



# Fresno **Economic Opportunities Commission**

REQUEST FOR PROPOSAL  
RFP # LCC 2017

## **UNARMED SECURITY GUARD SERVICES**

JANUARY 23, 2017  
Fresno, California  
Fresno EOC Local Conservation Corps  
1805 E California Ave  
Fresno, CA 93706

Fresno Economic Opportunities Commission (Fresno EOC) is soliciting proposals to establish a contract with one (1) qualified and experienced Unarmed Security Company to handle daily security monitoring at its Local Conservation Corps (LCC) base.

This Request for Proposal (RFP) specifies all required qualifications, the days and nights of requested monitoring, the responsibilities of the selected company and Fresno EOC, the method and terms of compensation, submission instructions, and the contract award provisions.

Proposals will be considered from qualified and experienced security firms who are regularly established in the business of security services, and who in the judgment of Fresno EOC, have a responsible reputation. Through prior work performed, firms must be able to show evidence of reliability, ability, experience, and personnel to perform the services.

You can also find The Request for Proposals (RFP) on the Fresno EOC website homepage at <http://www.fresnoeoc.org/files/pdf/lcc-Fresno-EOC-Security-RFP-0117.pdf>.

**PROPOSAL SUBMISSION:**

Qualified Security Companies are invited to submit a proposal four (4) hard copies and one digital copy) meeting the requirements described herein which must be received no later than February 10, 2017, 3:00 P.M.(Pacific). The electronic file is to be sent to [shawn.riggins@fresnoeoc.org](mailto:shawn.riggins@fresnoeoc.org) with the subject line of: RFP Security 2017. Mail or deliver hard copy proposals in a sealed envelope to:

Request for Proposal RFP # LCC 2017  
Fresno EOC Local Conservation Corps Director  
Fresno EOC  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

Failure to clearly label proposals may result in premature disclosure. It is the responsibility of the Bidder to ensure that proposals are received by the above deadline. Late proposals will not be considered.

**QUESTIONS:**

Direct all questions regarding this RFP to Shawn Riggins via email: [shawn.riggins@fresnoeoc.org](mailto:shawn.riggins@fresnoeoc.org). All questions and responses are public, and posted in a timely manner on the Fresno EOC website homepage ([www.fresnoeoc.org](http://www.fresnoeoc.org)) under the RFP section at <http://www.fresnoeoc.org/files/pdf/lcc-Fresno-EOC-Security-RFP-0117.pdf>. Fresno EOC will not accept questions after February 02, 2017 12:00 P.M. (Pacific).

This Request for Proposal does not commit Fresno EOC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. Fresno EOC reserves the right to accept the proposal that it considers to be in its best interest. All materials submitted to Fresno EOC in response to this RFP become the sole property of Fresno EOC and may be used at its discretion unless the proposer identifies any trademarks or patents. Selection of the firm is at the sole discretion of the Fresno EOC Board of Commissioners.

**COMPLAINTS:**

If a bidder has a complaint relative to the RFP, please send a written statement to:

Mr. Brian Angus, CEO  
Fresno EOC  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

With a copy to:

Susan Shiomi, Internal Audit Director  
Fresno EOC  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

**APPEALS:**

Bidders have seven (7) calendar days from bid award to appeal the decision. Send written appeal to:

Mr. Brian Angus, CEO  
Fresno EOC  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

With a copy to:

Susan Shiomi, Internal Audit Director  
Fresno EOC  
1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

**SMALL, WOMEN, AND/OR MINORITY-OWNED BUSINESS:**

Efforts will be made by Fresno EOC to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the favorable return to the Fresno EOC.

Fresno EOC draws upon the power of its diverse staff and board membership, by producing positive and meaningful accomplishments in its human development initiatives, social ventures, and community partnerships.

The RFP's weighted evaluation process reflects Fresno EOC's Fresno commitment and support in creating inclusive employment opportunities by encouraging vendors and contractors in participating in our organization's vision.

Thank you for your interest in working with Fresno Economic Opportunities Commission.

Brian Angus, Chief Executive Officer  
Fresno Economic Opportunities Commission

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**KEY ACTION EVENTS AND DATES:**

Listed below are the events and dates for this RFP. All dates are subject to revision.

- Release of RFP: January 23, 2017
- Mandatory Walkthrough of LCC Site: January 27, 2017
- Last day For Proposers to Submit Questions: February 2, 2017 12:00 P.M. (Pacific).
- Last Day For EOC To Answer Questions: February 06, 2017
- Proposal Deadline: February 10, 2017, 3:00 P.M. (Pacific)
- Contract Award: TBD

**SECTION 1 - GENERAL PROPOSAL REQUIREMENTS**

**SITE WALKTHROUGH:**

There will be a MANDATORY walkthrough scheduled for January 27, 2017, 10: 00 A.M. (Pacific) at Fresno EOC Local Conservation Corps (LCC) 1805 E. California Ave, Fresno, CA 93706.

**SPECIFICATION CHANGES:**

Fresno EOC may, during the proposal period, advise the Proposer in writing of additions, omissions, or alterations in the specifications. Changes shall be included in the RFP and become part of the specifications as if originally submitted.

**AMENDMENTS:**

No one is authorized to amend this proposal in any respect, by an oral statement, or to make any representation or interpretation in conflict with the provisions of this RFP. If necessary, supplementary information in addendum form will be prepared and made available to potential proposers. It is the Proposer's responsibility to obtain, sign and submit all addendum(s) for the RFP at:

Failure of Proposer to not submit signed addendum(s) with their proposal shall be cause for rejection.

