

CITY OF HUNTINGTON PARK

City Council

Regular Meeting Agenda

Tuesday, October 3, 2017

6:00 p.m.
City Hall Council Chambers
6550 Miles Avenue, Huntington Park, CA 90255

Marilyn Sanabria
Mayor

Jhonny Pineda
Vice Mayor

Karina Macias
Council Member



Graciela Ortiz
Council Member

Manuel "Manny" Avila
Council Member

All agenda items and reports are available for review in the City Clerk's Office and www.hpca.gov. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.

PLEASE NOTE--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

- The conduct of City Council meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Huntington Park City Council Meeting Rules of Procedure.
- The City Council meeting is for conducting the City's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three minutes to address items that are listed on the City Council agenda or topics which are within the jurisdictional authority of the City.
- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.
- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Chairperson if Mayor is absent).

We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

Public Comment

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and give to City Clerk prior to the start of Public Comment.

For both open and closed session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. **This is the only opportunity for public input except for scheduled public hearing items.**

All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on

any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

Additions/Deletions to Agenda

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

Important Notice

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at www.hpca.gov. NOTE: Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

CALL TO ORDER

ROLL CALL

Mayor Marilyn Sanabria
Vice Mayor Jhonny Pineda
Council Member Karina Macias
Council Member Graciela Ortiz
Council Member Manuel “Manny” Avila

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Proclamation Presented to Huntington Park Police Department, in Remembrance of Officer Keller

Introduction of Huntington Park Police Department’s New Narcotic Detection K9 “Kaz”

“Certificate of Appreciation,” to the Huntington Park Library for Recognizing Hispanic Heritage Month, September 15 through October 15, 2017

Proclamation Presented to the American Cancer Society, Proclaiming “October as Breast Cancer Awareness Month”

PUBLIC COMMENT

Pursuant to Government Code Section 54954.3(a) Members of the public will have an opportunity to address the City Council on items listed on this agenda. For items on this agenda each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.

STAFF RESPONSE

RECESS TO CLOSED SESSION

CLOSED SESSION

1. LICENSE/PERMIT DETERMINATION
Government Code Section 54956.7 – One Matter
2. CONFERENCE WITH LEGAL COUNSEL – Pending Litigation
Government Code Section 54956.9(a) – One Matter

RECONVENE TO OPEN SESSION

CLOSED SESSION ANNOUNCEMENT

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

OFFICE OF THE CITY CLERK

1. Approve Minute(s) of the following City Council Meeting(s):

1-1 Regular City Council Meeting held September 19, 2017.

FINANCE

2. Approve Accounts Payable and Payroll Warrants dated October 3, 2017

COMMUNITY DEVELOPMENT

3. Approve Award of Contract to MC General Contractors, Inc. in Connection with the City's Minor Home Repair Program for Property Located at 6602 Marconi Street, Huntington Park, California

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve contract with MC General Contractors, Inc. in an amount not to exceed \$7,500 to perform eligible work under the City's Minor Home Repair Program for property located at 6602 Marconi Street, Huntington Park, California; and
2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

POLICE

4. Approve Request to Purchase and Install Washing Machine and Dryer for the Police Department Jail

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve requisition of funds to purchase and install commercial washing machine and dryer from PWS Inc.;
2. Authorize Chief of Police or designee to purchase appliances; and
3. Authorize additional budget appropriation of \$10,512 from the Welfare Inmate Fund Account #121-7040-421.56-14.

END OF CONSENT CALENDAR

REGULAR AGENDA

PARKS AND RECREATION

5. Presentation on New Salt Lake Park Splash Pad

- UPDATE ONLY -

PUBLIC WORKS

6. Consideration and Approval of Pacific Boulevard Project Options

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Upon Council approval, direct staff to proceed with purchase and installation of hardscape for Pacific Boulevard Pedestrian Improvement Project along Pacific Boulevard.

7. Resolution Approving List of Potential Street Rehab Projects for Fiscal Year (FY) 2017/18 Under the Road Repair and Accountability Act of 2017 (SB1 Beall)

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2017-32, approving list of potential street rehab projects for FY 2017/18 under the Road Repair and Accountability Act of 2017 (SB1 Beall).

POLICE

8. Approve Award of a Professional Services Agreement (PSA) with All City Management Services (ACMS) for Crossing Guard Services

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve professional services agreement with All City Management Services for Crossing Guard Services; and
2. Authorize City Manager to execute agreement.

REGULAR AGENDA (CONTINUED)

COMMUNITY DEVELOPMENT

9. **Approve Amendment to a Parking Easement Agreement with Huntington Park 607, L.P. to Allow the Use of 60 Parking Spaces Located at 6330 Rugby Avenue, Huntington Park, California**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve Amendment to Agreement to Parking Easement to permit Huntington Park 607, L.P. access to 60 parking spaces in the City Public Parking Structure located at 6330 Rugby Avenue; and
2. Authorize City Manager to execute the amendment and related documents.

10. **Consideration and Approval of an Extension on Payment of the Balance of the Greater Huntington Park Area Chamber of Commerce's Carnaval Primavera Fees**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Consider the approval of a request by the Greater Huntington Park Area Chamber of Commerce for a 30-day extension to pay the balance of fees for the Carnaval Primavera Festival.

END OF REGULAR AGENDA

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS

COUNCIL COMMUNICATIONS

Council Member Manuel "Manny" Avila

Council Member Graciela Ortiz

Council Member Karina Macias

Vice Mayor Jhonny Pineda

Mayor Marilyn Sanabria

ADJOURNMENT

The City of Huntington Park City Council will adjourn in remembrances of Officer Keller, to a Regular Meeting on Tuesday, October 17, 2017, at 6:00 P.M

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at www.hpca.gov not less than 24 hours prior to the meeting. Dated this 28th day of September 2017.



Donna G. Schwartz, CMC, City Clerk

MINUTES

Regular Meeting of the City of Huntington Park City Council Tuesday, September 19, 2017

Sergeant at Arms read the Rules of Decorum before the start of the meeting.

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:02 p.m. on Tuesday, September 19, 2017, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

PRESENT: Council Member(s): Manuel "Manny" Avila, Karina Macias, Graciela Ortiz, Vice Mayor Jhonny Pineda and Mayor Marilyn Sanabria.

CITY OFFICIALS/STAFF: Edgar Cisneros, City Manager; Cosme Lozano, Chief of Police; Chris Cardinale, Legal; Ricardo Reyes, Assistant City Manager; John Ornelas, Interim Finance Director; Martha Castillo, Director of Human Resources; Sergio Infanzon, Director of Community Development; Manuel Acosta, Economic Development Manager, Daniel Hernandez, Director of Public Works; Cynthia Norzagaray, Director of Parks and Recreation; Fernanda Palacios, Project Manager; Christina Dixon, Staff Analysis-Fuel Services and Donna G. Schwartz, City Clerk.

INVOCATION

Invocation was led by Mayor Sanabria.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Mayor Pineda.

PRESENTATIONS

Council presented a "Proclamation" to the Family of Esperanza "Linda" Marquez in Memory of her Passing.

Council presented "Certificates of Recognition" to Qualifying Industries in Huntington Park that were in compliance with the County Sanitation Districts of Los Angeles County's 2016 Industrial Waste Water Discharge Requirements and Making the "Good Corporate Citizens" list.

PUBLIC COMMENT

1. George Franco, commented on cars being parked on 61st Street during street sweeping hours and that the street sweeper is not doing a good job.
2. Gladys Obando, spoke in support of the "Neighborhood Watch Program," wants to know why they can no longer meet at Freedom Park and who she can speak to.
3. Edilia Ruiz, Salvador Ponce, Carlos Cordova, Kerry Porter, Margarita Alvarez, Ruth Ortiz, Maria Magana, all spoke in support of the "Neighborhood Watch Program" and not being able to use Freedom Park for the meetings.
4. Robert Lauten, commented on the Esperanza "Linda" Marquez presentation, providing more information on what Ms. Marquez accomplished.
5. Von Beck, read an article on how Mexico treats "illegal immigrants."
6. Robin Hvidston, We the People Rising, commented on the "Neighborhood Watch Program," the two appointments, ask to do the right thing and appoint citizens to commissions, commented on issues occurring at the last council meetings and a video of an incident in the parking lot.

7. Evelia Castillo-Rodriguez, invited the public to an American Cancer Society “Relay for Life” fundraiser, on September 30th from 11-4 p.m.

Mayor Sanabria reminded the audience no clapping.

8. Rodolfo Cruz, spoke in support of the “Neighborhood Watch Program,” commented on the homeless and the sale of drugs around children in the park, and an incident involving the police department.
9. Henry Garcia, congratulated the council for the splash pad event on Saturday and how the children were happy and the Senior Citizen event and the wonderful meal that was provided.

Mayor Sanabria reminded the audience no clapping or will be called out of order.

10. Eucebio Cervantez, commented on the park being closed.
11. DeAnn D’Lean, noted letter she provided for Council and others she sent it to, regarding Brown Act being violated and proceeded to read it.
12. Elsa Aldeguer, commented on previous issues at council meetings regarding herself and her son.
13. Nick Ioannidis, noted October 28th being Immigrant Day, spoke about his life in the city and issues that have occurred, he being an American Citizen for 42 years and 31 years for immigrant day and spoke in opposition to Council.
14. Arthur Schaper, commented on his previous arrest for being disruptive and filing of paperwork, spoke in opposition to staff and Council, commented on the two appointments, political issues, and asked to give park back to community.
15. Raul Rodriguez, noted two complaints filed with city clerk and others that were copied, spoke in opposition to Council, remarked apology to Nick, and showed a sign.
16. Mike McCoy, We the People Rising, commented on securing borders and enforcing immigration laws, issues that have happened to them, enforcement of law being interpreted, homicides, and the job of a Council.
17. Wally Shidler, spoke in regards to the Comprehensive Modernization Plan Project at Huntington Park High School and the plan to demolish historic buildings as well as the indoor pool, he requests City Council to act quickly and lead the way to rally the community to replace the existing outdoor pool with an indoor pool and provided council with information.

STAFF RESPONSE

City Manager Cisneros, responded to the comment regarding the use of Freedom Park, there has been a transition with directors, fees may have been requested, however the doors have not been closed. Council does its best with regard to conduct of attendees at the meeting it’s not possible to police every interaction when meeting adjourns, recesses to closed session or outside the meeting but will make every effort to make sure everybody has a pleasant experience at the council meetings.

Chief of Police Lozano commented on the comments made regarding the “Neighborhood Watch Program” stating that there may have been lack of communication with the group and unintended timing issue, the decision to eliminate the use of Freedom Park at no cost to the group was made by himself with regard to staffing and needed to move his staff to concentrate on other community programs and events, he advised his staff to inform the group that we would no longer schedule the facility. When the program was formed it was the understanding that the involvement of the police department and the city and the city resources it would be provided up to a point where the group would be essentially self-sufficient and would be able to organize themselves outside of the city resources, he feels he may have over extended his coordination of the use of the facility at no cost, however,

the facility is available for use but the city has a requirement of using city facilities, if they want a fee waiver it must come before council. Mr. Lozano offers he's apologies to the group for lack of timing and communication.

At 7:21 p.m. Mayor Sanabria called for a RECESS.

At 7:46 p.m. Mayor Sanabria RECONVENED the meeting with all Council Members present.

CONSENT CALENDAR

Motion: Council Member Macias motioned to approve consent calendar, seconded by Council Member Ortiz. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

OFFICE OF THE CITY CLERK

1. Approved Minute(s) of the following City Council Meeting(s):
1-1 Regular City Council Meeting held September 5, 2017.

FINANCE

2. Approved Accounts Payable and Payroll Warrants dated September 19, 2017.

END OF CONSENT CALENDAR

REGULAR AGENDA

FINANCE

3. **Approve a Professional Services Agreement (PSA) with General Payment Systems, Inc. for Kiosk Payment Services**

City Manager Cisneros introduced John Ornelas, Interim Finance Director, who presented the item.

Council Member Ortiz recommended after the 180-day trial with General Payment Systems, Inc., for kiosk payment services to proceed with a four (4) year agreement and to incorporate training for staff to be able to assist the public if something goes wrong.

Motion: Council Member Ortiz motioned to approve a Professional Services Agreement with General Payment Systems, Inc., for kiosk payment services with the recommendation, after the 180-day trial to proceed with a four (4) year agreement, to incorporate training for staff and to include the 30-day termination clause, approve Superior Fusion add on quote for the interface between General Payment Systems, Inc., and the City of Huntington Park relating to kiosk payment services and authorize City Manager to execute the agreement, seconded by Council Member Macias. Motion passed 4-1, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, and Mayor Sanabria
NOES: Council Member(s): Vice Mayor Pineda

4. **Approve a Professional Services Agreement for an Electronic Document Management System**

Interim Finance Director Ornelas, presented the item and announced a representative from ECS Imaging was in attendance for any questions.

Mayor Sanabria recommended a server be placed in City Hall for an internal back-up of the city's documents as a safeguard.

Motion: Mayor Sanabria motioned to approve a Professional Services Agreement between ECS Imaging, Inc. and the City of Huntington Park relating to the implementation and maintenance of an electronic document management system and authorize City Manager to execute the agreement, seconded by Vice Mayor Pineda. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria

NOES: Council Member(s): None

COMMUNITY DEVELOPMENT

5. Consideration and Approval of Professional Services Agreement with Mid-Cities Grants LLC. for Community Planning and Development Programs and HOME Investment Partnership Program

Interim Finance Director Ornelas, presented the item.

Motion: Council Member Ortiz motioned to approve a Professional Services Agreement with Mid-Cities Grants LLC for consulting services for community planning and development programs and HOME investment partnership program and authorize City Manager to execute the agreement, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria

NOES: Council Member(s): None

Council Member Ortiz asked, for the record, who the second applicant was. Staff stated it was Tierra West Advisors. Ms. Ortiz suggested in the future that this information be provided in the staff report.

POLICE

6. Continued from the City Council Meeting of September 5, 2017 - Completion of Information Technology Project for the Police Department

City Manager Cisneros introduced Cosme Lozano, Chief of Police, who presented the information.

- INFORMATION ONLY -

1. LAN WAN, the City's current contract IT service provider, will transfer servers & server data from a replaced Storage Area Network (SAN) to a newly purchased Storage Area Network (SAN).

7. Approve Fiscal Year (FY) 2017-2018 Selective Traffic Enforcement Program (STEP) Grant Agreement

City Manager Cisneros introduced Cosme Lozano, Chief of Police, who presented the item.

Council Member Ortiz requested that traffic enforcement focus on Gage Avenue by Gage Middle School and Marcus High School, especially the pedestrian crossing and at Gage Avenue and Stafford Avenue.

Motion: Mayor Sanabria motioned to approve the Police Department to accept funding provided through the Selective Traffic Enforcement Program totaling \$140,000 and budget appropriation in revenue account #224-0000-335.30-96 to reflect reimbursable revenue from grant, authorize the Chief of Police and Interim Finance Director to execute the Standard Agreement for FY 17-18 Selective Traffic Enforcement Program (STEP), between the City of Huntington Park and the State of California Office of Traffic Safety, and authorize budget appropriation of \$140,000 to the Office of Traffic & Safety Fund, seconded by Council Member Macias. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

PUBLIC WORKS

8. Discussion and/or Action - Update on Pacific Boulevard Project

City Manager Cisneros introduced Daniel Hernandez, Director of Public Works who announced that Sergio Infanzon, Director of Community Development would be presenting the item. Mr. Infanzon provided a Power Point presentation and Mr. Hernandez provided information.

- INFORMATION ONLY -

Council Member Ortiz would like to see a breakdown of all expenditures on the Pacific Boulevard Project from 2013 to 2015.

Mayor Sanabria requested to bring back to Council for the next agenda, purchasing options of bus benches.

9. Continued from the City Council Meeting of September 5, 2017 - Approve Parking Pay Station Contract Change Order (CCO) No. 1, Approve Customer Agreement with T2 Systems Canada, Inc., for Pay Stations Digital "IRIS" Software Service and Approve LGP Equipment Rental, Inc. Invoices

City Manager Cisneros introduced Daniel Hernandez, Director of Public Works, who presented the item.

Motion: Council Member Macias motioned to approve Contract Change Order (CCO) No. 1 in the amount of \$8,129.43 for FY 2016-2017 and authorize City Manager to execute the Contract Change Order, approve Digital "Iris" software customer agreement with T2 Systems Canada, Inc., authorize City Manager to execute agreement and approve additional appropriation of \$27,000 for software for FY 2017-2018 to account 231-8010-415.56-41 and approve expenditure in the sum of \$5,790.94 for FY 2016-2017 to LGP Equipment Rental, Inc., for Invoice #100119 & #100269 totaling \$5,790.94 for rental of message boards, seconded by Vice Mayor Pineda. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

10. Discussion and/or Action On Implementation of Fuel Hardware and Software for Fueling City Vehicles

City Manager Cisneros introduced Daniel Hernandez, Director of Public Works, who presented the item.

- INFORMATION ONLY -

1. Deployment of EJ Ward Fuel Terminal, Hose Module, Fuel Tags and CANceiver Kits.

11. Resolution Approving Agreement with County of Los Angeles Department of Public Health for Cross-Connection Program Management

City Manager Cisneros introduced Daniel Hernandez, Director of Public Works, who presented the item.

Motion: Council Member Ortiz motioned to adopt Resolution No. 2017-31, approving agreement with Los Angeles County Department of Public Health (DPH) for management of the City's Cross Connection Program authorizing the County to enforce public health statutes and orders on behalf of the City and authorize City Manager to execute agreement, seconded by Vice Mayor Pineda. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

COMMUNITY DEVELOPMENT

Item 12 was requested by staff to be continued, during the beginning of the public comment portion. Council concurred.

12. Consideration and Approval of a Dance and Entertainment Permit for an Existing Restaurant with On-Sale of Beer and Wine on Property Located at 6030 Santa Fe Avenue, Huntington Park, California, within the Commercial General (CG) Zone

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Consider and approve a Dance and Entertainment Permit request from Edwin Alvarado and Hector Alvarado, owners of Copan Sula Restaurant, to allow dance and live entertainment at an existing restaurant with on-sale of beer and wine located at 6030 Santa Fe Avenue in the Commercial General (CG) zone; or
2. Deny the Applicants' request for a Dance and Entertainment Permit; or
3. Continue the item and request additional information.

END OF REGULAR AGENDA

PUBLIC HEARING

COMMUNITY DEVELOPMENT

13. Adoption of the Fiscal Year (FY) 2016-2017 Consolidated Annual Performance and Evaluation Report (CAPER)

Mayor Sanabria opened the item up for public comment, there being none, closed public comment.

Public Comment – None.

City Manager Cisneros introduced Sergio Infanzon, Director of Community Development,

who presented the item.

Motion: Vice Mayor Pineda motioned to adopt the Fiscal Year 2016-2017 Consolidated Annual Performance and Evaluation Report (CAPER) and authorize City Manager to transmit this report to the U.S. Department of Housing and Urban Development (HUD) by September 30, 2017, seconded by Council Member Ortiz. Motion passed 5-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Macias, Ortiz, Vice Mayor Pineda and Mayor Sanabria
NOES: Council Member(s): None

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS – None.

COUNCIL COMMUNICATIONS

Council Member Manuel “Manny” Avila, announced the grand opening of the Salt Lake Park Splash Pad was a huge success as well as the Senior Citizen Dance, acknowledged his colleagues on providing great programs to the community, thanked all those who voted for this council and thanked Chief Lozano, the Key Club, and the Parks and Recreation staff for volunteering their time at the Senior Citizen Dance.

Council Member Graciela Ortiz, thanked staff for all their hard work this past weekend, welcomed the new Director of Parks and Recreation Cynthia Norzagaray, thanked Parks and Rec and Daniel Hernandez who was the Interim Parks and Recreation Director, reminded everyone next Wednesday will be a community event in memory of Ms. Esperanza “Linda” Marquez at Marquez High School, thanked her colleagues for their support in funding the Senior Citizen Dance and wished everyone a good night.

Council Member Karina Macias, thanked staff for all their support, this weekend was a wonderful weekend to see the children enjoying the splash pad, welcomed the new Director of Parks and Recreation Cynthia Norzagaray, thanked her colleagues for their support in funding the Senior Citizen Dance, thanked HP Express for the transportation, acknowledged the opening of the splash pad and all the support by everyone and staff.

Vice Mayor Jhonny Pineda, announced “Immigration Workshop” with “Labor and Family Law” September 30th, “Financial Literacy Workshop” October 7,14,21 and 28th, and November 4th “College Application Preparation” at Linda Marquez High School, commented on a newly passed park fund, thanked everyone and his colleagues for putting community first,

Mayor Marilyn Sanabria, thanked staff and everyone for all their support with the Splash Pad Grand Opening, thanked her colleagues for all their time with all the events in the community and wished everyone a good night.

ADJOURNMENT

At 9:20 p.m. Mayor Sanabria adjourned the City of Huntington Park City Council in memory of Esperanza “Linda” Marquez, to a Regular Meeting on Tuesday, October 3, 2017, at 6:00 P.M.

Respectfully submitted,

Donna G. Schwartz, CMC, City Clerk

City of Huntington Park List of Funds

Fund	Description	Fund	Description
111	General Fund	237	Community Planning
112	Waste Collection/Disposal	239	Federal CDBG Fund
114	Spec Events Contrib Rec	240	HUD EZ/EC Soc Sec Block
115	Contingency Fund	242	HUD Home Program
120	Special Revenue DNA ID	243	HUD 108 B03MC060566
121	Special Revnu Welfare Inm	245	EPA Brownfield
150	Emergency Preparedness	246	LBPHCP-Lead Base
151	Economic Development	247	Neighborhood Stabilization
201	Environmental Justice	248	Homelessness Prevention
212	P & R Grants	252	ABC
213	Park Facilities	275	Successor Agency
214	Recreation Field Charter	283	Sewer Maintenance Fund
216	Employees Retirement Fund	285	Solid Waste Mgmt Fund
217	OPEB	286	Illegal Disposal Abatemnt
219	Sales Tax-Transit Fund A	287	Solid Waste Recycle Grant
220	Sales Tax-Transit C	288	COMPBC
221	State Gasoline Tax Fund	334	Ped/Bike Path Fund
222	Measure R	349	Capital Improvement Fund
223	Local Origin Program Fund	475	Public Financng Authority
224	Office of Traffc & Safety	533	Business Improv Dist Fund
225	Cal Cops Fund	535	Strt Lght & Lndscp Assess
226	Air Quality Improv Trust	681	Water Department Fund
227	Offc of Criminal Justice	741	Fleet Maintenance
228	Bureau of Justice Fund	745	Worker's Compensation Fnd
229	Police Forfeiture Fund	746	Employee Benefit Fund
231	Parking System Fund	748	Veh & Equip Replacement
232	Art in Public Places Fund	779	Deferred Comp. Trust Fund
233	Bullet Proof Vest Grant	800	Pooled Cash
234	Congressional Earmark	801	Pooled Cash Fund
235	Federal Street Improvmnt	802	Pooled Interest

**CITY OF HUNTINGTON PARK
DEMAND REGISTER
10-03-2017**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
3M	SS82575	111-7010-421.61-20	Dept Supplies & Expense	3.63
				\$3.63
ABBA TERMITE & PEST CONTROL	32236	111-7065-441.61-20	Dept Supplies & Expense	717.00
				\$717.00
ADLERHORST INTERNATIONAL, INC.	90705	229-7010-421.74-10	Equipment	7,500.00
	90706	229-7010-421.74-10	Equipment	8,870.00
				\$16,370.00
ADMIN SURE	10383	745-9030-413.33-70	Contractual Srv 3rd Party	7,080.40
				\$7,080.40
ADOLFO PACHECO	65250/65456	111-6060-466.33-20	Contractual Srv Class	550.40
				\$550.40
ALADDIN LOCK & KEY SERVICE	27354	111-8020-431.43-10	Buildings - O S & M	40.07
				\$40.07
AMERICAN CELEBRATIONS	179648	111-6020-451.61-35	Recreation Supplies	43.50
				\$43.50
AMERICAN RENTALS INC	404735	111-0240-466.55-42	Public Events	624.38
				\$624.38
AMERICAN SPEEDY PRINTING, NB	21101	111-9010-419.61-20	Dept Supplies & Expense	643.64
				\$643.64
AMERICAN TRANSPORTATION SYSTEMS	104163	219-0250-431.57-70	Recreation Transit	1,303.50
				\$1,303.50
AMERIFACTORS	19112	111-8024-421.43-10	Buildings - O S & M	381.40
				\$381.40
ARAMARK UNIFORM & CAREER APPAREL	20326064	741-8060-431.61-20	Dept Supplies & Expense	300.30
	532701558	741-8060-431.61-20	Dept Supplies & Expense	116.13
	532718481	741-8060-431.61-20	Dept Supplies & Expense	116.13
	532735460	741-8060-431.61-20	Dept Supplies & Expense	116.13
				\$648.69
AT&T	000010174542	111-9010-419.53-10	Telephone & Wireless	200.90
	000010193210	111-9010-419.53-10	Telephone & Wireless	3,799.46
	000010193212	111-9010-419.53-10	Telephone & Wireless	246.43
	000010227611	111-9010-419.53-10	Telephone & Wireless	2.83
				\$4,249.62
AT&T MOBILITY	X08142017	111-5055-419.53-10	Telephone & Wireless	146.24
	X09142017	111-7010-421.53-10	Telephone & Wireless	4,010.29
	X08142017	239-5055-419.53-10	Telephone & Wireless	146.24
				\$4,302.77

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AT&T PAYMENT CENTER	7/28-8/27/2017	111-7010-421.53-10	Telephone & Wireless	455.55
	8/7-9/6/2017	111-9010-419.53-10	Telephone & Wireless	505.61
	9/7-10/6/2017	111-9010-419.53-10	Telephone & Wireless	505.61
				\$1,466.77
BAXTER'S FRAME WORKS & BADGE FRAME	30425	111-7010-421.61-20	Dept Supplies & Expense	607.93
				\$607.93
BEE REMOVERS	595005	111-7065-441.61-20	Dept Supplies & Expense	260.00
				\$260.00
BENEFIT ADMINISTRATION CORPORATION	6027381-IN	111-0230-413.56-41	Contractual Srvc - Other	80.00
				\$80.00
CALIF PUBLIC EMPLOYEES RETIREMENT	15053364-82	111-0110-411.23-50	Unfunded PERS Contr-Misc	2,104.88
	100000015053390	111-0210-413.23-50	Unfunded PERS Contr-Misc	6.10
	15053364-82	111-0210-413.23-50	Unfunded PERS Contr-Misc	2,704.94
	15053364-82	111-0230-413.23-50	Unfunded PERS Contr-Misc	1,891.91
	15053364-82	111-1010-411.23-50	Unfunded PERS Contr-Misc	1,885.17
	15053364-82	111-3010-415.23-50	Unfunded PERS Contr-Misc	9,488.42
	100000015053390	111-5010-419.23-50	Unfunded PERS Contr-Misc	3.35
	15053364-82	111-5010-419.23-50	Unfunded PERS Contr-Misc	9,052.87
	15053364-82	111-6010-451.23-50	Unfunded PERS Contr-Misc	4,341.15
	15053364-82	111-7010-421.23-50	Unfunded PERS Contr-Misc	19,002.48
	100000015053365	111-7010-421.24-50	Unfunded PERS Contr-Sworn	129,967.25
	100000015053375	111-7010-421.24-50	Unfunded PERS Contr-Sworn	29.22
	15053364-82	111-8010-431.23-50	Unfunded PERS Contr-Misc	14,816.68
	PPE 3/12/2017	802-0000-217.30-10	PERS	39,606.56
PPE 3/12/2017	802-0000-218.10-10	PERS Employer	47,037.34	
				\$281,938.32
CENTRAL BASIN MWD	HP-AUG17	681-8030-461.41-00	Water Purchase	21,300.69
				\$21,300.69
CENTRAL FORD	302407	741-8060-431.43-20	Fleet Maintenance	223.39
	302433	741-8060-431.43-20	Fleet Maintenance	371.17
	304096	741-8060-431.43-20	Fleet Maintenance	77.89
	304163	741-8060-431.43-20	Fleet Maintenance	12.33
	304742	741-8060-431.43-20	Fleet Maintenance	737.42
	304760	741-8060-431.43-20	Fleet Maintenance	14.82
	305130	741-8060-431.43-20	Fleet Maintenance	373.77
				\$1,810.79
CLINICAL LAB OF SAN BERNARDINO, INC	958274	681-8030-461.56-41	Contractual Srvc - Other	501.00
				\$501.00

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COMFORT MASTERS HEATING AND	000272	111-8022-419.43-10	Buildings - O S & M	125.00
				\$125.00
COMMERCIAL TIRE COMPANY	1-140713	741-8060-431.43-20	Fleet Maintenance	121.53
				\$121.53
CONRAD S. CHACON	8/16-8/19/2017	111-7010-421.59-20	Professional Develop Post	150.75
				\$150.75
CONTRERAS GARDEN SUPPLY	8/10/17	741-8060-431.43-20	Fleet Maintenance	134.00
				\$134.00
DAPEER, ROSENBLIT & LITVAK	13561	111-5055-419.32-50	Contractual Srv - Prosecu	1,210.00
	13563	111-5055-419.32-50	Contractual Srv - Prosecu	569.08
	13564	111-5055-419.32-50	Contractual Srv - Prosecu	124.25
	13565	111-5055-419.32-50	Contractual Srv - Prosecu	61.32
	13566	111-5055-419.32-50	Contractual Srv - Prosecu	363.23
	13567	111-5055-419.32-50	Contractual Srv - Prosecu	653.24
	13568	111-5055-419.32-50	Contractual Srv - Prosecu	337.50
	13569	111-5055-419.32-50	Contractual Srv - Prosecu	519.26
				\$3,837.88
DATA TICKET INC.	81557	111-3010-415.44-00	Rentals & Leases	913.50
	82320	111-3010-415.44-00	Rentals & Leases	913.50
	81557	111-3010-415.56-15	Citation Prkng Collection	4,248.79
	82320	111-3010-415.56-15	Citation Prkng Collection	4,595.95
	81557	111-3010-415.56-41	Contractual Srv - Other	2,678.78
	82320	111-3010-415.56-41	Contractual Srv - Other	2,800.07
	81557	111-9010-419.53-10	Telephone & Wireless	653.85
	82320	111-9010-419.53-10	Telephone & Wireless	653.72
				\$17,458.16
DATAPROSE, INC.	DP1702565	246-5098-463.61-20	Dept Supplies & Expense	23.64
	DP1702565	681-3022-415.53-20	Postage	1,732.73
	DP1702565	681-3022-415.56-41	Contractual Srv - Other	1,213.22
	DP1702565	681-8030-461.54-00	Advertising & Publication	92.28
				\$3,061.87
DEPARTMENT OF ANIMAL CARE & CONTROL	9/15/2017	111-7065-441.56-41	Contractual Srv - Other	17,962.16
				\$17,962.16
DEPARTMENT OF JUSTICE	252943	111-7030-421.56-41	Contractual Srv - Other	835.00
				\$835.00
DF POLYGRAPH	2017/8	111-7010-421.56-41	Contractual Srv - Other	1,050.00
				\$1,050.00
DIAMOND ENVIRONMENTAL SERVICES	0001163934	111-8023-451.43-10	Buildings - O S & M	1,911.88
				\$1,911.88

