordance with instructions, keys and/or security cards issued or provided by the City's representative(s). Access may include special instructions about security systems installed at facilities. The Contractor shall take all reasonable precautions to ensure that security of the facilities and internal equipment, furnishing and other items are maintained at all times.

The Contractor shall be responsible for the series of keys assigned to it and shall assign these keys to its personnel for use in maintaining the facilities. The Contractor shall be responsible for the proper use and safe keeping of all keys issued by the City to the Contractor.

The Contractor shall report all lost or stolen keys to the City's representative(s) within twenty-four (24) hours after discovery of the loss. The Contractor shall reimburse the City for the total cost, as determined by the City, of re-keying the facility or duplicating additional keys.

Upon termination or expiration of the Contract, the Contractor shall immediately return all keys, cards, remote controls, etc., to the City.

California law stipulates that it is unlawful for a person to duplicate any keys without the permission of the owner. The penalty for violation of this law is either six (6) months imprisonment or a fine of \$500.00, or both.

### **25. VANDALISM**

Contractor shall report any damage to City property, including but not limited to, vandalism, acts of God, and third party negligence to the site representative.

### **26. INQUIRIES AND COMPLAINTS**

The Contractor shall maintain an office located within one (1) hour's response time of the facilities to be services hereunder and shall maintain a telephone there, listed in the telephone directory in its own name or in the firm's name by which it is most commonly known. During the daily hours of security

services, the Contractor shall have some responsible person, who is proficient in English, employed to take the necessary action regarding all inquiries and complaints that may be received from the City. An answering service shall be considered an acceptable substitute to full-time coverage, provided that Contractor is advised on any complain within one (1) hour after receipt of such complaint by the answering service.

During normal working hours, the Contractor's Supervisor or an employee of the Contractor who is responsible for providing security services shall be available for notification through electronic communications.

## **27. HOURS AND DAYS OF SECURITY SERVICES**

The Contractor shall perform services in accordance with pre-approved schedules during City business or non-business hours, depending on the needs of each facility. Changes in schedule by the City may be made with five (5) business days advance written notice to the Contractor. The Contractor must notify the City's representative of any problems or service interruptions within twenty-four (24) hours or on the next business day.

The Contractor may be asked to provide security guard services on an "as needed basis". The "minimum hours required" will be what the Contractor will be paid when a City Department needs security guard services that are not scheduled. Contractor is requested to provide a minimum hours required per call on the bid section of this document. In addition, state the number of hours or days lead time required in order to fulfill "as needed" requests.

The City will pay the Contractor "overtime" only after eight (8) hours of work performed by one security guard. Contractor shall state their overtime rate on the bid section of this document.

The basis daily hours of service for each City facility are identified in each "Bid Section". The Contractor shall provide adequate staffing to perform the required services during the prescribed times. Any changes in the days and hours of service heretofore prescribed shall be subject to approval by the City.

## **28. CONTRACTOR'S EQUIPMENT**

The Contractor shall supply all equipment to be associated with these services. This includes radios to be used by both of the employees and City staff. The number of radios needed shall be decided based on the requirements of each site. The Contractor shall be responsible to maintain these radio and keep them in working condition, including providing the necessary accessories such as charger or batteries.

## **29. CONTRACTOR'S VEHICLES**

The Contractor shall clearly identify and equip each vehicle used at City facilities with decals or magnetic signs on the exterior right and left door panels identifying the Contractor's name and phone number. No other commercial advertising shall be allowed on the vehicles, equipment, and staff or posted at the facilities under this Contract. These requirements shall also apply to all sub-contractors.

All vehicles used shall be in "good repair" and shall present a clean, professional appearance. Contractor's vehicles and equipment shall not be allowed to deposit oil, fluids, litter, foreign substances, or other debris on the premises where services are performed. The City reserves the right to require

the Contractor to install "diapers" on any and all vehicles utilized, or remove vehicles from the premises until repaired to the satisfaction of the City.

### **30. CONTRACTOR'S STAFF**

The City may, at any time, give the Contractor notice to the effect that the conduct or action of designated employee of Contractor is, in the reasonable belief of the City, detrimental to the interest of the City of public. The Contractor shall meet with representative of the City to consider the appropriate course of action with respect to such matter and the Contractor shall take reasonable measures under the circumstances to assure the City that the conduct and activities of the Contractor's employee(s) will not be detrimental to the interest of the City or public.

The Contractor shall establish an identification system for personnel assigned to the facilities, which clearly indicates to City employees and the public the name of the Contractor. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and name badges as specified by the City.

The Contractor shall require each of its employees to adhere to basic standards of working attire, including full uniforms, proper shoes and other gear required by State Safety Regulations, and proper wearing of clothing. Employee pants, shirts, jackets, and sweatshirts must be uniform. Shirts, jackets, and caps used as uniforms shall bear the Contractor's identification logo. Shirts shall be worn at all times, and shall be buttoned and tucked-in. No cap with insignias or designs other than the Contractor's logo may be worn, and no caps shall be worn backwards.

Security guard uniforms must identify the Contractor by company name, badge and/or logo. The employee's name shall be affixed to the uniform either by nametag or sewn to the uniform. Security guards shall be in full uniform at all times while on duty at the City's facilities.

The City shall approve the Contractor's uniform.

The City expects the Contractor's staff to turn into City representatives(s) all items that have been lost or misplaced by the general public, regardless of perceived value. The Contractor shall communicate this expectation to all employees.

### **31. NON-INTERFERENCE**

The Contractor shall not interfere with the public use of the sites and shall conduct its operations as to offer the least possible obstruction and inconvenience to City employees and the public or disruption to the peace and quiet of the area within which the services are performed.

### **32. MANAGEMENT AND SUPERVISION**

The Contractor shall provide fully trained and qualified personnel. The activity of Contractor's personnel will be closely monitored by City representative(s) at each site to detect operational irregularities and non-compliance with contractual requirements.

It is the responsibility of the Contractor's executive, management and supervisory staff to oversee the activities of it staff, throughout the range of its activities.



The Contractor's supervisory and management staff shall be fully versed in this Contract. An outline of the task requirements and schedule for each facility shall be kept with each crew. If any task cannot be thoroughly completed within the Contract schedule timeline, the City shall be immediately notified.

### **33. GENERAL REQUIREMENTS**

Contractor shall be a State of California approved Private Patrol Operator (PPO). State licensing must be maintained during the term of the Contract.

Contractor shall furnish trained, licensed, uniformed security personnel in accordance with the schedules established by the City of Long Beach. Security guards shall not carry firearms while at City facilities except when authorized.

Duties shall include patrolling all interim and exterior public and non-public areas and parking lots, and performing all other and related tasks associated with security service according to the City's needs as directed by the City of Long Beach contact personnel. Contractor must coordinate with City personnel to ascertain required duties and responsibilities and schedule of same.

Contract shall provide trained security personnel who have been with the company for no less than three (3) months or one-hundred and sixty (160) hours and have experience in dealing with the public. The City reserves the right to conduct an interview with each employee selected by the Contractor for placement at a City facility to recommend to the Contractor those individuals who are deemed suitable. Contractor shall make available to the City requested documentation regarding the employee to verify they meet the City's requirements and qualifications. The City reserves the right to accept or reject applicants presented by the Contractor. Lunch and breaks are unpaid.

Contractor shall assign individuals on a permanent basis. Contractor shall assure that coverage is provided in the event of employee illness, absences, no-shows, vacations or other reasons, which would result in lack of coverage during the required hours.

All unarmed guards must be licensed by the State of California. No guard assigned to this Contractor shall work more than twelve (12) hours in any twenty-four (24) hour time period.

The City of Long Beach shall have authority, by written request, to order the Contractor to remove from work at the City's facilities such employee or employees of the Contract as the City of Long Beach may deem incompetent, careless, or insubordinate.

All staff assigned to the City's contract is required to obtain PC 832 Arrest Course Certification within six months of execution of contract.

All staff assigned to the City's contract is required to obtain PC 832 Firearms Course Certification for armed security guard, as required upon request.

Guards assigned to this Contract must have completed the Peace Officers Standard Training (POST) for Security Officers and possess a completion certificate. In addition, they shall be trained in human relations, cultural sensitivity, communication skills, crowd control, criminal and civil law, and apprehension and detention techniques when required.

Contractor shall provide verification with bid that they have an on-going drug testing program for new and current employees.

The following minimum personnel requirements shall be met:

- Minimum age of twenty-one (21) years
- No record of felony convictions
- General good health as determined by a licensed medical practitioner
- Be able to reach, write and speak English, including the ability to prepare legible written reports, which convey information in narrative or numerical format
- Applications and employee records must be available for the City for review, to include any necessary background investigations, examinations or tests used in determining personnel suitable for employment under this contract

Contractor shall provide to the facility contact person written incident reports on a daily basis. The report shall contain accounts of any security incident or accident and shall include the names, addresses, phone numbers and information for all persons involved.

Guards shall maintain a log book and report any and all incidents to the Contractor's dispatch office, Police Department and appropriate City of Long Beach contact personnel as previously identified above. City contact personnel shall provide phone numbers for emergency and off hours contact. Contractor shall provide phone numbers for emergency and off hours contact.

Contractor's dispatch office shall immediately report all incidents to the Police Department and City contact personnel as required.

Contractor shall be held liable for all actions of their employees. Contractor shall cooperate fully with the City investigations of misconduct by their employees.

The City reserves the right to terminate the Contractor when, in the City's sole opinion, there has been excessive theft of or damage to property which occurs during the hours that Contractor has guards on duty at the facilities subject to this Contract.

#### **34. PUBLIC RECORDS REQUESTS**

Bid will become public record after the award of a contract unless specific parts of the bid can be shown to be exempt by law. Each vendor may clearly label part of a bid as "CONFIDENTIAL" provided that the vendor thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City shall constitute a complete waiver of any and all claims for damages caused by any release of the information.

#### **35. SERVICES**

The Contractor shall provide the labor, materials, and equipment necessary for security guard services, except as otherwise specified hereinafter. Tasks shall be performed with nothing but the highest of standards at no less than the frequencies set forth herein.

**BID NUMBER ITB LB18-123**

The Contractor shall designate or assign a representative(s) to act on behalf of the Contractor on all matters affecting work hereunder. Should this individual change, the City's representative(s) must be notified in writing within five (5) days after the change.

**36. DESCRIPTION OF SERVICES REQUIRED**

Provide security guard services for the City of Long Beach, Health and Human Services, Library Services, Public Works, Public Services and Parks, Recreation and Marine Department facilities. The primary role of the security guard is to ensure the safety and security of property, buildings and any employees or visitors at the various locations. The facilities are as follows:

Responsible Department	Facilities	Address
Economic Development	Career Transition Center/Youth Opportunities Center	4811 Airport Plaza Drive
	Community Hospital of Long Beach	1720 Termino Avenue
Health and Human Services	Main Health Facilities	2525 Grand Avenue
	Housing Authority Bureau	521 E. 4 <sup>th</sup> . Street
	Multi-Service Center	1301 W 12 <sup>th</sup> Street
	Miller Family Health & Education Center (FHEC)	3820 Cherry Avenue
Library Services	Burnett Neighborhood Library	560 E. Hill Street
	Mark Twain Neighborhood Library	1401 E. Anaheim Street
	Michelle Obama Neighborhood Library	5870 Atlantic Boulevard
Parks, Recreation and Marine	On an as-needed basis.	Various
Public Works	Public Service Yard	1651 San Francisco Avenue
	Freeway Yard	Location: Yard is located on the east side of the 710 Freeway, between Anaheim Street and Pacific Coast Highway. Access is off the southbound Pacific Coast Highway off-ramp from the northbound 710 Freeway.
	Environmental Services Bureau	2929 E. Willow Street

Additional locations may be added during the Contract period at which time costs for services negotiated utilizing the hourly rate stated in the bid section for additional locations.

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**37. SPECIFIC REQUIREMENTS**

**ECONOMIC DEVELOPMENT**

**Career Transition Center/Youth Opportunities Center**

Two (2) security guards are required from 7:00 a.m. to 7:00 p.m. PST, Monday through Friday; one guard shall work from 7:00 am – 4:00 pm. The second guard shall work from 10:00 am – 7:00 pm. Hours of guard service needed may also be modified or reduced with notice in advance. It is estimated that the needs will be for 4,200 hours annually, including some Saturdays and evening hours.

1. Guard shall make presence known throughout facilities, including office areas, common areas, and parking areas.
2. Guard may assist in light reception duties, including but not limited to, assisting customers in locating offices, relaying of messages, answering the switchboard after hours and possibly utilizing the City's e-mail system as a means for relaying messages.
3. Responsible for opening and closing the building, including operation of the building alarm system.
4. For hours where two guards are on the premises, one must continually patrol inside and outside the building including parking areas and side streets.

**Community Hospital of Long Beach**

Minimum of two (2) security guards are required 24 hours, 7 days a week. Hours of guard service needed may also be modified or reduced with notice in advance. It is estimated that the needs will be for 6,000 hours.

1. Guards shall make presence known throughout facilities, including office areas, common areas, and parking areas of the main hospital campus as well as the building at 4111 Wilton Street.
2. Guards must continually patrol inside of the building, ensuring all points of entry are locked and secured, as well as outside of the building including parking areas and side streets. A golf cart may be used to assist with patrol.
3. Guards to include patrolling the parking structure with entrance on Outer Traffic Circle.
4. Guards shall maintain a log during patrol of:
  - a. Any activities around the perimeter;
  - b. Any damaged, missing or vulnerable entry points (holes in fence, etc.) around the perimeter;
  - c. Any damaged or burnt out perimeter lighting; and
  - d. Any unsafe conditions that need to be addressed.

- e. Log shall be reported daily to the Economic Development Department via email at Mary.Torres@longbeach.gov so that items may be addressed. If any items require immediate attention, Guards shall contact the property manager at (562) 566-1022.
5. Guards must maintain phone number that is continually monitored (i.e. cell phone) so that the Long Beach Police Department (LBPd) may contact when necessary. Guards shall notify the City via email at Mary.Torres@longbeach.gov to provide correct phone numbers and any changes during the term of service. The City contact for the hospital campus is Mary Torres.
  6. Guards must maintain keys to grant access to LBPd or other public safety to all areas of the property.
  7. Guards shall be responsible for contacting subjects that are trespassing and asking them to leave, but are not to compel or argue with subjects. Guards shall contact LBPd for assistance if voluntary compliance is not possible.
  8. Guards will work with the City to prepare and implement a procedure to address homeless issues on site.
  9. Guards must be willing to sign a private person's arrest form/represent the City for crimes on the property (i.e. trespassing). Any court appearances will be billed at 1.5X the normal hourly rate.
  10. Guards to be responsible for opening and closing the building, if needed.
  11. If the site is fenced, guards to open and close the parking lot located adjacent to the Administration Department. The lot shall be opened at 7:00 a.m. and closed at 6:00 p.m. PST, Monday through Friday and opened at 7:00 a.m. and closed at 3:00 p.m. PST, on Saturdays. Guards shall increase patrol of this area during these times to ensure access to the hospital is secured.
  12. Guards may assist in light reception duties, including but not limited to, assisting customers in locating offices, relaying of messages, answering the switchboard and possibly utilizing the City's e-mail system as a means for relaying messages.

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## HEALTH AND HUMAN SERVICES SITES

Each guard must be "radio equipped" with an extra radio supplied for designated personnel of the Department of Health and Human Services for communication purposes (up to two [2] may be required).

