

CONTRACT MA-012-21011693

BETWEEN

THE COUNTY OF ORANGE

AND

AG COAST INC., DBA: CALIFORNIA PANTHER SECURITY

FOR

UNARMED SECURITY GUARD SERVICES



**SUBORDINATE AGREEMENT NO. MA-012-21011693
WITH
AG COAST INC., DBA CALIFORNIA PANTHER SECURITY
FOR
UNARMED SECURITY GUARD SERVICES**

This Subordinate Agreement, MA-012-21011693, hereinafter referred to as ("Contract"), is made and entered into as of the date fully executed by and between the County of Orange, OC Community Resources/OC Parks, a political subdivision of the State of California; hereinafter referred to as ("County") and AG Coast Inc., dba California Panther Security with a place of business at 5777 W. Century Blvd., Ste. 1601, Los Angeles, CA 90045- 5696; hereinafter referred to as "Contractor", which are sometimes referred to as ("Party"), or collectively as ("Parties").

ATTACHMENTS

This Contract is comprised of this document and the following Attachments; which are attached hereto and incorporated by reference into this Contract:

Attachment A – Contract RCA-017-20010006
Attachment B – Scope of Work
Attachment C – Compensation and Payment
Attachment D – Fee Schedule
Attachment E – Staffing Plan
Attachment F – Post Orders

RECITALS

WHEREAS, the County of Orange, County Procurement Office issued a Contract RCA-017-20010006 effective April 1, 2020, through and including March 31, 2025; and

WHEREAS, the County of Orange, OC Community Resources/OC Parks desires to enter into Contract MA-012-21011693 for Unarmed Security Guard Services; and

WHEREAS, this Contract is issued pursuant to the terms and conditions of County of Orange Cooperative Agreement: RCA-017-20010006, and;

WHEREAS, the Contractor shall provide services specified in this Contract and Attachment A and B; and

WHEREAS, County agrees to pay Contractor the fees as further set forth in Attachment C, Compensation and Payment and Attachment D, Fee Schedule; and

NOW, THEREFORE, the parties mutually agree as follows:

ARTICLES

I. Contract Specific Terms and Conditions: To the extent these terms and conditions are inconsistent with the General Terms and Conditions contained below paragraph A – II, these Terms and Conditions shall govern.

1. **Scope of Contract:** This Contract specifies the contractual terms and conditions by which County will procure and receive goods or services from Contractor. The services to be provided are Unarmed Security Guard Services as set forth in the Scope of Work which is incorporated by this reference and is fully set forth herein.

2. **Term:** This Contract shall commence on July 1, 2021, through and including March 31, 2025, in the amount of five hundred seventy-nine thousand, two hundred seventy-six dollars and eight cents (\$579,276.08), unless otherwise terminated by County.
3. **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 County's contacts and Contractor's contact 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.

Contractor: AG Coast Inc., dba California Panther Security
Attn: Moe Galal, Vice President
5777 W. Century Blvd. Ste. 1601
Los Angeles, CA 90045-5696
Phone: (310) 641-5555
Email: oc@capanther.com

County: County of Orange, OC Community Resources, OC Parks
Attn: James Wootten, Senior Maintenance Inspector, CPSI
1 Irvine Park Road
Orange, CA 92862
Phone: (714) 973-6830
Email: James.Wootten@ocparks.com

Assigned DPA: County of Orange
OCCR/OC Parks Purchasing and Contracts Services
Attn: Hong Lin
Address: 601 N. Ross St., 6th Floor
Santa Ana, CA 92701
Phone: (714) 973-6636
Email: Hong.Lin@ocparks.com

(SIGNATURE PAGE TO FOLLOW)

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date following the signature.

CONTRACTOR: AG COAST INC., DBA CALIFORNIA PANTHER SECURITY*

** If the Contractor is a corporation, signatures of two specific corporate officers are required as further set forth.*

The first corporate officer signature must be one of the following: 1) the Chairman of the Board; 2) the President; 3) any Vice President.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

Mahmoud Galal _____ President

Print Name _____ **Title**

DocuSigned by: _____ June 25, 2021

Signature _____ Date

**The second corporate officer signature must be one of the following: a) Secretary; b) Assistant Secretary; c) Chief Financial Officer; d) Assistant Treasurer.*

Mohamed Galal _____ Secretary

Print Name _____ **Title**

DocuSigned by: _____ June 25, 2021

Signature _____ Date

COUNTY OF ORANGE, a political subdivision of the state of California

Wayne Hsiao _____ Procurement Operations Manager

Print Name _____ **Title**

DocuSigned by: _____ June 25, 2021

Signature _____ Date

ATTACHMENT A

CONTRACT RCA-017-20010006

ATTACHMENT B
SCOPE OF WORK

I. REGULAR SCHEDULED SERVICE LOCATION(S):

Contractor shall change, add, delete, or modify location(s) as requested by County. County may change hours of operations with updated schedule to be given to Contractor.

