

AMENDMENT NUMBER ONE  
TO  
ORIGINAL CONTRACT MA-060-23011503  
BETWEEN THE  
COUNTY OF ORANGE  
AND  
ACTION DOOR REPAIR CORPORATION

This AMENDMENT NUMBER ONE to Contract number MA-060-23011503 (hereinafter “AMENDMENT NUMBER ONE”) between the County of Orange, a political subdivision of the State of California, through its Sheriff-Coroner Department (hereinafter “COUNTY”), and Action Door Repair Corporation (hereinafter “CONTRACTOR”) with a place of business at 5420 Malabar Street, Huntington Park, CA 90255-2525, is made and entered upon execution of all necessary signatures.

RECITALS:

WHEREAS, COUNTY and CONTRACTOR executed a Contract for Automated Gate and Door Repair and Maintenance Services on July 26, 2023 for a three (3) year term of July 26, 2023 through and including July 25, 2026, in an amount to exceed \$600,000.00 renewable for two (2) additional one (1) year terms (hereinafter “ORIGINAL CONTRACT”);

WHEREAS, COUNTY desires to renew the ORIGINAL CONTRACT for a one (1) year term of July 26, 2026 through and including July 25, 2027, for a new not to exceed amount of \$300,000.00 and the CONTRACTOR has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT as modified herein;

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 2, Term of Contract, of the ORIGINAL CONTRACT is amended in its entirety as follows:
  - 2. Term of Contract: This Contract shall commence upon execution of all necessary signatures and continue in effect from July 26, 2023, through and including July 25, 2027, unless otherwise terminated by County. This Contract may be renewed as set forth in paragraph 3 below.
- b. Additional Terms and Conditions, Section 3, Renewal, 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 (1) year term. 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.
- c. ATTACHMENT B, Compensation and Pricing Provisions, Section 2, Fees and Charges, of the ORIGINAL CONTRACT is amended in part to append the following:

Contract shall not exceed \$300,000.00 for the term of July 26, 2026 through and including July 25, 2027.

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

- Signature Page to Follow -



Contract MA-060-23011503  
with  
Action Door Repair Corporation  
for  
Automated Gate and Door Repair and Maintenance Services

This Contract MA-060-23011503 for Automated Gate and Door Repair and Maintenance Services (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 Action Door Repair Corporation with a place of business at 11362 Westminster Ave, Suite H, Garden Grove, CA 92843-3631 (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 – Reference to Maintenance Service Requirements
- Exhibit I – Orange County Sheriff Department’s Tool Control Policy

RECITALS

WHEREAS, Contractor and County are entering into this Contract for Automated Gate and Door Repair and Maintenance Services under a firm fixed fee Contract; and

WHEREAS, County solicited Contract for Automated Gate and Door Repair and Maintenance Services as set forth herein, and Contractor represented that it is qualified to provide Automated Gate and Door Repair and Maintenance Services the County as further set forth here; and

WHEREAS, Contractor agrees to provide Automated Gate and Door Repair and Maintenance Services 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

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 indemnitees 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:** Prior to the provision of services under this Contract, the Contractor agrees to carry all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage current, provide Certificates of Insurance, and endorsements to the County during the entire term of this Contract.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to

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

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any SIRs in excess of Fifty Thousand Dollars \$50,000 shall specifically be approved by the County's Risk Manager, or designee. The County reserves the right to require current audited financial reports from Contractor. If Contractor is self-insured, Contractor will indemnify the County for any and all claims resulting or arising from Contractor's services in accordance with the indemnity provision stated in this contract.

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

#### Qualified Insurer

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

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

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

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

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

#### Required Coverage Forms

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

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

#### Required Endorsements

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

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

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, 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 provide thirty (30) days prior written notice to the County of any policy cancellation or non-renewal and ten (10) days prior written notice where cancellation is due to non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

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

Insurance certificates should be 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 provide acceptable Certificates of Insurance and endorsements to County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

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

- 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: Prior to the County's express acceptance of delivery of products. Contractor assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this Contract.
- 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 three (3) calendar years 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 two (2) 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 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 worn 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.

