

AMENDMENT NUMBER FOUR  
TO  
CONTRACT NUMBER MA-060-20011202  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
CML SECURITY LLC

This AMENDMENT NUMBER FOUR to Contract number MA-060-20011202 (hereinafter "AMENDMENT NUMBER FOUR") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and CML Security LLC, (hereinafter "CONTRACTOR") with a place of business at 1785 W. 160<sup>th</sup> Ave., Suite 700, Broomfield, CO 80023, with COUNTY and CONTRACTOR sometimes referred to collectively as "Parties," is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware on May 20, 2020, for a one (1) year term of May 20, 2020 through and including May 19, 2021, renewable for four (4) additional one year terms (hereinafter "ORIGINAL CONTRACT"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on April 27, 2021 for a one year term of May 20, 2021 through and including May 19, 2022 (hereinafter "AMENDMENT NUMBER ONE"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on February 11, 2022 for a one year term of May 20, 2022 through and including May 19, 2023 (hereinafter "AMENDMENT NUMBER TWO"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on March 28, 2023 for a one year term of May 20, 2023 through and including May 19, 2024 (hereinafter "AMENDMENT NUMBER THREE"); and

WHEREAS, COUNTY desires to renew the ORIGINAL CONTRACT for a one year term of May 20, 2024 through and including May 19, 2025, and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT; and

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

2. Term of Contract:

This Contract shall commence upon execution of all necessary signatures and continue in effect from 5/20/20 through and including 5/19/25, unless otherwise terminated by COUNTY.

- b. Additional Terms and Conditions, Section 3 – Renewals, of the ORIGINAL CONTRACT is amended in its entirety as follows:

- 3. Renewal: This contract may not be renewed.

- c. Attachment B, Compensation and Pricing Provisions, Section 2. Fees and Charges is amended in part as follows:

Contract shall not exceed \$1,293,000 for the term of 5/20/2024 – 5/19/2025

- 2. All other terms and conditions in this Contract shall remain unchanged and in full force and effect.

-Signature Page to Follow-

IN WITNESS WHEREOF, the Parties have executed this AMENDMENT NUMBER FOUR to Contract Number MA-060-20011202.

\*Contractor: CML Security LLC

By: [Signature] Title: VP- System Support  
 Print Name: Cory Solberg Date: March 7, 2024

\*Contractor: CML Security LLC

By: [Signature] Title: CFO  
 Print Name: Mark Gilmore Date: March 7, 2024

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

### County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Supervisors: \_\_\_\_\_

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

Chairman of the Board of Supervisors  
 County of Orange, California

Approved as to Form  
 Office of the County Counsel  
 Orange County, California

By: [Signature: Annie Loo]  
 Deputy B7726751D1E947E...

AMENDMENT NUMBER THREE  
TO  
CONTRACT NUMBER MA-060-20011202  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
CML SECURITY LLC

This AMENDMENT NUMBER THREE to Contract number MA-060-20011202 (hereinafter "AMENDMENT NUMBER THREE") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and CML Security LLC, (hereinafter "CONTRACTOR") with a place of business at 1785 W. 160<sup>th</sup> Ave., Suite 700, Broomfield, CO 80023, with COUNTY and CONTRACTOR sometimes referred to collectively as "Parties," is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware on May 20, 2020, for a one (1) year term of May 20, 2020 through and including May 19, 2021, renewable for four (4) additional one year terms (hereinafter "ORIGINAL CONTRACT"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on April 27, 2021 for a one year term of May 20, 2021 through and including May 19, 2022 (hereinafter "AMENDMENT NUMBER ONE"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on February 11, 2022 for a one year term of May 20, 2022 through and including May 19, 2023 (hereinafter "AMENDMENT NUMBER TWO"); and

WHEREAS, COUNTY desires to renew the ORIGINAL CONTRACT for a one year term of May 20, 2023 through and including May 19, 2024, and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT; and

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

2. Term of Contract:

This Contract shall commence upon execution of all necessary signatures and continue in effect from 5/20/20 through and including 5/19/24, unless otherwise terminated by COUNTY.

b. Additional Terms and Conditions, Section 3 – Renewals, of the ORIGINAL CONTRACT is amended in its entirety as follows:

3. Renewal: This contract may be renewed by mutual written agreement of both Parties for one (1) additional one-year term. The County does not have to give a reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.

c. Attachment B, Compensation and Pricing Provisions, Section 2. Fees and Charges is amended in part as follows:

Contract shall not exceed \$1,293,000 for the term of 5/20/2023 – 5/19/2024

2. All other terms and conditions in this Contract shall remain unchanged and in full force and effect.

-Signature Page to Follow-

IN WITNESS WHEREOF, the Parties have executed this AMENDMENT NUMBER THREE to Contract Number MA-060-20011202.

\*Contractor: CML Security LLC

By: [Signature] Title: President  
Print Name: Thomas Thoehe Date: January 11, 2023

\*Contractor: CML Security LLC

By: [Signature] Title: CFO  
Print Name: Mark Gilmore Date: January 11, 2023

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

#### County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Supervisors: \_\_\_\_\_

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

Chairman of the Board of Supervisors  
County of Orange, California

Approved as to Form  
Office of the County Counsel  
Orange County, California

By: [Signature]  
Deputy

File folder C021678

AMENDMENT NUMBER TWO  
TO  
CONTRACT NUMBER MA-060-20011202  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
CML SECURITY LLC

This AMENDMENT NUMBER TWO to Contract number MA-060-20011202 (hereinafter "AMENDMENT NUMBER TWO") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and CML Security LLC, (hereinafter "CONTRACTOR") with a place of business at 1785 W. 160<sup>th</sup> Ave., Suite 700, Broomfield, CO 80023, with COUNTY and CONTRACTOR sometimes referred to collectively as "Parties," is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware on May 20, 2020, for a one (1) year term of May 20, 2020 through and including May 19, 2021, renewable for four (4) additional one year terms (hereinafter "ORIGINAL CONTRACT"); and

WHEREAS, COUNTY and CONTRACTOR renewed the ORIGINAL CONTRACT on April 27, 2021 for a one year term of May 20, 2021 through and including May 19, 2022 (hereinafter "AMENDMENT NUMBER ONE");

WHEREAS, COUNTY desires to renew the ORIGINAL CONTRACT for a one year term of May 20, 2022 through and including May 19, 2023, and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:
  2. Term of Contract:  
This Contract shall commence upon execution of all necessary signatures and continue in effect from 5/20/20 through and including 5/19/23, unless otherwise terminated by COUNTY.
- b. Additional Terms and Conditions, Section 3 – Renewals, of the ORIGINAL CONTRACT is amended in its entirety as follows:
  3. Renewal: This contract may be renewed by mutual written agreement of both Parties for two (2) additional one year terms. The County does not have to give a

reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.

- c. Attachment B, Compensation and Pricing Provisions, Section 2. Fees and Charges is amended in part as follows:

Contract shall not exceed \$1,293,000 for the term of 5/20/2022 – 5/19/2023

- 2. All other terms and conditions in this Contract shall remain unchanged and in full force and effect.

-Signature Page to Follow-



IN WITNESS WHEREOF, the Parties have executed this AMENDMENT NUMBER TWO to Contract Number MA-060-20011202.

\*Contractor: CML Security LLC

By: [Signature] Title: Executive Vice President, Manager  
 Print Name: JJ Ramsey Date: November 17, 2021

\*Contractor: CML Security LLC

By: [Signature] Title: CFO  
 Print Name: Mark Gilmore Date: November 17, 2021

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Admin. Mgr. I  
 Print Name: Yvette Torres Date: 2/11/22

Approved by the Board of Supervisors: 1/25/2022

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

Chairman of the Board of Supervisors  
 County of Orange, California

Approved as to Form  
 Office of the County Counsel  
 Orange County, California

By: [Signature]  
 Deputy

File folder C021678

AMENDMENT NUMBER ONE  
TO  
CONTRACT NUMBER MA-060-20011202  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
CML SECURITY LLC

This AMENDMENT NUMBER ONE to Contract number MA-060-20011202 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and CML Security LLC, (hereinafter "CONTRACTOR") with a place of business at 1785 W. 160<sup>th</sup> Ave., Suite 700, Broomfield, CO 80023, with COUNTY and CONTRACTOR sometimes referred to collectively as "Parties," is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware on May 20, 2020, for a one (1) year term of May 20, 2020 through and including May 19, 2021, renewable for four (4) additional one year terms (hereinafter "ORIGINAL CONTRACT"); and

WHEREAS, COUNTY desires to renew the ORIGINAL CONTRACT for a one year term of May 20, 2021 through and including May 19, 2022, and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and CONTRACTOR agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

2. Term of Contract:

This Contract shall commence upon execution of all necessary signatures and continue in effect from 5/20/20 through and including 5/19/22, unless otherwise terminated by COUNTY.

- b. Additional Terms and Conditions, Section 3 -- Renewals, of the ORIGINAL CONTRACT is amended in its entirety as follows:

3. Renewal: This contract may be renewed by mutual written agreement of both Parties for three (3) additional one year terms. The County does not have to give a reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.

- c. The ORIGINAL CONTRACT is amended in part to add the following Additional Terms and Conditions:

34. Labor Code Requirements: Contractor and all subcontractors shall comply with all applicable requirements of the Labor Code throughout the performance of the Contract. Contractor and all subcontractors must comply with the requirements of labor code section 1771.1(a), pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. After award of the contract, Contractor and each subcontractor shall furnish electronic payroll records directly to the Labor Commissioner in the manner specified in Labor Code Section 1771.4.

Contractor and any subcontractor(s) shall comply with the provisions of California Labor Code Sections 1771 *et seq.*, and shall pay workers employed on the Contract not less than the general prevailing rates of per diem wages and holiday and overtime wages in this locality as determined by the Director of Industrial Relations. County has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in this locality for each craft, classification, or type of worker needed to execute the Contract from the Director of the Department of Industrial Relations. Copies of the prevailing wage rates are on file at County's principal office. Copies may also be obtained from the State Office, Department of Industrial Relations or from the Department of Industrial Relations website: <http://www.dir.ca.gov>. Contractor shall post a copy of these wage rates at the job site for each craft, classification, or type of worker needed in the performance of this Contractor.

If the Contract is federally funded, Contractor and any subcontractor(s) shall not pay less than the higher of these rates or the rates determined by the United States Department of Labor. Contractor and any subcontractor(s) shall comply with the provisions of Labor Code Section 1775. Contractor and any subcontractor(s) shall be subject to a penalty in an amount up to \$200, or a higher amount as provided by Section 1775, for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done by the Contractor or subcontractor(s) under the Contractor.

Contractor shall comply with the provisions of Labor Code Sections 1775 (penalties for prevailing wage violations) and 1813 (forfeiture for overtime violations). Unless the Contract involves a dollar amount less than that specified in Labor Code Section 1777.5 or does not meet the requirements of that section, this Contract is governed by the provisions of Section 1777.5 and Contractor shall comply with Labor Code Section 1777.5 for all apprenticeable occupations.

As provided by Labor Code Section 1810, 8 hours of labor shall constitute a legal day's work, and 40 hours shall constitute a legal week's work. The time of service of any worker employed under the Contract shall be restricted to 8 hours during any one calendar day, and 40 hours during any one calendar week, except as provided herein. Contractor shall forfeit to COUNTY \$25, or a higher amount as provided by Labor Code Section 1813, for each worker employed in the performance of this Contract by Contractor or by any subcontractor(s) for each calendar day during which such

worker is required or permitted to work more than the legal day's or week's work, except as provided by Labor Code Section 1815. Contractor and any subcontractor(s) shall comply with the requirements of Labor Code Section 1776. Such compliance includes the obligation to furnish the records specified in Section 1776 directly to the Labor Commissioner in an electronic format, or other format as specified by the Commissioner, in the manner provided by Labor Code Section 1771.4.

The requirements of Labor Code Section 1776 provide in part:

- A. Contractor and any subcontractor(s) performing any portion of the work under this Contract shall keep an accurate record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any subcontractor(s) in connection with the work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:
  - (1) The information contained in the payroll record is true and correct.
  - (2) The employer has complied with the requirements of Labor Code Sections 1771, 1811, and 1815 for any work performed by his or her employees in connection with the Contract.
- B. The payroll records shall be certified and shall be available for inspection at the principal office of Contractor on the basis set forth in Labor Code Section 1776.
- C. Contractor shall inform County of the location of the payroll records, including the street address, city and county, and shall, within five working days, provide a notice of any change of location and address of the records.
- D. Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall have 10 days in which to provide a certified copy of the payroll records subsequent to receipt of a written notice requesting the records described herein. In the event that Contractor or any subcontractor fails to comply within the 10-day period, he, she or it shall, as a penalty to County, forfeit \$100, or a higher amount as provided by Section 1776, for each calendar day, or portion thereof, for each worker to whom the noncompliance pertains, until strict compliance is effectuated. Contractor acknowledges that, without limitation as to other remedies of enforcement available to County, upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement of the California Department of Industrial Relations, such penalties shall be withheld from progress payments then due Contractor. Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section. In the performance of the terms of this Contract and pursuant to Labor Code Section 1735, Contractor agrees that he/she/it will not engage in nor permit such subcontractors as he/she/it may employ to engage in discrimination against any employee or applicant for employment on the basis of race, sex, color, religion, ancestry, national origin, marital status, age or as an otherwise qualified physically disabled individual. This prohibition shall pertain to employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay and other forms of compensation; selection for training, including apprenticeship; and any other action or inaction pertaining to employment matters.