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
ENTERPRISE FM TRUST	FBN3319384	226-9010-419.74-20	Vehicle Leases	1,743.73
	FBN3319384	229-7010-421.74-10	Equipment	126.27
				\$1,870.00
ESTELA RAMIREZ	65231/65499	111-6060-466.33-20	Contractual Srv Class	291.20
				\$291.20
F&A FEDERAL CREDIT UNION	PPE 9/24/2017	802-0000-217.60-40	Credit Union	12,254.00
				\$12,254.00
FACTORY MOTOR PARTS CO.	109-302890	741-8060-431.43-20	Fleet Maintenance	174.43
				\$174.43
FODDRILL CONSTRUCTION CORPORATION	FC-6446	221-8014-429.74-10	Equipment	4,950.00
				\$4,950.00
GALLS, LLC	BC0471751	111-7022-421.61-24	Patrol Admin Volunteers	169.30
	BC0473481	111-7022-421.61-24	Patrol Admin Volunteers	187.23
	BC0465594	111-7030-421.61-20	Dept Supplies & Expense	49.60
	BC0467762	231-7060-421.61-20	Dept Supplies & Expense	119.93
				\$526.06
GORM INC	250976	220-8070-431.61-20	Dept Supplies & Expense	96.56
				\$96.56
GRAFFITI PROTECTIVE COATINGS INC.	1005-0817	111-8095-431.56-75	Contract Graffiti Removal	31,050.00
	1005-0817	239-8095-431.56-75	Contract Graffiti Removal	1,200.00
				\$32,250.00
GRAPHIC INNOVATIONS	1642	111-6040-451.61-35	Recreation Supplies	1,200.00
				\$1,200.00
HDL COREN & CONE	0023998-IN	111-9010-419.56-41	Contractual Srv - Other	86.35
	0024446-IN	111-9010-419.56-41	Contractual Srv - Other	340.33
				\$426.68
HOME DEPOT - PD	4082473	111-7010-421.61-20	Dept Supplies & Expense	19.50
	584023	111-7010-421.61-20	Dept Supplies & Expense	21.75
				\$41.25
HOME DEPOT - PUBLIC WORKS	260216	111-8022-419.43-10	Buildings - O S & M	27.21
	3260203	111-8022-419.43-10	Buildings - O S & M	85.00
	5260177	111-8022-419.43-10	Buildings - O S & M	42.51
	260026	111-8023-451.43-10	Buildings - O S & M	104.80
	6260163	111-8023-451.43-10	Buildings - O S & M	75.26
	7260150	111-8023-451.43-10	Buildings - O S & M	13.07
	4260074	220-8070-431.61-20	Dept Supplies & Expense	47.50
	4260187	221-8010-431.61-20	Dept Supplies & Expense	651.57
	7260153	221-8010-431.61-20	Dept Supplies & Expense	264.18
	7260155	221-8010-431.61-20	Dept Supplies & Expense	70.50

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HOME DEPOT - PUBLIC WORKS	8260246	221-8010-431.61-20	Dept Supplies & Expense	90.26
	6260268	475-6010-415.73-10	Improvements	396.55
	260216	535-8090-452.61-20	Dept Supplies & Expense	61.14
	3260086	535-8090-452.61-20	Dept Supplies & Expense	141.89
	6260164	535-8090-452.61-20	Dept Supplies & Expense	41.15
	9260039	535-8090-452.61-20	Dept Supplies & Expense	282.63
				\$2,395.22
HUNTINGTON PARK COLLISION CENTER	40222	741-8060-431.43-20	Fleet Maintenance	1,995.47
				\$1,995.47
IDENTITY AUTOMATION, LP	INV-01554	111-7010-421.56-41	Contractual Srvc - Other	1,343.00
				\$1,343.00
INTER VALLEY POOL SUPPLY, INC	100217	681-8030-461.41-00	Water Purchase	152.11
	100218	681-8030-461.41-00	Water Purchase	200.58
	100219	681-8030-461.41-00	Water Purchase	222.31
	100220	681-8030-461.41-00	Water Purchase	249.06
	99918	681-8030-461.41-00	Water Purchase	217.30
	99919	681-8030-461.41-00	Water Purchase	208.94
	99920	681-8030-461.41-00	Water Purchase	125.36
	99921	681-8030-461.41-00	Water Purchase	300.87
				\$1,676.53
JIMBO'S HARDWARE	0202	111-8023-451.43-10	Buildings - O S & M	481.25
				\$481.25
JK CONSTRUCTION	1248	239-5070-463.56-52	Contract Home Repairs	7,025.25
				\$7,025.25
JOBS AVAILABLE INC	1719016	111-0230-413.54-00	Advertising & Publication	565.50
				\$565.50
JOEL GORDILLO	9/5/17	111-1010-411.56-41	Contractual Srvc - Other	1,650.00
				\$1,650.00
JOHNNY CARRILLO	9/6-9/7/17	111-7010-421.59-20	Professional Develop Post	64.00
	9/6-9/7/2017	111-7010-421.59-20	Professional Develop Post	65.80
				\$129.80
JOSEPH R. SETTLES	9/6-9/7/17	111-7010-421.59-20	Professional Develop Post	64.00
				\$64.00
JUAN PRECIADO	9/6/2017	111-8020-431.61-20	Dept Supplies & Expense	83.65
				\$83.65
KONICA MINOLTA BUSINESS SOLUTIONS	247235831	111-7010-421.44-10	Rent (Incl Equip Rental)	65.72
	247235832	111-7010-421.44-10	Rent (Incl Equip Rental)	137.45

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KOSMONT & ASSOCIATES, INC.	1703.2-003	111-5010-419.56-41	Contractual Srvc - Other	1,874.47
	1703.2-004	111-5010-419.56-41	Contractual Srvc - Other	4,670.16
	1703.2-005	111-5030-465.56-41	Contractual Srvc - Other	3,104.47
				\$9,649.10
KURT J. CAMP	HP00090	111-7030-421.56-41	Contractual Srvc - Other	50.00
				\$50.00
LA COUNTY SHERIFF'S DEPT	180527LA	111-7022-421.56-41	Contractual Srvc - Other	1,048.08
				\$1,048.08
LAC+USC MEDICAL CENTER	80007	111-7030-421.56-16	Victims' Medical Services	730.00
				\$730.00
LAN WAN ENTERPRISE, INC	59093	111-0210-413.74-10	Equipment	2,869.89
	58830	111-5010-419.74-10	Equipment	3,424.34
				\$6,294.23
LAWSON PRODUCTS, INC.	9305217012	741-8060-431.43-20	Fleet Maintenance	288.71
				\$288.71
LB JOHNSON HARDWARE CO #1	691753	535-8090-452.61-20	Dept Supplies & Expense	77.44
	691774	535-8090-452.61-20	Dept Supplies & Expense	96.74
	691788	535-8090-452.61-20	Dept Supplies & Expense	131.01
	691825	535-8090-452.61-20	Dept Supplies & Expense	148.01
	691855	535-8090-452.61-20	Dept Supplies & Expense	161.17
				\$614.37
LEE ANDREWS GROUP, INC	2017170	111-0210-413.56-41	Contractual Srvc - Other	6,080.61
				\$6,080.61
LEGAL SHIELD	09/15/2017	802-0000-217.60-50	Legal Shield Plan	106.60
				\$106.60
LEONARD GARCIA	013060186210915	111-6010-451.61-20	Dept Supplies & Expense	27.31
	036010	111-6010-451.61-20	Dept Supplies & Expense	16.74
	20170916-01	111-6010-451.61-20	Dept Supplies & Expense	500.00
	4214-1976-3170	111-6010-451.61-20	Dept Supplies & Expense	11.03
	704-695-143-341	111-6010-451.61-20	Dept Supplies & Expense	27.50
	B98289	111-6010-451.61-20	Dept Supplies & Expense	507.70
				\$1,090.28
LEXIPOL LLC	21440	111-7010-421.56-41	Contractual Srvc - Other	10,148.00
				\$10,148.00
LGP EQUIPMENT RENTALS INC	101386	535-8016-431.44-10	Rent (Incl Equip Rental)	1,650.98
				\$1,650.98
LOGAN SUPPLY COMPANY, INC.	91996	535-8090-452.61-20	Dept Supplies & Expense	196.06
	92015	535-8090-452.61-20	Dept Supplies & Expense	233.10
				\$429.16

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
MANUEL PRIETO	65194/65440	111-6060-466.33-20	Contractual Srv Class	425.60
				\$425.60
MARKET SHARE MEDIA AGENCY	5795	111-0210-413.56-41	Contractual Srvc - Other	14,500.00
				\$14,500.00
MAYWOOD MUTUAL WATER COMPANY, NO. 1	9/1/2017	283-8040-432.56-41	Contractual Srvc - Other	1,200.00
				\$1,200.00
MERRIMAC ENERGY GROUP	2173048	741-8060-431.62-30	Metro Transit Fuel & Oil	19,607.66
				\$19,607.66
NAPA PARTS WHOLESALE	4832-230688	741-8060-431.43-20	Fleet Maintenance	544.01
	4832-231534	741-8060-431.43-20	Fleet Maintenance	451.09
	4832-231833	741-8060-431.43-20	Fleet Maintenance	54.23
	4832-234165	741-8060-431.43-20	Fleet Maintenance	439.00
	4832-235274	741-8060-431.43-20	Fleet Maintenance	151.32
	4832-235321	741-8060-431.43-20	Fleet Maintenance	23.57
	4832-235332	741-8060-431.43-20	Fleet Maintenance	52.14
	4832-235532	741-8060-431.43-20	Fleet Maintenance	13.15
	4832-235556	741-8060-431.43-20	Fleet Maintenance	40.26
	4832-236178	741-8060-431.43-20	Fleet Maintenance	62.52
4832-236290	741-8060-431.43-20	Fleet Maintenance	19.73	
				\$1,851.02
NATION WIDE RETIREMENT SOLUTIONS	PPE 9/24/2017	802-0000-217.40-10	Deferred Compensation	16,684.31
				\$16,684.31
NATIONWIDE ENVIRONMENTAL SERVICES	28689	220-8070-431.56-41	Contractual Srvc - Other	16,128.50
				\$16,128.50
NEW CHEF FASHION INC.	885407	111-7022-421.61-24	Patrol Admin Volunteers	91.75
				\$91.75
OK PRINTING DESIGN & DIGITAL PRINT	573	111-0210-413.61-20	Dept Supplies & Expense	46.80
	575	287-8055-432.54-00	Advertising & Publication	1,351.08
				\$1,397.88
OLDTIMERS HOUSING DEVELOPMENT CORP-	05	242-5098-463.73-15	Improvement Affrdble Hsng	7,265.36
				\$7,265.36
ORANGE LINE DEVELOPMENT AUTHORITY	4/13/2017	219-0250-431.59-15	Professional Development	18,909.45
				\$18,909.45
ORIENTAL TRADING COMPANY, INC.	685352041-01	111-6020-451.61-35	Recreation Supplies	349.59
	685391555-01	111-6020-451.61-35	Recreation Supplies	39.98
				\$389.57
OSUNA SINALOA AUTO GLASS CORP	1000621	741-8060-431.43-20	Fleet Maintenance	134.95
	1000628	741-8060-431.43-20	Fleet Maintenance	69.05
				\$204.00

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OWEN GROUP, INC	3916	222-4010-431.56-41	Contractual Srvc - Other	9,165.90
				\$9,165.90
PARAMOUNT ICELAND INC.	65092/65386	111-6060-466.33-20	Contractual Srv Class	254.40
				\$254.40
PARKHOUSE TIRE, INC.	1010575238	741-8060-431.43-20	Fleet Maintenance	943.72
				\$943.72
PARS	38207	111-9010-419.56-41	Contractual Srvc - Other	395.70
	38271	217-0230-413.56-41	Contractual Srvc - Other	2,251.01
				\$2,646.71
PEERLESS MATERIALS CO.,LLC	66472	221-8010-431.61-20	Dept Supplies & Expense	109.25
				\$109.25
PITNEY BOWES	3101534858	111-7040-421.56-41	Contractual Srvc - Other	553.85
	3101531618	111-9010-419.44-10	Rent (Incl Equip Rental)	834.57
				\$1,388.42
PRESS TELEGRAM CLASSIFIED	0010968873	111-3013-415.54-00	Advertising & Publication	172.67
	0010977796	111-3013-415.54-00	Advertising & Publication	615.83
	0010999788	111-4010-431.54-00	Advertising & Publication	172.67
	0010993039	111-7010-421.61-20	Dept Supplies & Expense	320.39
				\$1,281.56
PRO FORCE LAW ENFORCEMENT	321049	111-7022-421.74-10	Equipment	95.10
				\$95.10
PRUDENTIAL OVERALL SUPPLY	52047502	111-6010-451.56-41	Contractual Srvc - Other	122.91
	52043534	111-7010-421.61-20	Dept Supplies & Expense	20.07
	52038419	111-8022-419.43-10	Buildings - O S & M	30.07
	52043535	111-8022-419.43-10	Buildings - O S & M	30.07
				\$203.12
RAMONA CANO	459 6 346 58	111-8020-431.61-20	Dept Supplies & Expense	136.55
				\$136.55
READYREFRESH	0710034574871	111-7010-421.61-20	Dept Supplies & Expense	83.39
				\$83.39
RICARDO REYES	9/13/2017	111-0210-413.59-15	Professional Development	20.24
	9/14/2017	111-0210-413.59-15	Professional Development	36.51
	9/15/2017	111-0210-413.59-15	Professional Development	24.66
				\$81.41
RICOH AMERICAS CORP	56152425	111-6010-451.56-41	Contractual Srvc - Other	234.44
				\$234.44
RICOH USA, INC.	5050329508	111-6010-451.56-41	Contractual Srvc - Other	97.91
				\$97.91

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RIO HONDO COLLEGE	S17-54A-ZHPK	111-7010-421.59-20	Professional Develop Post	1,939.75
	S17-54R-ZHPK	111-7010-421.59-20	Professional Develop Post	1,939.75
				\$3,879.50
SANTA FE BUILDING MAINTENANCE	16302	111-6020-451.56-41	Contractual Srvc - Other	55.00
	16329	111-6020-451.56-41	Contractual Srvc - Other	1,200.00
	16289	111-8020-431.56-41	Contractual Srvc - Other	1,069.81
	16289	111-8022-419.56-41	Contractual Srvc - Other	3,996.44
	16289	111-8023-451.56-41	Contractual Srvc - Other	8,479.82
	16289	111-8024-421.56-41	Contractual Srvc - Other	5,466.91
				\$20,267.98
SARAHANG CONSTRUCTION INC	421	246-5098-463.73-10	Improvements	2,276.25
	424	246-5098-463.73-10	Improvements	7,125.00
				\$9,401.25
SAUL DURAN	8/16-8/19/2017	111-7010-421.59-20	Professional Develop Post	150.75
				\$150.75
SCHAEFFER MANUFACTURING COMPANY	LP1605-INV1	741-8060-431.62-30	Metro Transit Fuel & Oil	1,051.90
				\$1,051.90
SMART & FINAL	045977	111-6020-451.61-35	Recreation Supplies	59.33
	047416	111-6020-451.61-35	Recreation Supplies	14.98
	048435	111-6020-451.61-35	Recreation Supplies	82.71
	048090	239-6060-466.61-20	Dept Supplies & Expense	27.53
	059237	239-6065-466.61-20	Dept Supplies & Expense	36.96
				\$221.51
SO CAL TRIUMPH. INC	11708873	741-8060-431.43-20	Fleet Maintenance	1,431.98
				\$1,431.98
SOURCE ONE OFFICE PRODUCTS, INC.	OE-QT-35970-1	111-9010-419.61-20	Dept Supplies & Expense	81.09
				\$81.09
ST FRANCIS, LLC.	1661027	221-8014-429.56-41	Contractual Srvc - Other	5,142.25
	1661028	221-8014-429.56-41	Contractual Srvc - Other	6,989.75
				\$12,132.00
STANDARD GLASS & MIRROR	9/12/17	111-0210-413.61-20	Dept Supplies & Expense	262.20
				\$262.20
STEVEN A. THORESON	8/16-8/19/2017	111-7010-421.59-20	Professional Develop Post	150.75
				\$150.75
SUPERION, LLC	144512	111-9010-419.43-15	Financial Systems	12,240.69
				\$12,240.69
SUPERIOR COURT OF CALIFORNIA	AUG2017	111-3010-415.56-10	Parking Citation Surcharg	24,159.56
				\$24,159.56

**CITY OF HUNTINGTON PARK
DEMAND REGISTER
10-03-2017**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
THE GAS COMPANY	6/5/17-7/5/17	111-8023-451.62-10	Heat Light Water & Power	576.04
	6/5/17-7/5/17	111-8024-421.62-10	Heat Light Water & Power	576.03
				\$1,152.07
TKH DESIGN INC	41537	111-6040-451.61-35	Recreation Supplies	441.91
				\$441.91
TRANSTECH ENGINEERS, INC.	201707147	111-4010-431.56-62	Contract Engineer Service	16,815.35
	201707148	111-4010-431.56-62	Contract Engineer Service	2,880.00
	201707149	111-4010-431.56-62	Contract Engineer Service	562.50
	201707151	111-4010-431.56-62	Contract Engineer Service	375.00
	201707144	221-8010-431.56-41	Contractual Srvc - Other	3,756.50
	201707150	221-8010-431.56-41	Contractual Srvc - Other	765.00
	201707154	221-8010-431.56-41	Contractual Srvc - Other	180.00
	201707155	221-8010-431.56-41	Contractual Srvc - Other	90.00
	201707156	221-8010-431.56-41	Contractual Srvc - Other	45.00
	201707157	221-8010-431.56-41	Contractual Srvc - Other	180.00
	201707158	221-8010-431.56-41	Contractual Srvc - Other	460.00
	201707159	221-8010-431.56-41	Contractual Srvc - Other	427.50
	201707160	221-8010-431.56-41	Contractual Srvc - Other	1,000.00
	201707161	221-8010-431.56-41	Contractual Srvc - Other	570.00
	201707163	221-8010-431.56-41	Contractual Srvc - Other	495.00
	201707164	221-8010-431.56-41	Contractual Srvc - Other	82.50
	201707153	251-6010-451.73-10	Improvements	22,636.50
				\$51,320.85
TYCO INTEGRATED SECURITY LLC	28774855	111-8022-419.56-41	Contractual Srvc - Other	1,506.44
	28774862	111-8023-451.56-41	Contractual Srvc - Other	282.04
	28774863	111-8023-451.56-41	Contractual Srvc - Other	371.14
				\$2,159.62
U.S. BANK	PPE 9/24/2017	802-0000-217.30-20	PARS	3,913.11
	PPE 9/24/2017	802-0000-218.10-05	PARS EMPLOYER	17,932.08
				\$21,845.19
U.S. HEALTH WORKS	3180486-CA	111-0230-413.56-41	Contractual Srvc - Other	31.00
	3184164-CA	111-0230-413.56-41	Contractual Srvc - Other	524.00
	3187037-CA	111-0230-413.56-41	Contractual Srvc - Other	543.00
				\$1,098.00
UNDERGROUND SERVICE ALERT OF SO CAL	820170128	221-8014-429.56-41	Contractual Srvc - Other	254.20
				\$254.20
UNITED PACIFIC WASTE & RECYCLING	1896921	111-8020-431.43-10	Buildings - O S & M	1,294.11
	1896843	111-8027-431.56-59	Contract-Trash Collection	16,680.00
				\$17,974.11

**CITY OF HUNTINGTON PARK
DEMAND REGISTER
10-03-2017**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
VALLARTA COLLISION & BODY SHOP INC.	1029	741-8060-431.43-20	Fleet Maintenance	1,807.99
	1030	741-8060-431.43-20	Fleet Maintenance	2,582.09
				\$4,390.08
VELADA CONSULTING LLC	1	111-0210-413.56-41	Contractual Srvc - Other	7,400.00
	2	111-0210-413.56-41	Contractual Srvc - Other	7,400.00
				\$14,800.00
VERIZON WIRELESS	9792882263	111-0110-411.53-10	Telephone & Wireless	307.25
	9792882263	111-0210-413.53-10	Telephone & Wireless	207.65
	9792882263	111-6010-419.53-10	Telephone & Wireless	-7.73
	9791947453	111-6010-451.56-41	Contractual Srvc - Other	52.00
	9791947453	111-8010-431.53-10	Telephone & Wireless	642.49
	9792882263	111-9010-419.53-10	Telephone & Wireless	28.10
				\$1,229.76
VIZION'S WEST, INC.	17-1051.1	246-5098-463.73-10	Improvements	1,032.50
				\$1,032.50
WATER REPLENISHMENT DISTRICT OF	7/31/2017	681-8030-461.41-00	Water Resources	126,265.08
				\$126,265.08
WELLS FARGO BANK-FIT	PPE 9/24/2017	802-0000-217.20-10	Federal W/Holding	59,021.87
				\$59,021.87
WELLS FARGO BANK-MEDICARE	PPE 9/24/2017	802-0000-217.10-10	Medicare	6,961.60
				\$6,961.60
WELLS FARGO BANK-SIT	PPE 9/24/2017	802-0000-217.20-20	State W/Holding	18,475.38
				\$18,475.38
WEST GOVERNMENT SERVICES	836765937	111-7030-421.56-41	Contractual Srvc - Other	600.00
	836854224	111-7030-421.56-41	Contractual Srvc - Other	54.63
				\$654.63
WHITTIER POLICE DEPARTMENT	MAV 001	111-7010-421.56-41	Contractual Srvc - Other	500.00
				\$500.00
XEROX CORPORATION	089866486	111-7030-421.44-10	Rent (Incl Equip Rental)	8.74
	090462461	111-8020-431.43-05	Office Equip - O S & M	148.84
	090462461	287-8055-432.61-20	Dept Supplies & Expense	148.84
	090462461	681-8030-461.61-20	Dept Supplies & Expense	148.83
				\$455.25
YASMIN CRUZ	62232/64990	111-6060-466.33-20	Contractual Srv Class	60.80
				\$60.80
				\$1,032,346.91



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

October 3, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AWARD OF CONTRACT TO MC GENERAL CONTRACTORS, INC. IN CONNECTION WITH THE CITY'S MINOR HOME REPAIR PROGRAM FOR PROPERTY LOCATED AT 6602 MARCONI STREET, HUNTINGTON PARK, CALIFORNIA

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve contract with MC General Contractors, Inc. in an amount not to exceed \$7,500 to perform eligible work under the City's Minor Home Repair Program for property located at 6602 Marconi Street, Huntington Park, California; and
2. Authorize City Manager to execute contract and approve change orders in an amount not to exceed 10% of the total contract amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 2, 2017, the City Council approved the allocation of \$190,027.00 in the CDBG grant funds for the City's Minor Home Repair Program in the Fiscal Year 2017-18 Annual Action Plan. Through the City's Minor Home Repair Program, the City will be able to assist 20 owner-occupied units in fiscal year 2017-18. In order to qualify for this Program households must meet HUD's Income Guidelines of low and moderate income.

APPROVE AWARD OF CONTRACT TO MC GENERAL CONTRACTORS, INC. IN CONNECTION WITH THE CITY'S MINOR HOME REPAIR PROGRAM FOR PROPERTY LOCATED AT 6602 MARCONI STREET, HUNTINGTON PARK, CALIFORNIA

October 3, 2017

Page 2 of 3

City Staff received three bids for improvements at one property located at 6602 Marconi Street. The following table summarizes the bids received for each property:

Contractor	Bid Amount
Selbor	\$14,385
Sarahang	\$13,000
MC General Contractors, Inc.	\$7,500

Based on the bid analysis performed, MC General Contractors, Inc. is considered to be the lowest qualified bidder for this project. Therefore, staff recommends that City Council approve contract with the contractor and authorize City Manager to approve change orders not to exceed 10% of the total contract amount.

Scope of Work

The general scope of work eligible under the program is comprised of the following:

Exterior

1. Exterior Paint (House and Detached Garage)

Interior

1. Install Ground Fault Circuit Interceptors (Kitchen and Bathroom)
2. Smoke & Carbon Detectors
3. Replace Garage Door Opener

FISCAL IMPACT/FINANCING

The contract will be fully paid through the City's CDBG grant. Funding for this program was approved in the City's FY 17-18 Adopted Budget under account # 239-5070-463.56-52 for a total amount of \$151,699. The current available balance is \$139,116.

PROGRAM REQUIREMENTS

This program provides financial assistance to owners of single-family homes (one to four units). Grants of up to \$7,500 are provided to qualified low and moderate income households for minor repairs that correct health and safety violations. The implementing agency is the City's Community Development Department.

APPROVE AWARD OF CONTRACT TO MC GENERAL CONTRACTORS, INC. IN CONNECTION WITH THE CITY'S MINOR HOME REPAIR PROGRAM FOR PROPERTY LOCATED AT 6602 MARCONI STREET, HUNTINGTON PARK, CALIFORNIA

October 3, 2017

Page 3 of 3

CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,



EDGAR P. CISNEROS
City Manager



Sergio Infanzon
Community Development Director

ATTACHMENT(S)

- A. Draft Contract with Bid
- B. Bid Evaluation Worksheet

ATTACHMENT "A"

MINOR HOME REPAIR IMPROVEMENT CONTRACT

This Agreement, is made and entered into this 3rd day of October 2017, by and between City of Huntington Park (hereinafter "Grantor") Ignacio R. Lias and Joan Lias (hereinafter "Owners and Grantees") and M C General Contractors, Inc. (hereinafter "Contractor"), bearing California Contractor's License No. 918838.

RECITALS

A. The City of Huntington Park has established the Minor Home Repair Program (the "Program") pursuant to which the City provides grants for rehabilitation purposes to a qualified person or persons in accordance with the income and household size requirements of the Program.

B. Owner is a Qualified Person who has received a grant under the Program for use in connection with the rehabilitation of the single-family home owned and occupied by Owner located on certain real property known as 6602 Marconi Street, Huntington Park, California 90255 ("Property").

C. Owner has selected Contractor to perform the work proposed for the Property and Contractor has represented that he is properly licensed and fully qualified to perform the work upon the terms and conditions set forth in this Agreement;

NOW, THEREFORE, the parties, in consideration of the mutual covenants below and for valuable consideration, the adequacy is acknowledged, agree as follows:

1. Description of Project and Description of the Significant Materials to Be Used and Equipment to Be Installed. Contractor shall furnish all labor, services and materials necessary to construct and complete in a good, workmanlike and prompt manner, the work described on plans and/or specifications attached hereto and incorporated herein by this reference as Exhibit A at the Property ("Work"). Contractor agrees to perform such work in accordance with this Agreement, all applicable laws, including Federal Standard Labor Provisions and Prevailing Wage Laws as applicable, and the City of Huntington Park's Rehabilitation Standards and Specifications.

2. Execution of Agreement. Owner has executed this contract on October 3, 2017. The Owner may cancel this contract at any time prior to midnight on the third day after the date of this transaction by providing to Contractor a notice of Cancellation to be mailed to Contractor at the address set forth in section 29 of this contract.

3. Work Write-Up, Specifications and Drawings. The Contractor has carefully compared and studied the work write-up, rehabilitation specifications, and drawings. Any part of the work or any item not specifically set forth in the work

write-up or drawings but which is necessary for the proper completion of the work and which is not specifically excluded from the Contract shall be supplied and set in place at the expense of the Contractor as though it had been shown on the drawings or mentioned in the work write-up.

4. Contract Price. For the Work described in this Agreement, Contractor shall receive an amount not to exceed \$7,500.00

5. Payment. Payment for the Work that is to be made by Contractor, upon City's approval is as follows:

Description of Work:

Exterior Paint:

Wood Areas: Prepare all exterior trim of dwelling and garage to receive fresh paint. Pull all nails and tacks; Fill all holes and cracks; Sand smooth all rough or paint curled surfaces; Apply primer to all bare or exposed wood. Replace all dry rotted or damaged wood prior to painting. Paint all exterior trim of dwelling and garage with exterior grade paint (minimum 2 coats), including eaves, eave overhangs, rafter tails, posts, patio trellis, etc.

Plaster Areas: Prepare all exterior walls of the dwelling and garage to receive fresh paint. Hand scrape, wirebrush all loose or peeling material and apply surface conditioners as necessary. Patch all cracks on the exterior plaster. Paint all exterior walls of dwelling and garage (minimum 2 coats) for full and uniform coverage.

Please check with City on neutral color selection. The owner shall select and approve paint color(s) and finish prior to application.

Replace Garage Door Opener
Install GFCI
Install Smoke and Carbon Detectors

Total Cost: **\$7,500.00**

Contractor shall submit an invoice for Work completed in such detail as required by the City. Within twenty days after receipt of a properly submitted invoice, payment shall be made to Contractor. By submitting an invoice to Owner, Contractor makes the following representations to Owner: that to the best of Contractor's knowledge, information and belief, the design and construction have progressed to the point indicated; that the quality of the portion of the Work covered by the invoice is in accordance with the Work Write-Up; and that Contractor is entitled to payment in the amount requested.