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 principles. These records shall be stored in Orange County for a period of three (3) years after final payment is received from the County. Storage of records in another county will require written approval from the County of Orange assigned Deputy Purchasing Agent.
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 Contract:** This Contract is a cooperative contract and may be utilized by all County of Orange departments.

The provisions and pricing of this Contract may be extended to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit or governmental organization. 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 County of Orange makes no guarantee of usage by other users of this Contract.

A 2 percent rebate on Eligible Revenues will be paid to the County for any contracts the Contractor agrees to enter into with other entities under the provisions and pricing of this Contract. The Contractor shall provide quarterly Volume Sales Reports to the County about additional sales to other entities under the provisions and pricing of this Contract. The Reports shall include the ordering agency, detail of items sold including description, quantity, and price, and shall include all transactions pertaining to sales under the Contract provisions and pricing for that Reporting Period. Contractor shall provide the Volume Sales Reports regardless of whether or not any sales have been conducted. Failure of the Contractor to provide quarterly reports as required, may be deemed breach

of the contract. A late penalty of 15 percent on the value of the rebate may be assessed to the Contractor for each month the payments are not received.

Subordinate contracts must be executed prior to the expiration or earlier termination of this Contract and may survive the expiration of this Contract up to a maximum of one year; however, in no case shall a subordinate contract exceed five (5) years in duration.

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 – Reprourement 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: Action Door Repair Corporation  
11362 Westminster Ave, Suite H  
Garden Grove, CA 92843-3631  
Attn: Christian Morrow  
Ph: 714-530-2613  
Email: Christian@actiondoorrepair.com

County: Sheriff-Coroner Department  
Attn: Facilities Operations  
431 The City Drive South  
Orange, CA 92868  
Attn: Elizabeth Ochoa

Ph: 714-935-6841

Email: ELOchoa@ocsheriff.gov

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: Adam Mitchell  
 Ph: 714-834-6704  
 Email: amitchell@ocsheriff.gov

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. 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 drugs or other substances.
- B. Criminal Justice Information Services (CJIS) Requirements:
- All Contractors staff with physical or logical access to County data shall pass a fingerprint-based state and federal background check consistent with:
- a. 5 CFR 731.106; and/or
  - b. Office of Personnel Management policy, regulations, and guidance; and/or
  - c. Agency policy, regulations, and guidance.
- C. 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.
- D. 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.
- E. 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 preforming 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.
  
32. 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-060-23011503 for the purchase of Automated Gate and Door Repair and Maintenance Services on the dates shown opposite their respective signatures below.

Contractor\*: Action Door Repair Corporation

By: JR De Jaifre Title: Vice President  
Print Name: Joseph A. De Jaifre "J.R." Date: 07/26/2023

Contractor\*: Action Door Repair Corporation

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

*\*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: Tyrone Waiters Title: Supervising PCS  
Print Name: Tyrone Waiters Date: 7/26/2023

# ACTION DOOR REPAIR CORPORATION

5420 MALABAR STREET  
HUNTINGTON PARK, CA 90255

(323) 583-1026

FAX (323) 587-2826

## CORPORATE RESOLUTION

WHEREAS, this Corporation wishes to appoint someone to be in charge of the day-to-day operations for the Corporation in the absence of the Officers, be it

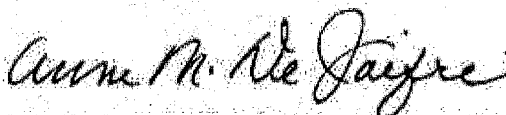
RESOLVED, that Joseph Anthony DeJaifre, is hereby appointed with authority to sign contracts, make purchases, pay bills and handle payroll and banking matters in the Corporation's name and behalf.

The undersigned hereby certifies that she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Action Door Repair Corporation, a corporation duly formed pursuant to the laws of the State of California, and the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the By-laws of the above-named Corporation on January 5, 2001, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 2nd day of July, 2001.

A True Record.

Attest.



