

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT:** Transit - Approve agreement to provide security for the Torrance Transit System.

**Expenditure: Not to exceed \$118,216.80.**

**RECOMMENDATION:**

Recommendation of the Transit Director that City Council approve a ten-month contract services agreement with World Private Security Incorporated to provide security services (RFP B2011-29) for the Torrance Transit System from September 1, 2011 to June 30, 2012, at a cost not to exceed \$118,216.80.

**FUNDING:** Funding is available in the Transit Department's Fiscal Year (FY) 2011-2012 Operating Budget.

**BACKGROUND:**

In July of 2011, the City of Torrance released a Request for Proposal (RFP B2011-29) to provide security services for the Torrance Transit System. A new security provider was needed, as the incumbent security company has requested a termination of their existing agreement on August 31, 2011. The RFP was called for a 10 month contract, with the option for a second and third (full year) extension based upon performance.

On July 21, 2011, the Transit department received twenty (20) proposals in response to the RFP. Listed below are the proposers and their respective bid amounts, in the order in which they were opened and read aloud by the City Clerks Office:

Agency/Company Name	Cost of 10 Month Service Agreement
Securitas Security Services USA	\$111,731.20
CSC Security Services	\$127,211.00
Hawks International Security, Inc.	\$145,516.80
Security Patrol Management Corp.	\$122,808.00
CSI Contact Security, Inc.	\$187,096.00
All American Protective Services	\$136,293.00
Alltech Industries, Inc.	\$115,446.40
US Metro Grouping, Inc.	\$131,408.00
General Security Service, Inc.	\$144,518.00
Nu-Way Security and Investigative Services, Inc.	\$137,049.60
All Nation Security Services, Inc.	\$125,250.15

California Panther Security	\$135,115.20
SP Plus Security Services	\$188,187.34
G4S Secure Solutions, Inc.	\$134,435.20
American Guard Services, Inc.	\$140,878.40
Universal Protection Service	\$154,585.60
Ceed Security Services, Inc.	\$77,400.00
Ingram Security & Patrol, Inc.	\$123,083.20
World Private Security, Inc.	\$118,216.80
Guardsmark	\$113,864.00

A rating panel was formed to score the proposals. The Criteria for the evaluation of this RFP was listed within the RFP itself as follows:

**“Standards for Evaluation of Proposals:**

The City staff will use the following priorities, as well as pricing, in determining which proposal best meets the needs of the City. The City will be the sole determiner of suitability to the City’s needs.

During the evaluation process, points will be assigned to each criterion as shown, up to a maximum of 100 points:

<b>EVALUATION CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>COMMENT(S)</b>
Financial Viability	10	Financial viability will be evaluated by an analysis of assets and liabilities, plus discussions with listed credit references.
Proposed Cost(s)	30	Comparison of proposed cost(s) with those of other respondents to this RFP.
Technical Experience	30	Extent of background and recent experience by the Proposer in the provision of transit security for other agencies.
Management Oversight	15	Demonstrated ability of Proposer’s management to oversee compliance with the terms of this RFP and the resulting contract.
Training Program	15	Proposer’s Officer Training Program will be evaluated for completeness and compliance with the provisions of Division 3, Chapter 11.5 of the California Business and Professions Code.
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>	

Proposals will be rated according to their completeness and understanding of the City’s needs, conformance to the requirements of the specifications, prior experience with comparable proposals, delivery, and cost.”

**ANALYSIS:**

The following panel reviewed each proposal.

1. Aram Chaparyan – City Manager’s Office (Official Rater)
2. Dana Coffey – Transit Department (Official Rater)
3. Ian Dailey – Transit Department (Official Rater)
4. Jim Mills – Transit Department (Advisor)

The panel found World Private Security, Inc. to be the most qualified candidate to perform the services requested by Transit. While several agencies responded with a lower cost proposal, all received lower scores in technical experience and management oversight because they lacked a record of experience and performance in the field of transit related security. One proposal was formally withdrawn, two received no score as they did not include or acknowledge the receipt of Addendum #1 of the RFP, and three agencies received no score as they failed to adhere to the RFP’s required minimum pay scale for the Guards and Post Commander.

**Scoring Represents Panel Average**

Agency/Company Name	Total Score
World Private Security, Inc.	89
All Nation Security Services, Inc.	85
Security Patrol Management Corp.	77
California Panther Security	76
American Guard Services, Inc.	74
CSI Contact Security, Inc.	73
General Security Service, Inc.	71
Nu-Way Security and Investigative Services, Inc.	66
Universal Protection Service	62
Alltech Industries, Inc.	60
US Metro Grouping, Inc.	58
Hawks International Security, Inc.	56
SP Plus Security Services	54
Ingram Security & Patrol, Inc.	53
CSC Security Services	*
Guardsmark	*
Securitas Security Services USA	*
All American Protective Services	**
G4S Secure Solutions, Inc.	**
Ceed Security Services, Inc.	***

**Key**

\* - No score as Proposer failed to adhere to RFP’s minimum wage requirement of \$12.75 per hour for Unarmed Guards, and \$13.75 per hour for the Post Commander.

\*\* - No score as Proposer failed to include or acknowledge Addendum #1 of RFP.

\*\*\* - No score as Proposer requested their proposal package be formally withdrawn.

World Private Security Incorporated has extensive experience in providing transit security services to a plethora of transit agencies and other governmental agencies. Reference checks performed also confirmed the agency’s ability to perform the services requested in the RFP.

The ten month agreement is from September 1, 2011 to June 30, 2012, at a cost not to exceed \$118,216.80. The option for a second and third year (full year) of service is included the agreement, contingent upon agency performance.

Respectfully submitted,

  
\_\_\_\_\_  
Kim Turner  
Transit Director

CONCUR:

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

Attachment: A) Contract Services Agreement with World Private Security Incorporated

## CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of September 1, 2011 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and World Private Security Incorporated, a California Corporation ("CONTRACTOR").

### RECITALS:

- A. The CITY wishes to retain the services of an experienced and qualified CONTRACTOR to provide security services for the Torrance Transit Department, also known as the Torrance Transit System (TTS).
- B. In order to obtain the desired services, The CITY has circulated its Request for Proposal for to Provide Security Services for the Torrance Transit System, RFP No. B2011-29 (the "RFP").
- C. CONTRACTOR has submitted a Proposal (the "Proposal") in response to the RFP. In its Proposal CONTRACTOR represents that it is qualified to perform those services requested in the RFP. Based upon its review of all proposals submitted in response to the RFP, The CITY is willing to award the contract to CONTRACTOR.

### AGREEMENT:

- 1. **SERVICES TO BE PERFORMED BY CONTRACTOR**  
CONTRACTOR will provide the services and install those materials listed in CONTRACTOR's Proposal submitted in response to the RFP. A copy of the RFP is attached as Exhibit A. A copy of the Proposal is attached as Exhibit B.
- 2. **TERM**  
Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through June 30, 2012.
- 3. **COMPENSATION**
  - A. CONTRACTOR's Fee.

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the compensation schedule set forth in the Proposal; provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$118,216.80 ("Agreement Sum"), unless otherwise first approved in writing by the CITY.

B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid monthly, within 30 days after the date of the monthly invoice.

**4. TERMINATION OF AGREEMENT**

A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:
  - a. cease operations as directed by CITY in the notice;
  - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
  - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.
2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense

of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys due the CONTRACTOR under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.

3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

1. In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been

given notice and an opportunity to present evidence in mitigation.

**5. FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

**6. RETENTION OF FUNDS**

CONTRACTOR authorizes the CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate the CITY for any losses, costs, liabilities, or damages suffered by the CITY, and all amounts for which the CITY may be liable to third parties, by reason of CONTRACTOR's acts or omissions in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, the CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of the CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect the CITY as elsewhere provided in this Agreement.

**7. THE CITY'S REPRESENTATIVE**

Ed Harris, Senior Business Manager for the Torrance Transit System is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by the CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

**8. CONTRACTOR REPRESENTATIVE(S)**

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Fred Youssif, Account Executive

**9. INDEPENDENT CONTRACTOR**

The CONTRACTOR is, and at all times will remain as to the CITY, a wholly independent contractor. Neither the CITY nor any of its agents will have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except as otherwise set forth in this Agreement. The CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

**10. BUSINESS LICENSE**

The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.

**11. OTHER LICENSES AND PERMITS**

CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

**12. FAMILIARITY WITH WORK**

By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform the CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from the CITY.

**13. CARE OF WORK**

CONTRACTOR must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by the CITY, except those losses or damages as may be caused by the CITY's own negligence.

**14. CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONTRACTOR's time pertaining to the project, and records of accounts between the CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to the CITY during normal working hours.

CONTRACTOR will maintain these records for three years after final payment.

**15. INDEMNIFICATION**

CONTRACTOR will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

**16. NON-LIABILITY OF THE CITY'S OFFICERS AND EMPLOYEES**

No officer or employee of the CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

**17. INSURANCE**

- A. CONTRACTOR and its subcontractors must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:
- (1) Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
    - (a) Primary Bodily Injury with limits of at least \$500,000 per person, \$1,000,000 per occurrence; and
    - (b) Primary Property Damage of at least \$250,000 per occurrence; or
    - (c) Combined single limits of \$1,000,000 per occurrence.
  - (2) General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
  - (3) Workers' Compensation with limits as required by the State of California and Employer's Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONTRACTOR will be primary and non-contributory.
- C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
- D. CONTRACTOR must provide certificates of insurance and/or endorsements indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of work.
- E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

**18. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the

most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of the CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies and/or the performance bond required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of the CITY within 10 days of receipt of notice from the Risk Manager.

**19. CONFLICT OF INTEREST**

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

**20. NOTICE**

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
- (1) Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
  - (2) First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.

- (3) Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
- (4) Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.
- (5) Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

CONSULTANT:                      World Private Security Incorporated  
    16921 Parthenia St., Suite 201  
    Northridge, CA 91343  
    Attn: Fred Youssif, Account  
    Executive  
    Fax: (818) 894-1877

CITY:                                      City Clerk  
    City of Torrance  
    3031 Torrance Boulevard  
    Torrance, CA 90509-2970  
    Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING**

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or

subcontracted by either the CITY or CONTRACTOR without the prior written consent of the other.

**22. INTEGRATION; AMENDMENT**

This Agreement represents the entire understanding of the CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as set forth in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

**30. EXHIBITS**

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

**31. CONTRACTOR'S AUTHORITY TO EXECUTE**

The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE,  
a Municipal Corporation

World Private Security Incorporated  
a California Corporation

\_\_\_\_\_  
Frank Scotto, Mayor

By: \_\_\_\_\_  
Fred Youssif, Account Executive  
World Private Security Incorporated

\_\_\_\_\_  
LeRoy J. Jackson, City Manager

APPROVED AS TO FORM:

JOHN L. FELLOWS III  
City Attorney

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

Attachments:      Exhibit A:    RFP  
                         Exhibit B:    Proposal

Revised:      1/30/01

**EXHIBIT A**  
**REQUEST FOR PROPOSALS**



# Request for Proposal

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | [www.TorranceCA.Gov](http://www.TorranceCA.Gov)

**RFP No. 2011-29 Request for Proposal (RFP) to Provide Security Services for the Torrance Transit System**

## PROPOSAL SUBMITTAL INFORMATION

Proposals may be mailed or hand delivered. No faxed proposals will be accepted.

Late proposals will not be accepted.

Location: Office of the City Clerk  
3031 Torrance Blvd.  
Torrance, CA 90503

Date: Thursday, July 21, 2011

Time Deadline: **2:00 P.M.**

Proposals will be opened and publicly read aloud at 2:15 PM in the Council Chambers.