The City retains the right to approve all payments described in this Contract, as amended, and shall have the right to withhold its approval of any payment of funds

requested by the Contractor if in its determination such payment would be in violation of the terms of this Agreement.

Contractor shall pay each subcontractor from payments received from City, and Contractor's payments to subcontractors shall be made promptly after receipt of payment from City. Owner shall have no obligation or requirement to pay a subcontractor of Contractor.

Contractor warrants that: (1) title to the portions of the Work, materials and equipment covered by a payment invoice shall pass to Owner, either by incorporation in construction or upon receipt of payment by Contractor, whichever occurs first; (2) the portions of the Work, materials and equipment covered by a previous payment application are free and clear of liens, claims, security interests or encumbrances (collectively referred to as "liens" hereinafter); and (3) no portion of the Work, materials or equipment covered by a payment application will have been acquired by Contractor, or any other person performing construction at the project site or furnishing materials or equipment for the Work.

Final payment constituting the entire unpaid balance due and any amount retained, shall be paid by City to Contractor upon City's receipt of Contractor's final invoice for payment when the Work has been completed, this Contract has been fully performed and all applicable lien periods have expired, except for those responsibilities of Contractor that survive final payment and provided that no liens have been filed, and all lien releases have been submitted and a notice of completion has been recorded. Contractor agrees that the work shall be completed free from any and all liens and claims of artisans, materials, suppliers, subcontractors, laborers and any other party.

6. Warranty. Contractor hereby warrants that all labor and materials provided in conjunction with this Agreement, or under any change orders which may be made in conjunction with this Agreement, shall meet the accepted standards of the trade. Contractor specifically warrants that any such defects which are found within one year from the date of completion of this contract shall be repaired or replaced, at Contractor's option, at no expense to the Owner. Contractor shall hereby warrant roof for two (2) years for labor and support material.

7. Approximate Start Date and Approximate Completion Date. The Work shall commence within twenty (20) calendar days of the execution of this agreement and the Work shall be substantially completed within 14 calendar days thereafter. This schedule is subject to any unforeseen delays which are not in anyway, the fault of the Contractor, and which are caused by acts of god. Time is of the essence to this Contract. The above stated substantial completion schedule shall be substantially adhered to during the term of this Contract unless City and Contractor agree in writing that a schedule modification is appropriate.

The term "substantial completion" as used herein, shall be defined as completion of the work suitable to meet the requirements of the issuance of a Certificate of Occupancy or Temporary Certificate of Occupancy by the City of Huntington Park and/or approval of the Owner if no Certificate of Occupancy is required of the improvement contemplated by this Agreement.

8. Liquidated Damages. The parties agree that it would be impracticable, extremely difficult and, in all probability, impossible, to fix actual damages should the Contractor fail for any reason, to complete his performance, pursuant to this Agreement, within the time set therefore, as herein expressly provided. Based thereon, the parties hereto agree that for each day, or portion thereof, during which the work contemplated by this Agreement has not been completed, occurring after the time fixed for the completion of said work, except for delay caused by Owner, inclement weather, or the unavailability of workers or materials caused by labor disputes, that Contractor shall pay to City, as and for liquidated damages, the sum of \$10.00 per day for each such day or portion thereof, for a maximum of 30 days.

9. Inspection. The City of Huntington Park and their designees ("City") shall have the right to inspect all work performed under this Contract. The Contractor and Owner will take all steps necessary to assure that the City are permitted to examine and inspect the Property, and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records. By such inspection, the City assumes no responsibility to the Owner for defective material or work under this Agreement or to either party for any breach of this Contract by the other. However, the City may determine whether or not work by Contractor on the project is in compliance with the plans and specifications. The City may determine the adequacy of Contractor's methods, plans and appurtenances and make such directions relative to sufficiency of forces as may be reasonably necessary to insure proper and continuous execution of work. The City may stop the work of Contractor if necessary to prevent improper execution and may determine the amount, quality, and fitness of the several kinds of work and materials. The City may reject all work and materials that do not conform to the requirements of this Agreement. All instructions, rulings, and decisions of the City of Huntington Park shall be binding on Owner and Contractor when delivered or mailed to Owner or Contractor in writing.

10. List of Documents to be incorporated into the Contract. The following documents shall be deemed, for all purposes, the contract documents applicable to the work to be performed by Contractor pursuant hereto:

- a. This Agreement;
- b. Notices to Owner regarding State Contractors Law;
- c. Notice of Cancellation;
- d. The plans and specifications, which are attached hereto as Exhibit A.
- e. Notice inviting proposals, if any; and

f. The proposal by Contractor.

11. Assignment. Contractor shall not assign the performance of this Contract, or any party thereof, nor any monies due hereunder, without the prior written consent of the Owner and the City of Huntington Park.

12. Insurance Requirements. Contractor shall take out and maintain in full force during the term of this contract, the following insurance coverage.

a. Workers' Compensation Insurance in minimum amounts required by law for all employees.

b. General Comprehensive Liability Insurance coverage in minimum amounts of \$1,000,000.00, covering injury to person and/or property, including, but not limited to injury to the person of Owner or damage to his property.

Contractor shall supply the City with certificates of insurance, evidencing the existence of such insurance and each certificate shall contain a provision that the said policies represented by such certificates cannot be canceled; except upon 30 days' prior written notice to City of such cancellation. In the event that such insurance is canceled; City may direct Contractor to cease all activities pursuant to this Agreement, or, in the alternative, at the City's discretion, obtain such insurance coverage in the name of Contractor, and deduct the costs of such premiums from such sums as may be due to Contractor. The City shall be named as additional insureds on the general comprehensive liability insurance coverage.

Contractor carries commercial general liability insurance written by Fairbanks Insurance Brokers, Inc.

13. Indemnification. The Contractor and Owner agrees to defend, indemnify, protect and hold harmless the City of Huntington Park and the City of Huntington Park Community Development Commission, their officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind, including claims for injury to or death of persons, or damage to property arising out of Contractor's negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement.

14. Performance and Labor and Material Bonds. [Check Provision if Applicable]

_____ Prior to commencement of the work, Contractor shall provide the City with a Performance Bond in the amount of the Contract and a Labor and Materials Bond in the amount of the Contract from a surety acceptable to the City.

15. Cooperation of Owner. While this Agreement is in force, Owner shall permit Contractor to use existing utilities such as light, heat, power and water to

carry out and complete the work, and shall cooperate with Contractor to facilitate the performance of the work, including the removal and replacement of rugs, draperies, coverings, furniture, etc., as necessary.

16. Protection. The Contractor shall at all times provide protection to persons and property against weather, rain, wind, storms and heat and all activities associated with the work performed in conjunction with this Agreement so as to maintain the entire premises and all work, materials, apparatus and fixtures free from injury or damage. At the end of a day's work, all new work, and the premises, likely to be damaged shall be protected and/or secured. Any work or any portion of the premises damaged by failure to provide protection as required above shall be replaced or repaired at Contractor's expense.

17. Project Insurance. The Owner will procure, at his expense, "builder's all risk" course of construction insurance covering one hundred percent (100%) replacement cost of the completed work to be performed under this Contract and such other insurance to protect against fire, vandalism and malicious mischief pertaining to construction of the project.

18. Change Orders. No change in work, as described in the work write-up, specifications and drawings, shall be made except upon the mutual written consent of the City, Contractor and the City of Huntington Park. Contractor shall not be entitled to any compensation for any extra work unless such written agreement is made and entered into. Such agreement shall describe the nature of the extra work, the estimated time for completion thereof, and the terms of compensation to be paid to Contractor for the performance of the same.

19. Note about Extra Work and Change Orders. Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of any work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments.

20. Real Property Liens. Contractor shall pay promptly all valid bills and charges for material, labor or otherwise in connection with or arising out of the construction of the improvements on the Property and will hold Owner of the property free and harmless against all liens and claims of lien for labor and material, or either of them, filed against the property or any part thereof, and from and against all expense and liability in connection therewith, including, but not limited to; court costs and attorney's fees resulting or arising there from. Should any liens or claims of lien be filed for record against the property, or should Owner receive notice of any unpaid bill or charge in connection with the construction, Contractor shall forthwith either pay and discharge the same and cause the same to be released of record, or shall furnish Owner with proper indemnity either by of

satisfactory corporate surety bond or satisfactory title policy, which indemnity shall also be subject to approval of lien holder.

21. Equal Opportunity Provision. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion or national origin.

Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

22. Cleanup. Upon completion of the work contemplated by this Agreement, the Contractor shall cause all debris resulting from such construction to be removed from the Owner's property and shall leave the Owner's property in a neat and broom-clean condition.

23. Contactor's Affidavit. After the completion of the work contemplated by this Contract, Contractor shall file with the City his affidavit stating that all workmen and persons employed, all firms supplying materials, and all subcontractors on the work have been paid in full, and that there are no claims outstanding against the project for either labor or materials, except certain items, if any, to be set forth in an affidavit covering disputed claims or items in connection with a Stop Notice which has been filed under the provisions of the laws of the State of California.

24. Suspension or Termination of Contract. The Owner may at any time, for any reason, with or without cause, suspend or terminate this Contract, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the Owner. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 2.

25. Automatic Termination. This Agreement is contingent upon the funding of the grants necessary to fund the payment of all costs, provided for under this agreement. Failure to obtain such funding for whatever reason shall cause this Agreement to be automatically terminated.

26. Discrimination. Contractor represents that it has not, and agrees that it will not, discriminate in its employment practices on the basis of race, creed, religion, national origin, color, sex, age, or handicap.

27. Attorney's Fees. In the event of litigation between the parties arising out of or connected with this Agreement, the prevailing party in such litigation shall be entitled to recover, in addition to any other amounts, reasonable attorney's fees and costs of such litigation, if awarded by the court.

28. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

29. Notices. Notices pursuant to this Agreement shall be given by personal service on the person to be noticed, or by deposit in the custody of the United States Postal Service, of an envelope containing the notices, sealed and postage pre-paid, addressed as follows:

Owner: Ignacio R. and Joan Lias
6602 Macroni Street
Huntington Park, CA 90255

Contractor: M C General Contractor, Inc.
Mario Cartagena
354 E. Kingsley Avenue
Huntington Park, CA 90255

30. Lead Based Paint. Contractor and Owner agree that the use of any lead based paints is strictly prohibited and shall not be used on this project.

31. Disputes. Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties, including but not limited to submission to non-binding mediation if agreed upon by both parties. If the parties agree to non-binding mediation, any disputes under this Agreement shall be submitted to mediation to the American Arbitration Association ("AAA") and shall be conducted under the rules of AAA for non-binding mediation of commercial disputes. Mediation shall take place in Los Angeles County unless both parties

agree to an alternate location. If such dispute is submitted to non-binding mediation, neither party may commence litigation with respect to the matters submitted to mediation until after the completion of the initial mediation session, or forty-five (45) days after the date of filing the written request for mediation, whichever occurs first. The provisions of this Section may be enforced by any court of competent jurisdiction.

32. Contractor Eligibility. Contractor hereby warrants and states that Contractor is eligible for award of a contract receiving Federal assistance. Further Contractor agrees only eligible subcontractors, who have certified eligibility in written contracts containing Federal Labor Standard Provisions, if applicable, shall be awarded subcontracts in connection with the work described herein.

33. Conflicts of Interest. Contractor hereby warrants and states that none of the following have any interest or benefit, direct or indirect, in this Agreement:

- a. Any officer or employee of the City who exercises any function or responsibility in connection with administration of the Minor Home Repair Program, or any member of the governing body of the City.
- b. Any member of the governing body of the locality [as defined by 24 CFR 510.4(m)].
- c. Any member of or delegate to the Congress of the United States.
- d. Any Resident Commissioner.
- e. Any person employed by HUD at a grade level of GS-9 or above.

34. Consumer Notice—Performance of Extra or Change-Order Work Notice.

A contractor is not required to perform additional work or changes without written approval in a “change Order” before any of the new work is stated.

Extra work or a change order is not enforceable against an Owner unless the change order also identifies all of the following in writing prior to the commencement of any work covered by the change order:

- (i) The scope of work encompassed by the order.
- (ii) The amount to be added or subtracted from the contract.
- (iii) The effect the order will make in the progress payments or the completion date.

The Contractor's failure to comply with the requirements of this section does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

35. Consumer Notice—Mechanics Lien Warning

MECHANICS LIEN WARNING

Anyone who helps improve your property, but who is not paid, may record what is called a mechanics lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder.

Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit.

To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a "20-day Preliminary notice." This notice is not a lien. The purpose of the notice is to let you know that the person sending you the notice has the right to record a lien on your property if he or she is not paid.

BE CAREFUL. The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary notices. You will not get preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property.

PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your Contractor of all the subcontractor and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attention to the Preliminary Notices you receive.

PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material suppliers.

For other ways to prevent liens, visit CSLB's website at www.cslb.ca.gov or call CSLB at 1-800-321-CSLB (2752).

Remember, if you do nothing, you risk having a lien placed on your home. This can mean that you may have to pay twice, or face the forced sale of your home to pay what you owe.

36. INFORMATION ABOUT THE CONTRACTORS STATE LICENSE BOARD (“CSLB”)

CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor’s employees.

For more information:

VISIT CSLB's website at www.cslb.ca.gov

CALL CSLB at 1800-321-CSLB (2752)

WRITE CSLB at PO Box 26000, Sacramento, CA 95826

37. Three Day Right to Cancel.

_____ **The law requires that the Contractor give you a notice explaining your right to cancel. Initial the box if the contractor has given you a “notice of the Three-Day Right to Cancel.”**

38. Entire Agreement. This Contract and its exhibits, contain the entire understanding between the parties relating to the obligations of the parties described therein. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Contract and shall be of no further force or effect. Each party is entering into this Contract based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

Parties have caused this Agreement to be executed as follows:

OWNERS

Ignacio R. Lias

Joan Lias

CONTRACTOR

Mario Cartagena

UNDER THE REQUIREMENTS OF STATE CONTRACTOR LAW, THE OWNER OR TENANT HAS THE RIGHT TO REQUIRE THE CONTRACTOR TO HAVE A PERFORMANCE AND PAYMENT BOND.

YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND THE CONTRACTOR, BEFORE ANY WORK MAY BE STARTED.

THE ABOVE AGREEMENT HAS BEEN REVIEWED AND APPROVED AS TO FORM BY THE CITY OF HUNTINGTON PARK.

Edgar P. Cisneros
City Manager

Date

**CITY OF HUNTINGTON PARK
MINOR HOME REPAIR PROGRAM**

**WORK DESCRIPTION AND BID PROPOSAL FORM
In-House Estimate**

*MC General
\$7,500*

Name:	Ignacio and Joan Lias	APN No.:	6323-009-035
Address:	6602 Marconi St.	Tel. No.:	(323) 585-2440
City:	Huntington Park 90255	Date:	February 16, 2017

All work is to be done per City of Huntington Park building, planning and public works codes. In order to establish standards of quality, the detailed specifications may refer to a certain product by name and/or from a major manufacturer. This procedure is not to be construed as eliminating from competition of other product of equal or better quality by other manufacturers. The contractor shall finish the list of proposed desired substitutions prior to signing of the contract. All items listed on work write-up, unless otherwise specified, shall include all finish work, including all trim hardware, patching, and finish painting and/or staining. All overhead and profit should be included in each line item. All materials to be installed require owner(s) review and approval.

WORK DESCRIPTION AND STANDARD SPECIFICATIONS

1.	Ground Fault Circuit Interceptors: Install new ground fault circuit interceptor (GFCI) receptacles in the kitchen within 6 feet of the kitchen sink and in the bathroom (minimum of one) in accordance with Section 210-8 of the National Electrical Code.	\$	450
2.	Smoke and Carbon Monoxide Detectors: Install new smoke detectors in every sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area in accordance with Building Code. Install one Carbon Monoxide Detector next to sleeping area.	\$	390
3.	Paint Exterior: <u>Wood Areas:</u> Prepare exterior trim of dwelling and garage to receive fresh paint. Pull all nails and tacks; Fill all holes and cracks; Sand smooth all rough or paint curled surfaces; Apply primer to all bare or exposed wood and paint (minimum 2 coats), including eaves, eave overhangs, rafter tails, posts, patio trellis, etc. The owner shall select (Neutral color) and approve paint color and finish prior to application.	\$	4,850 4,526.00 <i>mg</i>
4.	Replace Garage Door: <i>opener</i> Remove and dispose of existing wood garage door and hardware. Furnish and install new 24 gauge aluminum garage door including all associated hardware. Provide and install a new screw drive, 1/2 horsepower, Genie garage door opener (or approved equal). Provide two remote controllers.	\$	1,850 950 <i>mg</i>
5.	Install New Wrought Iron Railing: <i>Delete</i> Install wrought iron railing at the front and back steps (one sided rail only). Install a new wrought iron railing in conformance with Section 1003.3.3 of the Uniform Building Code. The contractor shall prime and install 2 coats of paint to the railing. The owner shall select the color prior to the installation.	\$	750 <i>Remove</i> <i>mg</i>
	PERMITS	\$	450

PROJECT TOTAL:		\$	<u>Estimate</u>
-----------------------	--	----	-----------------

NOTE:

All work shall include the protection of dwelling, fixtures and furnishings, as well as maintaining the premises clean at all times.

All debris resulting from any work conducted in connection with this contract shall be the property of the contractor, who is responsible for its timely removal and lawful disposal. Work site shall be maintained in a clean and orderly manner, and upon completion, property shall be left in a "broom clean" condition.

7,500.00
PROJECT TOTAL: \$ 8,740

A. LICENSES, FEES, PERMITS AND CLEARANCES

The selected contractor is responsible for the obtaining all required approvals, permits, and inspections, and is required to possess a valid City of Huntington Park business license.

B. INSPECTIONS

The Contractor shall request all inspections and approvals of construction required by the City of Huntington Park. No item shall be considered completed until it has been inspected and approved by the City of Huntington Park.

C. WARRANTY

The Contractor shall assure the quality of materials and workmanship provided under the Contract for a period of one year. Upon notice from the City, the Contractor shall repair or remedy any defects in material or workmanship, and pay for any damage from such defects which may appear within the period of one year from the date of recordation of Notice of Completion. The Contractor shall furnish the Owner with all manufacturer's written guarantees and warranties covering materials and equipment furnished under Contract.

D. MATERIAL AND LABOR LIEN RELEASES

Process payments will be authorized and released by the City's authorized representatives only if invoice(s) is accompanied by weekly payroll reports and respective material and labor lien releases.

Under the guidelines for this program, homeowner(s) are responsible for the removal and replacement of rugs, draperies, coverings, and furniture as necessary.

NOTE: I HAVE REVIEWED THE ABOVE WORK DESCRIPTION AND SPECIFICATIONS AND UNDERSTAND THAT ANY CHANGES OR ADDITIONS MUST HAVE PRIOR APPROVAL BY THE CITY OF HUNTINGTON PARK TO BE ELIGIBLE FOR FUNDING. I ALSO UNDERSTAND THAT THE TOTAL COST OF REPAIRS CANNOT EXCEED THE AMOUNT AWARDED BY THE REVIEW COMMITTEE; THEREFORE ALL ITEMS INCLUDED ON THE ABOVE LIST MAY NOT BE COMPLETED UNDER THIS PROGRAM.

Homeowner Signature:	Date:
Homeowner Signature:	Date:

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposed and agree to fully perform the work within the time stated and in strict accordance with the proposed Contract Document including furnishing of any and all labor, materials, services necessary equipment and to do all work required to construct, and complete said work in accordance with the Contract Documents for the sum of money as indicated on the Work Description and Bid Proposal Form and summarized as follows:

EIGHT THOUSAND SEVEN HUNDRED FOURTY 00/100 Dollars, (\$ ^{7,500.00} 8,740)
Price In Words *Price In Numbers*

If awarded the contract, the bidder agrees to present the following documents to the City of Huntington Park prior to the issuance of the Notice to Proceed: Valid certificates covering Property Damage, Liability, and Worker's Compensation insurance including the City of Huntington Park as additionally insured, and a copy of a valid Contractor's License.

It is further agreed that if awarded this contract, 10% of all requested payouts would be retained until the project is completed to the approval of the owner and all approving agents. Completion of this project will require 20 calendar days.

Contractor: MC GENERAL CONTRACTORS INC	Lic. No. & Class: B918838
Signature: MARIO CARTAGENA	Phone No.: 909-553-5915
Address: 354 E KINGSLEY AVE POMONA CA 91767	

ATTACHMENT "B"

BID EVALUATION

Lias, 6620 Macroni St.

Minor Home Repair Program Bid Evaluation

	ITEM	INTERNAL ESTIMATE	MC General	Selbor	Sarahang
1	GFCI	\$250.00	\$ 450.00	\$ 375.00	\$ 400.00
2	Smoke & Carbon Detectors	\$275.00	\$ 390.00	\$ 644.00	\$ 100.00
3	Paint Exterior	\$4,500.00	\$ 5,260.00	\$ 12,466.00	\$ 12,000.00
4	Replace Garage Door Opener	\$850.00	\$ 950.00	\$ 900.00	\$ 500.00
5	Installo New Wrought Iron Railings (Delete)	\$500.00			
	Permits		\$ 450.00		
	TOTAL:	\$6,375.00	\$7,500.00	\$14,385.00	\$13,000.00
	CONSTRUCTION BUDGET:	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
	OVER/UNDER:	\$1,125.00	\$0.00	-\$6,885.00	-\$5,500.00



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

October 3, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE REQUEST TO PURCHASE AND INSTALL WASHING MACHINE AND DRYER FOR THE POLICE DEPARTMENT JAIL

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve requisition of funds to purchase and install commercial washing machine and dryer from PWS Inc.;
2. Authorize Chief of Police or designee to purchase appliances; and
3. Authorize additional budget appropriation of \$10,512 from the Welfare Inmate Fund Account #121-7040-421.56-14.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purchase and installation of a commercial washing machine and dryer are to replace the inefficient and aging units we currently have in service. The current machines are over 10 years old and are beginning to fail due to age. The recommendation is to replace both machines in order to maintain continuous service without interruption.

The washer and dryer are used to service laundry needs in the jail facility associated with the housing of inmates, including but not limited to; blankets, towels, and inmate jumpsuits.

FISCAL IMPACT/FINANCING

The total fiscal impact for this requested expenditure is \$10,511.95. An additional budget appropriation of \$10,512 to Welfare Inmate Fund account #121-7040-421.56-14 is requested at this time. Funding for this expense will come from prior year revenue received. A table outlining the three quotes received associated with this purchase is provided below:

APPROVE REQUEST TO PURCHASE AND INSTALL WASHING MACHINE AND DRYER FOR THE POLICE DEPARTMENT JAIL

October 3, 2017

Page 2 of 2

VENDOR	Base Price per Unit	Total Cost Both Units
PWS Inc.	\$4,968.00 / \$3,194.73	\$10,511.95
Automated Laundry	\$5,150.00 / \$4,223.00	\$12,353.95
SAM Stores	\$5,022.38 / \$5,554.55	\$10,576.93

The Police Department gathered two additional quotes; both of which were costlier than the recommended vendor. In addition, PWS is a local company located in the City of South Gate. The nearby location will make service and repair more convenient.

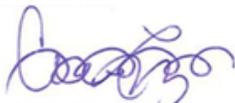
CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



EDGAR P. CISNEROS
City Manager



COSME LOZANO
Chief of Police

ATTACHMENT(S)

- A. PWS Inc. - estimate
- B. Automated Laundry Equipment - estimate
- C. SAM Stores - estimate

ATTACHMENT "A"



APT SALES QUOTE

Rick Adams Office:(323) 490-1829
x1829
Cell:(323) 353-7652
Fax:(323) 315-5245

Email: rickadams@pwslaundry.com

BILLING ADDRESS

CustID:

SHIPPING ADDRESS

HUNTINGTON PARK POLICE PD
6542 MILES AVE
HUNTINGTON PARK, CA 90255
PHONE: (818) 253-6384 CELL: FAX:
ereyes@huntingtonparkpd.org

HUNTINGTON PARK POLICE PD
, CA
LOCATION PHONE:

Quote Number:170342491

Date: 3-17-2017

Quote expires on: 4-16-2017

PWS Install

TERMS: COD

Qty	Model Number	Description	Order Price	Extend	Ext Freight
1	SC30GNFX	SQ 30# F/L, Quantum Standard, Non-Metered, 1/3 Phase, SS 100G	\$4,968.80	\$4,968.80	\$0.00
1	ST030NEOW	SQ 30# Single Tumbler, Gas, Non-Metered, Quantum Microprocessor, Wht	\$3,194.73	\$3,194.73	\$0.00
1	BASE 30-S	Base 30#, Black, Single, 6"	\$231.25	\$231.25	\$30.00
TOT	3			\$8,394.78	\$30.00

Equipment: \$8,394.78

Incoming Freight: \$30.00

Subtotal: \$8,424.78

Total Items: \$8,424.78

8.75% Sales Tax \$737.17

Trade-in amount:

Installation \$1,350.00

Order Total: \$10,511.95

Customer acknowledges the equipment on this Quote is to be installed without obtaining a City building permit; if the job is interrupted, delayed or stopped for any reason including the lack of permits, PWS will not be responsible for any expense caused by this interruption or delay. Approved by _____

Title shall not pass to Buyer until payment has been received, in full.

BUYERS' SIGNATURE

DATE

ACCOUNT EXECUTIVE SIGNATURE

DATE

*Note: Buyer must sign and/or initial ALL PAGES of this quote.

ATTACHMENT "B"

Automated Laundry Equipment

428 N. Moss St., Burbank, CA 91502
 Phone: (818) 846-7242 / Fax: (818) 556-6242

Equipment Price Quote

No. 170515-

Date:	15-May-2017
Purchase	Version: 1
Taxable	MIKE

Customer Name:	GERRY PRADO	Business Name:	HUNTINGTON PARK PD
Customer Address:		Business Address:	
323-594-2658		GPRADO@GHPPOLICE.ORG	

Item / Model Number	Manufacturer	Type	Capacity	Phase	Quantity	List Price (\$)	Discount (%)	Special Price (\$)	Total Price (\$)
EWS30M2	ADC	WASHER	30 LB		1	7,736.00		\$5,150.00	\$5,150.00
FULL COMMERCIAL GRADE 30 LB RIGID MOUNT WASHER									
BASE FOR WASHER					1	495.00		\$295.00	\$295.00
AD-50V	ADC	DRYER	50 LB		1	5,783.00		\$4,223.00	\$4,223.00
FULL COMMERCIAL GRADE 50 LB GAS DRYER									

WARRANTY: Depending on Manufacturer and Model									
ADC									
3 years limited - entire product (parts only)									
					Equipment Total:				\$9,668.00
					Sales Tax	8.75%			\$845.95
					Item	Quantity	Price (\$)	Total Price (\$)	
					Freight	2	\$285.00	\$570.00	
					Deliver & Install Washer	1	\$695.00	\$695.00	
					Deliver & Install Dryer	1	\$575.00	\$575.00	

Accepted by:	Credit Card Information (for deposit only)		Grand Total	\$12,353.95
Title:	Date	CC Type	Exp.Date	Deposit ¹⁾
Signature:				Balance ²⁾
All information included in this quote is to be considered Automated Laundry Systems private data and prepared for the exclusive use of GERRY PRADO. All special pricing is valid for the next 30 days. Please note: 1. Deposit is needed to reserve the prices and order the machines. 2. After signing the Price Quote the Deposit is non refundable 3. Balance due in full after installation is completed				

ATTACHMENT "C"

Contact Support: 1-847-290-1718



"We can meet and Beat Price"



(1) Items \$4890.00

My Account

Shop By Brand | Shop by Category

- 220 Volts Large Appliances
- 220 Volts Home & Kitchen Appliances
- MultiSystem TV
- Home Audio and Video
- Transformers-Converters-Adapters
- GSM Unlocked Phones
- 220 volts Power tools
- Business-Home Office
- 220 volts Security Systems
- 110 Appl

Search Product Name

The Whole site



VERIFIED & SECURED



E Bro

Cart

Log In
Do you want to register?

Your Email

Your password

Image	Product	Unit Price	Quantity	Total
	SpeedQueen INDUSTRIAL DRYER MACHINE SC50 220V	\$ 4890	1	\$ 4890.00
				Sub Total : \$ 4890.00

Total: \$4890.00
 † TAX **5354.55**
 SHIP **200**
5554.55



\$100,000 Identity Protection

Please Read Our Shipping & Return Policy before placing order.

View our best-sellers

All categories

Categories

- Holiday Sales
- 220 Volts Large Appliances
- 220 Volts Home & Kitchen Appliances
- MultiSystem TV

Returning Customers

First Time Customers

Email:

Password:

Don't want to create an account?



(0) Items

My Account

Shop By Brand | Shop by Category

- 220 Volts Large Appliances
- 220 Volts Large Appliances
- US Appliances TV
- Home Appliances
- Transformers - Connecting Adapters
- GS-4 Electrical Machines
- 220 Volts Power Tools
- Business - Home Offices
- 220 Volts Security Systems
- 110 Volts Appliances
- Other Categories

Search Product Name

The Whole site



E Brochure

Home » 220 Volts Large Appliances » 220 Volts Laundry Appliances » 220 Volts Commercial Washers

SPEEDQUEEN INDUSTRIAL WASHING MACHINES SC60 220V



Zoom

Consumer views

Submit Review



Print this page

Send to a friend

Product Code: SpeedQueen SC60 Product ID: 12426

\$4403.99

4822.38 + 200 SHIP

5022.38

Product sold by: samstores.com

In Stock

NO TAX except IL

Purchase

Or

Add to my WishList

http://www.samstores.com/Commercial%20small%20capacity.pdf Heavy duty construction, durable for years to come, Low water usage, designed to save water and energy, Durable stainless steel cabinet front, sides and top, large door opening makes loading and unloading easy, Self cleaning, multi-compartment dispenser automatically dispenses detergent for pre-wash and main wash and fabric softener for final rinse.

Shipping Information

Shipping Charges: \$200

Ship within 24 hours. Most orders delivered to any of the 48 US states in just 3-7 business days!

Get more time to pay
Check out with PayPal and use PayPal Credit
Subject to credit review.
See terms. US residents only.

+200 SHIPPING
+ 9.5% TAX

- Accessories
- Technical Information:
- Similar Products
- Customer Reviews

Technical information sheet of SpeedQueen Industrial Washing Machines SC60 220V

http://www.samstores.com/Commercial%20small%20capacity.pdf

SpeedQueen SC60

Heavy duty construction, durable for years to come, Low water usage, designed to save water and energy. Durable stainless steel cabinet front, sides and top, large door opening makes loading and unloading easy. Self cleaning, multi-compartment dispenser automatically dispenses detergent for pre-wash and main wash and fabric softener for final rinse.

Product Specification:

Unit Dimension: 50 H x 34 7/64"W x 42 13/16"D

Unit Weight: 811 Lb.

Shipping Weight: 838 Lb.

This appliance is not designed for use in America

only for countries that use 220V electrical outlets.

- For Large Appliances above 80 pounds the shipping rates may vary depending upon state
- For Residential delivery there will additional \$40 to \$75 charge
- Online charges for shipping are the approximate charges not the final shipping charge

TOTAL FOR BOTH \$ 10,176.92

+ 200 SHIPPING w/SHIP 10,576.92

SpeedQueen Industrial Washing Machines SC60 220V is a durable washing machine that will give you good performance for many years to come. It has a heavy duty construction designed to save water and energy. The robust stainless steel cabinet front, sides and top and large door opening makes loading and unloading easy. It permits self-cleaning and the multi-compartment dispenser dispenses detergent for prewash and main wash.

What you get

- Durable washing machine that will give you good performance for many years
- Heavy duty construction designed to save water and energy
- Robust stainless steel cabinet front, large door opening makes loading and unloading easy

CITY OF HUNTINGTON PARK

**City Council Meeting Agenda
Tuesday, October 3, 2017**

REGULAR AGENDA

PARKS AND RECREATION

- 5. Presentation on New Salt Lake Park Splash Pad**

- UPDATE ONLY -

CITY OF HUNTINGTON PARK

City Council Meeting Agenda Tuesday, October 3, 2017

REGULAR AGENDA

PUBLIC WORKS

6. Consideration and Approval of Pacific Boulevard Project Options

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Upon Council Approval direct staff to proceed with purchase and installation of hardscape for Pacific Boulevard Pedestrian Improvement Project along Pacific Boulevard.

ITEM AVAILABLE MONDAY, OCTOBER 2, 2017

CITY OF HUNTINGTON PARK

City Council Meeting Agenda Tuesday, October 3, 2017

REGULAR AGENDA

PUBLIC WORKS

- 7. Resolution Approving List of Potential Street Rehab Projects for Fiscal Year (FY) 2017/18 Under the Road Repair and Accountability Act of 2017 (SB1 Beall)**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2017-32, approving list of potential street rehab projects for FY 2017/18 under the Road Repair and Accountability Act of 2017 (SB1 Beall).

ITEM AVAILABLE MONDAY, OCTOBER 2, 2017



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

October 3, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AWARD OF A PROFESSIONAL SERVICES AGREEMENT (PSA) WITH ALL CITY MANAGEMENT SERVICES (ACMS) FOR CROSSING GUARD SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve professional services agreement with All City Management Services for Crossing Guard Services; and
2. Authorize City Manager to execute agreement.

BACKGROUND

Staff issued the Request for Proposals (RFP) for Crossing Guard Services on Thursday, August 10, 2017 with a proposal submission deadline of August 24, 2017. An electronic copy of the RFP was posted on the City's website and the notice inviting bids was published in the Press Telegram. There were two bids submitted to the City Clerk on or before the published deadline (listed in alphabetical order):

- All City Management Services
- City National Security Services

An ad hoc committee (the "Committee") consisting of members of the Police Department was formed to review the bids submitted by the bidders, conduct interviews with the bidders and provide recommendations.

During the week of August 28-31, 2017 the Committee reviewed the proposals received by the City Clerk to ensure the proposals met the baseline (minimum) standards as published in the RFP.

DISCUSSION

On Thursday, September 14, 2017 the Committee interviewed the principals of each of the firms at the Huntington Park Police Department. The table below highlights some of the key RFP components.

APPROVE AWARD OF A PROFESSIONAL SERVICES AGREEMENT (PSA) WITH ALL CITY MANAGEMENT SERVICES (ACMS) FOR CROSSING GUARD SERVICES

October 3, 2017

Page 2 of 2

COMPANY	EXPERIENCE	COST	SCORE
ALL CITY MANAGEMENT SERVICES	Founded in 1985 and serving Huntington Park over 12 years.	\$16.85 hourly	84
CITY NATIONAL SECURITY	Prior contracts for this type of service; however, nothing current.	\$29.73 hourly	58

Based upon the information supplied during the interviews, coupled with the rankings of the proposals, the Committee ranked the proposal from All City Management Services as most responsive, prudent, and advantageous to the City.

Staff recommends that the City enter into a Crossing Guard Services Agreement with All City Management Services.

FISCAL IMPACT/FINANCING

Funding for crossing guard services was approved in the City's FY 17-18 Adopted Budget in account number 111-7022-421.56-41. The value of this agreement shall not exceed \$120,000.00.

CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,



EDGAR P. CISNEROS
City Manager



COSME LOZANO
Chief of Police

ATTACHMENT(S)

- A. Official Crossing Guard Services – Request for Proposal
- B. All City Management Services – Proposal
- C. City National Security – Proposal
- D. Draft Agreement

ATTACHMENT "A"

REQUEST FOR PROPOSALS

CROSSING GUARD SERVICES

Proposals Due by Thursday, August 24, 2017 (2:00 p.m.)

Submit Proposals to:

City of Huntington Park
City Clerk
Re: Crossing Guard Services
6550 Miles Avenue
Huntington Park, CA 90255



KEY RFP DATES:

- | | |
|---|---------------------------------------|
| • Issuance of RFP by City | Monday, August 7, 2017 |
| • Deadline Questions/Clarification Requests | Thursday, August 17, 2017 (5:30 p.m.) |
| • Deadline for Submitting Complete Proposals | Thursday, August 24, 2017 (2:00 p.m.) |
| • Completion of Preliminary Review of Proposals | Thursday, August 31, 2017 |
| • Proposer Interviews | September 11 – 14, 2017 |
| • Presentation to City Council for Final Approval | Tuesday, October 3, 2017 |
| • Tentative Start Date | Monday, October 16, 2017 |

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Crossing Guard Services - Request for Proposals

August 7, 2017

CITY OF HUNTINGTON PARK

CROSSING GUARD SERVICES

I. INTRODUCTION

The City of Huntington Park ("City") is requesting proposals from qualified companies, with a minimum of five years professional experience, providing crossing guard services and management.

This RFP describes the required scope of services and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements may be cause for disqualification.

The Crossing Guard Services Agreement awarded to the firm with the selected proposal (hereafter referred to as the "Crossing Guard Services Provider") will be for an initial three-year term with two City-held options to extend the Crossing Guard Services Agreement for two (2) one-year extension terms subject to the same terms and conditions.

The issuance of this request for proposals by City notwithstanding, and notwithstanding the timely submission proposals by interested proposers, City shall be under no obligation to award any contract nor shall it be under any obligation to award more than one contract. City shall also be under no obligation to extend the term of any contract beyond the initial three-year base term.

A. BACKGROUND

The City is soliciting proposals from qualified Crossing Guard Services Provider commencing on August 7, 2017.

As part of this request for proposals for Crossing Guard Services ("the RFP"), City staff has developed specifications that take into consideration, among other things, community's convenience, the City of Huntington Park's needs, the Huntington Park Police Department's efficiency requirements, and the Crossing Guard Services responsiveness to this RFP. City staff has developed baseline requirements which are set forth in the RFP as well as evaluation criteria to be used to determine which proposal(s) offer(s) the best value based on multiple factors set forth under subsection (C) of this Article.

B. REQUEST FOR PROPOSALS PROCESS

This RFP includes instructions on the preparation and submission of proposals as well as the baseline requirements for each proposal. The RFP packet also includes forms that must be completed by each proposer and submitted along with all other proposal materials.

1. Submission of Proposals

Crossing Guard Services - Request for Proposals

August 7, 2017

Proposals must be submitted to the City to the attention of the Office of the City Clerk ("City Clerk") located at Huntington Park City Hall – 6550 Miles Avenue, Huntington Park, California. The City Clerk's Office is open from 8:00 am to 5:00 pm Monday through Thursday, excluding City-observed holidays. **Proposals must be submitted and in the possession of the City Clerk no later than 2:00 pm on Thursday, August 24, 2017 (the "Submission Deadline")**. Proposals received by the City Clerk after the Submission Deadline will not be considered. The City also reserves the right to extend the Submission Deadline at any time and for any reason, including for the purpose of requesting additional information from proposers. With respect to timely submitted proposals, the City reserves the right to waive irregularities and waive informalities or defects in any or all responses. Proposals must be submitted personally by the proposer or an employee or officer of the proposers company. Each submitted proposal shall remain valid and binding for a **period of 120 days** from the Submission Deadline. All Proposals and documents submitted will become the property of the City. Proposals and related documents submitted by proposers shall become the property of the City and shall be regarded as public records of the City. Proposals and other materials submitted by a proposer may be disclosed to the public, except where applicable exemptions from disclosure apply as determined by the City or where the proposer has specifically marked a specific document as being confidential and/or proprietary. Such confidential documents may include financial information provided by the proposer to the City. The foregoing notwithstanding, proposals shall remain confidential until such time as the Advisory Committee presents a list of responsive proposers to the City Council, which shall be posted on the City's internet homepage along with all submitted proposals.

2. Evaluation of Proposals

All proposals received will be reviewed and evaluated by a committee of qualified personnel. The Advisory Committee shall undertake a preliminary review of all proposals. Based on the initial round of review, the Advisory Committee may select certain proposers for interviews so that the Advisory Committee may ask further questions, obtain clarification and if desirable attempt to negotiate modifications or refinements to the proposal that may be in the best interest of the City. The Advisory Committee shall then create a list of responsive proposers based on its evaluation of all proposals, and interviews ("Responsive Proposers List"), and submit the Responsive Proposers List to the City Council for consideration. Proposers that the Advisory Committee rates as not Responsive (e.g., due to the proposers failure to submit all of the required information or due to the proposers inability to satisfy the baseline requirements of this proposal) will not be presented to City Council on the Responsive Proposers List. The City Council may accept or reject the determinations and/or evaluations of the Advisory Committee in whole or in part. The City Council may also reject, approve or conditionally approve the award of any one or more contracts to proposers on the Responsive Proposers List in the best interests of the City and in an effort to secure one or more Crossing Guard Service Providers who offer the best value to the City.

3. Questions and Requests for Clarification

All inquiries or comments regarding the RFP or the scope of work requested thereunder must be in writing and should be directed to Lieutenant Alfred Martinez at the Huntington Park Police Department, 6542 Miles Avenue, Huntington Park, California, 90255. All questions and/or requests for clarification regarding the RFP or the scope of work requested thereunder **must** be submitted in writing and received no later than 5:30 p.m. on Thursday, August 17, 2017 (the

Crossing Guard Services - Request for Proposals

August 7, 2017

“Question Submission Deadline”). The City will be under no obligation to respond to questions or requests for clarification submitted after the Question Submission Deadline.

Written questions or requests for clarification may be submitted via personal delivery, e-mail or overnight courier (e.g., UPS and FedEx). The point of contact for questions and requests for clarification is:

Huntington Park Police Department
Alfred Martinez, Lieutenant
6542 Miles Ave., Huntington Park CA 90255
323-826-6649
e-mail: amartinez@huntingtonparkpd.org

The City shall be under no obligation to accept, consider or respond to questions or requests for clarification that are submitted verbally. Responses, whether verbal or written, which are provided by any officer or employee of the City, other than Advisory Committee shall not be valid, and proposers may not rely on such responses or bind the City to the same. Responses to questions and requests for clarification shall be communicated in writing and posted on the City’s internet homepage.

C. METHOD OF SELECTION

1. BASELINE REQUIREMENTS

Proposers must meet the following requirements, collectively referred to as the “Baseline Requirements,” to be considered a Responsive Proposer to this RFP. Those proposers who do not meet the following Baseline Requirements as of the date proposals are submitted will not be presented to the City Council on the Responsive Proposers List:

1. Minimum of five years professional experience, providing crossing guard services and management.
2. Minimum Insurance Requirements as prescribed in the draft Crossing Guard Agreement

FACTORS WEIGHED AND CONSIDERED

For those proposers that meet the Baseline Requirements, the City will take into consideration the following additional information when selecting the proposal(s) which provide(s) the City with the best services and value. Each proposal must provide detailed information sufficient for the City to evaluate the proposer’s capability to provide Crossing Guard Services. **Accordingly, in addition to the Submittal Requirements detailed under Section (I), subsection (H), below, proposals should include truthful, accurate and detailed information concerning the following:**

1. The character and integrity of the proposer, its principals, officers, managers and/or employees is critically important to the City of Huntington Park. With respect to this evaluation please provide responses to the following requested information:

Crossing Guard Services - Request for Proposals

August 7, 2017

- a. Disclose any history of (i) criminal or other illegal conduct or illegal business practices; (ii) unethical and/or predatory business practices; and (iii) poor, nonresponsive and/or discourteous customer service as to the public agencies served within the past five (5) years. This includes the firm itself, the principals of the firm, officers of the firm and key managerial personnel.
 - b. Disclose the firm's policy for screening Crossing Guards for criminal conduct, alcohol abuse and controlled substance use, and protocols for routinely testing for alcohol abuse and controlled substance use.
 - c. Describe Crossing Guard recruitment and training policies. A copy of the training manual shall be included with the Proposal.
 - d. Disclose whether or not the firm is or has been in default or breach under any similar services with any other public agency within the past five (5) years. State whether any such agreement has been terminated for cause in the past five (5) years and, if so, explain the underlying grounds for the public agency's termination of the firm's agreement for cause.
2. The proposer's record of performance with respect to prior contracts or services with the City and/or other municipalities within the past five (5) years.
 3. The proposer's business plan and strategy for satisfying the performance requirements of the RFP and the terms of the Crossing Guard Services Agreement.
 4. The degree to which the proposer's proposal deviates from or is otherwise unable to comply with the baseline requirements and conditions set forth under this RFP. Proposers are strongly encouraged to meet or exceed the baseline requirements of this RFP.

Each proposal should contain specific and detailed explanations and information as to each of the factors listed above and explain in detail and with specificity how the proposer meets or exceeds the requirements of this RFP as to each such category. Proposals should avoid being too general or too ambiguous in providing such explanation and information. Proposals should divulge whether or not a proposer has the ability to meet or exceed a requirement of the RFP at the time the proposal is submitted. City reserves the right to modify the requirements of this RFP at any time.

2. SELECTION OF PROPOSERS

The City reserves the right to reject any and all proposals, to waive any informalities and/or defects in any proposal, and to select the Proposal that provides the City the best value and serves its needs best in the judgment of the City Council. Proposals will be considered only in their entirety. Late proposals will not be considered. The City's decision shall not be decided on the basis of any single factor listed above but on the basis of the City Council's independent determination as to which proposal provides optimal combination of beneficial factors. The City reserves the right to negotiate the specific requirements and cost using the selected proposal as a basis. The City Council's final decision shall not be decided on the basis of any single factor

Crossing Guard Services - Request for Proposals

August 7, 2017

listed above but on the basis of the City Council's independent determination as to which proposal(s) provide(s) the best value and offers the optimal combination of factors.

The City reserves the right to interview some proposers and not others following an initial review of proposals and further reserves the right to select only one or more proposers for final City Council consideration and approval following interviews.

The City Council reserves the right to further negotiate the specific requirements and compensation structure with selected proposer(s) in the interest of securing the best terms for the City and the public.

D. COST OF PROPOSAL/RFP PREPARATION & PROPOSAL PROCESSING FEE

1. Cost of Proposal/RFP Preparation. Each proposer shall be solely and exclusively responsible for any costs or other expenses incurred by the proposer in participating in the RFP process, which costs include without limitation, costs associated with preparing a proposal; cost associated with preparing for or attending interviews; costs associated with providing any supplemental information requested by the Advisory Committee or the City Council; costs associated with obtaining any and all certifications or insurances called for under the RFP; and costs associated with engaging the City in the negotiation of terms and conditions, including attorney costs. The City accepts no financial responsibility for any such costs incurred by the proposer, regardless of whether a proposer is or is not recommended for approval and regardless of whether a proposer is or is not finally awarded a contract by the City Council. Proposals will become the property of the City and may be used by the City in any way deemed appropriate. Received proposals will not be returned to the proposer, except that proposals that are untimely submitted to the City shall be returned to the proposer.

E. PUBLIC RECORD

All proposals submitted in response to this RFP will become the property of the City upon submission and a matter of public record pursuant to applicable law. City reserves the right to make copies of all proposals available for inspection and copying by interested members of the public as records of the City and City shall be under no obligation to the Proposer to withhold such records. In so far as a proposal contains information that the Proposer regards as proprietary and/or confidential, it shall be the responsibility of the Proposer (and not the City) to specifically identify which items of information are proprietary and clearly identify in writing which specific pieces of information are proprietary. It shall be insufficient for the Proposer to merely identify the entire proposal or an entire page or set of pages as proprietary. With respect to information deemed proprietary, the procedures set forth under the "**Confidential Information**" Section below shall be observed. Not-to-exceed sums, hourly rates and the like that may be set forth in a proposal shall not constitute confidential or proprietary information nor shall any information readily available to the general public or any other information not regarded as proprietary and confidential under federal or state law.

Crossing Guard Services - Request for Proposals

August 7, 2017

F. CONFIDENTIAL INFORMATION

The City reserves the right to make copies of Proposer's proposal available for inspection and copying by members of the public, (including proposals which may contain information the Proposer regards as proprietary in nature), unless the City's legal counsel determines that the information which the Proposer regards as proprietary may be withheld pursuant to applicable provisions of the California Public Records Act (Govt. Code Section 6250 et seq.) or other applicable state or federal law. In the event City proposes to disclose records containing information the Proposer has specifically identified as being proprietary and confidential, City shall notify the Proposer in writing of its intent to release such information and the Proposer shall have five (5) working days after City's issuance of its notice to give City written notice of Proposer's objection to the City's release of proprietary information. City will not release the proprietary information after receipt of the objection notice from the Proposer unless: (i) the objection notice is not received by the City until after the close of business on the 5th day following City's issuance of the notice of intent to disclose; (ii) ordered to release the information by a court of competent jurisdiction; or (iii) the Proposer's objection notice fails to include a fully executed indemnification agreement wherein the Proposer agrees indemnify, defend and hold harmless the City, and its elected and appointed officials, officers, directors, employees and agents from and against all liability, loss, cost or expense (including attorneys' fees) arising out of any legal action brought to compel the release of records containing the proprietary information which the Proposer wishes to withhold. Again, the Proposer must specifically identify the information it deems proprietary.

G. DISCRIMINATION

The Proposer and all subcontractors must not discriminate, nor permit discrimination against any person on the grounds of race, national origin, sex, handicap, sexual orientation, veteran status, or any other protected class in their employment practices, in any of their contractual arrangements, in all services and accommodations they offer the public or in their business operations.

H. SUBMITTAL REQUIREMENTS

This RFP is intended to assess each firm's general capabilities as they would apply to the City and to evaluate specific responses to the expected scope of work. Each Proposer must address each of the following items in their response to this RFP.

1. State the legal name of your firm, its address and telephone number.
2. Describe your firm's background and experience and the structure of your organization (i.e., individual, partnership, corporation, joint venture, etc.).
3. Provide a minimum of three and a maximum of five references for similar contracts performed within the past five (5) years paying particular attention to those in Huntington Park and its vicinity. Include the address, current phone number, name and title of the person to be contacted.

Crossing Guard Services - Request for Proposals

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4. Describe your firm's approach to the scope of work.
5. Describe your firm's ability to perform the requested services as outlined in Sections II and III of this RFP, including experience and credentials of the personnel who will be assigned to manage operations in the City of Huntington Park.
6. Complete and provide the forms attached to this RFP as Attachments 2 through 6:
 - a. Attachment 2 - Civil Litigation History/Civil Litigation Certification
 - b. Attachment 3 - Criminal Convictions Certification
 - c. Attachment 4 - Disclosure of Contacts with City Council Members
 - d. Attachment 5 - False Claims/False Claims Act Certification
 - e. Attachment 6 - Non-Collusion Affidavit

I. FORMAT FOR PROPOSAL SUBMITTAL

Limit your proposal to **30 typed pages** or less (excluding cover letter, table of contents, dividers and attachments) with minimum font size of 12 point. Resumes of principals, officers and key managers will not count toward the page limit. Proposals should include a detailed proposed scope of work, specifically detailing the various services and tasks to be performed by the proposer if awarded a contract, including procedures for performing such services and tasks.

Firms are required to adhere to the following format in their proposals:

- Letter of Transmittal
- Executive Summary
- Responses to Questions Posed in Section C(1) of Article 1, above.
- Resumes of principals, officers and key managerial personnel
- List of all municipalities/public agencies for whom similar services were provided over the past 5 years.
- References plus contact information for such references.
- Completed Forms (Attachment 2-6)

J. SUBMITTAL INSTRUCTIONS

Submit five (5) copies of Proposals to the address below by 2:00 pm on Thursday, August 24, 2017. Late proposals will not be accepted.

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA, 90255
Attention: Donna Schwartz, City Clerk

K. CERTIFICATION

By submitting a proposal, Proposer certifies that it has fully read and understands this RFP and has full knowledge of the nature, scope and scale of services and tasks that are to be performed

Crossing Guard Services - Request for Proposals

August 7, 2017

under this RFP. Proposer also certifies that its proposal was prepared without prior understanding, agreement or connection with any other Proposer submitting a proposal from this RFP, and is in all respects fair and without collusion or fraud, so that all proposals will result from free, open and competitive proposing among all Proposers.

II. GENERAL PROVISIONS

A. SERVICES TO BE PERFORMED

The City of Huntington Park is seeking the services of a qualified firm, with at least five years of experience in crossing guard management and services, to supply fully trained crossing guards, at up to **12 locations**, Monday through Friday, excluding days when the schools are not in session. The total hours for crossing guard services being sought is not to exceed **9048** service hours per year, with service decreasing or increasing contingent on school schedules, volume of traffic, and City desires.

1. All crossing guards serving the City of Huntington Park shall be trained in accordance with all pertinent State of California and City of Huntington Park laws and codes pertaining to general pedestrian safety and school crossing areas. All crossing guards shall also receive training pertaining to general traffic safety for pedestrians, motorists, and themselves while serving as crossing guards. Copies of each crossing guards' training certificates must be provided to the City, prior to execution of the contract.
2. Contractor shall provide the Police Department with a monthly crossing guard schedule, in advance, of the locations to be serviced and the personnel deployed at those locations.

Contractor shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the City Manager or his designee.

B. CONDUCT

The Crossing Guard Services Provider shall conduct business in an ethical, lawful, competent and orderly manner so as to maintain the confidence and respect of the community and the integrity of Police Department investigations. While Crossing Guard Services Provider is an independent contractor, each contact it has with the public may reflect upon the City.

C. REGULATION

The Crossing Guard Services Provider shall comply with all applicable, Federal, State and local laws, ordinances, rules and regulations and shall follow all rules or regulations which the City of Huntington Park may prescribe governing the conduct of Crossing Guard Services Provider under the Crossing Guard Services Agreement.

Crossing Guard Services - Request for Proposals

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D. COOPERATION

Crossing Guards shall abide by the lawful decisions of all peace officers and law enforcement employees of the City of Huntington Park.

E. SUPERVISION

The Crossing Guard Services Provider shall comply with all reasonable regulations imposed by the City on the Crossing Guard Services Provider's performance pursuant to the Crossing Guard Services Agreement. The Crossing Guard Service Provider shall allow all authorized federal, state, county, and the City of Huntington Park officials access to place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to this project. All relevant records shall be retained for at least five (5) years.

F. ADMINISTRATION

The Huntington Park Police Department ("HPPD") shall administer the Crossing Guard Services Agreement on behalf of the City and the Crossing Guard Service Provider shall abide by the directions and decisions of HPPD personnel at the scene of a call.

G. INSURANCE AND INDEMNITY REQUIREMENTS

See attached DRAFT Agreement – Attachment "1"

H. CROSSING GUARD LOCATIONS

1. State Street & Hope Street
2. Gage Avenue & Middleton Street
3. Santa Fe Avenue & Zoe Avenue
4. State Street & Zoe Avenue
5. Mountain View Avenue & Saturn Street
6. Gage Avenue & Marconi Street
7. Pacific Boulevard & 58th Street
8. Florence Avenue & Mission Street
9. State Street & Broadway

Added and Deleted Locations: It is the intent of this contract to provide for school day coverage of the listed locations. Other additions and/or deletions of locations will be at the same hourly rate and daily hours allowed per location and the City Manager or his designee will allow appropriate adjustments subject to approval.

I. TERMINATION OF CONTRACT

Notwithstanding any other provision(s) of the Agreement, the City may terminate this Agreement with or without cause upon thirty (30) days written notice to Contractor. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the thirtieth day (30th) day following delivery of the notice.

Crossing Guard Services - Request for Proposals

August 7, 2017

In the event of such termination, City agrees to pay Contractor for services satisfactorily completed and approved prior to the effective date of termination. Immediately upon receiving written notice of termination, Contractor shall discontinue performing services.

Contractor may terminate this Agreement, or any program or service provided hereunder, at least ninety (90) days in advance of such termination. If the Contractor terminates this Agreement, the Contractor shall be compensated for services satisfactorily completed and approved prior to the effective date of termination.

J. NOTIFICATIONS

The Crossing Guard Service Provider's employees while acting within the course of their employment shall cause the appropriate law enforcement agency to be notified without delay whenever they become aware of a possible crime or other activity requiring action by law enforcement personnel.

K. LICENSES, CERTIFICATES AND PERMITS

As of the submission date of the a proposal, a proposer shall hold and maintain in good standing throughout the term of the Crossing Guard Services Agreement and any extension term all State and county licenses, certificates and permits required to perform the types of services contemplated under this RFP and the Crossing Guard Services Agreement. As of the effective date of the Crossing Guard Services Agreement, the service provider shall procure and maintain in good standing throughout the term of the Crossing Guard Services Agreement any extension term, all City of Huntington Park licenses and permits requested under the Huntington Park Municipal Code and all drivers shall maintain appropriate driver licenses issued by the State of California. In addition, the Crossing Guard Services Provider shall keep informed of and comply with the requirements of all Federal, State, county and municipal laws, ordinances, and regulations applicable to the work performed under the Crossing Guard Services Agreement.

III. PROVISIONS

A. PERSONNEL

Crossing Guard Services Provider agrees that all individuals employed in this program will be employees of the Crossing Guard Services Provider and the Crossing Guard Services Provider will provide recruitment, hiring, and firing of employees.

Pre-employment Screening Program shall include:

- Employment reference check
- No prior felony convictions
- Criminal background check/fingerprinting service for school crossing guards to be performed
- Only documented, authorized Contractor employees are eligible to work or permitted on or in City facilities

Crossing Guard Services - Request for Proposals

August 7, 2017

Contractor will ensure each individual is able to effectively comprehend and communicate; be in good physical and mental health (a medical history questionnaire is completed); individual is to provide his/her own transportation and work flexible hours.

Employees are required to wear safety-reflectORIZED vests (provided by Crossing Guard Services Provider) while on duty.

The Crossing Guard Services Provider shall investigate all public complaints concerning crossing guard services. In the event of a complaint, the Contractor shall contact the City of Huntington Park Police Department, Administration at **(323) 826-6649**, within two (2) days to advise on the status of the remedy/resolution of said complaint. Crossing Guard Services Provider shall furnish a written report of the incident to City of Huntington Park Police Department within five (5) business days after the occurrence.

B. EQUIPMENT

All proposers shall provide a list of all equipment to be used by the crossing guards as an attachment to their proposal. The City requires that the Contractor furnishes safety-reflectORIZED vests, stop signs, whistles, rain gear and identification badges. The City of Huntington Park requires three cones per crosswalk. Cones shall be positioned in the following manner: one cone shall be placed in the middle of the crosswalk and one cone shall be placed at each curb of the crosswalk.

[END OF DOCUMENT]

ATTACHMENT "B"

ALL CITY MANAGEMENT SERVICES

“The Crossing Guard Company”

**A Proposal for
City of Huntington Park
Crossing Guard Services RFP**

August 24, 2017

Presented by



10440 Pioneer Boulevard, Suite 5, Santa Fe Springs, CA 90670

OFFICE PHONE: 800.540.9290 FAX: 310.202.8325

EMERGENCY DISPATCH: 877.363.2267

www.thecrossingguardcompany.com

1	Letter of Transmittal
2	Executive Summary / Pricing
3	Company Profile / Org Chart
4	Approach and Management
5	Key Personnel / Resumes
6	Staffing / Training
7	Partial Client List / References
8	Insurance Certificate
9	Forms
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ALL CITY MANAGEMENT SERVICES

August 21, 2017

City of Huntington Park Police Department
Al Martinez, Lieutenant
6542 Miles Avenue
Huntington Park, CA 90255

Dear Lt. Martinez:

On behalf of All City Management Services, Inc. (ACMS), we would like to express our sincere appreciation for the opportunity to have served the City of Huntington Park Crossing Guard Program for over 12 years.

We have received the RFP for Crossing Guard Services. We have reviewed the RFP terms and conditions; ACMS agrees to the terms and conditions set forth with the exception of Indemnification language. We would request further discussion of Item 9 of Attachment 1, if awarded. The terms of our response shall be valid for a period of 120 days.