Any exceptions taken to this RFP shall be clearly stated in writing.

**RFP WITHDRAWAL:**

Any Proposer may withdraw their proposal, either personally or by written request, at any time prior to the date and time due.

**RIGHT TO REJECT PROPOSALS:**

Fresno EOC reserves the right to reject any and all proposals, or any part of a proposal; to waive minor defects or technicalities; or to solicit new proposals on the same project or modified project, which may include portions of the original RFP document, as Fresno EOC may deem necessary and in its best interest. False, incomplete or unresponsive statements in connection with a submitted proposal may be sufficient cause for rejection. Fresno EOC will be the sole judge in making such determinations.

**EXAMINE SPECIFICATIONS:**

Proposer shall thoroughly examine and be familiar with the specifications. Failure or omission of any Proposer to receive or examine any form, instrument, addendum or other document, or become acquainted with existing conditions, shall in no way relieve Proposer from any obligations with respect to Proposer's offer or to the contract. Submission of a proposal shall be taken as prima facie evidence of compliance with this section.

Should a Proposer find discrepancies in or omissions from proposal documents or other contract document, or should be in doubt as to their meaning, he/she shall at once notify Shawn Riggins, who is Fresno EOC's representative. All written instructions will be made available to all Proposers on the Fresno EOC website at <http://www.fresnoeoc.org/files/pdf/lcc-Fresno-EOC-Security-RFP-0117.pdf>. Neither Fresno EOC nor its representative will be responsible for any oral instructions. No interpretations will be issued later than five (5) calendar (working) days before the proposal date so that all inquiries can be answered in writing and distributed to all Proposers in the form of addendum to the contract in ample time before the proposal opening date.

**SITE INSPECTION:**

Proposers shall have examined the work site, and shall be responsible for having acquired full knowledge of the job and of all issues affecting it. No variations or allowances from the contract sum will be made because of lack of such examination.

**ALL RFP DOCUMENTS PART OF FINAL CONTRACT:**

Any RFP documents, letters and materials submitted by the Proposer shall be binding and included as part of the final contract. Unauthorized conditions, limitations or provisions attached to proposals may cause its rejection.

**EXCEPTIONS:**

Any exceptions to this RFP must be stated in your proposal. It is otherwise assumed that the wording within this document is acceptable and agreed to by the Proposer.

**RESULTING CONTRACT:**

Through the RFP process, Fresno EOC reserves the right to negotiate a contract based on all factors involved in the written proposal without further discussion or interview. The performance of the contract resulting from this proposal shall be governed, construed and interpreted according to the laws of the State of California.

Terms and Conditions of a resulting contract shall be those of Exhibit A "Sample Contract". Any contentions must be submitted with your RFP.

**NOTICE:**

Any notice, demand, request, consent approval or communication that either party desires or is required to give the other party shall be in writing and either serviced personally or sent by pre-paid first-class mail, or the equivalent thereof by private carrier. Any such writing shall be addressed to Fresno EOC, Local Conservation Corps Director.

**NON-EXCLUSIVE AGREEMENT:**

This RFP does not establish an exclusive arrangement between Fresno EOC and the Proposer. Fresno EOC reserves, among others, the following rights:

- The right to use others to perform work and services described in the RFP.
- The right to request proposals from other Contractors for work described in this RFP without requesting a proposal from the Contractor.
- The unrestricted right to bid any work or services described herein.

## **SECTION 2 - QUALIFICATIONS, SPECIFICATIONS AND RFP REQUIREMENTS**

### **DESCRIPTION OF SERVICES:**

Contractor shall furnish all necessary labor, supervision, uniforms, and equipment in accordance with the provisions, terms and conditions set forth in this RFP. A minimum of five years of Security Guard Services is required. Proposers are to provide a summary of their firms experience as well as the experience of the upper management and supervisory staff that will be providing services under a contract with Fresno EOC.

### **LICENSE AND PERMITS:**

Contractor and assigned personnel shall possess all licenses and permits required by the California Department of Consumer Affairs, Bureau of Security and Investigative Services. Furthermore Contractor shall possess a business license, and a private Patrol Permit from the City of Fresno. A copy of the following shall be submitted with Contractor's proposal:

- Private Patrol Operator's License/State of California
- Private Patrol Permit/City of Fresno

### **24-HOUR COMMUNICATIONS CAPABILITY:**

Contractor shall maintain a 24-hour communications center. Contractor shall be responsible for the proper operation and security of its pages, radios, cellular phones and chargers.

### **UNIFORMS AND EQUIPMENT:**

Contractor shall provide uniforms to employees who are assigned to work on the contract at no additional expense to those employees or Fresno EOC. Uniforms shall include winter jackets and rain gear. Uniforms shall bear a patch identifying the Contractor. Uniforms are subject to Fresno EOC's approval. Pictures of Contractor uniforms are to accompany Contractors RFP response.

Contractor shall be able to provide communication equipment, i.e., pagers, 2-way radios and/or cellular phones, to employees who are assigned to work on the contract at no additional expense to those employees. Such equipment shall permit employees to communicate with the 24-hour communications center at all times. Contractors are required to submit a detailed listing of equipment available to employees.

Security guards must wear nametags or identification cards with picture. Contractor shall provide the nametags or identification cards at its expense. Contractor shall ensure that nametags or identification cards are properly worn and displayed. A sample nametag is to be provided with Contractors proposal Response.