- Submittal and Addenda Checklist (Attachment A)
- Proposer's Response (Attachment B). You must submit your response on the forms provided. (If additional space is required, please attach additional pages.)
- Proposer's Affidavit (Attachment C)
- References (Attachment D)
- Cost Proposal (Attachment E)
- Comprehensive Description of Employee Recruitment and Training Program

**Upon award of contract, proof of insurance, as indicated in the terms and conditions of this Request For Proposal (RFP) document, must be submitted to the City Clerk's Office.**

Questions regarding this Request for Proposal should be directed to:

Mr. Eddie Harris, Senior Business Manager

Torrance Transit System

(310) 618-3020

Email: [EHarris@torranceca.gov](mailto:EHarris@torranceca.gov)

**RFP No. 2011-29 Request for Proposal (RFP) to Provide Security Services for the Torrance Transit System**

**SECTION I PROPOSAL INSTRUCTIONS AND INFORMATION**

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 3031 Torrance Boulevard, Torrance, CA, until 2:00 p.m. on Thursday, July 21, 2011, and will be opened and publicly read aloud at 2:15 p.m. on the same date in the Council Chambers, Torrance City Hall. You are invited to be present at the opening of proposals. An original and two copies of each proposal must be submitted in a sealed envelope and clearly marked: **“Proposal to Provide Security Services for the Torrance Transit System, B2011-29”**.

**Definitions:**

The following meanings are attached to the following defined words when used in these specifications and the contract. The word “City” means the City of Torrance, California. The word “Proposer” or “Vendor” or “Contractor” means the person, firm, or corporation submitting a proposal on these specifications or any part thereof. “Successful Proposer” means the Proposer, Vendor or Contractor that has been awarded the contract.

**Proposal Form:**

The proposal must be made on the forms provided for that purpose, enclosed in a sealed envelope, and marked **“Proposal to Provide Security Services for the Torrance Transit System, B2011-29”** and addressed to the City Clerk, City of Torrance, 3031 Torrance CA. 90503. If the proposal is made by an individual, it must be signed by that individual, and an address, telephone (and fax number if available) must be given. If made by a business entity, it must be signed by the person(s) authorized to execute agreements and bind the entity to a contract. A full business address, telephone (and fax number if available) must be given. No telegraphic, fax or telephonic proposals will be considered.

Blank spaces in the proposal forms must be filled in; using ink, indelible pencil, or typewriter, and the text of the proposal form must not be changed. No additions to the form may be made. Any unauthorized conditions, limitations, or provisos attached to a proposal will render it informal and may cause its rejection. Alterations by erasure or interlineations must be explained or noted in the proposal form over the signature of the Proposer.

In submitting a proposal, Proposers must comply with the performance criteria as set forth in the following instructions. All proposals will be reviewed thoroughly prior to any selection to determine if Proposers have met all criteria in these proposal conditions. It is essential that Proposers read each of the selections carefully and take action where necessary.

The award of the contract or contracts under this RFP will be based on competitive, negotiated procurement procedures, and proposals submitted in response to this RFP will be subject to negotiation. A City of Torrance Transit System (TTS) Evaluation Committee will review and screen proposals. Proposers submitting responsive proposals may be considered for a subsequent interview and contract negotiation at their own expense. Proposals will be judged upon criteria presented in the section entitled Evaluation Criteria.

The City may consider proposals for any and/or all elements of the requested items. The quantities and items requested are only estimates and are subject to change.

**Proposer Responsibility:**

Should the Proposer find discrepancies in or omissions from these instructions or any of the attachments, or should it be in doubt as to their meaning, it shall at once notify Eddie Harris (Senior Business Manager) in writing. Written instructions will be sent notifying all known potential Proposers of such discrepancies, if any, and of any changes via an addendum.

Questions must be submitted in writing or via email to Eddie Harris (Senior Business Manager) prior to Noon on Tuesday, July 12, 2011. No questions will be answered by telephone. Questions submitted after this date will not be answered. Written answers will be sent to all known Proposers and any changes as a result of questions will be sent via an addendum to the RFP.

The Proposer is required to complete and submit their proposal in the specified format. In addition, the proposal must include the completed information requested in all appendices. Failure to answer all questions fully and correctly may result in the proposal being judged non-responsive.

The proposal and all other accompanying documents or materials submitted by a Proposer will be deemed to constitute part of the proposal. Proposals may be withdrawn prior to closing time. No proposal may be withdrawn for a period of one hundred-twenty (120) days after the time as set herein for the closing.

**Reservation:**

The City reserves the right to revise or amend these specifications prior to the date set for opening proposals. Revisions and amendments, if any, will be announced by an addendum to this RFP. If the revisions require additional time to enable Proposers to respond, the City may postpone the opening date accordingly. In such case, the addendum will include an announcement of the new opening date.

All addenda must be attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be rejected.

The City reserves the right to award a contract to a firm solely on the basis of the initial proposal submitted. The City reserves the right to require more information and clarification on information submitted in the proposal to complete the evaluation.

The City Council reserves the right to reject any and all proposals received, to take all proposals under advisement for a period not to exceed ninety (90) days after the date of the opening, to waive any informality on any proposal, and to be the sole judge of the relative merits of the material and or service mentioned in the respective proposals received.

The City reserves the right to examine all factors bearing on a Proposer's ability to perform the services under the contract. The City reserves the right to reject any proposal not accompanied with all data or information required. The City reserves the right to cancel this solicitation, without penalty, at its sole discretion.

This RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of a proposal. All responses to this RFP become the property of the City of Torrance.

**Affidavit:**

An affidavit form is enclosed (Attachment C). It must be completed signifying that the proposal is genuine and not collusive or made in the interest or on behalf of any person not named in the proposal, that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal or any other person, firm, or corporation to refrain from proposing, and that the Proposer has not in any manner sought by

collusion to secure for itself an advantage over any other Proposer. Any proposal submitted without an affidavit or in violation of this requirement will be rejected.

### **Standards for Evaluation of Proposals:**

The City staff will use the following priorities, as well as pricing, in determining which proposal best meets the needs of the City. The City will be the sole determiner of suitability to the City's needs.

During the evaluation process, points will be assigned to each criterion as shown, up to a maximum of 100 points:

<b>EVALUATION CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>COMMENT(S)</b>
Financial Viability	10	Financial viability will be evaluated by an analysis of assets and liabilities, plus discussions with listed credit references.
Proposed Cost(s)	30	Comparison of proposed cost(s) with those of other respondents to this RFP.
Technical Experience	30	Extent of background and recent experience by the Proposer in the provision of transit security for other agencies.
Management Oversight	15	Demonstrated ability of Proposer's management to oversee compliance with the terms of this RFP and the resulting contract.
Training Program	15	Proposer's Officer Training Program will be evaluated for completeness and compliance with the provisions of Division 3, Chapter 11.5 of the California Business and Professions Code.
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>	

Proposals will be rated according to their completeness and understanding of the City's needs, conformance to the requirements of the specifications, prior experience with comparable proposals, delivery, and cost.

### **Errors and Omissions:**

The Proposer will not be allowed to take advantage of any errors and/or omissions in these specifications or in the Proposer's specifications submitted with its proposal. Full instruction will always be given when errors or omissions are discovered.

### **Proposers Examination of Requirements:**

The Proposer is required to examine carefully the site, the instructions, information and specifications of this document, investigate the conditions to be encountered, the character, quality and quantities of work to be performed as required by this document. Submission of a proposal will be considered prima facie evidence that the Proposer has made such examination.

### **The Contract:**

The Proposer to whom the award is made will be required to enter into a written contract with the City of Torrance, in the form attached (Attachment F). A copy of this notice inviting proposals, and the Proposer's accepted proposal will be attached to and become a part of the contract. All services supplied by the Proposer will conform to the applicable requirements of the City Charter, City Ordinances, and State or Federal Law covering Labor and Wages, as well as conforming to the specifications contained herein. In case of default by the selected Proposer, the City reserves the right to procure the articles or services from other sources and to hold the selected Proposer responsible for any excess cost incurred by the City hereby.

**Term of Agreement:**

The term of the agreement will be for a period of ten (10) months, from September 1, 2011 to June 30, 2012. There may be options for a second and third, full year contract based on the first ten (10) months of service.

**Suspension of Procurement:**

City may suspend, in writing all or a portion of the procurement of materials or services pursuant to this agreement, in the event unforeseen circumstances make such procurement impossible or infeasible, or in the event City should determine it to be in the best interest of City to cancel such procurement of services or materials.

In the event of termination, selected Proposer will perform such additional work as is necessary for the orderly filing of documents, and closing of project.

The selected Proposer will be compensated for the terminated procurement on the basis of materials or services actually furnished or performed prior to the effective date of termination, plus the work reasonably required for filing and closing.

**RFP No. 2011- 29 Request for Proposal (RFP) to Provide Security Services for the Torrance Transit System**

**SECTION II Specifications**

**Scope of Work:**

Security services are to be provided by unarmed enforcement officers working twenty (20), eight (8) hour shifts per week. These shifts must be scheduled as follows (each includes a 30-minute meal break) for a total of twenty (20) shifts per week.

<b>MONDAY THROUGH FRIDAY</b>	<b>SATURDAYS</b>	<b>SUNDAYS</b>
8:00 a.m. to 4:30 p.m. 12:30 p.m. to 9:00 p.m. <b>2:30 p.m. to 11:00 p.m.</b>	11:00 a.m. to 7:30 p.m. 1:30 p.m. to 10 p.m. 2:00 p.m. to 10:30p.m.	<b>Noon to 8:30 p.m.</b> <b>1:00 p.m. to 9:30 p.m.</b>

The enforcement officers will be given rotating assignments at the discretion of the Torrance Transit System (TTS) Operations staff. These assignments will include roving patrols of the TTS service area using vehicles provided by the City of Torrance. (Vehicle insurance will also be provided by the City of Torrance.) Each day, at least one officer will patrol the vicinity of the Del Amo Fashion Center. Occasionally, assignments will require undercover work aboard TTS buses.

The Contractor shall be licensed under the provisions of the California Business and Professions Code and the California Code of Regulations.

The enforcement officers assigned to this area shall be unarmed and shall be registered with the Bureau of Security and Investigative Services.

The enforcement officers assigned to this area shall be at least twenty-one (21) years of age, and must have at least one thousand (1,000) hours of experience as a security officer.

The enforcement officers assigned to this area must provide proof of current licenses/certifications for: Basic First Aid and Cardio Pulmonary Resuscitation (CPR).

The enforcement officers assigned to this area shall undergo a thorough background check prior to beginning work, with documentation of the results provided to the City of Torrance.

The enforcement officers assigned to this area must have a valid Class C California Drivers License. A California Department of Motor Vehicles (DMV) "H-6" printout must be provided to the Senior Business Manager of Operations for each officer assigned to TTS, prior to their first day on duty. Assigned enforcement officers must have an acceptable DMV record.

The Contractor will verify that all guards and Contractor staff involved with or working under this project are eligible to legally work in the United States. U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment. Verification can be obtained through the Department of Homeland Security, Citizen and Immigration Services "E-Verify" website.

**Uniform and Equipment:**

A clean and presentable, Contractor provided, uniform must be worn at all times while the enforcement officer is on duty. The uniform shall consist of the following:

- Dark blue, short sleeved uniform shirt with light blue pocket flaps and light blue epaulets
- Dark blue uniform pants with multiple pockets
- Dark blue uniform jacket
- Dark blue or black socks
- Black shoes or boots

The following figure illustrates the sample uniform:



The uniform color scheme listed above is preferred. However, TTS is open to discussing the possibility of utilizing a different color scheme for the uniform per the suggestion of the proposer. If the Proposer wishes to suggest a different color scheme for the officer's uniform, please attach a sample photograph of the proposed uniform and its color scheme. Final selection of the uniform color scheme is the sole discretion of the City of Torrance.

The TTS will provide a two-way radio to each assigned enforcement officer for communication with TTS personnel.

**Supervision:**

The Contractor shall be responsible for monitoring the behavior of personnel assigned to TTS to ensure satisfactory performance of security services as required under this Proposal/Contract. The Contractor shall perform random unannounced supervisory checks of its enforcement officers assigned to TTS at least once every month. The result of these checks shall be reported, in person, to the Senior Business Manager of Operations, or their designee. Failure to comply with assignments given may result in immediate removal of service to TTS and the City. The Contractor shall immediately correct any such performance failures on part of its employees.

At all times while on duty, the enforcement officer shall be under the direction of TTS Transit Supervisors and Dispatchers. At the scene of any accident or incident where law enforcement officers are present, assigned security personnel are under the authority and direction of those law enforcement officers.

**Training:**

The Contractor shall be responsible for the pay of on-site training of an enforcement officer, prior to the start of assignment at TTS. The Contractor shall provide a comprehensive description of their employee recruitment practices and training program to the Senior Business Manager of Operations of TTS.

**Right to Interview Personnel:**

The City reserves the right to interview, and refuse if necessary, the enforcement personnel who are to be assigned to TTS.

**Pay Scale:**

The City of Torrance recognizes the unique demands of transit security guard services in contrast to traditional guard assignments. To facilitate recruitment and retention of employees assigned to this contract and to provide for continuity of assigned guard personnel, the City is establishing a minimum hourly pay scale of \$12.75 for all guards assigned to this contract. A premium of \$1.00 shall be paid to the guard assigned to the Post Commander position. This minimum pay scale is to be used in addition to (and not place of) the normal benefits paid to employees by the Contractor. Should the Contractor agree to additional year contracts, the Contractor shall provide a cost-of-living increase to the hourly pay in an amount agreed upon with TTS. This increase shall be tied to the previous year's Bureau of Labor Statistics Employment Cost Index, at a minimum.

The Contractor shall adhere to California Minimum Wage requirements for all regular guards, and a premium of \$1.00 shall be paid to the guard assigned to the Post Commander position.

**Contractor Representative**

The Contractor shall designate a management representative to act as a Project Manager for the services rendered under this contract. This individual shall be listed as one of the Contractor's Representatives. In the event this individual is not available or no longer employed with the Contractor's firm, the Contractor must immediately notify the Senior Business Manager of Operations at TTS, in writing, and identify who the interim or new Project Manager is to be.

**Proof of Insurance:**

The Contractor must provide certificates of insurance and/or endorsements to the City Clerk of the City of Torrance before the commencement of work, as required in Paragraph 17 of the attached contract (Attachment F).

**Registration of Contractors:**

The Contractor shall be licensed in accordance with the Business and Professions Code of the State of California.

**Torrance Business License:**

The Contractor must apply for and obtain, at its own expense, a City of Torrance business license before commencing work.

**RFP No. 2011-29 Request for Proposal (RFP) to Provide Security Services for the Torrance Transit System**

**SECTION III PROPOSAL SUBMITTAL**

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposal", the following proposal is submitted to the City of Torrance.

**Letter of Introduction:**

1. Include a cover letter signed by an agent of the firm authorized to submit the proposal. The cover letter should include the name(s), phone number(s) and email address(es) of the key personnel for the Proposer for all products and services that are proposed.
2. Table of Contents should include a clear identification of submitted material by section and page number. See Attachment A for a list of submittal requirements.

**Profile of the Firm:**

1. Give a brief history of the company on the form provided (Attachment B). State whether the firm is local, regional, or national and how long the company has been in existence, as well as how long the company has provided the kinds of services requested in this RFP. Give the location of the office that will be responsible for servicing this project. Indicate how long this office has been in existence.
2. The Proposer should submit three credit references and any other information that may be relevant as evidence of sufficient operating reserves and financial stability.
3. Provide a list of at least three current customers who have contracted similar services as those being proposed for TTS. References are to be provided on Attachment D.

**Additional Data:**

Give any additional information considered essential to this proposal.

**Cost Proposal:**

Proposals that are submitted in response to this RFP should include a "Cost Proposal" of what the Proposer would charge to provide the services requested on Attachment E (required elements are described in Section II). The cost proposal must be signed by its preparer, along with the individual's printed name, title, date, phone number, facsimile number, and email address.

**Addenda Received:**

Please indicate addenda information you have received regarding this bid:

Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_ No Addenda received regarding this RFP.

**Submittal Requirements:**

Please indicate that the following are included with your proposal:

SUBMITTAL REQUIREMENTS	Please Check or "X" Here If Included:
1. Letter of Introduction	
2. Table of Contents	
3. Firm Profile	
4. Proposer's Affidavit	
5. References (at least three current customers)	
6. Cost Proposal	

Company Name: \_\_\_\_\_

Your Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIRM PROFILE****Bid Proposal Submitted By:**


---

 Name of Company

---

 Address

---

 City/State/Zip Code

---

 Printed Name/Title

---

 Telephone Number/Fax Number

---

 Email Address
**Form of Business Organization:**

Please indicate the following (check one);

Local \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_

Please indicate the following (check one);

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Other: \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

\_\_\_\_\_ Years

If less than three (3) years and your company was in business under a different name, what was that name?

**Contractor's Information:**

Security Guard License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Contact Information:**

Please provide the name of the individual at your company to contact for any additional information.

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Name and Title

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Telephone Number/Fax Number/Email Address

Please provide the name of the individual at your company who will serve as Project Manager for this contract.

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Name and Title

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Telephone Number/Fax Number/Email Address

Please provide the name of the individual at your company who will be responsible for administering this contract.

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Name and Title

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Telephone Number/Fax Number/Email Address

Please identify the local office which will be servicing this contract.

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Address/City/State/Zip Code

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Telephone Number/Fax Number/Email Address or Website

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Number of Years this Office has been in Existence

**Renewal Option:**

Please state, if requested by the City, if your company would agree to a second and possibly third year renewal of this contract, with terms and conditions unchanged.

[ ] Yes - We would agree to a second year with terms and conditions unchanged. \_\_\_\_\_(initial here)

[ ] No - We would not be interested in renewing this contract. \_\_\_\_\_(initial here)

STATE OF CALIFORNIA

PROPOSER AFFIDAVIT

COUNTY OF LOS ANGELES

\_\_\_\_\_ Being first duly sworn, deposes and says:

1. That he/she is the \_\_\_\_\_ of \_\_\_\_\_  
(Title of Office) (Name of Company)

Hereinafter called "Proposer", who has submitted to the City of Torrance a proposal for  
\_\_\_\_\_  
(Title of RFP);

- 2. That the proposal is genuine; that all statements of fact in the proposal are true;
- 3. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of that Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;
- 5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;
- 6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or materialman, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through proposal depository;
- 7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business; and
- 8. That the Proposer has not been debarred from participation in any State or Federal works project.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Proposer Signature)

\_\_\_\_\_  
(Title)

**References:**

Please supply the name of three (3) companies/agencies for which your firm has provided service to illustrate current qualifications relevant to this project:

1. Job Description \_\_\_\_\_

Contract Amount \_\_\_\_\_

Time to Complete Job \_\_\_\_\_

Owner and Location \_\_\_\_\_

Contact Name and Telephone Number \_\_\_\_\_

2. Job Description \_\_\_\_\_

Contract Amount \_\_\_\_\_

Time to Complete Job \_\_\_\_\_

Owner and Location \_\_\_\_\_

Contact Name and Telephone Number \_\_\_\_\_

3. Job Description \_\_\_\_\_

Contract Amount \_\_\_\_\_

Time to Complete Job \_\_\_\_\_

Owner and Location \_\_\_\_\_

Contact Name and Telephone Number \_\_\_\_\_

Attach project employee's resumes for these projects.

NOTE: Failure to provide the above information in complete detail may result in your bid being considered non-responsive.

**Cost Proposal:**

1. Total anticipated cost for a one-year contract and hourly rate to provide security services for the Torrance Transit System.

\$ \_\_\_\_\_ per hour x 6,880 hours (maximum) for 10 months: \$ \_\_\_\_\_

In the event the contract is renewed for a full, one year agreement, the number of required hours will be 8,320 hours. These hours will then be multiplied against the hourly rate quoted above, to determine the second year contract amount.

2. Please indicate below, detailed pricing, of each component used to arrive at the hourly rate.

Expense Category	Hourly Rate	Annual Cost
Officer Wages	\$	\$
Officer Benefits	\$	\$
Communications Equipment	\$	\$
Management Oversight	\$	\$
Other Expenses (please list)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Annual Total</b>	<b>\$</b>	<b>\$</b>

Please break down Officer Benefits above, i.e. – worker’s compensation, insurance, etc.

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Please indicate which of the following your company provides to the employees:

\_\_\_\_\_ Sick Leave                      Hours/Days per year \_\_\_\_\_

\_\_\_\_\_ Vacation Leave                      Hours/Days per year \_\_\_\_\_

\_\_\_\_\_ Holiday Pay                      Hours/Days per year \_\_\_\_\_

Please list paid Holidays:

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### CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of Date (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Contractor Name, type of entity ("CONTRACTOR").

#### RECITALS:

- A. CITY wishes to retain the services of an experienced and qualified CONTRACTOR to insert brief description of services.
- B. CONTRACTOR represents that it is qualified to perform those services.

#### AGREEMENT:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**  
CONTRACTOR will provide the services listed in the Scope of Services attached as Exhibit A. CONTRACTOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.
2. **TERM**  
Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through .
3. **COMPENSATION**
  - A. CONTRACTOR's Fee.  
  
For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$insert dollar amount ("Agreement Sum"), unless otherwise first approved in writing by CITY.

B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid the fees described in Paragraph 3.A. above, according to the Compensation Schedule. Payment will be due within 30 days after the date of the invoice.

**4. TERMINATION OF AGREEMENT**

A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.
2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:
  - a. cease operations as directed by CITY in the notice;
  - b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
  - c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.
2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys

due the CONTRACTOR under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.

3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been given notice and an opportunity to present evidence in mitigation.

5. **FORCE MAJEURE**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

6. **RETENTION OF FUNDS**

CONTRACTOR authorizes CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONTRACTOR's acts or omissions in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

7. **CITY REPRESENTATIVE**

City Representative is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

8. **CONTRACTOR REPRESENTATIVE(S)**

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Representative 1

Representative 2

9. **INDEPENDENT CONTRACTOR**

The CONTRACTOR is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except as otherwise set forth in this Agreement. The CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

10. **BUSINESS LICENSE**  
The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.
11. **OTHER LICENSES AND PERMITS**  
CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.
12. **FAMILIARITY WITH WORK**  
By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from CITY.
13. **CARE OF WORK**  
CONTRACTOR must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.
14. **CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**  
Records of the CONTRACTOR's time pertaining to the project, and records of accounts between CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONTRACTOR will maintain these records for three years after final payment.
15. **INDEMNIFICATION**  
CONTRACTOR will indemnify, defend, and hold harmless CITY, the Redevelopment Agency of the City of Torrance, the City Council, each member thereof, present and future, members of boards and commissions, its officers, agents, employees and volunteers from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages

whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

**16. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES**

No officer or employee of CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

**17. INSURANCE**

A. CONTRACTOR and its subcontractors must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:

1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:
  - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
  - b. Primary Property Damage of at least \$250,000 per occurrence; or
  - c. Combined single limits of \$1,000,000 per occurrence.
2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.

3. Workers' Compensation with limits as required by the State of California and Employer's Liability with limits of at least \$1,000,000.
- B. The insurance provided by CONTRACTOR will be primary and non-contributory.
  - C. CITY ("City of Torrance"), the Redevelopment Agency of the City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.
  - D. CONTRACTOR must provide certificates of insurance and/or endorsements indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of work.
  - E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

**18. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

**19. CONFLICT OF INTEREST**

- A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.
- B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program

requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

**20. NOTICE**

- A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:
1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.
  2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.
  3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.
  4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.
  5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

6. Addresses for purpose of giving notice are as follows:

CONTRACTOR Contractor's Name and Address

Fax: Insert Fax Number

CITY:

City Clerk  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90509-2970  
Fax: (310) 618-2931

- B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING**

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONTRACTOR without the prior written consent of the other.

**22. INTEGRATION; AMENDMENT**

This Agreement represents the entire understanding of CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

**30. EXHIBITS**

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

**31. CONTRACTOR'S AUTHORITY TO EXECUTE**

The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE  
a Municipal Corporation

Firm Name  
Type of Entity

\_\_\_\_\_  
Frank Scotto, Mayor

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

ATTEST:

Signer  
Title

\_\_\_\_\_  
Sue Herbers  
City Clerk

APPROVED AS TO FORM:  
JOHN L. FELLOWS III  
City Attorney

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

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Compensation Schedule

Revised: 10/29/2008

**EXHIBIT A**

**SCOPE OF SERVICES**

**[To be attached]**

ADDENDUM #1
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CITY OF TORRANCE  
3031 Torrance Boulevard  
Torrance, CA 90503

BID NO. B2011-13

<b>Bid to Provide Cash Processing and Bank Deposit Services for the City of Torrance</b>
--

**Please review, sign and attach this Addendum to your bid submittal. Your bid will not be accepted without this Addendum.**

**BID SUBMITTAL DATE**

The submittal date for the Bid has been extended to:

**RFP SUBMITTAL INFORMATION**

PLACE:	CITY OF TORRANCE Office of the City Clerk 3031 Torrance Blvd. Torrance, CA 90503
DEADLINE:	2:00 PM
DATE:	<u>Thursday, May 19, 2011</u>

**CHANGE TO TECHNICAL REQUIREMENTS**

The following paragraphs in Bid No. B2011-13 has been revised:

**"Section II Technical Requirements**

**Scope of Work (City Treasurer's Office):**

Vendor must provide cash pickup at the City Treasurer's Office between the hours of 11:30 a.m. and 2 p.m., every Tuesday and Thursday, except on Holidays. The City Treasurer's Office is located at 3031 Torrance Boulevard on the East side of Torrance City Hall complex

On the same day as the cash pick up, the vendor must safely transport, and deposit funds (cash) at the City of Torrance's designated Banking Institute."

All other sections remain unchanged.

QUESTIONS SUBMITTED BY POTENTIAL BIDDERS

1. What firm currently provides armored car service for the City of Torrance?

*Answer: Garda Cash Logistics is the present provider.*

2. What is the City of Torrance currently paying monthly for armored car service as well as for fare box processing?

*Answer: Transit - \$2,000 per month, plus amount of interactions. City Treasurer - \$200 per month, plus other bank fees (varies from month to month).*

3. Does the City of Torrance currently pay a fuel surcharge and if so in what amount?

*Answer: Approximately 1% to 20% based upon the cost of fuel.*

4. With regards to Section II Technical Requirements - Scope of Work, can cash deposits be delivered to the designated depository on the next business day?

*Answer: No. Torrance requests same day deposits.*

5. With regards to Section II Technical Requirements – Scope of Work, please explain the process of depositing cash deposits to the designated bank. Is the cash sealed in a fare box with the coin? Is the cash separate from coin?

*Answer: Yes, coins and cash are sealed together in the mobile vault, but, are separated (cash is contained in a bag).*

6. Again with regards to Section II Technical Requirements – Scope of Work, please explain the procedure of the vendor returning empty fare boxes.

*Answer: Vendors are to return empty vaults at the next scheduled pickup.*

7. What is the average value of a pickup at each location?

*Answer: For the City Treasurer's Office, there are two pickups a week. Each pick up on average is between \$25,000 to \$50,000. This would be a combination of cash and coin with no check pick up. Normally there is more currency than coin. For transit approximately \$45,000 is collected weekly. The ratio is about 1/3 coin and 2/3 currency.*

8. What percentage of a pickup is cash vs. checks?

*Answer: 100% Currency. No check pickup is required.*

9. What is the maximum liability amount per location?

*Answer: \$50,000 for the City Treasurer's Office, and \$35,000 for Transit.*

10. Can each location identify the maker of a check in the event it is lost or stolen?

*Answer: Yes. However, no check pickup or deposit is required.*

11. What are the dimensions of the fare boxes?

*Answer: The Transit cash vault is 24" (Length) x 18" (Width) x 28" (Height).*

12. On average, how many fare boxes are picked-up daily?

*Answer: One.*

13. Are there any parking concerns that the carrier should be aware of at any location?

*Answer: None.*

14. Are there any building security requirements that the carrier should be aware of at any location?

*Answer: None.*

15. Please identify any pickup points that are above street level.

*Answer: None. Both pickup locations are at street level.*

16. Will the carrier be required to use stairs or an elevator to access any locations?

*Answer: No.*

17. What is the average and maximum number of items presented for pickup at each location?

*Answer: One to two items.*

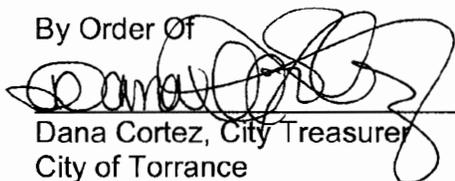
18. Please identify any locations that require change order service and the average amount of the change order required.

*Answer: None/Not applicable for the service requested.*

19. Does each location order coin and if so, is it loose or rolled?

*Answer: No.*

By Order of

  
\_\_\_\_\_  
Dana Cortez, City Treasurer  
City of Torrance  
\_\_\_\_\_  
Kim Turner, Director  
Torrance Transit System

May 10, 2011

**Please return this addendum with your bid proposal.**

I hereby acknowledge receipt of this addendum.

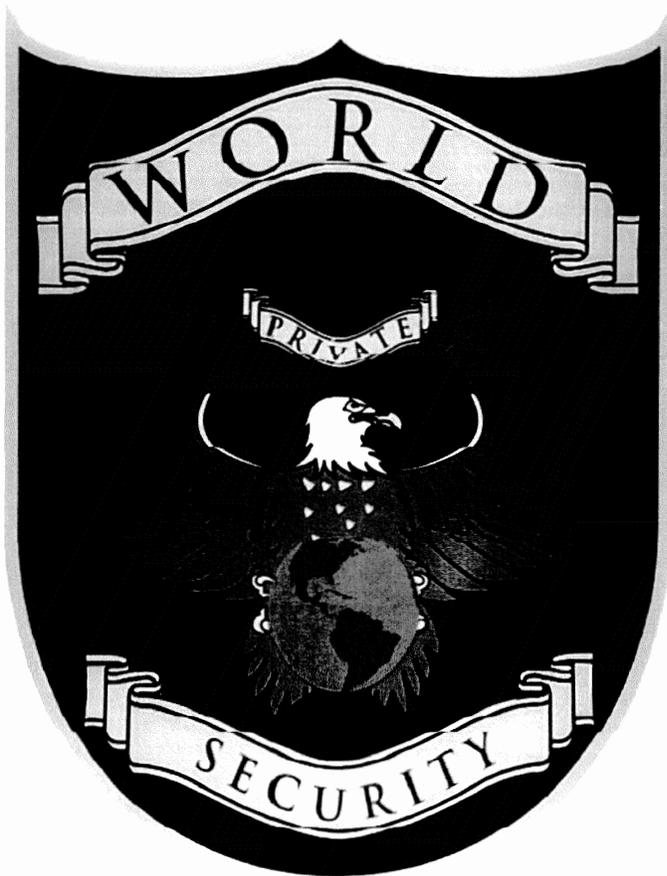
\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name and Signature of Company Representative

**EXHIBIT B**  
**PROPOSAL**



Proposal Submitted By:

**World Private Security, Inc.**

Fred Youssif – C.E.O. & President

Address:

16921 Parthenia Street Suite 201  
Northridge, California 91343

Contact:

(818) 894-1800 Office

(818) 894-1877 Fax

[Fred@worldsecurityinc.com](mailto:Fred@worldsecurityinc.com)

[Worldprivate143@aol.com](mailto:Worldprivate143@aol.com)

Presented to

**CITY OF TORRANCE**

Address:

3031 Torrance Boulevard  
Torrance, California 90503

For:

**SECURITY GUARD SERVICES for the TORRANCE TRANSIT SYTEM**

RFP 2011-29

Due:

July 21, 2011 @ 2:00pm

***Cover Page***

Official Name: World Private Security, Inc.

Organizational Structure: Corporation

Jurisdiction: California  
Date: April 2003

Headquarter Address: 16921 Parthenia Street Suite 201  
Northridge, California 91343

Service Areas: California

Federal Tax Identification No.: 03-0489734

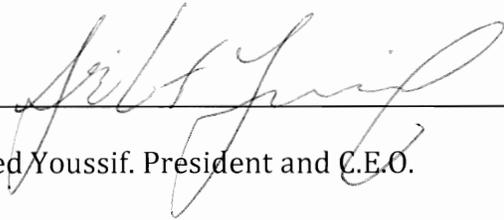
Authorized Representative: Fred Youssif, C.E.O.  
Address: 16921 Parthenia Street Suite 201  
Northridge, California 91343  
Phone: (818) 894-1800  
Fax: (818) 894-1877  
Email: [Fred@worldsecurityinc.com](mailto:Fred@worldsecurityinc.com)

RFQ Contact: Jeannette Youssif, C.F.O.  
Address: 16921 Parthenia Street Suite 201  
Northridge, California 91343  
Phone: (818) 894-1800  
Fax: (818) 894-1877  
Email: [jy@worldsecurityinc.com](mailto:jy@worldsecurityinc.com)

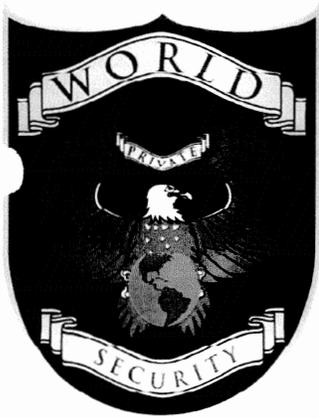
Secretary of State Status: Active

Private Patrol Operator: 12530 Clear

World Private Security, Inc. understands all service terms and conditions World Private Security, Inc. accepts all Terms and Conditions stated in this rfb.

  
\_\_\_\_\_  
Fred Youssif, President and C.E.O.

Date 7-18-2011




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WORLD  
PRIVATE SECURITY SERVICE, INC.

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STATE LICENSE PPO# 12530  
INSURED AND BONDED  
24 HOUR SERVICE

July 21, 2011

*City of Torrance  
Office of the City Clerk  
3031 Torrance Boulevard  
Torrance, California*

*World Private Security, Inc is, honored to have the opportunity to respond to Torrance Transit System RFP# 1190 for Torrance Transit System.*

*World Private Security, Inc understands the responsibility to provide services for the Torrance Transit System.*

*Our professional staff is available to assist you in addressing all aspects of your security needs. We are confident that we can provide the quality service that you require at a very competitive rate.*

*We believe that recruiting the right security personnel, maintaining ongoing training by our field supervisors, providing adequate supervision of personnel to ensure that our security officers are attentive at all times while on duty, inspect for report writing, permits, uniform, performance and to ensure their understanding and procedures in an emergency.*

*Our commitment is to provide quality security services for the County of Riverside, ensuring and assist the Client in providing a quality Security Guard Services on an ongoing and uninterrupted basis throughout the term of the contract as mention in the scope of work.*

*World Private Security Inc. has no limitations and has no restrictions in providing the detailed scope of works outlined the RFB.*

*At World Private Security service, you are NUMBER ONE! Customer satisfaction is the reason for our success; and forms the foundation of our company's philosophy. We work with you to build a security presence with the same care and precision that you would put in place for an in-house force, but at a much lower cost.*

*Again, thank you for your consideration.*

*Fred Youssif, C.E.O.*

*World Private Security, Inc*

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## ***Firm Profile***

*World Private Security, Inc has been continuously providing a complete range of security services in the Greater Los Angeles area since 1996. As a service organization with years of experience, we have an established well-trained management team that will provide a prompt, decisive response to your needs. We are licensed by the State of California and have met all requirements for said licensing. We are insured for Liability insurance workers' compensation and property damage and will exceed your requirements.*

*World Private Security Inc is a national provider of security services with a large base of its clients in Southern California. We have a large diversified client base consisting of many commercial customers and numerous government entities, like The County of Los Angeles, the City of Los Angeles, and the City of Pomona.*