Our goal is simple; to continue to provide the City of Huntington Park with a model crossing guard program that relieves the Police Department of the day to day responsibilities of managing a Crossing Guard program. As your service provider, we have assumed complete responsibility for the day to day operation of the Crossing Guard program. This includes recruitment, background clearance, hiring, training, equipment, payroll, supervision and management of the program.

We understand the unique and demanding scheduling requirements of the program. We will continue to maintain local supervision and second level management to ensure the needs of Huntington Park are met. We provide alternate guards, a paging system and a 24 hour 800 number to ensure adequate response and immediate back-up for any Crossing Guard absent from duty for any reason. We will continue to communicate with each school to ensure proper scheduling.

We have become the nation's largest provider of private crossing guards as a result of our singular focus to this industry as well development of benchmark training. This includes our "**Employee Handbook for School Crossing Guards**" which details our Job Requirements, the initial and ongoing Training we provide, including our Site Evaluations, our Rules of Conduct, Crossing Guard of the Year recognition, Years of Service recognition and the Certification Requirements for all Crossing Guards.

We are certainly excited and hopeful about continuing to provide Crossing Guard services for the Huntington Park community. If you have any questions, please feel free to contact me at 800 540-9290.

Sincerely,

A handwritten signature in blue ink, appearing to read "Harlan Sims", with a stylized flourish at the end.

Harlan Sims
Director of Marketing
harlan@thecrossingguardcompany.com

Executive Summary

All City Management Services, Inc. (ACMS) Serving over 200 cities, counties and school districts, we have successfully privatized and exclusively provided Crossing Guard services for over 31 years. ACMS currently employs over 4,000 Crossing Guards who are supported and managed by locally assigned Area Supervisors and second level management. We have experience managing small programs, mid size programs and large programs in excess of 100 crossing guards.

While the size of our Company reflects our broad-based knowledge and success in the industry, we understand that each agency, school district and community we serve comes with their own set of specific requirements and challenges.

Our ability to continue to operate and manage the City of Huntington Park Crossing Guard program is supported by our success with your current program and neighboring programs as well as similar programs within Los Angeles County, Orange County and throughout the State of California. Examples of the many clients we serve include; County of Los Angeles Office of Education, Lynwood, El Segundo, Downey, Pasadena, Manhattan Beach, Rancho Palos Verdes, Whittier, Covina, West Covina, Bell Gardens, Norwalk, Paramount, Rosemead, South Gate, Glendale, Glendora, Rolling Hills, Compton, Beverly Hills and many others.

ACMS performance standards and training procedures have been integrated into the model for the California **Safe Routes to School** Crossing Guard Training Guidelines.

Another defining component that distinguishes ACMS as the industry leader is our focus on exclusively providing School Crossing Guard services. We are not a security guard company with a few clients based upon a low cost offering. Our singular area of service; "School Children Safety" enables all of our resources to be devoted to the development and delivery of programs that provide exceptionally high safety standards and client satisfaction.

It should be noted that ACMS has never lost a client agency due to the level of service provided.



ALL CITY MANAGEMENT SERVICES

Proposed Hourly Rate

As a full service contractor, the hourly rate quoted is a fully loaded rate, meaning all of our costs are included in the proposed hourly billing rate. This would include but be not limited to; recruitment, background clearance, training, equipment, insurance, supervision and management of the **City of Huntington Park** Crossing Guard Program.

Proposed Hourly Rate: Sixteen dollars and Eighty-five cents (**\$16.85**) per hour, per guard. This pricing is based upon 9 crossing guards compensated an average of 4.2 hours (per the current schedule), per day for 180 school days annually. Local field supervision and substitute guards are also included in the rate, as are all other costs except as noted below. Based upon 6,795 hours annually we project a **Not to Exceed price of \$112,118** for contract year 2017 -18.

Due primarily to the scheduled increases in State of California minimum wage, pricing will increase as follows:

Contract year 2018-19: **\$18.76** per hour, per guard. Not to Exceed: **\$127,475**

Contract year 2019-20: **\$20.41** per hour, per guard. Not to Exceed: **\$138,686**

Invoices for services are mailed every two weeks. Included with each invoice is a Work Summary, which details each site, each day and the hours worked at that site. **Huntington Park** would only be billed for Crossing Guard services rendered on designated "school days" unless otherwise requested by the City.

The hourly rate does not include additional safety equipment, crosswalk delineators, cones or safety devices. If the City should desire any such additional equipment the additional cost would be billed to the City.

ACMS Contact Information

Business Address: 10440 Pioneer Blvd, Suite 5 Santa Fe Springs, CA 90670

Phone numbers: 310.202.8284 or 800.540.9290

Fax number: 310.202.8325

Website address: www.thecrossingguardcompany.com

24 Hour Emergency Dispatch: 877.363.2267

General Manager: Baron Farwell

Vice President of Operations: Patricia Pohl: pat@thecrossingguardcompany.com

Director of Marketing: Harlan Sims: harlan@thecrossingguardcompany.com



ALL CITY MANAGEMENT SERVICES

COMPANY PROFILE

All City Management Services, Inc. (ACMS), is a California based Corporation founded in 1985. We are the largest provider of School Crossing Guard services, managing both large and small Crossing Guard Programs. We currently employ over 4,000 School Crossing Guards dedicated to safety, serving cities, towns, communities, schools and school districts nationwide. We employ over 2,500 Crossing Guards in California alone. Fiscal Year 2016 annual revenue was in excess of \$35,000,000.

One defining issue that distinguishes **ACMS** is that we are the only company that *exclusively* provides School Crossing Guard Services. It is our commitment to limiting the scope and focus of the company to School Safety that has helped us emerge as "*The Crossing Guard Company*". We have successfully privatized the Crossing Guard programs for over 200 agencies. Ultimately our clients become the beneficiaries of our single-minded approach toward this industry.

The heart of our business is in assuming responsibility for the task and challenges of conducting a successful Crossing Guard Program. Toward that end, in our typical contractual arrangement we assume responsibility for; recruitment, local hiring, background clearance compliant with Department of Justice standards, initial and ongoing training, payroll and administrative support functions, coordination of assigning qualified substitutes during absences, local supervision, complaint investigation and resolution, communicating with schools and site safety inspections.

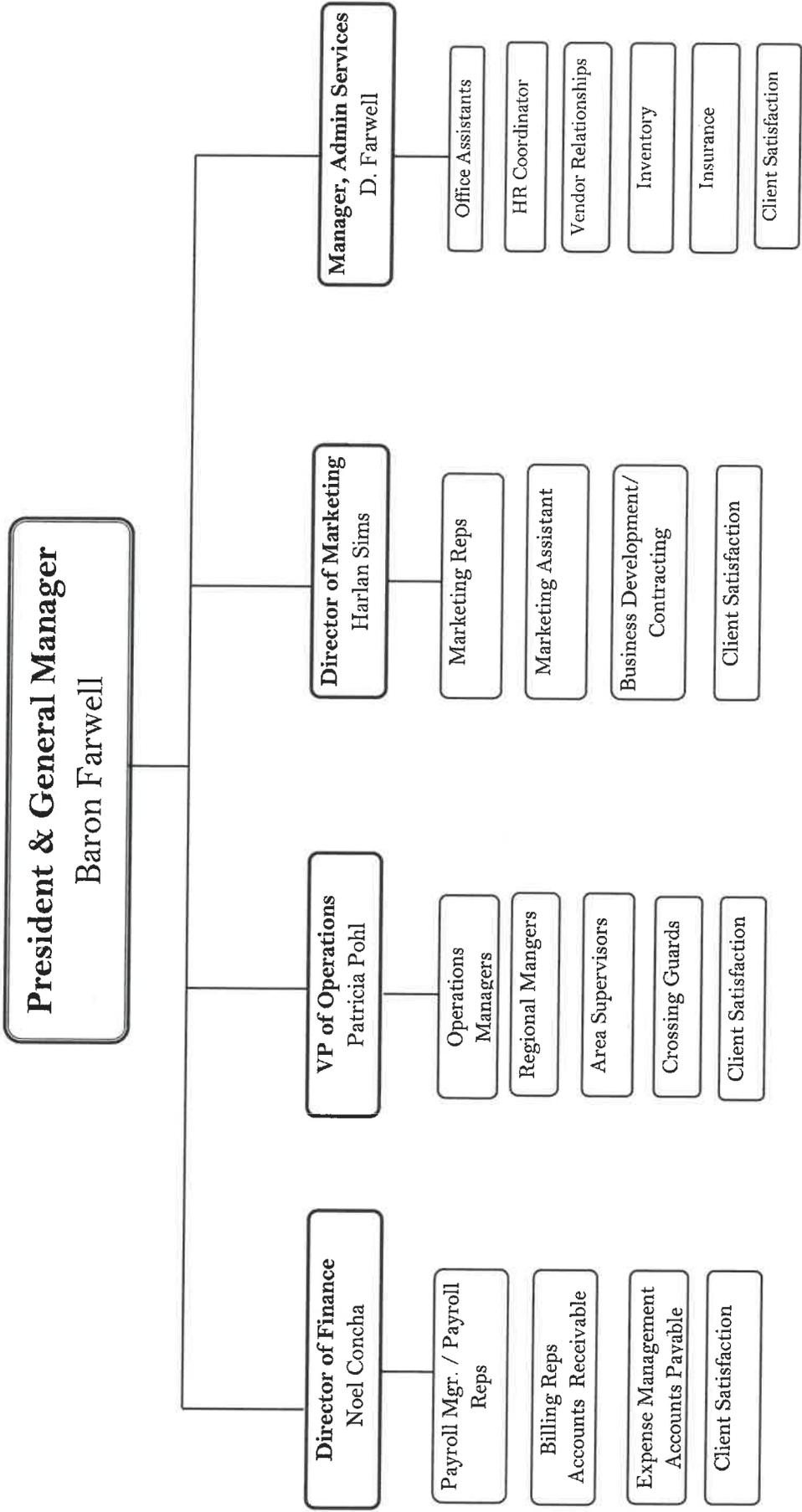
One of the benefits we bring to any agency is our expertise in overseeing a seamless transition from public to private management of the program. The continuity of the Crossing Guards' employment is a key component of a seamless transition. We value the experiences and understanding of the Crossing Guards currently working in each program we manage. Much of our success with individual programs is a result of the experience and knowledge these Crossing Guards bring to our management.

With over 30 years of experience, **ACMS** leads the Crossing Guard Industry in the development of Crossing Guard standards for training, supervision and safety.

Each program we have taken on has brought a unique set of issues and challenges. The heart of our success has been our ability to articulate these challenges and experiences into our training, policies and procedures to benefit all Crossing Guards in all the cities, towns and communities we service.



ALL CITY MANAGEMENT SERVICES



Approach and Management Plan

ACMS employs a Team Concept of management which results in efficient field operations as well as providing a multifaceted response to potential problems. The Vice President of Operations and Regional Manager work together (with continued input from the **City of Huntington Park**) to establish specific program objectives and expectations. These Senior Managers then work directly with your Area Supervisor to implement the management plan.

The Regional Manager along with your local Area Supervisor has responsibility for the direct management of the Crossing Guards and together they will continue to ensure Huntington Park operational expectations are met. Standards and expectations are communicated to Crossing Guards personally by their local supervisor so as to allow the employee a better understanding of the decision-making process. This helps reduce confrontational attitudes by establishing and enhancing the common goal of providing for the safety of school children.

Our project schedule is simply a continuation of the program we have had in place for years with new school year start up to include hiring needs meet, training delivery and scheduling, observation and monitoring, ongoing communication with the schools, guard counseling and reporting to the City.

It is important to note that the Regional Manager has, at their direction, a group of individuals who work independently to provide quality control of field operations. These individuals are trained and deployed to make unannounced observations of Crossing Guards at work and report on their compliance with established Huntington Park and ACMS policies and procedures. Assurance that operational standards are being met is accomplished with this regular independent cross-checking of field operations.

Crossing Guard performance and compliance with safety standards will continue to be accomplished through regular site visits by the local Area Supervisor and Regional Manager. In addition to verbal training and counseling, these managers are supported by the use Field Training Check Lists, Field Training Cards, Site Performance Evaluations, independent Field Observations and a professionally produced Crossing Guard Safety DVD. Reports of satisfactory completion of all levels of training and ongoing safety reviews will be summarized and available to the Huntington Park representative. ACMS has developed performance standards and training procedures that have been solicited by **California Safe Routes to School** personnel.

Background checks and fingerprinting will be completed on all potential employees as allowed by California state law. Successful completion of the background check, drug and alcohol screening and Social Security verification via E-Verify is required prior to the employee being hired.

After pre hire screening ACMS may conduct random field testing for drugs and or alcohol when use is suspected or at the discretion of management.

ACMS has a strict policy on Drug and Alcohol abuse. This policy is included in our Employee Manual.

Internal minimum passing standards along with Huntington Park established standards would prevent any person from working as a Crossing Guard for the program who has been convicted of any felony, a crime of moral turpitude or a crime against children, including, but not limited to:

- Conduct in violation of California Penal Code or which requires registration under California Penal Code
- Conduct which requires registration under California Health and Safety Code;
- Any offense involving the use of force or violence upon another person;
- Any offense involving theft, fraud, dishonesty or deceit;
- Any offense involving the manufacture, sales, possession or use of a controlled substance
- Conspiracy or attempt to commit any of the aforementioned offenses.

Summary reports of background clearance on employees within the Huntington Park Crossing Guard program will be regularly available to the City.

ACMS will investigate all public complaints concerning crossing guard services. All incidents shall be reported to the Police Department within two (2) hours. ACMS shall furnish a written report within five (5) work days after the date of the incident.

Communications with individual school sites is facilitated by the Area Supervisor. Personal visits are made regularly (minimum quarterly) to each school site in an effort to develop relationships with staff and establish a collaborative environment for information exchange. Calendars and bell schedules are obtained for each school both at the beginning of the school year and periodically throughout the year. Key school personnel are supplied with appropriate contact information (business cards) and reminded to inform ACMS of any changes. Additionally, schools are provided with large magnets which can be easily displayed making contact information effectively available to all staff. The email address of the Office Manager is also obtained which enables ACMS administrative support staff to regularly contact each school and proactively solicit information regarding potential schedule changes.

The establishment of accurate and responsive shift times is critical to the effectiveness of Crossing Guard services. Sites further from the school would be expected to start earlier in the morning and finish later in the afternoon. These staggered shifts effectively address the time it takes for students to walk from a remote location to the school site (or vice versa in the afternoon) and optimize the protected periods. Additionally, locations are continually monitored for actual pedestrian traffic patterns enabling a better understanding of site needs and any potential deviation from established guidelines.

ACMS management will meet with City of Huntington Park representatives for periodic reviews as requested to ensure operational effectiveness.



ALL CITY MANAGEMENT SERVICES

City of Huntington Park



Vice President of Operations
Patricia Pohl
310 877 7045 cell



Regional Manager
Michele Busch
949 648 4514 cell



Area Field Supervisor
Margie Anchondo
562 879 7615 cell



Crossing Guards / Alternates

City of Huntington Park Key Field Management Personnel

The most significant resource ACMS brings to the City of Huntington Park Crossing Guard program is the depth and scope of **management** provided by the years of experience brought by our operational management team. Our managers benefit from a "Team Concept" which allows geographic regions to work cooperatively to best meet the variable demands of all programs. This team consists of Area Supervisors, Regional Managers, Vice President of Operations and a General Manager. The following is a brief synopsis of the respective duties of each.

Area Supervisor (Margie Anchondo): Margie has over twenty years supervisory experience with ACMS and will continue to handle all aspects of the day-to-day management of your current nine (9) Crossing Guards and substitute guard pool. With support from their Regional Manager, Supervisors typically recruit, hire, train and provide personnel management for all the sites they oversee. Area Supervisors are responsible for ensuring each employee receives the proper number of Site Performance Evaluations and completes the Certification mandates. All Area Supervisors report directly to a Regional Manager.

Regional Manager (Michele Busch): Michele has over nine years of experience in the crossing guard industry. She will assist in the development and implementation of Training and Safety Certification. Michele will be the primary interface with the City of Huntington Park representative. She will also oversee and assist the Area Supervisor in staffing, conducting Site Performance Evaluations and Training.

Vice President of Operations (Pat Pohl): Pat has over twenty-two years of experience in this industry working for ACMS. She is responsible for the development and implementation of operational standards, training programs, safety instruction and compliance with all legal requirements and restrictions. Works directly with the Operations/Regional Managers to ensure all standards are being met. Responsible for the initial training and orientation for all new client programs. Reports directly to the General Manager.

General Manager (Baron Farwell): Baron has over twenty-four years industry experience. He is responsible for overall contract compliance company wide. The GM works with the Vice President of Operations on the development of training programs and implementation of safety standards. He coordinates the flow of information between Operations and Administrative Services staff.

PATRICIA J. POHL

21896 Red River Drive, Lake Forest, CA 92630 • 310.877.7045

WORK HISTORY

2010 to present All City Management Services, Inc.
10440 Pioneer Blvd., Suite 5
Santa Fe Springs, California 90670

Director of Operations: Responsible for directing the efforts of four Operations Managers, five Regional Managers and 76 Area Supervisors in the successful implementation of all Company policies. Full responsibility for development and implementation of procedures as well as ensuring employee compliance with all aspects of field operations related to their performance and achievement of safety standards.

1998 to 2010 All City Management Services, Inc.
1749 South La Cienega Blvd.
Los Angeles, California 90670

Operations Manager / Safety Director: Accountable for management of field operations Company-wide. Responsible for development, implementation and compliance for all training programs as well as the Safety Certification standards for all Crossing Guards.

1994 to 1998 All City Management Services, Inc.
1749 South La Cienega Blvd.
Los Angeles, California

Area Supervisor: Responsible for hiring, training, coordinating and scheduling 45 school crossing guards. Served as company liaison to city governments, school districts and community.

1967 to 1994 Various Management, Sales and Administrative Positions

Restaurant Manager, Advertising Sales Account Representative, Executive Assistant, Office Manager: Employment history of repeated promotion to positions of leadership and management based on work ethic and commitment to the success of employer.

PROFESSIONAL DEVELOPMENT

Currently serving on:

California Crossing Guard Training Expert Review Panel

Safe Routes to School Technical Assistance Resource Center (SRTS TARC), a project of California Active Communities within the California Department of Public Health (CDPH)

In partnership with the California Department of Transportation, SRTS TARC is currently developing a statewide school crossing guard training curriculum in an effort to develop standardized training materials to provide consistency in the operation of local school crossing guard programs throughout the state. I am the only member from the private sector invited to participate in this important project. Other panel members represent such entities as California Safe Routes to School, California Department of Public Health, California Highway Patrol, and local Police Departments.

Currently retained as:

Consultant to Safe Routes to School Technical Assistance Resource Center (SRTS TARC)

Hired to serve as topic expert and editor for all materials contained in the "California School Crossing Guard Training Guidelines" currently under development.

Patricia Pohl
Professional Development (continued)

February 2012

Retained as expert witness for the law firm of McCormick and Mitchell, San Diego, California
Riverside County Superior Court
Hernandez v. City of Indio

January 2001 and October 2012

Florida School Crossing Guard Trainer Certification
Florida Department of Transportation
Deland, Florida

Successfully completed two-day (two-day (16 hour) course of study under the direction of the Florida Department of Transportation. Received Certified Trainer status in their nationally recognized program focused on safety training for School Crossing Guards.

Successful completion of:

Training the Trainer Program
Fred Pryor, Inc.
Oak Park, Illinois

Successfully completed two-day (12 hour) seminar directed at building an effective approach to training individuals who are then responsible for conducting employee training sessions.

How to Design a Training Program (So That Anyone Can Present it Successfully)
Padgett Thompson, Anaheim, California

Successfully completed one-day seminar focusing on strategies for developing a successful training program. Included independent study in Turning Training into Learning (How to Design and Deliver Programs that Get Results) Furjanic and Trotman

The Conference on OSHA Compliance
Pasadena, California

Seminar format designed to assist employers in bringing greater safety to the workplace.

1998 - Cooperative research effort with:

Dr. Sheila Sarkar, Director
California Institute of Transportation Safety (CITS)
Dept. of Civil and Environmental Engineering
San Diego State University, San Diego, California

Based on industry knowledge and reputation, I was invited to participate in the development and distribution of a research project studying crossing guard safety issues.

Ongoing participation in:

PEDNET mail-list dedicated to issues of pedestrian safety. Contributors include professional consultants, researchers, government pedestrian coordinators, pedestrian rights activists, walking advocates, elected officials, writers, disability experts, road engineers, planners, and general-interest individuals representing over 15 countries worldwide.

Michele Busch

23 Greenbough
Irvine, CA 92614

T (949) 922-5364

michele.busch@cox.net

EXPERIENCE

Regional Manager, All City Management Services; Santa Fe Springs, CA — 2012-present

Management of 8 area supervisors and 350 crossing guards in Southern California. Maintain communication with area supervisors; provide feedback, support, guidance and training. Investigate complaints; enforce safety and disciplinary measures. Serve as a liaison to school and city officials and operations management. Assist in the development of new company procedures.

Area Supervisor, All City Management Services; Santa Fe Springs, CA — 2009-2012

Managed the crossing guard program for the Newport-Mesa school district. Responsible for the recruiting, hiring, training and supervision of 36 crossing guards. Conducted regular field safety training and maintained a program of high standards. Handled scheduling and payroll; served as a liaison to school officials, city officials and operations management.

Owner, Bella Michele Jewelry; Irvine, CA — 2005-2012

Responsible for product development, analysis and marketing. Handled purchasing, bookkeeping, organization of inventory as well as training and management of 4 employees. Created and maintained a large website and online database. Sought out advertising using social media.

Executive Director, Cancer Camp Connections; Irvine, CA — 1998-2007

Created a national database of summer camp programs for children with life threatening diseases. Developed from the ground up a 501(c)3 charity; provided leadership in fulfillment of the mission, vision and goals of the organization. Implemented policies and decisions of the Board of Directors. Secured funds and managed budget; sought grant opportunities. Supported and sustained growth; served as spokesperson; conducted program planning and development.

EDUCATION

Gunderson High School, San Jose, CA - 1984

University of Colorado, Boulder; Bachelor of Arts, Social Work - 1989

SKILLS

Strong communication skills. Ability to adapt to difficult and stressful situations. Detail oriented. Capable problem solver. Excellent organizational and leadership skills.

Margie Anchondo

11611 Gurley Ave. Downey, CA 90241

Cell: (562) 879-7615

margie@thecrossingguardcompany.com

Experience:

1985-present

All City Management Services, Inc.

Santa Fe Springs, CA

Responsibilities:

District Supervisor

- Under the direction of the Operations Manager, supervises School Crossing Guards in one or more cities.
- Must be familiar with all Company policies and procedures as outlined in *Employee Handbook for School Crossing Guards* and *Instruction Manual for Area Supervisors*.
- Recruit, hire, train and coordinate the assignment of personnel.
- Conduct proper orientation, training, field instruction and ongoing safety review of employees.
- Complete and submit required administrative paperwork (including payroll documents) in a timely manner.
- When requested, act as liaison with school and city officials for coordination of School Crossing Guard program.

References available upon request

Recruitment and Staffing

ACMS Managers will continue to assess Huntington Park **staffing** needs on an ongoing basis. We would then focus further recruitment efforts in the geographical areas where additional Crossing Guards will be needed.

We have developed a comprehensive plan for **recruitment** of new Crossing Guards. As a part of our Staffing strategy we encourage a very aggressive recruitment program. We utilize soft advertising, local media advertising, targeted flyers, on-site solicitation, school flyers and employee referral bonuses as parts of our overall recruitment strategy. We often work closely with school districts in some of our recruitment drives.

Our ability to effectively staff a Crossing Guard Program remains a fundamental benefit that ACMS brings to most Crossing Guard Programs. Staffing sites is one of the primary responsibilities of the Area Supervisors. They are trained to continuously recruit and train prospective Crossing Guards. New recruits are first processed and submitted to the Department of Justice for background clearance.

Supervisors are also responsible for coordinating the staffing for all sites under their supervision. As part of our staffing strategy Area Supervisors aggressively enforce the following policies and procedures for Crossing Guards.

- ◆ Supervisors must maintain an adequate alternate or substitute guard roster. We encourage at least a 5 to 1 ratio of sites versus alternate guards
- ◆ We require any guard not reporting for duty to notify the Area Supervisor as early as possible utilizing our 24/7 Guard Hotline or directly notifying their Area Supervisor. Notifications less than 1 hour prior to shift starts are considered unexcused absences.
- ◆ Our employee policy is "No call, No show, No Job" Throughout our training we emphasize the importance of insuring the safety of children by our presence. As such, we cannot allow the children's safety to be compromised by failing to call or show for duty.

Supervisor Teams – Huntington Park continues to benefit from the numerous neighboring programs we operate and manage. Area Supervisors are grouped together by their geographic location. These Teams meet every quarter and team members are encouraged to work together. This cooperative effort allows them to share alternate guards with each other. This has resulted in alternates guards getting more hours as they are “shared” with other Supervisors. Consequently, we are able to retain a more stable group of alternate guards.

Training

Effective initial and ongoing training is essential in a profession dedicated to the safety of children. With over 30 years of experience and a commitment to working cooperatively with other public safety professionals, ACMS is recognized as an industry leader in the development and implementation of School Crossing Guard training and standards of excellence.

The process begins during the first contact with a potential employee when our phone interview process outlines job expectations and our zero tolerance policy for failure to report for a scheduled shift. Throughout the application process prospective employees are reminded about the critical nature of our assignments and the work ethic and integrity required of our employees.

Once hired, the training process starts in the classroom where employees review sections of the *“Employee Handbook for School Crossing Guards”* and are shown the professionally produced training DVD, *“Crossing Guard Safety”*. The process then moves to a field practicum where the trainer demonstrates proper procedures and allows the employee to practice correct techniques. The employee’s progress is closely noted on the detailed steps outlined on the **Field Training Check List** to ensure the employees’ field competence. This cross-modality approach not only exposes the employee to the necessary training components but also addresses the needs of the visual, auditory and kinesthetic learner. While the classroom setting is expected to require approximately two to three hours and the field training approximately two to four hours, it’s important to note that the low ratio of students to trainer allows for accurate assessments of the employees readiness to move forward.

The new employee is typically assigned to alternate work and closely supervised during their early assignments. They benefit from their trainer completing of a written assessment of their work which better allows them to understand their strengths and weakness and make improvements where necessary; the **Site Performance Evaluation**. Additionally, all new employees are required to carry and regularly refer to the **Field Training Cards**. This pocket-sized card (listing all steps for a safe cross) allows the employee to self-evaluate their performance prior to the time they have all steps of the procedures memorized.

Throughout their employment, employees are given refresher training annually. They are subjected to the same Site Performance Evaluation as an ongoing training and assessment tool. These evaluations happen in both side-by-side sessions as well as unannounced observations without the knowledge of the employee.

The standard issue equipment and clothing includes:

- ANSI II compliant high-visibility retro-reflective vest marked with the required insignia of a Crossing Guard
- MUTCD compliant 18” STOP/STOP paddle
- Picture Identification Card with emergency contact information
- Company-issued cap or visor with corporate logo
- Whistle for emergency alert to vehicles and pedestrians
- High-visibility ANSI II compliant wind-breaker jacket and or rain coat



SOUTHERN CALIFORNIA PARTIAL CLIENT LIST



Riverside	Santa Ana	Beverly Hills
Fontana	San Bernardino	Covina
Los Angeles County	Whittier	Bell Gardens
Manhattan Beach	West Covina	Bellflower
Ontario	Glendora	Downey
Lynwood	Chino Valley	Glendale
Montclair	Upland	El Segundo
Pasadena	El Monte	Buena Park
Cypress	Fullerton	Huntington Beach

ACMS References for Crossing Guard Services

City of Compton, CA

205 S. Willowbrook
Compton, CA 90220
310 639 4321 Ext. 55124
William W. Wu, Chief of School Police
Email: wwu@compton.k12.ca.us

City of Covina, CA

444 North Citrus Avenue
Covina, CA 91723
626 858 4429
John Curley, Chief of Police
Email: jcurley@covinaca.gov

City of Downey, CA

10911 South Brookshire Avenue
Downey, CA 90241
562 904 2341
Jamie Pelayo, Sergeant
Email: jpelayo@downeyca.org

City of Lynwood, CA

11330 Bullis Road
Lynwood, CA 90262
310 603 0220 Ext. 266
Deborah L. Jackson, Administrator
Email: djackson@lynwood.ca.us

City of Rosemead, CA

8838 E. Valley Blvd.
Rosemead, CA 91770
626 569 2106
Bill Manis, City Manager
Email: bmanis@cityofrosemead.org

We have also included for reference the attached City of Fremont Staff Report.

Following several years of service from ACMS, the City of Fremont choose to go to another vendor in the 2014-15 school year due to a lower cost proposal from another vendor (a Security Guard company) that offers some crossing guard services.

We cannot think of a stronger recommendation than a City that has returned to ACMS after poor service from that Security Guard company.



Fremont City Council

3300 Capitol Avenue
Fremont, CA 94538

SCHEDULED

Meeting: 07/11/17 07:00 PM
Div/Dept: Police Department
Category: Agreements and Contracts

STAFF REPORT (ID # 3102)

Sponsors:
DOC ID: 3102

SCHOOL CROSSING GUARD SERVICES - Authorize the City Manager, or His Designee, to Execute an Agreement with All City Management Services, Inc. for School Crossing Guard Services in an Amount Not-to-Exceed \$771,000 over three years.

Contact Persons:

Name: Mark Dang
Title: Police Sergeant
Div/Dept: Police Department
Phone: 510-790-6761
E-Mail: mdang@fremont.gov

Deirdre Rockefeller-Ramsey
Business Manager
Police Department
510-790-6991
dramsey@fremont.gov

Executive Summary: The purpose of this report is to recommend that the Council enter into a one year contract with All City Management Services, Inc. for adult crossing guard services, with options for two additional one year extensions.

