

**SUBORDINATE CONTRACT MA-080-25010977  
FOR  
UNARMED SECURITY GUARD SERVICES  
WITH  
PROPERTY SECURITY SERVICES, INC.**

THIS Subordinate Contract MA-080-25010977 for Unarmed Security Guard Services (hereinafter referred to as "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 (hereinafter referred to as "County"), Orange County Flood Control District, a body corporate and politic, ("District"), and Property Security Services, Inc., with a place of business at 10722 White Oak Ave., Ste 4, Granada Hills CA 91344 (hereinafter referred to as "Contractor") with County and Contractor sometimes referred to individually as "Party" or collectively as "Parties".

**ATTACHMENTS**

THIS Subordinate Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated herein by reference:

Attachment A – OC Public Works Department Guard Post Orders

**RECITALS**

**WHEREAS**, the County of Orange, County Procurement Office (CPO) has issued Regional Cooperative Agreement RCA-017-25010042, effective April 1, 2025 to March 31, 2030 (hereinafter referred to as "RCA"); and,

**WHEREAS**, County, District, and Contractor desire to enter into Subordinate Contract MA-080-25010977 for Unarmed Security Guard Services (hereinafter referred to as "Subordinate Contract"), per the Scope of Work, Pricing, Terms and Conditions of the RCA; and,

**WHEREAS**, the District relies on County staff to carry out its duties pursuant to the Orange County Flood Control District Act, Water Code App. §§ 36-1 et seq., and County staff may request Contractor to perform services under this Contract on behalf of District; and,

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

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

**WHEREAS**, the County Board of Supervisors has authorized the Procurement Officer or designee to enter into a Type of commodity or service being solicited with the Contractor; 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 term of this Subordinate Contract shall become effective April 1, 2025 and continue for five (5) years, unless otherwise terminated as provided herein. This Subordinate Contract shall continue to be in effective and continue to incorporate the pricing, and terms and conditions of RCA, regardless of whether RCA terminates prior to the expiration or termination of this Subordinate Contract.
3. **Compensation & Payment:** Contractor agrees to provide Unarmed Security Guard Services at the fixed rate set forth in the RCA. The County does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.
4. **Not to Exceed Limit:** The total amount of this Subordinate Contract shall not exceed \$2,419,235. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by both Parties.
5. **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.

Contractor: Property Security Services, Inc.  
Attn: Nick Memon  
10722 White Oak Ave., Ste. 4  
Granada Hills, CA 91344  
Phone: 818-488-1032  
Email: [nick@propertysecurityinc.com](mailto:nick@propertysecurityinc.com)

County: OC Public Works/Glassell Complex  
Attn: Nathan Newman  
2301 N. Glassell Street  
Orange, CA 92865  
Email: [Nathan.Newman@ocpw.ocgov.com](mailto:Nathan.Newman@ocpw.ocgov.com)  
Phone: 714-955-0191

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](mailto:Cesar.Grijalva@ocpw.ocgov.com)

Email: [Robert.Markworth@ocpw.ocgov.com](mailto:Robert.Markworth@ocpw.ocgov.com)  
 Phone: 714-412-4775

County: OC Public Works/Rossmoor Pump Station  
 Attn: Leonel Estrada  
 2301 N. Glassell St.  
 Orange, CA 92865-2703  
 Email: [Leonel.Estrada@ocpw.ocgov.com](mailto:Leonel.Estrada@ocpw.ocgov.com)  
 Phone: 714-955-0311

cc: OC Public Works/Procurement Services  
 Attn: Wayne Hsiao, County DPA  
 601 North Ross Street  
 Santa Ana, CA 92701  
 Phone: 714-667-9626  
 Email: [Wayne.Hsiao@ocpw.ocgov.com](mailto:Wayne.Hsiao@ocpw.ocgov.com)

6. **Levine Act Requirements:** Contractor agrees to comply with Government Code Section 84308. Contractor further agrees to disclose to the County any contribution made to any members of the Board of Supervisors or County Agency Officers by Contractor, Contractor's agent or lobbyist, or, if applicable, any subcontractor(s) for the twelve (12) months prior to and twelve (12) months following the approval, renewal, or extension of this Contract.
7. **Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to carry all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage current, provide Certificates of Insurance, and endorsements to the County during the entire term of this Contract.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

### **Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, CEO/ Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned or scheduled, non-owned and hired vehicles	\$1,000,000 combined single limit each accident
Workers Compensation Employers Liability Insurance disease	Statutory \$1,000,000 per accident or

Increased insurance limits may be satisfied with Excess/Umbrella policies. Excess/Umbrella policies when required must provide Follow Form coverage.

