

**GENERAL SERVICES CONTRACT**  
**Security Services**  
**Specification No. S-2025-707BD**

This GENERAL SERVICES CONTRACT (hereinafter referred to as "Contract"), is made and entered into as of the date fully executed below, by and between Orange County Sanitation District (hereinafter referred to as "OC San") and Inter-Con Security Systems, Inc. (hereinafter referred to as "Contractor"), and collectively referred to herein as the "Parties."

**RECITALS**

WHEREAS, OC San desires to retain the services of Contractor for general security guard services by uniformed armed and unarmed security officers ("Services") as described in Exhibit "A" attached hereto and incorporated herein by this reference; and

WHEREAS, Contractor is qualified to perform the Services by virtue of experience, training, education, and expertise; and

WHEREAS, OC San desires to engage Contractor to provide the Services; and

WHEREAS, OC San selected Contractor to provide the Services in accordance with OC San's current Purchasing Ordinance; and

WHEREAS, on April 22, 2026, OC San's Board of Directors, by minute order, authorized execution of this Contract.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and benefits specified below, the Parties agree as follows:

**1. General.**

1.1 This Contract and all exhibits hereto are made by OC San and Contractor.

1.2 The following exhibits, in order of precedence, are incorporated by reference and made part of this Contract.

Exhibit "A" – Scope of Work

Exhibit "B" – Proposal and BAFO

Exhibit "C" – Determined Insurance Requirement Form

Exhibit "D" – Contractor Safety Standards

Exhibit "E" – Human Resources Policies

1.3 In the event of any conflict or inconsistency between the provisions of this Contract and any of the provisions of the exhibits hereto, the provisions in the Contract shall control and thereafter the provisions in the document highest in precedence shall be controlling.

1.4 Except as expressly provided otherwise, OC San accepts no liability for any expenses, losses, or actions incurred or undertaken by Contractor as a result of work performed in anticipation of acquisition of the Services by OC San.

1.5 Work Hours: Shall be as specified in Exhibit "A."

- 1.6 Days: Shall mean calendar days, unless otherwise noted.
- 1.7 OC San holidays (non-working days) are as follows: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- 1.8 Work: Shall mean all work, labor, and materials necessary to provide the Services.
- 1.9 The provisions of this Contract may be amended or waived only by an amendment executed by authorized representatives of both Parties.
- 1.10 The various headings in this Contract are inserted for convenience only and shall not affect the meaning or interpretation of this Contract or any paragraph or provision hereof.

**2. Scope of Work.**

- 2.1 Contractor shall perform the Services identified in Exhibit "A" in accordance with generally accepted industry and professional standards.
- 2.2 Modifications to Scope of Work. OC San shall have the right to modify the Scope of Work at any time. All modifications must be made by an amendment signed by both Parties.
- 2.3 Familiarity with Work. By executing this Contract, Contractor warrants that: (a) it has investigated the work to be performed; and (b) it understands the facilities, difficulties, and restrictions of the work under this Contract. Should Contractor discover any latent or unknown condition materially differing from those inherent in the work or as represented by OC San, it shall immediately inform OC San of this and shall not proceed, except at Contractor's risk, until written instructions are received from OC San.
- 2.4 Performance. Time is of the essence in the performance of the provisions hereof.

**3. Contract Term.**

- 3.1 The term of this Contract shall commence on June 1, 2026 continuing through June 30, 2027.
- 3.2 Renewals. At its sole discretion, OC San may exercise the option to renew this Contract for up to four (4) one-year periods. This Contract may be renewed by an OC San Purchase Order. OC San shall have no obligation to renew the Contract nor to give a reason if it elects not to renew it.
- 3.3 Extensions. The term of this Contract may be extended only by an amendment signed by both Parties.

**4. Compensation.**

- 4.1 As compensation for the Services provided under this Contract, OC San shall pay Contractor a total amount not to exceed Two Million Nine Hundred Seventy-Two Thousand Three Hundred Fifty-Three Dollars and Eighty Cents (\$2,972,353.80) for the initial term.
- 4.2 Compensation for each subsequent annual term shall be a total amount not to exceed Two Million Seven Hundred Forty-Three Thousand Seven Hundred Ten Dollars and Eight Cents (\$2,743,710.80).

4.3 Contractor shall provide OC San with all required premiums and/or overtime work at no charge beyond the amount specified above.

**5. Payments and Invoicing.**

5.1 OC San shall pay itemized invoices for work completed in accordance with Exhibit "A" thirty (30) days from receipt of the invoice and after approval by OC San's Project Manager or designee. OC San shall be the determining party, in its sole discretion, as to whether the Services have been satisfactorily completed.

5.2 Contractor shall submit its invoices to OC San Accounts Payable by electronic mail to [APStaff@OCSan.gov](mailto:APStaff@OCSan.gov). In the subject line include "INVOICE" and the Purchase Order Number.

**6. California Department of Industrial Relations Registration and Record of Wages.**

6.1 To the extent Contractor's employees perform work related to this Contract for which Prevailing Wage Determinations have been issued by the California Department of Industrial Relations (DIR) as more specifically defined under Labor Code section 1720 et seq., prevailing wages are required to be paid for applicable work under this Contract. It is Contractor's responsibility to interpret and implement any prevailing wage requirements and Contractor agrees to pay any penalty or civil damages resulting from a violation of the prevailing wage laws.

6.2 Contractor shall comply with the registration requirements of Labor Code section 1725.5. Pursuant to Labor Code section 1771.4(a)(1), the work is subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR).

6.3 Pursuant to Labor Code section 1773.2, a copy of the prevailing rate of per diem wages is available upon request at OC San's principal office. The prevailing rate of per diem wages may also be found at the DIR website for prevailing wage determinations at <http://www.dir.ca.gov/DLSR/PWD>.

6.4 Contractor shall comply with the job site notices posting requirements established by the Labor Commissioner per Title 8, California Code of Regulations section 16461(e). Pursuant to Labor Code sections 1773.2 and 1771.4(a)(2), Contractor shall post a copy of the prevailing rate of per diem wages at the job site.

6.5 Contractor shall maintain accurate payroll records and shall comply with all the provisions of Labor Code section 1776. Contractor shall submit payroll records to the Labor Commissioner pursuant to Labor Code section 1771.4(a)(3). Pursuant to Labor Code section 1776, Contractor shall furnish a copy of all certified payroll records to OC San and/or the general public upon request, provided the public request is made through OC San, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement of the Department of Industrial Relations. Pursuant to Labor Code section 1776(h), penalties for non-compliance with a request for payroll records may be deducted from progress payments.

6.5.1 As a condition to receiving payments, Contractor agrees to present to OC San, along with any request for payment, all applicable and necessary certified payrolls and other required documents for the period covering such payment request. Pursuant to Title 8, California Code of Regulations section 16463, OC San shall withhold any portion of a payment, up to and including the entire payment amount,

until certified payroll forms and any other required documents are properly submitted. In the event certified payroll forms do not comply with the requirements of Labor Code section 1776, OC San may continue to withhold sufficient funds to cover estimated wages and penalties under the Contract.

6.6 Contractor shall comply with Labor Code section 1774 and section 1775. Pursuant to Labor Code section 1775, Contractor shall forfeit to OC San a penalty of not more than two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any work.

6.6.1 In addition to the penalty and pursuant to Labor Code section 1775, the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate shall be paid to each worker by Contractor.

6.7 Contractor shall comply with Labor Code sections 1810 through 1815. Contractor shall restrict working hours to eight (8) hours per day and forty (40) hours per week, except that work performed in excess of those limits shall be permitted upon compensation for all excess hours worked at not less than one and one-half (1.5) times the basic rate of pay, as provided in Labor Code section 1815. Contractor shall forfeit, as a penalty to OC San, twenty-five dollars (\$25) per worker per calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

6.8 Contractor shall comply with Labor Code sections 1777.5, 1777.6, and 1777.7 concerning the employment of apprentices by Contractor.