BACKGROUND: The City of Fremont's Adult Crossing Guard Program was outsourced to All City Management Services ("ACMS") in 2001 in order to reduce the amount of police staff time required to manage and supervise the crossing guard program. From 2001 to June 2014, ACMS provided services for the community by safely crossing school-aged children walking to and from specified elementary schools. Services provided by ACMS included the recruiting and hiring of crossing guards, training, processing payroll, providing crossing guard coverage, daily supervision of the crossing guards, and overall management of the program. The Police Department oversaw ACMS's activities to ensure that the program ran smoothly.

In 2014, the City went out to bid for crossing guard services for the 2014/2015 school year and the award went to the lowest bidder, American Guard Services (AGS). The Service Agreement provided for a one year term, with two optional one year extensions. The City has had several issues with AGS' services during the three years, more particularly in the last school year. Staffing during the first few months of the 2014/2015 school year had periodic unexpected vacancies, which were resolved by the second half of the school year. AGS overbilled the City during the months of August and September 2014. The City discovered the billing error, which was refunded by AGS. AGS' service was adequate during the 2015/2016 school year.

During the 2016/2017 school year, crossing guard positions near Cabrillo Elementary School, Forest Park Elementary School and Leitch Elementary School became vacant. On April 3, 2017, a school aged pedestrian was hit by a vehicle and suffered a severe injury at the vacant crossing near Cabrillo Elementary School. The crossing guard position at this location near Cabrillo Elementary School was restored after the collision. AGS was never able to again staff the locations near Forest Park Elementary School and Leitch Elementary School during the 2016/2017 school year. In addition, the City discovered another billing error in AGS' invoices in the spring of 2017, dating back to the beginning of the 2016/2017 school year. AGS had under-billed the City as a result of a discrepancy between actual hours

worked by guards as reported by the field supervisor and hours reported to the City by AGS office staff.

DISCUSSION/ANALYSIS:

2017 Traffic Survey

In the second quarter of 2017, staff conducted traffic surveys at known school pedestrian crossings in the City of Fremont to provide a one hour peak vehicle, bicycle, and pedestrian movement counts. The survey was completed in June 2017 and the counts were analyzed by staff to determine which intersections needed crossing guards. Pursuant to the criteria of the California 2014 Manual on Uniform Traffic Control Devices (MUTCD), three additional intersections require crossings guards, increasing the total number of crossing guard staffed locations from 19 to 22.

Request for Proposal

In May 2017, a Request for Proposal was issued for adult crossing guard services (RFP#18-005), requesting a consultant to recruit, select, and employ crossing guards, provide program management, and provide field supervision. Three vendors responded with proposals to provide the required services: American Guard Services, All City Management Services, and BRM Investments.

American Guard Services listed three California municipalities where they currently perform crossing guard services. Two of the three references for American Guard Services responded to an inquiry. One municipality reported adequate service with the exception of a history of billing errors. The second municipality reported consistent billing errors, unanticipated vacancies, and substandard crossing guard performance. The administrator for the latter municipality spent the majority of their staff time managing the crossing guard operations due to difficulties with AGS performance issues.

All Cities Management Services listed six California municipalities where they are currently performing crossing guard services. Three references responded to inquiries and reported good service, reliability, and responsive oversight of their programs. Staff contacted four additional municipalities that currently contract with ACMS, all reported satisfaction with ACMS and recommended their services.

BRM Investments listed four references for which BRM provided vehicle towing, impound, storage, emergency service; and one reference for which BRM provided logistical and transport management and services. BRM did not list any references for providing crossing guard services. Staff contacted BRM and confirmed that company has no experience with providing crossing guard services. As a result, staff did not conduct any further research of BRM.

After careful consideration, staff concluded that All City Management Services, Inc. is the preferred vendor. The City has previous history of good service from ACMS, the company has the highest qualifications for crossing guard services, and references provided feedback of satisfactory service. The City has experience poor staffing and billing inaccuracy with AGS in the recent school year. AGS also received poor feedback in billing and crossing guard performance from references. BRM Investments has no experience of providing crossing guard services, and their bid came in at the highest amount.

Hourly rates and first year annual costs were submitted by the potential vendors in response to an initial request for 19 crossing guard posts. Following receipt of the bids, results of a survey of school crossings identified three (3) additional locations that warranted a crossing guard, increasing the total number of post from 19 to 22. Vendors were asked to resubmit first year annual costs with staffing for 22 posts. ACMS responded to the request with a lower hourly rate based on 22 posts. AGS and BRM Investments did not provide revised costs for 22 posts.

Contractor	Hourly Rate	Annual Cost – 19 Posts	Annual Cost – 22 Posts
American Guard Services	\$16.39	\$168,161	\$194,713 (projected)
All City Management Services	\$20.85/\$20.73	\$219,238	\$246,273
BRM Investments	\$30.20	\$332,200	\$384,653 (projected)

FISCAL IMPACT: The annual costs for crossing guard services at 22 locations in the City is \$246,273 (11,880 hours X \$20.73). The total number of hours is based on staffing a guard at 22 locations, on 180 school days, at 3 hours per location per day. The first year cost of the contract was included in the FY 2017/18 Police Department adopted operating budget. However, the FUSD Superintendent is recommending to the School Board that FUSD and the City equally share the budget increase due to the additional cost of the approved vendor and the cost of adding three posts. Funding from FUSD is pending School Board approval. Staff recommends the City accept funding from FUSD if approved by the School Board. The cost of the second and third year optional extensions will be included in the Police Department operating budget.

ENVIRONMENTAL REVIEW: The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) in that it is not a project which has the potential for causing a significant effect on the environment.

ATTACHMENTS: None.

RECOMMENDATION: Authorize the City Manager, or his designee, to execute a contract with All City Management Services, Inc. for adult crossing guard services in an amount not to exceed \$246,400 for the 2017/2018 school year, \$255,900 for the 2018/2019 school year and \$268,700 for the 2019/2020 school year and to accept any funding provided by FUSD.

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Assurance Agency, Ltd.		NAMED INSURED Personnel Staffing Group, LLC dba KBS Staffing 1751 Lake Cook Road, Suite 600 Deerfield IL 60015	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

A Waiver of Subrogation applies to the Worker's Compensation policy in favor of the following entities, when required by written contract and where allowed by law: City of Huntington Park

ATTACHMENT 2

CITY OF HUNTINGTON PARK
CITY HALL

6550 MILES AVENUE,
HUNTINGTON PARK, CALIFORNIA 90255

**CIVIL LITIGATION HISTORY/
CIVIL LITIGATION CERTIFICATION**
(CROSSING GUARD SERVICES - RFP)

Proposer shall provide either the certification requested below or information requested on the next page. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well. For the five (5) years preceding the date of submittal of this Proposal, identify any civil litigation arising out of the performance of a procurement contract within the State of California in which any of the following was a named plaintiff or defendant in a lawsuit brought by or against the entity soliciting Proposals: the Proposer submitting the instant Proposal, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Proposal. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (i) the name and court case identification number of each case, (ii) the jurisdiction in which it was filed, and (iii) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

If the Proposer has no civil litigation history to report as described above, complete the following:

I, _____, am the _____
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of _____ (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a Proposal to the City of Huntington Park for Police Towing and Storage Proposer Services, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been involved in civil litigation as described, above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

ATTACHMENT 2

CIVIL LITIGATION HISTORY INFORMATION

(1) Name of Case: Perez v. City of Anaheim, et al.

Court case identification number: 30 -2015 - 0087504 - CU - PO - CJC

(2) Jurisdiction in which case was filed: County of Orange

(3) Outcome of the case: Settled

(1) Name of Case: _____

Court case identification number: _____

(2) Jurisdiction in which case was filed: _____

ATTACHMENT 2

(3) Outcome of the case: _____

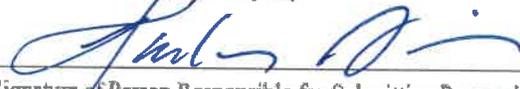
DECLARATION

I, Harlan Sims, the Director of Marketing
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of All City Management Services, Inc. (hereinafter, "Proposer")
(Print Name of Proposing Entity)

declare under penalty of perjury that the above information is true and correct.

Executed this 22nd day of Aug. 2017 at Santa Fe Springs, CA
(month and year) (city and state)

by 
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

END OF DOCUMENT

ATTACHMENT 3

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE,
HUNTINGTON PARK, CALIFORNIA 90255

CRIMINAL CONVICTIONS CERTIFICATION
(CROSSING GUARD SERVICES RFP)

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.

For the five (5) years preceding the date this Bid/Proposal is due, identify on the following page any criminal conviction in any jurisdiction of the United States for a violation of law arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Criminal Convictions Information:" (1) the date of conviction, (2) the name and court case identification number, (3) the identity of the law violated, (4) the identity of the prosecuting agency, (5) the contract or project involved, (6) the punishment imposed, and (7) any exculpatory information of which the City should be aware.

CRIMINAL CONVICTIONS CERTIFICATION

If the Bidder/Proposer has no criminal convictions to report as described above, complete the following:

I, Harlan Sims, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

(Bidder/Proposer name as shown on Bid/Proposal)

nor Baron Farwell, President nor Demetra Farwell, Corporate Secretary

(name of responsible managing person licensed by the Contractors' State License Board)

has been convicted of a criminal violation as described above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 22nd day of Aug. 2017 at Santa Fe Springs, CA
(month and year) (city and state)

by [Signature]
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

ATTACHMENT 3

CRIMINAL CONVICTIONS INFORMATION

- (1) Date of conviction: None
- (2) Name of case: _____
Court case identification number: _____
- (3) Identity of the law violated: _____

- (4) Identity of the prosecuting agency: _____

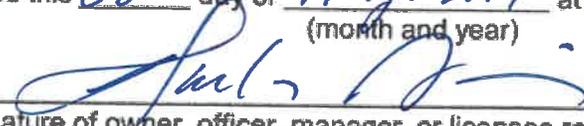
- (5) Contract or project involved: _____

- (6) Punishment imposed: _____

- (7) Exculpatory information: _____

Declaration: I declare under penalty of perjury that the above information is true and correct.

Executed this 22nd day of Aug. 2017 at Santa Fe Springs, CA
(month and year) (city and state)

by 
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

ATTACHMENT 4

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE
HUNTINGTON PARK, CALIFORNIA 90255

DISCLOSURE OF CONTACTS WITH CITY COUNCIL MEMBERS
(CROSSING GUARD SERVICES RFP)

Proposer shall provide either the certification requested below or information requested on the next page. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well. During the one-year period immediately preceding the date of submittal of this Proposal, list the date of all meetings or other communications the following persons have had with any one or more members of the Huntington park City Council or any City employee regarding the provision of towing services the City of Huntington park: the Proposer submitting the instant Proposal, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Proposal. Please also identify the name(s) of the City Council members or City employees with whom such persons have met with or communicated with regarding the provision of towing services to the City of Huntington Park.

CERTIFICATION REGARDING MEETINGS OR COMMUNICATIONS WITH CITY OFFICIALS OR EMPLOYEES

If the Proposer has had not had any meetings or other communications with the persons mentioned above regarding the provision of towing services to the City of Huntington park with the one-year period immediately preceding the submission of this Proposal, complete the following:

I, Harlan Sims, am the Director of Marketing
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of All City Management Services, Inc. (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a Proposal to the City of Huntington Park for Police Towing and Storage Proposer Services, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has met with or communicated with any member of the Huntington Park City Council or any City employee regarding the provision of the towing and secured vehicle storage services for the City of Huntington Park during the one-year period immediately preceding the submission of this Proposal to the City of Huntington Park.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 22nd day of Aug. 2017 at Santa Fe Springs, CA
(month and year) (city and state)

by [Signature]
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

ATTACHMENT 4

HISTORY OF MEETINGS OR COMMUNICATIONS WITH HUNTINGTON PARK CITY COUNCIL MEMBERS AND/OR CITY EMPLOYEES REGARDING THE PROVISION OF TOWING AND SECURED STORAGE SERVICES TO THE CITY OF HUNTINGTON PARK DURING THE ONE-YEAR PERIOD IMMEDIATELY PRECEDING THE SUBMISSION OF THIS PROPOSAL

List the date of all such meetings or communications, the City Council member or City employee with whom you met with (attach extra pages if necessary)

N/A

DECLARATION

I, _____, the _____
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of _____ (hereinafter, "Proposer")
(Print Name of Proposing Entity)

declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

by _____
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

END OF DOCUMENT

ATTACHMENT 5

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE
HUNTINGTON PARK, CALIFORNIA 90255

**FALSE CLAIMS/
FALSE CLAIMS ACT CERTIFICATION**
(CROSSING GUARD SERVICES RFP)

Proposer shall provide either the certification requested below or the information requested on the next page. Failure to certify or provide the requested information may result in a determination that the Proposer is non-responsive and City may reject the proposal on this basis. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well. "False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Proposer has no False Claims Act violations as described above, complete the following:

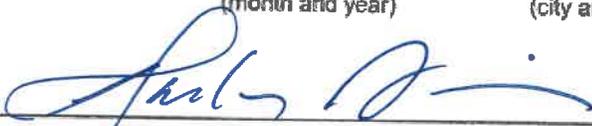
I, Harlan Sims, am the Director of Marketing
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of All City Management Services, Inc. (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a proposal to the City of HUNTINGTON PARK, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 22nd day of Aug. 2017 at Santa Fe Springs, CA
(month and year) (city and state)

By 
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

ATTACHMENT 5

FALSE CLAIMS ACT VIOLATIONS INFORMATION

- (1) Date of Determination of Violation: N/A
- (2) Identity of tribunal or court and case name or number, if any: _____
- (3) Government Contract or project involved: _____
- (4) Government agency involved: _____
- (5) Amount of fine imposed: _____
- (6) Exculpatory Information: _____

DECLARATION

I, _____, the _____
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of _____ (hereinafter, "Proposer")
(Print Name of Proposing Entity)

declare under penalty of perjury that the above information is true and correct.

Executed this _____ day of _____ at _____
(month and year) (city and state)

By _____
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

END OF DOCUMENT

ATTACHMENT 6

STATE OF CALIFORNIA)
) SS:
COUNTY OF LOS ANGELES)

Subscribed and sworn to (or affirmed) before me this 22nd day of August, ,
2017.

In witness whereof I have hereunto set my hand and affixed my official seal the day and year in this
certificate first above written.

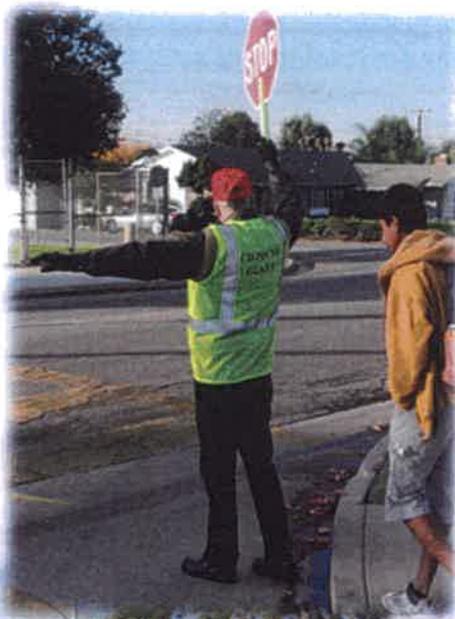
(SEAL OF NOTARY)


(Signature of Notary)

Hellen Mugisa
(Typed Name of Notary)



END OF DOCUMENT



*Over thirty years of experience in providing communities with
PROFESSIONAL SCHOOL CROSSING GUARD SERVICES*

ALL CITY MANAGEMENT SERVICES

ATTACHMENT "C"

City National Security Services

Proposal For:

RFP Title: Crossing Guard Services

Due Date: Aug 24, 2017 & Time: 2:00 PM PST



**SERVING FEDERAL,
STATE & LOCAL GOVERNMENT
SINCE 2005...**



Proposal Submitted to:

Attn: Donna Schwartz, City Clerk
Re: Crossing Guard Services
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA, 90255

Proposal Submitted by:

POC: Chiraz Kelly, President
City National Security Services, Inc.
5901 W Century Blvd, Suite 806.
Los Angeles, CA 90045
Telephone: (310) 595-7269
Email: chiraz.z@citynationalsecurity.com

Owned By American and Managed By American





Letter of Transmittal

Attn: Donna Schwartz, City Clerk.

Date: Aug 24, 2017

On behalf of City National Security, Inc. (CNSS) I am pleased to present our response to the Crossing Guard Services RFP for The City of Huntington Park (City) State of CA. CNSS is a S-corporation that was incorporated in Los Angeles, California (CA) in 2005. Appraised & Certified as M/WBE, SBE, DBE our company is serving various State, Local and City Departments for over 10 years. Being a Security services company we are successfully working on over 60 Security services contracts including Crossing Guard Services. Since inception CNSS has successfully delivered over \$61M of security services with about 1 million man-hours of armed, unarmed and other security guard. I will serve as the primary contact for all RFP response related communications, including any requests for clarification or other communication needed between the City and CNSS. My contact Information is as follows:

Chiraz Kelly
City National Security, Inc.
5901 W Century Blvd, Suite 806
Los Angeles, CA 90045

Email: chiraz.z@citynationalsecurity.com
Phone: (310) 595-7269
Fax: (310) 641-6666
Web: www.citynationalsecurity.com

CNSS is the perfect size for managing City's specific security needs. We are large enough to secure resources for handling anything that comes our way, yet we are small enough to provide the flexibility that our clients often need and desire. Our clients include government agencies, businesses and municipalities, including airports large and small, throughout the United States. Additionally; we feel our small business roots, local presence and involvement, proven reputation working with public and private sector clients, and our understanding of the unique environment that demonstrate a measurable benefit to the City. We are very keen to earn the business opportunities under this contract.

CNSS's understanding about City's needs: After carefully reviewing the RFP we understand the City wish to select qualified and experienced contractor to provide Crossing Guard Services to the City. We are aware about City's intent, requirements and performance expectation form selected firms. We understand that City is going to establish the contract for three-year term with two city-held options to extend the Crossing Guard Services Agreement. We have thoroughly reviewed the complete scope of work and completely understand the City's requirements for this contract. CNSS completely understand the work efforts require completing the objective of this contract and having plans in place to achieve this aim. We have completely reviewed the Statement of Work of RFP document and are aware of the specifications, Terms & Conditions of the agreement. We understand that providing security services is a serious task and we know that the staff which we need to be placed with the City should be fully trained and should have all the required permits and license in place before commencing the service. After reviewing the whole RFP document, we assure the City that CNSS have capacity to provide all necessary staff and equipment's at any given point during the length of this contract. Our response outlines our proposed solution and demonstrates our understanding, approach and capabilities to achieve the business objective of the City including the benefits (Economical & Operational) that CNSS has to offer to City. As conclusion, CNSS's approach to client centric solution assures the City of our devotion to attain your Crossing Guard Services goals and creating solutions that are uniquely fitted to your business environment. We look forward to discussing the solutions outlined in this proposal and ultimately building a strong collaborative partnership in the years to come.



How CNSS qualified for this Project: Based on the RFP CNSS has Explained its qualifications in three different segments that includes but not limited to:

Corporate Qualifications		
Qualification Requirements	CNSS's Qualification	Is Qualified?
Minimum of five years professional experience, providing crossing guard services and management.	CNSS is providing Security and crossing guard services (Collectively "Security Guards") Since 2005	Yes
Minimum Insurance Requirements as prescribed in the draft Crossing Guard Agreement.	CNSS possess the required insurance certificate.	Yes
Unique qualifications of CNSS		
Qualification	Description	
Government Security Services Division (GSSD)	Our dedicated Government Security Services Division (GSSD) is comprised of professionals with diverse backgrounds beyond traditional security expertise, and includes former government officials who understand the unique challenges our government clients face. City will have access of our GSSD through a single POC i.e. "Account Manager"	
Availability of resource	CNSS maintain a huge inventory of security equipment's, communication tools, uniform, badges, centralized dispatch center, Employee Monitoring System, electronic Timesheet and Invoice management, electronic payment management, Employee Tracking System, Job Boards and Reporting tools, which are available to support the contract. In order to maintain and provides all resources to clients CNSS has made huge investments in Year 2014, 2015 and 2016 and have faced even negative balance sheets consistently. Such sustainability statement is the demonstration of keenness and competitiveness to be the part of this program and serve City and their citizen at utmost satisfaction. CNSS has also made investment on Application called "CITYtrac" which is a powerful app integrated with our Dispatch Center and help us in overseeing, managing, directing and controlling security guards and supervisors.	
Employee Pool	Currently we have maintained the internal pool of security guards that are available to support to City to achieve their objective from this contract. Each of our guard is certified by BSIS and cleared from the department of Justice (DOJ) and Federal Bureau of Investigation (FBI).	

We would also like to inform City that there is no other amendment we have found yet, and if after submitting our proposal the City release any amendment, we request an opportunity to make the modifications in response according the amendment.



CNSS makes the following certifications and guarantees regarding this proposal:

- All the information provided in this response are true and correct.
- CNSS agrees and ensures that all the relevant records shall be retained for at least five (5) years.
- CNSS agrees to provide copies of each crossing guards' training certificates to the City, prior to execution of the contract.
- All material submitted in this proposal will become the property of the City for evaluation purpose.
- The proposal will remain open, valid and subject to acceptance for a period of one hundred eighty (120) days from the submission deadline.
- CNSS and its' proposed employees (Security Guards) & non-billable Government Security Services Division (GSSD) with all licenses, certifications and experience, Tools & technologies require to perform the accomplish the contract requirements given in RFP document.
- CNSS is an EEO employer and comply with all employment and welfare laws set by government.

I believe that our response meets the requirements as called out in this RFP. If the City determines that CNSS's response is deficient in any way, CNSS respectfully requests to be promptly notified and be given the opportunity to correct any such deficiency. Please forward any questions regarding this RFP response to me.

Sincerely,

Chiraz Kelly, President

City National Security Services, Inc.



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Executive Summary

City National Security Services (CNSS) is a S-corporation that was incorporated in California (CA) in 2005. CNSS is serving various State, Local and County Departments for over 12 years. Being a Security services company we have successfully worked on over 200 Security services/Guard contracts. Since inception CNSS has successfully delivered over \$61M of security services with over 1 million man-hours of security guard. CNSS is a Young M/WBE, SBE, DBE and LSBE American-owned and operated security officer services provider, we deliver more than 11K weekly man-hours of service exclusively to public and private sector clients across the country. Our dedicated **Government Security Services Division (GSSD)** is comprised of professionals with diverse backgrounds beyond traditional security expertise, and includes former government officials who understand the unique challenges our government clients face.

We are currently holding 37 security services contracts throughout the State. There are more than 700 temporary and fulltime security guards deployed throughout the State and over 93 security guards are deployed throughout the Los Angeles County are proud of serving the businesses and citizens of County for about ten (10) years, and we are excited about the prospect of entering into a partnership with the City under this contract. CNSS has built up strong network of armed and unarmed security professionals with diverse skills and qualifications and other security services companies in City and the State, who are always ready to support us to achieve the business objective. CNSS has grown to an organization with more than \$61 million in revenues and has an impressive track record of customer satisfaction and past performance that is supported by our commitment. Our motto is, "On time, Within Budget, Exceeding Expectations"!

Funding Plan: In the Security Operations industry, cost control requires Budgeting and Planning, Producing Data on Monthly Outputs, and Comparisons of Actual vs. Planned expenditures. This is necessary because of the complexities associated in this type of operation. Our open system accounting program provides for separate contract costs accounting and control – and precludes cross-over contract costs. Additionally, CNSS has established lines of credit with various banks which will be available to help CNSS obtain additional funds that may be needed to resolve any emergency economic financial urgent situation that may develop. In over 12 years in business we have never had to use this method but it helps knowing that it is available when needed. The cost for the use of lines of credit is considered a necessity of doing business and therefore, it is not passed on to our clients but instead is paid from the company generated profit.

Financial Capability: CNSS is young and expanding business entity that is rapidly growing Year on Year and having total revenue of company having total revenue of over \$ 61M since its inception. CNSS currently has over \$10Million awarded contracts and has the required financial capacity to provide the services.

Pool of available candidates: With the proposal CNSS is presenting the resumes of proposed Security Guards and Supervisor in section "Staff Resume" that are currently available to join this project, incase till the award or contract commencement if these employees will be assigned on other project so CNSS will provide the Security guards and Supervisor with all required and desired capabilities, skills, certifications, training, experience and commitments to work on this



project. Currently we have maintained the internal pool of 700 temporary and full time Security Guards and Supervisors that will be immediately available to support City in their objective under this RFP. CNSS has also maintained in-house dataset of over 600,000 resumes that is growing every day. There are over 43,000 prescreened temporary armed and unarmed Security Guards and Supervisors from entry level to Security Director Level from diverse backgrounds.

Availability of Resources: CNSS maintain a huge inventory of security equipment's, weapons, patrol vehicles, communication tools, uniform, badges, centralized dispatch center, Employee Monitoring System, electronic Timesheet and Invoice management, electronic payment management, Employee Tracking System, Job Boards and Reporting tools available to support the contract. In order to maintain and provides all resources to clients CNSS has made huge investments in Year 2014, 2015 and 2016 and have faced even negative profit consistently. Such sustainability statement is the demonstration of keenness and competitiveness to be the part of this program and serve City and its citizen at utmost satisfaction. CNSS has also made investment on Application called "CITYtrac" is a powerful app integrated with our Dispatch Center and help us in overseeing, managing, Directing and controlling security Guards, Supervisors and Patrol vehicles.

Responses to Questions Posed in Section C(1) of Article 1, above

1. BASELINE REQUIREMENTS

Proposers must meet the following requirements, collectively referred to as the "Baseline Requirements," to be considered a Responsive Proposer to this RFP. Those proposers who do not meet the following Baseline Requirements as of the date proposals are submitted will not be presented to the City Council on the Responsive Proposers List:

- 1. Minimum of five years' professional experience, providing crossing guard services and management.*

Perfecta Response: CNSS was formed in the 2005 and has the required minimum experience of 5 years in providing crossing guard services and management.

- 2. Minimum Insurance Requirements as prescribed in the draft Crossing Guard Agreement.*

Perfecta Response: CNSS has reviewed the insurance requirements and acknowledges that CNSS has the required insurance in place to work on this contract. We have also attached our insurance certificate below in this response for your review and consideration.

FACTORS WEIGHED AND CONSIDERED

For those proposers that meet the Baseline Requirements, the City will take into consideration the following additional information when selecting the proposal(s) which provide(s) the City with the best services and value. Each proposal must provide detailed information sufficient for the City to evaluate the proposer's capability to provide Crossing Guard Services. Accordingly, in addition to the Submittal Requirements detailed under Section (I), subsection (H), below, proposals should include truthful, accurate and detailed information concerning the following:



1. The character and integrity of the proposer, its principals, officers, managers and/or employees is critically important to the City of Huntington Park. With respect to this evaluation please provide responses to the following requested information:

a. Disclose any history of (i) criminal or other illegal conduct or illegal business practices; (ii) unethical and/or predatory business practices; and (iii) poor, nonresponsive and/or discourteous customer service as to the public agencies served within the past five (5) years. This includes the firm itself, the principals of the firm, officers of the firm and key managerial personnel.

Perfecta Response: CNSS acknowledge and declare that the firm itself and its principals, officers and key managerial personnel has no history or record for:

- criminal or other illegal conduct or illegal business practices ,
- unethical and/or predatory business practices
- poor, nonresponsive and/or discourteous customer service as to the public agencies served within the past five (5) years

b. Disclose the firm’s policy for screening Crossing Guards for criminal conduct, alcohol abuse and controlled substance use, and protocols for routinely testing for alcohol abuse and controlled substance use.

Perfecta Response: We understand and comply with this provision and assure City that every selected candidate will be go through a detailed background checks in accordance with the all applicable local, state and Federal laws. Every employees working with us is certified by BSIS and cleared from the department of Justice (DOJ) and Federal Bureau of Investigation (FBI). We also conduct e-verify check and additional background check. We also share of the copy of background check for each candidate with the City if requested. CNSS has a well-defined and documented Background Check Policy. Under this policy, depending upon the City requirement, candidates are subjected to compulsory pre-employment background checks. Background Checks for temporary employees are conducted by our E- care (HR) department and results are stored in a secured centralized location on our internal server. Background checks are conducted before hiring of the employee and are repeated annually. We have also contracted with their party provider “PreHire-360” to perform this task for us. Our background check consists of:

Criminal Record Search and Drug test	
Professional certifications and license verification	Driving record background checks
Sexual Offender database search	Employment verification
Finger print test	Social Security trace search
Education Verification	Bank Cryptic
Urine Drug Test	Hair Drug Test
Random Drug Test	Diagnostic Screening
Vision and Hearing Test	Medical Fitness Test



Drug screening, testing requirements and methods: CNSS has developed a written policy and processes which are critical to provide a protocol within our organization to follow and makes the procedures transparent to our employees. Our policy adheres to all applicable Local, State and Federal compliance requirements.

Drug testing is more effective when used for both pre-employment background checks and ongoing employment screening. Ongoing periodic drug testing helps to deter employees from using drugs. We at CNSS conduct drug test using three different samples – Urine, Oral Fluid and Hair sample. When considering pre-employment screening, CNSS prefers hair testing method since it offers up to 90 days of visibility into the candidate’s drug history. For situations requiring same-day or ongoing screening, urine or oral fluid may be best since it provides a one-week window of detection. We also document the entire drug testing process for each of our employees from notification to the results analysis.

During our on-going drug screening, if we find any of our employees who test positive are subject to a medical review and could face disciplinary action up to and including dismissal if the medical review goes against the employee. In order to facilitate this test and make it convenient to our new hires and ex-employees we have tied up with ARCpoint Labs a complete drug test service provider. We either schedule an appointment for all of our employees with the company so that they can go at company’s facility on the given time-slot booked for them and get the test done. Else we ask ARCpoint Labs representative to visit us on a particular day and collect the sample of the candidates for further processing. Once all the tests are done we have all the reports stored on our centralized database which is also linked to our recruitment system. This way our recruiters can save time by eliminating those candidates who have a drug history associated with them for up to ninety (90) days.

c. Describe Crossing Guard recruitment and training policies. A copy of the training manual shall be included with the Proposal.