### **BACKGROUND CHECK:**

Contractor shall certify that all personnel have successfully passed a criminal background check prior to assignment to Fresno EOC. All security guards shall pass a fingerprint check conducted by California Department of Justice (DOJ) as a minimum.

### **DRUG SCREENING:**

Prior to assignment at the Fresno EOC Local Conservation Corps site, all prospective guards must pass a drug test administered at the Contractor's expense. At the minimum, the screen shall include testing of urine samples for marijuana, amphetamines, methamphetamines, cocaine and opiates.

### **ACCOUNT MANAGER:**

Contractor must agree to assign an experienced account manager who shall be responsible for

assuring that all requirements described herein are fulfilled. This person must be a proven manager, who will be able to interact effectively with Fresno EOC Local Conservation Corps management.

Furthermore, higher-level managers shall support the account manager. The account manager shall have access to company resources, such as electronic databases and other automated systems necessary to uphold the contract. For example, if a Fresno EOC Local Conservation Corps Senior Manager requests development of a comprehensive time and action plan for a given project, the account manager should be able to generate such a plan drawing from company resources. Account Manager's time is not billable to Fresno EOC.

**SUPERVISION:**

Supervision of assigned personnel shall be provided daily, 7 days a week, as assigned. The Supervisor shall be available to meet with the Local Conservation Corps facility site senior management when requested. Supervisors shall conduct on-site inspections of assigned personnel by at least twice per week.

Supervisors shall have prior security experience, know and understand the operational aspect of the security business, be an appropriate role model, and have an ability to teach, guide and direct effectively. Supervisors shall employ measurable performance criteria in their evaluation of employees. It is desirable to have supervisors emerge from within the ranks of those assigned to the contract. This achieves continuity and assures that experienced security guards are at the forefront of protecting Fresno EOC employees, clients and assets.

**GUARD EDUCATION AND EXPERIENCE:**

Assigned personnel shall possess, at a minimum, either a high school diploma or a General Equivalency Diploma (G.E.D.). Assigned personnel should have prior experience in similar security work, be persons of mature judgment and be able to think and act quickly in an emergency. They must also possess, at the time of assignment, a current permanent Guard Registration card, issued by the California Department of Consumer Affairs, Bureau of Security and Investigative Services, which allows them to be employed by a licensed agency for a two-year period. No employer or employee is exempt from this requirement. This means that the employee is registered with the State of California and has been successfully investigated by the California Department of Justice, Bureau of Criminal Identification and Information.

**ENGLISH LANGUAGE REQUIREMENT:**

All assigned personnel shall be able to read, speak, understand and write the English language. Specifically, assigned personnel shall be able to report emergencies to 911 and write clear and legible Incident Reports. Assigned personnel must be able to read and understand all posted warning and danger signs of potential hazards and safety instructions.

**PHYSICAL QUALIFICATIONS:**

Medical examination of guards to assure their physical fitness shall be conducted at the Contractor's expense, prior to initial request for clearance and annually thereafter or more frequently as determined by the Contractor's examining physician.

**MENTAL QUALIFICATIONS:**

Guards must be mentally alert and capable of exercising good judgment, implementing instructions and assimilating necessary specialized training. Emotional and mental stability are essential since duties normally require occasional contact with the public and quick action under emergency situations.



**TRAINING:**

Contractor shall provide the following training at no additional expense to Fresno EOC.

**Training of newly assigned guards,**

- Contractor will be expected to provide up to eight (8) hours of training to newly assigned guards at the Local Conservation Corps site. Newly assigned guards shall be taught specific LCC campus route checkpoints, and emergency procedures.

**Training of substitute guards,**

- Substitute guards shall be able to fill in and complete all duties of the regularly assigned guard, when needed.

**Refresher training,**

- Refresher training shall be provided upon request of the Fresno EOC. Refresher training shall be designed to ensure that all security guards are proficient at their duties. The refresher training shall address any issue brought to the Contractor's attention by the Fresno EOC Local Conservation Corps Senior Management staff, who is requesting the refresher training.

**Health and safety orders,**

- Contractor shall provide safety training as required by the California Department of Industrial Relations and Cal-OSHA (California-Occupational Safety and Health Administration).

Proposers must include an outline of Proposer's complete training program.

**REGISTERED PERSONNEL:**

Contractor shall keep records that ensure all assigned guards have received their training, registrations and permits as required by State and local authorities. Additionally, Contractor shall ensure that all guards timely renew their training, registrations and permits as required by State and local authorities. Fresno EOC may inspect such documentation at any time upon request.

**POST ORDERS (DUTIES) AND OPERATING PROCEDURES:**

Prior to staffing an account, Contractor shall provide the following at no additional expense to Fresno EOC,

- Meet with Fresno EOC Local Conservation Corps Senior Management and review current security guard post orders (duties) and operating procedures;
- Amend current post orders and operating procedures, as necessary, to the mutual agreement of both parties, in writing;
- Hold an orientation/training meeting with assigned personnel, at which time they shall be given a written copy; and;
- Provide a written copy to Fresno EOC Local Conservation Corps Senior Management.

Contractor shall establish a specific set of post orders and operating procedures for the LCC site. This post order and operating procedures shall be completed within ten (10) days following the contract start date. Contractor shall not seek additional monies from Fresno EOC for establishing the post orders and operating procedures.

**REVIEW OF POST ORDERS, PROCEDURES & PERFORMANCE:**

Contractor shall review the security guard post orders, operating procedures, and performance of security guards with Fresno EOC Local Conservation Corps Senior Management on a quarterly basis (sooner if required by the LCC Director). Post orders and operating procedures shall be updated as necessary to ensure an optimum level of service and documentation of post orders and procedures. Any revisions shall also be clearly conveyed to assigned personnel, and they shall each receive a revised written copy. The facility site supervisor shall also receive a revised written copy.