\_\_\_\_\_  
Anne M. DeJaifre  
Secretary



Seal

11362-F WESTMINSTER BOULEVARD  
GARDEN GROVE, CA 92643  
(714) 530-2613 (909) 370-2274  
FAX (714) 638-4327

215 S. NINTH AVENUE  
CITY OF INDUSTRY, CA 91746  
(626) 369-1916  
FAX (626) 369-0856

## ATTACHMENT A

## SCOPE OF WORK

1. The Orange County Sheriff's Department, has locations throughout Orange County, CA, requiring Routine Inspections, Testing, Service, Maintenance, Repairs, and Alterations of manual, electric and pneumatic controlled doors, gates, shutters, and curtains. Minimum service frequency and tasks to manufacturing specifications and recommendations, County tasks and duties, State, Federal, local laws and regulatory requirements.

In addition to routine scheduled maintenance and planned corrective repairs, County requires emergency services be available twenty-four (24) hours a day, seven (7) days a week, three-hundred sixty-five (365) days a year.

Contractor shall perform tasks and duties at various County locations throughout Orange County CA., some with limited and/or challenging access. **The following County locations require 4-wheel drive light weight services vehicles Bolero Peak, Olinda, Ortega, Santiago, and Sierra peak.**

Service Locations, Frequency and Equipment are subject to additions, subtractions and changes. Although omissions may exist County has made its best efforts to include and detail equipment inventory, quantity, tasks and duties.

2. **Service Locations (include but not limited to the following sites):**

Orange County Sheriff	Address
Headquarters	550 N. Flower, Santa Ana CA 92703
Aliso Viejo Substation	11 Journey, Aliso Viejo, CA 92656
Technology Building	1382 Bell Ave. Tustin, CA 92780
Building 118	2651 Hotel Terrace, Santa Ana, CA 92705
Central Men's Jail	550 N. Flower, Santa Ana, CA 92703
Coroner	1071 W. Santa Ana Blvd, Santa Ana, CA 92703
Coyote Hills Communication Site	3001 Gilbert St. Fullerton, CA 92833
Inmate Services Division	1530 State College, Anaheim, CA 92806
Intake Release Center	550 N. Flower St., Santa Ana, CA 92703
James A. Musick Facility	13420 Alton Parkway, Irvine, CA 92618
Sandra Hutchens Regional Law Enforcement Training Center	1900 W. Katella Ave., Orange, CA 92867
Emergency Operations Center (EOC)	2644 E Santiago Canyon Rd. Silverado, CA 92602
Research and Development	431 The City Dr. South, Orange, CA 92868
Saddleback Substation	20202 Windrow Lake Forest, CA 92630
Theo Lacy Jail Facility	501 The City Drive South, Orange, CA 92868

3. **Service Coordination:**

Shop	Personnel	Phone Number
North Shop	Craft Supervisor	714-935-7006
	Shop Planner	714-935-8098
Central Shop	Craft Supervisor	714-647-6175
	Shop Planner	714-647-4556
South Shop	Craft Supervisor	949-855-5465
	Shop Planner	949-855-5474
Contract Administrator	Elizabeth Ochoa	714-935-6841

Facilities Operations Service Desk	714-935-6606
Watch Commander: (After hours dispatch – 5:00 p.m. to 7:00 a.m.)	714-935-6606