Perfecta Response: This response is the demonstration of our capacity and competency to accomplish the required services including but not limited to screening, supervision, training and Licensing) as requested by Agencies under this contract. CNSS is serving government and commercial clients on over 60 security services contracts with different scope and scale. Through this industry experience, we have in-depth understanding of Security services needs in government sector. We understand that the Agencies is had a wide spread geographic area which the contractor needs to cover while performing the work under this contract. We are also aware about locations where security services are required and the number of personnel with the required no. of hours at each location.

Recruitment: Our UNIQUE RECRUITMENT PRACTICE based on the Proactive and Reactive Approaches that help our recruitment division with on-hand available and ready to be deployed candidates. Proactive sourcing and recruitment is a key to our success. We work proactively by building pool of candidates in our database plus we have qualified candidates ready to hire for every contract under execution and to match qualified personnel to prospective job assignments.

We have explained our Proactive and Reactive approaches below:

CITY NATIONAL SECURITY SERVICES	Page 9	Aug 24, 2017
Head Office: 5901 W Century Blvd, Suite 806 Los Angeles, CA 90045		Phone. (310) 641-6666



Proactive Approach: Our Recruitment process under such contracts initiate with understanding the client. At the time of the award, we will identify and assign a dedicated support team with dedicated account manager. The very first step in our process is that Account Manager drafts a report about understanding of Clients' requirements. This report gives input to Recruitment Manager about the nature of work require at the Client site. It also details out Clients future acquisition & development plans for their staffing needs. It also explains about the location parameters, work culture and anything else that can be beneficial to our recruiting team. Based on the input received from Account Manager, the recruiting team starts the proactive approach to identify the resources internally and externally to build resume database pool for the Agencies. This work includes making calls to candidates introducing our client and establishing a relationship with them.

Reactive Approach: The work is initiated as soon as we get the task order/requirement from Clients. The task order is immediately entered into "CITY-RECRUIT", our centralized recruiting portal. The Account Manager understands the client's requirement based upon the task order received. This includes an understanding of the position skill set, client environment, qualification and experience as well as the mandatory and desirable skill set of the candidate. Accounts Manager drafts a requisition and submits the requirement in CITY-RECRUIT along with sending it to Recruitment Manager. The Recruitment Manager checks whether a candidate with a matching skill set is available in-house or in our internal resume database of 600,000+ candidates. If a suitable match is found, the screening process is triggered which includes interview by our staff in the respective area before submittal to the requesting Agencies. If not enough qualified consultants are found in our database, job is post into the various sites like job portals Monster or Career Builder etc. Also, a Boolean search is performed on these Job portals to find a qualified resume. Most of the time, we present qualified resumes to client within one (1) business day as our recruitment team work over the span of 4 – 6 hours and cover early morning and late evening hours to reach the candidates.

We will have our standard process, Timelines and management control to recruit candidates to deploy at Agencies' work sites with right skill and qualification; we have attached the snapshot of our recruitment practice below. Our recruitment practice allows us the flexibility to ramp up and down an entire program within a short timeframe. Historically, we have provided our customers with the required personnel within Twenty -Four (24) hours of identification of the requirement. This rapid turnaround is directly attributable to our large number of Talent Operation Specialists (TOSs) in the field and the QCL. We have a dedicated Staffing and recruitment Division that consist 17 people out of it there are over 12 Recruitment specialist across the company with the proven capacity to fill and support hundreds of vacancies in a very short time. CNSS has defined matrices to track the time of recruitment activities to fill positions and assure quality hire.

Methodology and tools used to ensure consistency: Our structured work order fulfillment (WOF) methods are used to accomplish any normal and special requirements of our clients and this process defines critical advertisement and sourcing strategies from the anticipated need and initial request to the actual placement. The work is initiated as soon as we will get the task order/sourcing requirement from Agencies. The task order is immediately entered into CITY-RECRUIT, our centralized recruiting portal. The Account Manager understands the requirement of Agencies based upon the task order received from them. This includes an understanding of the contract requirements, SOW, client work environment, qualification, experience, mandatory and desirable trainings, licenses and skills. Accounts Manager drafts a requisition and submits the requirement



in CITY-RECRUIT along with sending it to Recruitment Manager. Recruitment Manager assign the requirements to the recruitment team and using one of the below methods we will search Security personnel for the Agencies.

CNSS has following five methods to recruit the security officials for any type of position. Fill a work

Request for both normal and hard to fill staffing needs according to the Agencies requirements.

Method 1: Continuous Recruitment Process

Method 2: Talent Resource Management System (TRMS) Tool (CITY-RECRUIT) and Job Portals

Method 3: Internal Resume Database

Method 1 – Continuous recruitment Process: We will establish a continuous recruitment process to Identifying, vetting, recruiting, and pre-screening security personnel that will be critical for CNSS to ensure successful delivery of Security Guard Services to Agencies. We have successfully placed over 370 security guards under 60 Security services contracts in 2016. To ensure that the qualified resources are available as per the Agencies’s requirements, CNSS will use its proven proactive approach, processes and tools practiced for over a decade. Our Recruitment Division consists of more than 17 people that include 12+ recruiters, data miners and research analysts. We source qualified security personnel using our internal resume database (more than 600,000 screened resumes), internal pool of qualified consultants (more than 1100), and access to popular job websites, such as Monster, Indeed, CareerBuilder, etc.

Method 2 – Talent Resource Management System (TRMS) Tool (CITY-RECRUIT) and Job Boards: CITY RECRUIT is a TRMS tool which helps in end to end talent and database management at CNSS. Below highlighted few are the features of our TRMS:

- **Web Based System:** TRMS is web based that allowing our entire Recruitment and other nationwide teams to interact with each other to work on client’s requirements, and also allow communicating with consultants and clients in real time.
- **Automated Agents:** Automated Agents are set up within the online system that constantly search both our internal database as well as external database systems for candidates with skills that match the needs required on our most important programs. Once the agent identifies a candidate, it is delivered to the Recruitment Team’s desktop.
- **Skills Inventories:** Each candidate within our system has a detailed skills inventory associated with their profile. Our software parses this information directly from candidate resumes into the database. We are then able to match candidate’s skills directly with the skills required by the client’s job requirements.
- **Automated Postings:** As we enter client job requirements into our system, they are automatically posted to the internet for potential job seekers with the click of a button.
- **Instant Communication:** Our system is equipped with a feature that allows our Recruitment Team to do a broad or narrow search and then instantly contact each candidate with a personalized email.

Job Boards: CNSS also uses a combination of several leading job portals / boards, major news publications, and numerous other industry and skill-specific databases to Source the candidates a



advertise our open positions locally and/or nationally. Such web portals include Carrier Builder, Monster, Job Diva, ZIP Recruiter, LinkedIn premium Recruiter and many more.

Method 3 – Internal Resume Database: CNSS maintains a robust, company-wide proprietary candidate database, in its internal database system called (CITY-RECRUIT). For nearly over 10 years, CNSS has been building a database of the world’s most sought-after professionals from diverse backgrounds and domains. Our candidate database populated over 600,000 resumes of all type Security personnel of all level and every day thousands more are added to our database via our website and e-mail. Resumes are automatically entered into our database for categorization by profession, education, certification, pay rate, GPA, years of experience, special skills, location, testing scores, licensing, and availability etc. Through this approach we keep sourcing and screen the candidates and adding those in our Talent Resource Management System (TRMS). We will implement the same approach to accomplish the requirements of Agencies, through this strategic approach we will keep building the network of security personnel that may requested by Agencies under this contract. We will use internal references, advertising the job requirements on various channels, sourcing candidate from LinkedIn, CareerBuilder, ZIP Recruiter and job diva etc. for networking and database building.

Internal Staff	CNSS has a staff of over 370 people (Security Officials) experienced in working with various public sector entities and ready to work any geographical location.
Internal Referrals	In parallel, we share the requirements with our employees by posting them on our internal web site for internal referrals.
Internal Resume Database	CNSS has an internal resume database of more than 600,000 resumes pre-screen Armed and unarmed security guards and supervisors; with them we share the requirements and make them able to work in remote locations. And this database is growing every day as we work proactively on building database after understanding our client’s requirement.
Job Sites	We advertise such positions on all local and nationwide job boards and similar web based communities, from where we source the candidates.
Local Employment Agencies	We have registered our company with local employment agencies and post the job requirement there. We also receive resumes of qualified candidates registered with that Agencies.

Training: We believe training forms the backbone of providing the best security we can offer. Training is an on-going endeavor, not only to cover existing skills, but to learn new ones. We strongly encourage the growth of all of our employees, and to that end, we confirm that all guards assigned to the City accounts will be eligible and mandated to participate in City assigned/sponsored training. We are firmly committed to the principle that both specific and ongoing training guarantees the guards are best prepared to meet and exceed specifications, and keeps them alert and aware of both venue concerns and best practices. Continuing training will be a requisite for all of our employees assigned to this contract.



Once an individual is hired, they must complete a series of training courses. Officers will first receive all State and CNSS mandated training. The training for licensure will be completed at the time of hire. CNSS will provide the City's management or facility manager with proof of completion certificate for the same.

CNSS also provides each officer with further training at one of our Officer Training Facilities. Subjects covered in our Training Program include Basic Introduction to Security, Uniform and Equipment, Report Writing, Officer Safety, Customer Relations, Law of Arrest, Conflict Resolutions, Crime Scene, Interview Techniques, Traffic Control, Patrolling, Foot Patrol and Vehicle Patrol; in addition, guards will be given advanced training in Terrorist Response, Bomb Threat Procedures, Anti-Terrorism and Anthrax. All of CNSS's training materials are made available to clients at any time, if they are not already requested and approved by contractual agreement. Following classroom instruction, all Officers will be given a written test to evaluate their knowledge of the materials covered in each lesson. Any Officer who scores below a 90% will be given further instructions and re-evaluated. Unarmed self-defence training will be provided by request and approval from the client.

Upon completion of the above training, employees proceed to the next level, a five-part program comprised of 40 hours' worth of instruction for security officers and 48 hours of instruction for security supervisors. All Officers may be given continued and additional training as required or as advancements in techniques are developed.

- There are five levels of training incorporated by CNSS:
- State-required Certifications
- Pre-employment Training
- Contract-required Pre-Assignment Training
- On-the-Job Training (Site Orientation)
- In-service, On-going Training

It is our expectation that in states and/or jurisdictions where security officer licensing is required, candidates seeking employment will have all licensing requirements completed prior to consideration. We will work with individuals who possess the attitude and aptitude to succeed by helping them obtain such licensing.

Please see the attached complete training course module attached from the next page of this response:

Training Curriculum
<p>TRACK A: It is our expectation that in states and/or jurisdictions where security officer licensing is required, candidates seeking employment will have all licensing requirements completed prior to consideration. We will work with individuals who possess the attitude and aptitude to succeed by helping them obtain such licensing.</p> <ul style="list-style-type: none">• State Mandated D License: 40 hours of training required of all personnel.• State Mandated G License: 28 hours of training completed by all personnel.<ul style="list-style-type: none">○ 20 hours of classroom training○ 8 hours of shooting range instruction



TRACK B: Upon completion of **Track A**, employees proceed to **Track B**, a five-part program comprised of 40 hours' worth of instruction for security officers and 48 hours of instruction for security supervisors.

- **Introduction/Orientation:** An eight-hour course required of all personnel, geared toward the orientation of newly hired employees.
 - What to expect from CNSS.
 - What CNSS expects from you.
 - CNSS's Policies and Procedures.
 - CNSS's **Exclusive GLAD Hospitality Training*.

EXCLUSIVE G.L.A.D. HOSPITALITY TRAINING: CNSS ensures our officers are the best in the business. Aside from providing elite security service, a well-trained CNSS officer also treats clients, guests, visitors and everyone with whom the officer interacts in a courteous manner. At CNSS, we go the extra mile to educate officers, not only in security training, but in hospitality training as well. This powerful dual focus ensures we are providing more than just ordinary guards. We are providing the finest quality officers who are fully equipped with a diverse set of skills for responding properly to a simple request for directions to something as crucial as an emergency, and everything that falls in-between.

Our exclusive G.L.A.D. Hospitality training program incorporates hands-on learning with real-life applications. G.L.A.D., which stands for *Greet, Listen, Answer and Deliver*, is a program comprised of specially designed courses to equip officers with the knowledge to handle tasks efficiently from start to finish. Officers are taught techniques for thinking outside the box.

Upon completion of G.L.A.D training, our officers possess the following:

- The knowledge to properly greet, listen, answer and deliver.
- The ability to make every client feel comfortable, respected and safe.
- Positive verbal and nonverbal communication skills.
- The insight to speak courteously and express what they can do to help.
- Polite and considerate behavior that goes the extra step.
- Professional ethics.
- The ability to set an excellent example for others.
- **Phase I:** An eight-hour course required of all personnel.
 - Access/Egress Control
 - Communications & Report Writing
 - Two way Radios
 - FCC Regulations
 - Patrolling Techniques
 - Duties of Security Personnel
 - Legal Limits
 - The Security Business
- **Phase II:** An eight-hour course required of all personnel.
 - Crisis Management
 - Fire Hazards
 - Hazardous Communication (Awareness Levels)
 - Portable Fire Extinguishers
 - Blood borne Pathogens
 - Bomb Threat Response
 - Crowd Control
 - Traffic & Parking Control
 - Workplace Violence
- **Phase III:** A 16-hour course required of all personnel.
 - Firearms
 - Restraining devices



- CPR/AED
- First Aid/Medical Response
- Disabling/Stun Gun Equipment
- **Phase IV:** (For Supervisors Only) an eight-hour course required of all supervisors.
 - Account Management
 - Standards and Expectations of Security Officers
 - Hiring Process
 - Training Requirements
 - Supervision
 - Managing Performance
 - Time Management
 - Managing Customer Satisfaction

TRACK C: Upon achievement of Tracks A and B, employees proceed to Track C, geared toward in service and on-the-job training.

- **On-the-Job Training (OJT):** An eight-hour course required of all personnel.
 - Site Specific
 - Hazardous materials (provided by OCWD)
 - Security, as applied to OCWD facility
 - Operation and use of equipment used by OCWD such as electrically operated gates (manual operation if power outage), closed circuit TV, etc.
 - Post Orders

On-the-Job Training is conducted at each specific job site. Shown at right is a sample checklist that will be customized for you. CNSS allocates a specific number of days of initial training at no direct charge. These days can vary based on post requirements. We consider these days as additional qualifiers for your location.

We utilize OJT to screen candidates who may not be fit for duty. Our account manager will monitor all OJT closely to identify poor characteristics, etc. As an additional pre-placement safeguard, the site supervisor or account manager can report any trainee that he or she feels is incapable or unable to fulfill their duties. As a team, we determine whether additional training is warranted or if the trainee must be removed.

TRACK D: Upon completion of Tracks A through C, employees proceed to Track D, geared specifically toward continuing education and training.

- **Monthly:** A two-hour course required of all personnel.
 - Refresher OJT Training
- **Quarterly:** A six-hour course required of all personnel.
 - Classroom Refresher Training

Officers are tested upon completion of each training session to ensure they possess the knowledge to do things the CNSS way. They strive to go beyond the call of duty when it comes to treating clients, guests and visitors with the utmost respect and to provide premium service that exceeds your security needs.

d. Disclose whether or not the firm is or has been in default or breach under any similar services with any other public agency within the past five (5) years. State whether any such agreement has been terminated for cause in the past five (5) years and, if so, explain the underlying grounds for the public agency's termination of the firm's agreement for cause.

Perfecta Response: CNSS understand and acknowledges that the firm is or has not been in default or breach under any similar services with any other public agency within the past five (5) years, neither any such agreement has been terminated for cause in the past five (5) year.



2. The proposer's record of performance with respect to prior contracts or services with the City and/or other municipalities within the past five (5) years.

Perfecta Response: We have experience in providing similar services to the City of Burbank, University of California in Irvine, California State University Dominguez Hills and Westchester Business Improvement District. In the last five years CNSS has placed a No. of crossing guards under these contracts with our client. CNSS would be more than happy to share the details of these reference, however due to contractual agreement requirements we will not be able to disclose the reference of these contracts. Apart from this CNSS has worked with various commercial and government clients in the past 5 years providing all type security guards services including but not limited to crossing guards, armed guards, unarmed guards and roving guards.

CNSS have mentioned few more contracts below in this response in the reference section on page No. 25 and 26 of this response which also includes the address, current phone number, name and title of the person to be contacted.

3. The proposer's business plan and strategy for satisfying the performance requirements of the RFP and the terms of the Crossing Guard Services Agreement.

Perfecta Response: CNSS has its **Government Security Services Division (GSSD)** that will dedicatedly work on the City's need to ensure the efficient delivery of the services, and City officials will have access of GSSD through a single point of contact (Account Manager) 24/7 through emails, chat, call and in person meeting. CNSS has all the required equipment, tools, technologies and other resources in place and available for not only to meet but exceed the City's expectations from this contract. CNSS ensures the City to comply with all reasonable regulations imposed by the City on the Crossing Guard Services Provider's performance pursuant to the Crossing Guard Services Agreement.

Qualification and availability of Security Officials: CNSS has a staff of over 1100 security guards and Patrol officials experienced in various skills and not only that, CNSS also maintains an own in-house database of 48000 security guards and field officials local to CA (different counties and cities). Our rigorous **Work Order Fulfillment (WOF)** process defines critical advertisement and sourcing strategies from the anticipated need and initial request till the actual placement. CNSS has a dedicated 24/7 dispatch center which is not only centralized but a cloud based live system "**CITYtrac**" to track the real-time progress of the work and has the capability to send the notifications to and by the officers with their handheld devices. This makes it a very powerful tool to track all the incidents which takes place while performing the job. The dispatch team come into action as soon as they get the incident reported through Phone, email, chat or "CITYtrac". Everything gets into our centralized tracking system and our team maintains a compete record of each and every incident on "CITYtrac." Our dispatch center security in-charge will take a note of the incident and take the corrective action as required and instructed by the City. The system then automatically generates the incident report for our records, which then are utilized to take the corrective measures to improve the process flow. Apart from this, CNSS also has robust screening and selection process in place to ensure that all security officers, which will be deployed on the City contract should have a minimum of following:

Guard Qualification Matrix

CITY NATIONAL SECURITY SERVICES	Page 16	Aug 24, 2017
Head Office: 5901 W Century Blvd, Suite 806 Los Angeles, CA 90045		Phone. (310) 641-6666



Total Experience	7- Years at least
Relevant Experience	5 - Years at least
Experience Screening People	4 - Years at least
Weapon Operating Experience	4 - Years at least
Residence	Local to the POP
Physical Fitness Score	95 out of 100
Mental Presence Score	95 out of 100
Communication Skills Score	5 out of 5
Customer Services Skills	5 out of 5
A Criminal Background Check	Completed and clear
Reference Check Result	Positive
Licenses	<ul style="list-style-type: none">• Guard Registration• Guard Card• Valid CPR/First Aid Certification

4. The degree to which the proposer's proposal deviates from or is otherwise unable to comply with the baseline requirements and conditions set forth under this RFP. Proposers are strongly encouraged to meet or exceed the baseline requirements of this RFP.

Perfecta Response: CNSS has carefully read and understood all the baseline requirements and conditions set forth in this RFP and acknowledges that there is no deviations or exceptions to these baselines and conditions. CNSS has met/exceed all the baseline requirements of this RFP.



Resumes of principals, officers and key managerial personnel

CNSS Response: We will provide a fully dedicated Government Security Service Division (GSSD) Account to the City, City will have access of entire GSSD through single point of contact Account manager which will be responsible for tracking the City's requirements and assuring the satisfactory performance of the Armed Security Guard Services at the City's site. Below in next page we have attached the detailed resume of Operations Manager, Account Manager and Security Manager for City's Consideration:

Name of Team Members:

Sr.no	Staff Name	Title	Company Name
1	Soames Navarro	Operations Manager	City National Security Services, Inc.
2	Adam Coughran	Account Manager	City National Security Services, Inc.
3	Stacy Lumpkin	Security Manager	City National Security Services, Inc.

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Resume: Soames Navarro-Operation Manager

Name & Title: Soames Navarro / Operation Head			
Profile Description: Highly motivated Security Operations Manager with more than 9 years in security. Works well independently and as part of a team. Manager in the security field, including client and public relations and supervisory skills. Extensively trained in defensive tactics and conflict resolution. One who is calm under pressure. Communicates effectively with others and helps motivate them to make positive life changes. Strong Leader. Works well with others and TEAM orientated			
Education: Associate of Art: Itawamba Community College. Bachelor of Science (History): Blue Mountain College			
Certifications: Certified Report writing			
Contact Information			
Contact #	(310) 641-6666 Ext 223		
Email	Soames.navarro@citynationalsecurity.com		
Professional Experience			
Organization Name	City National Security Services		
Title	Operation Manger		
Location	Los Angeles, CA		
Duration	Sep 2014 to Present		
Description: Managing and operating around 70,000 contract hours for the clients in CA. Managed and operated overall Security operation of company and ensure the smoothness in 27-30 Sites from Local accounts to National accounts and maintained profession working relations with Account Managers, Recruitment Managers, Human Resource Manager, Security Manager, Training Managers Company Executives and other company employees. Conducted operational reviews of security segment and made recommendations to management based on findings. Hired, trained and managed a staff of approx. 200 associates. Counseled management on how to cut spending without compromising the safety and security of the company's assets. Developed and implemented training procedures for all newly hired personnel. Managed staff schedules for all shifts and events to minimize overtime costs. Supervise and manage administrative actions, Personnel Asset Inventories, and personnel readiness. Maintain accountability for equipment valued at \$700K.			
Prior Experience			
Company Name	Title	Location	Duration
ABM Security Services	Operation Manager	San Jose, CA	Oct 2011- Jul 2014
Securitas Security Incorporated	Security Officer	Los Angeles, CA	May 2008- Aug
Role Soames will play in this contract: Soames will be responsible for to ensure the efficiency in operation under this contract and will ensure the delivery each resource for the performance of this			



Resume: Adam Coughran -Account Manager

Name & Title: Adam Coughran /Account Manager (ASIS Member)			
Profile Description: Security account manager with 13 years in the security field, including client and public relations and supervisory skills. Extensively trained in project management, policy development/implementation, and conflict resolution. Exceptional Security Manager adept at identifying strategic and operational risks and making recommendations to senior-level staff.			
Education: Bachelor of Science- Criminal Justice, University of Toledo.			
Contact Information			
Contact #	(310) 641-6666 Ext 225		
Email	Adam.coughram@citynationalsecurity.com		
Professional Experience			
Organization Name	City National Security Services		
Title	Account Manger		
Location	Los Angeles, CA		
Duration	Jun, 2012 to Present		
Description: Serves as a key point of client contact to ensure the delivery of high quality Security service for assigned Government account, Meets regularly with Contracting officers and Government Contract representatives to understand the security/business requirements, obtain and deliver status updates; addresses any actual or potential problems; assists line management in negotiation of client contract; provides support during transitioning and throughout the contract supports security planning, assessments and surveys; reviews and updates post orders. Oversees, coordinates with line management, and participates in the recruitment, selection, orientation, training, development and retention of high caliber staff; acts to ensure that each staff member is treated with dignity and respect; plans, assigns, and directs work; coaches' employees and carries out disciplinary actions, as necessary. Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for assigned accounts. Develop and implement procedures for contract management and administration in compliance with company and client's policy. His overall responsibility includes following but not limited to maintain excellent working relationships with clients government City while interacting on all classified matters. Support the development and implementation of an effective security education, training, and awareness program, Conduct administrative inquires followed by timely incident reporting if required, Conduct security indoctrinations, debriefings, audits, and annual refresher briefings, Create/update contract specific security plans and procedures, Support proper processing of incoming and outgoing classified visits, personnel access requests (PAR), and classified material transportation/courier plans, Remain up to date on applicable policies, procedures and regulations from the company, customers, and government City and performed, Other security-related duties as assigned.			
Prior Experience			
Company Name	Title	Location	Duration
Securitas, Inc	Security account manager	Washington, DC	Apr 2009- Feb
G4S Secure Solutions	Security shift supervisor	Columbus, OH'	Mar 2007-Feb
G4S Secure Solutions	Armed Security Officer	Columbus, OH	Feb 2004 – Jan
Role Adam will play in this contract: Adam will be act a single point of contact for all contract relation communication. He will ensure the effective communication between CNSS and City officials thorough email, chat, calls and in-person meetings. He will ensure that CNSS is the objective of SLA designed by City and will ensure the success of contract by delivering the cost effective and quality services in timely manners			



Resume: Stacy Lumpkin -Security Manager

Name & Title: Stacy Lumpkin /Security Manager			
Profile Description: An experienced security supervisor, with 14 years of experience and comprehensive exposure to managerial responsibilities, directing operations of security practices and regulations in organization. Stacy has successfully managed a team of 25 -20 security officers, and helped maintain a secure and safe environment for clients to work efficiently. Regularly acquires in-depth knowledge of security legislation and securing environment from related hazards and threads.			
Core specialties: Security risk assessment. Enforcing security policies. Defining and planning safety practices. Handling confidential information. Leading the implantation of security/safety procedures			
Education: Associates degree in Criminal Justice, University of California. Los Angeles, CA			
Certifications: Certification in Security Management			
Contact			
Contact #	(310) 641-6666 Ext 226		
Email	stacy.lumpkin@citynationalsecurity.com		
Professional			
Organization Name	City National Security Services		
Title	Security Manger		
Location	Los Angeles, CA		
Duration	Apr, 2012 to Present		
Description: Manage day to day security programs for clients. Prepared overall security plans and managed security operations of organization, including assignments and staffing. Contribute to investigations of property loss, thefts and criminal activities. Provides timely reports to firm Management. Manages all security costs through financial analysis. Maintained and conducted routine checkup of several sites in firm; analyzed failures. Monitored performance of security units deployed at client locations. Researched market constantly to gain knowledge of latest trends in security system implementation and possible security threats. Recommended installations of new/ latest security systems or a possible up-gradation in existing systems. Perform overall security contract management, supervise, direct and train security personal.			
Prior			
Company Name	Title	Location	Duration
I.W.G Security Protection City	Security Manager	Los Angeles,	Jun 2009 to Jan 2012
NYC Police Department	Police Officer	NYC, NY	Apr 2003 to Mar
Role Stacy will play in this contract: She will manage the entire security operation, guard supervision			



SUBMITTAL REQUIREMENTS:

This RFP is intended to assess each firm's general capabilities as they would apply to the City and to evaluate specific responses to the expected scope of work. Each Proposer must address each of the following items in their response to this RFP.

- 1. State the legal name of your firm, its address and telephone number.

Perfecta Response: Please find the details below:

TYPE	INFORMATION
Legal Name of The Firm	City National Security Services, Inc.
Address of The Firm	5901 W Century Blvd, Suite 806, Los Angeles, CA 90045
Telephone No. of The Firm	(310) 595-7260

- 2. Describe your firm's background and experience and the structure of your organization (i.e., individual, partnership, corporation, joint venture, etc.).

Perfecta Response: CNSS has over 12 years of experience in physical, industrial, and personnel security and investigations and has been supporting Intelligence Community and other Government program activities in a number of capacities since 2005. CNSS corporate executives are seasoned security and law enforcement professionals with a wide range of corporate, intelligence, investigative, and security experience gained through distinguished careers with the U.S. government service and with esteemed corporations. The CNSS staff is comprised of over 1500 security and investigative professionals with a nationwide geographic footprint across the country. While the Security Guard Services (Un-armed/Armed) is a core competency of CNSS, so is our track record within the physical security realm. We are known throughout the industry for our expertise in providing unarmed security guards; access control services; force protection and tactical measures; as well as security assessments and investigations. CNSS also possess the required Private Patrol Operator License from the State of California Department of Consumer Affairs. CNSS also maintains Active Private Patrol permit from City of Los Angeles and Permits. We have attached our certificates and Licenses in Response section "Credentials" for City's consideration. CNSS has all the required equipment, tools, technologies and other resources available for not only to meet but exceed the City's expectations from this contract. CNSS is one of the very few security companies in this area with instructors certified at both the Instructor-





Trainer and the Senior Instructor Level as per the California Bureau of Security and Investigative Services (BSIS). These are the highest levels attainable in the industry. Our training program has been approved by FPS and exceeds standards of both FPS and California Department of Justice (CA DOJ).

CNSS's quality processes and integration of continuous improvement models throughout the organization ensure that customer service and quality products are a commitment of every employee. CNSS's corporate values drive our business philosophy which is reflected in our company slogan, **Right People. Right Values.**® – a core value for all of CNSS's security professionals.

CNSS provides exceptional consulting and security services at low competitive rates passing on a major cost savings to our clients; Provide a highly desirable working environment that nurtures creativity and innovation among its employees; encourages promotion from within; offers comprehensive competitive benefits and provides an outstanding rate of employee retention; Provide our clients with only the highest qualified consulting and security professionals through our thorough recruitment process to include women, minorities, veterans, and seasoned professionals.

Organizational Facts	Operational Facts
Incorporated in 2005	250+ Security Services Contracts
Certified By California CBA	5000+ Guards Deployed Over The Year
10K+ Weekly Man Hours Services	GSSD and Admin Division Consist 49 People
Statewide (CA) Presence	Delivered \$61M Services Over The Year
WBE/MBE/SBE/DBE Certified	700 Guard Accessible"
Fastest Growing WMBE Business	Availability of Resources

CNSS proudly protects more than 250+ of the largest government and Commercial customers across the nation and, we are committed to becoming the leading provider of guard services making a difference in communities we serve with our unprecedented commitment to delivering the Highest Standards of Quality our scope of experience and demonstrated capability is in following industries:

- Industrial
- Commercial
- Corporate campus
- High rise office
- Government facilities
- Warehouse
- Financial institutions
- Residential buildings
- Hospitals
- Colleges & universities
- Retail malls & stores
- Event/Personal Security



Please see the chart below of our active clients and placements made by CNSS on various contracts:

Clients Name	Contract Start Date	Contract End Date	Total Placement
• Westchester Association	Aug-2008	Still going	54
• Interstate Hotels	Mar-2008	Still going	36
• Hyatt Regency	Jul-2011	Still going	138
• Stater Bros Markets	Oct-2006	Still going	836
• UC Irvine	Sep-2016	Still going	12
• Marriott Hotel	June 2009	Still going,	32
• Century Village at Cabrillo	Jun-2010	Still going	100
• Catholic Charities	Sep-2014	Still going	23
• Aids Health Foundation	Oct-2013	Nov-2015	120
• Rockforce Construction	June-2015	Still going	10
• City Of Burbank	Mar-2009	Jun-2014	18
• Hilltop Colony HOA	June-2015	Still going	22
• Jetro Cash & Carry	Aug-2005	Still going	64
• Provisional Educational Services	Feb-2015	Still going	8
• Sukut Construction	Mar-2015	Still going	120
• Standard Management	Jul-2008	Still going	30
• McDonald	Oct-2014	Still going	73

Below we have attached General Firm Information and additional material such as brochures, photos, promotional material and supplemental graphics, applicable to the content of the Proposal for City Consideration.