#### Required Coverage Forms

The Commercial General Liability coverage shall be written on occurrence basis utilizing Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

#### Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange, the Orange County Flood Control District, and their elected and appointed officials, officers, employees, and agents*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
- 2) A primary non-contributory endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary, and any insurance or self-insurance maintained by the County shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, the Orange County Flood***

***Control District, and their elected and appointed officials, officers, employees, and agents*** or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT***.

All insurance policies required by this Contract shall waive all rights of subrogation against the ***County of Orange, the Orange County Flood Control District, and their elected and appointed officials, officers, employees, and agents*** when acting within the scope of their appointment or employment.

Contractor shall provide thirty (30) days prior written notice to the County of any policy cancellation or non-renewal and ten (10) days prior written notice where cancellation is due to non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be emailed to [OCPWCompliance@ocpw.ocgov.com](mailto:OCPWCompliance@ocpw.ocgov.com)

If email is not possible, then Insurance certificates should specifically be forwarded to:

County of Orange  
C/O OC Public Works  
Attn: OCPW Procurement  
601 N. Ross Street, 4th Floor  
Santa Ana, CA 92701

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not provide acceptable Certificates of Insurance and endorsements to County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

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**

Signature Page

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

**PROPERTY SECURITY SERVICES, INC.\***

Signed by:	Asma Memon	President	1/28/2025   2:09 PM PST
	Asma Memon	President	1/28/2025   2:09 PM PST
66CD12F168B54EE...			
Signature	Name	Title	Date
Signed by:	Waqas Memon	CFO	1/28/2025   5:00 PM EST
	Waqas Memon	CFO	1/28/2025   5:00 PM EST
927AF1BCCA9F4D2...			
Signature	Name	Title	Date

**COUNTY OF ORANGE, A political subdivision of the State of California**  
**COUNTY AUTHORIZED SIGNATURE:**


		Deputy Purchasing Agent	
Signature	Name	Title	Date

**ORANGE COUNTY FLOOD CONTROL DISTRICT, A body corporate and politic**  
**DISTRICT AUTHORIZED SIGNATURE:**

		Deputy Purchasing Agent	
Signature	Name	Title	Date]

**APPROVED AS TO FORM:**

County Counsel

By:    
C88031248AC049C...   
Deputy   
william Ninh   
Name: \_\_\_\_\_

1/28/2025 | 2:35 PM PST   
Date: \_\_\_\_\_

\* 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 A  
OC PUBLIC WORKS DEPARTMENT GUARD POST ORDERS**

**A. Glassell Complex - 2301 & 2245 North Glassell Street and 222 East Bristol Lane, Orange CA 92865:**

**POLICE:**

- Local Phone
  - (714) 744-7444
  - 911

**FIRE:**

- Local Fire Department
  - (714) 288-2500
  - 911

**Location Contact:**

- Nathan Newman- Call/Email for all issues
  - (714) 955-0191
  - (949) 473-4910
  - nathan.newman@ocpw.ocgov.com

**Days and Hours of Coverage:**

- M-F 3:30pm to 6:00am /
- Weekend Friday 3:30pm start 24hours to Monday 6:00am.
- Holidays 24 Hours
- Additional hour of coverage maybe needed.