*Our steady growth can be attributed to a business model that continues to provide uncompromising and communicative management support, timely and active problem resolution, and an overall superior level of service focused on exceeding every client's expectation. World Private Security, Inc is fully capable of handling any security related assignment, with all the necessary accoutrements, to provide the highest standard of service in the industry.*

*We are a financially solid firm with an extremely strong infrastructure. Our dedication to 100 percent client satisfaction is driven by a "client first" mind-set and methodology, and supported by our vast local resources and experience. World Private Security, Inc. has built its corporation on solid values of integrity, hard work, attention to duty and mission, and strong commitment to focus on the needs of its clients. We welcome the opportunity to demonstrate our competence, professional ability and innovative problem solving. One of our keys to success is our ability to find good people, provide the best possible training, uniforms and equipment, and to monitor these factors continuously.*

## ***Company Experience***

*World Private Security, Inc has an extensive list of satisfied client's who we've provided security services, armed, unarmed and sometimes only strictly patrol services (gated communities, celebrities homes). During 1999 – 2001 World Private Security, Inc provided security services for several Los Angeles Department of Water And Power facilities as a subcontractor under International Services Inc. During that period we encountered emergency services due to the 9/11 incident, doubling the amount of qualified man power in a short time and provided patrol vehicles for the security officers. During a period of high*

*security, alert World Private Security, Inc was capable of demonstrating the experience necessary to deal with unexpected emergencies that occurred. The following are current and previous satisfied clients.*

*World Private Security, Inc. has serviced twelve (12) locations for the Los Angeles Department of water and power, from 2008- 2009 as a prime contractor. Servicing facilities from Distribution Center, Water Reservoirs, Truck Line, providing protection of plant, property, equipment, material and personnel during any strike, threatened. Maintenance of peace and order, prevention of unauthorized access to LADWP facilities, property, patrol service,, work effectively with law enforcement, fire safety and other emergency service agencies,, Security officers monitor CCRV and access control procedures as they applied to the field locations, officers and buildings. Provide 24hours field supervision. During the shift, the field Supervisor covered all assigned post and used a vehicle provided by World Private Security Inc, to travel from post to post. The work schedule required one field supervisor per shift.*

*We are currently servicing several governmental facilities, one of them is the City of Santa Clarita, we provide security services for several location including City Hall Buildings, security provides helpful information and direction to City Hall visitors, observing and reporting activities around the premises. We maintain an up to date building emergency contact list at all times, requesting that all persons requiring after hours building access sing in and out at security station in main lobby. Unlock and relock conference room doors for meeting listed on the meeting schedule which is provided to the officer by the Facility Supervisor each day. We currently are securing five (5) Metrolink Stations the officer is visible to the public at all times. While bus and trains are in the station, the security officer will be out on the platform area and patrolling bus loading areas. Special attention is directed to the tracks to advise passengers to stay away from the train tracks and out of path of travel for the buses. Because the first responsibility of a security guards on post is to ensure the safety and orderly use of the mass transit services( buses, trains), by the commuter, extra guards are sometimes required to watch other portions of the facility site. During routine patrol of the facility, And while buses are on site and while commuters are waiting for the arrival of trains or buses, the guard observes and reports any unusual activities or incidents on a Field Incident Report. After the buses and or trains have left the station, the security guards must also conduct a walk-through of the facility and parking lot, making written notes of potentially hazardous conditions, landscape and maintenance needs, etc. Security guards is responsible for all written daily activity reports (daily) and incident reports related to criminal activity, hazardous conditions, citizen reports, specific incidents, etc.*

*Los Angeles County Office of Education, we are currently servicing this government location since 2009. We service 10 Gain locations, and we have about 48 unarmed security officers from Captains, lieutenants,*

*sergeants, and security officers. The security systems utilized at LACOE at various facilities and locations including the Education Center, security officers at main lobby to monitor a closed circuit video monitoring CCRV systems alarmed doors with cards access features, and a fire alarm system. Security officers are capable of operation these systems and responding to emergency situations, including coordination with alarm suppliers, police, and fire departments. Security officer are also assigned to parking lot patrol. Computerized daily activity normal, and/or minor activities, as well as information to be passed along that occur during the previous security officer's shift. Prepares and files incident reports of any situations as they occur with both the security personnel and LACOE's Security Services Manger, monitor by the Captain to be forwarded on a daily basis to the LACOE administrator. Personnel assigned to this facilities must be physically and mentally capable of performing the duties of a security officer, including the following abilities; hear normal conversation at a distance of 20 feet, have vision correct to 20/20 with normal depth perception, walk and stand for at least an 8-hour period, and should be capable of periodic kneeling and climbing. Security officers have the ability to remain calm A use judgment and initiate in an emergency situations.*

*Security Guards must HAVE a current First Aid and CPR card issued in accordance with completion of the American Red Cross approved training.*

*Coachella Valley Water District; we are currently servicing the Water District Chlorination System providing around the clock Armed Security Personnel, they are in charge of monitoring the level of Chlorine in the Monitors and advice the CVWD if any levels of Water of Chlorine are not in proper level. The Armed security officers maintain a log al all visitors to the site. Discover and report/detain persons attempting to gain access to the property, Prepare and submit report on accidents, fires, unusual occurrences and unlawful acts on or near the property, observe and report safety hazards as required by CVWD procedures.*

## **Key Personnel**

**Operations manager** *Naylon Farlough was a police cadet (1980-1981), a non commissioned officer in military service (1983-1985) - us navy. With decades of concern with protective services at a wider scale. He joined World Private Security, Inc. in 1999, working as security supervisor. He strategically manages our accounts and coordinates field activities to ensure smooth business operation. Naylon Farlough is directly involved with the management, training, and hiring of all security personnel. Naylon Farlough is responsible for all security measures taken by their staff. If they employ armed guards they must provide proper training to meet state or federal requirements. Security operations managers are responsible for hiring and training employees. They establish work schedules, prepare payroll and budgets, and are in charge of procurements for their staff and employees. They investigate security incidents and recommend improvements to their employers. They function as guards if necessary and write reports of their daily activities, as well as stay prepared to give testimony in court if called.*

### **Naylon Farlough**

16921 Parthenia Street Suite 201  
Northridge, California 91343  
(818) 894-1800 Office  
(818) 482-1028 Cell  
(818)894-1877 Fax  
[Li@worldsecurityinc.com](mailto:Li@worldsecurityinc.com)

**Security Director/ Operations Coordinator** - *Raymond Quinonez, a dedicated operations manager with more than 20 years experience in the security and customer service settings, consistently achieve-high customer satisfaction rankings improvement to the bottom line and reduction on non billable overtime hours. Over the years Raymond has been able to provide the Security service industry with the skills listed management, customer satisfaction enhancement teambuilding and training, complaint handling and resolution, business Operations management, Sale and Margin Improvement. He is responsible for ensuring the highest possible level of safety and security across the company. Develop policy and procedures for security services operations, contract services, and capital expenditure planning and approval. Directs standardization of security personnel, executive protection, facility risk assessments and service contracts*

*Interfaces with business line management on security relation implementations Acts as a liaison with client authorities. Manage special projects, research, and assignments related to Loss Prevention and Security.*

**Raymond Quinonez**

*16921 Parthenia Street Suite 201*

*Northridge, California 91343*

*(818) 894-1800 Office*

*(310) 629-9723 Cell*

*(818)894-1877 Fax*

*[Rquinonez@worldsecurityinc.com](mailto:Rquinonez@worldsecurityinc.com)*

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# Naylon Farlough

---

## *Operations Manager*

### Summary:

Over twelve years of experience in security, Experience in leading a group of security professionals, directing and prioritizing their work in a manner that rallies support within the group. Ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage information, and provide exceptional service to internal and external customers.

---

## *Professional Experience*

**WORLD PRIVATE SECURITY, INC.**

**1999-Present**

### **Operations Manager**

- Prepared the overall security plan and managed the security operations of the organization, including assignments and staffing.
- Directed the investigations of property loss, thefts and unlawful activities
- Provide timely reports and to the firm Management.
- Manages all the security costs through financial analysis and contractors/vendors negotiation
- Maintained and conducted a routine checkup of several sites in the firm and analyzed shortcomings present in it
- Conducted annual research on crime risk analysis for the firm on the basis of current crime rate prevailing in the location

---

### **Job Skills:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Motivating and directing people</li> <li>• Agile and attention to detail</li> <li>• In-depth knowledge and understanding of security legislation</li> <li>• Ability to handle confidential information</li> <li>• Able to work independently and as a team member</li> <li>• Knowledge of Security Environment and related hazards</li> <li>• Strong problem solving skills</li> <li>• Goal orientated with a willingness to make commitments and see work through to completion.</li> <li>• Ability to identify security controls for applications, systems, processes and organizations.</li> <li>• Ability to integrate security controls on new projects.</li> <li>• Ability to achieve results through others by providing leadership and resource planning including prioritizing activities, delegating and monitoring the progress of assignments,</li> </ul> | <ul style="list-style-type: none"> <li>and holding employees accountable for results.</li> <li>• Ability to manage talent and create effective teams by selecting and developing employees to fill talent gaps.</li> <li>• Ability to motivate self and others to overcome obstacles and achieve goals.</li> <li>• Ability to accurately analyze information and make sound decisions that have considerable business impact on day-to-day operations.</li> <li>• Experienced developing and implementing strategic plans</li> <li>• Effective resource and project planning, decision making, results delivery, and staying current with relevant technology and innovation.</li> <li>• Strong personal mastery, including ethics, influence and negotiation, leadership, interpersonal skills, communication, the ability to effectively manage stress and engage in continuous learning</li> </ul> |
|--|---|

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### **Education / Certifications**

- **Police Cadet (1980-1981),**
- **US Navy-a non commissioned officer in military service (1983-1985) -**

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# Raymond Quinonez

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## *Operations Manager/ Security Director*

### Summary:

Over Twenty five years of comprehensive loss prevention experience, with regional responsibility. Skilled in high performance positions of increased complexity and responsibility. Maintain low personnel turnover by initiating and implement selection procedures, including drug screening, psychological testing, DMV background checks, and corrective measures.

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## *Professional Experience*

**WORLD PRIVATE SECURITY, INC.**

**2010-Present**

### **Security Director**

- Report directly to vice president to insure that the all company operations run smoothly in all areas of security and provide the best possible service to all our clients.
  - Responsible for communication with all clients', establish client relationships.
  - Responsible to insure that upper Management is constantly kept informed of any and all situations in the field that might be derogatory in nature to the company or anything that might impact on any of our accounts.
  - Coordinate; ensure that sufficient manpower is available to accounts with qualified security officers.
  - Ensure that company policy's is followed to the letter and to accomplish World Private Security, Inc. security missions.
  - Ensures that continuous direction, training, guidance, and supervision are given to supervisors and scheduler to insure that he/she has qualified officers for all accounts.
  - Ensure that an on-going on the job training program is in place for all World Private Security, Inc. security personnel.
  - Ensure that a morale and welfare program is in place for all World Private Security, Inc. security personnel.
- 

### **Job Skills:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Responsible for 70 accounts</li> <li>• Training' officers on site while company's policies and procedures</li> <li>• Patrolling parking lots</li> <li>• Training 'on observe and report as well as safety in me work place. How to communicate with suspects</li> <li>• How to deal with employees on your work site</li> <li>• Set meetings with post commanders</li> <li>• Set meetings with all area supervisors for the company.</li> <li>• Responsible for orientation of all new hires.</li> <li>• Responsible for training all new hires</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible for safety training of all employees.</li> <li>• Onsite inspections of all client locations with regards to client issues as well as safety regulations.</li> <li>• Oversee scheduling of all security officers.</li> <li>• Responsible for orientation of all new hires.</li> <li>• Responsible for training all new hires</li> <li>• Responsible for safety training of all employees.</li> <li>• Onsite inspections of all client locations with regards to client issues as well as safety regulations.</li> </ul> |
|---|---|