35. Bond: Contractor shall furnish, at time of signing the Contract, one (1) surety bond which shall protect the laborers and materialmen and shall be for one hundred percent (100%) of the value of the Contract; said bond to be first approved by the office of the County Counsel and the CEO Risk Manager of Orange County. Such bond shall be in the form provided in the Contract (Attachment C) and issued and executed by an admitted surety insurer (authorized to transact surety insurance in California) acceptable to the County. (E.g., if bonds are issued through a surplus line broker, both the surplus line broker and the insurer with whom he is doing business for purposes of this project must be licensed in California to issue such bonds.)

If any surety upon any bond furnished in connection with this Contract becomes unacceptable to County, or if any such surety fails to furnish reports as to its financial condition from time to time as requested by County, Contractor shall promptly furnish such additional security as may be required by the County to protect the interests of County and of persons supplying labor or materials in the prosecution of the work contemplated by this Contract.

- d. Attachment B, Compensation and Pricing Provisions, Section 2. Fees and Charges is amended in part as follows:

Contract shall not exceed \$1,293,000 for the term of 5/20/2021 – 5/19/2022

2. All other terms and conditions in this Contract shall remain unchanged and in full force and effect.

-Signature Page to Follow-

IN WITNESS WHEREOF, the Parties have executed this AMENDMENT NUMBER ONE to Contract Number MA-060-20011202.

\*Contractor: CML Security LLC

By: [Signature] Title: Vice President - SSD  
 Print Name: James M Powell Date: Feb 5 2021

\*Contractor: CML Security LLC

By: [Signature] Title: CEO  
 Print Name: Mark Colonna Date: Feb 5, 2021

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

### County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: [Signature] Title: Purchasing Manager  
 Print Name: Frederick Lyle Rossow Date: 4/27/2021

Approved by the Board of Supervisors: 4/13/21

Approved as to Form  
 Office of the County Counsel  
 Orange County, California

By: [Signature]  
 Deputy

Contract MA-060-20011202  
with  
CML Security LLC  
for  
Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware

This Contract MA-060-20011202 for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware (hereinafter referred to as "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") and CML Security LLC, with a place of business at 1785 W. 160<sup>th</sup> Ave. Suite 700, Broomfield, CO. 80023 (hereinafter referred to as "Contractor"), with a County and Contractor sometimes referred to as "Party" or collectively as "Parties".

ATTACHMENTS

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

Attachment A – Scope of Work  
Attachment B – Compensation and Pricing Provision  
Attachment C - Scheduled Service  
Attachment D - Manufacturer's Maintenance Instructions  
Attachment E - Orange County Sheriff's Department Tool Control Policy

RECITALS

WHEREAS, Contractor and County are entering into this Contract for the the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware under a firm fixed fee Contract; and

WHEREAS, County solicited a Contract for the the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware as set forth herein, and Contractor represented that it is qualified to provide the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware to the County as further set forth here; and

WHEREAS, Contractor agrees to provide for the the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware to the County as further set forth in the Scope of Work, attached hereto as Attachment A; and

WHEREAS, County agrees to pay Contractor based on the schedule of fees set forth in Compensation and Pricing Provision, attached hereto as Attachment B; and

WHEREAS, the County Board of Supervisors has authorized the Purchasing Agent or designee to enter into a Contract for the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware with the Contractor;

NOW, THEREFORE, the Parties mutually agree as follows:



## ARTICLES

### General Terms and Conditions:

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
  
- B. **Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or designee.
  
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
  
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
  
- E. **Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
  
- F. **Acceptance Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
  
- G. **Warranty:** Contractor expressly warrants that the goods covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as



identified in paragraph "Z" below, and as more fully described in paragraph "Z," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "Z" below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney's fees.
- I. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.
- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- N. **Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation

and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.

- O. Insurance Provisions: Insurance Provisions: Prior to the provision of services under this Contract, the Contractor agrees to purchase 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, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

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.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

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). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted

Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of 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, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence

#### Required Coverage Forms

The Commercial General Liability coverage shall be written on 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 its elected and appointed officials, officers, agents and employees* as Additional Insured's, or provide blanket coverage, which will state *AS REQUIRED BY WRITTEN CONTRACT.*
- 2) A primary non-contributing 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 of Orange shall be excess and non-contributing.
- 3) The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, its elected and appointed officials,

officers, agents and employees 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, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for 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 interest's clause also known as a "separation of insured's" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

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.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with 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.

- P. Changes: Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.
- Q. Change of Ownership/Name, Litigation Status, Conflict with County Interests: Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and Contractor obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required

to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- R. Force Majeure: Contractor shall not be assessed or be found in breach during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- S. Confidentiality: Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- T. Compliance with Laws: Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "Z" below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- U. Freight: Intentionally Left Blank.
- V. Severability: If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- W. Attorney Fees: In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- X. Interpretation: This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is

not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.

- Y. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
  
  - Z. **Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.
  
  - AA. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.
- The County reserves the right to audit and verify the Contractor's records before final payment is made.
- Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.
- Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this agreement shall be forwarded to the County's project manager.
- BB. **Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If

such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

- CC. Expenditure Limit: The Contractor shall notify the County of Orange assigned Deputy Purchasing Agent in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

#### Additional Terms and Conditions

1. Scope of Contract: This Contract specifies the contractual terms and conditions by which County will procure and receive goods/services from Contractor as set forth in the Scope of Work, which is attached hereto as Attachment A and incorporated by this reference.
2. Term of Contract: This Contract shall commence upon execution of all necessary signatures and continue for one calendar year from that date, unless otherwise terminated by County. This Contract may be renewed as set forth in paragraph 3 below.
3. Renewal: This Contract may be renewed by mutual written agreement of both Parties for four (4) additional one (1) year terms. 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. Adjustments – Scope of Work: No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned Deputy Purchasing Agent.
5. Breach of Contract: The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
  - a) Terminate the Contract immediately, pursuant to Section K herein;
  - b) Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
  - c) Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
  - d) Offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.
6. Civil Rights: Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
7. Conflict of Interest – Contractor’s Personnel: The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor’s employees, agents, and subcontractors associated with accomplishing work and services hereunder. The Contractor’s efforts

shall include, but not be limited to establishing precautions to prevent its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers from acting in the best interests of the County.

8. Conflict of Interest – County Personnel: The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
9. Contractor's Project Manager and Key Personnel: Contractor shall appoint a Project Manager to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County's Project Manager, which consent shall not be unreasonably withheld.

The Contractor's Project Manager shall be assigned to this project for the duration of the Contract and shall diligently pursue all work and services to meet the project time lines. The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager from providing services to the County under this Contract. The County's Project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within five (5) business days after written notice by the County's Project Manager. The County's Project Manager shall review and approve the appointment of the replacement for the Contractor's Project Manager. The County is not required to provide any additional information, reason or rationale in the event it The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under the Contract.

10. Contractor Personnel – Reference Checks: The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.
11. Contractor's Expense: The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract. The County will not provide free parking for any service in the County Civic Center.
12. Contractor Personnel – Uniform/Badges/Identification: The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility under this Contract.

All Contractor's employees shall be required to wear uniforms, badges, or other means of identification which are to be furnished by the Contractor and must be work at all times while working on County property. The assigned Deputy Purchasing Agent must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

Contractor and contractor's employees, prior to entering County's secured facilities, shall present valid, government issued, identification to Sheriff's security personnel. Contractor and Contractor's employees shall be issued visitor badges by Sheriff's security personnel, and are required to be worn while on County property in the performance of work. Visitor badges shall be returned to County upon completion of work and prior to leaving job site.



13. Contractor's Records: The Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by the Contractor in accordance with generally accepted accounting and records retention principles.
- a. Contractor shall, for all Contract terms, retain in its office or have quick access to all records including but not limited to the following;
    - Invoices
    - Work Orders
    - Reports
    - Maintenance Logs
  - b. Contractor's shall, following completion of Contract's final term, retain all files and documentation for a minimum of three (3) calendar years.
  - c. Contractor shall provide to County, within two (2) business days, all copies of requested original documents. All requested documents shall be provided by the Contractor at no cost to County.
14. Conditions Affecting Work: The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.
15. Cooperative Agreement: The provisions and pricing of this Contract will be extended to other California local or state governmental entities. Governmental entities wishing to use this Contract will be responsible for issuing their own purchase documents/price agreements, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any Contract entered into with another agency or entity that is entered into as an extension of this Contract a Contract clause that will hold harmless the County of Orange from all claims, demands, actions or causes of actions of every kind resulting directly or indirectly, arising out of, or in any way connected with the use of this contract. Failure to do so will be considered a material breach of this Contract and grounds for immediate Contract termination. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. The Contractor is responsible for providing each cooperative entity a copy of the Contract upon request by the cooperative entity. The County of Orange makes no guarantee of usage by other users of this Contract.
- The Contractor shall be required to maintain a list of the cooperative entities using this Contract. The list shall report dollar volumes spent annually and shall be provided on an annual basis to the County, at the County's request.
16. Data – Title To: All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.

17. **Default – Reprocurement Costs:** In case of Contract breach by Contractor, resulting in termination by the County, the County may procure the goods and/or services from other sources. If the cost for those goods and/or services is higher than under the terms of the existing Contract, Contractor will be responsible for paying the County the difference between the Contract cost and the price paid, and the County may deduct this cost from any unpaid balance due the Contractor. The price paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.
18. **Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:
  1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
  2. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
    - a. The dangers of drug abuse in the workplace;
    - b. The organization's policy of maintaining a drug-free workplace;
    - c. Any available counseling, rehabilitation and employee assistance programs; and
    - d. Penalties that may be imposed upon employees for drug abuse violations.
  3. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
    - a. Will receive a copy of the company's drug-free policy statement; and
    - b. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:

1. The Contractor has made false certification, or
  2. The Contractor violates the certification by failing to carry out the requirements as noted above.
19. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a "service provider" to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the government entity for California purposes and who receives compensation or executes a contract for services performed for that government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at [http://www.edd.ca.gov/Employer\\_Services.htm](http://www.edd.ca.gov/Employer_Services.htm)

20. **Emergency/Declared Disaster Requirements:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the Contractor shall apply to serving the County’s needs regardless of the circumstances. If the Contractor is unable to supply the goods/services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the goods/services from the Contractor’s supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.
21. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as project manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor’s reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by the Contractor after County approval thereof, County approval of Contractor’s reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
22. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, “Equal Employment Opportunity” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation,

and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

23. News/Information Release: The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's Project Manager.
24. Notices: Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned Deputy Purchasing Agent (DPA), 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 (4) 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: CML Security LLC  
 1785 W. 160<sup>th</sup> Ave. Suite 700  
 Broomfield, CO. 80023  
 Attn: James Powell  
 Ph: 720-466-3650  
 Email: mpowell@cmlsecurity.us

County: Sheriff-Coroner Department/ Research & Development Division  
 Address: 431 The City Drive South  
 Orange CA. 92868  
 Attn: Elizabeth Ochoa  
 Ph: 714-935-6841  
 Email: elochoa@ocsd.org

Assigned DPA: County of Orange  
 Sheriff-Coroner Department/Purchasing Services Unit  
 320 N. Flower Street, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92703  
 Attn: Eric Gregory  
 Ph: 714-834-4336  
 Email: egregory@ocsd.org

25. **Precedence:** The Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.
26. **Termination – Orderly:** After receipt of a termination notice from the County of Orange, the Contractor may submit to the County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by the County upon written request of the Contractor. Upon termination County agrees to pay the Contractor for all services performed prior to termination which meet the requirements of the Contract, provided, however, that such compensation combined with previously paid compensation shall not exceed the total compensation set forth in the Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of performance of the Contract.
27. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximations. The Contractor agrees to supply services and/or commodities requested, as needed by the County of Orange, at rates/prices listed in the Contract, regardless of quantity requested.
28. **Usage Reports:** The Contractor shall submit usage reports on an annual basis to the assigned Deputy Purchasing Agent of the County of Orange user agency/department. The usage report shall be in a format specified by the user agency/department and shall be submitted 90 days prior to the expiration date of the contract term, or any subsequent renewal term, if applicable.
29. **Sub-Contracting:** No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor, and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.

30. **Substitutions:** The Contractor is required to meet all specifications and requirements contained herein. No substitutions will be accepted without prior County written approval.
31. **Licenses and Standards:** Contractor and contractor's staff shall possess all licenses, permits, and accreditations required by the laws of the United States, the State of California, and all other governmental agencies, and shall be current, and in good standing. It shall be the responsibility and at the expense of the Contractor and contractor's staff to procure and maintain all required licenses, permits, and accreditations throughout the term of the Contract.
32. **Security Requirements:**
  - A. Contractor shall, with respect to all employees of Contractor performing services hereunder:

1. Perform background checks as to past employment history.
  2. Inquire as to past criminal felony convictions.
  3. Ascertain that those employees who are required to drive in the course of performing services hereunder have valid California driver's licenses and no DUI convictions within two (2) years prior to commencement of services hereunder.
  4. Perform drug screening to determine that such employees are not users of illegal controlled substances as defined by federal law.
- B. Contractor shall not assign to County property any Contractor personnel as to whom the foregoing procedures indicate:
1. Inability or unwillingness to perform in a competent manner.
  2. Past criminal convictions for theft, burglary or conduct causing property damage or mental or physical harm to persons.
  3. Where such employee's duties include driving a vehicle, absence of a valid California driver's license or a DUI conviction within the prior two (2) years.
  4. Usage of illegal controlled substances as defined by federal law.
- C. If any of the problems identified with respect to Contractor's employees are discovered after assignment of an employee to County property, or if County otherwise reasonably deems an assigned employee unacceptable, Contractor shall remove and replace such employee at the County property.
- D. Nothing herein shall render any employee of Contractor an employee of County.