A. Santa Ana River Trails (SART)

1. Located at Pacific Coast Highway to County Border

Contact for SART:

James Wootten, Supervising Maintenance Inspector Specialist (SMIS)

Phone: (714) 973-6830

Email: James.Wootten@ocparks.com

Mike Miller, Maintenance Inspector Specialist (MIS)

Phone: (714) 973-6833

Email: Mike.Miller@ocparks.com

Erik Hanson, MIS

Phone: (714) 973-6829

Email: Erik.Hanson@ocparks.com

Contractor:

Aktin Peters, Operations Manager

Phone: (310) 876-5248 Direct

Phone: (310) 641-5555 Office

Email: oc@capanthers.com

B. Irvine Ranch Historic Park

Address: 13042 Old Myford Rd., Irvine, CA 92602

Contact:

Melanie Goss, Park Maintenance Supervisor II

Phone: (949) 923-2226 or (657) 250-1183

Email: Melanie.Goss@ocparks.com

Contractor:

Aktin Peters, Operations Manager

Phone: (310) 876-5248 Direct

Phone: (310) 641-5555 Office

Email: oc@capanthers.com

II. CONTRACTOR'S RESPONSIBILITIES**A. SERVICES TO BE PROVIDED**

1. Contractor shall provide professionally uniformed unarmed security guard to perform the tasks listed below:
 - a. Regularly patrol and monitor County property in marked vehicle with logo and flashing lights.

- b. Observe and report any unacceptable behavior to the appropriate County staff and/or law enforcement.
- c. Escort any individual from the premises upon the direction of County.
- d. Report security problems to the Sheriff's Department and/or local city law enforcement, and/or 911 immediately.
- e. Report security problems to County after contacting law enforcement.
- f. Record the date and time for each patrol in the Daily Activity Report (DAR).
- g. Provide (email) completed and signed written report of all incidents and occurrences to the County within twenty-four (24) hours of the incident.
- h. Report vandalism, damage property, incidents involving crime or potential crime, suspicious persons and other related activities.
- i. Requirements for Unarmed Security Guard(s) shall include:
 - i. Be a legal resident of the United States.
 - ii. Be pleasant and courteous to clients and staff at all times.
 - iii. Be sensitive to the wide range of ethnic diversity of patrons and staff. Be physically and emotionally capable of performing assigned tasks.
 - iv. Be able to perform duties outlined with authority, quickly, quietly; yet not abusive, abrasive or threatening.
 - v. Sign in and sign "sign- out" at the end of service for each day.
 - vi. Request the assistance of the Sheriff or local law enforcement, if any individual becomes abusive or unmanageable.
 - vii. Report to the site on or before the designated start of shift ready to begin work.
 - viii. Effectively communicate and follow written and oral instructions in English.
 - ix. Prepare a Daily Activity Report (DAR) recording all patrols, incidents, and other pertinent data.
- x. Unarmed Security guard(s) employed for the purpose of performing duties under the contract shall not:
 - Wear head phones, listen to music, smoke, groom, or read unauthorized materials while on duty.
 - Conduct personal phone calls except in the event of an emergency.
 - Enter any area designated "off limits" by the County except as needed to respond to an emergency.
 - Bring any type of electronic equipment, device, machine, or appliance for personal use onto County property without prior approval from the County.
 - Bring visitors (including children and relatives) onto the work site.
 - Attempt to force or enforce corrective action (other than escort individuals from the premises).
 - Have any felony convictions, outstanding warrants, crimes of moral turpitude, and crimes involving domestic violence.
 - Be under the influence of drugs or alcohol while on duty.
 - Accept any gratuities.

2. Contractor shall ensure that:

- a. All assigned unarmed security guards are physically able to perform all of the required duties.
- b. All assigned unarmed security guards have been thoroughly:
 - i. Trained in their capacity as unarmed security guards.
 - ii. Trained in the requirements of this contract.
 - iii. Trained on the facility included under this contract.
 - iv. Trained on the procedures included under this Contract.