## **Staffing**

*Once World Private Security, Inc. confirms with the City if they wish for us to solicit employment to the existing security personnel seen fit to continue providing security screening at the City.*

*Once authorized World Private Security, Inc. will commence the employment process of seeking new candidates for all those who have chosen not to come aboard with World Private Security, Inc.*

### *Package of Minimum Qualifications*

*World Private Security, Inc security officers are carefully screened. We conduct through criminal background searches, pre-employment verifications, pre-employments drug screens and suitability investigations. Our officers receive classroom and field training prior to assignment. Permanently assigned officers receive additional site specific training to understand our customer's requirements and expectations. Refresher training is routinely provided.*

*✓ Security officers assigned to any contracted location must meet the minimum requirement:*

*✓ High School diploma or GED*

*✓ 21 years of age.*

*✓ Fluency in English or Bilingual.*

*✓ Valid California Drivers license and a three years safe driving record.*

*✓ Two to three years experience as a certified Security officer.*

*✓ No convictions of a misdemeanor crime.*

*✓ Current Guard Card.*

*✓ First Aid and CPR certifications.*

*✓ Baton permits.*

*✓ Valid Weapon Permits, for armed locations.*

*✓ A resume including previous employment and references.*

*World Private Security, Inc shall maintain a file with copies for each Field supervisor and Security Officer assigned to the City. Minimum qualifications such as two years of experience as Security officer, employment application, hiring package, resumes with past employers experienced. All copies of current permits, guard card, baton, pepper spray, mace, and weapon permit (armed locations only) and the re-qualifications which must be four times per year. Employee physical exam, drug test, background checks. Torrance Transit System at any time is available to review these records.*

### **Literacy Requirements**

*Security officers and Field supervisors shall Be fully literate in the English language (i.e., able to read, write, speak and understand clearly, possess good writing skill/computer knowledge for note taking and completing report form, the ability to work and communicate with the public and other operating personnel, and the ability to accept responsibility and work independently. Security officers and supervisor shall be fluent in speaking and writing the English language to comply with the Torrance Transit System requirements.*

*World Private Security, Inc officers and all candidates for employment must be able to read, write, and communicate in English.*

*Security officers go through a refreshment classes:*

- ✓ *Report Writing*
- ✓ *English as a second language*
- ✓ *Ethics and Professionalism*
- ✓ *Observation and Patrol techniques*
- ✓ *Asking appropriate questions*
- ✓ *Communication and its significance*
- ✓ *Protocols Pursuant to contract (who to contact & when)*
- ✓ *Radio – Monitors*
- ✓ *Other Technology Detex Reports*
- ✓ *Emergency / First Responders*

*All personnel shall be capable of properly writing reports and maintaining a daily activity log. Oral command of English must be sufficient to permit full and effective communication even in times of stress.*

### **Confidentiality**

*World Private Security, Inc. further acknowledges and agrees that any and all information of a confidential or proprietary nature obtained by security personnel during and as a result of their employment with the Torrance Transit System shall be kept confidential and shall not be divulged to or utilized by any uninvolved persons and or agencies without prior written notice.*

### **Public Relations**

*World Private Security, Inc. security personnel shall be fully trained to the outlined requirements stated in the RFB. Duties will include patrolling, crime prevention activities, reporting of factors that may lead*

*to incident as well as actual incidents and providing weekly manager reports. All security personnel shall be knowledgeable with all post orders, policies, procedure, rules and regulation of the job site.*

*Duties will include:*

- *Patrolling*
- *by motor vehicle, electrical bicycles, or by foot*
- *foot patrol of interior, exterior of buildings, and parks*
- *checking of open windows, doors, and gates*
- *checking, and monitoring security alarms*
- *Reporting*
- *Crime -Theft, Vandalism, assault, loitering, and burglary*
- *Safety issues-lights out, leaks, broken locks and windows,*
- *Detention*
- *Suspicious activities- illegally parked cars*
- *Unauthorized entry*
- *Public Relations*
- *Precautionary awareness to patrons*
- *Disbursement of individuals involved in illegal activities*
- *Use good judgment during patrols so that emergency situations are not ignored when they should have precedence.*

### ***Physical Requirements***

*Officers assigned to the Torrance Transit System locations will go through physical examination. Exam must include but not limited to: moderate to arduous physical exertion under normal conditions and/or during an emergency situation.*

*If at any given time a Security officers is found to be question physical or mental health by the field supervisor, World Private Security, Inc shall at its own expense, have the Security officer reevaluate by a Physician licensed in the State of California.*

***Physical Demands:*** *Must the able to hear, speak, and write clearly in order to communicate with officers and/or other customers, employees and management; manual dexterity required for occasional reaching and lifting or small objects, and operating officer equipment.*

- ✓ *Shall be able to walk, run, stand climb stairways, and ladders and stand for long lengths of time.*

- ✓ *May be required to walk post including stairs, inclines and uneven terrain*
- ✓ *Security officer may be required to use vehicle for the performance of duties*
- ✓ *Security officer on occasion may be required to perform stressful and physical activities*
- ✓ *Security officer on occasion may be exposed to challenging individuals who are in or approaching*

### **Pre-Employment Screening & Hiring**

*World Private Security, Inc has very high standard for the hiring of its security personnel. Beginning with the application process, were we verify all pervious and current employers. They are later called in to participate in an oral interview.*

*Our interview, consist of the following qualified personnel:*

- 1. One Executive*
- 2. One Manager*
- 3. HR Manager*

*During our interview we screen for the following:*

- 1. Professionalism*
- 2. Personal hygiene*
- 3. Honesty*
- 4. Temperament*
- 5. Ability to communicate, both verbally and written*
- 6. Ability to handle crisis.*

*After the interview, the applicant is given several written test to check their abilities in the following areas:*

- 1. Crime scene observation*
- 2. Ability to describe a suspect with and without weapon.*
- 3. Ability to accurately put in writing an incident including witnesses and government agency participation.*

*Security officers assigned to Government contract must meet the minimum requirement:*

- ✓ *High School diploma or GED*
- ✓ *21 years of age.*
- ✓ *Fluency in English or Bilingual.*
- ✓ *Valid California Drivers license and a three years safe driving record.*

- ✓ *Two to three years experience as a certified Security officer.*
- ✓ *No convictions of a misdemeanor crime.*
- ✓ *Current Guard Card.*
- ✓ *First Aid and CPR certifications.*
- ✓ *Baton permits.*
- ✓ *Weapon permits (armed post only)*

### **Background Check:**

*Our criminal background investigation checks for felonies, misdemeanor, and traffic violations for the past ten years. Any candidate who fails to acknowledge a felony or misdemeanor conviction shall not be considered for hiring. During a year length of employment of any security officer assigned to any facilities, World Private Security, Inc conducts annual background checks or more if needed.*

*Our background screening process is selective and vigilant. We are dedicated to recruiting and retaining individuals with characteristics of trustworthiness, motivation and reliability. Once we have completed the interview we verify information with previous employers and with the references, then the candidate commence with a more detailed background check:*

- ✓ *I-9 employment eligibility verification*
- ✓ *Live scan Department of Justice*
- ✓ *Medical physical*
- ✓ *Drug/alcohol test*
- ✓ *DMV records*

*World Private Security, Inc. will make all records available to the client upon request.*

### ***Drug and Alcohol Policy***

#### ***Statement of Policy***

*World Private Security, Inc. has a responsibility to provide a safe and productive work environment for all of our employees. World Private Security, Inc. has a particular concern about drug and alcohol abuse, since these can have a serious effect on an employee's productivity and job performance and may jeopardize the safety of the client, employee, and his/her co-workers.*

**NOTE:** *In this Policy, the term "Substance Abuse" will be used to mean the use or abuse of or dependence on illegal drugs, alcohol or drugs that can be prescribed legally, but are used in a manner inconsistent with the prescription.*

*Therefore World Private Security, Inc. does not accept the following behavior by our employees:*

- *Current use of illicit drugs*
- *Abuse of legal prescription or over-the-counter drugs or alcohol*
- *Sale, purchase, transfer, use or possession of illegal drugs or prescription drugs obtained illegally.*
- *Arrival for work under the influence of illegal drugs or alcohol.*

*Employees will be subject to urine testing or drug and alcohol testing where reasonable suspicion exists that an employee or employees are under the influence of drugs and alcohol. In addition, safety-sensitive positions are subject to random urine testing.*

*All employees, including Supervisors and Managers, performing safety-sensitive functions are required to participate in the Company Training Program, and will receive on the effects and consequences of prohibited drug use; on personal health, safety, and the work environment, and the signs and symptoms which may indicate prohibited drug use. The Medical Requirements Officer will conduct all required training quarterly.*

*Employees refusing to comply with the provisions listed above will be assumed to have voluntarily quit and will be treated accordingly. There will be no exceptions to this Policy.*

### **Training**

*World Private Security, Inc will provide the following training to all security officers assigned to our client facilities.*

- *Radio procedures – officers learn to make clear and accurate radio transmissions.*
- *High image standards – it is imperative that the security officers present an image to the employees and visitors that are favorable to our client while maintaining a professional security image. World Private Security, Inc is aware of that fact that our security officers behaviors and performance will reflect directly in our clients.*
- *Proper report writing all activities of World Private Security, Inc will be properly documented. Any incidents resulting in damage to property or jeopardizing the safety of employees or the general public will be thoroughly documented on a daily activity report (DAR). Other security officers, training includes report writing, administrative practices and related documents preparation and submission.*
- *Conflict management – this course is design to teach officers to recognize and control potentially volatile situation. The course helps officers develop the ability to recognize behavior that could result in serious injury or damage to property.*
- *Jurisdiction and limitation of the security officer – while the scope of work and responsibilities for the security staff are extensive, there are limitations to the jurisdiction and authority granted to security officers. Security officers shall maintain*

*We recognize that every client is unique, therefore one training program will not fit all, and to do so would leave us significantly deficient in our Quality Service. Our level of training is our site specific On-the-Job Training Program. The OJT program is based upon detailed site-specific post orders that are created at the account start up, and maintained by the Account Manager and Area Manager. A training officer, who reviews the procedures with a new officer, uses a detailed training checklist, which mirrors the post orders. Once that new officer has completed the checklist and become comfortable with the procedures, he/she is given a test to review the training. As we score this test, we don't look at it as a reflection upon the officer, but upon the trainer. The goal is to have the test serve as a safety net. Questions that are answered incorrectly are reviewed by the officer until the supervisor and trainer are comfortable that he/she knows and understands the procedures. Training is mandatory for all officers at all sites where they work, testing is renewed annually.*

### **Basic training**

*World Private Security, Inc if awarded the Torrance Transit System security contract, World Private Security, Inc. must immediately began the proper training of each Field supervisor, unarmed security officers that will be assigned to the Torrance Transit System facilities.*

*Security offices must receive 8 or more hours of training prior to be assigned to any site. Security officers must have the first four hours of training conducted by Torrance Transit System Management and World Private Security, Inc. The training will covered areas such as: Protocol, Public relations, hazardous materials orientation, review of duties and responsibilities, emergency response overview, and incident reporting and investigations. In addition to the above training security officers must understand Legal powers and limitation: California Penal Code, use of force, search and seizure, arrest powers, types of reports and the importance of it. World Private Security officers at the end of the training shall pass a compressive oral test to ensure the performance and requirement of each post. Once a security officer completes the first four (4) hours of training the officer must then continue with eight (8) hours of additional training conducted by World Private Security, Inc field supervisor, or the contract Manager.*

**Training Supervision:** *During the course of the contract when World Private Security, Inc must train new security officers to be assign to a Torrance Transit System post the field supervisor must train the new security officer, with four (4) hours of class training prior to being assign to his post, covering report writing, patrol procedures, crime prevention, bomb and terrorist threats, fire safety, and evacuation procedures during emergencies,. Radio communication, Detex reports and traffic control.*

On the job training must be made certain that the new officers is aware of the responsibilities and post orders of the job site. This training will be conducted by the field supervisor, or the Contract Manager, security officer undergoing this training will be with the working security officer.