#### THE CONTRACTOR'S PERSONNEL REQUIREMENTS:

All employees must pass the County's background check and meet all requirements as set forth below:

1. All personnel to be employed in performance of the work under this Contract shall be subject to security clearance. Clearance must be updated and renewed every twelve (12) months from original date of clearance.
2. No person, who is required to enter a secured facility of the Sheriff, shall be assigned to perform work under this contract that has not received prior clearance from the Sheriff-Coroner Department.
3. Within fifteen (15) days of the effective date of this Contract, Contractor shall prepare and submit a complete and accurate "Contractor Security Clearance" information form for all Contractor's employee who will be working on or who will need access to the Sheriff-Coroner's facilities to perform work covered by this Contract. County project manager shall provide form(s) to Contractor's project manager. Contractor is also responsible for ensuring that anytime an employee is assigned to work on Sheriff-Coroner's facilities under this contract that a Security

Clearance form is submitted and approved prior to that employee requiring access to such premises for providing services under this contract.

4. Contractor shall inform employees assigned to perform work within secured facilities of the Sheriff-Coroner that the employee is required to inform Contractor if/when any information provided on the security clearance form changes. Contractor shall submit an updated security clearance form whenever there is a change in information provided by an employee. Contractor shall be responsible for ensuring to submit Security Clearance forms in order to renew the Security Clearance(s) every twelve months. Renewal forms shall be submitted at least ten (10) County working days prior to the expiration of an existing clearance; a security clearance is valid for 12 months from the date of issuance. If Contractor is submitting an updated form due to a change in information, said form shall be submitted within in 10 county working days of the employer becoming aware of the updated information.
5. Contractor Security Clearance information forms will be provided by County Project Manager upon request and will be screened by the Sheriff-Coroner's Department.
6. Contractor Security Clearance information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.
7. County will not give Contactor the reason an individual's clearance is denied, but will provide explanation to individual affected via U.S. Mail.

E. GENERAL SECURITY REQUIREMENT-AT WORKSITE:

1. When performing work at a Sheriff-Coroner facility, all work areas shall be secured prior to the end of each workday.
2. Workmen shall have no contact, either verbal or physical, with inmates in any facility while performing work under this contract. Specifically:
  - a. Do not give names or addresses to inmates.
  - b. Do not receive any names or addresses from inmates.
  - c. Do not disclose the identity of any inmate to anyone outside the facility.
  - d. Do not give any materials to inmates.
  - e. Do not receive any materials from inmates (including materials to be passed to another individual or inmate).
3. Contractor's personnel shall not smoke or use profanity or other inappropriate language while on site.
4. Contractor's personnel shall not enter the facility while under the influence of alcohol, illegal controlled substances as defined under federal law, or other intoxicants, and shall not have such materials in their possession.
5. Failure to comply with these requirements is a criminal act and can result in prosecution.

6. Contractor's personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment, and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.
7. Contractor's personnel shall follow any special security requirements issued by the on-site contact person or escort Deputy.
8. Contractor's personnel shall report either to the on-site contact person when leaving the facility, temporarily or at the end of the workday.
9. Contractor's personnel shall immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site contact person or any Sheriff's Deputy.
10. Contractor's personnel shall securely close and check all gates and doors to ensure that they are tightly closed and locked as they enter and exit various areas of the County facilities.
11. Contractor's personnel shall restrict all activities to the immediate work site and adjacent assigned areas necessary to performing work under this Contract.
12. Contractor's personnel shall remain with the assigned escort at all times, unless otherwise directed by the on-site contact person.

F. POTENTIAL DELAYS/INTERRUPTIONS:

1. Contractor shall acknowledge that the primary purpose of the detention facilities is the safe and secure operation of those facilities.
2. Contractor's personnel who enter a Sheriff facility but have not passed the security screening, or who have falsified the security screening information are subject to immediate removal from the facility. Contractor's personnel who are assigned to work in a Sheriff facility who are determined to have outstanding wants or warrants may be detained by the Sheriff.
3. Contractor's personnel shall immediately comply with all directions and orders issued by Sheriff's personnel, other than changes regarding the quality or quantity of work, which will be controlled by County's project manager.
4. Contractor's personnel may be delayed or denied access to the facility due to unforeseen events that may affect the availability of security escorts.
5. Contractor's personnel may be ordered to leave a facility prior to the completion of their work or the end of the workday by unforeseen incidents occurring within secure environments. Such unforeseen incidents may also cause Contractor's personnel to be held inside the facility until the incident is resolved by the Sheriff's personnel.
6. Contractor may be subject to an inventory requirement where the Contractor shall supply an inventory list of all tools. The Facility will use this list for verification of tools entering and exiting security. Any and all time required to comply with the tool inventory and control program will not be considered a compensable delay and no requests for equitable adjustment in time or additional compensation for this time will be considered.

33. Prevailing Wage (Labor Code §1773): Pursuant to the provisions of Section 1773 of the Labor Code of the state of California, the Contractor shall comply with the general prevailing rates of per diem




wages and the general prevailing rates for holiday and overtime wages in this locality for each craft, classification, or type of worker needed to execute this Contract. The rates are available from the Director of the Department of Industrial Relations at the following website: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>. The Contractor shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates. The Contractor shall comply with the provisions of Sections 1775 and 1813 of the Labor Code.

-Signature Page to Follow-


## Signature Page

The Parties hereto have executed this Contract# MA-060-20011202 for the the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware on the dates shown opposite their respective signatures below

Contractor\*: CML Security LLC

By:  Title: President Manager  
 Print Name: Keith Thoene Date: march 3, 2020

Contractor\*: CML Security LLC

By:  Title: Executive Vice President, Manager  
 Print Name: James Ramsey Date: March 4, 2020

*\*If the contracting party is a corporation, (2) two signatures are required: (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 signature to bind the company.*

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By:  Title: Purchasing Manager  
 Print Name: Frederick Lyle Rossow Date: 5-20-2020

Approved by the Board of Supervisors: 4/28/2020

Approved as to Form  
 Office of the County Counsel  
 Orange County, California

By:   
 Deputy

County of Orange  
 Sheriff-Coroner Department

MA-060-20011202  
 Maintenance, Repairs and Emergency Services for  
 Detention Locks, Sliders, Doors and Hardware

## ATTACHMENT A

## Scope of Work

Contractor shall provide to County, Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware. Contractor shall make repairs to equipment using parts in new, not used condition. Services shall be performed within the jail facilities of the Sheriff-Coroner Department.

## 1. Scope of Service.

- a. Contractor shall perform inspections, testing, maintenance, and repair services of detention Locks, Sliders, Doors and Hardware, including but not limited to the following (Excluding Door Closers):
  - Mechanical
  - Pneumatic
  - Electric Locking Mechanism
  - Related Door Hardware
  - Hinges
  - Handles
  - Jams
  - Slides and Rollers
  - Thresholds
- b. Contractor shall perform service of Detention Locks, Sliders, Doors and Hardware to a minimum service frequency in accordance to manufacturer's service recommendations and the Service Frequency and Maintenance Requirements as detailed in ATTACHMENT C, Scheduled Service. County may request performance of services at greater frequency and intervals.
- c. Services performed shall include, but not limited to the following:
  - Preventative Maintenance
  - Corrective Maintenance
  - Cleaning
  - Inspection
  - Testing
  - Replacement of Parts and Hardware
  - Adjustment
  - Record Keeping and Reporting of services
- d. Contractor shall perform service of detention locks and sliders for, but not limited to, the following brands and manufacturers:
  - Airteq
  - Folger Adams
  - Southern Steel

- e. Contractor shall perform services at, but not limited to the following locations

Central Men's Jail	550 N. Flower St., Santa Ana, CA 92703
Central Women's Jail	550 N. Flower St., Santa Ana, CA 92703
Intake Release Center	550 N. Flower St., Santa Ana, CA 92703
Theo Lacy Facility	501 The City Dr. South, Orange, CA 92868
James A. Musick Facility	13502 Musick Dr., Irvine, CA 92618

- f. Contractor shall coordinate maintenance, repairs, and calls for service with the following Service Coordinators:

Facilities Operations Service Desk: (714) 935-6606
Contract Administrator: Elizabeth Ochoa, (714) 935-6841
Watch Commander (after hours dispatch - 5:00 p.m. to 7:00 a.m.), (714) 935-6606

- g. Contractor shall, following the beginning of on-site maintenance and repair projects, coordinate work activities with the following County personnel ("On-Site Project Managers"):

Location	Personnel	Phone Number
Intake Release Center, Central Men's Jail, Central Women's Jail.	Craft Supervisor	714-647-6175
	Shop Planner	714-647-4556
Theo Lacy Facility	Craft Supervisor	714-935-7006
	Shop Planner	714-935-8098
James Muscik Facility	Craft Supervisor	949-855-2686
	Shop Planner	949-855-2682

- h. Contractor shall provide parts at cost plus percentage mark up at 25%. Contractor shall submit invoices for service, attaching accompanying invoices for all parts purchased.

- i. Inspection, Testing, and Maintenance.

- Contractor shall perform inspections, testing, maintenance, and repair services for all detention Locks, Sliders, Doors and Hardware as detailed in ATTACHMENT C, Scheduled Service. As the needs of the County increases, additional County facilities including detention Locks, Sliders, Doors and Hardware may be added during the Contract's term.

2. All services and repairs performed by Contractor shall be subject to inspection and approval of County's project manager prior to acceptance and approval for payment. County shall not authorize or make payment for any unauthorized work performed by Contractor.
3. Contractor shall perform routine maintenance and repairs upon detention Locks, Sliders, Doors and Hardware that equipment and systems, are preserved or restored to effective operational condition and shall be used for its designated purpose.
4. Contractor shall, prior to the commencement of work, provide County's project manager with a proposal detailing Contractor's service schedule. Contractor's service schedule shall include the number of working hours required per service location and number of technicians required to perform work.
5. Contractor shall maintain detailed records of each inspection, service, maintenance and tests performed upon each detention Lock, Slider, and Door and Hardware.
6. Contractor shall provide to County's detailed reporting on "as-needed" additional services or repairs, to be coordinated with County's project manager. All quotes for additional services shall contain detailed labor and material changes and approved by County's project manager prior to commencement of repair(s).

j. Contractor's Performance Requirements.

1. Contractor shall perform all service, maintenance, testing and repairs in accordance with the manufacturers' specifications and County's requirements. All detention Locks, Sliders, Doors and Hardware shall be preserved and restored to full operational condition and designated purpose.
2. Contractor shall obtain and supply all parts and materials in new, not used condition and shall meet or exceed the Original Equipment Manufacturers (OEM) specifications. Any part or material other than Original Equipment Manufacturers (OEM) shall be approved by County prior to being utilized.
3. Contractor shall make its best efforts to perform inspection, service, maintenance, testing or repairs in a manner to not impact or interrupt daily County operations. If such impact or interruption is unavoidable, Contractor shall schedule and duly notify the appropriate County personnel of such disruption.
4. The County reserves the rights to add, update, modify and improve equipment using the supplier of its choice. County agrees to notify Contractor of any additions, modifications and improvements in a timely manner. Contractor shall inspect updated, modified or improved equipment and its workmanship upon completion. Upon inspection by Contractor, County may request written comments on any impact affecting Contractor ability to perform tasks and duties under ATTACHMENT C, Scheduled Service.

5. Contractor shall provide to County, adequate numbers of qualified, trained, and certified personnel to service detention Locks, Sliders, Doors and Hardware, including but not limited to, diagnostic and repairing electric, pneumatic and mechanical detention locking equipment and systems pursuant to the contract terms.
  6. Contractor shall provide all labor, supplies, tools, transportation (including parking and travel), Personal Protective Equipment (PPE), and all necessary material and equipment to perform maintenance and service of detention Locks, Sliders, Doors and Hardware. Contractor shall also be responsible for providing and supplying any special diagnostic or adjustment tools, equipment or instruments and consumables required under manufacturers recommended maintenance specification. Contractor shall not have access to County owned tools, materials, material handling carts, or equipment.
  7. Contractor shall comply with County's tool and equipment inventory control policy while on County property, including prior to entering and upon exiting secure facilities. The Orange County Sheriff's Department Tool Control Policy is attached hereto as Attachment E..
  8. Contractor is responsible for off-site storage of all materials, parts, supplies, and tools. County shall not provide Contractor any on-site storage at any County facility.
  9. Contractor shall, following completion of maintenance services or repairs, provide County's project manager with a Work Order report with details of work completed and additional recommended work, if applicable.
  10. Contractor shall be responsible for keeping all work areas clean and free from debris, rubbish and hazardous waste. Contractor shall dispose of all waste off-site from County property and in accordance with all Federal, State, and Local laws.
  11. Contractor shall not dispose off-site any damaged, key operated, lock cylinders and mechanisms. All damaged, key operated, lock cylinders and mechanisms shall be returned to County for disposal.
  12. Contractor shall perform all work in accordance with generally accepted industry best practices including regulations for Federal and California Occupational Safety and Health Administration (OSHA).
  13. Contractor shall reference and apply only manufacturer recommended lubricants and grease for each appropriate application. The service of Airteq detention locks shall only be lubricated with the multipurpose Teflon grease, Synco® Super Lube® with teflon, unless equivalent is approved prior.
- k. Emergency Services.
1. Contractor shall, when requested by County, provide emergency services for the immediate repair of detention Locks, Sliders, Doors and Hardware. Contractor shall have availability on

basis twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year.