3. Contractor shall provide each unarmed security guard:

- a. Professional uniform, marked vehicle with flashing lights.

- b. A pager, radio, or mobile phone with batteries and back-up batteries.
- c. Operable flashlights and rain gear during inclement weather.
- d. Appropriate report forms.
- e. Uniforms. Worn or torn uniforms will be replaced at Contractor's expense. County reserves the right to approve or have input on uniform style, color, appearance, and proper fit.
- f. The telephone numbers for emergency services (fire, theft, medical emergency, etc.)
- g. The emergency telephone number for Contractor and principal representatives of the Contractor.
- h. A copy of their company rules and operating procedures. Submit a copy of the company rules and operating procedures to the County.
- i. If the building keys are lost by Contractor's employees, Contractor will be responsible for both the cost of re-keying the locks and three (3) sets of keys.

4. Contractor shall:

- a. Assign fully trained un-armed security guard(s) for the assignment.
- b. Provide replacement unarmed security guards who are trained and knowledgeable on assigned tasks and responsibilities.
- c. Ensure that unarmed security guards remain on duty, and is performing the assigned duties throughout the entire designated shift. Late arrivals and absences are not acceptable.
- d. Provide direction and assistance to unarmed security guards.

III. SANTA ANA RIVER TRAIL (SART)

Contractor shall operate +/- 100 trail pedestrian and access gates on Santa Ana River Trail from approximately Pacific Coast Hwy up stream to County border. Contractor shall begin operation of fewer than 100 gates, with additional gates to be phased in over time. Additional number of gates can be added at the discretion of the County. Update to invoice with additional gates serviced to be submitted upon County's authorization.

A. Contractor shall:

1. Uniformed unarmed security guard shall have a marked security vehicle with flashing lights.
2. County shall supply heavy-duty pad locks and chains to interlock access gate.
3. Contractor shall close all access gates if used for entry to the SART or if found to be open during pedestrian gate operation.
4. Contractor shall provide photo and written documentation of observed issues and unauthorized vehicles accessing the trail.

B. Contractor's daily activities shall include the following:

1. All gates shall be opened no later than sixty (60) minutes prior to the seasonal opening time.
2. All gates shall be locked in the **opened** position within four (4) hours of the first gate.
3. Gate closing shall not begin until thirty (30) minutes after seasonal closing time.
4. All gates shall be locked in the **closed** position within four (4) hours of the first gate.
5. Contractor shall inform trespassers to vacate property during closed hours of operation.
6. Contractor shall immediately contact appropriate law enforcement personnel to report trespassers who do not vacate property.
7. Contractor shall only verbally enforce hours to trespassers.
8. Contractor shall not to engage physically with trespassers.
9. Contractor shall report daily any damaged or missing gates, locks and chains.
10. Contractor shall provide daily reports of opening and closing activities via email to: RegionalTrails@OCParks.com, within 24 hours.
11. Contractor shall carry spare gate locks and chains to be supplied by County.
12. Contractor shall report vandalism, damaged property, incidents involving crime or potential crime, suspicious persons and other related activities.
13. Contractor shall lock gates according to the Santa Ana River Trail Gate Operation Procedures provided by County, which may be amended from time to time as deemed appropriate by the Director of OC Parks.

C. FEE

Fee for SART shall be per hour, for a total of 12 hours per day. Hours may be changed at County's request with no penalty. Additional number of gates may be added, at discretion of County.

D. SCHEDULE

1. Hours of operations:

Hours of operation are 7:00 am to 6:00 pm November 1st to February 28th

Hours of operation are 7:00 am to 9:00 pm March 1st to October 31st

2. Days of operation:

Days of operation are 365 days year/7 days a week including all Holidays

Hours and days of operation are subject to change, with no penalty to County.

IV. SPECIAL EVENTS/ON-CALL SERVICE

Contacts will vary.

A. Contractor shall:

Contractor shall provide professionally uniformed unarmed security guards for special events/circumstances on an as needed basis at various OC Parks locations. County shall request services from Contractor no less than three (3) days prior to the date(s) of service. County shall have the option of contacting Contractor via telephone or email to schedule service.