### **Main Health Facility**

1. Security services are required:
  - Mondays from 7:00 a.m. to 8:00 p.m.;
  - Tuesday through Friday from 7:00 a.m. to 7:00 p.m.; and
  - Saturdays (average of three (3) times per month) from 7:30 a.m. to 1:00 p.m.
2. Specific guard duties shall include, but are not limited to the following:
  - a. Monitor parking lot for cars parked in reserved spaces, fire lanes or otherwise improper parking and for solicitors, vendors, loiterers, and those distributing leaflets without approval.
  - b. Arms/disarms the alarm system as needed and turns on/off lights for the building.
  - c. Walks the entire building before leaving to ensure all staff have left before the alarm is set.
  - d. Assure proper conduct of clients and visitors inside and outside of the building, including restrooms.
  - e. Checks for hazards including water on the floor areas, blockage of clinic doors, stairways, main entrance doors, etc.
  - f. Participates in Fire evacuation procedures and other safety procedures.
  - g. Ensures all guests/clients sign the sign-in sheet at the security desk.
  - h. Walks around the building (inside and outside) throughout the day.
  - i. Attends monthly Safety Meetings.
3. Facility Contacts:
  - Mable Goss, Secretary (562) 570-4230
  - Ginger Lee, COI Bureau Manager (562) 570-4018

### **Housing Authority Bureau**

1. One security guard is required Monday through Thursday from 7:00 a.m. to 5:45 p.m. and on Fridays from 7:00 a.m. to 4:30 p.m. Hours of guard service needed may also be modified or reduced with notice in advance from the Housing Authority when office is closed (e.g. department-wide trainings).

In addition, security guard service may be requested in advance for additional hours four (4) to five (5) times per year for as late as 7:00 pm. Contractor is requested to provide the Cost Per Hour specific to this location on the bid section of this document. The requirement stated in "Hours and Days of Security Services" for "minimum hours" on an "as needed basis" shall not apply to the additional hours at the Housing Authority Bureau. The City will pay the overtime rate at the Housing Authority Bureau based on the current need to assist with the

opening and closing of the office daily. However, the overtime hours will not exceed 15 hours per week.

2. Security guard service may be requested to escort staff to the parking lot during the winter season.
3. Guard may be asked to perform minor clerical duties, including but not limited to, directing clients to the appropriate desk, prepare information packets when lobby is slow, restock envelope shelves, and distribute staff mail at days' end.
4. The guard shall assist with irate, difficult or threatening clients and protect people and property.
  - a. In case of an incident, the guard shall notify Facility Services Coordinator or Special Projects Officer and complete an incident report.
  - b. In case of an emergency, the guard shall use the telephone to call 911.
5. The guard may be asked to assist with irate clients inside of interview booths, training room or small conference room on the first floor.
6. Guard shall maintain a high visibility of security presence, including conducting foot patrol in and around the property.
7. Duties shall include, but are not limited to:
  - a. Monitor parking at all Housing Authority leased lots and post notice of unauthorized vehicles. Call the tow company after one (1) hour if a vehicle has not moved and arrange for vehicle towing. Notify the Housing Authority Facility Services Coordinator or Special Projects Officer of parking violation prior to towing unauthorized vehicles. Complete daily monitoring report forms and keep the schedule of times the lots are monitored.
  - b. Report any unauthorized or suspicious activity in the lots while monitoring the parking lots.
  - c. Be alert to possible vandalism to vehicles in the lots.
  - d. Greet customers and ask how they may help them.
  - e. Ask Housing Authority clients if they have an appointment. If yes, ask them to sign in and be seated. If no, give them a number and ask them be seated.
  - f. Assure that clients in the waiting area are not consuming food or beverages, with the exception of infants with bottles or elderly/disabled clients in need of water only.
  - g. Only escorted guests may go to the rear offices. Call to announce a guest and get an escort.
  - h. Answer telephone calls when staff is away from the desks; offer to take a message.
  - i. The guard shall report hazardous situations or maintenance problems to appropriate personnel and the on-site supervisor.
  - j. Assure clients in waiting area are not talking on cellular phones.
  - k. Notify the Facility Services Coordinator or Special Projects Officer when/if graffiti appear on the outside of the building.
  - l. Monitor any unlocked/open access points to the site and notify the Facility Services Coordinator or Special Projects Officer accordingly.

- m. Escort subjects off the property that are loitering, sleeping, causing a disturbance, illegally parked, using drugs, urinating in public, panhandling or conducting other unlawful business on the property. The guard should contact 911 for assistance with uncooperative or aggressive individuals, as needed.
- n. Report all matters that are unusual, unlawful or extraordinary to the Facility Services Coordinator or Special Projects Officer, as well as document details of the incident.
- o. If hazards are observed, the guard will place a warning sign in the area, document the incident, and report to the Facility Services Coordinator and Special Projects Officer.
- p. Ensure that radios are working and maintain radio communication with the Facility Services Coordinator and Receptionist(s) via handheld radio.

8. Facility Contact: Kieshia Nathaniel, Special Projects Officer (562) 570-6166

### **Multi-Service Center**

- 1. Security services are required Monday through Friday from 7:00 a.m. to 5:00 p.m. daily; one (1) guard from 7 a.m. to 4 p.m. and two (2) guards from 8:00 a.m. to 5:00 p.m. Hours of guard service may also be modified or reduced with advanced notice from Homeless Services Division staff for special closures or extended hours during Winter Shelter or on site events (e.g. Homeless Count).
- 2. Guards at this location do not work holidays. Additional armed guards may be needed during winter shelter operation.
- 3. Each security guard shall be provided a handheld radio for communication with site supervisors and floor wardens.
- 4. Guards will provide supervision of the Multi-Service Center lobby, outdoor areas including park space, and parking areas including median space along 12<sup>th</sup> Street.
- 5. Specific guard duties shall include, but are not limited to the following:
  - a. Conducts perimeter ground checks to monitor parking lot unauthorized parking, blocked fire lanes or otherwise improper parking. Monitors for solicitors, vendors, loiterers, and those distributing leaflets without approval.
  - b. Ensure all visitors have left the building before end of 5:00 p.m. shift.
  - c. Ensure perimeter of the facility is secured; no propped doors or unlocked entrances without staff presence.
  - d. Ensure proper conduct of visitors inside and outside of the building, including shower/restrooms facilities.
  - e. Assist in de-escalation of irate, difficult or threatening visitors.
    - In case of an incident, the guard shall notify site supervisors and floor wardens
    - In case of an emergency, the guard shall use the telephone to call 911.
    - Complete an incident report.
  - f. Assist donors of goods with access to the drop off destination on site after check in at the front desk
  - g. Alerts maintenance and site supervisors of any hazardous situations or maintenance problems.
  - h. Participates in fire evacuation procedures and other safety procedures.



- i. Attends on site all-staff meetings for safety and security updates.
  - j. Ensure visitors are not consuming food or beverages in the lobby, with the exception of infants with bottles or elderly/disabled visitors in need of water.
  - k. Assure visitors in waiting area are not speaking into cellular phones.
  - l. May escort visitors who have checked in at the front desk to staff only areas for scheduled meetings.
  - m. Security guard service may be requested to escort staff to the parking lot.
  - n. Assist with transportation line up during the Winter Shelter Season - December 1<sup>st</sup> to March 30<sup>th</sup>.
6. Security staff are expected to take breaks on site; lunches may be taken off the premises.
7. Facility Contacts:

- Elsa Ramos, Special Projects Coordinator (562) 570-4588
- David Thompson, Homeless Impacts Coordinator (562) 570-4586
- Candace Facemyer, Resource Liaison (562) 570-4514

**Miller Family Health & Education Center (FHEC)**

1. Security services are required from 2:00 p.m. to 6:00 p.m. Monday through Friday. The guard will be required to do basic patrols every 15 minutes of both the interior and exterior of the facility, and will be posted at the front reception desk.
2. Specific guard duties shall include, but are not limited to the following:
  - a. Monitor parking lot for cars parked in reserved spaces, fire lanes or otherwise improper parking and for solicitors, vendors, loiterers, and those distributing leaflets without approval.
  - b. Assure proper conduct of clients and visitors inside and outside of the building, including restrooms.
  - c. Checks for hazards including water on the floor areas, blockage of clinic doors, stairways, main entrance doors, etc.
  - d. Ensures all guests/clients sign the sign-in sheet at the security desk.
  - e. Walks around the building (inside and outside) throughout the day.
3. Facility Contacts:
  - a. Mable Goss, Secretary (562) 570-4230
  - b. Ginger Lee, COI Bureau Manager (562) 570-4018

**LIBRARY SERVICES**

1. Each guard must be "radio equipped" with an extra radio supplied for use at the Library information desk at each Branch Library (up to three [3] per branch may be required).
2. Security services are required during branch open hours, five (5) days per week, including some Saturdays and Sundays. Guards shall not be needed on City Holidays. In addition, if the holiday falls on a Monday, the locations will be closed the preceding Saturday and guards will not be needed.
3. Specific guard duties shall include, but are not limited to the following:
  - a. Log significant activity on DAR and Incident Report forms. Incident Reports are turned into front desk.
  - b. Enforce library rules and regulations, and act as first contact with patrons to intervene when minor rule infractions are observed.
  - c. Alert and involve library in-charge staff when severe rule infractions are observed, when repeated patron warnings have no effect, and when behaviors are observed that have the potential to escalate into violence.
  - d. Patrol building exteriors every sixty (60) minutes, and enforce exterior signs prohibiting loitering or misuse of library parking lots.
  - e. Security officers may be asked by staff to escort them to their vehicles. Be alert to any suspicious activity in parking lots when escorting.
4. Facility Contacts:
  - a. Eileen Hunter, Administrative Analyst (562) 570-6220
  - b. Cathy De Leon, Branch Services Manager (562) 570-6404

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**PUBLIC WORKS**

**Public Services – Public Service Yard and Freeway Yard**

1. Guard must be unarmed and licensed for Baton, Mace II and Mace III use. Each guard must be “radio equipped” for communication purposes.
2. Patrols must be by contractor provided vehicle as stated in the contract and by foot.
3. One security guard is required for twice per shift scheduled patrolling the Public Service Yard and the Freeway Yard, Monday through Friday from 11:00 p.m. to 5:00 a.m. and on Saturdays and Sundays from 7:00 p.m. and 5:00 a.m. Times of patrol shall vary during identified shifts. Hours of guard service needed may also be modified or reduced with notice in advance from Public Service.
4. Specific guard duties shall include, but are not limited to the following:
  - a. Monitors and patrols the Public Service Yards for unauthorized entries.
  - b. Arms/disarms the alarm system as needed and turns on/off lights for the buildings. Reports the all nonfunctional night/security lights
  - c. Inspects Bureau buildings during patrol to ensure that buildings and gates are closed, locked and secure.
  - d. Checks for fence lines for signs of intrusion.
  - e. Inspects vehicles (City and personal) for signs of intrusion or break in.
  - f. Provides daily logs of patrol on monthly basis with invoice of upon request.

**Environmental Services Bureau**

There are no special instructions for this location and general security guard services will be on an as needed basis.

**PARKS, RECREATION AND MARINE**

Security guard services for Parks, Recreation and Marine are required on an as-needed basis.

Specific requirements for all reservations:

1. Two (2) able bodied guards are required for all Youth events.
2. Guards to patrol community center, restrooms, parking lot and surrounding areas.
3. Guards to prohibit the consumption of any alcoholic beverages and inform permittee that the event will be shut down if found.
4. Guards to prohibit smoking/vaping.
5. Guards should actively patrol event.

### **38. INDEPENDENT CONTRACTOR**

The Contract between City and Contractor is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association, as between the City and Contractor. The Contractor understands and agrees that all persons furnishing services to the City pursuant to this Contract are, for purposes of Workers' Compensation Liability, employees solely of Contractor and not of the City. The Contractor shall bear the sole responsibility and liability for furnishing Workers' Compensation benefits to any person for injuries arising from or connected with services provided to the City hereunder.

### **39. BLANKET PURCHASE ORDER (BPO)/AUTHORIZED PERSONNEL**

A Blanket Purchase Order (BPO) will be sent to the Contractor by the City Purchasing Agent. City personnel authorized to make releases (purchase orders) against the BPO will be indicated on the BPO. Shipment and/or services shall be made against the BPO release number. Releases shall be allowed only if the appropriate BPO number is indicated on the BPO release issued by authorized personnel in the Department. The Contractor must reference BPO release number and not the BPO number on all invoices.

### **40. BILLING/INVOICING REQUIREMENTS**

Contractor shall issue separate account numbers to each department as follows:

1. Economic Development
2. Economic Development – Workforce Development
3. Health and Human Services
4. Library Services
5. Parks, Recreation & Marine
6. Public Works/Public Services Bureau

Requests shall be placed by multiple departments. Billing for invoices should correspond to the requesting department. Additional accounts may be added if necessary.

The Contractor shall provide either an electronic invoice (preferred) or a hard copy invoice to the City with each billing. To ensure payment is processed in a timely and efficient manner, all invoices shall be submitted either via email or mailed directly to the City Department billing address specified in the purchase order. If the purchase order does specify a department billing address, the Contractor shall be responsible for contacting the Department that placed the order to obtain the correct "Bill To" address. A list of the e-mail addresses setup to receive invoices shall be provided to the awarded Contractor.

The Contractor shall submit upon completion of each order an invoice describing each service or items purchased. Itemization of invoices to include a detailed, description/summary of service performed (such as type of work performed, list of vehicle/materials with part numbers, labor hours charged listing tasks performed, authorizing authority of purchase, and the release purchase order number) and all applicable taxes on all invoices.

The Contractor shall not invoice for service before services have been rendered. Payment will not be authorized until services have been received.

Invoices shall include all required certifications and reports as specified herein.

Contractor shall submit an invoice for work performed during the preceding month. The invoice shall be submitted in arrears on or before the fifth (5<sup>th</sup>) day of each month in the amount of one-twelfth (1/12) of the total Contract price for the period covering the preceding month.

**Payment Terms:** Net 30 days; \_\_\_\_\_% discount in \_\_\_\_\_ days.

Cash discounts offered for payment within fourteen (14) days or less will not be considered when evaluating bids.

**41. PAYMENT DEDUCTIONS / CONTRACTOR NON-COMPLIANCE**

Payments shall be made for monthly services completed in accordance with tasks identified in each "Bid Section" hereof for each City facility. No payments shall be made for non-performance of services.

If, in the judgment of the City, Contractor is deemed in default, the City at its option in addition to, or in lieu of, other remedies provided herein, may withhold payment or deduct from Contractor's invoice for work not performed. The City will give notice describing deficient work or work not performed and the amount to be withheld or deducted from payments.

Notwithstanding anything to the contrary printed on the City's Purchase Order, the Contractor may be terminated in accordance with and as described in "Default By Contractor / Termination", upon Contractor's failure to correct deficiencies in a timely manner.

**42. VENDOR'S EMPLOYEES**

For statistical purposes only, please provide the following information below regarding your company's employees. Specify the number of current employees residing in Long Beach: 37.

**43. VENDOR CONTACT INFORMATION**

Name of a person that will be the City's contact (must have a person's name).

**PRIMARY CONTACT:**

NAME: Andrew Paterson

TITLE: President

ADDRESS: 639 N. Marine Ave. Wilmington, CA 90744

OFFICE PHONE: 323-772-7378

FAX: 310-973-7627

CELL: 310-701-5939

EMAIL: apaterson@gss1944.com

**SECONDARY CONTACT:**

NAME: Sean Cohan  
TITLE: Manager  
ADDRESS: 639 N. Marine Ave. Wilmington, CA 90744  
OFFICE PHONE: 323-772-7378  
FAX: 310-973-7627  
CELL: 818-631-4941  
EMAIL: scohan@gss1944.com

**EMERGENCY CONTACT (24/7):**

NAME: 24 Hour Dispatch  
TITLE: Field Supervisors  
CELL: 800-350-1944  
E-MAIL: fswilmington@gss1944.com

**BILLING CONTACT:**

NAME: Valerie Halleen  
TITLE: Office Manager  
ADDRESS: 639 N. Marine Ave. Wilmington, CA 90744  
OFFICE PHONE: 323-772-7378  
FAX: 310-973-7627  
CELL:  
EMAIL: vhalleen@gss1944.com

**BID SECTION**

**PRICES TO BE INPUT ELECTRONICALLY IN PLANETBIDS**

All services shall be FOB Destination City of Long Beach. Pricing shall include all costs associated with this service.