2. Contractor shall maintain throughout the term of the Contract active telephone numbers whereby County's project manager shall request emergency services.
3. Phone Number (normal operational hours and after hours) – Emergency Services: 800-396-0016
4. Contractor shall, following County's project manager's request, respond by telephone within one (1) hour after receiving County's request for emergency services.
5. Contractor shall have qualified, authorized technician(s) arrive on-site to County's facility within four (4) hours of initial contact. County shall retain the right to delay Contractor's response time(s) if determined not to be an emergency.
6. Once dispatched to County, Contractor shall have all repairs completed and facility restored to fully operational status prior to leaving, unless otherwise agreed upon by County's project manager and the appropriate County representative duly notified.
7. Contractor shall, following response for emergency services, provide to County a Work Order report detailing tasks and duties performed including the following;
  - Name of County's service location
  - Time of arrival
  - Time of departure
  - Summary of emergency repair
  - Detail of work performed, including material and parts used
  - Narrative of recommended additional work to be performed
  - Name and title of County representative initiating the emergency call
  - Work Order number
8. County recognizes certain emergency circumstances may arise requiring immediate action by the Contractor. If initiated as part of an emergency call for service, Contractor may, without obtaining prior authorization, take action necessary to perform either of the following tasks ("allowable exceptions"):
  - Open an inoperative lock, door, slider or gate to maintain facility security.
  - Close or lock an inoperative lock, door, slider or gate to maintain facility security.
9. Contractor shall obtain the name, rank, and signature of authorized County personnel requesting action pursuant to the above allowable exception(s).
10. Contractor shall notify the County's authorized appropriate County representative immediately following emergency action(s). Appropriate County representative shall include the following:
  - On-Site Project Manager
  - Facility's Security Personnel
  - Service Coordinator

# 1. Scheduling.

1. Contractor shall prepare and provide to County's project manager a proposed, final Scheduled Service timeline, to be approved by County. Upon receiving County's approval, Contractor's timeline shall be strictly adhered to and monitored by County.
2. Contractor and Contractor's personnel shall arrive at the scheduled service location ready to perform work.
3. Contractor shall perform scheduled work during normal operational hours of Monday through Friday, between the hours of 7:00 a.m. through 5:00 p.m. (Pacific Time) excluding weekends and holidays. County holidays are as follows;

New Year's Day	Martin Luther King's Birthday	Lincoln's Birthday
President's Day	Memorial Day	July 4 <sup>th</sup> -Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving & Friday	Christmas Day	

4. Contractor shall notify the County's Service Coordinator(s) in advance of any service interruption or request of modification to approved Scheduled Service timeline.
5. In the event Contractor dispatches technician(s) currently performing Scheduled Service for the County, technician(s) shall ensure all County equipment is returned to full working condition prior to leaving service location. Under no circumstances shall Contractor leave County equipment out of service for any period of time without prior written approval.

## m. Records.

1. Contractor shall maintain detailed records of all inspections, service, maintenance, tests, and repairs.
2. Contractor shall, upon completion of each service of detention Locks, Sliders, Doors and Hardware, provide County a Work Order report detailing all work performed. The original copy to be left "on-site" with authorized County personnel, and one signed copy submitted with each corresponding Contractor's invoice.
3. Contractor's Work Order reports shall contain corresponding information corresponding to Contractor's invoices, including but not limited to:
  - Name of County's Service Location
  - Contractor's time of arrival to County Service Location
  - Time of departure from County's Service Location
  - Summary of request
  - Detailed location within County's Service Location including equipment serial numbers and replacement parts.
  - Summary of work performed
  - Summary of additional work required or recommended



- Name of County personnel initiating the service call including Work Order number
4. Contractor shall submit to County complete Progress Reports with each monthly invoice. Contractor's Progress Reports submitted to the County shall include, but not be limited to, the following:
    - Detailed information on each emergency call
    - Details for any delays to Scheduled Service timeline
    - All incidents effecting Contractor ability to perform work
    - General supporting information not included in standard monthly invoices.
  5. Contractor shall provide to County, within two (2) business days of request, all copies of requested original documents. All requested documents shall be provided by the Contractor at no cost to County.

n. Warranty.

1. Contractor shall warranty all labor, materials, and replacement parts for a period of one (1) year.
2. Contractor shall extend to County manufacturer's full warranty period for all materials and replacement parts.

## ATTACHMENT B

## Compensation and Pricing Provisions

1. Compensation: This is a firm-fixed fee Contract between the County and Contractor for the the Maintenance, Repairs and Emergency Services for Detention Locks, Sliders, Doors and Hardware as set forth in Attachment A, "Scope of Work".

The 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 the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. The 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. Amendments of the County Contract Terms and Conditions.

2. Fees and Charges: County will pay the following fees in accordance with the provisions of this Contract.

- a. Preventative Maintenance and Repair Costs:

1. Contractor's pricing for the performance of preventative maintenance services shall be invoiced at fixed rate for each lock serviced. Contractor's pricing, at no additional cost to County, shall include all labor, materials, and consumables required to perform service.
2. Contractor shall, for the initial maintenance service, only charge County for labor cost for the one-time Airteq lock replacement listed in Attachment C, Scheduled Service. All lock replacements for this one-time replacement will be provided by the County.
3. Repair Rates: Contractor shall invoice labor on the basis of actual time spent on each job and be computed to the nearest one-quarter (1/4) hour. Labor shall only be charged for actual time Contractor performs services.
4. Contractor shall not, when performing repairs of detention Locks, Sliders, Doors and Hardware, charge County for the cost of consumable items. Contractor shall only charge fees labor and costs for replacement parts.

- b. Contractor shall invoice for Preventative Maintenance of locks and sliders at the following rates:

Item No.	Description	Unit of Measure	Pricing
01	Preventative Maintenance, Pneumatic Locks.	Each	\$200
	Preventative Maintenance, Electric Locks.	Each	\$190

	Preventative Maintenance, Slider Locks.	Each	\$400
	Preventative Maintenance, Custom Locks, including but not limited to, any Locks, Sliders or Detention Hardware that does not have manufacture stamping or model numbers clearly visible.	Each	\$400

c. Contractor shall invoice for repairs at the following labor rates:

Item No.	Description	Unit of Measure	Pricing
02	Labor Rate – Repairs, Monday thru Friday 7:00 a.m. to 5:00 p.m.	Technician/ Hour	\$110
	Labor Rate – Repairs, Monday thru Friday 5:00 p.m. to 7:00 a.m.	Technician/ Hour	\$126.50
	Labor Rate – Repairs, Saturday 12:00 a.m. to 11:59 p.m.	Technician/ Hour	\$126.50
	Labor Rate – Repairs, Sunday 12:00 a.m. to 11:59 p.m.	Technician/ Hour	\$154
	Labor Rate – Repairs, Holidays 12:00 a.m. to 11:59 p.m.	Technician/ Hour	\$154

d. Pricing of Materials and Parts:

Contractor's pricing for the purchase and sale of replacement parts.

Item No.	Description	Percentage of Mark-up
03	Contractor shall provide County, Original Equipment Manufacturer (OEM) parts at cost plus percentage mark up at 25 %. All part shall be in new, not used, condition.	25%

e. Invoices, freight, and taxes: Contractor shall submit to County copies of all original invoices exceeding \$200 for the purchase of replacement parts, including freight charges. No invoice for the purchase shall be considered for payment without Contractor providing to County copies of original invoices. Invoices including freight charges billed to Contractor are payable against this Contract. Orange County sales taxes at the most current rates, including district tax, are authorized to be paid against this Contract.

**Contract amount not to exceed \$1,293,000**

3. Price Increase/Decreases: No price increases will be permitted during the first period of the price agreement. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-day 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 the County of Orange. The County may enforce, negotiate, cancel escalating price Contracts or take any other action it deems appropriate. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the 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:** The Contractor will be responsible for all costs related to photo copying, telephone communications, digital communication 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. The 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 the 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:** The 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:** The Contractor will provide an invoice on the Contractor's letterhead, Letter size paper, for goods delivered and/or services rendered. In the case of goods, the 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 one above
  - c. Contractor's Taxpayer ID Number
  - d. Name of County Agency/Department
  - e. Delivery/service address
  - f. Master Agreement (MA) or Purchase Order (PO) number
  - g. Agency/Department's Account Number
  - h. Date of invoice
  - i. Product/service description, quantity, and prices including detailed breakdown of any applicable discounts or parts mark-up
  - j. Sales tax, if applicable
  - k. Freight/delivery charges, if applicable
  - l. Total

Invoice and support documentation are to be forwarded to:

Sheriff-Coroner Department/ Research & Development Division  
 Address: 431 The City Drive South  
 Orange CA. 92868  
 Attn: Elizabeth Ochoa  
 Ph: 714-935-6841  
 Email: FacilitiesOperations@ocsd.org

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 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 assigned Deputy Purchasing Agent. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.

10. Year End and Final Invoices

At the end of each term of the Contract, and upon final termination, Contractor shall submit final invoices for services rendered or goods accepted by County under the Contract term (typically one year) within ninety (90) days. For example, if the term of a Contract ends, or the Contract expires without being renewed on June 30<sup>th</sup>, any and all invoices for services rendered or goods accepted by County during the preceding term of the Contract shall be submitted to County on or before September 28. In the event the ninetieth (90<sup>th</sup>) day falls on a weekend or County holiday, the deadline for submission of invoices shall be extended to the next business day. County holidays include New Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Contractor's failure to submit invoices pursuant to the deadlines established herein may be deemed a breach and shall be a basis for the County to refuse payment.

## ATTACHMENT C

## Scheduled Service

## a. Inventory of Detention Locks.

Manufacturer	Model	Service Locations					Lock Totals
		Theo Lacy Facility	Intake Release Center	Central Men's Jail	Central Women's Jail	James Musick Facility	
Southern Steel	1051	-	10	-	-	-	10
	10120	955	607	-	-	-	1562
	10300	2	-	-	-	-	2
	3165	4	38	-	-	-	42
	8065	18	-	-	-	-	18
	8165	21	-	-	-	-	21
Southern Steel Sub Total		1,000	655	-	-	-	1,655
Folger Adams	51 (Same lock as Model 1051)	-	-	85	63	-	148
	120 (Same lock as Model 10120)	5	-	2	1	-	8
Folger Adam Sub Total		5	-	87	64	-	156
Air Teq	9424	4	-	-	-	-	4
	9600	245	-	-	-	-	245
Air Teq Sub Total		249	-	-	-	-	249
Slider (Various)	Various	-	-	390	76	-	466
Slider (Various) Sub Total		-	-	390	76	-	466
<b>Total by Service Location</b>		<b>1,254</b>	<b>655</b>	<b>477</b>	<b>140</b>	<b>-</b>	<b>2,526</b>

## b. Service Frequency and Maintenance Requirements.

Frequency of Service - Six (6) Months			
Manufacturer	Model	Inventory	Maintenance Requirements ( County and Manufacture)
Southern Steel	10120 Series	1562	Check off each PM task procedure executed.
Folger Adams	120	8	Notify proper personnel of maintenance activity and check for any deficiencies.
Total		1570	Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Inspect for proper lock bolt and strike clearances.
			Adjust lock mounting or shim door (hinges) as necessary.
			Lubricate door locks and gear motor (if required).
			Lubricate door hinges as necessary.
			Check and tighten loose screws and mounting hardware.
			Check and tighten electrical terminals and connections, reseal or replace as necessary.
			Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Inspect wiring harness, connections and contacts: adjust or replace as necessary.
			Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.

Southern Steel	1051 Series	10	Check off each PM task procedure executed.
Folger Adams	51	148	Notify proper personnel of maintenance activity and check for any deficiencies.
Total		158	Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Inspect for proper lock bolt and strike clearances.
			Adjust lock mounting or shim door (hinges) as necessary.
			Lubricate door locks and gear motor (if required).
			Lubricate door hinges as necessary.
			Check and tighten loose screws and mounting hardware.
			Check and tighten electrical terminals and connections, reseal or replace as necessary.
			Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Inspect wiring harness, connections and contacts: adjust or replace as necessary.
			Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Southern Steel	10300 Series	2	Check off each PM task procedure executed.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.



			Clean lock and strike mechanism of debris.
			Inspect for proper lock bolt and strike clearances.
			Adjust lock mounting or shim door (hinges) as necessary.
			Lubricate door locks and gear motor (if required).
			Lubricate door hinges as necessary.
			Check and tighten loose screws and mounting hardware.
			Check and tighten electrical terminals and connections, reseal or replace as necessary.
			Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Inspect wiring harness, connections and contacts: adjust or replace as necessary.
			Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Airteq	9600 Series	245	<b><i>**First Service Only** Remove and replace lock rebuilt with upgraded Deadlock Arm part number 216-9600-115 These parts will be provided from Sheriff's Department's stock</i></b>
	9424 Series	4	
Total		249	
			Check off each PM task procedure executed.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.
			Clean lock and strike mechanism of debris.

			Inspect for proper lock bolt and strike clearances.
			Adjust lock mounting or shim door (hinges) as necessary.
			Lubricate door locks and gear motor (if required).
			Lubricate door hinges as necessary.
			Check and tighten loose screws and mounting hardware.
			Check and tighten electrical terminals and connections, reseal or replace as necessary.
			Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Inspect wiring harness, connections and contacts: adjust or replace as necessary.
			Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Southern Steel	3165 Series	42	Check off each PM task procedure executed.
			Check with operation or area personnel for any deficiencies.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Check alignment of hanger door, door guides, and lubricate.
			Inspect for proper lock bolt and strike clearances.

	Inspect and lubricate drive wheels, guides, stops, and rollers.
	Inspect and lubricate wheel drive chain, if applicable.
	Lubricate door locks and gear motor (if equipped).
	Adjust break shoes and check for wear.
	Lubricate door hinges as necessary.
	Check operation of limit switch; Adjust as necessary.
	Lubricate door hinges as necessary.
	Check for loose screws or other mounting hardware. Securely tighten.
	Check wiring harness, connections and contacts; Adjust as necessary.
	Check and tighten electrical terminals and connections, reseal or replace as necessary.
	Remove debris from door track.
	Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
	Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
	Check operation and setting of limit and position detector switches. Adjust as required.
	Inspect wiring harness, connections and contacts: adjust or replace as necessary.
	Check operation of mechanical actuator, clean and lubricate as required in accordance with manufacures recommendations.
	Check operation and setting of limit and position detector switches. Adjust as required.

			Adjust lock mounting or shim door (hinges) as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Southern Steel	8065 Series	18	Check off each PM task procedure executed.
			Check with operation or area personnel for any deficiencies.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Check alignment of hanger door, door guides, and lubricate.
			Inspect for proper lock bolt and strike clearances.
			Inspect and lubricate drive wheels, guides, stops, and rollers.
			Inspect and lubricate wheel drive chain, if applicable.
			Lubricate door locks and gear motor (if equipped).
			Adjust break shoes and check for wear.
			Lubricate door hinges as necessary.
			Check operation of limit switch; Adjust as necessary.
			Lubricate door hinges as necessary.
			Check for loose screws or other mounting hardware. Securely tighten.
			Check wiring harness, connections and contacts; Adjust as necessary.
			Check and tighten electrical terminals and connections, reseal or replace as necessary.

			Remove debris from door track.
			Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
			Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Inspect wiring harness, connections and contacts: adjust or replace as necessary.
			Check operation of mechanical actuator, clean and lubricate as required in accordance with manufactrures recommendations.
			Check operation and setting of limit and position detector switches. Adjust as required.
			Adjust lock mounting or shim door (hinges) as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Southern Steel	8165 Series	21	Check off each PM task procedure executed.
			Check with operation or area personnel for any deficiencies.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Check alignment of hanger door, door guides, and lubricate.
			Inspect for proper lock bolt and strike clearances.
			Inspect and lubricate drive wheels, guides, stops, and rollers.

	Inspect and lubricate drive wheels, guides, stops, and rollers.
	Inspect and lubricate wheel drive chain, if applicable.
	Lubercate door locks and gear motor (if equipped).
	Adjust break shoes and check for wear.
	Lubricate door hinges as necessary.
	Check operation of limit switch; Adjust as necessary.
	Lubricate door hinges as necessary.
	Check for loose screws or other mounting hardware. Securely tighten.
	Check wiring harness, connections and contacts; Adjust as necessary.
	Check and tighten electrical terminals and connections, reseal or replace as necessary.
	Remove debris from door track.
	Check for air leaks (pneumatic doors only) adjust air regulator and repair or replace parts as necessary.
	Check operation of mechanical actuator, clean and lubricate in accordance with manufactures recommendation.
	Check operation and setting of limit and position detector switches. Adjust as required.
	Inspect wiring harness, connections and contacts: adjust or replace as necessary.
	Check operation of mechanical actuator, clean and lubricate as required in accordance with manufacrures recommendations.
	Check operation and setting of limit and position detector switches. Adjust as required.

			Adjust lock mounting or shim door (hinges) as necessary.
			Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.
Various Sliders	Various	466	Check off each PM task procedure executed.
			Check with operation or area personnel for any deficiencies.
			Notify proper personnel of maintenance activity and check for any deficiencies.
			Check for proper door operation.
			Clean lock and strike mechanism of debris.
			Check alignment of hanger door, door guides, and lubricate.
			Inspect for proper lock bolt and strike clearances.
			Inspect and lubricate drive wheels, guides, stops, and rollers.
			Inspect and lubricate drive wheels, guides, stops, and rollers.
			Inspect and lubricate wheel drive chain, if applicable.
			Lubricate door locks and gear motor (if equipped).
			Adjust break shoes and check for wear.
			Check operation of limit switch; Adjust as necessary.
			Lubricate door hinges as necessary.
			Check for loose screws our other mounting hardware. Securely tighten.
			Check wiring harness, connections, and contacts; Adjust as necessary.

	Check and tighten electrical terminals and connectors, reseal or replace as required.
	Remove debris from door track.
	Check for air leaks (Pneumatic Doors Only). Adjust air regulators if necessary.
	Check operation of mechanical actuator, clean and lubricate as required and accordance with manufactures recommendations.
	Check operation and setting of limit and position detector switches. Adjust as required.
	Adjust lock mounting or shim door (Hinges) as necessary.
	Request approval for corrective action to repair and/or replace all defective parts, identifying all parts required whenever possible.



## ATTACHMENT D

### Manufacturer's Maintenance Instructions

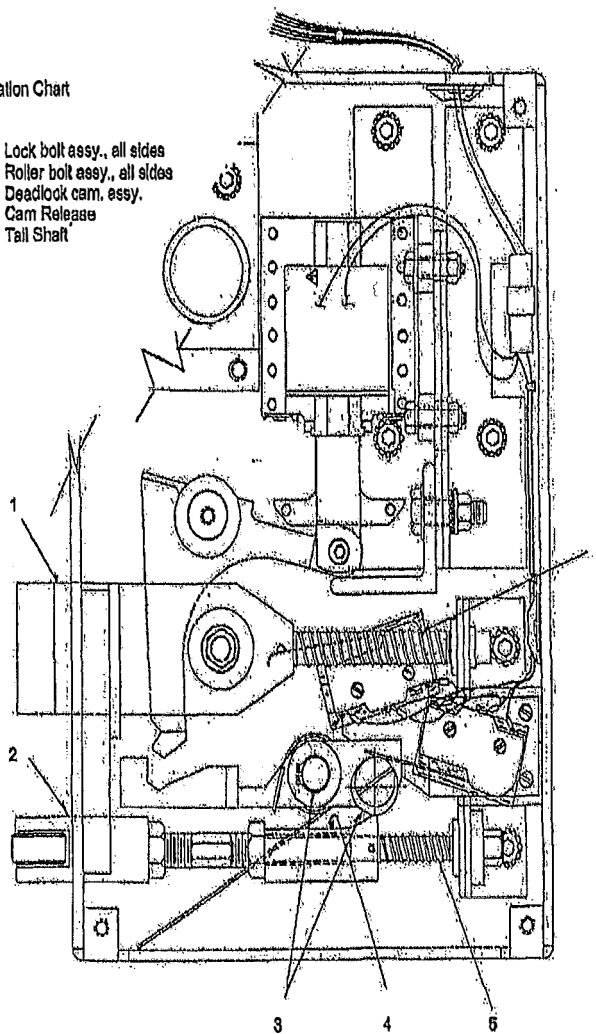
1. Contractor shall follow Manufacturer's illustrations and maintenance instructions for the maintenance and repair of Detention Locks, Sliders, Doors and Hardware.
2. The following contents of ATTACHMENT D are pages directly obtained from manufacturers' service manuals.

# Maintenance Instructions Southern Steel 1051

**LUBRICATION CHART**  
Lubricate areas where indicated with a small amount  
Of light Lithium grease or Teflon particle lubricant

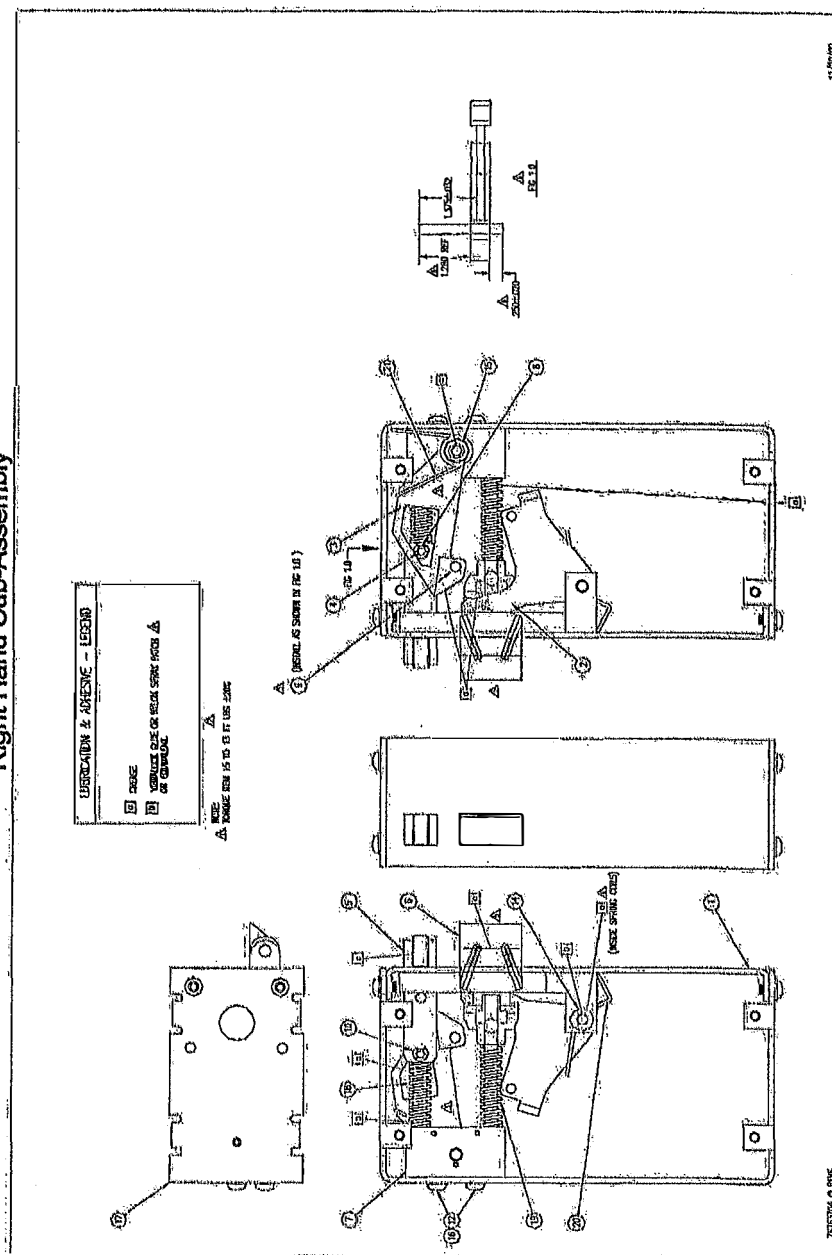
Lubrication Chart

- 1 Lock bolt assy., all sides
- 2 Roller bolt assy., all sides
- 3 Deadlock cam, assy.
- 4 Cam Release
- 5 Tail Shaft



# Maintenance Instructions Southern Steel 10120

### Right Hand Sub-Assembly



Rev 1/5/2012

# Maintenance Instructions Southern Steel 3165

## 2. MAINTENANCE INSTRUCTIONS

### a. General Information

Although maintenance requirements must be designed to meet individual needs, the following recommendations are offered as a guide to establishing a maintenance program for your facility.

The success of any maintenance program is directly related to the ability and performance of operations personnel. During the period immediately following the introduction of new equipment or operating personnel, many reported malfunctions can be traced to improper operating procedures. It is therefore recommended that a training program be established to insure that all personnel are thoroughly familiar with applicable operating procedures and preventive maintenance requirements. It should be emphasized that mechanisms should never be forced, and that all malfunctions must be reported to maintenance technicians immediately. In short, operating personnel play a major role in keeping equipment problems at a minimum.