**Equipment:**

- 1 Detex Wand
- 1 Detex Wand Charger
- Keys
- Phone
- Post Order Book
- (DAR) Daily Activity Report

**Gates and Doors Procedures:**

- Gate Closing - Weekdays
  - -Roll Up Doors
    - 530pm - 6 PM Mon - Fri
  - -Yellow Gates
    - 530pm -6 PM Mon - Fri
    - 630pm for one on Bristol and two on Glassell
  - -All other gates/warehouse
    - 530pm - 6 PM
- Gate Opening – Weekdays
  - All gates will be opened by 4:30AM
- Unlocked Doors and Roll Up Doors– After Normal Working Hours
  - All doors are to be checked to ensure they are locked during Guard Tour System



**(Detex) Patrol.**

- If doors or roll up doors are found unlocked, guard is to make an attempt to lock the door.
- If doors or roll up doors are found unlocked and guard is not able to lock the door, guard is to notify Location Contact and make not on DAR.
- If doors or roll up doors are found unlocked and guard notices there are County employees working in the building, guard is to keep an eye on that door and ensure door is locked after County employees are done in the building.
- Guard is to note on DAR, any gates, doors, and roll up doors found after normal working hours.

**Restroom Procedures:**

- A portable restroom is onsite.
- Portable restroom is available for guards to use.
- Guard must never leave facility unattended during shift, to use the restroom.

**Check-in Procedures:**

- It is recommended that the Officer arrive 15 minutes prior to the beginning of the shift.
- Guard will Email Location Contact at start of shift.
- Guard to start shift at Glassell Campus.
- Guard is to check in with front desk staff of the 2301 Glassell building at start of shift.
- Guard will start his/her DAR at this time. DAR is to be turned in Daily.
- Guard will make an entry on his/her Time Sheet at this time.

**On Duty Lunch & Break Procedure:**

- Guard is allowed a 30-minute paid lunch break (onsite) and is allowed 2 15-minute breaks.
- Guard will respond to any call for service while on lunch or break. Guard must follow this rule without exception.
- Guard must bring their own water and food.
- Guard is NOT to leave post at any time. Lunch is on site.

**Starting Shift Procedures:**

- Guards must check in with front desk staff as beginning on weekday/non-holiday shifts.
- Guards will obtain keys from front desk staff and obtain remaining equipment from security guard box.
  - If shift is on a weekend/holiday, guards will transfer all equipment to oncoming guard.
- All guards must send a check in email to Location Contact at the beginning and end of each shift.
  - If guard does not send a check in email to Location Contact, the on-duty supervisor must email Location Contact and explain why guard could not send a check in/out email.
- Guards will fill out beginning portion of DAR.
- Guard is to conduct Guard Tour System (Detex) Patrol within 15 minutes of beginning of shift.
- Guard will close all gates and doors at designated times.
  - -Roll Up Doors
    - 530pm - 6 PM Mon - Fri
  - -Yellow Gates
    - 530pm -6 PM Mon - Fri

- 630pm for one on Bristol and two on Glassell
- -All other gates/warehouse
  - 530pm - 6 PM

**Normal Shift Procedures:**

- Guard must perform a Guard Tour System (Detex) Patrol must be done every 45 minutes.
- During the Guard Tour System (Detex) Patrol all points designated by Location Contact must be scanned during each patrol.
  - If a point(s) is damaged, missing, or missed, the Location Contact must be notified before the next patrol is started.
- Guard must patrol Guard Tour System (Detex) points in numerical order.
- DAR will be filled out with exact times of Guard Tour System (Detex) Patrols
- DAR will be filled out throughout shift.
  - DAR cannot be filled out all at one time.
  - DAR must be filled out as events and patrols happen during shift.
- DAR must have military time (24-Hours).
- Guard must write on DAR any vehicles that are left running or have lights on.
  - Guard must write Make, Model, License Plate number, and location of vehicle (parking spot number).
- Guard must not be using personal cell phone for any reason except for an emergency or guard duties.
- Guards must not sit in vehicle.
  - Guards must be outside and always watching property.
- Guards must not sit inside building for any reason.
  - Guards must be outside and always watching property.
- Guard must check an ID for every single person that arrives onsite after normal working hours.
  - If person is a county employee, Guards must write down on DAR.
    - Time, Name, ID number, County Position, and section.
  - If person cannot prove they work for the county, Guard must write down on DAR.
    - Time, Name, ID number, and reason why they are trying to access campus after hours.
- If guard is tired, the guard must notify Supervisor.
  - Supervisor will have a replacement guard arrive within 1 hour or supervisor will complete the remaining time of shift.
- Guard must never leave facility unattended during shift.