#### 4. Service Requirements:

- a. Contractor shall provide inspection, testing, service, maintenance, repairs, alterations and replacement on various manual, electric and pneumatic controlled doors, gates, shutters, and curtains. Equipment manufacturer to include, but not limited to, Albany Door Systems, Atlas BFT Somfy, DKS Door King, Electric Power Doors, Elite Access Systems, Hy Security, Lift Masters, Maximum Controls, Manning, Overhead Door Company, Porvene, Rytec, R&S Products, and various other unknown manufactures and equipment type.
- b. Contractor shall provide semiannual preventative maintenance, service, and as-needed ~~maintenance~~ and corrective repairs.
- c. Contractor shall perform routine service on equipment such that equipment and systems are preserved or restored to effective operational condition and may be effectively used for its designated purpose.
- d. Contractor shall provide sufficient, qualified, trained, experienced and certified, if applicable, personnel to service equipment and systems under the contract.
- e. Contractor shall provide, all labor, supplies, supervision, tools, transportation (including parking and travel), Personal Protection Equipment (PPE) and all necessary material and equipment to perform routine maintenance and service, including any special diagnostic or adjustment tools, equipment, instruments, and consumables required under manufactures maintenance specification and recommendations.
- f. Contractor shall have “on-hand” Material Safety Data Sheet (MSDS) for any chemical or other potentially dangerous substance or materials while performing any service on behalf of County.
- g. Contractor shall provide and perform install software and firmware maintenance in accordance with manufacturer specifications and recommendations, when applicable.
- h. Contractor shall provide County a detailed proposed Scheduled Maintenance schedule for County approval, prior to commencement of work, including number of hours per locations and number of technicians required to perform maintenance and service under terms of the contract.
- i. Under no condition, shall Contractor attempt to assign or subcontract any portion of repair or service under the contract.
- j. Contractor shall provide detailed reporting on “as-needed” additional service or repairs to be coordinated with authorized County representative. Additional services must be quoted; quotes for additional services must contain detailed labor and material charges using contracted rates in Attachment (B) of this contract and must be approved by County prior to commencement of repair(s).
- k. Contractor shall immediately notify authorized County representative of any site conditions or changes affecting Contractor’s ability to perform services.

#### 5. Reserved Rights:

- a. County reserves the right to use County staff to perform maintenance, service, and repairs under the contract.
- b. County reserves the right to use alternate Contractor’s to obtain competitive prices on any maintenance, service, or corrective repair.
- c. County reserves all rights to ALL information and data provided by Contractor, without further compensation.
- d. The County reserves the rights to add, update, modify and improve equipment using the supplier of its choice. County may request written comments, from Contractor, on any impact affecting Contractor’s ability to perform any tasks and duties under contract.

## 6. Contractor Requirements:

- a. Contractor shall prepare and submit all reports on inspections, testing, maintenance, and services as required by all regulatory agencies, within three (3) business days, if applicable.
- b. Contractor shall make its best efforts to perform **ALL** activities 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 authorized County representative of pending disruption.
- c. Contractors shall plan all activities to minimize the number of times entering or exiting any facility and restrict all breaks to absolute minimums.
- d. Contractor shall not withhold emergency and/or any service relating to regulatory compliance and/or certification of any County equipment or property for any reason during the term of the contract.
- e. All parts and materials shall be new commercial grade, meeting or exceed the Original Equipment Manufacturers (OEM) specifications. Any part or material other than OEM shall be approved by County prior to being utilized.
- f. All parts and materials shall be available within seventy-two (72) hours upon service approval, by authorized County representative. Any delay in parts and/or materials shall be communicated, in writing, to authorized County representative.
- g. Contractor shall maintain sufficient materials, PPE and supplies "on-hand" to provide services under the terms of the contract.
- h. At ALL TIMES Contractor shall keep "on-hand" spill containment equipment and kits sufficient to successfully mitigate spills and protect personnel and property while performing maintenance, service, or repairs.
- i. Contractor shall perform all work in accordance with generally accepted industry "best-practices" and all health and safety regulations.
- j. County shall not provide any "on-site" storage of supplies, materials, or tools at any County facility.
- k. After completion of maintenance, service and repairs, Contractor shall provide County a Work Order report with details on work completed and any additional recommended work.
- l. Contractor shall keep all work areas clean and free from debris, rubbish, and hazardous waste. Contractor shall dispose of all waste off County property and in accordance with all State, Federal and Local laws and regulations.
- m. Contractor shall warranty all labor and materials for a minimum of one 1 year after completion of repairs.
- n. Contractor shall repair, at no cost to the County, any, and all damages caused by Contractor and shall report all accidents, injuries, spills, unusual conditions, and activities immediately to authorized County representative, regardless of magnitude.

## 7. License Requirement:

- a. Contractor shall at all times, possess current applicable licenses and permits required by State, Federal and Local laws and regulatory agencies to perform tasks and duties under the contract.
- b. Contractor shall possess, as required, current Valid D-28 Door, Gate and Activating Devices Contractor License issued by the state of California and shall remain in good standing for the term of the contract.
- c. Contractor shall, for any electrical work, possess current Valid C-10 Electrical Contractor License issued by the state of California and shall remain in good standing for the term of the contract.
- d. Contractor shall furnish all pertinent licenses, permits and fees necessary to perform work under the contract.