Even with proper operator performance, additional safeguards to insure maximum equipment performance should be observed. When installed, all device mechanisms were adjusted and lubricated for proper operation. These mechanisms were designed to require minimum follow-on adjustment and lubrication. However, to maintain peak performance from all operational equipment, we recommend a two-part preventive maintenance inspection program. During the first, few weeks following the installation of new equipment, and while operators are becoming familiar with the device, we suggest that maintenance people inspect the equipment once a week. After this initial period, a semi-annual inspection, adjustment, and lubrication schedule should be established. Devices should be tested and inspected in both normal and emergency cycles during all inspections. All equipment must be adjusted and lubricated properly to insure trouble-free operation.

Inspection, adjustment, and lubrication guidelines for the 3165LX.b P Series Locking Devices are as follows:

① PRESS THE ACCESS PANEL INTO THE RETAINING CLIP

② SLIDE THE CURVED END OF THE ACCESS PANEL UNDER THE BOTTOM OF THE COVER BOX. PANEL IS NOTCHED TO CLEAR DOOR HANGER.

③ INSERT (2) 1/4-20 X 1 1/2" LG TORX SCREWS (THROUGH BASE OF REMOVABLE PANEL AT EACH END)

#### ACCESS PANEL REMOVAL & INSTALLATION - RECTANGULAR COVER

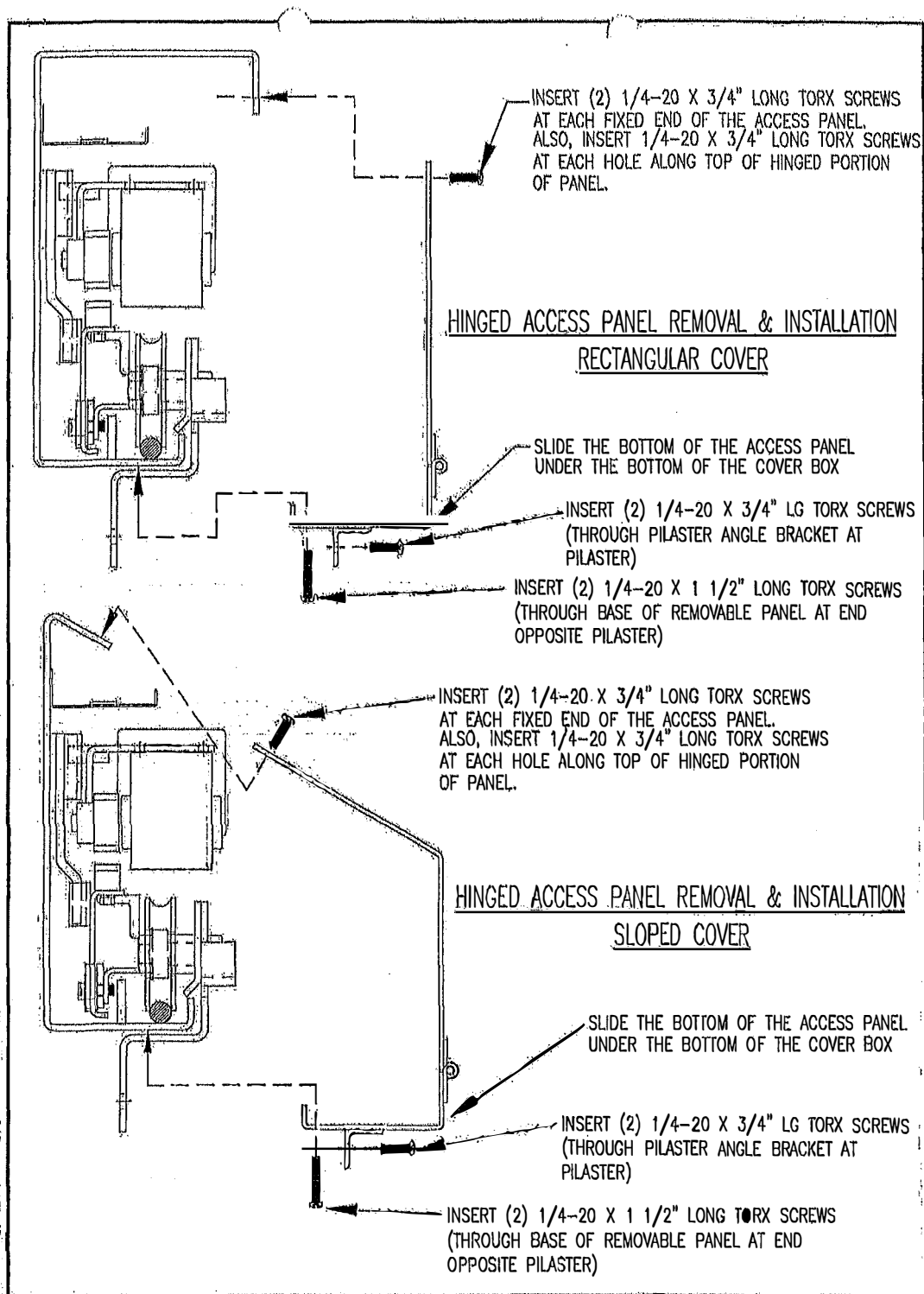
① INSERT THE ACCESS PANEL INTO THE RETAINING CLIP

② SLIDE THE CURVED END OF THE ACCESS PANEL UNDER THE BOTTOM OF THE COVER BOX. PANEL IS NOTCHED TO CLEAR DOOR HANGER.

③ INSERT (2) 1/4-20 X 1 1/2" LG TORX SCREWS (THROUGH BASE OF REMOVABLE PANEL AT EACH END)

#### ACCESS PANEL REMOVAL & INSTALLATION - SLOPED COVER





**b. Access Panels**

Procedures for removing cover box access panels.

1. Slope face panel removal. (This requires two people) First move the door to the mid-traveled position, then remove the security screws at each end of the cover box, pull the cover out away from the door hanger approximately two to three inches and push up simultaneously to release the panel from the top groove. See Figure 4. To reinstall the cover panel, reverse procedure.
2. Rectangular faced cover panel (this requires two people) Remove the security screws from the cover panel and pull panel away from the door hanger approximately two to three inches. This will allow the cover panel to come straight down. See Figure 4. To reinstall panel reverse procedure.
3. Sloped and rectangular hinged panel application for access to the device mechanism, remove the security torque screws along the top of the panel, once all screws are removed the panel will hinge down. See Figure 5. To reinstall reverse procedure.

o. **Recommended Care and Maintenance for Southern Steel Locking Devices**

Lasting and efficient operation of sliding door devices depends on proper maintenance, operating knowledge and care. Facility personnel must be observant and cautious at all times when operating doors. If equipment should fall, jamb or does not operate as designed, operator must not attempt to force the operation. Operator should first make an inspection of the doors and check for any objects blocking door movement. Second, reverse operation of the door, and then proceed operation as intended. If proper operation still cannot be achieved, call maintenance personnel for further inspection. Note: Do not attempt to force operation of equipment, forcing equipment will severely damage equipment and hamper repairs.

Good maintenance and lubrication will prolong smooth and dependable operation. Maintenance personnel should make themselves familiar with all equipment before attempting to service the devices. Normally at the end of a newly completed project, equipment is lubricated to factory requirements. The following information is a guideline for scheduling preventive maintenance on locking devices.

Southern Steel's Model #3165LX.b P Corridor, Sallyport and Day room operators.

Operation that ranges from fifty (50) to one hundred (100) times daily, preventive maintenance must be performed a minimum of every six (6) months.

Preventive maintenance check should include but not be limited to checking all fasteners for tightness, proper adjustments of mechanism and proper lubrication. Lubrication should only be applied if lubricants have evaporated, worn down, are dirty, or have hardened. Old lubricants need to be removed and the mechanism cleaned before fresh grease is applied. Application should consist of a good multi-purpose grease. Apply grease to all pivot and friction points. Use lubricants sparingly, a small stiff paintbrush is a good applicator tool to apply grease.

Also, to insure dependable operation of the equipment, make sure that all objects including clothing are kept clear and away from the path of the door and other moving parts.

The following figures are areas of specific lubrication points in the cover box units. Figure 6 parts 1 and 2.