**APPEARANCE AND GROOMING:**

Assigned personnel shall arrive at work well groomed, in a professional manner, and in the appropriate uniform of the company - complete with badge, company designation patch, nametag, and required communications equipment. Uniforms shall be in respectable condition, fitted properly, cleaned, pressed, and present a professional appearance. Assigned personnel shall not "accessorize" their uniforms. Assigned personnel shall wear their shirts tucked inside their slacks. Assigned personnel shall not lean against walls, stand with their hands in their pockets, or adopt an unprofessional conduct or posture.

Note: Any security guard reporting to duty not properly dressed and equipped for the duration of the shift shall be dismissed. Contractor shall immediately replace the dismissed security guard with another guard who is properly dressed and equipped. In such event, Contractor shall provide a "Service Credit" to Fresno EOC County for the subject shift. ("Refer to provision below "Service Credit.")

**RESPONDING AND REPORTING:**

In the event of the breach of Fresno EOC property, the Contractor will be instructed to contact their home base, who will contact the authorities and the LCC Director. Contractor will not place themselves in danger by confronting dangerous individuals alone.

**INCIDENT REPORTS:**

Contractor shall furnish a written report for each incident of injury, security or law violation. Contractor shall furnish a written report within one day of the incident to the LCC site manager where the incident occurred.

**GUARD DUTIES:**

Typical duties of the security guards at the Fresno EOC Local Conservation Corps site include, but are not limited to, the following,

- Making rounds of inspection to determine that fences, gates, doors and windows are properly closed and/or locked or otherwise properly secured.
- Check -in with a Guard Tour-like system to ensure the entire campus is monitored frequently.
- Investigating unusual or suspicious conditions or activities.
- Preventing trespass on, damage to, or theft of LCC property.
- Inspecting parking areas.
- Enforcing security regulations.
- Interacting in a professional manner with the public while working during events when the public is present.
- Assist Clients with directions when needed.
- Be a visible presence in the gate entrance area.
- Responding to LCC building alarms.
- Ensuring LCC gates and fences are closed on the weekends when the LCC building is closed and monitoring what LCC vehicles and employees enter and leave the premises.
- Notifying appropriate LCC personnel and local authorities when emergencies occur.
- Respond to requests by LCC site management.
- Occasional assistance with crowd flow during Saturday Food Distribution.
- Report any unsafe or dangerous conditions or circumstance to the Facility Manager.

**COOPERATION WITH LAW ENFORCEMENT OFFICERS:**

Contractor and assigned personnel shall cooperate with law enforcement officers from the City of Fresno and the County of Fresno.

**DAILY FIELD ACTIVITY REPORT:**

Security guard on each shift at LCC base shall maintain a daily field activity report, summarizing the significant events that occurred during that shift. A copy of such report shall be delivered to the LCC site manager daily.

**ADDITIONAL PERSONNEL:**

Contractor shall provide additional personnel upon twenty-four (24) hours advance notice at the contracted rate. Contractor shall assure Fresno EOC that Contractor will maintain a reasonable number of trained backup personnel ready to assume assignment upon request by Fresno EOC.

**SCHEDULE CHANGES:**

Fresno EOC reserves the right to make schedule changes upon forty-eight (48-hour) advance notice to Contractor. Schedule changes shall not affect the billing rate agreed upon.

**DOUBLE SHIFTS:**

Contracted security guards shall not work more than twelve (12) hours in any twenty-four (24-hour) period. Similarly, security guards with more than one job shall not accumulate more than twelve (12) working hours in any twenty-four (24) hour period.

**OVERTIME:**

Fresno EOC will pay for only that overtime it authorizes. Fresno EOC will pay Contractor a rate of one and one-half times the normal billing rate for each person assigned to work overtime. Requests for special events or times of the year that require in excess of forty (40) hours per week of additional service shall be billed at the normal base rate, provided Fresno EOC gives ten (10) days advance notice.

**RECOGNIZED HOLIDAYS:**

Fresno EOC offices are closed and generally require security guard services on the following holidays:

- New Year's Day
- Martin Luther King Jr's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

**OVER-FILLS:**

Over-fills occur when Contractor supplies too many guards, guards for longer periods than required, or guards of a higher level of pay than agreed upon between the Contractor and the Fresno EOC for a particular site. Fresno EOC will pay for only those services requested and agreed to.

**SHORT-FILLS:**

Short-fills occur when Contractor supplies unqualified personnel for the site assigned. Fresno EOC reserves the right to refuse Contractor's personnel not in compliance with the contract. Overtime will not be paid to Contractor to compensate for shortage of personnel.

**SHORTFALLS:**

Shortfalls occur when the required security services are not supplied at any post or work site. Fresno EOC will pay for only the actual time worked. If a security guard arrives late for work or leaves early for any reason, those hours will not be paid. The absence of a security guard at a post or work site without replacement constitutes a shortfall for a portion of a shift and a proportional reimbursement shall be given on the invoice.

Note: Fresno EOC may request a "service credit" for any shortfall (See "Service Credit" provision below.)

**DOUBLE BANKING:**

Whenever it becomes necessary to assign or reassign an individual to a post for the first time, Contractor shall arrange, at its own expense, to have the new individual "double bank" with an experienced employee prior to having the inexperienced individual take over any post on his or her own. Contractor shall bear the associated expense for this double banking.