## 8. Emergency Services:

- a. Contractor shall respond within one (1) hour after receiving County emergency service request, twenty-four (24) hours a day seven (7) days a week.
- b. Contractor shall have qualified, authorized technician(s) "on site" within four (4) hours of initial emergency contact.
- c. 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 and authorized County representative duly notified.
- d. Contractor shall provide County a Work Order report detailing tasks and duties performed including the following:
  1. Time of arrival
  2. Time of departure
  3. Brief summary of service, maintenance or repair
  4. Detail of work performed (including material and parts used)
  5. Narrative of recommended additional work to be performed or recommended
  6. Name and time of individual initiating the emergency call
  7. Work or Event Number
  8. Signature of County representative
- e. County recognizes certain emergencies may arise which require immediate action by Contractor, without obtaining prior authorization. Contractor may complete requested service:
  1. If part of an initial emergency service call
  2. If deemed to be an imminent life safety repair, by authorized County representative
- f. The Contractor shall obtain the name, rank, and signature of the authorized County representative requesting exception.
- g. Contractor shall notify authorized County representative immediately following emergency action(s).

#### 9. Scheduling:

- a. Contractors' personnel shall arrive at service location, as scheduled ready to begin work and perform in a skillful and competent manner.
- b. Contractor shall provide a final Scheduled Maintenance timeline, to be approved by County. Once approved, contractor shall strictly adhere to service timeline.
- c. Scheduled maintenance, service and repairs should be performed during normal operational hours, 7:00 am – 5:00 pm in coordination with County.
- a. Authorized County representative must be duly notified in advance, of any service interruption by Contractor and/or modification to service schedule.
- b. In the event the Contractor dispatches a technician, currently performing scheduled services for the County, technician 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.

#### 9. Records:

- a. Upon completion of each service, Contractor shall provide County a Work Order report detailing service performed. One copy left "on-site" with authorized County representative and one signed copy submitted with each corresponding Contractor invoice.
- b. All Work Orders shall contain corresponding information to Contractor invoices (i.e. time of arrival, time of departure, summary of request, detailed (including equipment asset numbers), summary of service performed, summary of additional service required or recommended, name of County representative initiating the service call and Work Order number).
- c. Contractor shall immediately submit in writing, any condition and/or incident affecting Contractor's ability to perform under the contract.

**ATTACHMENT B**  
**COMPENSATION AND PRICING PROVISIONS**

1. Compensation: This is a firm-fixed fee Contract between the County and Contractor for Automated Gate and Door Repair and Maintenance Services 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. Payment shall be as follows:

Contractor shall quote fixed price for service to include all required and suggested manufacture duties and tasks for equipment **Semiannual Preventative Maintenance**.

Service Locations, Frequency and Equipment are subject to additions, subtractions and changes. Although omissions and errors may exist County has made its best efforts to include and detail equipment inventory, quantity, tasks, and duties.

**A. Scheduled Services / Flat Rates:**

HEADQUARTERS					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Door	Albany Door Systems	Unknown	1	6 Months	\$296.00
Door	Albany Door Systems	Unknown	1	6 Months	\$296.00
Bi Fold Gate	Torxun	1109-0010	2	6 Months	\$296.00
Door	Lift Master	Unknown	3	6 Months	\$296.00
Door	Power Master	Unknown	1	6 Months	\$296.00

ALISO VIEJO SUBSTATION					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Maximum Controls	MAX 1500 Pro	2	6 Months	\$296.00

TECHNOLOGY BUILDING					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Door	C.H.I.	6221	4	6 Months	\$496.00 includes scissor lift
Door	C.H.I.	3297	2	6 Months	\$296.00
Door	Overhead Door	610	2	6 Months	\$296.00
Door	High Speed Rollup	Unknown	1	6 Months	\$296.00
Gate	Maximum Control	Max 2200	2	6 Months	\$296.00

BUILDING 118					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Door	Overhead Door Company	OPRSXH50 01RBL ®	3	6 Months	\$296.00
Gate	BFT Somfy	SP 4000	2	6 Months	\$296.00

CENTRAL MEN'S JAIL					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	HY Security	222-CX3ST	1	6 Months	\$950.00 includes scissor lift

CORONER					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Maximum Controls	Max 2200 Pro	3	6 Months	\$545.00 includes scissor lift

INMATE SERVICES DIVISION					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Elite Access Systems	SL-3000-UL-1	1	6 Months	\$296.00

INTAKE RELEASE CENTER					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Hy Security	222CX3 ST	4	6 Months	\$496.00 includes scissor lift

JAMES A. MUSICK FACILITY (EXISTING)					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	DKS	Unknown	1	6 Months	\$296.00

JAMES A. MUSICK FACILITY (NEW)					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Bi-Fold	Tymetal	Securfold	2	6 Months	\$296.00
Slider	Tymetal	Pluss	4	6 Months	\$496.00 includes scissor lift
Slider	Tymetal	Pluss	2	6 Months	\$296.00
Slider	Tymetal	Pluss	2	6 Months	\$296.00
Slider	Tymetal	Pluss	4	6 Months	\$296.00
Slider	Tymetal	Pluss	2	6 Months	\$296.00
Barrier Gate	DKS	1601	2	6 Months	\$296.00
Slider	Tymetal	Tiger	1	6 Months	\$296.00
Barrier Gate	DKS	1601	2	6 Months	\$296.00
Door	McKeon	SD3000	9	6 Months	\$148.00

SANDRA HUTCHENS REGIONAL LAW ENFORCEMENT TRAINING CENTER					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Door	Atlas Door	AMO-500-07-04-02	3	6 Months	\$296.00
Door	Unknown (Tactical Range)	Custom	1	6 Months	\$296.00
Door	Cookson	R2	1	6 Months	\$296.00

EMERGENCY OPERATIONS CENTER (EOC)					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	HY Security	222-SS-ST	1	6 Months	\$296.00
Gate	Wallace	FoldSmart XT	2	6 Months	\$296.00

RESEARCH AND DEVELOPMENT					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Lift Master	CSL24UL	1	6 Months	\$296.00

Door	Rytec	NXT	1	6 Months	\$296.00
Controller	Rytec	Ry-Wi	1	6 Months	\$296.00

THEO LACY JAIL					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Gate	Electric Power Doors	46	4	6 Months	\$296.00 includes scissor lift
Gate	HY Security	222-CF	2	6 Months	\$296.00
Door	Power Master	Unknown	1	6 Months	\$296.00
Door	Cornell Iron	Unknown	1	6 Months	\$296.00

SADDLEBACK SUBSTATION					
Equipment	Manufacturer	Model	Quantity	Maintenance Frequency	Cost Per Unit, Per Service
Door	Overhead Door	610	1	6 Months	\$950.00 includes scissor lift

*Various locations and equipment shall be serviced on an as-needed basis, some with limited and/or challenging access. The following County locations require 4-wheel drive light weight services vehicles, Bolero Peak, Olinda, Ortega, Santiago, and Sierra peak.*

**B. As-Needed Services:**

1. Contractor shall provide detailed reporting on services not covered under Attachment A, Scope of Work to be coordinated with authorized County personnel.
2. The following rates shall apply to all quotes for additional services; quotes must contain detailed labor and material charges and approved by County prior to commencement of repair(s).
- 3.

Description	Hourly Rate Per Tech
Labor Rate – Repairs, Monday thru Friday 7:00 a.m. to 5:00 p.m.	\$148.00
Labor Rate – Repairs, Monday thru Friday 5:00 p.m. to 7:00 a.m.	\$148.00
Labor Rate – Repairs, Saturday 12:00 a.m. to 11:59 p.m.	\$222.00
Labor Rate – Repairs, Sunday 12:00 a.m. to 11:59 p.m.	\$222.00
Labor Rate – Repairs, Holidays 12:00 a.m. to 11:59 p.m.	\$296.00

Nonproductive "Standby" Rate (billed at one quarter (1/4) hour increments, not to exceed one hour)	\$37.00
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Labor hours shall be charged on the basis of actual time spent on each job, not portal to portal basis, and shall be computed to the nearest one quarter (1/4) hour.

Labor rates shall include all direct and indirect expenses including travel and overhead expenditures.

After hour rates shall not be paid on non-emergency response request unless specifically authorized by the County Project Manager.

#### C. Material Cost:

1. Materials shall be reimbursed at invoice cost plus (percentage) Mark-up: 30%
2. Parts purchased by the contractor for repair of equipment will be charged the actual cost of the parts plus mark up
3. Contractor will pay for all freight charges and any equipment used to move the material and add to the invoice
4. Contractor shall provide a copy of the original invoice for all freight charges and parts and materials exceeding \$500. NO INVOICE will be considered for payment without an original Contractors invoice
5. Contractor shall warrant all labor and materials for a period of one year (or in accordance with manufacturer's warranty whichever is longer) of repairs.

#### D. Specialized Equipment Rental:

1. Invoice cost plus (percentage) Mark-up: 30%
2. Project specific equipment rental will be reimbursed at invoice cost plus the percentage mark-up quoted for specialized equipment required to perform service, based on individual physical characteristics of the facility. Contractor is to provide original supplier invoice copy for all items. County reserves the right to reject rental costs not submitted with the original purchase invoice. Any equipment used for each location shall be listed on the corresponding invoice.

Contract shall not exceed \$600,000.00 for the first (3) year term (\$200,000.00 per year)

3. Price Increase/Decreases: No price increases will be permitted during the first year of the contract. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to the County of Orange. The County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing 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 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 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 1 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 material mark-up
  - j. Sales tax, if applicable
  - k. Freight/delivery charges, if applicable
  - l. Total

Responsibility for providing acceptable invoices rests solely with the Contractor.

Contractor shall invoice County in a timely manner, upon inspection and approval of service completion.

In order for Contractor to receive payment, original signed Work Order(s), Progress Report(s), test and certification report(s) if applicable, shall be submitted with invoice to County.

Contractor shall provide invoices to County, on standard 8 ½ by 11 inch letterhead, for goods delivered and services rendered. Each invoice will include the following information:

Invoice and support documentation are to be forwarded to:

Sheriff-Coroner Department  
Attn: Facilities Operation  
431 The City Drive South  
Orange, CA 92868  
Email: FacilitiesOperations@OCSheriff.gov

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

## Reference to Maintenance Service Requirements

The following checklist is provided as a reference for the maintenance service requirements. Contractor shall perform all inspection, testing, service, maintenance, and repairs in accordance with all manufacturer's specifications and recommendations as noted in the Scope of Work.

Maintenance Task list	Frequency
Check all equipment for wear, replace parts as necessary.	<u>6 months</u>
Check all hardware tightness, tighten as necessary.	<u>6 months</u>
Check and operate gate/door and ensure movement free of any impediment.	<u>6 months</u>
Check and clean hinges, grease, as necessary.	<u>6 months</u>
Check, clean and tighten any loose gears or sprockets, lubricate as necessary.	<u>6 months</u>
Check, clean and adjust limit switches.	<u>6 months</u>
Check, clean all belts and chains, lubricate, and adjust as necessary.	<u>6 months</u>
Check, clean and clear tracks form debris.	<u>6 months</u>
Check alignment and grease all doors, gates, rollers, pulleys, gears, bearings and shafts, adjust as necessary.	<u>6 months</u>
Ensure wheels are operating smoothly and are free of debris, clean and lubricate as necessary.	<u>6 months</u>
Check, clean and operate all hydraulic or electric motors.	<u>6 months</u>
Check for any oil leaks, repair as necessary and refill reservoirs.	<u>6 months</u>
Check for water damage.	<u>6 months</u>
Ensure all connectors and clamps are secure.	<u>6 months</u>
Check all wirings for burning or insulation damage.	<u>6 months</u>
Visually check for rust or corrosion throughout the unit and note any corrective action required.	<u>6 months</u>
Activate Fire department switch to verify emergency gate opening.	<u>6 months</u>
Check for the gate sensitivity.	<u>6 months</u>
Check with operating personnel for any obvious deficiencies.	<u>6 months</u>
Request corrective repair and/or replace all defective parts.	<u>6 months</u>

### 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"/>