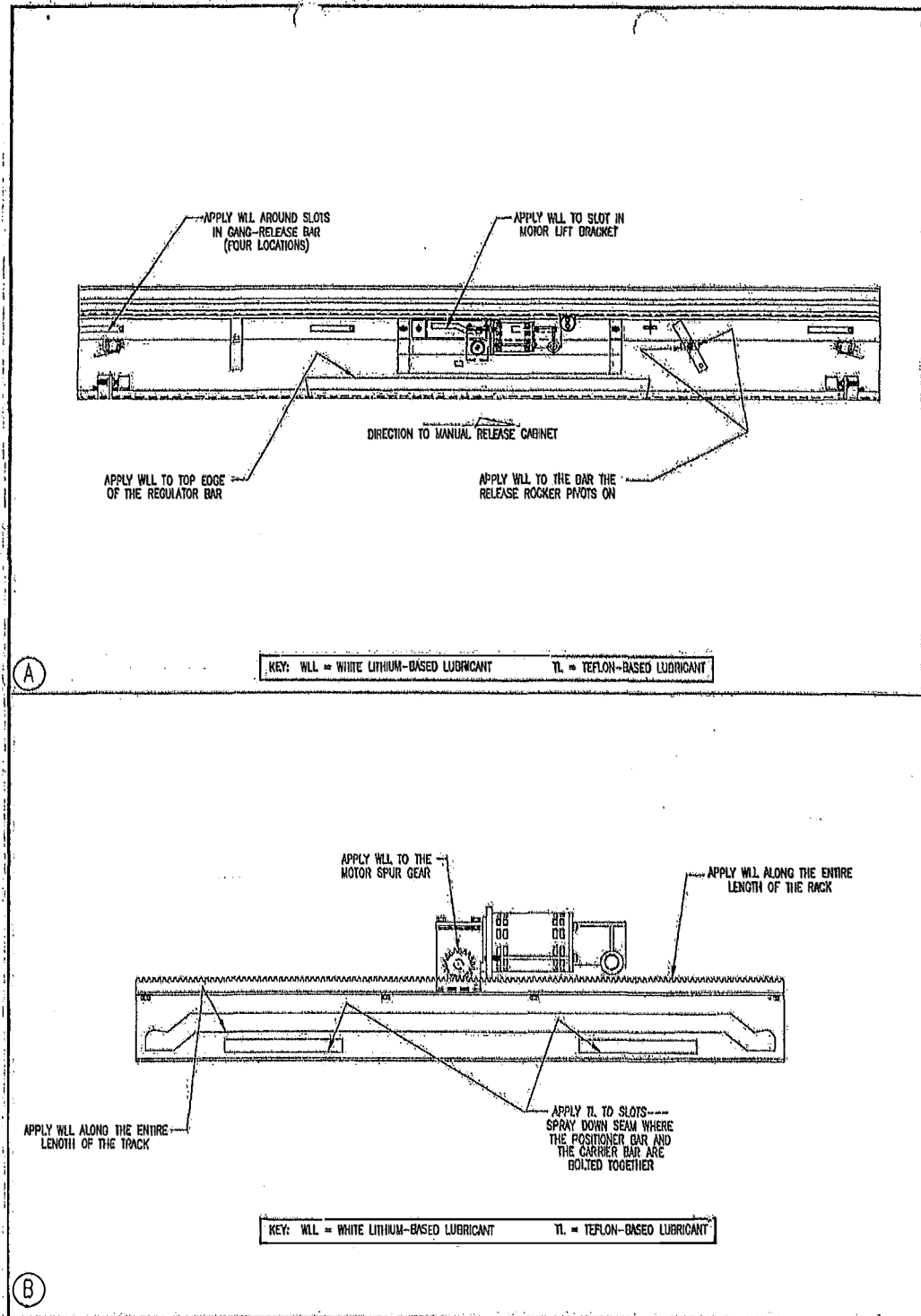


Figure 6, Part 1

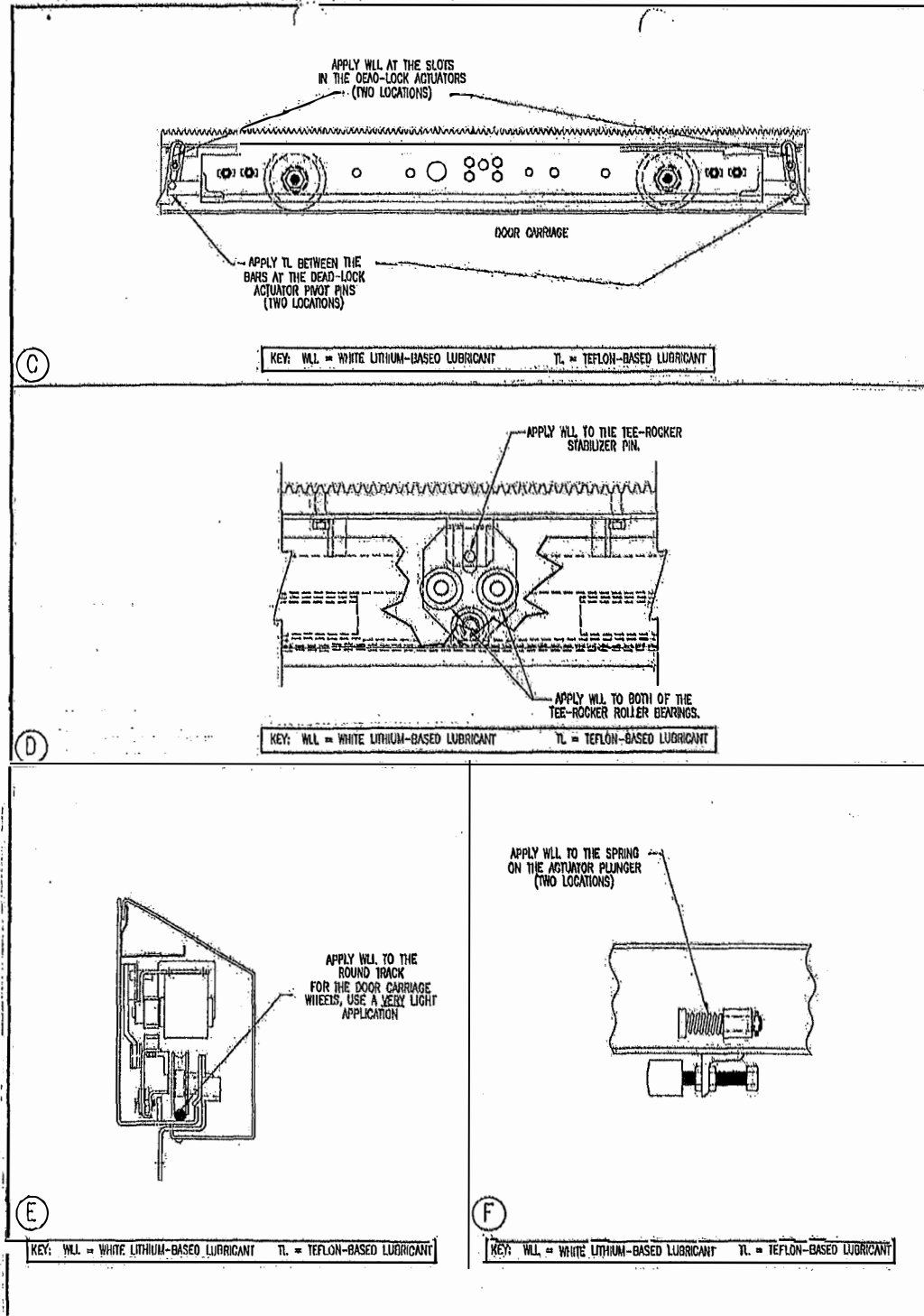


Figure 6, Part 2

### Lubrication Checklist

1. For all devices, apply a lithium-based lubricant at the following places (See Figure 22, Parts 1 & 2). Use a white lithium base with less than 100 viscosity.
  - a) At each of the bushings found on the gang-release bar support studs
  - b) Around the slots in the gang-release bar. This helps the plastic washers at the support studs to glide over the gang-release bar as it travels.
  - c) The door carriage wheels
  - d) The cam follower (vertical lock bar roller)
  - e) On the motor spur gear
  - f) Along the rack teeth
  - g) On the two T-rocker roller bearings and the tee rocker stabilizer pin
  - h) Along the slot in the motor lift bracket
  - i) Along the track in the positioner bar
  - j) At the rocker base
  - k) In the loops on the deadlock actuators
  - l) The bumper stops
  - m) Along the top of the regulator bar
  
2. For all devices, apply Tri-Flow Teflon lubricant at the following places (See Figure 22, Parts 1 and 2)
  - a) At the slots in the base of the positioner support bar. This lubricates the plastic positioner slide.
  - b) Between the bars at the deadlock actuator pivot pins.
  - c) Down into the entire length of the seam where the positioner bar and positioner support bar meet
  - d) At the two positioner slides found at the base of the positioner bar
  
3. Repeat steps 1 and 2 for each device

# Maintenance Instructions Southern Steel 8065



### 3. MAINTENANCE INSTRUCTIONS

#### A. General Information

Although maintenance requirements must be designed to meet individual needs, the following recommendations are offered as a guide to establishing a maintenance program for your facility.

The success of any maintenance program is directly related to the ability and performance of operations personnel. During the period immediately following the introduction of new equipment or operating personnel, many reported malfunctions can be traced to improper operating procedures. It is therefore recommended that a training program be established to insure that all personnel are thoroughly familiar with applicable operating procedures and preventative maintenance requirements. It should be emphasized that mechanisms should never be forced, and that all malfunctions must be reported to maintenance technicians immediately. In short, operating personnel play a major role in keeping equipment problems at a minimum.

Even with proper operator performance, additional safeguards to insure maximum equipment performance should be observed. When installed, all system mechanisms were adjusted and lubricated for proper operation. These mechanisms were designed to require minimum follow-on adjustment and lubrication. However, to maintain peak performance from all operational equipment, we recommend a two-part preventive maintenance inspection program. During the first few weeks following the installation of new equipment, and while operators are becoming familiar with the systems, we suggest that maintenance people inspect the equipment once a week. After this initial period, a semi-annual inspection, adjustment and lubrication schedule should be established. Systems should be tested and inspected in both normal and emergency cycles during all inspections. All equipment must be adjusted and lubricated properly to insure trouble-free operation.

Semi-annual inspection, adjustment, and lubrication guidelines for the Model 8085LP Locking Systems are as follows:

#### B. COVER BOX PANEL REMOVAL

The cover box panels above the doors are removable for maintenance of individual locking system components. To remove the cover panels, first locate and remove the security screws located on the under side of the cover box at each end of the cover panel, once the screws have been removed, using Caution, pull panel out away from the door and push upward until panel has cleared the top lock-in channel.

To re-install cover panels, perform reverse procedure.

Revised June 9, 2004

Hinged Panels – For hinged panel application, remove the security torque screws along the top of the panel. Using caution, once the screws have been removed hold on to the panel to hinge down. NOTE: do not let the panel hinge down freely. To re-install reverse procedure.

C. Recommended Care and Maintenance for Southern Steel Locking Devices

Lasting and efficient operation of sliding door devices depends on proper maintenance, operating knowledge and care. Facility personnel must be observant and cautious at all times when operating doors. If equipment should fall, jamb or does not operate as designed, operator must not attempt to force the operation. Operator should first inspect the doors and check for any objects blocking door movement. Second, reverse operation of the door, and then proceed operation as intended. If proper operation still cannot be achieved, call maintenance personnel for further inspection. Note: Do not attempt to force operation of equipment, forcing equipment will severely damage equipment and hamper repairs.

Good maintenance and lubrication will prolong smooth and dependable operation. Maintenance personnel should make themselves familiar with all equipment before attempting to service the devices. Normally at the end of a newly completed project, equipment is lubricated to factory requirements. The following information is a guideline for scheduling preventive maintenance on locking devices.

Southern Steel's Model 8065LP (Corridor/Sally Port) Operator:  
Operation-Less than ten (10) times daily, equipment inspection should be made every six (6) months.

Equipment check should include but not limited to, checking all fasteners for tightness, proper adjustment of mechanism and proper lubrications. Lubrication should only be applied if lubricant has evaporated, worn down, is dirty or has hardened. Old lubricants need to be removed and mechanisms cleaned before fresh lubricant is applied. Apply a good multipurpose grease on all moving parts, use sparingly. A small stiff paintbrush is a good applicator to apply grease.

Also, to insure dependable operation of the equipment, make sure that all objects including clothing are kept clear away from the path of the door and other moving parts.

D. Lubrication

The following figure 6 A and B are areas of specific lubrication points in the cover box units. Essentially, all moving parts should be lubricated with