**EXCESSIVE TURNOVER:**

Excessive turnover of guards will not be tolerated and may be cause for termination of the contract. Turnover of assigned personnel at Fresno EOC Local Conservation Corps site shall not exceed one hundred percent (100%) in 30 to 90 days. Contractor shall provide a list of all personnel assigned at the start of the contract, and shall provide semi-annually, an updated list specifically identifying the personnel that have been added and personnel that have been removed from the site.

**USE OF LCC EQUIPMENT:**

At no time shall assigned personnel use Local Conservation Corps equipment such as landscaping, construction, solar, lawn tools, recycling bins, or other equipment for non-LCC or personal business without prior approval by the LCC Director. Unauthorized use of any LCC equipment may be cause to terminate the guard from LCC assignment.

**PERFORMANCE:**

Poor performance will not be tolerated. Fresno EOC reserves the right to refuse or reject any person assigned under the contract either with or without cause.

**SERVICE CREDIT:**

Contractor guarantees that security guards assigned to the Fresno EOC Local Conservation Corps site will report on time, fit for duty, in proper uniform, and properly instructed, oriented, and supervised. Contractor guarantees that service requirements will be identified and will receive proper response. Contractor will communicate regularly (at least once a month) with Fresno EOC/LCC management. If at any time Contractor fails to provide any service as agreed, Contractor shall issue a "service credit" to Fresno EOC. A "service credit" for each incident of failure shall be a minimum of one (1) complete security guard work shift or eight (8) times the hourly rate charged by the Contractor. Such credit shall be issued in the form of a credit memo to Fresno EOC/LCC management, which will be redeemed at the Fresno EOC/LCC's discretion. Service Credit is to be paid in addition to any deduction for hours not worked.

**DEFAULT BY CONTRACTOR:**

Contractor may be considered in default of the contract under any one or more of the following circumstances and Fresno EOC/LCC may demand a Service Credit for each violation of the Agreement as well as forming a basis for breach and damages.

- Use of a security guard or security guards who do not possess a valid guard registration card issued by the State of California.
- Failure of Contractor to provide service within the time frame agreed upon after notification to do so.
- Failure of Contractor to correct deficiencies in service or failure of Contractor to provide adequate administrative and supervisory functions.
- Failure of Contractor to provide an adequate number of personnel more than three times within thirty days.
- Submission of inaccurate or falsified invoices, clock tapes, incident reports or time sheets by Contractor.
- Involvement in a fraudulent or illegal act against Fresno EOC by an employee of the Contractor, whether or not he or she is considered "on duty" by the Contractor.
- Failure of Contractor to maintain the required insurance policies in full force and effect.
- Failure of Contractor to remove a particular employee from performing on the contract, at Fresno EOC's request.
- Failure of Contractor to fulfill any other obligation contained in the contract award.
- Failure of Contractor to maintain licenses and permits as required any by governmental agency.
- Failure of County to terminate the contract for any of the reasons stated above, or to insist upon strict performance of any of terms of the contract, shall not constitute a waiver of any part of the contract.
- The contract shall be and remain in full force and effect until Fresno EOC calls a formal default and demands remedy.

**REMEDIES IN THE EVENT OF A DEFAULT:**

Should Fresno EOC determine a contractor to be in contract default, the determination shall be final. In such event, Fresno EOC may proceed, but is not limited to, with the following,

- Instruct Contractor to immediately correct the deficiency causing the default.
- Demand a Service Guarantee Credit.
- Terminate the contract.

**LOCATION TO BE SERVED:**

Currently the following location in consideration for this contract is Fresno EOC Local Conservation Corps (LCC).

Address	Schedule	Time	Day
1805 E. California Ave Fresno, CA 93706	Weekdays	5:00 P.M. to 7:00 A.M.	Monday-Friday
1805 E. California Ave Fresno, CA 93706	Weekends	All Day	Saturday-Sunday
1805 E. California Ave Fresno, CA 93706	Fresno EOC Holidays Observed	All Day	New Years, Martin Luther King Jr, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Day After Thanksgiving, Christmas Day.

### SECTION 3 - COST PROPOSAL

#### **COST PROPOSAL:**

Proposers are to provide rates in the format below. Furthermore Proposers are to submit, with their cost proposal, a summary of benefits offered to their employees.

#### **Supervisor**

Pay Rate \$ \_\_\_\_\_/hr.  
Billing Rate \$ \_\_\_\_\_/hr.  
Overtime Rate \$ \_\_\_\_\_/hr.

#### **Security Officer**

Pay Rate \$ \_\_\_\_\_/hr.  
Billing Rate \$ \_\_\_\_\_/hr.  
Overtime Rate \$ \_\_\_\_\_/hr.

#### **Communication Equipment**

2-Way Radio Rate \$ \_\_\_\_\_/hr.  
Cellular Phone Rate \$ \_\_\_\_\_/hr.  
Pager Rate \$ \_\_\_\_\_/hr.  
Push to Talk (cell/radio) \$ \_\_\_\_\_/hr.

### SECTION 4 - RFP RESPONSE CONTENT

#### **RESPONSE:**

Proposers are to respond to all information requested in this RFP. Brochures and advertisements will not be accepted as a substitute for these requirements. A qualified proposal must address all items.

#### **CONTENT:**

Proposals shall be organized and submitted in the format prescribed below. When replying to a particular paragraph or question, ensure that your response references the section and paragraph that asks that question. Proposers are required to submit four (4) copies and one (1) original of their proposal. The original must be labeled "Original". Original and copies must be in separate three ring binders.