### **Annual Training Program:**

World Private Security, Inc has developed a comprehensive training manual for all security officers. This training must be mandatory taken once a year by each field supervisor, and security personnel. In addition to the formal training that is required by BSIS for all security officers and field supervisor to be able to maintain the proper certifications and licenses, we have the additional training information for our security staff.

#### **Post orders & Assignments**

Site specific training  
Equipment: Monitoring,  
Communication Alarms, elevators  
Emergency response issues  
Liability Implications

#### **Employer Policies**

- a) Uniforms
- b) Work Schedule
- c) Policies, processes or procedures
- d) Appearance, cleanliness

#### **Evacuation Procedures**

- a) emergency procedures related to life/safety and acts of nature
- b) Stairs
- c) Elevators
- d) Doors
- e) Power outage
- f) Specific point of contact

#### **Officer Safety**

- a) Threat assessment
- b) Subject contact
- c) Safety awareness
- d) Environmental Hazardous material

#### **Access Control**

- a) Identification Procedures
- b) Electronic use/ CCTV

#### **Law, codes, regulation and ordinances**

- a) Specific post

#### **Observation & Documentation**

- a) Report writing
- b) Observation and Patrol services
- c) Observing suspects – suspicious activity

#### **Communication and its significance**

##### **Internal:**

- a) Protocols, Pursuant to contact ( who to contact & when)
- b) Radio / Monitors
- c) Other technology

##### **External:**

- a) Emergency/ first Responders
- b) Medical Personnel
- c) Police/sheriff/Other enforcement
- d) City services/ Government services

#### **Liability / Legal Aspects**

- a) *Personal/contractor/Employer*
- b) *Criminal, Civil, Administrative*
- c) *BSIS Code & Regulations*
- d) *Role of the Security officers*

**Crime Scene**

- a) *Protecting the scene.*
- b) *Documentation of evidence*
- c) *Recording the scene*
- d) *Preventing crime scene.*
- e) *Pepper spray techniques*

## Uniforms

World Private Security, Inc shall provide and be responsible for all labor, uniform, vehicles, supplies and all appropriate equipment for the Security Officers and Field Supervisor to enable them to perform their duties and responsibilities as specified in the RFP for Torrance Transit System.

Uniform:



- ✓ Navy blue bomber Jacket with company patches on each shoulder.
- ✓ Company shirt two tone light blue with navy blue short or long sleeve with company patches on each shoulder.
- ✓ Company badge and name tag.
- ✓ Company tie.
- ✓ Sam Brown belt, pepper spray holder, handcuffs, handcuff case, baton ring.
- ✓ Holster (armed security officers only).

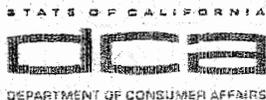


- ✓ Ammunition pouch (armed security officers only).
- ✓ Patrol vehicles with the company name, and with all current registration, insurances, when the need arises for a post to be patrol by vehicle.
- ✓ Black shoes.
- ✓ Navy blue pants.
- ✓ Cell phone or radio communication



World Private Security, Inc. is not limited to the above selection. World Private Security, Inc. if requested can supply the Torrance Transit System with other colors, texture, and/or uniform styles.

# Private Patrol Operators License



Bureau of Security and Investigative Services  
 P.O. BOX 989002  
 West Sacramento, CA 95798-9002  
 (916) 322-4000

## PRIVATE PATROL OPERATOR

LICENSE NO. PPO 12530  
 RECEIPT NO. 05500171

VALID UNTIL MARCH 31, 2012

WORLD PRIVATE SECURITY SERVICES  
 16921 PARTENIA ST #201  
 NORTH HILLS CA 91343

In accordance with the provisions of  
 Division 3, Chapter 11.5 of the Business  
 and Professions Code, the company  
 named hereon is issued a Private Patrol  
 Operator License Renewal.

1/26/10

1/26/10

----- NON-TRANSFERABLE --- POST IN PUBLIC VIEW -----

WPIRPO 02/29/08

Insurance Certificate

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/31/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TWIW Insurance Services, LLC - #0E52073 5001 California Avenue Ste 150 Bakersfield, CA 93309	CONTACT NAME		
	PHONE (A/C, No, Ext)	661.616.4700	FAX (A/C, No): 661.616.4500
	E-MAIL ADDRESS:		
	PRODUCER CUSTOMER ID #:		
INSURED World Private Security 16921 Parthenia Street Suite 201 Northridge, CA 91343	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	First Mercury Ins Co.	
	INSURER B:	Travelers Ins Co	
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: 2011-2012 MASTER REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <b>A</b> <input checked="" type="checkbox"/> Errors & Omissions GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- SECT <input type="checkbox"/> LOC		FMMI024422	01/17/2011	01/17/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES/EA OCCURRENCE \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GEN'RAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Incl. Agg
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ DODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
<b>A</b>	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUM1001157	01/17/2011	01/17/2012	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
<b>B</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		UB-2019T082	12/15/2010	12/15/2011	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Proof of Insurance Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Shaun Kelly</i> Shaun Kelly/THELC

ACORD 25 (2009/09)

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*Addendums*



By facsimile from (310) 618-2931  
including facesheet 4 pages

**\*I M P O R T A N T\***

**RFP B2011-29  
Request for Proposal to Provide Security  
Services for the Torrance Transit System**

**DATE:** July 18, 2011

**TO:** Naylor Farlough  
World Security, Inc.

**FROM:** Marlene Hansen  
City of Torrance  
City Clerk's Office  
(310) 618-2870

**RE: RFP B2011-29 Request for Proposal to Provide Security  
Services for the Torrance Transit System**

**Attached for your review is Addendum #1 for  
RFP B2011-29 Request for Proposal to Provide Security  
Services for the Torrance Transit System.**

**The bid opening date remains the same,  
Thursday, July 21, 2011.**

ADDENDUM #1

CITY OF TORRANCE  
3031 Torrance Boulevard  
Torrance, CA 90503

BID NO. B2011-29

**Request for Proposal to Provide Security Services for the Torrance Transit System**

**Please review, sign and attach this Addendum to your RFP proposal. Your proposal will not be accepted without this Addendum.**

RFP SUBMITTAL DATE

The submittal date for the Bid has been extended to:

**RFP SUBMITTAL INFORMATION**

PLACE: CITY OF TORRANCE  
Office of the City Clerk  
3031 Torrance Blvd.  
Torrance, CA 90503

DEADLINE: 2:00 PM

DATE: Thursday, July 21, 2011

QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS

Question #1: Can we submit before July 2nd 2011, via mail or do I have to come down and drop it off?

TTS RESPONSE: Yes. You may either mail it or drop it off in person, anytime prior to the 2 p.m. deadline on July 21, 2011.

Question #2: Currently which Security Co. provide services and how much do they charge?

TTS RESPONSE: G4S Secure Solutions is the current security provider. Their annual contract was for \$164,944.

Question #3: Can we use old employees if employees agree to work with another security Co.?

TTS RESPONSE: Yes.

Question #4: Refer to Page No. 12 , for renewal question for 2nd year if I agree to work same rate but during the period of 2nd term if any Federal or State minimum wages were change can we change the contract or not.

TTS RESPONSE: Yes. Should State or Federal Minimum Wage requirements change, TTS is open to discussion and amending the contract as needed.

Question #5: How about Patch/Badge did we used Co. monogram or TSS provide his own Patches.

TTS RESPONSE: *The Security Company awarded the contract for this RFP will provide/use their own patches.*

Question #6: For undercover assignment occasionally TSS need extra coverage, also during the undercover position in TTS buses did TSS assigned any Badge/ID.

TTS RESPONSE: *Undercover assignments are very rarely requested by TTS. The assignments are purely for observation and reporting only (no law enforcement duties are required). The Security Officer will ride on a Transit bus as a patron, and report to the Transit Director as to his/her observations while riding the bus. This is the extent of the undercover assignments.*

Question #7: Can you please provide the scoring sheets that were tallied for the proposals which were submitted for RFP 2010-06?

TTS RESPONSE: *Yes. An agency may submit a formal request to the City of Torrance, City Clerk's office to view these documents.*

Question #8: We would also like to meet with you or the Torrance Transit System representative to review the post orders and discuss the duties and performance expectations of the Security Officers.

TTS RESPONSE: *TTS will score the Proposal Responses and invite the highest ranked agency to review post orders and officer assignments, as these are part of the contract negotiation process.*

QUESTION #9: Who is the current security provider?

TTS RESPONSE: *G4S Secure Solutions is the current security provider.*

QUESTION #10: There is only one sheet of Attachment E for officer costs. However, we need to provide an additional one for the Post Commander costs. Should we put it on another sheet of Blue paper?

TTS RESPONSE: *Yes, you may attach additional sheets of paper to your proposal to provide any information you feel is important.*

QUESTION #11: What are current Bill Rates?

TTS RESPONSE: *The currently hourly rate is \$15.86*

QUESTION #12: What are the Pay Rates?

TTS RESPONSE: *The pay rates are \$11.20 hourly and an additional \$1.00 per hour for the post commander.*

QUESTION 13: What was last year's budget?

TTS RESPONSE: *The contract amount/budget was \$164,944.*

QUESTION 14: How many hours were billed last year?

TTS RESPONSE: *The contract allowed for up to 10,400 hours to be billed.*

QUESTION 15: Can we get a copy of the current contract?

TTS RESPONSE: Yes. A copy of the boilerplate contract is attached to the RFP packet for your review. If you are referring to the contract of the current incumbent, a formal written request is required – and the contract can be reviewed at the Torrance City Clerk's Office.

QUESTION 16: Are copies of previous proposals available?

TTS RESPONSE: Yes. However, TTS encourages each agency to develop and submit an original response to this RFP, based upon the capabilities and experience of your own respective agency.

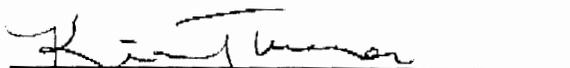
QUESTION 17: How long was the incumbent's contract?

TTS RESPONSE: The incumbent's contract was for a one year period – July 1, 2010 to June 30, 2011. It was extended an additional 60 days, and will be terminating on August 31, 2011.

QUESTION 18: What year is it currently on?

TTS RESPONSE: The current contract has just completed its first year. It was eligible for a second year extension. But, it was mutually agreed that the contract will now be terminating on August 31, 2011.

By Order Of



Kim Turner, Director  
Torrance Transit System

July 18, 2011

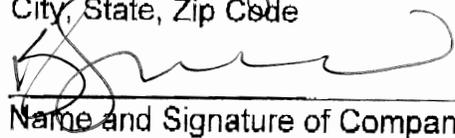
**Please return this addendum with your proposal.**

I hereby acknowledge receipt of this addendum.

World Private Security Inc.  
Name of Company

16921 Parthenia Street #201  
Address

Northridge, Ca 91343  
City, State, Zip Code

 Barbara Ayala  
Name and Signature of Company Representative

<b>RFP No. 2011-29</b>	<b>Request for Proposal (RFP) to Provide Security Services for the Torrance Transit System</b>
<b>SECTION III PROPOSAL SUBMITTAL</b>	

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE PROPOSAL.

In accordance with your "Request for Proposal", the following proposal is submitted to the City of Torrance.

**Letter of Introduction:**

1. Include a cover letter signed by an agent of the firm authorized to submit the proposal. The cover letter should include the name(s), phone number(s) and email address(es) of the key personnel for the Proposer for all products and services that are proposed.
2. Table of Contents should include a clear identification of submitted material by section and page number. See Attachment A for a list of submittal requirements.

**Profile of the Firm:**

1. Give a brief history of the company on the form provided (Attachment B). State whether the firm is local, regional, or national and how long the company has been in existence, as well as how long the company has provided the kinds of services requested in this RFP. Give the location of the office that will be responsible for servicing this project. Indicate how long this office has been in existence.
2. The Proposer should submit three credit references and any other information that may be relevant as evidence of sufficient operating reserves and financial stability.
3. Provide a list of at least three current customers who have contracted similar services as those being proposed for TTS. References are to be provided on Attachment D.