Location	Days	Hours	Number of Guards Per Shift	Number of Hours per Week	Non-Holiday Cost Per Hour	Holiday Cost Per Hour	# of Radios Required
<b>ECONOMIC DEVELOPMENT</b>							
1 Career Transition Center/Youth Opportunities Center 4811 Airport Plaza Dr. 90815	Monday - Friday	Overlapping: 7:00 am - 4:00 pm	1	40	\$ Enter Electrically	\$ Enter Electrically	2: Guard 14: City Staff
	Monday - Friday	Overlapping: 10:00 am - 7:00 pm	1	40			
	Some Saturdays	As-Needed	1	As-Needed			
2 Community Hospital of Long Beach 1720 Termino Ave. 90804	As-Needed	As-Needed Car Patrol	1	As-Needed	\$ Enter Electrically	\$ Enter Electrically	None
	7 days	24 Hours	2	168	\$ Enter Electrically	\$ Enter Electrically	2: Guards
<b>HEALTH AND HUMAN SERVICES</b>							
3 Main Health Facility 2525 Grand Ave. 90815	Monday	7:00 am - 8:00 pm	2 (to be split)	13	\$ Enter Electrically	\$ Enter Electrically	2: Guards 14: City Staff
	Tuesday - Friday	7:00 am - 7:00 pm		48	\$ Enter Electrically	\$ Enter Electrically	
	Saturday (average of 3 times per month)	7:30 am - 1:00 pm		5.5	\$ Enter Electrically	\$ Enter Electrically	
4 Housing Authority Bureau* 521 E 4th St. 90802	Monday - Friday	7:00 am - 5:45 pm	1	53.75	\$ Enter Electrically	\$ Enter Electrically	1: Guard 1: City Staff
	Monday - Friday	Overlapping: 7:00 am - 4:00 pm	1	40	\$ Enter Electrically	\$ Enter Electrically	3: Guards 18: City Staff
5 Multi Service Center 1301 W 12th St. 90813	Monday - Friday	Overlapping: 8:00 am - 5:00 pm	2	80	\$ Enter Electrically	\$ Enter Electrically	

**BID SECTION**

6	Miller Family Health & Education Center (FHEC) 3820 Cherry Ave. 90807	Monday - Friday	2:00 pm - 6:00 pm	1	20	\$ Enter Electrically	\$ Enter Electrically	None	
<b>LIBRARY SERVICES DEPARTMENT</b>									
7	Burnett Neighborhood Library 560 E Hill St. 90806	Tuesday & Thursday	1:00 pm - 7:00 pm	1	29	\$ Enter Electrically	\$ Enter Electrically	None	
		Wednesday	1:00 pm - 6:00 pm						
		Friday	1:00 pm - 5:00 pm						
		Saturday	Noon - 5:00 pm						
		Sunday	Noon - 4:00 pm						
8	Mark Twain Neighborhood Library 1401 E Anaheim St. 90813	Tuesday	2:30 pm - 7:30 pm	1	27	\$ Enter Electrically	\$ Enter Electrically	1: guard 3: City staff	
		Wednesday	1:30 pm - 6:30 pm						
		Thursday	2:30 pm - 7:30 pm						
		Friday - Saturday	12:30 pm - 5:30 pm						
9	Michelle Obama Neighborhood Library 5870 Atlantic Blvd. 90805	Tuesday	Noon - 7:15 pm	1	41	\$ Enter Electrically	\$ Enter Electrically	None	
		Wednesday	Noon - 6:15 pm						
		Thursday	Noon - 7:15 pm						
		Friday - Saturday	10:00 am - 5:15 pm						
<b>PUBLIC WORKS DEPARTMENT</b>									
10	Public Service Yard 1651 San Francisco Ave. 90813	Monday - Friday	11:00 pm - 5:00 am	1	14	\$ Enter Electrically	\$ Enter Electrically	1: guard 1: City staff	
		Saturday	7:00 pm - 5:00 am						
		Sunday	7:00 pm - 5:00 am						



**BID SECTION**

11	Freeway Yard East side of the 710 Freeway, between Anaheim Street and Pacific Coast Highway, access is off the southbound Pacific Coast Highway off-ramp from the northbound 710 Freeway.	Patrol - part of Public Service Yard route.	Same as Public Service Yard (above)	1				None
12	Environmental Services Bureau (ESB) 2929 E. Willow St. 90806	As-Needed	As-Needed	1	As-Needed	\$ Enter Electrically	\$ Enter Electrically	N/A
<b>PARKS, RECREATION &amp; MARINE DEPARTMENT</b>								
13	Parks, Recreation and Marine (Various locations)	As-Needed	Various	2	As-Needed	\$ Enter Electrically	\$ Enter Electrically	None

Bidders shall specify Minimum Hours Required Per Call Four (4) Hours

Bidders shall specify Hours or Days Lead Time Twenty-Four (24) Hours (Circle  Hours or Days)

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**APPENDIX A**

**SITE VISIT SCHEDULE**

**APPENDIX A**  
**Optional Site Visit Schedule**  
**September 11 - 13, 2018**

nt	Facilities	Address	Date	Time	Notes:
opment	Career Transition Center/Youth Opportunities Center	4811 Airport Plaza Dr.	9/11/2018	3:00 - 5:00 PM	Contact: Melu Hab
	Community Hospital of Long Beach	1720 Termino Ave.	9/12/2018	8:30 AM	Contact: Mary Tor
man	Main Health Facilities	2525 Grand Ave.	9/11/2018	10:00 - 11:00 AM	Contact: Mable G
	Housing Authority Bureau	521 E. 4th. St.	9/11/2018	11:00 AM	Contact: Kieshia Nathaniel / I
	Multi-Service Center	1301 W 12th St.	9/11/2018	8:00 AM	Contact: Elsa Ran
	Miller Family Health & Education Center (FHEC)	3820 Cherry Ave.	9/11/18	11:15 AM - 12:15 PM	
ices	Burnett Neighborhood Library	560 E. Hill St.	Open to Public	Various	Refer to lbpl.org for libre
	Mark Twain Neighborhood Library	1401 E. Anaheim St.	Open to Public	Various	Refer to lbpl.org for libre
	Michelle Obama Neighborhood Library	5870 Atlantic Blvd.	Open to Public	Various	Refer to lbpl.org for libre
on and	Various Parks Locations	Various	Open to Public	Various	Open to Public
ks	Public Service Yard	1651 San Francisco Ave.	Call for Appointment	Call for Appointment	Contact: Ray Valenzuela 51 or Yolanda Aspeitia 562. Will provide access to
	Freeway Yard				
	Environmental Services Bureau	2929 E. Willow Street			

**ATTACHMENT A**

**Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Certification**

## Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification

*Please read Acceptance of Certification and Instructions for Certification before completing*

As a current or potential vendor for the City of Long Beach (City) your firm, through its business relationship with the City, may be the recipient of federal grant funds. As such, the City is required to document that neither your business entity or organization, nor any of your principals are debarred, suspended, ineligible, or have voluntarily been excluded from receiving federal grant funds. Consistent with Executive Order No. 12549 Title 2 CFR Part 18 Subpart C, all potential recipients of federal grant funds are required to comply with the requirements specified below. By submission of proposal/bid/agreement, the undersigned, under penalty of perjury, certifies that the participant, nor any of its principals in the capacity of owner, director, partner, officer, manager, or other person with substantial influence in the development or outcome of a covered transaction, whether or not employed by the participant:

- Are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal department or agency;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been suspended, debarred, voluntarily excluded or declared ineligible by a federal agency;
- Do not presently have a proposed debarment proceeding pending;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been indicted or convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

If reorganization, management turnover, or a shift or change of principals' status occurs, written notice must be submitted within 21 days. Subsequent disclosure of unfavorable information will be subject to thorough review and remedial action. Updated versions of this certification may be requested on a routine basis.

Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.

**GSSi, Inc.**

Business/Contractor/Agency

**Andrew Paterson**

**President**

Name of Authorized Representative

Title of Authorized Representative



**10/08/2018**

Signature of Authorized Representative

Date

r21411

## **Acceptance of Certification**

1. This bid/agreement/proposal or like document has the potential to be a recipient of Federal funds. In order to be in compliance with Code of Federal Regulations, the City requires this completed form. By signing and submitting this document, the prospective bidder/proposer is providing the certification and acknowledgement as follows:
2. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The potential recipient of Federal assistance funds agrees by submitting this bid/agreement/proposal or like document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

### **Instructions for completing the form, Attachment –Debarment Certification**

1. The City of Long Beach sometimes receives Federal funding on certain purchases/projects. To ensure that the City is in compliance with Federal regulations we require this form to be completed.
2. The City of Long Beach checks the System for Award Management at [www.sam.gov](http://www.sam.gov) to make sure that Contractors who are awarded City contracts and/or purchase orders are not debarred or suspended. Prospective contractors should perform a search on this website for your company and or persons associated with your business.
3. If your business is in compliance with the conditions in the form, please have the appropriate person complete and sign this form and return with your bid/proposal/agreement.
4. If at any time, your business or persons associated with your business become debarred or suspended, we require that you inform us of this change in status.
5. If there are any exceptions to the certification, please include an attachment. Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception, indicate to whom it applies, initiating agency and dates of action.
6. Note: Providing false information may result in criminal prosecution or administrative sanctions.

***If you have any questions on how to complete this form, please contact the Purchasing Division in the City of Long Beach Business Relations Bureau at 562-57-6200***

**ATTACHMENT B**

**REFERENCE LIST**





City of Long Beach  
 Purchasing Division  
 333 W Ocean Blvd/7<sup>th</sup> Floor  
 Long Beach CA 90802

**Reference Information Form**

Client/Contractor Name County of Los Angeles  
 Project Manager/Contact Name Ararat (Alen) Akopyan E-mail aakopyan@parks.lacounty.gov Ph. No. 626-588-5299  
 Address 1000 South Fremont Ave., Unit #40, A-9 West Bldg. Alhambra, CA 91803  
 Project Description Department of Parks and Recreation Armed/Unarmed Facilities Security  
 Project Dates (Start and End) 12/2014 Contract Term(s) Current Contract Amount \$410,280 ann

Client/Contractor Name County of Riverside  
 Project Manager/Contact Name Cmdr. Matt Remmers E-mail mattremmers@rivcoda.org Ph. No. 951-304-5630  
 Address 3960 Orange Street, Riverside, CA 92501  
 Project Description Office of the District Attorney Full Entry Screening  
 Project Dates (Start and End) 01/2011 Contract Term(s) Present Contract Amount \$89,781 ann

Client/Contractor Name County of Riverside  
 Project Manager/Contact Name Robin Geraurd E-mail rageraurd@rcmhd.org Ph. No. 951-358-4593  
 Address 4095 County Circle Drive, Riverside, CA 92503  
 Project Description Behavioral Health Unarmed Facilities Security  
 Project Dates (Start and End) 01/2012 Contract Term(s) Present Contract Amount \$1,450,000 ann

Client/Contractor Name City of Rialto  
 Project Manager/Contact Name Cpt. William Wilson E-mail William.Wilson@rialtopd.com Ph. No. 909-421-7276  
 Address 128 N. Willow Ave., Rialto, CA 92376  
 Project Description City Wide Armed/Unarmed Facilities and Patrol Services  
 Project Dates (Start and End) 008/2016 Contract Term(s) Present Contract Amount \$223,008 ann

Client/Contractor Name NFA/LHBA  
 Project Manager/Contact Name Misty Iwatsu E-mail mistyli@aol.com Ph. No. 323-255-5030  
 Address 5651 Fallston St., Los Angeles, CA 90042  
 Project Description City Wide Patrol Services  
 Project Dates (Start and End) 07/2009 Contract Term(s) Present Contract Amount \$33,480 ann

**ATTACHMENT C**

**W-9 Request for Taxpayer  
Identification Number and Certification**

Form-Fillable PDF available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>GSSI, Inc.</b>			
2 Business name/disregarded entity name, if different from above <b>General Security Service</b>			
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>639 N. Marine Ave.</b>		Requester's name and address (optional)	
6 City, state, and ZIP code <b>Wilmington, CA 90744</b>			
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>										
<b>or</b>										
<b>Employer identification number</b>										
<div style="background-color: black; width: 100%; height: 20px;"></div>										

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Andrew Paterson President	Date ▶ <b>10-08-2018</b>
------------------	----------------------------	------------------------------	--------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**ATTACHMENT D**

**EQUAL BENEFITS ORDINANCE (EBO) FORM**

## EQUAL BENEFITS ORDINANCE DISCLOSURE FORM

As a condition of being awarded a contract with the City of Long Beach ("City"), the selected Contractor/Vendor ("Contractor") may be required during the performance of the Contract, to comply with the City's nondiscrimination provisions of the Equal Benefits Ordinance ("EBO") set forth in the Long Beach Municipal Code section 2.73 et seq. The EBO requires that during the performance of the contract, the Contractor shall provide equal benefits to its employees with spouses and employees with domestic partners. Benefits include but are not limited to, health benefits, bereavement leave, family medical leave, membership and membership discounts, moving expenses, retirement benefits and travel benefits. A cash equivalent payment is permitted if an employer has made all reasonable efforts to provide domestic partners with access to benefits but is unable to do so. A situation in which a cash equivalent payment might be used if where the employer has difficulty finding an insurance provider that is willing to provide domestic partner benefits.

### The EBO is applicable to the following employers:

- For-profit employers that have a contract with the City for the purchase of goods, services, public works or improvements and other construction projects in the amount of \$100,000 or more
- For-profit entities that generate \$350,000 or more in annual gross receipts leasing City property pursuant to a written agreement for a term exceeding 29 days in any calendar year

Contractors who are subject to the EBO must certify to the City before execution of the contract that they are in compliance with the EBO by completing the EBO Certification Form, attached, or that they have been issued a waiver by the City. Contractors must also allow authorized City representatives access to records so the City can verify compliance with the EBO.

The EBO includes provisions that address difficulties associated with implementing procedures to comply with the EBO. Contractors can delay implementation of procedures to comply with the EBO in the following circumstances

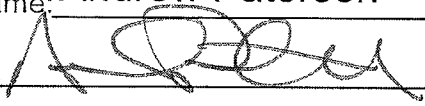
- 1) By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or
- 2) At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or
- 3) Upon expiration of the contractor's current collective bargaining agreement(s).

### Compliance with the EBO

If a contractor has not received a waiver from complying with the EBO and the timeframe within which it can delay implementation has expired but it has failed to comply with the EBO, the

Contractor may be deemed to be in material breach of the Contract. In the event of a material breach, the City may cancel, terminate or suspend the City agreement, in whole or in part. The City also may deem the Contractor an irresponsible bidder and disqualify the Contractor from contracting with the City for a period of three years. In addition, the City may assess liquidated damages against the Contractor which may be deducted from money otherwise due the Contractor. The City may also pursue any other remedies available at law or in equity.

By my signature below, I acknowledge that the Contractor understands that to the extent it is subject to the provisions of the Long Beach Municipal Code section 2.73, the Contractor shall comply with this provision.

Printed Name: Andrew Paterson Title: President  
Signature:  Date: 10-08-2018

Business Entity Name: GSSi, Inc.

**CERTIFICATION OF COMPLIANCE WITH THE  
EQUAL BENEFITS ORDINANCE**

**Section 1. CONTRACTOR/VENDOR INFORMATION**

Name: GSSi, Inc. Federal Tax ID No.                       
Address: 639 N. Marine Ave.  
City: Wilmington State: CA ZIP: 90744  
Contact Person: Andrew Paterson Telephone: 323-772-7378  
Email: apaterson@gss1944.com Fax: 310-973-7627

**Section 2. COMPLIANCE QUESTIONS**

- A. The EBO is inapplicable to this Contract because the Contractor/Vendor has no employees.        Yes   ✓   No
- B. Does your company provide (or make available at the employees' expense) any employee benefits?   ✓   Yes        No  
(If "yes," proceed to Question C. If "no," proceed to section 5, as the EBO does not apply to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee?  
  ✓   Yes        No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee?  
  ✓   Yes        No (If you answered "no" to both questions C and D, proceed to section 5, as the EBO is not applicable to this contract. If you answered "yes" to both Questions C and D, please continue to Question E. If you answered "yes" to Question C and "no" to Question D, please continue to section 3.)
- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of an employee?   ✓   Yes        No  
(If "yes," proceed to section 4, as you are in compliance with the EBO. If "no," continue to section 3.)