Proposals submitted must contain the following information to be considered:

- A brief cover letter.
- Identification Sheet.
- Licensing Form.
- W-9 Form.
- References Form.
- Cost Proposal.
- Public Contract Code Section and Non-Collusion Affidavit.
- Proposal Authorization Signature Page.
- RFP Content Requirements (read carefully).
- Brochures, Pamphlets.
- One (1) proposal clearly marked "ORIGINAL" and four (4) copies clearly marked "COPY".
- A digital proposal in pdf format sent to Fresno EOC.

**WOMEN/DISABLED VETERAN/MINORITY-OWNED, AND SMALL BUSINESSES**

Does your firm qualify as a woman/disabled veteran/minority-owned, and small business? If yes, provide publically certified documentation or a self-certification statement that is subject to examination.

**GRADING CRITERIA**

Following the deadline for receipt of proposals, all proposals submitted will be analyzed and reviewed by a review panel consisting of representative(s) of the various departments requesting service and Purchasing Department. The County reserves the right to negotiate a contract based on all factors involved in the written proposal without further discussion or interview.

Proposals will be evaluated for cost and compliance with all requirements set forth in this RFP, including timely submission and provision of all documents requested; and for the following minimum requirements:

**PHASE 1**

Proposals will be examined as to whether or not proposers responded in accordance with the following requirements:

- Proper completion and submittal of required proposal documents.
- Possesses a valid Private Patrol Operator license from the State of California.
- Department of Consumer Affairs, Bureau of Security and Investigative Services.
- Possesses a valid Private Patrol Permit from the City of Fresno Police Department.
- Five (5) years of experience.
- 24-hour Communications Center.
- Provided an outline of Proposer’s training program.

Proposers who do not respond in accordance with any of the above requirements will be immediately disqualified. This is a non-exclusive agreement. Fresno EOC reserves the right to enter into multiple agreements from this RFP.

**PHASE 2**

Proposals that were not disqualified in PHASE 1 will be evaluated and scored using the table below:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>Score</b>
<b>QUALIFICATIONS (25 POINTS)</b>		
Experience	25	
<b>REFERENCES (25 POINTS)</b>		
Quality of services	15	
Promptness of services	5	
Reliability / Dependability	5	
<b>CAPACITY / CAPABILITIES (25 POINTS)</b>		
Staff experience	10	
Diversity-Small, Women, Disabled, Veteran, and Minority Owned Businesses	10	
Uniforms/Equipment	5	
<b>EMPLOYMENT PRACTICES (10 POINTS)</b>		
Employee benefits	5	
Training	5	

<b>PRICE (30 POINTS)</b>		
Proposal Rates and Rate Structure	30	
<b>PROPOSAL RESPONSIVENESS (10 POINTS)</b>		
Adherence to the RFP provisions, specifications, terms and conditions	5	
Completeness of answers	5	
TOTAL SCORE PHASE II (125 POINTS)		

**SUBMITTAL OF PROPOSALS**

Sealed Proposals will be received at the Fresno Economic Opportunities Commission (EOC) Main Office at 1920 Mariposa Mall, Suite # 300, Fresno, CA, 93721, until 3:00 PM, PST, Friday, February 10, 2017.

**ALL PROPOSALS SHALL BE ADDRESSED AS FOLLOWS:**

Request for Proposal RFP # LCC 2017  
 Fresno EOC Local Conservation Corps Director  
 Fresno EOC  
 1920 Mariposa Mall, Suite 300  
 Fresno, CA 93721

The Proposal envelope shall have stated thereon the name and address of the submitting Contractor.

PROPOSALS WILL NOT BE ACCEPTED AFTER 3:00 PM, (PACIFIC) FRIDAY FEBRUARY 10, 2017. ALL PROPOSALS RECEIVED AFTER SAID TIME AND DATE WILL BE TIME-STAMPED AND RETURNED UNOPENED TO THE SUBMITTER.

FRESNO EOC WILL NOT ACCEPT PROPOSAL RESPONSES SUBMITTED BY FAX OR EMAIL.



**SECTION 5 – SUBMISSION FORMS**

BLANK

**1. IDENTIFICATION SHEET  
RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL**

Type or print the following information:

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

Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

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

Title: E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Years in business: \_\_\_\_\_

Number of employees: \_\_\_\_\_

Name of Insurance carriers: \_\_\_\_\_

Public Liability: \_\_\_\_\_ Expires: \_\_\_\_\_

Workers' Compensation: \_\_\_\_\_

**2. LICENSING  
RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL**

By submission of a proposal, Proposer attests to having possession of a duly issued valid business license issued by the State of California. Such license authorizes a proposer to contract to perform type of work required by the specifications. Should the Proposer fail to provide below, the number and classification of Proposer's State of California License, Private Patrol Permit from the City of Fresno, Fresno Economic Opportunities Commission (EOC) may reject this proposal.

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

TELEPHONE NUMBER: \_\_\_\_\_

STATE OF CALIFORNIA LICENSE NO. : \_\_\_\_\_

(Private Patrol Operators License): \_\_\_\_\_

Private Patrol Permit (City of Fresno): \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**3. REFERENCES**  
**RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL**

SIMILAR CONTRACTS/RFPS PERFORMED: List below contracts under which the Proposer has provided similar services during the past three (3) years.