**End of Shift Procedures:**

- Guard must perform Guard Tour System (Detex) Patrol up to the last 10 minutes of each shift.
- Guard must turn in DAR by end of shift, to the Security Guard Box
- Guard must open all gates by 4:30AM
  - Weekdays only
- Guard must return all equipment to security guard box for weekday shifts or transfer all equipment to oncoming shift for weekend shifts.

- Guard must check out with front desk staff and turn in keys.
- Guard must fill out shift end time on sign-in sheet.
- Guard must send a check out email to Location Contact.

**General Procedures:**

- Guard Tour System (Detex) must have a notification system that notifies the Location Contact if Guard Tour System (Detex) points have not been scanned within the 45-minute window.
- During the Guard Tour System (Detex) Patrol all points designated by Location Contact must be scanned during each patrol.
  - If a point(s) is damaged, missing, or missed, the Location Contact must be notified before the next patrol is started.
  - The damaged, missing, or missed point(s) must be noted on the DAR for every shift until that point is repaired or replaced.
- Guard Tour System (Detex) points must have names listed on the Guard Tour System (Detex) report that describes where that point is located.
  - A list of Guard Tour System (Detex) names will be provided to Location Contact and will provide an updated list if there are any changes to point names or locations.
- Guard Tour System (Detex) points must have a number assigned.
  - Numbers will indicate the route each guard must take.
- Guards must patrol in a numerical order during the Guard Tour System (Detex) patrol.
- Guard Tour System (Detex) report must be always accessible to Location Contact and have the ability to download without the need of contractor being onsite.
- Guard Tour System (Detex) report must be in chronological order.
- Guard Tour System (Detex) report must be in military time (24-hour).
- All guards must fully complete Guard Tour System (Detex) Patrol for every required 45-minute increment.
  - If guards fail to complete a full Guard Tour System (Detex) Patrol for 3 times, contractor must replace guard by the following shift.
  - Any reason why a Guard Tour System (Detex) Patrol was not completed must be approved by Location Contact.
  - Proof of reason why a Guard Tour System (Detex) Patrol was not completed must be provided to Location Contact before the start of next patrol.
  - Failure to do so will result in the contractor replacing guard by the following shift.
- All guards must send a check in/out email Location Contact at the beginning and end of each shift.
  - If guard does not send a check in/out email to Location Contact, the on-duty supervisor must email Location Contact and explain why guard could not send a check in/out email.
  - If guard fails to email a check in/out email for 3 shifts, contractor must replace guard by the following shift.
- DAR must be completely filled out by the end of shift.
  - DAR cannot be photocopied or filled out all at once.
  - DAR must be filled out in real time and have exact times of Guard Tour System (Detex) patrol.

- DAR must have exact time of patrols, incidents, and any personnel arriving to the campus.
- If DAR is not filled out completely for 3 shifts, contactor must find a replacement guard by the following shift.
- DAR must have military time (24-Hours).
- Guard must write on DAR any vehicle that are left running or have lights on.
  - Guard must write Make, Model, License Plate number, and location of vehicle (parking spot number).
- Guard must not be using personal cell phone for any reason except for an emergency or guard duties.
- Guards must not sit in vehicle.
  - Guards must be outside and always watching property.
- Guards must not sit inside building for any reason.
  - Guards must be outside and always watching property.
- Guard must check an ID for every single person that arrives onsite after normal working hours.
  - If person is a county employee, Guards must write down Name, ID number, County Position, and section.
  - If person cannot prove they work for the county, Guard must write down name, ID number, and reason why they are trying to access campus after hours.
  - If guard fails to not take down the information of all personnel coming on to the campus for 3 times, contactor must find a replacement guard by the following shift.
- If guard is tired, the guard must notify Supervisor.
  - Supervisor will have a replacement guard arrive within 1 hour or supervisor will complete the remaining time of shift.
  - If guard is found asleep while on duty, contractor must bring a replacement guard within 1 hour.