**Section 3. PROVISIONAL COMPLIANCE**

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:

       By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or

       At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or

\_\_\_\_ Upon expiration of the contractor's current collective bargaining agreement(s).

- B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? (The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.)  
\_\_\_\_ Yes \_\_\_\_ No

Section 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statement, etc.) to verify that you do not discriminate in the provision of benefits.

Section 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Long Beach Municipal Code and in the terms of the contract of purchase order with the City.

Executed this 8th day of October, 2018, at Wilmington, CA

Name Andrew Paterson

Signature



Title President

Federal Tax ID No





**ATTACHMENT E**

**SITE EXAMINATION**

**CITY OF LONG BEACH  
CERTIFICATION OF SITE EXAMINATION**

Each bidder shall be fully informed of the conditions relating to the construction of the Work and the employment of labor thereon. Failure to do so will not relieve a successful bidder of this obligation to furnish all material and labor necessary to carry out the provisions of this Contract.

Each bidder shall examine the site(s) for the Work described herein to its satisfaction. Bidders shall attend a mandatory pre-bid inspection of the building and site(s), conducted by the City, as specified in the Special Provisions. Failure to attend the mandatory pre-bid inspection shall be cause for rejection of the Bid.

This is to certify that I have examined the subject building(s) and site(s) and the bid is complete and there will be no additional payment for failure to examine the building(s) and site(s) thoroughly.

Date of Site Examination Company

**Andrew Paterson**

Printed

\_\_\_\_\_  
Name of Company Representative



\_\_\_\_\_  
Signature of Representative

**10/08/2018**

\_\_\_\_\_  
Date

## Business Search - Entity Detail

The California Business Search is updated daily and reflects work processed through Tuesday, October 2, 2018. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

**C3923608 GSSI, INC.**

<b>Registration Date:</b>	07/08/2016
<b>Jurisdiction:</b>	CALIFORNIA
<b>Entity Type:</b>	DOMESTIC STOCK
<b>Status:</b>	ACTIVE
<b>Agent for Service of Process:</b>	<b><u>REGISTERED AGENTS INC (C3365816)</u></b> To find the most current California registered Corporate Agent for Service of Process address and authorized employee(s) information, click the link above and then select the most current 1505 Certificate.
<b>Entity Address:</b>	639 N MARINE AVE WILMINGTON CA 90744
<b>Entity Mailing Address:</b>	639 N MARINE AVE WILMINGTON CA 90744

A Statement of Information is due EVERY year beginning five months before and through the end of July.

Document Type	⇅ File Date	⇅ PDF
SI-COMPLETE	02/12/2018	
AGENT RESIGNED	12/21/2017	
SI-COMPLETE	10/24/2016	
REGISTRATION	07/08/2016	

\* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- If the image is not available online, for information on ordering a copy refer to [Information Requests](#).

- For information on ordering certificates, status reports, certified copies of documents and copies of documents not currently available in the Business Search or to request a more extensive search for records, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Frequently Asked Questions](#).

[\*\*Modify Search\*\*](#)

[\*\*New Search\*\*](#)

[\*\*Back to Search Results\*\*](#)

**Attachment G  
Discontinued Customers in Previous 5 Years**

Bidder: **GSSI, Inc.**

Customer	Address	Reason	Name/Title of Contact	Telephone
Omnitrans	1700 W. Fifth Street, San Bernardino, CA 92411	Contract Expired	Mark Crosby Security and Loss Prevention Supervisor	909-379-7117
City of Rialto	128 N. Willow Ave., Rialto, CA 92376	Contract Expired Awarded Low Bid	William Wilson Captain	909-421-7276
City of Moreno Valley	14075 Fredrick St., Moreno Valley, CA 92553	Contract Expired Awarded Low Bid	Joy Uribe Sr. Administrative Asst.	951-413-3728
County of Riverside	26520 Catus Ave., Moreno Valley, CA 92555	Contract Expired Awarded Low Bid	James Hewet Purchasing	951-955-4937
City of Los Angeles	700 W. Main St., Alhambra, CA 91801	Contract Expired	Barbara Jackson Contract Administrator	323-890-7343

**ATTACHMENT H**

**FAITHFUL PERFORMANCE BOND**

**PERFORMANCE BOND  
(Bond for Faithful Performance)**

WHEREAS, The CITY OF LONG BEACH, a municipal corporation of the State of California, hereinafter the "City" or "Obligee," have conditionally awarded to \_\_\_\_\_ designated as the "Contractor" or "Principal" herein, a contract for the work ("Work") described as follows:

\_\_\_\_\_, as described in Specification No.: \_\_\_\_\_, Addenda/Addendum No. \_\_\_\_\_ and related drawings.

WHEREAS, the Principal is about to enter into a Contract with Obligee for performance of the Work, which Contract, and all Contract Documents set forth therein are incorporated herein by this reference.

WHEREAS, the Principal is required to furnish a bond guaranteeing the prompt, full and faithful performance of its obligations under the Contract Documents concurrently with delivery to Obligee of the executed Contract.

NOW, THEREFORE, we the undersigned Contractor, as Principal, and \_\_\_\_\_, an admitted surety insurer in the State of California, as Surety, are held and firmly bound unto THE CITY OF LONG BEACH, a municipal corporation of the State of California (hereinafter the "City" or "Obligee") in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money of the United States, for the payment of which sum, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

If the Principal shall promptly, fully and faithfully perform each and all of the obligations and things to be done and performed by the Principal in strict accordance with the terms of the Contract Documents as said Contract Documents may be modified or amended from time to time; and if the Principal shall indemnify and save harmless the Obligee and all of its officers, agents and employees from any and all losses, liability and damages, claims, judgments, stop notices, costs, and fees of every description, whether imposed by law or equity, which may be incurred by the Obligee by reason of the failure or default on the part of the Principal in the performance of any or all of the terms or the obligations of the Contract Documents, as they may be amended and supplemented including, but not limited to, its liability for liquidated damages for delay, all warranties or guarantees required thereunder and indemnity obligations; then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

Whenever the Principal shall be, and is declared by the Obligee to be in default under the Contract, which shall include without limitation, any breach or default of the Contract Documents, then, after written notice from the Obligee to the Surety, as provided for below, the Surety shall either remedy the default or breach by the Principal or shall promptly and faithfully take charge of the Work of and complete the Work in accordance with the requirements of the Contract Documents with a contractor other than the Principal at its own expense and make available as work progresses sufficient funds to pay the cost of completion less the balance of the Contract price including other costs and damages for which the surety may be liable hereunder; provided, however, that the procedure by which the Surety undertakes to discharge its obligations under this Bond shall be subject to the advance written approval of the Obligee.

Within fifteen (15) days of Obligee's written notice to the Surety of the failure of performance of the Contract by the Principal, it shall be the duty of the Surety to give to the Obligee an unequivocal notice in writing of the Surety's election to remedy the default(s) of the Principal promptly, or to arrange for performance of the Contract promptly by a Contractor other than the Principal, time being of essence to this Bond. In said Notice of Election, the Surety shall state the date of commencement of its cure or remedy of the Principal's default(s) or its performance of the Contract. The Surety's obligations for cure or remedy, include but are not limited to: correction of defective work and completion of the Contract, additional legal, design professional and delay costs arising from Surety's actions or failure to act; and liquidated damages, or if no liquidated damages are specified in the Contract, actual damages caused by delayed performance or non-performance by the Principal. The Surety shall give prompt written notice to the Obligee upon completion of the cure or remedy of the Principal's default(s) of its performance of the Construction Contract.

If the Surety does issue its Notice of Election and does not proceed to cure or remedy the Principal's default(s) of its performance of the Work with reasonable promptness, the Surety shall be deemed to be in default on this bond fifteen (15) days after receipt of a written notice from Obligee to the Surety demanding that the Surety perform its obligations under this Bond, and the Obligee shall be entitled to enforce any remedy available to Obligee.

The Surety and Principal, for value received, hereby stipulate and agree that no change, extension of time, modification, alteration or addition to the terms of the Contract or Contract Documents or to the Work to be performed thereunder shall in any way affect or release the Principal or Surety or their respective heirs, executors, administrators, successors and assigns from their obligations on this bond, and Surety does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or Contract Documents, or to the Work. No premature payment by the City to the Principal shall release or exonerate the Surety, unless the Officer or Board of the City ordering the payment shall have actual notice at the time the order is made that the payment is in fact premature, and then only to the extent that such payment shall result in actual loss to the Surety, but in no event more than the amount of such premature payment.

FURTHER, Principal and Surety agree that if Obligee is required to engage the services of attorneys in connection with enforcement of the bond, each shall pay Obligee's reasonable attorneys' fees incurred, with or without suit, in addition to the above penal sum.

The guarantees contained herein shall survive the final completion of the Work called for in the Contract Documents with respect to the obligations and liabilities of the Principal which survive such final completion.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above-named, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Surety Name  
 By: \_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 Printed Name  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Principal Name  
 By: \_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 Printed Name  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Attorney-in-Fact  
 \_\_\_\_\_  
 Signature

By: \_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 Printed Name  
 Title: \_\_\_\_\_

**(Attach Attorney-in-Fact Certificate, Corporate Seal and Surety Seal)**

\_\_\_\_\_, 20\_\_

\_\_\_\_\_, 20\_\_

Approved as to form.

Approved as to sufficiency.

CHARLES PARKIN, City Attorney

CITY OF LONG BEACH, a municipal corporation

By: \_\_\_\_\_  
 Deputy City Attorney

By: \_\_\_\_\_  
 City Manager/City Engineer

**NOTE:**

1. Execution of this bond must be acknowledged by both PRINCIPAL and SURETY before a Notary Public and Notary's certificate of each acknowledgment must be attached.
2. A corporation must execute this bond by duly authorized officers or agents, and a certified copy of a resolution of its Board of Directors authorizing such execution, or other evidence of authority for such execution, must be attached if executed by persons other than the officers listed in Section 313, California Corporations Code.



**ATTACHMENT I**

**BIDDER'S BOND**



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

"A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

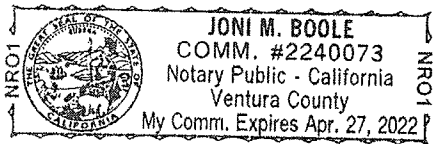
State of: California  
County of Ventura

On 10/4/2018 before me, Joni M. Boole, Notary Public,  
personally appeared Mike Melshenker

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I Certify under PENALTY OF PERJURY under the laws of The State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Joni M. Boole  
Signature of Notary Public

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- INDIVIDUAL
- CORPORATE OFFICER

- TITLES(S)
- PARTNERS
  - LIMITED
  - GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
  - GUARDIAN/CONSERVATOR
  - OTHER

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

**SIGNER IS REPRESENTING:**  
NAME OF PERSON(S) OR ENTITY(IES)

\_\_\_\_\_

SIGNER(S) OTHER THAN NAMED ABOVE

**POWER OF ATTORNEY**  
AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY  
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

**Shaun Kelly, Kipton Keller, Richard Toohey, Shirley Rhoads, Mike Melshenker, Barbara L. Ayerle, Achara Trujillo, Ronald Francis Cossa, Jarel Guerrero, Donna Scott, Sherrie Hillis Offdenkamp or Joni Boole of Ventura, California**

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed** \*\*\*\*\*Five Million\*\*\*\*\* Dollars (\$ \*\*5,000,000.00\*\*).

This Power of Attorney shall expire without further action on November 3, 2019. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1st day of November, 2016.

AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY  
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

Corporate Seals



By:

**Daniel P. Aguilar, Vice President**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

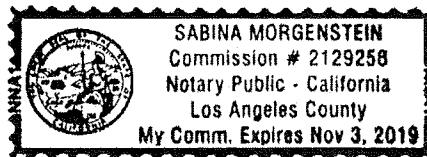
State of California  
County of Los Angeles SS:

On this 1st day of November, 2016, before me, Sabina Morgenstein, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature

(Seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 4th day of October, 2016.

Corporate Seals



Bond No. N/A  
Agency No. 6117

**Kio Lo, Assistant Secretary**

# Bureau of Security and Investigative Services



## Private Patrol Operator

License No. PPO119932

Issue Date: 12/30/2016

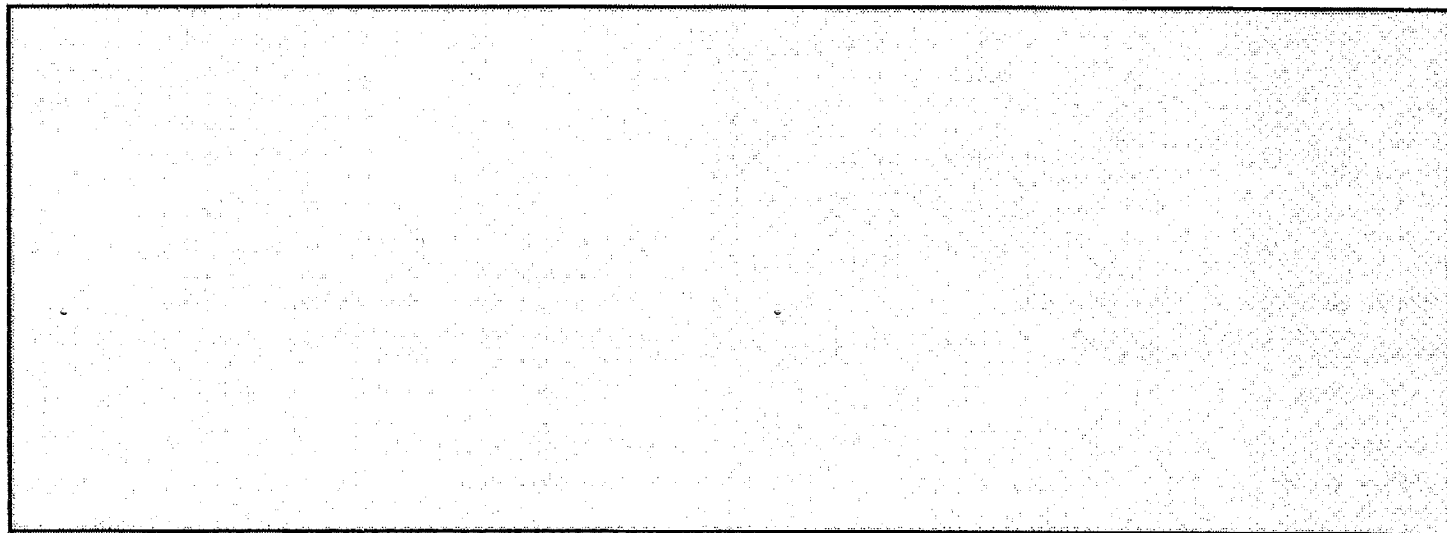
Valid Until: 12/31/2018

GENERAL SECURITY SERVICE

639 N MARINE AVE

WILMINGTON, CA 90744-5419

The above is licensed as a Corporation with the State of California Bureau of Security and Investigative Services.



PLACE RENEWAL HERE

Valid Until: 12/31/2018

Receipt No. 1434

This Original License must be kept for the life of the license and posted in Public View.

The above named is a licensed Private Patrol Operator in the State of California, subject to the filing for renewal and the payment of the statutory fee by the expiration date.

The license is issued pursuant to, and continues in effect subject to compliance with, the provisions of Chapter 11.5 of Division 3 of the Business and Professions Code of the State of California, and the Rules and Regulations established thereunder, and the above named licensee is duly authorized under said Chapter.

Department of Consumer Affairs  
Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002  
(916) 322-4000

--- POST IN PUBLIC VIEW ---



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Tolman & Wiker Insurance Services LLC #0E52073 5001 California Ave. Suite 150 Bakersfield CA 93309		<b>CONTACT NAME:</b> Jessica Wilkison <b>PHONE (A/C, No. Ext):</b> (661) 616-4700 <b>E-MAIL ADDRESS:</b> jwilkison@tolmanandwiker.com <b>FAX (A/C, No):</b> (661) 616-4500															
<b>INSURED</b> GSSI, Inc. DBA: General Security Services 639 N. Marine Ave Wilmington CA 90744		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Everest Indemnity Ins Co</td> <td>10851</td> </tr> <tr> <td>INSURER B: Zurich American Ins Co of Illinois</td> <td>27855</td> </tr> <tr> <td>INSURER C: Zurich American Ins Co</td> <td>16535</td> </tr> <tr> <td>INSURER D: Everest National Ins Co</td> <td>10120</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Everest Indemnity Ins Co	10851	INSURER B: Zurich American Ins Co of Illinois	27855	INSURER C: Zurich American Ins Co	16535	INSURER D: Everest National Ins Co	10120	INSURER E:		INSURER F:	
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INSURER E:																	
INSURER F:																	

**COVERAGES**      **CERTIFICATE NUMBER:** 18/19 GL/AU/UMB/WC/CR      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	COMMERCIAL GENERAL LIABILITY			51GL013793181	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000			
	<input checked="" type="checkbox"/> Errors & Omissions						MED EXP (Any one person)	\$ 10,000			
	<input checked="" type="checkbox"/> \$1,000 Deductible						PERSONAL & ADV INJURY	\$ 1,000,000			
	GENL AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE	\$ 5,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									PRODUCTS - COMP/OP AGG	\$ 1,000,000
	OTHER:						\$				
B	AUTOMOBILE LIABILITY			BAP088548701	9/15/2017	9/15/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000			
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$			
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident)	\$			
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$			
							\$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			51CC004987181	6/1/2018	6/1/2019	EACH OCCURRENCE	\$ 4,000,000			
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 4,000,000			
	<input type="checkbox"/> CLAIMS-MADE							\$			
	DED	RETENTION \$		(Follows GL, PL, AU & WC)							
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC009361102	6/1/2018	6/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000			
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000			
D	Employee Dishonesty			51CR000223181	6/1/2018	6/1/2019	Limit	50,000			
							Deductible	1,000			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Proof of Insurance.**

<b>CERTIFICATE HOLDER</b>  For Informational Purposes Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Shaun Kelly/ASHLES 

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City of Long Beach

Department of Financial Management  
Purchasing Division  
333 W Ocean Blvd. 7<sup>th</sup> floor, Long Beach, California 90802  
p 562.570.6200

September 24, 2018

**NOTICE TO BIDDERS**

**ADDENDUM NO. 1: Q & A**

**ITB LB 18-123  
Citywide Security Guard Services**

**This addendum changes and supersedes the language in the original Invitation to Bid.** Please acknowledge receipt of this addendum by signing and submitting with your bid. Any bidder who fails to submit this addendum may be disqualified.

**Whereas page 22, item j. (1) states:**

- (1) Comprehensive General Liability in the amount no less than \$2,000,000; Combined Single Limit for each occurrence or \$4,000,000 General Aggregate for bodily injury, personal injury and property damage;

**It should state:**

- (1) Comprehensive General Liability in the amount no less than \$1,000,000; Combined Single Limit for each occurrence or \$2,000,000 General Aggregate for bodily injury, personal injury and property damage;

**Questions and answers as follows:**

1. Q: Which sites are armed? Also, the Multi-Service Center location specifics additional armed guards but it doesn't state that the primary guard will be armed.

A: There are no armed guards. The primary guards at the Multi-Service Center are not armed on a regular basis.

2. Q: Could the total number of weekly hours be reconfirmed, as well as the weekly hours for the Community Hospital of Long Beach, it appears that it may be 336 hrs per week instead of 168?

A: Yes, 336 hours per week because 2 guards 24/7 for Community Hospital of Long Beach.

3. Q: Who is the Incumbent Security Service Provider?

A: GSSI, Inc. of Wilmington, CA.

4. Q: What are the current Bill Rates per hour?

A: To see the current Contract pricing, please visit the City of Long Beach City Clerk's website and search Contract #33584.

<http://citydocs.longbeach.gov/CityContracts/CustomSearch.aspx?SearchName=CityContracts>

5. Q: What are the current Pay Rates per hour?

A: See answer to question #4.

6. Q: With the L.A. County Board of Supervisors increasing the minimum wage for all incorporated and unincorporated cities in Los Angeles County effective this past July, 01, 2017 to the current \$13.25 per hour, increasing next July 01, 2018 to \$14.25, increasing again July 01, 2019 to \$15.00. At which point they have stated they will revisit the minimum to see if they will be making any more increases. At this point the new minimum and the increases are over the State of California Minimum Wage. Would the City of Long Beach prefer a composite Bill Rate to address these increases per year for the duration of the 2 yr contract or would the City prefer to have the Bill Rates representative of each of the wage changes?

A: As stated in Section 1 *Project Overview* of the ITB, the Contract term shall be twenty-four (24) months, with the option to renew for three additional one-year periods.

The Contract period shall be from the date of award unless the City determines, in its sole discretion, that a later commencement date is necessary, in which case the City will notify the Bidder of such date upon award of the Contract.

**Price increases will not be allowed during the initial twenty-four (24) month period.**

**Extension Option:** Price changes after the base period shall be negotiated, but shall not exceed the most recent available month for the Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim, CA Area published by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor.

Contractor shall comply with all applicable federal, state and local laws or regulations; and bid pricing should be in accordance with the terms, conditions, and requirements of the ITB.

You can also find official notice of the California Minimum Wage information on our webpage at:

<http://longbeach.gov/finance/business-info/compliance/minimum-wage/>



7. Q: How many miles per day/week/year is the vehicle driven?

A: One to be used for the Public Service Yard and Freeway Yard, which should be no more than 5 miles per day.

Currently, car patrol is only required on an as-needed basis for the Career Transition Center.

8. Q: To confirm, is the Bid Bond for the 10% of the first 12 months of the contract or for the entire 24 months?

A: The Bid Bond shall be for 10% of Bid, which should be for the 24 months contract period.

9. Q: What might be the estimated start date, should there be a change of vendors?

A: Approximate start date is December 2018, but is contingent on the completion of the procurement process, and the time with which the selected contractor provides the City with the necessary documentation to begin work, as well as final review and contract approval process.

10. Q: Will City of Long Beach accept Contractual Exceptions and if so, should they be submitted in advance of or within the bid response?

A: To be responsive, and considered for award, a bid must contain an unequivocal offer to perform, without exception, the exact requirements called for in the solicitation so that, upon acceptance, the bidder will be bound to perform in accordance with all of the solicitation's terms and conditions.

11. Q: Can you please provide the billing rate of your incumbent contractor and current wages for all personnel and services requested in the RFP?

A: See answer to question #4.

12. Q: Is the Client wishing to transition any incumbent staff if a new contractor is awarded the bid?

A: The City is unable to make this determination.

13. Q: If there are current staff members considered for transition, can you please provide the billing rate and wage rate for each?

A: The City does not have a position; this will be between the staff and the new contractor.

14. Q: In regards to wages, will Client spec wages for any or all personnel? In some cases, the Client was spec the wages that they would like the Security Officers to receive. We were questioning whether the City would spec wages for the personnel providing service at the various facilities or if you would prefer the vendor spec the wages for their personnel.

A: Contractor shall spec the wages for their personnel and shall comply with all applicable federal, state and local laws or regulations. Pricing to the City shall include all costs associated with the service.

15. Q: Is there a Living Wage Ordinance the winning bid must adhere to?

A: No.

16. Q: Do any of the City of Long Beach facilities fall under the Los Angeles CBA with Service Employees International Union, United Service Workers West thus making it a Union Site requirement?

A: This is not a requirement for this contract.

17. Q: Can you please confirm the quantity and type of patrol vehicles (automobiles, golf cart, etc.) that City of Long Beach requires in compliance with sites that request "as-needed car patrol"?

A: Currently, as-needed car patrol with one guard is only required for the Career Transition Center. There is no preference, the vehicle needs proper business name identification and other requirements as listed in the bid under Section 29 *Contractor's Vehicles*.

18. Q: The Community Hospital of Long Beach facility located at 1720 Termino Avenue appears to be closed. Does this facility still require service despite its closure?

A: Yes. It requires services to make sure the facility stays secure during its interim closure.

19. Q: Is a Bid Bond a requirement in advance of or within the proposal submission?

A: Electronic Bids, required hard copy forms, and *Bidder's Bond* must be received by 11:00 AM Pacific Time, October 10, 2018. Please see Section 4, page 14 of the ITB for details.

20. Q: How do we calculate 10%...How much is required for the Surety Bond?

A: The Bid Bond may list "10% of bid" in lieu of a dollar amount.

21. Q: How much is the Good Faith Bond? Does this have to be submitted with the Bid or upon award of a contract?

A: Please see answer to question #19 regarding Bid Bond.

A Faithful Performance Bond shall be submitted within ten (10) calendar days after notice of award. Please see Section 13.2, page 18 of the ITB for details.

22. Q: Bidder's Bond

A: This is an incomplete statement. See answer to question #19 regarding Bid Bond.

23. Are we required to have three bonds? can you clarify the dollar amounts?

A: 1) Bid Bond is due by 11:00 AM Pacific Time, October 10, 2018. Please see answer to question #20.

2) Faithful Performance Bond shall be for 100% of cost of bid. Bond shall be submitted within ten (10) calendar days after notice of award. See Section 13 *Bond Provisions* of the ITB for more information.

3) Blanket Employee Dishonesty (Fidelity) Bond in an amount not less than Fifty Thousand Dollars (\$50,000) or 25% of the contract amount, whichever is the larger. The City, its officials, employees and agents shall be named as additional insured under this bond. Bond shall be submitted shall be submitted within ten (10) calendar days after notice of award.

PREPARED BY: Sokunthea Kol, Buyer II

ACKNOWLEDGED BY: GSSI, Inc.  
Company Name  
Andrew Paterson                      President  
Print Name                                      Title  
                      October 9, 2018  
Signature    Date



City of Long Beach

Department of Financial Management  
Purchasing Division  
333 W Ocean Blvd. 7<sup>th</sup> floor, Long Beach, California 90802  
p 562.570.6200

October 4, 2018

NOTICE TO BIDDERS

ADDENDUM NO. 2

**ITB LB 18-123  
Citywide Security Guard Services**

**This addendum changes and supersedes the language in the original Invitation to Bid. Please acknowledge receipt of this addendum by signing and submitting with your bid. Any bidder who fails to submit this addendum may be disqualified.**

The City would like to issue an addendum to provide clarifications regarding the bonds requirements for this project.

- The Bid Bond shall be for 10% of Bid, and shall be in effect until a contract is in place with the awarded vendor.
- The City requires vendors to use the City's bond form for the Performance Bond. The Performance Bond can be for 1 year and then renewed each year through the use of a rider. Secondly, the bond shall be effective until the contract ends.

PREPARED BY: Sokunthea Kol, Buyer II

ACKNOWLEDGED BY: **GSSi, Inc.**

Company Name

**Andrew Paterson**

Print Name

Signature

**President**

Title

**October 9, 2018**

Date



**GSSI, Inc.**

General Security Service  
639 N. Marine Ave.  
Wilmington, CA 90744  
[www.gss1944.com](http://www.gss1944.com)  
T/323-772-7378  
F/310-973-7627  
PPO 119932

## **ITB LB18-123 RESPONSE STATEMENTS**

**Sokunthea Kol**

**City of Long Beach**

333 W. Ocean Blvd. / Plaza Level

Long Beach, CA 90802

Dear Sokunthea,

The following statements are made in response to the requirements within the ITB LB18-123 and are made here to ensure ease of review for the City of Long Beach. GSSI understands and agrees to the terms and requirements of the ITB LB18-123.

### **3. OPTIONAL SITE VISITS**

GSSI, as the incumbent provider, confirms that we are familiar with each site and the services provided to each site as required in the ITB LB18-123. We have included Attachment E as part of our bid.

### **5. QUALIFICATIONS OF BIDDERS**

GSSI has been a provider of Uniformed Security Guard Services since 1944 in Los Angeles, California. We are fully licensed by the State of California and the Bureau of Security and Investigative Services PPO 119932. We have included as part of our response, a copy of our PPO License.

### **6. REFERENCES AND QUALIFICATION REQUIREMENTS**

#### **6.1 References**

As our references will demonstrate, GSSI has a client base that is similar in scope and volume to that of the City of Long Beach contract. These customers have been with GSSI for many years and we are proud to be their supplier of Security Guard Services.

#### **6.2. General Business Statement**

As the incumbent provider for the City of Long Beach, General Security Service, Inc. (GSSI) has direct equivalent experience for the past 6+ years with the City of Long Beach. Our management team remains intact during those services years. Our team consists of Andrew Paterson, CPP, President; Sean Cohan, Manager of Los Angeles Operations; Keith Thomas, Scheduler; and Brandon Rainer, Senior Field Supervisor. Our accounting staff of Valerie Halleen and Fernando Perez are both experienced with the City of Long Beach account.

GSSI provides both armed and unarmed uniformed security officers; vehicle patrols; foot patrols; special event coverage and planning; asset protection and executive protection detail assignments; workplace violence assessments and armed off-duty law enforcement professionals; access control; customer service detail assignments; and security systems design and consulting.

For the past 74 years GSSi has worked in the following markets: government; commercial real estate; manufacturing; high rise; transportation; trucking; retail; warehousing; gated communities; education; entertainment; energy; and public access buildings/lobbies.

***General Security Service, Inc. will not subcontract security guard services on this contract.***

### **6.3 Work History**

GSSi has provided a list of Discontinued Customers for the past five (5) years. Two of these Customers have since resumed service with GSSi. This list is found in Attachment G.

### **6.4. Proof of Insurability**

GSSi has included our current Certificates of Insurance.

## **10. EQUAL BENEFITS ORDINANCE**

GSSi understands and agrees to provide Equal Benefits to all of our employees and their spouses, domestic partners and their family members. We have included Attachment D as part of our response.

## **11. REGISTRATION WITH CALIFORNIA SECRETARY OF STATE WEBSITE**

GSSi is registered with the California Secretary of State Website. We have included a printout of the State Website as part of our response.

## **13. BOND PROVISIONS**

GSSi has included a Bid Bond that is 10% of the Bid Amount (two-year period) as part of our response. We also agree to produce a Performance Bond that 100% of the one-year contract amount within ten (10) days of the contract award to GSSi.

## **49. ADDITIONAL REQUIREMENTS PER FEDERAL FUNDING**

GSSi understands and agrees to maintain compliance in regard to this section of the ITB LB18-123. Furthermore, we certify that GSSi is not in violation of any of the terms as stipulated and can produce records as required. We have included Attachment A as part of our response.

## **16. INSURANCE**

GSSi has included a copy of our current Certificate of Insurance as part of our response. Our levels meet and exceed those stipulated by the ITB LB18-123.

## **26. INQUIRIES AND COMPLAINTS**

The GSSi branch office which will service the City of Long Beach is located at 633 N. Marine Ave. in Wilmington. As such, we are within a few minutes of the service locations for the City of Long Beach. As noted in the GSSi Company Profile, our program consists of several roving supervisors 24/7, a number of which will be assigned to the City of Long Beach. Assignments are geographical; however, should an emergency occur supervisors will be called from other areas. In this way the City of Long Beach can be assured that adequate numbers of officers will be available for any need that may appear at short notice. All supervisors carry smart phones and can be contacted direct or through our 24 hours dispatch center at 1-800-350-1944.

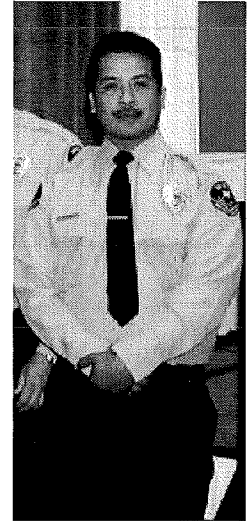
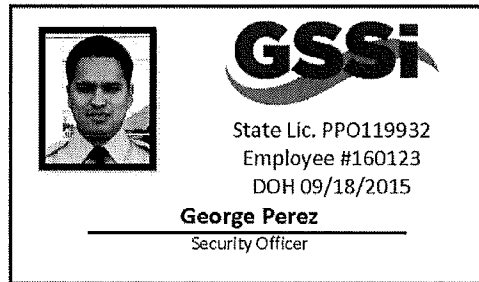
## 29. CONTRACTOR'S VEHICLES

GSSi vehicles are marked to clearly identify it as a "SECURITY" vehicle. Our typical markings are shown here.