B. Special Events serving Alcohol

Contractor shall:

1. Ensure alcohol does not leave the designated service area (fenced in area).
2. Ensure that alcohol is only served to guests who are 21 years of age and older.
3. Provide assistance in shutting down the bar and/or the party as deemed necessary by County when permittee is not in compliance with their permit.
4. Perform additional unarmed security guard duties as determined to be necessary by County on the day of the event.
5. Contractor shall not knowingly allow anyone to drive a vehicle while under the influence of any intoxicating substance.

V. UNARMED SECURITY GUARD REQUIREMENTS

A. Unarmed Security Guards shall possess the skills necessary to:

1. Be responsible for visitor safety and protection of County resources.
2. Enforce County and OC Parks rules and guidelines.
3. Communicate effectively in English.
4. County does not have to provide a reason on the approval/disapproval of a designated guard. No guard shall be changed without prior approval in writing by County.

VI. IRVINE RANCH HISTORIC PARK

A. Contractor shall provide professionally uniformed unarmed security guard in a marked security vehicle while carrying out the following duties:

1. Four (4) hours per day, seven (7) days a week, secure, lock doors, front entrance gate.

DAILY HOURS:

Monday – Thursday: 5:00 pm - 9:00 pm (PDT)

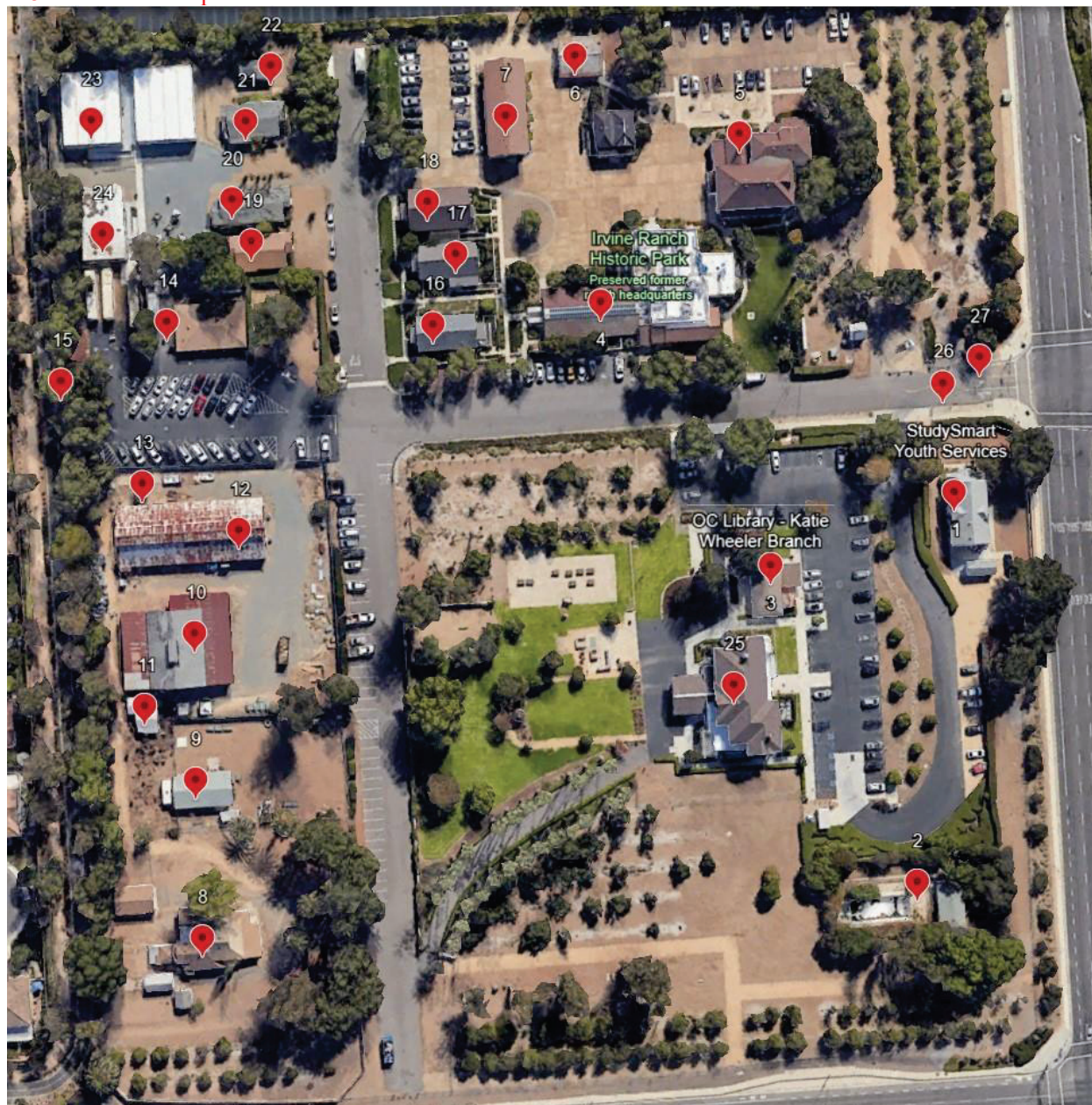
Friday-Sunday: 3:00 pm – 7:00 pm (PDT)

NOTE: Facility/grounds are closed on holidays.

1. OC Parks Monthly Commission Meetings:
Contractor shall be available onsite and have gates closed by 10:00 pm on days the OC Parks' Monthly Commission Meeting is scheduled. Schedule and change to dates shall be provided by County.
2. Contractor shall provide mobile patrol and walk Irvine Ranch Historic Park (IRHP) grounds to ensure public is no longer on site. Contractor is required to ensure all public vehicles are out of the IRHP area before locking the gate.
3. Contractor shall check that all doors and gates are locked.
4. Security Schedule:

Station	Location Name
Station 1	COGAN HOUSE
Station 2	BATH HOUSE/POOL/SIDE GATE
Station 3	MYFORD GARAGE
Station 4	ADMINISTRATION BUILDING
Station 5	MESS HALL
Station 6	BATH HOUSE
Station 7	BUNK HOUSE
Station 8	KRAUSS HOUSE
Station 9	BOY SCOUT BUILDING
Station 10	RED BARN
Station 11	FORMAN OFFICE
Station 12	DRIVING BARN
Station 13	SCALE HOUSE
Station 14	MAINTENANCE GATE
Station 15	REAR PEDESTRIAN GATE
Station 16	FOREMAN ROW HOUSE 1
Station 17	FOREMAN ROW HOUSE 2
Station 18	FOREMAN ROW HOUSE 3
Station 19	FOREMAN ROW HOUSE 4
Station 20	FOREMAN ROW HOUSE 5
Station 21	FOREMAN ROW HOUSE 6
Station 22	FIRE SHED
Station 23	MOD D
Station 24	MOD C
Station 25	KATIE WHEELER BRANCH LIBRARY
Station 26	FRONT PEDESTRIAN GATES
Station 27	PUBLIC PARKING

5. Location Map:



B. Fee for Irvine Ranch Historic Park shall be per hour, for up to four (4) hours per day. Hours may be changed at County's request with no penalty.

C. DAR for Irvine Ranch Historic Park

1. Contractor shall provide daily reports of closing activities and include a time stamped photo of the guard on site via email to County, Melanie Goss at Melanie.Goss@ocparks.com, **within 24 hours**.

ATTACHMENT C

COMPENSATION AND PAYMENT

- 1. Compensation:** This is a firm-fixed fee Contract between County and Contractor for Unarmed Security Guard Services at OC Parks as set forth in Attachment A, “Scope of Work.

Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by Contractor of all its duties and obligations hereunder. Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **County shall have no obligation to pay any sum in excess of the fixed rates specified herein unless authorized by amendment in accordance with Articles C & P of County Contract Terms and Conditions.**

- 2. Fees and Charges:** County will pay the following fees in accordance with the provisions of this Contract. Payment shall be as follows:

A. Santa Ana River Trail (SART):

		Contract Term: 7/1/2021 – 3/31/2022	Contract Term: 4/1/2022 – 3/31/2023	Contract Term: 4/1/2023 – 3/31/2024	Contract Term: 4/1/2024 – 3/31/2025
Job Classification	Description	Hourly Rate Per Guard	Hourly Rate Per Guard	Hourly Rate Per Guard	Hourly Rate Per Guard
Mobile Patrol/Guard Service	Regular Hourly Rate (First 8 Hours)	\$21.98	\$23.31	\$25.64	\$26.97
	Overtime (After 8 Hours/day)	\$32.97	\$34.97	\$38.46	\$40.46
	Holiday Pay	\$32.97	\$34.97	\$38.46	\$40.46
	Holiday Overtime Pay	\$49.46	\$52.46	\$57.69	\$60.69

B. Irvine Ranch Historic Park, One-Time Special Events, One-Time Unplanned Events:

		Contract Term: 7/1/2021 – 3/31/2022	Contract Term: 4/1/2022 – 3/31/2023	Contract Term: 4/1/2023 – 3/31/2024	Contract Term: 4/1/2024 – 3/31/2025
Job Classification	Description	Hourly Rate Per Guard	Hourly Rate Per Guard	Hourly Rate Per Guard	Hourly Rate Per Guard
Unarmed Security	Regular Hourly Rate (First 8 Hours)	\$19.28	\$20.61	\$22.94	\$25.07
	Overtime (After 8 Hours/day)	\$28.92	\$30.92	\$34.41	\$37.61
	Holiday Pay	\$28.92	\$30.92	\$34.41	\$37.61
	Holiday Overtime Pay	\$43.38	\$46.38	\$51.62	\$56.42
Mobile Patrol/Guard Service	First Hour	\$21.98	\$23.31	\$25.64	\$26.97
	Each Additional Hour	\$20.98	\$21.31	\$23.64	\$26.07
	Overtime (After 8 Hours/day)	\$32.97	\$34.97	\$38.46	\$40.46
	Holiday Pay	\$32.97	\$34.97	\$38.46	\$40.46
	Holiday Overtime Pay	\$49.46	\$52.46	\$57.69	\$60.69

C. TOTAL CONTRACT NOT TO EXCEED AMOUNT: \$ 879,276.08

Santa Ana River Trail	\$534,276.08
Irvine Ranch Historic Park	\$50,000.00
One-Time Special Events	\$200,000.00
One-Time Unplanned Events	\$95,000.00

3. **Price Increase/Decreases:** No price increases will be permitted during the first period of the Contract. County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to County of Orange. County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing Contractor's profit will not be allowed.
4. **Firm Discount and Pricing Structure:** Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.
5. **Contractor's Expense:** Contractor will be responsible for all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.
6. **Payment Terms – Payment in Arrears:** Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Vendor shall reference Contract number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services and/or goods not previously invoiced. Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

7. **Taxpayer ID Number:** Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.
8. **Payment – Invoicing Instructions:** Contractor will provide an invoice on Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:
 - a. Contractor's name and address
 - b. Contractor's remittance address, if different from 1 above
 - c. Contractor's Taxpayer ID Number
 - d. Name of County Agency/Department
 - e. Delivery/service address
 - f. Master Agreement Number – **MA-012-21011693**
 - g. Agency/Department's Account Number
 - h. Date of invoice
 - i. Product/service description, quantity, and prices
 - j. Sales tax, if applicable
 - k. Freight/delivery charges, if applicable
 - l. Total

Invoice and support documentation are to be forwarded to:

OC Community Resources
Attn: Accounts Payable
601 N. Ross Street, 6th Floor
Santa Ana, CA 92701

9. **Payment (Electronic Funds Transfer (EFT)):** The County of Orange offers contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the agency/department Procurement Buyer listed in the Contract. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.

ATTACHMENT E**STAFFING PLAN****I. STAFFING PLAN**

Contractor must identify all key staff members proposed to be assigned to the Contract.

Name	Classification	Year of Experience	Years with Company	Licenses and / or Certificates
Mahmoud Galal	President	22	18	PPO License
Mohamed Galal	Secretary	20	18	PPO License
Akin Peters	Operations Manager	11	11	Guard Card Registration
Jesus Cruz	Field Supervisor	5	5	Guard Card Registration
Joshlyn Trevor	Accountant	6	1	N/A
Delia Rosales	Office Assistant	8	4	N/A

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written approval of County Project Manager.

ATTACHMENT FUNARMED SECURITY GUARD POST ORDERS
OC COMMUNITY RESOURCES, OC PARKS

OC Community Resources, OC Parks shall provide post orders detailing important contact information, duties, procedures and hours of operation to each location where Unarmed Security Guards are assigned. A copy of the Post Order must be given to the Contractor and Unarmed Security Guard at each location for use by guard staff.

Building Manager Contact Information:	Facility Name, Address and Hours of Operation:
Guard Duties: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
Emergency Notification Numbers:	
Emergency Procedures: (please attach additional sheets if necessary)	
Fire Alarm System Instructions:	Security System Operating Instructions:
Door Location/Lock & Unlock Instructions:	Gate Location/Lock & Unlock Instructions:
Special Instructions: (please attach additional sheets if necessary)	