**B. Collins Complex – 2120 and 2023 W. Collins, Orange CA 92865:**

POLICE: Local Phone (714)744-7501 or 911

FIRE: Local Fire Department (714) 288-2500 or 911

Location Contact: Cesar Grijalva (714) 412-4775  
Rob Markworth (714-277-9592)

Client Contact: Lori Hansen (714) 448-0243  
Nathan Newnan (949) 473-4910

**DAYS AND HOURS OF COVERAGE:**

M-F 3:30pm to 5:30 am

Weekend Friday 3:30pm start & 24hour to Monday 5:30am.

Holidays 24 hours.

**EQUIPMENT:** 1 Detex wand & charger  
Keys

Phone

Post order book

(DAR) Daily Activity Report Forms.

Security Company is to provide their own portable restroom. Location TBD.

## CHECK IN PROCEDURES

- Contact & notify Cesar if late arrival, or if absent. Text, Call, or Email.
- It is recommended that the Officer arrive 15 minutes prior to the beginning of the shift.
- Guard will call The **TBD** Security Company at start of shift.
- Guard to report 10/8 (On Duty) COLLINS/BONE YARD ORANGE COUNTY.”
- Guard is to check-in/Out by contacting Collins Yard Supervision in charge Text, E mail, Call, or in person at beginning and at the end of shift. Text preferred. Cesar Grijalva 714-412-4775.
- Guard will start his/her DAR at this time. **DAR is to be turned in Daily.**
- Guard will make an entry on his/her Time Sheet at this time.

## ON DUTY LUNCH PROCEDURE:

- Guard is allowed a 30-minute PAID lunch break (on site)
- Guard 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.
- Guard is NOT to leave post at any time. Lunch is on site. You will need to bring your own lunch. Lunch is one half hour. You are required to call a 10-100 (break/lunch) into dispatch for lunch and breaks. You also get 2 15-minute breaks.
  - **During bathroom breaks, security company supervisor is to cover during security officer absence from the property.**
  - These Post Orders are in conjunction with anything not mentioned in Glassell Campus Post Orders, and vice versa.

## OPENING AND CLOSING PROCEDURES-MONDAY THROUGH FRIDAY

- Security Guard must check-in, at 3:30pm with Collins Yard Supervision.
  - Guard will obtain a set of Gate keys from lock box (**Code 2023**) at the CNG Station fence by the big gate.
- Security Guard Binder with the DAR report, Contractor supplied cell, Detex, and Post Order papers are to be in the lock box located on the north side of the Collins Yard.
- **Guard is to stage at the North side of the property at the North side of the solar panels making sure front gate entry and South side of the property are within viewing. (Park between the solar panels and the wash rack).**
- Security Guard will start Detex Tour (14 TOTAL) (2 AT BONE YARD) then drive down the riverbed to the Bone yard to close the gates. The back gate from 2120 Collins that is along the riverbed may be used to go to the Bone yard for the Guards use *only* and needs to be locked upon entering and exiting.
- The gates are to be locked starting at 4:30pm. Then proceeding to 2120 W. Collins Yard, CNG chain link gates need to be checked and verified that they are locked then to 2023 W. Collins.
- Security Guard is to patrol and perform a Detex tour with one-hour intervals between the Boneyard and Collins Complex.

## Attachment A

- The Bone yard is to be checked at least one time every hour during said shift.
  - The Bone yard is to be walked along the perimeter fencing and checked for any fence cuts/ holes. Should there be any holes in the fence or tampering of bins, Security Guard Is to note it in his DAR and immediately report it to Cesar Grijalva Text or Call 714-412-4775. Also, while doing so cargo bins are to be checked for any tampering.
  - During patrols Security Guard is to make sure the doors are secure at the 2023 Collins building  
\*\*Please note that the building will be secured by Fleet Services staff. \* If anything is unlocked or not secured contract Cesar Grijalva or Rob Markworth as well as documenting it in your DAR report.
- Guard must patrol equipment area located alongside the river fencing.
- If any time during patrols at the Fleet Services building you notice that the orange light (3) total on the sides of the building is on please contact Cesar Grijalva or Rob Markworth.
  - **Security Guard must Question and check ID on anyone who enters the premises after working hours and document it in the DAR report. Document Unit #, License Plate# Make, Model, Persons ID Information, and time of day. Include Janitor personnel.**
  - Document unit# and license plate# of any vehicle with windows down, unlocked or lights left on.
  - In the morning, gates to the Collins Complex must be opened by 5:30 am. The Bone yard gates do not need to be opened.
    - If DAR is not filled out completely for 3 shifts, security guard must be replaced by the following shift.
    - If security guard fails to check-in/ Out for 3 shifts, security guard must be replaced by the following shift.
  - **Completed DAR log sheet and reports needs to be placed in lock box located on the north side of the building.**
  - Guard is to patrol the grounds up until the last 10 min. of shift.
  - Security Guard must return keys prior to the end of shift to the CNG Station lock box located on the fence by the gate.

### OPENING AND CLOSING PROCEDURES - SATURDAY AND SUNDAY

- The same procedures apply on weekends except that the yard is to always remain locked unless notified by Cesar Grijalva or Rob Markworth that personnel will be working in the Collins Yard over the weekend.
- It is the guard on duty responsibility to get keys to the next guard that will be taking over the shift.
- Each guard is responsible to place their DAR reports in the lock box folder as stated above.
- Guard is to investigate any unlocked/open doors, or gates, and notify Cesar Grijalva via Text 714-412-4775.

### Billing Instructions for Collins Yard.

- Send Collins Yard Invoice to [cesar.grijalva@ocpw.ocgov.com](mailto:cesar.grijalva@ocpw.ocgov.com) for review/approval.
- Timecard, and detex documents must be in an easy-to-read format.

### C. Rossmoor Pump Station – 7500 East Willow St., Long Beach CA 90815:

#### 1. Police:

Long Beach Police Department (562) 435-6711

#### 2. Fire:

Long Beach Fire (562) 591-7631

#### 3. County Contacts:

***Please call in following order!***



***If calling after 4 p.m., call cell phone number***

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

Ricardo Mora: Cell phone (657) 321-4092

1. Opening and Closing Procedures – Monday Through Sunday
2. Work Shift 7pm to 6am
  - a. The guard must check in via call or text to Leonel Estrada at 714-448-2291 at the beginning and end of each shift.
  - b. The guard's daily reports are to be emailed to [Leonel.Estrada@ocpw.ocgov.com](mailto:Leonel.Estrada@ocpw.ocgov.com) or sent via text to 714-448-2291, at the end of every shift.
  - c. The guard must ensure that all gates to the pump station are to maintain locked at all times and entryways are secured.
  - d. The guard is to visually check the perimeter of the pump station building at all times, making sure all entryways are secured.
  - e. Detex should start at the begging of every shift and perform every 2 hours.
  - f. Safety first when using the vehicle to tour the Pump Station.
  - g. Question and check identification of anyone who enters the pump station premises after work hours, document all names and vehicle licenses plates in the D.A.R. report.
  - h. Provide security inspections, scheduled rounds to tracking system location.
  - i. Contact appropriate County representative, police, and/or other emergency response personal as required in the event of an emergency.
  - j. Report any actions taken by the security guard regarding any ordinance and/or rule enforcement, or emergency, in writing to the designated County staff.
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  - l. Remain on the Rossmoor Pump Station premises at all times throughout the duration of their shift.
  - m. Guards are to patrol the grounds up until the last ten (10) minutes of their shift.
  - n. The guard must make arrangements to handover the key to the entrance gates on any day or any absents or scheduled day off.
  - o. The restroom is not available at the facility. The guard must remain on-site and cannot leave the premises during their shift to use the restroom. The contractor is responsible for providing restroom alternatives.