## 30. CONTRACTOR'S STAFF

GSSi security officers will wear the assigned uniform at all times while on duty. Each Uniform shirt is identified with a shoulder patch with the company name. In addition, GSSi security officers must wear an ID badge issued by the company.



## 32. MANAGEMENT AND SUPERVISIION

The GSSi Management and Supervision program consists of a full complement of roving supervisors 24/7. Should an emergency occur supervisors will be called from other areas. In this way the City of Long Beach can be assured that adequate numbers of officers will be available for any need that may appear at short notice. Supervisors carry smart phones and can be contacted direct or through our 24 hours dispatch center.

Sean Cohan will oversee the project, assisted by Keith Thomas and both Branch level and Field Supervisory staff. Other executive staff will assist, utilizing their particular skill sets to augment the operations division's duties.

Our management team will attend **Regular Meetings** with your management team to ensure that daily service delivery items are maintained at the highest levels. **Service items** will be addressed by the GSSi management team and **Special Coverage** requests will be planned and executed by our operations personnel. **Field Inspections** will be performed on a regular but random schedule by our Field Supervisors.

## 35. SERVICES

GSSi has assigned Sean Cohan, Account Manager to represent GSSi in the daily operations of the City of Long Beach account locations. Sean will oversee our team approach Keith Thomas as Scheduler and Jaime Bautista as Senior Field Supervisor.

Sean has 22 years of combined law enforcement and security experience. Sean entered the field in 1995 as a Level 1 Reserve Police officer with the LAPD and has worked patrol, special crime suppression

units, detectives, and community relations. Sean was awarded the Mayor's Certificate of Appreciation in 1995 by Richard Riordan for his volunteer work at an LAPD At-Risk Youth program. Sean was also awarded Reserve Officer of the Year in 2003, 2004, and 2012 due to his dedication to the LAPD and the citizens of Los Angeles. Sean continues to serve the citizens of Los Angeles as a patrol officer.

As an account manager in the security industry, Sean has overseen security operations for multiple locations and security staff. Sean has also managed hundreds of security officers at major events. Sean has solid experience in the development of post orders, emergency response protocols, and OSHA compliance. Sean has been the lead agent for executive protection details and has coordinated and provided protection services for many high-profile VIP's and their families.

Clients and co-workers alike have relied on Sean as a problem solver as he handles all issues with a sense of urgency. GSSi clients will benefit from Sean's proven dedication, sense of urgency, loyalty, and integrity.



**Andrew Paterson CPP**

President

**GSSi, Inc.**

**310-701-5939**

[apaterson@gss1944.com](mailto:apaterson@gss1944.com)





**General Security Service**  
***74 Years of Excellence***

# Security Proposal for



October 10, 2018

**By Andrew Paterson CPP**

---



Cover Letter

Sokunthea Kol
City of Long Beach
333 W. Ocean Blvd. / Plaza Level
Long Beach, CA 90802

Dear Sokunthea,

Since 1944 General Security Service (GSSI) has provided clients with consistently high-quality professional services with a strong employee commitment and a customer centric approach. We are proud to be able to offer our services to the City of Long Beach.

Why should you choose GSSI? We maintain the very highest standards in Communication and Staffing providing you with peace of mind and confidence in your Security Team. It is important that the City of Long Beach be a place where employees and visitors feel safe and welcome. GSSI is an expert and the very best at fostering and obtaining this guest friendly and guest ready positive outcomes.

How does GSSI deliver security solutions? We believe in a Pro-Active Management approach that communicates effectively and responds immediately with 24/7 Dispatch and Supervision. We have 74 years in business with a track record of success; leadership that is credentialed as Certified Protection Professionals; and a Law Enforcement background. These quality control values allow GSSI to anticipate customer needs and provide a Security Program that brings consistent compliments. Our focus will center on the following core values for the City of Long Beach:

Communications – Complete, Accurate and Detailed:

GSSI Security Officers are trained to communicate with the customer liaison regarding real time events to eliminate unwanted surprises. Officers are empowered through our technology to communicate Complete, Accurate and Detailed information such as Daily Activity, Incidents, Maintenance Requests, Emergencies, Construction, and Employee/Visitor Issues. Our communications model is designed to produce event closure and problem resolution in real time. GSSI maintains 24 x 7 Dispatch and Supervision as well as On-Call Management to assist our Officers in fully communicating with our customers.

- 74 Years in Business
\$5M General Liability Insurance
Fourth Generation Ownership
Certified Management
Real Time Technology
Recognized Extensive Training
24/7 Supervision and Dispatch
Law Enforcement Background

**Staffing – Wages, Uniforms, Training, and Supervision:**

GSSi screens, recruits, and inspires the very best in our **Security Officer Teams**. GSSi often promotes from within our ranks and knows when we take good care of our Officers, our Officers take good care of our customers. We are dedicated to paying our Officers **without error** each and every time. We will provide and maintain uniforms, ensuring our officers look clean and sharp. Our Officers are trained, utilizing an extensive training program, with a focus on **Continuous Training** to maintain an **On-Going Security Vigilance** and the Officers are supervised to provide a **Customer Service Presence** for employees and visitors.

GSSi provides a Class-A Security Program that enhances, maintains and aligns with the **Security Program** for the City of Long Beach. Thank you for allowing GSSi this opportunity to submit the following presentation of our company. I am available at the numbers listed below should you have any questions.

Cordially,



**Andrew Paterson CPP**

President

**GSSi, Inc.**

**310-701-5939**

[apaterson@gss1944.com](mailto:apaterson@gss1944.com)

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## General Security Service

### Company History

In 1944 **Edward Hanhart** started what was then known as General Detectives. In 1951, Edward's son, **Donald Hanhart** takes the helm of the company. Through three generations of family ownership the company, now headquartered in Wilmington, California has grown to a full-service security firm, recognized in the industry as being a leader in producing innovative solutions for its clients. Current Qualified Manager **Brian Hanhart** and leader of this family owned business continues the 73-year commitment to ensure customer satisfaction through exemplary service delivery, cost control, time management of the security program and an approach to employee care that ensures respect, dignity, and fairness. Developing service programs, employing subject matter experts and supporting specific customer programs, GSSi provides a seldom found package of answers.

In 2016, Brian's daughter **Samantha Hanhart** will join GSSi, continuing the tradition of a family oriented, service minded, and employee centric security provider. In this way, GSSi becomes a fourth generation privately owned and operated security leader.

GSSi is a privately held security company established in 1944. **We are a third generation privately owned and operated corporation** headquartered in Wilmington, California. GSSi is a longtime leader in the security services industry, providing highly trained security forces and delivering expert business services to a constantly growing list of commercial, industrial and government organizations. Our diverse client base is a testament to our reputation for providing an excellent level of quality service and professionalism.

### Statement of Assurances

GSSi understands the challenges inherent with **the City of Long Beach** security operations. We have a demonstrated ability to recruit, train and deploy security staff effectively and efficiently while addressing the security and cultural needs at sites ranging from **government, hospital, educational, industrial, retail, and residential, business improvement districts (BID), armed patrols, and entertainment facilities.**

We currently employ **over 300 security officers** in the Southern California region with both **armed and unarmed officers** as well as **off-duty law enforcement officers**. We are licensed by the State of California and insured for workers' compensation, liability and property damage.

GSSi is committed to supporting the mission of our customers' security program by addressing the needs of the people who work in the customers' community and provide services meeting the highest standards. **We will accomplish this by providing superior training, experienced on-site leadership and a dedication to providing outstanding security personnel and capabilities.**

***GSSi is prepared to provide unarmed security officers to perform interior and exterior foot patrols; provide for the public safety of the residents, employees and visitors for the City of Long Beach; conduct random inspections of the officers assigned to the City of Long Beach; provide account management and branch support for your security contract.***

## Corporate Culture

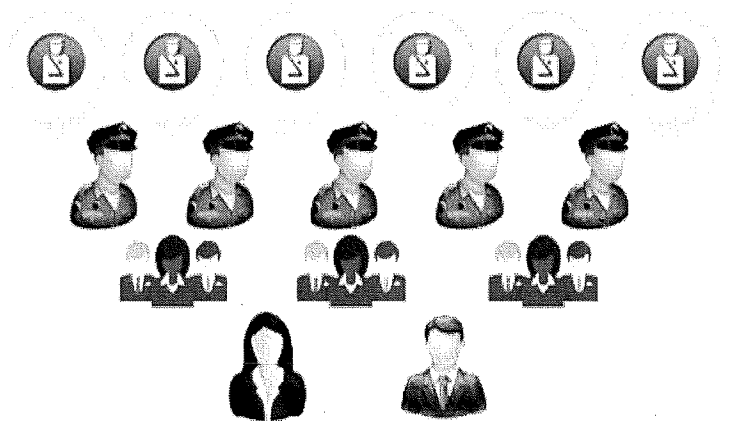
GSSi understands the culture of the City of Long Beach: to provide safe and courteous services to the employees, visitors and residents of the City of Long Beach; to provide consistent and professional security services; to maintain the highest levels of contract deliverables; to submit timely and accurate invoicing; and to build a culture of innovation and continuous improvement.

GSSi will meet these goals and objectives by maintaining a focus on the most critical aspect of this project: **the security officer.**

First, our organization thrives with a full effort in supporting the company's product. In the Security Guard Industry that product is the Security Officer. Our Customers expect service delivery that meets all of the contracted needs. Our Officer's expect treatment that is respectful and professional. Identifying the Security Officer as the primary producer of the organization requires a move to creating a position of respect within the hierarchy of the company to highlight the Security Officer.

Second, our organizational chart is modified to reflect the new position. Instead of a top down approach a bottom up method of support is established. The organizational chart is flipped upside down to put the Security Officer at the top and everyone underneath becomes the support mechanism for the success of the Security Officer.

Finally, everyone within the organization is focused on the success of the Security Officer, therefore the Security Officer has the proper respect and motivation to perform their duties and take care of the Customer. If the Customer is happy they will refer new business. The resulting cycle of corporate prosperity becomes a byproduct of superior service to both our employees and customers.



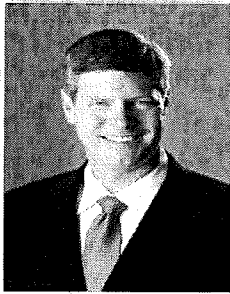
GSSi believes this bottom up approach contributes to our overall success and directly affects the relationship with have with our customers. Our culture of building teams, supporting front line performance, and a commitment to meeting the highest standard in providing service deliverables aligns GSSi with the culture and commitments to community prevalent for the City of Long Beach.

## GSSi Mission Statement

**Our goal is to deliver measurable results** and provide our customers with performance-based improvements in key metrics such as **cost, quality, value and satisfaction.** We will accomplish this by providing superior training, experienced on-site leadership and a dedication to providing outstanding security capabilities.

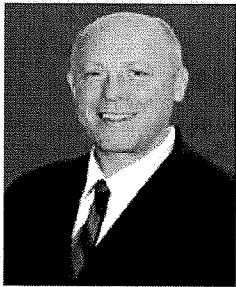
## Key Management Personnel

### Brian Hanhart, Chief Executive Officer



Mr. Hanhart has over 39 years of combined security and law enforcement experience. Mr. Hanhart has received a degree in Criminal Justice and has had the benefit of hands on training and the passing of knowledge from his father Donald Hanhart. Brian maintains an up-to-date attitude with the latest developments in the security/law enforcement, personnel selection, and modern operational areas. Brian is a Southern California resident and enjoys supporting the goals and objectives of our customers. Brian understands that earning the contract for the City of Long Beach is an important step in the continued growth of General Security Service. Brian is available to assist the branch operations and looks forward to being a part of the success of the security program.

### Andrew Paterson, CPP President



Since 1986, Andrew has contributed to the security industry as a leader in both security officer management and systems design. Andrew manages, designs, and consults on security services for GSSi Customers and manages the Field Operations and HR/Training Programs for the GSSi Uniformed Division. Andrew has provided service delivery to government contracts, school sites and educational facilities, industrial, manufacturing, and distribution sites, retail, and high-rise building security programs.

As a seasoned, professional security provider, Andrew understands that each account, each location is unique and has specific challenges to be addressed. Andrew specializes in identifying solutions in support of the front-line managers and supervisors to accomplish the goals and objectives of the security program.

As a Certified Protection Professional (CPP) (2001), Andrew works to improve the security and safety of our business communities through participation and volunteerism in professional security organizations and mentoring programs. Andrew holds a BS in Business Administration and was an ARVP for ASIS International Region 1D for 2012-2017, RVP for ASIS International Region 1D for 2018-20 and is a mentor in the highly successful CPP Review Course since 2002. Andrew is currently serving as the course Director for 2017 and 2018.

Andrew is a member of the Los Angeles Chapter of Infragard (2017) and the ILO program and is a credentialed TWIC Card holder (2012). Andrew is a certified Fire Life Safety Director (1996) and a member of IAHS (2018).

### Sean Cohan, Branch Manager



Sean has 20 years of combined law enforcement and security experience. Sean entered the field in 1995 as a Level 1 Reserve Police officer with the LAPD and has worked patrol, special crime suppression units, detectives, and community relations. Sean was awarded the Mayor's Certificate of Appreciation in 1995 by Richard Riordan for his volunteer work at an LAPD At-Risk Youth program. Sean was also awarded Reserve Officer of the Year in 2003, 2004, and 2012 due to his dedication to the LAPD and

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Submitted to the City of Long Beach on October 10, 2018

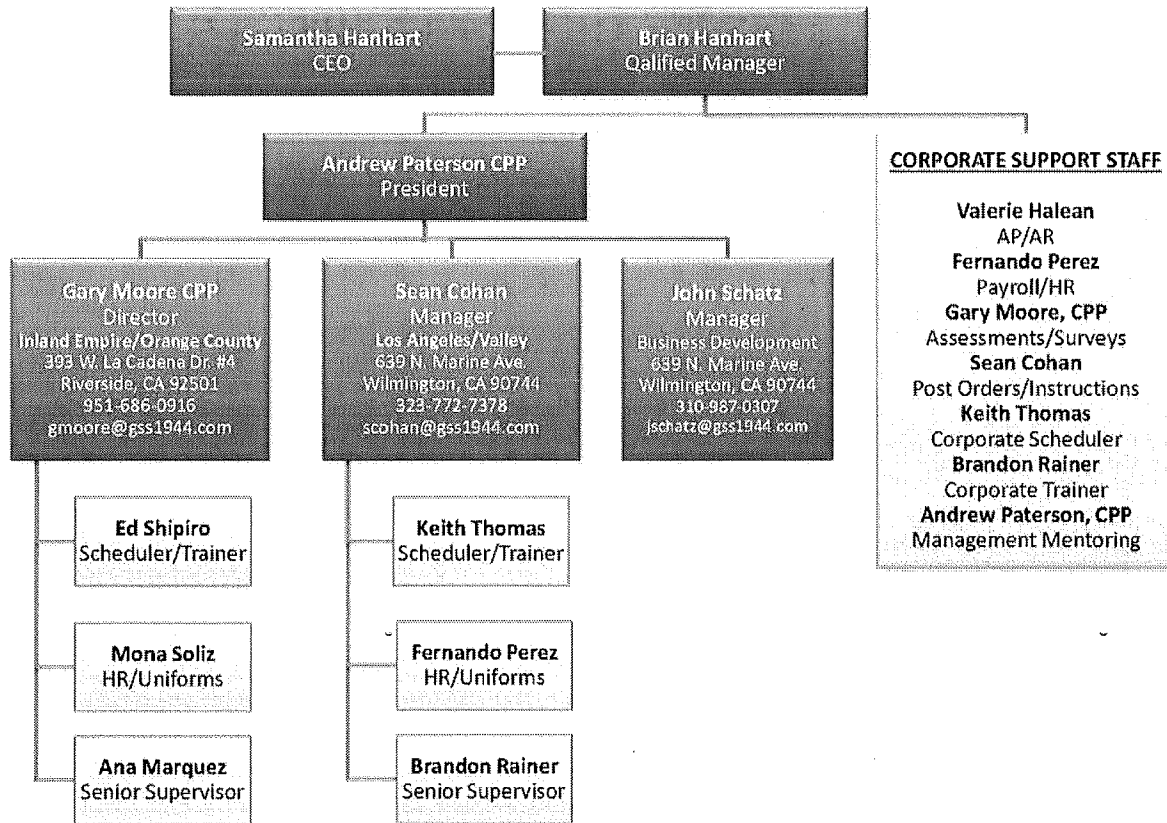
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the citizens of Los Angeles. Sean continues to serve the citizens of Los Angeles as a patrol officer.

As an account manager in the security industry, Sean has overseen security operations for multiple locations and security staff. Sean has also managed hundreds of security officers at major events. Sean has solid experience in the development of post orders, emergency response protocols, and OSHA compliance. Sean has been the lead agent for executive protection details and has coordinated and provided protection services for many high-profile VIP's and their families.

### GSSi Corporate Organizational Chart



General Security Service, (GSSi) is a privately held security company. We are a fourth generation owned and operated California corporation. Headquartered in Wilmington, California, GSSi was founded in 1944 and incorporated on July 18, 1973.

### Service Offerings

GSSi is proud to be able to provide:

- Uniformed Security
- Investigations
- Workplace Violence Prevention
- Threat Management
- Armed Security
- Executive Protection Programs
- Special Events Security and Planning
- Security Systems Design Consulting

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# Bureau of Security and Investigative Services



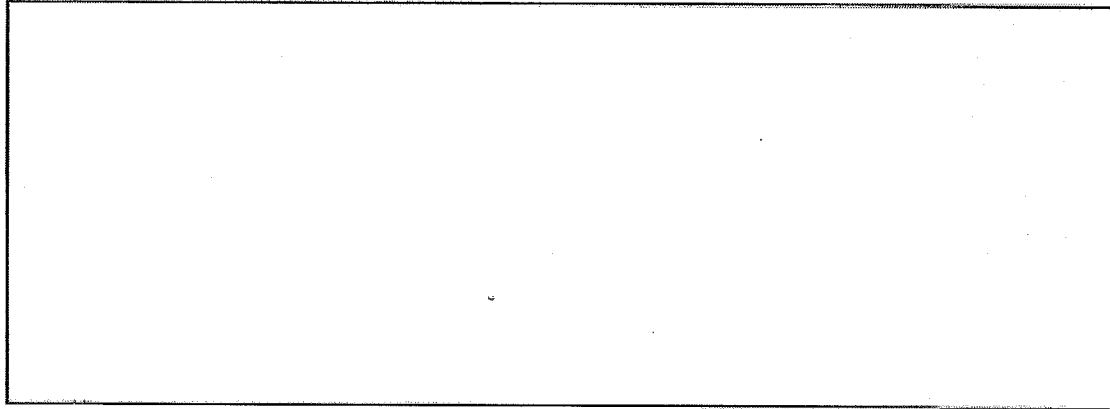
## Private Patrol Operator

License No. PPO119932

Issue Date: 12/30/2016  
Valid Until: 12/31/2018

GENERAL SECURITY SERVICE  
639 N MARINE AVE  
WILMINGTON, CA 90744-5419

The above is licensed as a Corporation with the State of California Bureau of Security and Investigative Services.



Certificate of General Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tolman & Wiker Insurance Services LLC #0E52073 5001 California Ave. Suite 150 Bakersfield CA 93309	CONTACT NAME: Jessica Wilkison PHONE: (661) 616-4700 (A/C No. Ext.) E-MAIL: jwilkison@tolmanandwiker.com ADDRESS:	FAX (A/C No.): (661) 616-4500
INSURED GSSI, Inc., DBA: General Security Services 639 N. Marine Ave Wilmington CA 90744	INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Ins Co NAIC # 10851 INSURER B: Everest National Ins Co 10120 INSURER C: Zurich American Ins Co 16535 INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 18/19 GL/UMB/CR/WC/Auto REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Errors & Omissions <input checked="" type="checkbox"/> \$1,000 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC OTHER:		51GL013793181	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED - AUTOS		51CAD00124181	9/15/2018	9/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS		51CC004987181 (follows GL, WC & Auto)	6/1/2018	6/1/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A	WC009361102	6/1/2018	6/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Employee Dishonesty		51CR000223181	6/1/2018	6/1/2019	\$50,000 Limit \$1,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Proof of Insurance.

CERTIFICATE HOLDER  For Informational Purposes Only	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Shaun Kelly/JESSIW

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ACORD 25 (2014/01)  
INS025 (01/14/11)

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 Submitted to the City of Long Beach on October 10, 2018  
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## GSSi Security Officers

### Building Loyalty

GSSi believes that providing a safe and professional work environment contributes to employee longevity. We provide our employees with accurate and timely pay checks at above standard wage rates; issue a full set of professional uniforms; provide frequent and helpful supervision; conduct quality training; and impart loyalty and respect that quite often is forgotten in our industry. We know that the security officer is our most valuable asset and we design our bottom up organizational culture in support of our officers in service to our customers. Our officers recognize this support and respond with exceptional effort and loyalty.

### Officer Retention

GSSi has an industry low approximate turnover rate of 25%. We typically hire 6-8 new officers throughout the Southern California region during any 30-day period. GSSi is proud to have high employee retention rates with 5% of our workforce tenured over 15 years; 32% over two years; 21% over five years; and 12% over 10 years.

### Employee Incentives and Recognition

GSSi recognizes the importance of retaining loyal staff and has a strong track record of promoting employee retention by providing staff with incentives to exceed performance targets. GSSi recognizes and rewards quality achievement and praises positive efforts.

- Security Officer of the Month
- Security Officer of the Year
- Outstanding Achievement

Our Clients are never required to participate financially however; we encourage our clients to take a moment to acknowledge the exceptional service provided by one of its own officers. For each award GSSi will commit to a letter of appreciation and a \$25 gift card from Visa.

### Employee Benefits Program

GSSi offers the following benefits to increase the retention of qualified and motivated security officers for our customers. The GSSi Benefits program is subject to change based on insurance offerings, State and Federal laws.

**Medical/Health Insurance** – GSSi, in compliance with the Affordable Care Act (ACA) offers basic medical insurance through Kaiser. This plan meets all Federal regulations including those for value and affordability.

The officers' contribution into the basic medical plan will never be more than 9.5% of their wage and the difference for this plan is covered by GSSi. The officer can upgrade the plan and/or add family members and any additional cost beyond the employer contribution would be the responsibility of the officer. There is no maximum lifetime benefit, thus no annual limit and there is a 60-day waiting period.

**Paid Sick Leave** – All GSSi employees who work more than 30 days per year are qualified to earn one (1) hour of Sick Leave Pay for every 30 hours worked. The accruals are shown on their pay stub. There is a 90-day waiting period.

**Direct Deposit** - GSSi offers direct deposit of paychecks to all employees at no cost.

**Holiday Pay** - GSSi will pay the officers 1.5 times their regular pay for those employees that work the holidays as designated in the RFP: New Year's Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Christmas Day; Martin Luther King Jr. Birthday.

**Educational Assistance** - GSSi recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within GSSi.

GSSi will provide educational assistance to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Individual courses or courses that are part of a licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization to be eligible for educational assistance. GSSi has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Personnel Department for more information or questions about educational assistance.

While educational assistance is expected to enhance employee's performance and professional abilities, GSSi cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

GSSi invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from General Security's employment before the repayment of the last educational assistance loan, the amount of the payments due will be deducted from the employee's last check.

**Jury Duty** - GSSi encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request unpaid jury duty leave for the length of absence. Employees must show the jury duty summons to the Operations Department as soon as possible so that the supervisor may plan to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

**Court Appearance** - GSSi encourages employees to appear in court as a witness when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by GSSi, they will receive pay for the entire period of their court appearance. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than GSSi. The subpoena should be shown to the Operations Department immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

**Funeral Leave** - Employees who wish to take time off due to the death of an immediate family member (as defined as a blood, adoptive or through marriage / domestic relationship - same & different sex couples; mother, father, son, daughter, brother, sister, spouse, domestic partner - same & different sex couples) should notify their supervisor immediately. Unpaid time off will

be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

#### **GSSI Policy on State/Federal Benefits**

GSSI believes it is important to support State and Federal benefits and our policy allows all employees to take time off as needed in compliance with mandated programs.

#### **Security Staff Qualifications and Requirements**

**Hiring Criteria** - For either solicited or unsolicited applicants to advance to the applicant source pool, they will have to possess the basic attributes listed below, plus the requisite skills and traits identified for the City of Long Beach.

- a. Positive identification
- b. Valid high school diploma or GED
- c. U.S. citizenship or valid registered alien status
- d. Valid social security number and card
- e. At least 21 years of age with permanent driver's license
- f. Valid State of California BSIS security officer license
- g. Valid training certificates verifying completion of 40 hours of training
- h. Clean criminal record via national criminal background check
- i. Good health and personal hygiene
- j. Favorable appearance
- k. Ability to carry out security tasks as well as multiple tasks as assigned
- l. Good references from previous employers
- m. Reliable transportation and working telephone
- n. Ability to work various hours and days of the week and occasional overtime

#### **Officer Selection**

**Job Requirements** – Key duties and tasks along with job specific skill sets are identified for each customer position and location. GSSI uses these requirements to recruit individuals who demonstrate a background and experience to suit specific customer needs.

**Recruiting** - Our human resources specialists are experienced in meeting the differing recruitment needs of a wide variety of clients. Our external recruiting process includes active recruitment at colleges and technical schools and involvement in civic organizations. We also advertise in sources such as newspapers and publications, and religious organizations. In addition, we work with organizations seeking work placements for individuals, such as, workforce divisions within specific cities, community economic development agencies, veteran's administration and the Mayor's office. Our current client list also provides us with a large number of qualified employees that have experience in similar environments.

**Retention of Incumbent Officers** - All incumbent security officers will be provided an opportunity to apply for employment with GSSi. Each applicant is required to complete and pass the entire screening package as specified in the contract. Any officer who fails to pass or complete the pre-employment screening will be interviewed to determine the cause and given the opportunity to clarify any discrepancies or re-test as appropriate. Any allowances for incumbent officers must be upon mutual written agreement between the customer and the GSSi representative with binding authority.

**Interviews** - After an interview that tests key competences (including experience and interpersonal and customer service skills) our candidates undergo thorough background testing, inclusive of, but not limited to criminal history records checks, social security checks, employment verification, and drug testing. General Security is a drug-free company and we expect the highest standards of our employees. Company policy is that employment requirements meet federal, state and client stipulations.

**Testing** – Viable candidates are further tested for job specific duties and general security base knowledge. Successful candidates are then eligible for further consideration.

**Background Investigations** - GSSi will use internal investigators to complete and certify the background screening for all security officers. GSSi will produce verification reports certifying that the officer has completed each step of the background screening process.

A nationwide database search including information from Multistate Sex Offender Databases, the FBI Terrorist List, County Criminal Records Court Search, the Department of Corrections, Administrative Offices of the Courts (dated back 7 years), the Department of Public Safety, and Traffic Courts are searched during the background investigation.

As an equal opportunity employer, GSSi offers employment to people of all ages, races, religions, and national origins, gender.

**Evaluation** – Candidates who pass all criteria for a job requisition are further evaluated for the position with additional testing and reviews based on contract agreements.

**Selection** – Once an officer is approved for assignment, they undergo a specialized New Hire Orientation. The training is aside from the state required training, CALSAGA training and then custom training for the customer site and Security officer duties. Upon successful completion the officer is ready for On-the-Job training at the job site.

## Training Programs

### Company Training

All GSSI employees are required to complete a pre-assignment training program which will be focused around the City of Long Beach specific requirements integrated into the GSSI program. Our in-house training team has extensive experience training security officers and supervisors and prides itself on providing individually tailored training curriculum that meets the demands of each client. GSSI orientation training is the result of research and benchmarking efforts to capture the best practices in the security and other service industries. The delivery and subsequent testing of critical content also serves as part of the applicant screening.

### Pre-Assignment Training

All GSSI officers assigned to the City of Long Beach contract will complete the BSIS required training found in our GSSI Core Curriculum Training Program. A certificate of completion will be copy will be issued and a copy kept in the employees' compliance file.

GSSI will provide at a minimum:

- Eight (8) hours of pre-assignments training;
- Sixteen (16) hours of On-The-Job training;
- 30-day follow-up review with the officer;
- Additional training as needed.

Officers will be trained on telephone etiquette at levels appropriate for their job description; customer service skills; courtesy and professionalism; personal hygiene; work ethics; and maintaining a positive attitude while on duty.

### Continuous and Annual Refresher Training

GSSI will use training modules that satisfy the following criteria:

- Training required to maintain licensure or certifications;
- Training determined to improve the officers job performance;
- Training newly required by state mandate for security officers;
- Training at the request of the customer;
- Training which satisfies a need within the Contract or GSSI.

Using field inspections, management review, and officer and customer feedback, GSSI will determine which modules are most appropriate.

### State Mandated Licensing and Training

GSSI has established our training program to coincide with the State of California requirements and to meet contract and GSSI standards. We have attached herein our complete training schedule known as our Core Curriculum.

The course modules are part of the CALSAGA Security Officer Training Program. They comply with the requirements of AB 2880 and Bureau of Security & Investigative Services (BSIS) training directives as in compliance with Business and Professions Code Sections 7583.6 and 7583.7 and Title 16, Division 7, Article 9, Section 643 of the California Code of Regulations. These courses include mandatory and elective subjects of the BSIS Course Outline.

GSSI, Inc. / 323-772-7377 / PPO 119932 / [www.gss1944.com](http://www.gss1944.com)

Submitted to the City of Long Beach on October 10, 2018

Private and Confidential



## Core Curriculum Training Program

### Orientation

- |                             |                           |                            |
|-----------------------------|---------------------------|----------------------------|
| 1. Company Overview /       | 2. Contact information    | 3. Employee Manual         |
| 4. Required Permits         | 5. Required Training      | 6. Work Assignments        |
| 7. Attendance Policy        | 8. Post Orders            | 9. Work Forms              |
| 10. Meal and Rest Breaks    | 11. Uniform Standards     | 12. Personal Hygiene /     |
| 13. Tools and Equipment     | 14. Payroll and Paydays   | 15. Benefits               |
| 16. Professional            | 17. Electronic Use Policy | 18. Customer Service       |
| 19. Drug Free Workplace     | 20. Sexual Harassment     | 21. Equal Employment       |
| 22. Confidentiality         | 23. Report Writing        | 24. Incidents              |
| 25. Workers                 | 26. Field Supervision     | 27. Field Inspections      |
| 28. Field Training          | 29. Safety Training       | 30. Injury and Illness     |
| 31. Heat Illness Prevention | 32. Work Place Violence   | 33. Incident De-Escalation |

### BSIS Initial Licensing Training

- |                    |                    |                       |
|--------------------|--------------------|-----------------------|
| 1. Power To Arrest | 2. Weapons of Mass | 3. State Requirements |
|--------------------|--------------------|-----------------------|

### BSIS Mandatory Courses

- |                     |                                |
|---------------------|--------------------------------|
| 1. Public Relations | 2. Observation & Documentation |
| 3. Communications   | 4. Liability / Legal Aspects   |

### BSIS Elective Courses

- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Post Orders & Assignments | 2. Employer Policies / Orientation |
| 3. Work Place Violence       | 4. Handling Difficult People       |

### Customer Standards Training

- |                         |                   |
|-------------------------|-------------------|
| 1. Computers / Software | 2. Access Control |
| 3. Use of Force         | 4. Driver Safety  |

### BSIS Continuing Education

- |                                  |                |
|----------------------------------|----------------|
| 1. Laws, Codes, Regulations, and | 2. Trespass    |
| 3. Report Writing                | 4. Post Orders |

### Safety Training Bulletins

- |                                       |   |
|---------------------------------------|---|
| 1. Topic C036: Drugs & Alcohol        | 2. Topic C284: Common Cold                          |
| 3. Topic C042: Violence               | 4. Topic C343: Driving Company Vehicles             |
| 5. Topic C044: Bloodborne             | 6. Topic C371: Protecting the Public                |
| 7. Topic C045: Stress                 | 8. Topic C407: Theft                                |
| 9. Topic C052: Ergonomics             | 10. Topic C438: Courtesy & Professionalism          |
| 11. Topic C053: Fire Extinguisher     | 12. Topic C470: Hydration (A)                       |
| 13. Topic C062: Flu                   | 14. Topic C487: Maintaining a Positive Attitude     |
| 15. Topic C074: Fire & Safety         | 16. Topic C539: Video Display Terminals             |
| 17. Topic C127: Lifting & Carrying    | 18. Topic C651: Extension Cords                     |
| 19. Topic C165: Distractions on the   | 20. Topic C700: Work Ethics                         |
| 21. Topic C178: Personal Hygiene      | 22. Topic C769: Dealing with Personal Issues on the |
| 23. Topic C191: Slips, Trips, & Falls | 24. Topic C803: Parking Area Security               |
| 25. Topic C192: Slips, Trips, & Falls | 26. Topic C845: Active Shooting Event               |

## Equipment

The following equipment is included as part of the proposal for Security Services.