6.9 Pursuant to Labor Code sections 1860 and 3700, Contractor will be required to secure the payment of compensation to employees. Pursuant to Labor Code section 1861, Contractor, by accepting this contract, certifies that:

“I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

7. **Davis-Bacon Act** – Not Applicable.

8. **Damage to OC San’s Property**. Any of OC San’s property damaged by Contractor or its personnel will be subject to repair or replacement by Contractor at no cost to OC San.

9. **Freight (F.O.B. Destination)**. Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.

10. **Audit Rights**. Contractor agrees that, during the term of this Contract and for a period of three (3) years after its expiration or termination, OC San shall have access to and the right to

examine any directly pertinent books, documents, and records of Contractor relating to the invoices submitted by Contractor pursuant to this Contract.

11. **Contractor Safety Standards and Human Resources Policies.** OC San requires Contractor to follow and ensure its employees follow all Federal, State, and local regulations as well as the Contractor Safety Standards while working at OC San locations. If, during the course of the Contract, it is discovered that the Contractor Safety Standards do not comply with Federal, State, or local regulations, Contractor is required to follow the most stringent regulatory requirement at no additional cost to OC San. Contractor and its employees shall adhere to the safety requirements in Exhibit "A," all applicable Contractor Safety Standards in Exhibit "D," and the Human Resources Policies in Exhibit "E."
12. **Insurance.** Contractor shall purchase and maintain, throughout the term of this Contract and any periods of extensions, insurance in amounts equal to the requirements set forth in the signed Exhibit "C" – Determined Insurance Requirement Form. Contractor shall not commence work under this Contract until all required insurance is obtained in a form acceptable to OC San. Failure to obtain and maintain the required insurance coverage shall result in termination of this Contract.
13. **Bonds** – Not Applicable.
14. **Indemnification and Hold Harmless Provision.** Contractor shall assume all responsibility for damages to property and/or injuries to persons, including accidental death, which may arise out of or may be caused by Contractor's Services under this Contract, or by anyone directly or indirectly employed by Contractor, and whether such damage or injury shall accrue or be discovered before or after the termination of the Contract. Except as to the sole active negligence of or willful misconduct of OC San, Contractor shall indemnify, protect, defend, and hold harmless OC San, its elected and appointed officials, officers, agents, and employees from and against any and all claims, liabilities, damages, or expenses of any nature, including attorneys' fees: (a) for injury to or death of any person, or damage to property, or interference with the use of property arising out of or in connection with Contractor's performance under the Contract, and/or (b) on account of use of any copyrighted or uncopyrighted material, composition, or process; or any patented or unpatented invention, article, or appliance furnished or used under the Contract, and/or (c) on account of any goods and services provided under this Contract. This indemnification provision shall apply to any acts or omissions, willful misconduct, or negligent misconduct, whether active or passive, on the part of Contractor or anyone employed by or working under Contractor. To the maximum extent permitted by law, Contractor's duty to defend shall apply whether or not such claims, allegations, lawsuits, or proceedings have merit or are meritless; or which involve claims or allegations that any of the parties to be defended were actively, passively, or concurrently negligent; or which otherwise assert that the parties to be defended are responsible, in whole or in part, for any loss, damage, or injury. Contractor agrees to provide this defense immediately upon written notice from OC San, and with well qualified, adequately insured, and experienced legal counsel acceptable to OC San. This section shall survive the expiration or early termination of the Contract.
15. **Independent Contractor.** The relationship between the Parties hereto is that of an independent contractor and nothing herein shall be deemed to make Contractor an OC San employee. During the performance of this Contract, Contractor and its officers, employees, and agents shall act in an independent capacity and shall not act as OC San's officers, employees, or agents. Contractor and its officers, employees, and agents shall obtain no rights to any benefits which accrue to OC San's employees.

16. **Subcontracting and Assignment.** Contractor shall not delegate any duties nor assign any rights under this Contract. Any such attempted delegation or assignment shall be void.
17. **Disclosure.** Contractor agrees not to disclose, to any third party, data or information generated from this Contract without the prior written consent from OC San.
18. **Non-Liability of OC San Officers and Employees.** No officer or employee of OC San shall be personally liable to Contractor, or any successor-in-interest, in the event of any default or breach by OC San, or for any amount which may become due to Contractor or to its successor, or for breach of any obligation under the terms of this Contract.
19. **Third-Party Rights.** Nothing in this Contract shall be construed to give any rights or benefits to anyone other than OC San and Contractor.
20. **Applicable Laws and Regulations.** Contractor shall comply with all applicable Federal, State, and local laws, rules, and regulations. Contractor also agrees to indemnify and hold OC San harmless from any and all damages and liabilities assessed against OC San as a result of Contractor's noncompliance therewith. Any provision required by law to be included herein shall be deemed included as a part of this Contract whether or not specifically included or referenced.
21. **Licenses, Permits, Ordinances, and Regulations.** Contractor represents and warrants to OC San that it has obtained all licenses, permits, qualifications, and approvals of whatever nature that are legally required to provide the Services. Any and all fees required by Federal, State, County, City, and/or municipal laws, codes, and/or tariffs that pertain to the work performed under this Contract will be paid by Contractor.
22. **Regulatory Requirements.** Contractor shall perform all work under this Contract in strict conformance with applicable Federal, State, and local regulatory requirements.
23. **Environmental Compliance.** Contractor shall, at its own cost and expense, comply with all Federal, State, and local environmental laws, regulations, and policies which apply to Contractor and the Services, including, but not limited to, all applicable Federal, State, and local air pollution control laws and regulations.
24. **South Coast Air Quality Management District's Requirements** – Not Applicable.
25. **California Air Resources Board Mobile Source Regulations.**  
Contractor shall comply with the following California Air Resources Board Mobile Source Regulations:
  - Advanced Clean Fleet (ACF): 13 CCR 2013-2013.4; 13 CCR 2015-2015.6
  - Truck & Bus Regulation (T&B): 13 CCR 2025
  - Clean Truck Check (CTC): 13 CCR 2195-2199.1
  - Off-Road Diesel Amendments (ORD): 13 CCR 2449-2449.2
26. **California Voluntary Protection Program Annual Reporting Requirement.**  
If Contractor will potentially work 1,000 combined hours in a quarter, for the term of the Agreement, Contractor shall provide an annual report detailing its safety and health information, including, but not limited to, its total number of employees, work hours, number of injuries and illnesses, and number of injury and illness cases involving days away from work,

restricted work activity and/or job transfer. Contractor shall furnish this report to OC San no later than January 20th each calendar year.

Failure to provide this data by the required due date may result in suspension of Contractor's services with OC San. Any delay arising out of or resulting from such suspension shall be Contractor's sole responsibility and considered Contractor caused delay, which shall not be compensable by OC San.

27. **Warranties** – Not Applicable.

28. **Dispute Resolution**.

28.1 In the event of a dispute as to the construction or interpretation of this Contract, or any rights or obligations hereunder, the Parties shall first attempt, in good faith, to resolve the dispute by mediation. The Parties shall mutually select a mediator to facilitate the resolution of the dispute. If the Parties are unable to agree on a mediator, the mediation shall be conducted in accordance with the Commercial Mediation Rules of the American Arbitration Agreement, through the alternate dispute resolution procedures of Judicial Arbitration through Mediation Services of Orange County ("JAMS"), or any similar organization or entity conducting an alternate dispute resolution process.

28.2 In the event the Parties are unable to timely resolve the dispute through mediation, the issues in dispute shall be submitted to arbitration pursuant to Code of Civil Procedure, Part 3, Title 9, sections 1280 et seq. For such purpose, an agreed arbitrator shall be selected, or in the absence of agreement, each party shall select an arbitrator, and those two (2) arbitrators shall select a third. Discovery may be conducted in connection with the arbitration proceeding pursuant to Code of Civil Procedure section 1283.05. The arbitrator, or three (3) arbitrators acting as a board, shall take such evidence and make such investigation as deemed appropriate and shall render a written decision on the matter in question. The arbitrator shall decide each and every dispute in accordance with the laws of the State of California. The arbitrator's decision and award shall be subject to review for errors of fact or law in the Superior Court for the County of Orange, with a right of appeal from any judgment issued therein.