**Additional Data:**

Give any additional information considered essential to this proposal.

**Cost Proposal:**

Proposals that are submitted in response to this RFP should include a "Cost Proposal" of what the Proposer would charge to provide the services requested on Attachment E (required elements are described in Section II). The cost proposal must be signed by its preparer, along with the individual's printed name, title, date, phone number, facsimile number, and email address.

<i>Attachment 1</i> .....	<i>1</i>
<i>Attachment 2</i> .....	<i>2</i>
<i>Attachment 3</i> .....	<i>3</i>
<i>Attachment 4</i> .....	<i>4</i>
<i>Attachment E</i> .....	<i>5</i>

**Addenda Received:**

Please indicate addenda information you have received regarding this bid:

Addendum No. 1 Date Received: 7/18/11  
 Addendum No.      Date Received:       
 Addendum No.      Date Received:       
 Addendum No.      Date Received:     

     No Addenda received regarding this RFP.

**Submittal Requirements:**

Please indicate that the following are included with your proposal:

SUBMITTAL REQUIREMENTS	Please Check or "X" Here If Included:
1. Letter of Introduction	X
2. Table of Contents	X
3. Firm Profile	X
4. Proposer's Affidavit	X
5. References (at least three current customers)	X
6. Cost Proposal	X

Company Name: World Private Security, Inc.

Your Name and Title: Fred Youssif C.E.O.

Signature: 

Date: July 19, 2011

**FIRM PROFILE**

**id Proposal Submitted By:**

World Private Security, Inc.  
Name of Company

16921 Parthenia Street Suite 201  
Address

Northridge, California 91343  
City/State/Zip Code

Fred Koussif CEO.  
Printed Name/Title

(818) 894-1800 (818) 894-1877  
Telephone Number/Fax Number

WorldPrivate143@AOL.com  
Email Address

**Form of Business Organization:**

Please indicate the following (check one);

Local  Regional  National

Please indicate the following (check one);

Corporation  Partnership  Sole Proprietorship

Other: \_\_\_\_\_

**Business History:**

How long have you been in business under your current name and form of business organization?

13 Years

If less than three (3) years and your company was in business under a different name, what was that name?

N/A

**Contractor's Information:**

Security Guard License Number: 12530 Expiration Date: 3/31/12

**Contact Information:**

Please provide the name of the individual at your company to contact for any additional information.

Barbara Ayala - Contract administrator  
Name and Title  
(818) 894 1800 / 818 894 1877 / Bayala@worldsecurityinc.com  
Telephone Number/Fax Number/Email Address

Please provide the name of the individual at your company who will serve as Project Manager for this contract.

Raymond Quinonez - Account Manager  
Name and Title  
818-894-1800 / 818-894-1877 / Rquinonez@worldsecurityinc.com  
Telephone Number/Fax Number/Email Address

Please provide the name of the individual at your company who will be responsible for administering this contract.

Raymond Quinonez - Account Manager  
Name and Title  
818-894-1800 / 818-894-1877 / Rquinonez@worldsecurityinc.com  
Telephone Number/Fax Number/Email Address

Please identify the local office which will be servicing this contract.

11692 Parthenia Street Suite 201, Northridge, Ca 91343  
Address/City/State/Zip Code  
818-894-1800 / 818-894-1877 / worldprivate143@aol.com  
Telephone Number/Fax Number/Email Address or Website  
8 years  
Number of Years this Office has been in Existence

**Renewal Option:**

Please state, if requested by the City, if your company would agree to a second and possibly third year renewal of this contract, with terms and conditions unchanged.

Yes - We would agree to a second year with terms and conditions unchanged.

FY (initial here)

No - We would not be interested in renewing this contract.

\_\_\_\_\_ (initial here)

STATE OF CALIFORNIA

PROPOSER AFFIDAVIT

COUNTY OF LOS ANGELES

Fred Youssif Being first duly sworn, deposes and says:

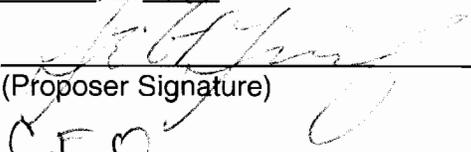
- 1. That he/she is the C.E.O. of World Private Security Inc.  
(Title of Office) (Name of Company)

Hereinafter called "Proposer", who has submitted to the City of Torrance a proposal for

RFP #2011-29 Security Services for Torrance Transit System  
(Title of RFP)

- 2. That the proposal is genuine; that all statements of fact in the proposal are true;
- 3. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
- 4. That the Proposer did not, directly or indirectly, induce solicit or agree with anyone else to submit a false or sham proposal, to refrain from proposing, or to withdraw his proposal, to raise or fix the proposal price of that Proposer or of anyone else, or to raise or fix any overhead, profit or cost element of the Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other Proposer, or anyone else interested in the proposed contract;
- 5. That the Proposer has not in any other manner sought by collusion to secure for itself an advantage over the other Proposer or to induce action prejudicial to the interests of the City of Torrance, or of any other Proposer or of anyone else interested in the proposed contract;
- 6. That the Proposer has not accepted any proposal from any subcontractor or materialman through any proposal depository, the bylaws, rules or regulations of which prohibit or prevent the Proposer from considering any proposal from any subcontractor or materialman, which is not processed through that proposal depository, or which prevent any subcontractor or materialman from proposing to any contractor who does not use the facilities of or accept proposals from or through proposal depository;
- 7. That the Proposer did not, directly or indirectly, submit the Proposer's proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, or to any individual or group of individuals, except the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Proposer in its business; and
- 8. That the Proposer has not been debarred from participation in any State or Federal works project.

Date this 20 day of July, 2011.

  
 (Proposer Signature)  
C.E.O.  
 (Title)

**References:**

Please supply the name of three (3) companies/agencies for which your firm has provided service to illustrate current qualifications relevant to this project:

1. Job Description Armed security Guard Service.  
 Contract Amount \$390,214.45  
 Time to Complete Job 9/2010 - present  
 Owner and Location The Housing Authority of the City of Los Angeles  
2400 Wilshire Boulevard, Los Angeles, Ca 90057  
 Contact Name and Telephone Number Christina Munoz Mason (213) 252-5409
  
2. Job Description Unarmed security Guard Service  
 Contract Amount \$1,191,000.00  
 Time to Complete Job July 2009 to present  
 Owner and Location Los Angeles County Office of Education  
9300 Imperial Highway, Downey, Ca 90242  
 Contact Name and Telephone Number Keith Crafton (562) 922-6220
  
3. Job Description Unarmed Security guard Service  
 Contract Amount \$300,000.00  
 Time to Complete Job July 2010 - present  
 Owner and Location City of Santa Clarita  
251213 Avenue Stanford Santa Clarita 91355 21910  
 Contact Name and Telephone Number Dale Sargent - (661) 294-2559

Attach project employee's resumes for these projects.

NOTE: Failure to provide the above information in complete detail may result in your bid being considered non-responsive.

## Credit References

Wells Fargo Bank  
10225 Balboa Boulevard  
Northridge, California 91325  
818-709-3847 Direct  
818-775-1692 Fax  
Contact Anto Shakelian  
Assistant Vice President  
Email: [Anto.shkelian@wellsfargo.com](mailto:Anto.shkelian@wellsfargo.com)

Quick Uniforms  
17216 Saticoy Street #265  
Van Nuys, California 91343  
818-908-2623 Office  
818-908-8906 Fax  
Contact: James  
[Sales@quickuniforms.com](mailto:Sales@quickuniforms.com)

Wachovia Bank  
P.O. Box 25341  
Santa Ana, California 92799  
Contact Anto Shakelian  
818-709-3847 Direct

Coast to Coast Computer Products  
4277 Valley Fair  
Simi Valley, California 93063  
805-244-9500  
Contact: Christine Aguilar

**Cost Proposal:**

.. Total anticipated cost for a one-year contract and hourly rate to provide security services for the Torrance Transit System.

\$ 16.98 per hour <sup>x 5240 hours</sup> x 6,880 hours (maximum) for 10 months: \$ 68,975.60

In the event the contract is renewed for a full, one year agreement, the number of required hours will be 8,320 hours. These hours will then be multiplied against the hourly rate quoted above, to determine the second year contract amount.

2. Please indicate below, detailed pricing, of each component used to arrive at the hourly rate.

Expense Category	Hourly Rate	Annual Cost
Officer Wages	\$ 12.75	\$ 66,310.00
Officer Benefits	\$ 6.95	\$ 4,975.40
Communications Equipment	\$ 0.30	\$ 1,572.00
Management Oversight	\$ 0.55	\$ 2,852.00
Other Expenses (please list)		
Payroll TAXES	\$ 0.75	\$ 3,930.00
Overhead	\$ 0.41	\$ 2,148.40
Profit	\$ 0.51	\$ 2,672.40
Workers - Comp	\$ 0.76	\$ 3,982.40
<b>Annual Total</b>	<b>\$ 16.98</b>	<b>\$ 68,975.60</b>

Please break down Officer Benefits above, i.e. – worker's compensation, insurance, etc.

each Security officer will have 6 sick leave days a year.  
Workers Insurance all included in the above breakdown @ \$0.76

Please indicate which of the following your company provides to the employees:

Sick Leave Hours/Days per year 6 days

Vacation Leave Hours/Days per year N/A

Holiday Pay Hours/Days per year 6 days if worked (a 1.5)

Please list paid Holidays:

- Christmas
- New Year
- Thanksgiving Day
- 4th of July
- Memorial Day
- Labor Day

85

Total annual cost for Security officer # Post Commander \$118,216.80 ATTACHMENT E

Cost Proposal: 2nd sheet Post commander

Total anticipated cost for a one-year contract and hourly rate to provide security services for the Torrance Transit System.

\$ 17.83 per hour x 1,640 hr Post Commander x 6,880 hours (maximum) for 10 months: \$ 29,241.20

In the event the contract is renewed for a full, one year agreement, the number of required hours will be 8,320 hours. These hours will then be multiplied against the hourly rate quoted above, to determine the second year contract amount.

2. Please indicate below, detailed pricing, of each component used to arrive at the hourly rate.

Expense Category	Hourly Rate	Annual Cost
Officer Wages	\$ 13.75	\$ 22,550.00
Officer Benefits	\$ .63	\$ 869.20
Communications Equipment	\$ 0.30	\$ 492.00
Management Oversight	\$ 0.55	\$ 902.00
Other Expenses (please list)		
Payroll Tax	\$ 0.81	\$ 1,328.40
Overhead	\$ 0.41	\$ 672.40
Profit	\$ 0.51	\$ 836.40
Workers Comp / Insurance	\$ 0.97	\$ 1,590.80
<b>Annual Total</b>	<b>\$ 17.83</b>	<b>\$ 29,241.20</b>

Please break down Officer Benefits above, i.e. - worker's compensation, insurance, etc.  
Post Commander will have 6 paid days for Sick leave per year  
workers compensation/insurance all included in the above breakdown @ 0.974

Please indicate which of the following your company provides to the employees:

- Sick Leave Hours/Days per year 6 days
- Vacation Leave Hours/Days per year \_\_\_\_\_
- Holiday Pay Hours/Days per year 6 Holidays if worked @ 1.5

Please list paid Holidays:

- Christmas Day
- New Years Day
- Thanksgiving Day
- July 4th
- Memorial Day
- Labor Day.

### CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of Date (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and Contractor Name, type of entity ("CONTRACTOR").

#### RECITALS:

- A. CITY wishes to retain the services of an experienced and qualified CONTRACTOR to insert brief description of services.
- B. CONTRACTOR represents that it is qualified to perform those services.

#### AGREEMENT:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**  
CONTRACTOR will provide the services listed in the Scope of Services attached as Exhibit A. CONTRACTOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.
2. **TERM**  
Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through
3. **COMPENSATION**
  - A. CONTRACTOR's Fee.  
  
For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of \$insert dollar amount ("Agreement Sum"), unless otherwise first approved in writing by CITY.