**Cellular Communications** - Mobile communications device. Officers on duty will carry this device to maintain routine and emergency communications with customer and GSSi. **Sprint® Direct Connect®** Next-generation push-to-talk (PTT) powered by Sprint's broadband CDMA network. **Rugged design** Military standard 810G ruggedized for dust, shock, vibration, temperature extremes, blowing rain, low pressure, solar radiation, salt fog, humidity, and immersion for up to 30 minutes in up to 1 meter (3.28 ft.) of water. **3.2 MP camera** with flash and video camcorder and a GPS Locator.



**Motorola Talkabout Two-Way Walkie Talkie** – The Motorola Talkabout walkie talkie makes a great communication tool for business applications. With a range of up to 27 miles, access to government weather channels, an emergency alert feature and built-in flashlight, the MJ270R radio is perfect for indoor and outdoor use.



## Technology

**Officer Reports** – Guard Tour Device with Cellular Phone, Digital Camera, and Incident Reporting Capabilities.

**Valiant Systems** - GSSi uses the **Valiant** suite of technology applications (Vision and Vantage) and **PayChex** software that work together to ensure that data is easily collected from the customer job site, routed to management personnel for approval, and then sent to the appropriate department (e.g., payroll or billing) for action.

- PayChex: Manage employee data and generate paychecks.
- Vision: Set schedules and track hours. Track finances and generate invoices.
- Vantage: Automated Check-in/out. Logs the officer in / out of assigned shifts.

Using the **Valiant** software suite, the hours worked for each officer are recorded into the schedules using the **Vision** and **Vantage** packages. From these schedules, each hour worked generates one hour of payroll and one hour of billing. Each invoice therefore is created from the hours worked. The invoice is in a format that lists all hours worked by the employee as line item shifts. This allows our customer to quickly audit and verify the monthly invoice.

## Operations Plan

Sean Cohan will oversee the project, assisted by Keith Thomas and both Branch level and Field Supervisory staff. Other executive staff will assist, utilizing their particular skill sets to augment the operations division's duties.

Our management team will attend **Regular Meetings** with your management team to ensure that daily service delivery items are maintained at the highest levels. **Service items** will be addressed by the GSSi management team and **Special Coverage** requests will be planned and executed by our operations personnel. **Field Inspections** will be performed on a regular but random schedule by our Field Supervisors.

GSSi has a zero tolerance towards attendance and disciplinary problems. To this end, we will use the following procedures to ensure contracted service expectations are met.

### Schedules

Scheduling of officers will be performed at our branch office by Keith Thomas.

1. Daily communications will ensure that all shifts are covered, and only trained personnel are assigned duties at the City of Long Beach.
2. Officers are required to use the **Vantage Automated Check-in System** to verify On-Duty status. Missed Check-Ins are sent to the Dispatchers and Supervisors via email through the automated system. A Supervisor must then verify live with the officer and/or send a replacement officer to fill an unscheduled opening.

### Stand-By Staff

Officers will be trained in all areas of the Security Program and be **"On-Call"** to cover any call-offs, attendance, or extra coverage needs.

1. **Field Supervisors** – Branch assigned Field Supervisors are the first line of Stand-By Staff. Field Supervisors are cross-trained at all accounts and are dispatched to cover an unscheduled post. The Field Supervisor will stand post until a replacement officer arrives.
2. **Rovers** – Branch assigned officers are the second in line to fill a post. Rovers are in addition to the permanent staff assigned to your account. Rovers will have job-specific training for the City of Long Beach.
3. **On-Call Staff** – Officers assigned to your account who are part time or would be interested in overtime are listed for the Field Supervisors and Dispatchers to contact should a scheduling need arise.

### Local Supervision

Our program consists of several roving supervisors 24/7, many which will be assigned to the City of Long Beach. Assignments are geographical; however, should an emergency occur supervisors will be called from other areas. In this way the City of Long Beach can be assured that adequate numbers of officers will be available for any need that may appear at short notice. Supervisors carry smart phones and can be contacted direct or through our 24 hours dispatch center.

### Account Staffing

Keith will coordinate the placement of new officers for assignment to the City of Long Beach.

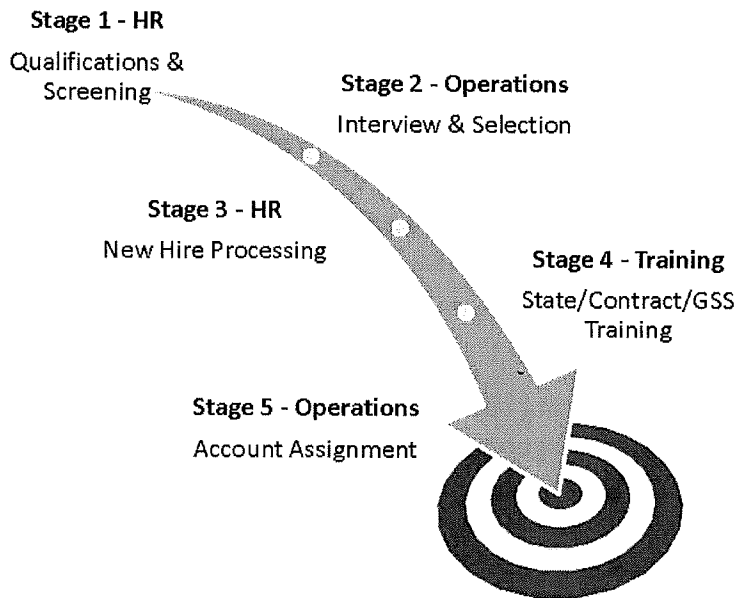
1. New officers will be pre-screened and pass pre-assignment training requirements prior to assignment to the City of Long Beach.
2. Sean and Keith will schedule the Officers' On-The-Job training.
3. New officers will complete and pass all training requirements prior to permanent assignment to a location.
4. Additional applicants will be screened to ensure an ample supply of candidates.

## Security Staff

Security Officers are responsible for maintaining peace and quiet at the City of Long Beach including enforcement of parking rules, access control, notification of security and safety concerns, and the overall security plan.

The need to recruit and hire highly qualified officers for the City of Long Beach is a priority. To find the best people, we will tap into multiple sources including employee referrals, military veterans' groups, targeted advertising, on-line recruiting, incumbent officers, and job fairs. We look for professionals with proven talents from a variety of customer service industries.

- Applicants are screened to meet the qualifications set out in the scope of work agreed upon by both the City of Long Beach and GSSi.
- A series of interviews allows GSSi to select the best candidate for the position.
- The candidate is then processed and required to complete the training curriculum for the account.
- The Officer is then ready to begin the OJT and assume duties.

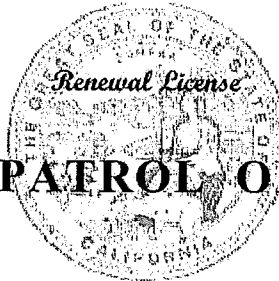


## Account Transition

GSSI will transition the service at the City of Long Beach minimizing disruptions in service or inconvenience to your customers and employees.

Security procedures developed in conjunction with the City of Long Beach will be evaluated during the transition period. Approved procedures will be incorporated into our Post Orders including protocols and contact information for emergency situations.

Task	Week1	Week2	Week 3	Week4
Contract Award				
Review the City of Long Beach Procedures				
Transition Team Assigned				
On-Site Review				
Meet with your Representative				
Establish Lines of Communication				
Final Selection of Supervisors				
Recruit 125% of Staff				
Pre-Employment Screening & Drug Testing				
Evaluate existing officers				
Background Investigations & Interviews				
Evaluate list of security officers				
Final Selection of security officers				
Finalize Manual & Procedures				
Finalize Training & QA Programs				
Receive & Revise Post Orders				
Order Uniforms & Equipment				
Classroom Training				
Work Schedule Developed				
Issue and/or Refit Uniforms				
On-Site Training				
Final Transition Plan Review				
Start Service				



# PRIVATE PATROL OPERATOR

License No. PPO119932

Valid Until: 12/31/2020

Receipt No. 4520

GENERAL SECURITY SERVICE  
639 N MARINE AVE  
WILMINGTON, CA 90744-5419

In accordance with the provisions of  
Division 3, Chapter 11.5 of the Business  
and Professions Code, the company  
named hereon is issued a Private Patrol  
Operator License Renewal.

----- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

WPIPP0 10/2015

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\*\*\*\*\*AUTO\*\*MIXED AADC 956  
GENERAL SECURITY SERVICE  
639 N MARINE AVE  
WILMINGTON CA 90744-5419



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES  
PO BOX 989002  
WEST SACRAMENTO CA 95798-9002

**Bid Results**

**Bidder Details**

**Vendor Name** GSSI, Inc.  
**Address** 639 N. Marina Avenue  
 Wilmington, CA 90744  
 United States  
**Respondee** Andrew Paterson  
**Respondee Title** President  
**Phone** 323-772-7378 Ext.  
**Email** apaterson@gss1944.com  
**Vendor Type** NONE

**Bid Detail**

**Bid Format** Electronic  
**Submitted** October 9, 2018 6:56:42 PM (Pacific)  
**Delivery Method**  
**Bid Responsive**  
**Bid Status** Submitted  
**Confirmation #** 155928  
**Ranking** 0

**Respondee Comment**

**Buyer Comment**

**Attachments**

File Title	File Name	File Type
Completed Bid Documents	GSSI ITB LB 18-123 Security Guard Services Response 2018.pdf	Completed Bid Document (all pages/sections) & any addenda

**Line Items**

**Discount Terms** no discount

Type	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
	<b>Economic Development</b>						
1	Security Guard Service (Non-Holiday Cost)						
	Workforce Development / Career Transition Center	per hour	0	\$18.7900	0	0	
2	Security Guard Service (Holiday Cost)						
	Workforce Development / Career Transition Center	per hour	0	\$28.1900	0	0	
3	As-Needed Car Patrol (Non-Holiday Cost)						
	Career Transition Center	per hour	0	\$28.5300	0	0	

**Bid Results**

Type	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
4	As-Needed Car Patrol (Holiday Cost)						
	Career Transition Center	per hour	0	\$38.5300	0	0	
5	Security Guard Service (Non-Holiday Cost)						
	Community Hospital of Long Beach	per hour	0	\$18.7900	0	0	
6	Security Guard Service (Holiday Cost)						
	Community Hospital of Long Beach	per hour	0	\$28.1900	0	0	
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
	<b>Health and Human Services</b>						
7	Security Guard Service Mondays (Non-Holiday Cost)						
	Main Health Facility	per hour	0	\$18.7900	0	0	
8	Security Guard Service Tuesday to Friday (Non-Holiday Cost)						
	Main Health Facility	per hour	0	\$18.7900	0	0	
9	Security Guard Service Saturdays (Non-Holiday Cost)						
	Main Health Facility	per hour	0	\$18.7900	0	0	
10	Security Guard Service Mondays (Holiday Cost)						
	Main Health Facility	per hour	0	\$28.1900	0	0	
11	Security Guard Service Tuesday to Friday (Holiday Cost)						
	Main Health Facility	per hour	0	\$28.1900	0	0	
12	Security Guard Service Saturdays (Holiday Cost)						
	Main Health Facility	per hour	0	\$28.1900	0	0	
13	Security Guard Service (Non-Holiday Cost)						
	Housing Authority Bureau	per hour	0	\$18.7900	0	0	
14	Security Guard Service (Holiday Cost)						
	Housing Authority Bureau	per hour	0	\$28.1900	0	0	



**Bid Results**

Type	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
15	Security Guard Service; 1 Guard; 40 hour week (Non-Holiday Cost)						
	Multi Service Center	per hour	0	\$18.7900	0	0	
16	Security Guard Service; 1 Guard; 40 hour week (Holiday Cost)						
	Multi Service Center	per hour	0	\$28.1900	0	0	
17	Security Guard Service; 2 Guards 80 hour week (Non-Holiday Cost)						
	Multi Service Center	per hour	0	\$18.7900	0	0	
18	Security Guard Service; 2 Guards 80 hour week (Holiday Cost)						
	Multi Service Center	per hour	0	\$28.1900	0	0	
19	Security Guard Service (Non-Holiday Cost)						
	Miller Family Health & Education Center	per hour	0	\$18.7900	0	0	
20	Security Guard Service (Holiday Cost)						
	Miller Family Health & Education Center	per hour	0	\$28.1900	0	0	
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
	<b>Library Services Department</b>						
21	Security Guard Service (Non-Holiday Cost)						
	Burnett Neighborhood Library	per hour	0	\$18.7900	0	0	
22	Security Guard Service (Holiday Cost)						
	Burnett Neighborhood Library	per hour	0	\$28.1900	0	0	
23	Security Guard Service (Non-Holiday Cost)						
	Mark Twain Neighborhood Library	per hour	0	\$18.7900	0	0	
24	Security Guard Service (Holiday Cost)						
	Mark Twain Neighborhood Library	per hour	0	\$28.1900	0	0	
25	Security Guard Service (Non-Holiday Cost)						
	Michelle Obama Neighborhood Library	per hour	0	\$18.7900	0	0	

**Bid Results**

Type	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
26	Security Guard Service (Holiday Cost)						
	Michelle Obama Neighborhood Library	per hour	0	\$28.1900	0	0	
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
	<b>Public Works</b>						
27	Security Guard Service (Non-Holiday Cost)						
	Public Service Yard & Freeway Yard	per hour	0	\$23.2600	0	0	
28	Security Guard Service (Holiday Cost)						
	Public Service Yard & Freeway Yard	per hour	0	\$33.2600	0	0	
29	As-Needed Security Guard (Non-Holiday Cost)						
	Environmental Services Bureau	per hour	0	\$18.7900	0	0	
30	As-Needed Security Guard (Holiday Cost)						
	Environmental Services Bureau	per hour	0	\$28.1900	0	0	
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
	<b>Parks, Recreation and Marine</b>						
31	As-Needed Security Guard (Non-Holiday Cost)						
	Various Locations	per hour	0	\$28.5300	0	0	
32	As-Needed Security Guard (Holiday Cost)						
	Various Locations	per hour	0	\$38.5300	0	0	
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
	<b>Miscellaneous</b>						
33	Hourly Rate for Additional Locations						
	Additional Locations	per hour	0	\$20.7900	0	0	
34	Holiday Cost						
	Armed Guard	per hour	0	\$34.8900	0	0	
35	Non-Holiday Cost						
	Armed Guard	per hour	0	\$23.2600	0	0	
36	Overtime Rate; specify in comment when overtime is charged						
	Miscellaneous	per hour	0	\$31.1900	0	0	Less than 24 hrs notice/over 8 hrs shift

**Bid Results**

Type	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
				<b>Subtotal</b>	<b>0</b>	<b>0</b>	
				<b>Total</b>	<b>0</b>	<b>0</b>	