Revised June 9, 2004

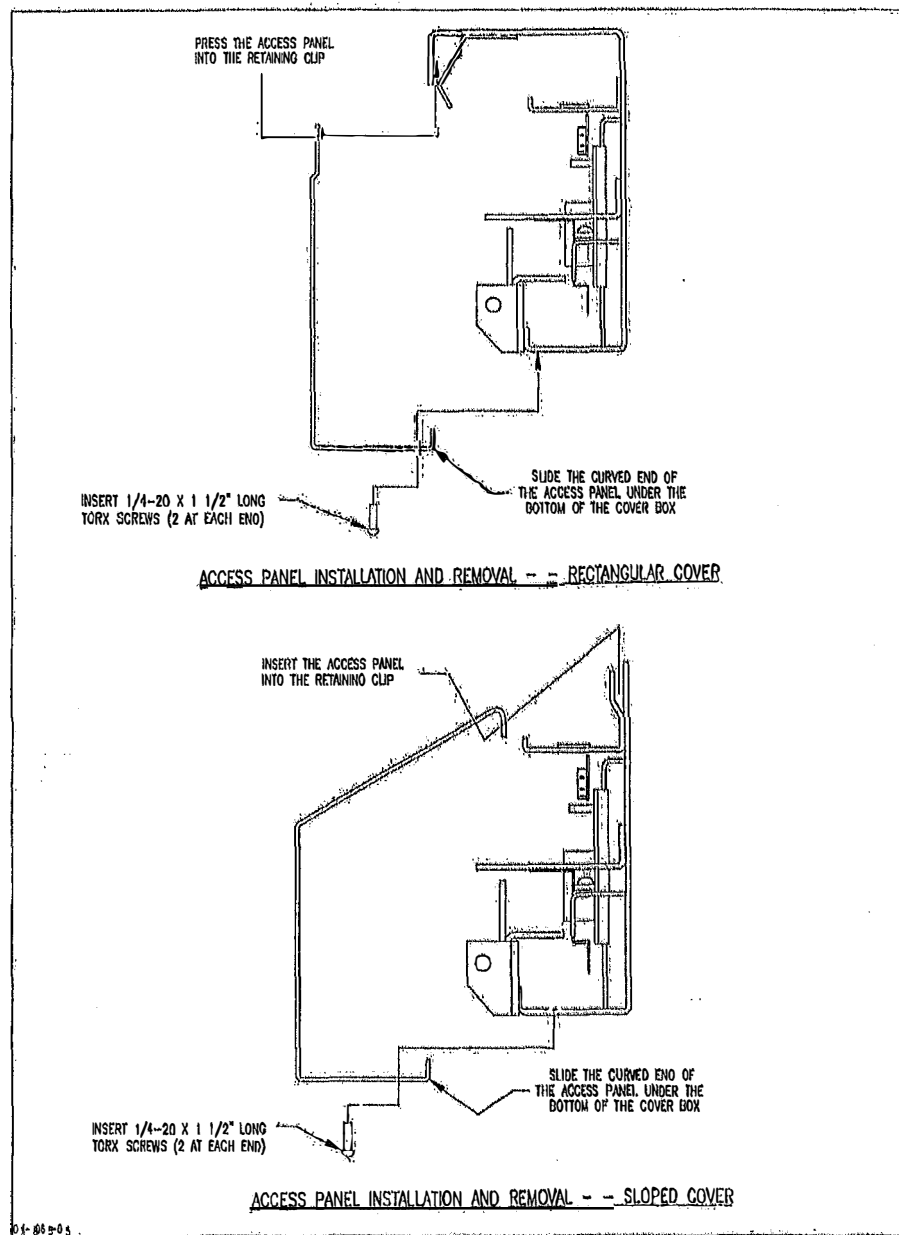


Figure 4

Revised June 9, 2004

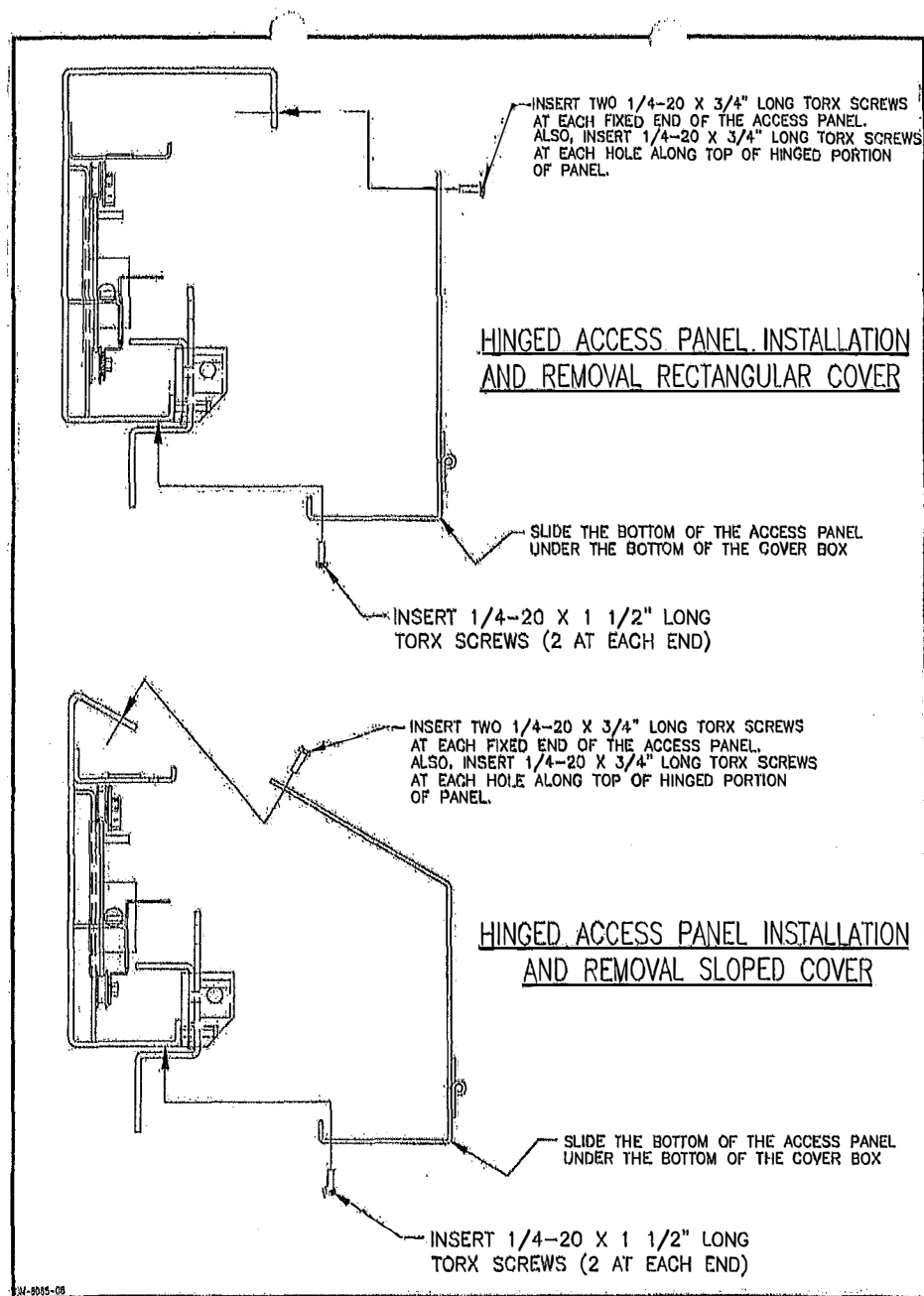


Figure 5

Revised June 9, 2004

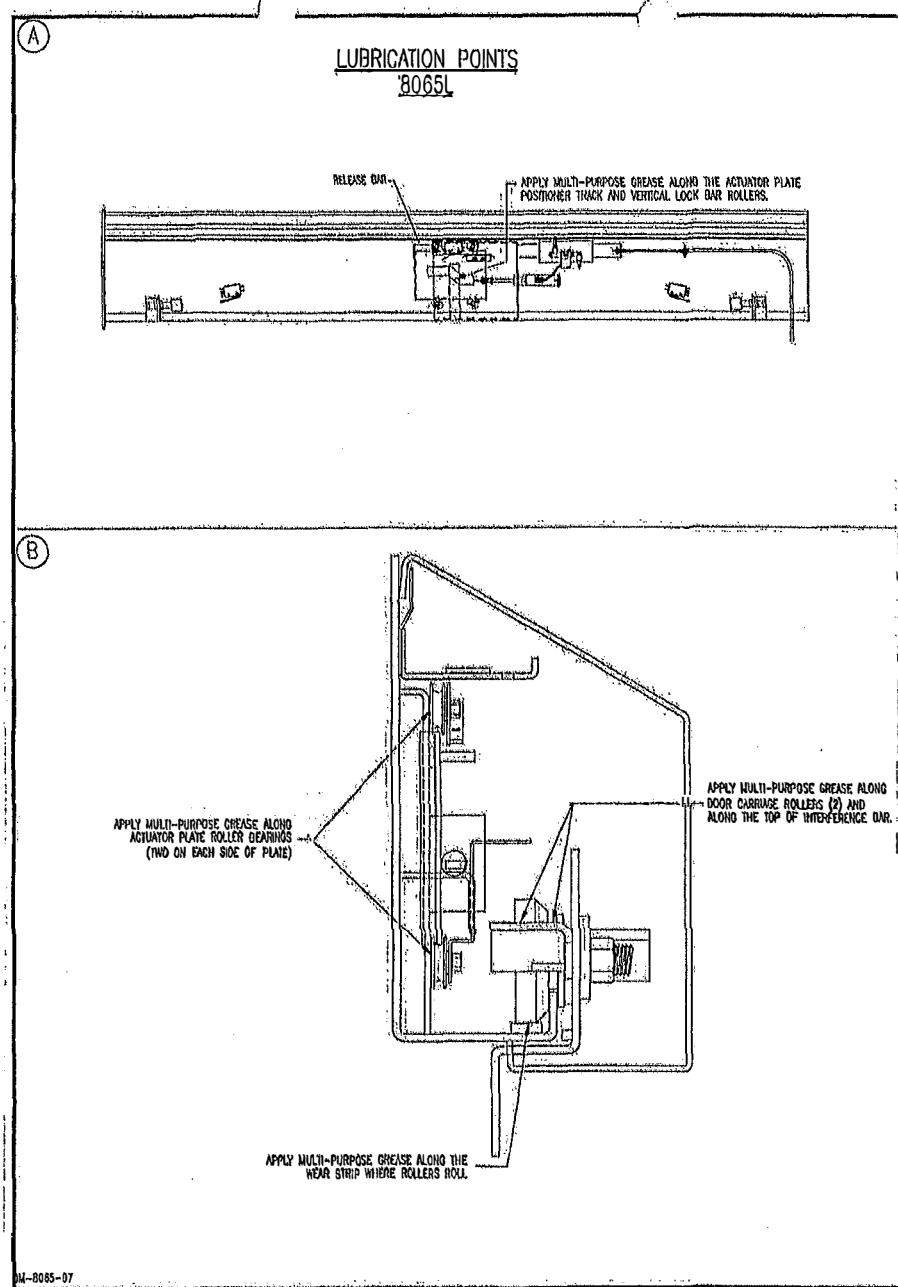


Figure 6

Revised June 9, 2004

multi-purpose grease. See section "C" Recommended Care and Maintenance.

#### LUBRICATION CHECKLIST

Step	Description	Caution and Notes
1.	For all devices, apply a multi-purpose grease and/or Tri-Flow Teflon lubricant at the following places.	
	a. At each lock bar and Interference roller	
	b. At cam roller.	
	c. The Interference Bar, *Carriage wheel path.	*Bottom of cover box, should be wiped clean before re-lubrication.
	d. Actuator support roller and actuator lift path slot.	
	e. Do not use any type of cleaning solvent or lubricants on air cylinder rod.	Air cylinders do not need to be cleaned or lubed.

Revised June 9, 2004

# Maintenance Instructions AirTek 9600

## PNEUMATIC LOCKING DEVICES

### A. Lubrication and cleaning

1. Each Airlock is well lubricated at the time of assembly. However, all lubricants deteriorate eventually and need replacing on a regularly scheduled basis in order to prevent equipment failure. Airtec Systems recommends cleaning and lubricating each type of lock according to the following instructions approximately every (2) years. (Yearly for locks in high use areas).

#### 9400 SERIES LOCK:

Remove the side cover plate and lubricate the angled ramp surface on the sideplate that the deadlatch bolt dowel pin rides against. Lubricate the stop side of the deadlatch bolt (back side). When replacing the side cover, be sure the lever of the lock status switch is not trapped under the retainer plate or actuator. The lower lock mechanism should be checked and cleaned once a year (or more often if special conditions exist) for accumulated dirt and other debris that would interfere with proper operation. Lubrication of upper lock mechanism is not necessary nor recommended.

#### 9600 SERIES LOCK:

Remove the slide cover. Remove the housing cover. Remove the slide assembly. Clean and re-lubricate the slide with a thin coating of recommended lubricant on the following surfaces:

- a.) The 45° angled surface that contacts the deadbolt.
- b.) The flat "shelf" that lifts the back of the latchbolt.
- c.) The two small areas where the slide contacts the back wall of the slide cavity.
- d.) The edges of the two "rails" which contact the side of the right side cover.
- e.) The front and rear faces of the slide which contact the slide cavity walls.

When replacing the slide assembly, hold the latchbolt retracted into the lock housing while inserting the slide assembly near the top of the cavity so that it drops in above the lock status switch lever arm and not on top of it. Replace the housing cover and slide cover and fasten securely.

Lubrication of the upper lock mechanism is not necessary nor recommended.



## PNEUMATIC LOCKING DEVICES

### 9700 SERIES LOCK:

Remove one side cover plate and lubricate the deadbolt shaft and cam surface. Lubricate the latchbolt shaft and the stop sides of both bolts.

### 9700P SERIES LOCK: (PARACENTRIC KEYING)

Remove one side cover plate and lubricate the deadbolt shaft and cam surface. Lubricate the latchbolt shaft and the stop sides of both bolts.

### KEYS AND LEVER TUMBLERS:

- 1) Key wear can cause improper operation of the lock and may damage the lock's lever tumblers. Keys in constant use should be periodically compared to a similar new key. When grooves due to wear are noted in the steps on the key bit, the old key should be replaced.
- 2) When rekeying is performed, new tumbler stacks should be purchased as a set including a new key. This enables Alrtex to maintain complete keying records.

### WARNING:

- 1) Never use WD40 or similar silicone based lubricants.
- 2) Never use graphite powder as a lubricant.
- 3) Never lubricate the lever tumblers.

### ALL LOCKS:

### 2. REQUIRED LUBRICANTS:

Alrtex detention locks shall only be lubricated with the multipurpose Teflon grease, Synco® Super Lube® with teflon, unless equivalent is approved prior service.

### B. Electrical:

1. The electrical system of this lock is operated on regulated 24VDC current. Any other voltage or current condition is not acceptable and will result in failure of the solenoid.

9700 Series Lock Maint 1-7-2000.ppt

ATTACHMENT E  
Orange County Sheriff's Department Tool Control Policy

Tool Control Guidelines for Contractors Working in Correctional Facilities

The Orange County Sheriff's Department has implemented a Tool Control Program at all jail facilities. The purpose of the program is to increase the safety at the facilities by keeping dangerous tools out of the hands of inmates. All contractors entering one of these facilities will be required to comply with the program requirements. The security staff at these facilities will make every effort to minimize any inconvenience caused by this program. We are providing you these guidelines so you can prepare the necessary documentation in advance to minimize any delay entering the facility.

All contractors performing work inside the security area of the facilities will be required to have their tools inventoried upon entry to, and exit from the facility.

Instructions for persons entering the facility:

- Complete the attached inventory form listing all of the tools you will need to take inside (preferably prior to arrival at the facility). Limiting the number of tools needed, will speed your entry and departure.
- Present the written inventory at the entrance to the facility at which you are working.
- A member of the security staff will compare the tools you are taking into the facility to your written inventory and return the form to you after signing it.
- A member of the security staff will repeat the inventory on your way out of the building to make sure you have not left any tools at the job site.
- The security staff will retain the original inventory, but will make you a copy if you need one.
- Contractors performing regular work at these facilities should prepare advance inventories for each toolbox with a few blank lines at the bottom and store the inventories on a computer. When you need to come to a facility, you can print the appropriate pages to take with you and handwrite any additional special tools at the bottom.
- If needed, you will be allowed entry to the facility to look at the work to be done prior to determining what tools you will need to minimize the number of tools subject to the inventory requirement.

Instructions for vehicles entering the facility:

- All vehicles entering the secured parking area of any correctional facility operated by the Orange County Sheriff's Department will be subject to search and will be logged in and out at the gate.
- Vehicles entering the Intake Release Center or Theo Lacy Facility will not need to have the tools inventoried. You will only need to inventory the tools to be carried inside the facility.
- Vehicles entering the James A. Musick Facility will need to be inventoried prior to entering and exiting the facility.

Contact Information if you have questions about this policy or need more information:

James A. Musick Facility • (949) 855-7777

Intake Release Center • (714) 647-6120

Theo Lacy Facility • (714) 935-6216

## JOB TOOL INVENTORY LIST

Date:

Name:

WO#

\*Security staff must initial and write down their badge number for both the in and out inventory.

Tool / Id #	In	Out
1)	<input type="checkbox"/>	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>
4)	<input type="checkbox"/>	<input type="checkbox"/>
5)	<input type="checkbox"/>	<input type="checkbox"/>
6)	<input type="checkbox"/>	<input type="checkbox"/>
7)	<input type="checkbox"/>	<input type="checkbox"/>
8)	<input type="checkbox"/>	<input type="checkbox"/>
9)	<input type="checkbox"/>	<input type="checkbox"/>
10)	<input type="checkbox"/>	<input type="checkbox"/>
11)	<input type="checkbox"/>	<input type="checkbox"/>
12)	<input type="checkbox"/>	<input type="checkbox"/>
13)	<input type="checkbox"/>	<input type="checkbox"/>
14)	<input type="checkbox"/>	<input type="checkbox"/>
15)	<input type="checkbox"/>	<input type="checkbox"/>
16)	<input type="checkbox"/>	<input type="checkbox"/>
17)	<input type="checkbox"/>	<input type="checkbox"/>
18)	<input type="checkbox"/>	<input type="checkbox"/>
19)	<input type="checkbox"/>	<input type="checkbox"/>
20)	<input type="checkbox"/>	<input type="checkbox"/>
21)	<input type="checkbox"/>	<input type="checkbox"/>
22)	<input type="checkbox"/>	<input type="checkbox"/>
23)	<input type="checkbox"/>	<input type="checkbox"/>
24)	<input type="checkbox"/>	<input type="checkbox"/>
25)	<input type="checkbox"/>	<input type="checkbox"/>
26)	<input type="checkbox"/>	<input type="checkbox"/>
27)	<input type="checkbox"/>	<input type="checkbox"/>
28)	<input type="checkbox"/>	<input type="checkbox"/>