29. **Liquidated Damages** - Not Applicable.

30. **Remedies**. In addition to other remedies available in law or equity, if Contractor fails to make delivery of the goods and Services or repudiates its obligations under this Contract, or if OC San rejects the goods or Services or revokes acceptance of the goods and Services, OC San may (a) cancel the Contract; (b) recover whatever amount of the purchase price OC San has paid, and/or (c) "cover" by purchasing, or contracting to purchase, substitute goods and Services for those due from Contractor. In the event OC San elects to "cover" as described in (c), OC San shall be entitled to recover from Contractor as damages the difference between the cost of the substitute goods and Services and the Contract price, together with any incidental or consequential damages.

31. **Force Majeure**. Neither party shall be liable for delays caused by accident, flood, acts of God, fire, labor trouble, war, acts of government, or any other cause beyond its control, but the affected party shall use reasonable efforts to minimize the extent of the delay. Work affected by a force majeure condition may be rescheduled by mutual consent of the Parties.

**32. Termination.**

32.1 OC San reserves the right to terminate this Contract for its convenience, with or without cause, in whole or in part, at any time, by written notice from OC San. Upon receipt of a termination notice, Contractor shall immediately discontinue all work under this Contract (unless the notice directs otherwise). OC San shall thereafter, within thirty (30) days, pay Contractor for work performed (cost and fee) through the date of termination. Contractor expressly waives any claim to receive anticipated profits to be earned during the uncompleted portion of this Contract. Such notice of termination shall terminate this Contract and release OC San from any further fee, cost, or claim hereunder by Contractor other than for work performed through the date of termination.

32.2 OC San reserves the right to terminate this Contract immediately upon OC San's determination that Contractor is not complying with the Scope of Work requirements, if the level of service is inadequate, or for any other default of this Contract.

32.3 OC San may also immediately terminate this Contract for default, in whole or in part, by written notice to Contractor:

- if Contractor becomes insolvent or files a petition under the Bankruptcy Act; or
- if Contractor sells its business; or
- if Contractor breaches any of the terms of this Contract; or
- if the total amount of compensation exceeds the amount authorized under this Contract.

32.4 All OC San's property in the possession or control of Contractor shall be returned by Contractor to OC San on demand or at the expiration or early termination of this Contract, whichever occurs first.

**33. Attorney's Fees.** If any action at law or in equity or if any proceeding in the form of an Alternative Dispute Resolution (ADR) is necessary to enforce or interpret the terms of this Contract, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which the prevailing party may be entitled.

**34. Waiver.** The waiver by either party of any breach or violation of, or default under, any provision of this Contract shall not be deemed a continuing waiver by such party of any other provision or of any subsequent breach or violation of this Contract or default thereunder. Any breach by Contractor to which OC San does not object shall not operate as a waiver of OC San's rights to seek remedies available to it for any subsequent breach.

**35. Severability.** If any section, subsection, or provision of this Contract; or any agreement or instrument contemplated hereby; or the application of such section, subsection, or provision is held invalid, the remainder of this Contract or instrument in the application of such section, subsection, or provision to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, unless the effect of such invalidity shall be to substantially frustrate the expectations of the Parties.

**36. Survival.** The provisions of this Contract dealing with payment, indemnity, and forum for enforcement shall survive expiration or early termination of this Contract.

37. **Governing Law.** This Contract shall be governed by and interpreted under the laws of the State of California and the Parties submit to jurisdiction in the County of Orange in the event any action is brought in connection with this Contract or the performance thereof.

38. **Notices.**

38.1 All notices under this Contract must be in writing. Written notice shall be delivered by personal service, by electronic telecommunication, or sent by registered or certified mail, postage prepaid, return receipt requested, or by any other overnight delivery service which delivers to the noticed destination and provides proof of delivery to the sender. Rejection or other refusal to accept or the inability to deliver because of changed address for which no notice was given as provided hereunder shall be deemed to be receipt of the notice, demand, or request sent. All notices shall be effective when first received at the following addresses:

OC San: Elsa Garcia  
Buyer  
Orange County Sanitation District  
18480 Bandilier Circle  
Fountain Valley, CA 92708  
[egarcia@ocsan.gov](mailto:egarcia@ocsan.gov)

Contractor: Kevin Hernandez  
Chief Strategy Officer  
Inter-Con Security Systems, Inc  
210 S. De Lacey Avenue  
Pasadena, CA 91105  
[khernandez@icsecurity.com](mailto:khernandez@icsecurity.com)

38.2 Each party shall provide the other party written notice of any change in address as soon as practicable.

39. **Read and Understood.** By signing this Contract, Contractor represents that it has read and understood the terms and conditions of the Contract.

40. **Authority to Execute.** The persons executing this Contract on behalf of the Parties warrant that they are duly authorized to execute this Contract and that by executing this Contract, the Parties are formally bound.

41. **Entire Agreement.** This Contract constitutes the entire agreement of the Parties and supersedes all prior written or oral communications and all contemporaneous oral agreements, understandings, and negotiations between the Parties with respect to the subject matter hereof.

[Intentionally left blank. Signatures follow on the next page.]

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto have caused this Contract to be signed by their duly authorized representatives.

**ORANGE COUNTY SANITATION DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Ryan P. Gallagher  
Chair, Board of Directors

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kelly A. Lore  
Clerk of the Board

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kevin Work  
Purchasing & Contracts Manager

**INTER-CON SECURITY SYSTEMS, INC**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title of Officer

EG

**EXHIBIT A**  
**SCOPE OF WORK**  
**For**  
**Security Services**

**EXHIBIT A  
SCOPE OF WORK  
SECURITY SERVICES  
SPECIFICATION NO. S-2025-707BD**

**EXECUTIVE SUMMARY/OVERVIEW**

The Orange County Sanitation District (OC San) operates the third largest wastewater agency west of the Mississippi River. Since 1954, we have safely collected, treated, and disposed of and/or reclaimed the wastewater generated by 2.6 million people living and working in central and northwestern Orange County, California.

Each day, we treat approximately 185 million gallons of wastewater, enough water to fill Anaheim stadium over two and a quarter times. About 80 percent of the wastewater comes from homes – sinks, toilets, showers, laundry, and dishwashers. The remaining comes from businesses – retail stores, restaurants, manufacturers, hotels, offices, and other industries.

A professional staff of more than 600 employees manages the day-to-day activities of OC San. Our facilities include 396 miles of sewer pipes, located throughout the county, and two treatment Plants – one in Fountain Valley, CA and the other in Huntington Beach, CA – where wastewater is treated in accordance with strict state and federal standards.

Our employees are on duty protecting health and the environment by ensuring the sewer system efficiently operates 24 hours a day, 7 days a week, and 365 days a year. We are very proud of the job we do and take pride in providing our customers with quality service.

**1.0 Purpose**

- 1.1 OC San provides employees, visitors, and contractors a safe and secure environment and strives for the protection of the public's significant investment in facilities.
- 1.2 OC San seeks to enter into a services contract for general security guard services by armed and unarmed security officer(s).
- 1.3 OC San expects the Contractor to be solutions-oriented and proactive in assisting OC San mitigate risk and protect people, capital assets, and operations against the threats of injury and loss or damage by criminal, hostile, or malicious acts.

**2.0 Description**

- 2.1 Contractor will provide armed and unarmed security officers who will be responsible for overseeing and conducting Plant and building access control, security patrol, closed-circuit television (CCTV) monitoring and surveillance, daily checks of critical buildings and facilities, incident reporting, and other security related activities as directed by OC San.

**3.0 Work Elements**

- 3.1 Contractor shall furnish qualified security guard services for the protection of all current and future real property owned, leased, or operated by OC San and provide uniformed armed and unarmed security officers as follows:
  - 3.1.1 Headquarters Complex located at 18480 Bandilier Circle, Fountain Valley, CA 92708
  - 3.1.2 Mount Langley Building located at 18350 Mt Langley Street, Fountain Valley, CVA 92708

- 3.1.3 Reclamation Plant 1 (Plant 1) located at 10844 Ellis Avenue, Fountain Valley, CA 92708
  - 3.1.4 Reclamation Plant 2 (Plant 2) located at 22212 Brookhurst Street, Huntington Beach, CA 92646
  - 3.1.5 Warehouse Building located at 18250 Euclid Street, Fountain Valley, CA 92708
  - 3.1.6 Orange County Water District (OCWD) located at 18700 Ward Street, Fountain Valley, CA 92708
  - 3.1.7 Other critical sites located within our service area (see attached Appendix A-1) that require general security services by armed and unarmed security officers.
- 3.2 Security officers shall be employees of Contractor, and Contractor shall pay all employee salaries, benefits, and expenses; and all federal Social Security taxes, federal and state unemployment taxes, and any similar taxes relating to such employees. Contractor shall not subcontract security personnel for assignment at OC San.
- 3.3 Contractor shall furnish qualified security officers to support the protection of public infrastructure by deterring and responding to incidents of vandalism, theft, trespass, and fire; maintaining order during demonstrations, assemblies, or public events; and attending any other events as requested by OC San.
- 3.4 Security officers shall possess two (2) years of experience in providing security guard services or another applicable service. Law enforcement, military, or high-level security guard services working with governmental agencies is preferred.
- 3.5 Contractor shall provide security officers at the locations, on the days of the week, and during the times specified in Section 5.1 below. The number of posts and the corresponding roles are detailed in the table and shall be maintained as outlined to ensure adequate coverage and operational support.
- 3.5.1 **Armed Account Manager (1 Post)** – This position provides overall management of security officers, including, but not limited to, hiring, training, scheduling, oversight, and disciplinary action; ensures proper staffing coverage; monitors compliance with licensing and firearms qualifications; serves as the primary point of escalation for concerns raised by OC San, security supervisors, and officers; and is responsible for resolving issues in a timely and professional manner. Additionally, the Armed Account Manager maintains and updates Post Orders to reflect current procedures, site-specific requirements, and client expectations.
  - 3.5.2 **Armed Security Supervisors (2 Posts)** – This position is responsible for overseeing security operations at OC San facilities during assigned shifts; conducting patrols and performing post checks to ensure compliance with established security protocols, including those related to uniforms and equipment; responding to incidents and emergencies; and providing leadership and coordination as needed. Armed Security Supervisors are authorized to recommend disciplinary actions to the Account Manager based on the performance of security officers. Additionally, they provide direction and guidance to on-duty officers, ensure all personnel are properly briefed before assuming their posts, and serve as the primary point of contact for resolving security-related issues when the Armed Account Manager is unavailable.
  - 3.5.3 **Armed Security Patrol Officers (2 Posts)** – Armed Security Patrol Officers are responsible for providing continuous mobile patrol coverage at Plant 1 and Plant 2, which operate 24 hours a day, seven (7) days a week. In addition to on-site

patrols, these officers deliver security services to OC San's offsite facilities, including pump stations and easements. Armed Security Patrol Officers respond to incidents and emergencies as they arise, ensuring timely and appropriate action is taken to protect personnel and property. Their role is essential in maintaining a visible security presence, deterring unauthorized activity, and supporting the overall safety and security of all OC San facilities. Armed Security Patrol Officers shall patrol the perimeter of OCWD or provide guard services on an as-needed basis.

- 3.5.4** Armed Security Officers (**2 Posts**) – Armed Security Officers are stationed at the Plant 1 main gate and Plant 2 main gate, providing 24-hour coverage, seven (7) days a week. These officers are responsible for maintaining access control by verifying and approving entry for visitors, contractors, and vendors in accordance with OC San's security protocols. They ensure the security and integrity of the facility perimeter by monitoring gate activity, enforcing identification procedures, and maintaining detailed access logs. In addition to their gate duties, Armed Security Officers provide limited oversight of CCTV systems to support situational awareness and incident response. Their presence is critical to maintaining a secure and controlled environment at all primary points of entry.
- 3.5.5** Armed Security Officers (**4 Posts**) – Armed Security Officers assigned to the Plant 1 Garfield Contractor Gate, Plant 2 Banning Contractor Gate, Plant 2 Bushard Contractor Gate, and the Headquarters Complex Lobby are responsible for securing these access points during regular business hours. These officers work ten (10) hours per day, Monday through Friday, and may provide after-hours coverage upon request by OC San. Their duties include verifying and approving access for contractors, vendors, and visitors in accordance with established security protocols; maintaining access logs; and ensuring compliance with identification and safety requirements. While stationed at these locations, they help maintain a secure perimeter and provide a visible security presence. These officers also perform limited oversight of CCTV systems to support situational awareness and assist in incident response when necessary. Their role is essential in managing controlled access during peak operational hours and supporting the overall security posture of OC San facilities.
- 3.5.6** Armed Security Operations Officer (**1 Post**) – The Armed Security Operations Officer assigned to the Headquarters Complex is responsible for continuous monitoring of the facility's CCTV system to detect and report suspicious activity. In addition to surveillance duties, this officer conducts routine patrols of the building's perimeter and sensitive interior areas to ensure the safety and security of personnel, assets, and infrastructure. This post operates 24 hours per day, seven (7) days per week, providing a critical layer of protection through both proactive monitoring and physical presence.
- 3.5.7** Unarmed Security Officer (**1 Post**) – The Unarmed Security Officer conducts continuous surveillance via CCTV to detect and report suspicious activity, ensures safety compliance, and supports incident response. This post is located at Plant 1 Security Monitoring Station and operates 24 hours per day, seven (7) days per week.

- 3.6** Upon reasonable notice from OC San, Contractor shall provide personnel protective service as requested by OC San. Personnel protective service shall utilize an unmarked vehicle when providing individual protective services for OC San employees who require elevated levels of security.
- 3.7** Security officers shall actively monitor their assigned area for unusual or suspicious activity; record visitors' names; implement OC San's visitor access and control policy; issue visitor

badges; record license plate numbers; give directions; respond quickly to security and/or emergency related incidents; secure and regularly patrol Plant facilities, Headquarters Complex and other OC San buildings, and perimeter barriers; monitor security footage; coordinate with law enforcement or emergency services; detect and deter criminal activity; and conduct other security related operations as directed by OC San.

- 3.8** Upon reasonable notice from OC San, Contractor shall provide additional security officers as requested by OC San for special events, during emergencies, to aid in the removal of homeless encampment, or for other related services.
- 3.9** Contractor's managerial or supervisory personnel shall be readily available to respond to all security related issues at the request of OC San. Management and supervisory services, including, but not limited to, contract administration, supervisory oversight, incident management, training, performance management, discipline, and scheduling of personnel shall be the responsibility of Contractor.
- 3.10** Security officers shall meet all requirements for licensures as identified under the California Bureau of Security and Investigative Service (BSIS) requirement for licensures and shall undergo a criminal history background check through the California Department of Justice and Federal Bureau of Investigation.
- 3.11** All armed security officer positions (Exposed Firearms Permitted Officers) shall meet the requirements established under Article 4 (commencing with Section 7540) of Chapter 11.3, Article 4 (commencing with Section 7583) of Chapter 11.5, and Article 6 (commencing with Section 7596) or Chapter 11.6 of Division 3 of the Business and Professions Code. Additionally, all armed security officers shall maintain firearms proficiency and meet standards established by Contractor.
  - 3.11.1** Firearms caliber and model shall be based on industry standards and anticipated operational needs.
  - 3.11.2** Firearms shall not be stored onsite.
  - 3.11.3** Weapons clearing, unloading, and loading areas are not provided by OC San.
- 3.12** Security officers shall adhere to all safety guidelines established by OC San. Contractor shall provide all required training. Contractor shall provide all American National Standards Institute (ANSI) approved personnel protective equipment (PPE) necessary for security officers to operate within the Plants and all designated areas. Security officers working in mandatory designated process areas shall wear the following approved PPE:
  - 3.12.1** Hard Hat
  - 3.12.2** Steel toe boots or shoes
  - 3.12.3** Eye protection
  - 3.12.4** Ear protection (in designated areas)
  - 3.12.5** High-visibility safety vest
  - 3.12.6** Personal 4-gas meter capable of monitoring hydrogen sulfide, carbon monoxide, LEL, and percent oxygen.
- 3.13** Security officers shall maintain Cardiopulmonary Resuscitation (CPR) certification from the American Red Cross or American Heart Association.

- 3.14** Security officers shall utilize visitor management software to record visitors' names and implement visitor access and control policy, issue visitor badges, record license plate numbers, and restrict visitor access using integrated mechanisms that flag restricted persons from accessing OC San properties. Additionally, security officers shall be responsible for giving directions to visitors, responding to security or emergency related incidents, and communicating visitor and contractor access with Plant Operations and Risk Management.

## **4.0 Uniforms and Equipment**

- 4.1** Contractor shall supply all uniforms as specified by OC San and ensure they are cleaned and maintained at Contractor's expense. All Contractor's personnel shall wear complete uniforms (with PPE when appropriate), badges, and a company designation patch as issued by Contractor. Safety hard hats and reflective safety vests shall be issued at Contractor's expense. Prior to use, uniforms must be accepted by OC San. All security officers shall arrive at the facility in complete uniform and fully prepared to begin their assigned duties at the start of their shift.
- 4.2** Uniforms shall meet the following requirements:
- 4.2.1** Trouser – Gray or Black color and may be flat or cargo type pant
  - 4.2.2** Shirt – White, blue, or grey shirt with short and / or long sleeves
  - 4.2.3** Belt – Black tactical law enforcement type
  - 4.2.4** Socks - White or black mid-calf socks
  - 4.2.5** Jacket – Rain and/or windbreaker jacket or authorized poncho during inclement weather
  - 4.2.6** Holster – Hip holster and up to two (2) magazine cases
  - 4.2.7** Optional radio pouch or holder
  - 4.2.8** Footwear – Solid black steel toed shoes or boots
  - 4.2.9** Glasses – Prescription or black protective sunglasses
  - 4.2.10** Security badge (pinned or sewn)
- 4.3** Contractor shall provide all weather gear, flashlights, cellular telephones, patrol vehicle(s), safety equipment, and other equipment required to perform the services required herein or as specified by OC San. Contractor shall immediately replace or repair any Contractor supplied equipment damaged or lost through neglect by Contractor personnel or normal wear and tear associated with ordinary use and exposure over time.
- 4.4** Each security officer shall wear a visible OC San-issued contractor badge and a nametag at all times while on duty. Both the badge and nametag shall be worn on the outside of the uniform and remain clearly visible. The nametag shall be provided by Contractor as part of the uniform. OC San will issue an access control card that includes the security officer's name and photo identification.
- 4.5** Contractor shall immediately notify OC San when there is a change in security officer employment.
- 4.6** Security officers are not authorized to wear handcuffs, batons, or tactical type plate carriers. Pepper spray may only be carried if the security officer is trained and certified in its use.

- 4.7** OC San will issue to security officers two-way radio units with the capacity to communicate with OC San personnel and monitor all radio traffic. Should radio equipment be lost or damaged, Contractor shall reimburse OC San for the full replacement cost of the new unit.
- 4.8** Contractor shall provide, at its expense, cellular phones for applicable security personnel for use during daily operations.
- 4.9** OC San will provide security booths and/or designated workspaces for security officer's use. Contractor shall not make any modifications or alterations to these workspaces without the prior written permission of OC San. OC San will provide normal maintenance and repair of the facilities. Cleanliness in the spaces used by Contractor employees shall be the responsibility of Contractor. OC San will provide janitorial service for all security booths and/or designated workspaces. Additionally, OC San will provide the necessary items to support day-to-day security operations, including:

- 4.9.1** Desktop or laptop computer (Personal use of computers is prohibited.)
- 4.9.2** Phone system (Personal use of phone systems is prohibited.)
- 4.9.3** Microwave
- 4.9.4** Refrigerator
- 4.9.5** Air conditioning / heating unit
- 4.9.6** Restroom

- 4.10** Contractor shall provide four (4) security vehicles which shall support patrol of OC San properties within the service area and other administrative functions as necessary to perform security related activities. Contractor shall be responsible for the cost of fuel, insurance, maintenance, and all other miscellaneous costs. Vehicles shall meet the following requirements:

- 4.10.1** Each vehicle shall not have more than 100,000 miles, nor shall the vehicles be more than five (5) years old. If Contractor's vehicles reach the specified mileage or age, Contractor shall immediately replace said vehicles at no additional cost to OC San.
- 4.10.2** Vehicles shall not have damaged or dented bodies, damaged paint finishes, damaged windows, or missing parts.
- 4.10.3** Each vehicle shall be clearly marked as a security vehicle and have an overhead amber colored light bar for visibility.
- 4.10.4** Each vehicle shall have 4-wheel drive to traverse rough terrain such as dirt or muddy roads.
- 4.10.5** Vehicle maintenance shall not be performed onsite.

## 5.0 Duty Assignments & Provider Service Contract

5.1 Security officers will be assigned to the following duty assignments:

SECURITY POST	SCHEDULE	LOCATION
Armed Account Manager	M-F, 0630-1500; and available 24/7 for emergency response, incident escalation, or other critical matters	All
Armed Security Supervisors	Tuesday - Saturday 2230-0700; Sunday - Thursday 1430-2300	
Armed Security Officer – HQ Lobby	M-F, 0630-1630	Headquarters Complex - 18480 Bandilier Circle, Fountain Valley
Armed Security Operations Officer - HQ	24 hours / 7 days	
Armed Security Officer – Plant 1 Main Gate	24 hours / 7 days	Plant 1 - 10844 Ellis Avenue, Fountain Valley
Armed Security Officer – Plant 1 Garfield Contractor Gate	M-F, 0530-1530; and on evenings and weekends upon request	
Armed Security Patrol Officer – Plant 1	24 hours / 7 days	
Unarmed Security Officer for Security Monitoring Station	24 hours / 7 days	
Armed Security Officer – Plant 2 Main Gate	24 hours / 7 days	Plant 2 - 22212 Brookhurst Street, Huntington Beach
Armed Security Officer – Plant 2 Banning Contractor Gate	M-F, 0530-1530; and on evenings and weekends upon request	
Armed Security Officer – Plant 2 Bushard Contractor Gate	M-F, 0530-1530; and on evenings and weekends upon request	
Armed Security Patrol Officer – Plant 2	24 hours / 7 days	
Armed Security Officer for Protective Services and Special Events	Upon Request	All

5.2 The Contract is non-exclusive. If Contractor fails to provide consistent and reliable service, OC San reserves the right, at its sole discretion, to obtain security personnel from an alternative provider to supplement staffing and ensure uninterrupted business and operational continuity. Such action may be taken as necessary to protect OC San personnel, property, and operations. Any additional costs incurred by OC San as a result of this action will be charged to Contractor.

5.3 OC San will not pay any overtime for personnel due to Contractor's failure to provide the number of security officers required for each assignment and each shift as specified in this Scope of Work. Overtime bill rates may apply if requested and previously approved in writing by OC San for security services outside of the agreed upon services or for non-standard scheduling and events.

5.4 OC San reserves the right to modify security staffing levels or reallocate security posts at its sole discretion based on operational requirements.

5.5 Contractor shall not subcontract any services to a third-party.

5.6 OC San does not specify or monitor health or other benefits for Contractor's employees. All costs relating to health or other benefits shall be borne by Contractor at no additional cost to OC San. OC San shall only be billed based on a flat hourly bill rate for actual hours worked on-site. The hourly bill rate for each position shall include all Contractor's costs, including, but not limited to, salaries, overtime pay, benefits, overhead, etc. With exception to the Headquarters Armed Security Operations Officers, Plant 1 Patrol Officers, Plant 2 Patrol

Officers, Plant 1 Main Gate Officers, Plant 2 Main Gate Officers, and Plant 1 Security Monitoring Station, security services staffing will observe OC San holiday schedule.

- 5.7** Contractor shall ensure continuous management coverage, including during the Armed Account Manager's absences due to vacation, leave of absence, or participation in off-site meetings or training. During such periods, an Armed Security Supervisor or Armed Security Patrol Officer may serve as the Acting Armed Account Manager, subject to OC San's prior written approval. OC San will compensate Contractor only at the Armed Account Manager's approved hourly bill rate, regardless of the individual temporarily fulfilling the role.

## **6.0 Responsibilities**

- 6.1** Security officers assigned to OC San's account shall execute his/her responsibilities in a positive and professional manner. Contractor shall clearly demonstrate its commitment to provide personnel who consistently project this positive image to employees, customers, suppliers, and the public.

- 6.2** Contractor shall ensure the security officers deliver the required services, including, but not limited to, the following:

**6.2.1** Ensure the safety of personnel, property, and OC San's critical infrastructure. Coordinate with Plant Operations, the Control Center, OC San Risk Management, Fountain Valley Police Department (FVPD), Huntington Beach Police Department (HBPD), and other law enforcement agencies as needed during incidents. In the event of an emergency, promptly notify Plant Operations, Risk Management, FVPD, HBPD, and/or other relevant agencies or individuals.

**6.2.2** Implement and enforce OC San visitor control and access policies.

**6.2.3** Deter and promptly respond to incidents of physical attack, vandalism, fire, theft, damage, and trespass on OC San properties.

**6.2.4** Report any unusual incidents or hazardous conditions.

**6.2.5** Be familiar with fire and evacuation procedures for all sites. Additionally, security officers shall assist OC San staff, as needed, including assisting in evacuating OC San employees, contractors, and visitors during emergencies and directing evacuees to safety assembly areas.

**6.2.6** OC San is vulnerable to the following natural and manmade hazards:

**6.2.6.1** Tsunami warnings

**6.2.6.2** Suspicious packages

**6.2.6.3** Medical emergencies

**6.2.6.4** Terrorism or other acts of violence such as an active shooter

**6.2.6.5** Building evacuations or shelter-in-place

**6.2.6.6** Elevator entrapments

**6.2.6.7** Criminal incidents

**6.2.6.8** Hazardous materials release or biosolid spill within the Plants

**6.2.6.9** Fire alarm activation, both legitimate and false

**6.2.7** Be familiar with intrusion alarms or panic alarms in buildings.

**6.2.8** Security officers shall only use designated cell phones, as required, to perform their duties. Personal electronic devices, including personal cell phones, and any

reading materials not directly related to security responsibilities are strictly prohibited while on duty.

- 6.2.9** Monitor CCTV for suspicious, illegal, or criminal activities and report such activities, as required.
- 6.2.10** Operate radios, computers, and telephones, provided by both Contractor and OC San, to facilitate communications with OC San management, Plant operations, and Risk Management division staff as required.
- 6.2.11** Monitor all vehicular and pedestrian traffic, appropriately screen and assist visitors, and ensure that persons without legitimate business on OC San properties are promptly asked to leave or escorted off the premises.
- 6.2.12** Issue temporary parking passes and visitor identification cards / badges according to OC San Workplace Violence Prevention and Security Program.
- 6.2.13** Direct visitors to lobby or other common areas.
- 6.2.14** Maintain accurate key control of all keys and access cards issued to Contractor personnel.
- 6.2.15** Assist in emergency evacuation of OC San facilities and aid the Building Evacuation Coordinators, or designee, as directed.
- 6.2.16** Wear issued uniform for field and office environment. Contractor shall provide all uniforms, at Contractor's expense, tailored to the employee, which shall be the same for all assigned security officers, Armed Account Manager, and Armed Security Supervisors.

### **6.3** Conducting Administrative and Supervisory Duties

- 6.3.1** Contractor shall implement an automated daily activity reporting and incident reporting software management system, with the capability to send emails of reports to applicable OC San officials.
  - 6.3.1.1** Contractor shall have the responsibility to send daily reports to OC San Risk Management and other officials as needed. OC San does not specify the type of automated daily activity reporting and incident reporting software management system.
  - 6.3.1.2** Contractor shall maintain legible digital records of security officer force activities and provide daily written reports which pertain to occurrences relating to the security of OC San facilities, employees, contractors, and visitors.
  - 6.3.1.3** Contractor Armed Account Manager/Management shall meet with Risk Management at least once per month to discuss issues or concerns.
  - 6.3.1.4** Contractor shall maintain and provide daily shift overview reports which include, but are not limited to, shift notes or the daily report, security checkpoints, security observations, and times of security related activities.
- 6.3.2** Contractor shall recommend solutions to OC San for recurring security problems. Contractor shall have the ability to work with OC San management to solve security related issues throughout all OC San facilities. Contractor is expected to be proactive in ensuring a safe and secure environment is established and maintained in the service areas.
- 6.3.3** Operate OC San-supplied radio units for internal security communication related operations.

- 6.3.4** Duties at OC San facilities involve protecting OC San property and personnel, traffic control, and reporting violations of OC San rules or safety policies.
  - 6.3.5** Control the entrance and movement of pedestrian and vehicular traffic at all gates.
  - 6.3.6** OC San Risk Management shall schedule and meet with the Armed Account Manager on a regular basis to discuss issues which involve OC San security matters and personnel. The frequency of the meeting shall be mutually acceptable to both parties.
  - 6.3.7** Contractor shall ensure that security officers receive meals and periodic breaks as required by law. Meal and rest periods for all gate officers and security monitoring station shall be covered by Armed Security Patrol Officer, Armed Security Supervisor, or Armed Account Manager. OC San will not compensate Contractor for meal periods or any other non-working hours.
  - 6.3.8** Contractor personnel may be required to operate access control program software, and other technologies such as motorized or non-motorized gates or gate arms at the Plant entrance, security post, or centralized security monitoring station which is provided and maintained by OC San. The cost of repair for any damage to such equipment beyond the scope of normal wear and usage shall be the responsibility of Contractor, and the next following invoice submitted shall reflect a credit of such amount.
  - 6.3.9** Security personnel shall be required to operate OC San's electronic visitor management system and adhere to OC San Workplace Violence Prevention and Security Program.
- 6.4** Contractor shall document incidents and provide oral reports, followed up with written reports, of any incident that occurs on any shift by the close of that shift period. This report shall be provided to the shift supervisor and to Risk Management. An incident is defined as, but not limited to, the following:
- 6.4.1** Any apparent or suspected criminal attack exercised against OC San, its assets, or personnel, including employees of Contractor assigned to the site or any authorized visitors thereon.
  - 6.4.2** Any criminal or civil charges brought against Contractor or its personnel as it may relate to the contracted services.
  - 6.4.3** Any apparent trespass of OC San's property.
  - 6.4.4** Any verbal or physical confrontation resulting between a security officer and an OC San employee, guest, or visitor of OC San.
  - 6.4.5** Any performance failure of Contractor.
  - 6.4.6** Any federal, state, or county regulatory requirement in which the Contractor is in noncompliance.
  - 6.4.7** Any equipment or system failure associated with Contractor's performance of the contracted services.
  - 6.4.8** Any fire or unsafe condition existing within OC San's environment and observed by or reported to a security officer, and the emergency actions taken by the security officer to eliminate or ameliorate such conditions.
  - 6.4.9** Any incidents in which procedures governing the safe and orderly operations of the site are violated.

## **7.0 General Requirements**

- 7.1** Contractor's staff shall demonstrate the highest levels of competence and professionalism in the performance of their job duties. Security officer's duties are generally routine; however, security personnel carry a special trust and responsibility. As such, security officers shall adhere to a strict code of ethics and consistently project a positive and professional image. Contractor's staff shall abide by OC San's Human Resources Policies.
- 7.2** Contractor shall ensure security officers are highly qualified and recognized as valuable assets to OC San. OC San reserves the right to review and approve Contractor's job descriptions and qualifications for security officers assigned to OC San security posts and retain the ability to require modifications to the job descriptions and qualifications should these fail to meet OC San's requirements.
- 7.3** Contractor shall facilitate a meeting for OC San's representative to meet with all newly hired security officers prior to their assignment.
- 7.4** Contractor shall be responsible for managing and maintaining Department of Motor Vehicles driving records for all personnel operating Contractor-owned vehicles. This includes verifying valid licenses, monitoring driving status, and ensuring compliance with applicable regulatory and contractual requirements. Contractor shall notify OC San of any of its drivers that have suspended driver's licenses. Such drivers shall not be permitted on OC San facilities.
- 7.5** Contractor shall investigate the background and references of each security officer assigned to OC San. Contractor shall provide OC San copies of completed background checks, including criminal history checks. Contractor shall conduct background checks, including criminal history checks, for all security officers assigned to OC San at least annually.
- 7.6** Contractor shall provide copies of Individual State Officer License or "Guard Card" and open Carry Permit (if applicable) of each security officer assigned to OC San.
- 7.7** Contractor shall ensure that each security officer assigned to OC San is fluent in English, including ability to read, write, and speak English. The ability to speak and understand Spanish is desirable.
- 7.8** Contractor shall ensure that each security officer is free from narcotics, marijuana, and dangerous drugs by conducting medical examination/drug screenings in compliance with applicable law. Contractor shall submit all new hires to drug screening prior to placement on the OC San account. Whenever there is reasonable suspicion that a security officer is under the influence of alcohol or drugs while on duty, that employee shall be subject to immediate drug and alcohol screening by the Contractor. Annual and/or random drug screening shall be completed and results provided to OC San.
- 7.9** OC San may request the Contractor to remove any security officer from performing services under the Contract at any time with or without reason. Contractor shall remove and replace personnel when requested by OC San.
- 7.10** Contractor shall remove and replace, if necessary, security officers within 60 minutes of OC San request for any cause or condition that renders the security officer incapable of performing his or her duties. Violations include, but are not limited to, sleeping on duty, theft, and on-duty use of alcoholic beverages or illegal drugs.

**7.11** OC San will not accept any Contractor employees who have been involved in or are reasonably suspected of any conduct that may compromise safety, security, or OC San's reputation, including, but not limited to:

**7.11.1** Violent behavior

**7.11.2** Criminal activity

**7.11.3** Theft

**7.11.4** Harassment

**7.11.5** Felony conviction(s)

**7.11.6** Sex crime offense

**7.11.7** Conviction of drunk or reckless driving within the last three (3) years; or a pattern of irresponsible behavior including, but not limited to, unsatisfactory driving or employment records; and

**7.11.8** History of dishonest behavior in the work environment and/or poor or negative work history with OC San.

**7.12** The expected levels of conduct and proficiency for security officers are listed below. It is not intended to be an inclusive list and is subject to modification. OC San shall maintain the right to adjust performance standards if they are found to be lacking and/or reflect poorly upon OC San.

**7.12.1** A professional attitude and demeanor that is cooperative, tactful, and conveys a sense of confidence to employees and all others contacted in the course of work.

**7.12.2** Exhibit trustworthiness and honesty with OC San officials, contractors, and visitors. Dishonest and inappropriate behavior shall result in removal from assignment at OC San.

**7.12.3** Project a favorable image at all times through their appearance, demeanor, attitude, courtesy, and knowledge of the job. Visible neck or facial tattoos are not permitted.

**7.12.4** Exhibit good judgment and presence of mind in making decisions.

**7.12.5** A consistent clean, neat uniform appearance. No unauthorized clothing articles. All shirts must be correctly buttoned.

**7.12.6** Prompt and regular attendance to maintain effective and efficient operations. Security officers are expected to report to work as scheduled, unless proper arrangements have been made.

**7.12.7** Roving Armed Security Patrol Officer will leave the Plant only when driving between all OC San facilities or properties. If the Armed Security Patrol Officer must drive to another location, the Armed Security Patrol Officer shall obtain prior approval from the authorized designated Armed Account Manager, Armed Security Supervisor, or Risk Management representative.

**7.12.8** Security Patrol Officers shall patrol areas to include Plant 1, Plant 2, Headquarters Complex, Mt. Langley, OCWD, and all other OC San facilities as required.

**7.12.9** Security Patrol Officers shall be responsible for securing and observing check points per the Post Orders and assisting at the main gate during high traffic flow.

**7.12.10** Submission of security officer reports that are accurate, complete, legible, and timely. No abbreviations, police radio codes, personal opinions, editorial

comments, or graphics are to be used. Sketches or pictures of the incident shall be included if available.

- 7.12.11** Proper English grammar shall be used to prepare official security incident reports.
- 7.12.12** Accurate and timely submission of incident reports when applicable.
- 7.12.13** Accurate and timely submission of injury reports and vehicle accident reports as required.
- 7.12.14** In the event a security officer is involved in a vehicle collision on OC San property, the security officer shall undergo alcohol and drug testing that day. The security officer involved in the vehicle accident cannot be assigned to OC San facilities pending the results of the alcohol and drug test.
- 7.12.15** Prompt reporting of security discrepancies.
- 7.12.16** Basic computer skills, which include Microsoft Office, Outlook, and other security related software applications acquired and utilized by OC San.
- 7.12.17** Proper care and accountability of OC San property.
- 7.12.18** Demonstrated competence in using security related equipment, such as radios, CCTV monitors, cellular telephones, alarm monitors, electronic visitor management system, and keypads.
- 7.12.19** Maintain assigned post in a clear and organized appearance.
- 7.12.20** Proper radio communication procedure and courtesy in all transmissions. (No profanity or foul language shall be used.)
- 7.12.21** Make all communications check-in calls on time or report anticipated delays or absences prior to the check-in time.
- 7.12.22** Timely renewal of security officer registration and open carry permits (90 days prior to expiration).
- 7.12.23** Maintain valid California driver's license.
- 7.12.24** Excellent attendance record with no abuse of sick leave.
- 7.12.25** Knowledge and compliance with appropriate department directives. (Manual, post orders, department memorandums, security bulletin.)
- 7.12.26** Adherence to OC San regulations and policies.
- 7.12.27** Being knowledgeable of emergency plans for assigned facility.
- 7.12.28** Being knowledgeable of key management personnel at assigned facility.
- 7.12.29** Make constructive suggestions for improvements within the security operating procedures as appropriate.
- 7.12.30** Engagement in any activity that may detract from the security officer's alertness and undivided attention to their duties shall not be permitted. This includes sleeping while on duty, unreasonable delays, failure to carry out assigned tasks, or conducting personal affairs.

## **8.0 Qualifications and Training**

- 8.1** Contractor shall facilitate meetings for OC San to interview all prospective security officers prior to being placed on OC San's account. Contractor shall provide to OC San a copy of the individual's resume, BSIS card, and any other requested documentation prior to the interview.

- 8.2** Contractor understands that security officer personnel proposed to be assigned to OC San shall, as a minimum, possess the following:
- 8.2.1** Proof of having passed all state requirements for armed or unarmed security officers. Officers shall possess an identification card issued by the BSIS, State of California Consumer Affairs Department, which allows them to be employed by a licensed security agency. A copy of this security officer card or “guard card” shall be sent to OC San prior to the security officer reporting for duty. No Contractor employee is exempt from this requirement.
  - 8.2.2** A high school diploma or GED.
  - 8.2.3** At least two (2) years of prior satisfactory employment in a similar capacity.
  - 8.2.4** Demonstrated ability to read, write, and speak English.
  - 8.2.5** Demonstrated psychological ability to deal with issues confronted by security officers in the performance of their duties.
  - 8.2.6** Random drug and alcohol tests may be required by the Contractor if there is reasonable suspicion that a security officer is under the influence of alcohol or an illegal substance while on duty.
  - 8.2.7** Security personnel shall not work at any other Contractor serviced location, while permanently assigned to OC San.
  - 8.2.8** Security personnel shall not be required to work more than sixteen (16) continuous hours in one (1) shift or 24-hour day.
  - 8.2.9** Security personnel shall not be required to work more than two (2) different shifts within a normal work week unless the necessity for such assignment can be justified to the satisfaction of OC San.
  - 8.2.10** Possess valid First Aid and CPR certification from the American Heart Association or American Red Cross.
  - 8.2.11** Security officers shall be fully capable of performing duties requiring moderate to arduous physical exertion under either normal or emergency conditions. They must possess good distance vision in each eye (corrected to at least 20/30 on the Sneller Chart), normal fields of vision, good depth perception, close vision correctable to Jaeger #4 type test of both eyes, and ability to distinguish basic colors. Hearing loss not to exceed 30 decibels in both ears, and 35 decibels in the poorer ear with or without hearing aids. Contractor shall submit to OC San each proposed security officer’s proof of medical examination prior to assignment to OC San. Anything to the contrary notwithstanding, the fitness standards set forth herein shall apply only to the extent those are job-related and consistent with business necessity, in accordance with applicable law.
  - 8.2.12** Medical examination of security officers to ensure their physical fitness shall be conducted prior to initial request for OC San assignment at Contractor’s expense. Additional medical examinations shall also be performed at Contractor’s expense whenever Contractor or OC San has reason to believe based on objective evidence that the officer’s ability to perform essential job functions may be impaired due to a medical condition and/or the officer may pose a direct threat due to a medical condition, in accordance with applicable law.
  - 8.2.13** Security officers shall be mentally alert and capable of exercising mature judgment, implementing instructions, and assimilating necessary specialized training. Emotional and mental stability is essential since duties normally require

contact with the public and, in emergency situations, may involve long periods of duty without relief.

**8.3** Contractor shall clearly show OC San it has implemented a comprehensive training program for personnel to be assigned to OC San. The training shall include coverage of OC San policies and procedures and the corporate culture. Security officer trainings shall be regularly reviewed with OC San to ensure that security officers are up to date on trainings. Copies of training records shall be provided to OC San.

**8.4** Contractor shall submit a detailed description of Contractor's security officer training program including content, instructor backgrounds, classroom instruction hours and written, audio/visual training material, and how the training program relates to OC San's Substance Abuse and Workplace Violence and Weapons Policies. Emphasis in training in the areas of sexual harassment and recognition of potential workplace violence shall be emphasized in the training of all security officer personnel assigned to OC San facilities. In addition, at Contractor's expense, each security officer shall successfully complete a course in basic security officer training prior to assignment and thereafter shall complete an annual refresher course each year they are assigned to OC San. The security officer training program shall include:

- 8.4.1** General orientation
- 8.4.2** Purposes and principles of the system of security
- 8.4.3** Security as applied to OC San facilities
- 8.4.4** Organization of the security officer force
- 8.4.5** Functions of the security officer force
- 8.4.6** Authority of the individual security officer
- 8.4.7** Discipline – obedience to orders
- 8.4.8** Hazardous materials and safety course (provided by OC San)
- 8.4.9** Employee and public relations
- 8.4.10** Self-defense
- 8.4.11** Communications facilities and procedures
- 8.4.12** Elementary first aid and fire protection
- 8.4.13** Report writing
- 8.4.14** Riot control
- 8.4.15** Traffic control
- 8.4.16** Use of two-way radios and FCC regulations
- 8.4.17** Operation and use of special equipment used by OC San such as electrically operated gates, CCTV, etc.

## **9.0 Project Management**

**9.1** OC San will designate one (1) or more individuals to work with Contractor's assigned Project Manager (Armed Account Manager or Off-site Executive Management) to ensure that implementation and transition of security services are met along with delivery of all deliverables outlined in this Scope of Work.

## **10.0 Deliverables**

**10.1** Within 30 days of the Contract's effective start date, the selected Contractor shall:

- 10.1.1** Review current OC San Post Orders and provide suggestions on how to improve the visitor management and access control procedures along with all other relevant security procedures.
- 10.1.2** Review applicable OC San's Emergency Operational Plans (EOPs) and procedures.
- 10.1.3** Provide reporting requirements for security officers.
- 10.1.4** Proposed Uniform Design to be worn in both field and office operating environments.
- 10.1.5** Security Officer and Supervisor Contact List
- 10.1.6** Reporting Templates:
  - 10.1.6.1** Daily Duty and Operational Reports
  - 10.1.6.2** Security Incident Reports
- 10.1.7** Proposed Security Schedule

**10.2** Contractor shall conduct tours of all relevant facilities.

**10.3** Contractor shall integrate all established scan points and relevant information into their guard tour software and shall provide training on use to all security officers and relevant OC San personnel.

## **11.0 Safety and Health Requirements**

**11.1** Contractor shall comply with all applicable provisions of the OC San Contractor Safety Standards, Federal OSHA, California OSHA, and Local regulations, whichever is most stringent shall be applied.

**11.2** Contractor shall wear hard hats, high-visibility safety vests, safety footwear, four-gas monitor, and safety glasses while in the Plant industrial areas.

**11.3** Contractor shall provide security officers who will enter the Plant process areas with a four-gas meter, capable of measuring the Lower Explosive Limit (%LEL), hydrogen sulfide (H<sub>2</sub>S), carbon monoxide (CO), and percent oxygen (O<sub>2</sub>). The four-gas monitor shall be readily available for security personnel. OC San will assist with the training in the use of the four-gas monitor.

- 11.3.1** Contractor shall provide a calibration station at each Plant for the security officers to calibrate their four-gas monitors.
- 11.3.2** Monitors shall be calibrated per the manufacturer's required calibration schedule.
- 11.3.3** Contractor shall be responsible for maintaining and replacing all monitors and calibration stations for their equipment.
- 11.3.4** Monitors shall be worn by all security officers entering the Plant process areas.

**11.4** Contractor shall attend a contractor safety orientation (CSO) meeting prior to the start of work. The CSO is an OC San safety orientation conducted between Risk Management staff

and Contractor. The CSO is conducted once per year or as job conditions or Scope of Work changes. Contractor shall sign the CSO documentation.

- 11.5** Confined spaces and potentially hazardous atmosphere may exist in OC San facilities. OC San will provide hazard awareness training to all security officers.
- 11.6** Security officers will be working around hazardous materials and chemicals. Personnel assigned to OC San will be provided locations of all chemicals on site and will report any immediate release or spill or perceived hazard once it is recognized.
- 11.7** Contractor shall submit a copy of their written, Injury and Illness Prevention Program (IIPP). The IIPP must address responsibility, compliance, communication, hazard assessment, incident investigation, hazard correction, and training as required by Title 8, California Code of Regulations, Section 3203.
- 11.8** All chemicals brought onsite shall be accompanied by a safety data sheet (SDS). Contractor must store and use those chemicals in accordance with the SDS and manufacturer instructions.
- 11.9** Contractor shall submit copies of its employee trainings records to Risk Management for retention.