Proposer's financial stability, technical and support capabilities will be verified through reference checking, which may include site visits and contact with other clients or vendors.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DATE OF CONTRACT: \_\_\_\_\_ through \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DATE OF CONTRACT: \_\_\_\_\_ through \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DATE OF CONTRACT: \_\_\_\_\_ through \_\_\_\_\_

#### **4. FRESNO EOC DIVERSITY SELF-CERTIFICATION RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL (OPTIONAL)**

*Please check the diversity code that best represents your company and sign below:*

##### **\_\_\_\_\_ Minority Business Enterprise (MBE)**

To qualify as a MBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled by minority group members. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily operations. Minority group members are defined as:

- Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.
- Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- African-American - A U.S. citizen having origins in any of the Black racial groups of Africa.
- Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of Latin America or the following regions: Mexico, Central America, South America, and the Caribbean Basin, only.
- Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number). To certify your business as an MBE, contact your local SBA office to register as a "Small Disadvantaged Business" or 8(a) corporation on SBA Pro-Net or visit the National Minority Supplier Development Council home page.
- US Pan Asian American Chamber of Commerce

##### **\_\_\_\_\_ Women Business Enterprise (WBE)**

To qualify as a WBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled, by a woman or women members. Ownership by female individual's means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by the woman or women members. Woman-owned businesses can be certified in any of three ways:

- Register with the Women's Business Enterprise National Council
- Register with the National Women Business Owners Corporation
- Current state or municipal certifications clearly stating woman-owned status (subject to review)
- All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence.
- All applicants must also meet applicable size standards for small businesses in their industry. To become SDB certified, visit the SBA SDB home page.

##### **\_\_\_\_\_ Veteran-Owned Business (VOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable.

Veteran-owned business can be certified two ways:

- Register with SBA Veterans' Program
- Register with SBA Pro-net

**\_\_\_\_\_ Disabled Veteran-Owned Business (DVOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable. Disability may be any degree that was acquired or aggravated during active service.

**\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)**

Means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either: it has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B, and: no material change in disadvantaged ownership and control has occurred since its certification; where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and it is identified, on the date of its representation, as a certified small business concern in the Central Contractor Registration (CCR) database.

**CONTRACTOR**

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

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Agent

E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**5. SIGNATURE PAGE  
RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL**

The undersigned, having carefully read and examined this RFP, and being familiar with (1) all the conditions applicable to the work for which this proposal is submitted; (2) with availability of the required equipment, materials and labor hereby agrees to provide everything necessary to complete the work for which this proposal is submitted in accordance with the proposal documents for the amounts quoted herein and further agrees that if this proposal is accepted, within five (5) days after the contract is presented for acceptance, will execute, and mail a signed contract to the Fresno Economic Opportunities Commission EOC (EOC).

This Signature/Authorization page must be in Section 1 of your Proposal.

---

Signature of Authorized Agent Date

---

Printed Name of Authorized Agent Date



**EXHIBIT A  
"SAMPLE CONTRACT"**

**INDEPENDENT CONTRACTOR AGREEMENT**

Fresno Economic Opportunities Commission (Fresno EOC)

CONTRACT ID#

Contract Amount \$

PARTIES: Fresno EOC and \_\_\_\_\_

1920 Mariposa Mall, Suite 300  
Fresno, CA 93721

**CONTRACTOR:**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between \_\_\_\_\_, an Independent CONTRACTOR (hereinafter "CONTRACTOR"), and Fresno Economic Opportunities Commission (hereinafter "FRESNO EOC").

**ORDER OF PRECEDENCE**

Each of the items listed below is hereby incorporated into this Agreement by this reference. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable Federal and State of California statutes and regulations, this Agreement and its exhibits.
2. FRESNO EOC Request for Proposal Number RFP # LLC 2017
3. CONTRACTOR'S Proposal dated \_\_\_\_\_.

**1. Scope of Professional Services:**

CONTRACTOR agrees to provide security services to FRESNO EOC. CONTRACTOR shall perform the CONTRACTOR'S work in accordance with currently approved methods and standards of practice in the CONTRACTOR'S professional specialty.

**2. Term of Agreement:**

This Agreement shall commence, \_\_\_\_\_ 20\_\_ through \_\_\_\_\_, 20\_\_, unless said work is completed on a date prior thereto or unless terminated earlier as provided herein or extended upon mutual agreement.

**3. Interpretation:**

This Agreement shall not be interrupted in favor of any Party by virtue of said Party not having prepared this Agreement. If any time period provided for in this Agreement ends on the day other than a Business Day, the time period shall be extended to the next Business Day.

4. Compensation:

FRESNO EOC agrees to pay CONTRACTOR an hourly amount of \$\_\_\_\_\_ Dollars (\$00.00). The total payments made for services performed pursuant to this Agreement shall not exceed \$\_\_\_\_\_ DOLLARS (\$00,000.00).

5. Invoicing:

CONTRACTOR shall submit one original and one copy of each invoice to FRESNO EOC (Local Conservation Corps). All invoices must reference this Agreement Number/Contract ID # and the service performed. Payments shall be made within 30 days of receipt of invoice from CONTRACTOR.

6. CONTRACTOR'S Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONTRACTOR is at all times acting as an Independent CONTRACTOR practicing his or her profession and not as an employee of FRESNO EOC. A copy of CONTRACTOR'S current professional, local, state or other business licenses required to conduct the services stated herein, will be provided to FRESNO EOC. The CONTRACTOR shall not have any claim under this Agreement or otherwise against the FRESNO EOC for vacation, sick leave, retirement, benefits, social security or workers' compensation benefits. The CONTRACTOR shall be responsible for federal and state payroll taxes such as social security and unemployment. FRESNO EOC will issue a Form 1099 at year-end for fees earned.

7. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONTRACTOR, CONTRACTOR may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of FRESNO EOC. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

8. Non Exclusive Rights:

This Agreement does not grant to CONTRACTOR any exclusive privileges or rights to provide services to FRESNO EOC. CONTRACTOR may contract with other counties, private companies or individuals for similar services.

9. Indemnification:

CONTRACTOR shall, at its expense, defend, indemnify and hold harmless FRESNO EOC and its employees, officers, directors, contractors and agents from and against any losses, liabilities, damages, penalties, costs, fees, including without limitation reasonable attorneys' fees, and expenses from any claim or action, including without limitation for bodily injury or death, to the extent caused by or arising from the active and/or passive negligence or willful misconduct of CONTRACTOR, its employees, officers, agents or Subcontractors. CONTRACTOR shall hold FRESNO EOC, its officers and employees, harmless from liability, of any nature or kind on account of use of any copyrighted, or non-copyrighted composition, secret process, patented or un-patented invention articles or appliance furnished or used under this order.

10. Insurance:

CONTRACTOR, shall submit proof of insurance with liability limits as set forth below to FRESNO EOC showing FRESNO EOC, its officers, employees, agents and volunteers named as Additional Insured to include ongoing operations and products completed operations (On Additional Insured Endorsement CG 20 10 10 93), except for Workers' Compensation and professional Liabilities, and insurance policy shall contain provisions that such policy may not be canceled or reduced except after thirty (30) days written notice to FRESNO EOC. FRESNO EOC at its discretion, may waive in part or in full insurance requirements. CONTRACTOR is required to provide a certificate of insurance.

CONTRACTOR agrees that CONTRACTOR is responsible to ensure that the requirements set forth in this article/paragraph are also to be met by CONTRACTOR'S subcontractors/CONTRACTOR'S who provide services pursuant to this Agreement. Copies of insurance certificates shall be filed with FRESNO EOC'S Finance Department. Actual endorsement must be attached to the certificate.

General Liability Limits

BI & PD combined/per occurrence: \$ 1,000,000 /Aggregate: \$2,000,000

Personal Injury/per occurrence: \$ 1,000,000 /Aggregate: \$2,000,000

Automobile Liability

Automobile Liability/per occurrence: \$1,000,000

CONTRACTOR agrees to defend, hold harmless and indemnify FRESNO EOC for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.

Worker's Compensation:

Evidence of coverage only

11. Discrimination:

CONTRACTOR shall not discriminate because of age, ancestry, color, creed, marital status, medical condition (cancer or genetic characteristics), national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex (includes sexual harassment) and sexual orientation.

12. ADA Compliance:

CONTRACTOR shall comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. Sections 12101 et seq.)

13. Notices:

Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be effected by one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless otherwise designated in writing by either party, such notice shall be mailed to the addresses shown on page one (1) of this Agreement.

#### 14. Termination:

If the CONTRACTOR breaches or habitually neglects the CONTRACTOR'S duties under this Agreement without curing such breach or neglect upon fifteen (15) working days written notice, FRESNO EOC may, by written notice, immediately terminate this Agreement without prejudice to any other remedy to which FRESNO EOC may be entitled, either at law, in equity, or under this Agreement. In addition, either party may terminate this Agreement upon thirty (30) days written notice to other party.

If the Fresno EOC Local Conservation Corps, operating under FRESNO EOC fails to receive funds to continue to make purchases under this Agreement, this Agreement will be cancelled immediately and CONTRACTOR will be given written notice of such termination.

#### 15. Conflict of Interest Statement:

CONTRACTOR covenants that CONTRACTOR, its officers, employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONTRACTOR under this Agreement. CONTRACTOR shall not hire FRESNO EOC'S employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of FRESNO EOC. Performance of services under this Agreement by associates or employees of CONTRACTOR shall not relieve CONTRACTOR from any responsibility under this Agreement.

#### 16. Drug Free Workplace:

CONTRACTOR shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

#### 17. Force Majeure:

It is agreed that neither party shall be responsible for delays in delivery, acceptance of delivery, or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the CONTRACTOR or FRESNO EOC.

#### 18. Compliance:

CONTRACTOR shall comply with all federal, state and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONTRACTOR shall comply with all laws applicable to wages and hours of employment, occupational safety, fire safety, health and sanitation. CONTRACTOR shall maintain current throughout the life of this Agreement, all permits, licenses, certificates and insurances that are necessary for the provision of contracted services.

#### 19. Governing Law and Venue:

The Laws of the State of California shall govern this Agreement. Venue is Fresno County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

20. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of FRESNO EOC whether executed by or for the CONTRACTOR for FRESNO EOC, or otherwise by or for the CONTRACTOR, or by or for a subcontractor operating under the CONTRACTOR'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to FRESNO EOC forthwith upon FRESNO EOC written demand, termination or completion of the work under this Agreement.

21. Attorney Fees:

In any action brought to enforce any provision of this Agreement, the losing party shall pay the prevailing party's reasonable attorney fees and losses.

22. Entire Agreement and Modification:

This Agreement and all documents incorporated by reference supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

BLANK

IN WITNESS WHEREOF, FRESNO EOC and CONTRACTOR have executed this Agreement on the day and year first written above.

FRESNO EOC

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

By: \_\_\_\_\_  
Brian Angus, CEO

Date

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

CONTRACTOR

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

By: \_\_\_\_\_  
Signature, Authorized Agent

Date

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip