

SUBORDINATE CONTRACT MA-080-20011595

FOR

UNARMED SECURITY GUARD SERVICES

BETWEEN

OC PUBLIC WORKS

AND

GUARDIAN EAGLE SECURITY, INC.



**SUBORDINATE CONTRACT MA-080-20011595
FOR
UNARMED SECURITY GUARD SERVICES
WITH
GUARDIAN EAGLE SECURITY, INC.**

THIS Subordinate Contract MA-080-20011595 for Unarmed Security Guard Services (“Subordinate Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California (“County”) and Guardian Eagle Security, Inc., with a place of business at 11400 W. Olympic Blvd., Fl 2, Los Angeles, CA 90064-1579 (hereinafter referred to as “Contractor”) with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties.”

RECITALS

WHEREAS, the County of Orange, County Procurement Office (“CPO”) has issued Regional Cooperative Agreement RCA-017-20010009 (“RCA”), effective April 1, 2020 to March 31, 2025; and,

WHEREAS, County and Contractor desire to enter into Subordinate Contract MA-080-20011595 for Unarmed Security Guard Services pursuant to the Scope of Work, Pricing, Terms and Conditions of the RCA; and,

WHEREAS, Contractor agrees to provide Unarmed Security Guard Services to the County in accordance with the Specifications, Pricing, Terms and Conditions of the RCA, incorporated herein by reference; and,

WHEREAS, County agrees to pay Contractor the fees as further set forth in the RCA; and,

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

1. **Scope of Contract:** This Subordinate Contract specifies the contractual terms and conditions by which the Contractor shall provide Unarmed Security Guard Services in accordance with the RCA.
2. **Term:** The initial term of this Subordinate Contract shall be effective upon execution of all authorized signatures or upon Board of Supervisors approval, whichever occurs later, and shall be effective for three (3) years from that date, unless otherwise terminated as provided herein.
3. **Renewal:** This Subordinate Contract may be renewed for two (2) additional one (1) year terms upon Board of Supervisor approval.
4. **Compensation & Payment:** Contractor agrees to provide Unarmed Security Guard Services at the fixed rate set forth in the RCA.
5. **Not-To-Exceed Limit:** The total amount of this Subordinate Contract shall not exceed \$1,350,000. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by the Parties.
6. **Expenditure Limit:** The Contractor shall notify the County Project Manager in writing when expenditures reach 75 percent of the dollar limit on the Subordinate Contract. The

County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Subordinate Contract unless an amendment to cover those costs has been issued.

7. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' Project Managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

County: OC Public Works/Glassell Complex
 Attn: Bob Barilla
 2301 N. Glassell Street
 Orange, CA 92865
 Email: Robert.Barilla@ocpw.ocgov.com
 Phone: 714-448-1040

County: OC Public Works/OC Fleet Services
 Attn: Cesar Grijalva/Robert Markworth
 2120 W. Collins Ave.
 Orange, CA 92865
 Email: Cesar.Grijalva@ocpw.ocgov.com
 Email: Robert.Markworth@ocpw.ocgov.com
 Phone: 714-955-0180

County: OC Public Works/Seven Oaks Dam
 Attn: Theodore Luckham
 2301 N. Glassell St.
 Orange, CA 92865-2703
 Email: Theodore.Luckham@ocpw.ocgov.com
 Phone: 714-955-0300

cc: OC Public Works/Procurement Services
 Attn: Richard Nguyen
 1143 E. Fruit St.
 Santa Ana, CA 92701
 Email: Richard.Nguyen@ocpw.ocgov.com
 Phone: 714-667-9633

Contractor: Guardian Eagle Security, Inc.
 Attn: Freddy Galal, VP Business Development
 11400 W. Olympic Blvd., Fl 2.
 Los Angeles, CA 90064-1579
 Phone: 323-815-8484
 Email: F.Galal@ges.net

8. **Invoice Instructions:** All invoices associated with this Subordinate Contract shall be forwarded to location that requests service.

Each invoice must be on Contractor's letterhead and have a unique number and shall include the following information:


1. Contractor's name and address
2. Contractor's remittance address
3. County Subordinate Contract Number
4. Contractor's Federal I.D. number
5. Date of Order/Service date(s)
6. Product/service description, quantity, prices
7. Total invoice amount


Invoices are to be submitted in arrears and payment will be net thirty (30) days after receipt of an invoice in a format acceptable to the County and verified and approved, subject to the County's routine processing requirements. The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and shall be returned to the Contractor for correction.

Signature Page follows

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date following their respective signatures.

GUARDIAN EAGLE SECURITY, INC.* a State of California corporation

	Hassan Galal	Chairman of the Board	4/21/2020
Signature	Name	Title	Date

	Freddy Galal	Secretary	4/21/2020
Signature	Name	Title	Date

COUNTY OF ORANGE, A political subdivision of the State of California

COUNTY AUTHORIZED SIGNATURE:

Signature	Name	Title	Date
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APPROVED AS TO FORM:

County Counsel

By Mark N. Sanchez

Date Deputy 4/21/2020

* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signee to bind the corporation.

ATTACHMENT C
OC PUBLIC WORKS/GUARD POST ORDERS

I. SCOPE OF WORK: Contractor shall provide all labor, materials, tools, and equipment required for Unarmed Security Guard Services at the following locations:

A. Glassell Complex - 2301 & 2245, North Glassell Street and 222 East Bristol Lane, Orange:

1. Opening and Closing Procedures – Monday Through Friday

- a. The guard must check in at the front desk at 3:30 p.m. At that time, he/she will obtain a set of keys and check in on the white board.
- b. The guard's folder with the daily reports is located upstairs at the desk back side of the reception area.
- c. The guard must ensure that the building 2301 North Glassell and the gates are locked by 6:00 p.m. Make sure all doors and entryways are secured.
- d. At 222 East Bristol Lane make sure the door to the left of Woodland is locked.
- e. 222 East Bristol - the main double swing gate is to be closed and locked at 5:45 p.m.
- f. The guard is to be patrolling between 2301 North Glassell; 222 East Bristol and 2245 North Glassell at all times.
- g. The detex should be done during these patrols.
- h. Question and check ID on anyone who enters the premises after working hours, document all names and vehicle licenses in the DAR report.
- i. Document unit # and license plate # of any vehicle with the windows open or lights left on.
- j. In the morning, all gates and buildings must be opened by 5:00 a.m. including the door to the left of Woodland at 222 East Bristol.
- k. The completed log sheets and reports need to be placed in the folder at the end of every shift.
- l. Patrol the grounds up until the last 10 minutes of each shift.
- m. Guard must check out at 5:30 a.m. with Bob Barilla or designee and return the keys to the front desk prior to the end of shift.

2. Opening And Closing Procedures – Saturday And Sunday

- a. The same procedures apply on weekends except that the yard is to remain locked at all times.

- b. Receptionist is not in on Saturday's and Sunday's it is the guard's responsibility to make sure the keys get to the next guard.
- c. Weekend's gates are to be locked at 5:00 p.m.
- d. Sunday to Monday night shift gates are to be open by 5:00 a.m.

Opening and closing times are essential and must be followed as per guidelines. It is important that all guards are consistent and on time.

**B. Seven Oaks Dam - 32330 Santa Ana Canyon, Highland
*Opening and closing times are essential and must be followed as per guidelines below.***

1. Police:

Highland Police Department (909) 425-9793
California Highway Patrol (909) 383-4247

2. Fire:

Highland Fire Department (909) 862-1760

3. County Contacts:

***Please call in following order!
If calling after 4 p.m., call cell phone number***

Jessie Prado: (714) 955-0257 / Cell phone (714) 448-0757

Leonel Estrada: (714) 955-0311 / Cell phone (714) 448-2291

Theodore Luckham (714) 955-0300 / Cell phone (714) 448-2259

4. Personnel:

- a. All security officers must be prompt and on time.
- b. Security officers must be equipped with Contractor supplied cell phone; permitting 24-hour communication with company headquarters 24/7.
- c. Security officers assigned to perform work under this Contract must be in uniform at all times.
- d. The uniforms must clearly identify the name of the security Contractor and the name of the individual security guard, in conformance with California State Requirements. This identification may be accomplished through the use of shoulder patches, silk screening or stitched company emblems, insignias or logos.
- e. Security officers must wear uniforms and name badges.
- f. Vehicles must have visible company identification.

5. General:

- a. Supervise and control access to the Seven Oaks Dam facility as instructed.

- b. Any emergency agency such as (Fire, Police, Fish and Game etc.) when entering premises, guard is to obtain the following information: unit #, agency name and reason for their response or visit to the dam.
Please call in following order!
If calling after 4 p.m., call cell phone number
Jessie Prado: (714) 955-0257 / Cell phone (714) 448-0757
Leonel Estrada: (714) 955-0311 / Cell phone (714) 448-2291
Theodore Luckham (714) 955-0300 / Cell phone (714) 448-2259
- c. Red gate on main road (Greenspot) must be locked at 7:00 p.m. and opened at 5:00 a.m. daily.
- d. Provide security inspections, scheduled rounds to tracking system location.
- e. Contact appropriate County representative, police, and/or other emergency response personnel as required in the event of an emergency.
- f. Report any actions taken by the security guard regarding any ordinance and/or rule enforcement, or emergency, in writing to the designated County staff.
- g. Remain on the Seven Oaks Dam premises at all times throughout the duration of their shift.
- h. Issue and keep track of Day Pass hang tags throughout the duration of their shift.
- i. Arrive 15 minutes prior to the beginning of his/her shift.
- j. Check-in using cell phone supplied by Contractor.
- k. Make an entry on his/her Time Sheet at Check-in.
- l. Start his/her reports at Check-in.
- m. Inventory all equipment assigned to the post. Make an entry in his/her reports about the condition of the equipment. If any equipment is missing or damaged, Officer will call County staff and inform them immediately.
- n. Bring his/her own lunch and drinks prior to beginning shift, Officers are not allowed to leave the post while on duty.
- o. Code to front Gate #7704.
- p. Officer shall issue Day Pass Hang Tags to all authorized visitors before allowing entrance to the facility.
- q. Day Pass Hang Tags shall be issued in numerical order from 1-30.
- r. Officer changing shifts shall note and inform each other of Day Pass hang tags that have not been returned by visitors.

- s. If Hang tags are lost, there is a replacement fee of \$30.00 dollars per tag.
- t. Start Detex check points at 1800 through 0600 hours every 3 hours only between the 12 hour shifts Monday – Friday. Perform Detex check points every 3 hours starting Friday night at 1800 through 0600 hours Monday morning.
- u. Guard is to remain at the guard shack during the day Monday – Friday. All doors and windows are to be checked for the 2 buildings behind Guard Shack.
- v. Safety first when using the vehicle to tour the Dam.
- w. Guard is to open Yellow Gate to get inside of Dam....Then secure it before leaving...then Vice Versa...Yellow gate and chain link fence to the intake tower are to remain locked at all times. While checking the intake tower make sure the gates are secure when leaving.
- x. Army Corp gate must be opened at 0500 and secured at 2000 Hours. When the red light comes on behind the Army Corp. of Engineers call Jessie Prado at (714) 448-0757. This means that the septic tank is getting full.

C. **Collins Complex 2120 W. Collins, 2023 W. Collins Orange, CA 92865**

- 1. Police: Local Phone (714) 744-7501 or 911
- 2. Fire: Local Fire Department (714) 288-2500 or 911
- 3. ***Dispatchers, for all emergencies; call duty manager. Officers are not to contact client; this is to be done by a duty manager or dispatch.***
- 4. Location contact:
 - a. Call Main Shop line first at (714) 955-0185
(This will roll over to whoever is on duty at that time).
 - b. Call Supervisor for all maintenance issues:
Larry Benoit Lead Worker (714) 412-4785
Cesar Grijalva Supervisor (714) 412-4775
 - c. Client Contact (***Officer does not call***):
Bob Barilla (714) 448-1040
Theodore Luckham (714) 955-0300 / Cell phone (714) 448-2259
- 5. Equipment:
 - a. Detex wand
 - b. Keys
 - c. Phone
 - d. Post order book Key box (5480) Equipment box

6. Check In Procedures

- a. It is recommended that the Officer arrive 15 minutes prior to the beginning of the shift as for proper duty mount.
- b. Officer will call Dispatch using Contractor issued phone in the following manner: "***This is Officer to Dispatch come in please***"...Wait a for a response from Dispatch..."***This is officer _____, I am 10-8 (on duty) Collins/Bone Yard Orange County.***"
- c. Make contact with the person in charge once you have checked in with Dispatch, and ask if there is any significant information to pass on.
- d. Officer will start his/her DAR at this time. This is to be turned in every Monday with your time cards.
- e. Officer will make an entry on his/her Time Sheet at this time.

7. On Duty Lunch Procedures

- a. Officer is allowed a 30 minute **Paid** lunch break (on site)
- b. Officer will respond to any call for service while on lunch or break. You must follow this rule without exception. You must bring Water and Food.