Firm Name	City National Security Services, Inc.
Date Established	09/22/2005
No. of Years in Business	12
Form of Corporate Entity	S-Corporation
Address assigned to the City's Account	5901 W Century Blvd., Suite 806. Los Angeles, CA 90045
Phone	(310) 595-7269
Fax	(310) 641-6666
E-mail	chiraz.z@citynationalsecurity.com
Website	www.citynationalsecurity.com



- 3. Provide a minimum of three and a maximum of five references for similar contracts performed within the past five (5) years paying particular attention to those in Huntington Park and its vicinity. Include the address, current phone number, name and title of the person to be contacted.

Perfecta Response: Please find the references below as per the requirement

Reference1	
Client Name	Stater Bros Markets
Contact	Todd Fernandez
Address	301 S Tippecanoe Ave, San Bernardino, CA 92408
Phone Number	909-733-5122
Email	Todd.Fernandez@staterbros.com
Contract Duration	Oct-2016 to Present
Summary of Service Descriptions	
Star Bros Markets is one the largest Retail Store throughout the CA, CNSS is providing Security Guards Services across all Stores Located across the CA state. There are currently 836 Security guards working with client.	
Reference2	
Client Name	Westchester Association
Contact	Bob Smith
Address	P.O. Box 91014. Los Angeles, CA 90045
Phone Number	310-493-3835
Email	resmith@earthlink.net
Contract Duration	Aug 2010 to Present
Summary of Service Descriptions	
CNSS is providing all Armed unarmed security guards and Patrolling services to Westchester Association effectively. There are currently 54 Guards are placed.	
Reference3	
Client Name	Interstate Hotels
Contact	Wolf Wildoer
Address	5990 Green Valley Circle, Culver City, CA 90230
Phone Number	310-641-7740
Email	wolf.gang@interstatehotel.com
Contract Duration	Mar 2008 to Present
Summary of Service Descriptions	
CNSS is providing Security Guard services to Interstate hotels since 2008 and there are currently over 36 Guard are placed with this client.	
Reference 4	
Client Name	Sukut Construction



Contact	Russ Nguyen
Address	4010 W Chandler Ave, Santa Ana, CA 92704
Phone Number	800-785-8801
Email	RNygren@sukut.com
Contract Duration	Mar 2015 to Present
Summary of Service Descriptions	
CNSS is providing Security services a various constructions locations of Sukut Construction, and there are over 120 Security guards CNSS placed with this client.	
Reference 5	
Client Name	McDonald
Contact	Yousef Kanjee
Address	2002 S Figueroa Street # 4003 Los Angeles, CA 90007
Phone Number	310-422-5933
Email	yousef.kanjee@us.stores.mcd.com
Contract Duration	Oct-2014 to Present
Summary of Service Descriptions	
CNSS is providing Security services to McDonald and there are over 73 Guards CNSS has placed at multiple store of MCDonald.	

4. Describe your firm's approach to the scope of work.

Perfecta Response: CNSS' Proposed Engagement method is a dedicated delivery model, leveraging its best resources to fully support the mission and objectives of the City. CNSS will establish a virtual Government Security Service Division (GSSD) to accomplish all contract requirements. GSSD will be focused on adding values and delivering Security Services needed by the City to provide 24x7x365 support to the City in various locations as described in the RFP. This GSSD also empower CNSS to respond as quickly as possible to all City requirements and queries, and fill all the Security guard needs with turnaround time as little as 2 hours for all job requirements. GSSD at CNSS is focused on adding values and delivering Security guards to the City "whenever it needed" through deep understanding of the experience, skills and other details for successful deployment and project completion. A later section outline how GSSD will ensure an efficient delivery of services with continuity at place using an innovative, best in class 24/7 Recruiting and deployment engine complemented by internal team work to validate candidate and back ground, deployment, security guard replacement (Change Management), Time sheet management and administration. Our client-centric approach has resulted in over 95% of clients retaining CNSS in their "top 3" supplier bucket.

GSSD is the combination of various teams that work together to ensure the delivery of contract requirement with efficiency and cost effectively and such team includes but not limited to Account Management Team, Operation Management Team, Security/Technical Team at (CNSS Level), Quality Control Team, Recruitment Team, Human Resource/E-care Team, Quality Control Team and Training Team. GSSD will work 24/7 to support the City in their mission and the City officials will have access of GSSD through a dedicated single point of contact "Operation Manager" and



Account manager will be responsible for tracking the City's requirements and assuring the satisfactory performance of the contract.

The dispatch center, which is a crucial part of GSSD will play a very critical role in the execution of this contract. CNSS has setup a "state of the art" technology based dispatch center which is live 24/7 365 days a year. The staff working in our dispatch center are highly qualified and are masters of their work. We have dedicated team who takes calls from various of our customers in case any incident is reported. In order to facilitate the work required by the City, CNSS will have a dedicated phone number which will be available 24/7 to the City officials to report any incident. For this purpose, our team uses a cloud-based tracking system "CITYtrac". Our system then can be used to generate daily, weekly and monthly incident reports based on the data gathered and filters applied.

Post Order Development and Implementation: CNSS will prepare Post Orders for each and every post covered under this contract for general as well as specific duties. CNSS team will sit with the City officials in order to develop and implement the Post Orders. Our simple process for creating the Post Orders is given below.

Development

- Post orders are the written instructions for Security Officers working in their assigned posts or patrols
- Post Order shall be written in a manner clear and understandable for the security officers
- City National Security Services must identify specific duties security officers must perform at the location prior to writing a Post Order.
- Security Officers will be trained and tested on their post orders
- Continuous updating of Post Order
- Post Order shall have revised or updated date displayed on the footer

Post Order general format:

General Instructions

- Standing Orders
- Basic access control
- Sign-in/out procedures for employees, guests, and contractors
- Basic workplace safety and rules/regulations

Instructions

- General patrol routes
- Ingress and Egress Procedures
- Parking Enforcement
- Building Operations
- Inspection
- Detection and Prevention
- Reporting Requirements
- Documentation Logs
- Grooming and Uniform Standards



Emergency Procedures

- Fire, Life, and safety Instructions
- Medical Response Procedures
- Power Outages
- Earthquake Procedures
- Elevator Entrapments
- Active Shooter Procedures

Supplemental

- Updated Supervisor contact list
- Incident Reports
- Site inspection reports
- Daily Activities Report

Post Order Implementation

- Upon completion of Post Order all security staff shall be given examination to measure comprehension of the Post Order
- Security Officers who does not meet required score shall be retrained and retested until they meet required score
- Security officers who does not grasp the material shall be moved to post more compatible with their skills
- Post Order shall be presented to the clients and must obtain approval
- Post Order shall be in compliance with client’s policies and procedure
- Copy of approved Post Order shall be kept at the security desk

Quality Assurance Plan

CNSS Response: Consistent performance of post order duties is the cornerstone of our quality program. Our operations management team will work with you to develop concise post orders for the security officers. These orders will cover normal officer duties as well as specific emergency procedures in the event of an unusual or serious condition. The post orders are reviewed and approved by both the City and CNSS prior to implementation of the assignment. The Manager Operations, Client Service Supervisor, Site Supervisor or designated on-site trainers will use the post orders while conducting on-the-job and continuous training. Post orders are used during inspections to verify site specific knowledge of the security officer being inspected. Security officers will be required to review the log book daily for post order changes or temporary post instructions.

From the post order manual, we develop an on-the-job training checklist program. Prior to a new security officer’s completion of on-the-job training, we are aware of their progress in the training program and can take corrective action if required. Written post orders that detail the security officer’s duties are essential to a quality security program and consistent performance by every security officer.

We at CNSS always make sure that we complete our work within the provided timelines and meet our delivery dates. We will hold ourselves accountable and responsible for achieving the delivery



date and interim timelines. If we have made a commitment to complete a task by a certain time, it becomes our responsibility to make sure that we do so. If it means putting in extra hours or minimizing interruptions and distractions to ensure we get the work done, we will do so. In order to achieve this, we make sure to follow our process diligently:

- We will always ensure that we are hundred percent clear on what is expected of us, and write down immediately, diaries the date and ensure we have the right information.
- When working in a team, we will ensure that everybody in the team, is aware of the deadline, and that they are also aware of the fact that it's imperative that the work should be completed in the set amount of time.
- We will make sure that we are always ahead of schedule, work in advance, and give ourselves plenty of time to complete the work. Being ahead of time, always gives that extra amount of time so that in the event we hit problems we resolve the same and get the task done before the delivery date
- We will set a deadline schedule. Break our work up into blocks over a specified time period. To get an idea as to how long we can expect a task to take, we will break it up into blocks and allocate each block a certain amount of time and to a certain person or a team.
- We will always make sure that we do not overcommit. This is one of the main reasons that deadlines are not met. Rather, be believe, that being honest and speaking up is always the best policy.

Regular inspections are a key component of our Employee Evaluation Plan(EEP). The Manager Government Operations, Contract Manager and Client Service Supervisors have the leadership responsibility for conducting the inspections, identifying performance gaps and developing detailed action plans to address deficiencies. These inspections are in addition to daily security reports, incident reports and other reports/inspections required by the City. As such, numerous records are created on a daily basis that are organized, maintained and analyzed. Our supervisory architecture is built to filter information to decision makers without being lost in the noise of daily logs and non-actionable records. Training records, daily logs, incident reports and other records will be subject to periodic audits for accuracy, integrity of storage and accessibility. Our most important asset is our people. This requires a structured process for assessing and developing talent within our employees and ensuring that they have the tools required to do their jobs. As part of our EEP, we use automated systems for time and attendance, payroll management and proven performance assessment techniques.

Frequency of monitoring: We monitor our staff 24X 7. In order to achieve this, we have put in a team of permanent staff know as Quality Control Monitors (QCM) headed by the Manager of Quality and Employee Evaluation. This team of professional's work from our corporate office and monitor each and every aspect of our deployed workforce using a web based monitoring system 'CityTrack'. This team of QCMs has over 25 years of combined experience working with and providing quality control inspections for government and private contracts. The team will inspect the management, supervisory staff, officers, operations and compliance with the Contract. They are knowledgeable in all company policies and procedures to ensure that all requirements regarding both management and operational activities are in compliance with the Contract, reported, and properly maintained at the local office for client inspection. Apart from this we have an on-field QCM's that is able to visit the client locations to provide a random quality inspection weekly.



The Head Operations oversees all quality control aspects of our contracts. The Quality Control Head and his team will conduct scheduled and unscheduled quality control inspections and report the results to the appropriate Account Manager and the Security Manager of Government Operations. As part of our inspection process, we routinely meet with the client's designated representative to determine the level of performance and contract compliance that is expected so we are assured that our personnel are operating up to the expectations of the client. However, in case we receive any deficiency report in services by the City, the Account Manager is required to pull up all the records of the time when the deficiency is reported and build and track corrective actions that have been identified through various quality control reviews, audits and other evaluations and submit the report to CNSS Management. The CNSS management will then make sure that the deficiencies are being rectified and present the case study to the City and resolve the issue to their satisfaction.

Reporting: Supervision is a critical aspect of any security service. Being very conscious about supervision and monitoring, each and every aspect of the contract have been understood and we completely understand that we need to deploy our security guards and have a strong supervision over them. Apart from this, CNSS uses its proprietary application "CITYtrac" in order to supervise the complete activities of its employees. Our Security specialist team has access to this application 24/7 to monitor each and every activity of the deployed guards and can easily track them at any given point of time. With CITYtrac's automated accountability & guard management software, we'll know where our guards are and what they're doing at all times – but that's not the best part. By tracking guard performance and incidents, we can actually prove our value to our clients, keeping them happy (and even impressed). Our system includes day-to-day policies, measures and protocols in managing the complete security and supervision. Every security guard and supervisor have access of this application through their phones, this application allow security guards and Supervisor to communicate through chat, instant messaging, and calls. Security Guard will also have the access of our dispatch center through "CITYtrac" and can obtain instant assistance.

CNSS's CITYtrac is the best and modern day tool to guard a dedicated area and routes, activity reports and many more. Our system is GPS enabled and uses mobile phones to send real-time data on activities to our centralized system. We will deploy our field officials and vehicles at various checkpoints strategically throughout the site location using GPS enable mobile technology to send the real-time updates. This in return will:

- Validate incidents in real-time
- Deliver detailed and accurate logs
- Provide peace of mind to stakeholders

CITYTrac provides an effective system and a mobile app that is able to manage the profile and duty assignments of all field officials in one centralized system. CITYtrac allows supervisors to assign tasks easily, collect incident times and record the incident activities in real-time while at work. CITYtrac Patrol is packed with useful functions, the crucial incident management and patrolling history, audit trails, and incident details gives us a crystal clear view of every happening that took place.



CITYtrac is flexible, easy to use, and is able to handle complex patrolling assignments. Our centralized system is capable of tracking the following:

- Records all guards' duty times and locations, as they happen to ensure the security jobs are carried out.
- Manages patrolling routes and checkpoints of your security guards.
- Sends ad hoc requests to the on-duty guards to be carried out during tour easily.
- Allows security guards on-duty to report incidents instantly using CITYtrac mobile app, complete with picture(s) attachment.
- Offers real-time patrolling monitoring features.

Project Implementation: On day one of the contract period, clients can look forward to the seamless start-up of crossing guard services. We maintain a strong management presence on site during the initial days of service to provide additional support for the deployed officers and clients, to confirm the effectiveness of site-specific crossing guard training, and to establish world class customer service standards from day one.

In the early weeks of service, we continue to meet the City POC on daily and weekly basis to learn from their feedback and insights and to determine the metrics we will focus on in monthly and quarterly reporting for performance evaluation and management. We customize our Security Information System to reflect real-time status and compliance information for every agreed-upon performance metric.

Contract Performance Management: Moving forward, we continue to monitor performance closely through continuous operations oversight, frequent inspections, and regularly scheduled client communications. Our proprietary Response Management System compels our managers to communicate according to the agreed-upon communication plan for sustaining steady contacts and dialogue throughout the contract period. Site supervisors or site managers run day-to-day operations. We empower our site leaders as much as possible, to support immediate action and resolution and to promote the site team's ownership of the operation. The site leader has direct access to support at the branch and/or regional level. The site leader reports to a branch manager, who operates and manages all client sites within his or her respective territory. In some areas, we have field supervisors and operations managers who provide additional support and oversight. Our de-centralized organizational structure provides unimpeded access to account management, so client issues and problems are resolved quickly and decisively.

Work Schedule and Responsibilities

Based on the given Weekly hours and security guard requirements given in the RFP, CNSS proposes to make a weekly roster in order to cover the specified hours during the operations under this contract. CNSS supervisor will prepare the duty rosters weekly and make the required changes and update the duty roster on daily basis based on the approved shift schedule of the hours of service and varying ridership patterns. CNSS Supervisor will provide the Police Department with a monthly crossing guard schedule, in advance, of the locations to be serviced and the personnel deployed at those locations. CNSS will accommodate all the requested changes whenever notified



by the City. If there any absence or any of our deployed security guard is on leave, then the contract representative/account manager at CNSS will notify the City in advance and will also provide the another guard to fill such absence.

To handle such issues CNSS always maintain an internal pool of screened and tested guards that are already aware about CNSS policies and ready to be deployed on post with minimal direction.

CNSS understand that with the performance of this contract there are particular skillsets required as this security contract specifically deals with the public safety and security. Below are the points which CNSS thinks that the security guards on job should possess:

- All guards assigned to work must be in good physical and mental condition for the work they are to perform. Guards must be fully capable of performing work, requiring moderate to arduous physical exertion under either normal or emergency conditions. These requirements are essential qualifications for satisfactory job performance.
- Guards must be mentally alert and capable of exercising good judgement, implementing instructions and assimilating necessary specialized training.
- Every guard shall have the ability to read and write the English language, understand and carry out oral and written directions, think and act quickly and effectively in emergencies, write accurate and clear reports and monitor environmental and electronic security systems.
- All guards assigned will be uniformed in standard issued clothing including safety-reflectORIZED vests while on duty. All uniforms and auxiliary equipment provided will be in excellent working condition at all times during the performance of the contract.
- Provide positive customer service and general information to the public.
- CNSS assures the City that all the deployed Crossing Guards will and shall abide by the lawful decisions of all peace officers and law enforcement employees of the City of Huntington Park.
- All crossing guards serving the City will be trained in accordance with all pertinent State of California and City of Huntington Park laws and codes pertaining to general pedestrian safety and school crossing areas. Posted guards will be required to provide general traffic safety for pedestrians, motorists, and themselves.

The guards will at all times be familiar with but not limited to the following specific posted instructions:

➤ Emergency telephone numbers	➤ Public Relations
➤ Emergency fire and intrusion alarm procedures	➤ Suspicious packages, Theft/vandalism/property damage, Terrorism
➤ Medical emergencies Access control	➤ Public Service
➤ Access control	➤ Life/safety systems
➤ Report Writing	➤ Patrol Techniques



5. Describe your firm's ability to perform the requested services as outlined in Sections II and III of this RFP, including experience and credentials of the personnel who will be assigned to manage operations in the City of Huntington Park.

Perfecta Response: CNSS has years of experience in providing services related to Crossing Guards and its management. CNSS understands that City has 12 different locations where Crossing Guard services are required with not to exceed 9048 service hours per year. CNSS fully understand that this contract will be administered by the Huntington Park Police Department (“HPPD”) on behalf of the city and agrees that it will and shall abide by the direction and decisions of HPPD personnel. CNSS holds and maintain a good standing and agrees to meet this requirement throughout the term of the contract. CNSS will be happy to share the certificate of Good Standing with the City on request. CNSS is fully capable of providing crossing guards services and has already a plan in place to implement such services in the City. CNSS has the ability to work on this RFP and has the required resources and staff to fully execute the project including but not limited to the recruitment, hiring and firing of the employees. All the individuals working or employed under this contract will on CNSS’s payroll. All the employee paperwork related to the contract will the responsibility of CNSS.

CNSS’s ability in providing such services to the City as mentioned in the RFP are given below:

Understanding of the requirement: We have thoroughly reviewed the complete “project description” and “scope of work” and completely understand the City’s requirements for this contract. CNSS completely understand the work efforts require to complete the objective of this contract and having plans in place to achieve this aim. We have completely reviewed the RFP Document and are aware of the specifications, Terms & Conditions of the agreement. We understand that providing security services is a serious task and we know that the dispatch staff and the security personnel which are required to be placed on this contract with the City should be fully uniformed, trained, courteous, and experienced and also should have all the required knowledge, permits and license in place before commencing the service. After reviewing the whole RFP document, we assure the City that CNSS have capacity to provide all necessary staff and equipment’s at any given point during the length of this contract.

Demonstrated competence and experience in performance of comparable engagements: CNSS is a Young M/WBE, SBE, DBE and LSBE American-owned and operated security officer services provider, we deliver more than 11K weekly man-hours of service exclusively to public and private sector clients across the country. Our dedicated Government Security Services Division (GSSD) is comprised of professionals with diverse backgrounds beyond traditional security expertise, and includes former government officials who understand the unique challenges our government clients face. Our professional references highlight our current contracts of similar size and scope to this RFP.

CNSS has built up strong network of armed and unarmed security professionals with diverse skills and qualifications and other security services companies in City and the State, who are always ready to support us to achieve the business objective. CNSS has grown to an organization with more than \$61 million in revenues and has an impressive track record of customer satisfaction and past



performance that is supported by our commitment. Our motto is, "On time, Within Budget, Exceeding Expectations"!

Presence in CA (State): We are currently holding 37 security services contracts throughout the State. There are more than 700 temporary and fulltime security guards deployed throughout the State and 260 CNSS's employees in the Los Angeles County and over 20 security guards in City are proud of serving the businesses and citizens of City for about ten (10) years, and we are excited about the prospect of entering into a partnership with City under this contract. CNSS has built up strong network of armed and unarmed security professionals with diverse skills and qualifications and other security services companies in City and State, that are always ready to support us to achieve the business objective of City from this RFP.

Expertise and availability of key personnel: The City's account will be managed by a team of experts that includes billable Crossing Guards and non-billable Contract Representative, Security Manager, Operation Manager, Quality Manager and other staff at no additional cost to oversee and supervise the security officers posted at each facility and service area as outlined in the RFP.

Customized Training: We believe training forms the backbone of providing the best security we can offer. Training is an on-going endeavor, not only to cover existing skills, but to learn new ones. We strongly encourage the growth of all of our employees, and to that end, we confirm that all guards assigned to the City's accounts will be eligible and mandated to participate in City assigned/sponsored training (if any). We are firmly committed to the principle that both specific and ongoing training guarantees the guards are best prepared to meet and exceed specifications, and keeps them alert and aware of both venue concerns and best practices. Continuing training will be a requisite for all of our employees assigned to this contract.

Robust hiring process and recruitment capabilities: We have a robust and quality compliant recruiting & hiring process. Every employees working with us is certified by BSIS and cleared from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). We also conduct e-verify check and additional background check. We will also share of the copy of background check for each candidate with PRMD. CNSS has a well-defined and documented Background Check Policy. Under this policy, depending upon the City requirement, candidates are subjected to compulsory pre-employment background checks. To identify and secure more candidates we have Centralize Applicant Tracking System (ATS) "CITY-RECRUIT", access to all Internet and Technologies sources & Tools, Large talent Community, strong social and personal network, etc.

Below we have attached the snapshot of Roles and responsibilities of the Key executives of CNSS that will be indirectly with City on this Contract:

Operation Manager	With over 9 years of industry specific experience, our proposed Operations Manager will be responsible to arrange, allocate and utilize the resource require performing this City contract at highest success rate. Operation manager will be responsible for ensuring the smooth execution of the entire operation at CNSS level for this contract. He will be the one to ensure that resources are properly controlled and managed, to achieve best value for money and time, Operation
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	<p>manager at CNSS is highly skilled in analyzing the operation and implementing the necessary strategies and formal business practice to improve performance.</p>
<p>Account Manager</p>	<p>CNSS will assign a dedicated Account Management resource that is 'Account Manager'. The proposed Account Manager has over 13 years of experience and will oversee the entire account for the City. Account Manager will act as Key person for managing contract signed with the City and Interacting with the City's officials. Account manager makes a critical difference in the functioning of your account.</p> <p>Account manager is committed to knowing everything about your needs, your culture and your objective and they bring a high level of expertise in managing all aspects of your security program. Account manager will be available 24 hours a day, 7 days a week and acts as an additional resource for City, managing the day-to-day operations of your security program, so that CCity can focus on the higher level needs of the contract. Account Manager will ensure to track the City's contract requirements. Educate existing/ new employees with the City's contract requirements. Ensuring that Daily, Weekly and Monthly Compliance Reports are being submitted on time to the City and sending weekly dashboard reports to Executive Management. They are the front line in managing incident response, conducting investigations and mitigating risk. CNSS account managers help to ensure a safe and stable security environment for our customers, their employees.</p>
<p>Security Manger</p>	<p>With 14 years of strong experience in security service industry our proposed Security Manager will perform an indispensable job under this contract for the City. Security Manager will be responsible for developing and applying security policies, plans and procedures for the smooth performance of contract. Security Manger will be the person responsible for implementing safety and security plans of the City and conducting site reviews, monitor security performance and introduce corrective changes if necessary. CNSS's Security Manger will be communicating with the staff at all levels to ensure smooth running of the assigned security operations and manage the security Guard and Security supervisor's schedules for all shifts and events. Security manager will review recorded data, incident reports to determine appropriate course of action. Our assigned Security manager for City is well versed in patrolling client's premises or facility to establish security needs and services required and have demonstrated leadership ability in emergency response situations on site. Security manager will be the expert user of Incident Command System Management (ICSM); He will have access to our software application "CITYtrac" to oversee, execute and manage the activities performed by deployed Security Guards and Supervisors to achieve the objective of the City.</p>

Price

Service	Unit	Hourly Cost	Total Annual Hours	Total Price
Crossing Guard	Hr	\$29.73	9048	\$268,997.04



Completed Forms (Attachment 2-6)

We have attached all the attachments from next page for City consideration.

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Attachment 2 - Civil Litigation History/Civil Litigation Certification

ATTACHMENT 2

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE,
HUNTINGTON PARK, CALIFORNIA 90255
CIVIL LITIGATION HISTORY/
CIVIL LITIGATION CERTIFICATION
(CROSSING GUARD SERVICES - RFP)

Proposer shall provide either the certification requested below or information requested on the next page. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well. For the five (5) years preceding the date of submittal of this Proposal, identify any civil litigation arising out of the performance of a procurement contract within the State of California in which any of the following was a named plaintiff or defendant in a lawsuit brought by or against the entity soliciting Proposals: the Proposer submitting the instant Proposal, including any person who is an officer of, or in a managing position with, or has an ownership interest in the entity submitting the Proposal. Do not include litigation which is limited solely to enforcement of mechanics' liens or stop notices. Provide on the following page labeled "Civil Litigation History Information:" (i) the name and court case identification number of each case, (ii) the jurisdiction in which it was filed, and (iii) the outcome of the litigation, e.g., whether the case is pending, a judgment was entered, a settlement was reached, or the case was dismissed.

CIVIL LITIGATION CERTIFICATION

If the Proposer has no civil litigation history to report as described above, complete the following:

I, Chiraz Kelly, am the President
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of City National Security Services, Inc (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a Proposal to the City of Huntington Park for Police Towing and Storage Proposer Services, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been involved in civil litigation as described, above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 19th day of August at Los Angeles, CA
(month and year) (city and state)

by Chiraz Kelly
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

Table with 3 columns: CITY NATIONAL SECURITY SERVICES, Page 37, Aug 24, 2017; Head Office: 5901 W Century Blvd, Suite 806 Los Angeles, CA 90045; Phone: (310) 641-6666



Attachment 3 - Criminal Convictions Certification

ATTACHMENT 3

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE,
HUNTINGTON PARK, CALIFORNIA 90255

CRIMINAL CONVICTIONS CERTIFICATION
(CROSSING GUARD SERVICES RFP)

Bidder/Proposer shall provide either the certification requested below or information requested on the next page. **Failure to provide such certification or information may result in a determination that the Bidder/Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Bidder/Proposer is not responsible.**

For the five (5) years preceding the date this Bid/Proposal is due, identify on the following page any criminal conviction in any jurisdiction of the United States for a violation of law arising out of the performance of a construction contract (1) by the Bidder/Proposer submitting this Bid/Proposal, including any person who is an officer of, or in a management position with, or has an ownership interest in the contracting entity which is submitting this Bid/Proposal, or (2) by the qualifying person licensed by the State Contractors' License Board to perform the work described in the Bid/Proposal, including any such person when they were an officer, manager, owner, or responsible managing employee of a construction contractor other than the Bidder/Proposer submitting this Bid/Proposal. Provide on the following page labeled "Criminal Convictions Information:" (1) the date of conviction, (2) the name and court case identification number, (3) the identity of the law violated, (4) the identity of the prosecuting agency, (5) the contract or project involved, (6) the punishment imposed, and (7) any exculpatory information of which the City should be aware.

CRIMINAL CONVICTIONS CERTIFICATION

If the Bidder/Proposer has no criminal convictions to report as described above, complete the following:

I, Chiraz Kelly, hereby certify that neither
(print name of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

City National Security Services, Inc.
(Bidder/Proposer name as shown on Bid/Proposal)

nor Chiraz Kelly
(name of responsible managing person licensed by the Contractors' State License Board)
has been convicted of a criminal violation as described above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 19th day of August at Los Angeles, CA
(month and year) (city and state)

by Chiraz Kelly
(signature of owner, officer, manager, or licensee responsible for submission of Bid/Proposal)

City of Huntington Park
Crossing Guard Services RFP
Page 1 of 2



Attachment 4 - Disclosure of Contacts with City Council Members

ATTACHMENT 4

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE
HUNTINGTON PARK, CALIFORNIA 90255

DISCLOSURE OF CONTACTS WITH CITY COUNCIL MEMBERS
(CROSSING GUARD SERVICES RFP)

Proposer shall provide either the certification requested below or information requested on the next page. Failure to provide such certification or information may result in a determination that the Proposer is nonresponsive. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well.

CERTIFICATION REGARDING MEETINGS OR COMMUNICATIONS WITH CITY OFFICIALS OR EMPLOYEES

If the Proposer has had not had any meetings or other communications with the persons mentioned above regarding the provision of towing services to the City of Huntington park with the one-year period immediately preceding the submission of this Proposal, complete the following:

I, Chiraz Kelly, am the President
(Print name of person responsible for submitting Proposal) (Title with Proposing Entity)

of City National Security Services, Inc. (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a Proposal to the City of Huntington Park for Police Towing and Storage Proposer Services, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has met with or communicated with any member of the Huntington Park City Council or any City employee regarding the provision of the towing and secured vehicle storage services for the City of Huntington Park during the one-year period immediately preceding the submission of this Proposal to the City of Huntington Park.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 19th day of August at Los Angeles, CA
(month and year) (city and state)

by Chiraz Kelly
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)

City of Huntington park
Crossing Guard Services RFP
Page 1 of 2



Attachment 5 - False Claims/False Claims Act Certification

ATTACHMENT 5

CITY OF HUNTINGTON PARK
CITY HALL
6550 MILES AVENUE
HUNTINGTON PARK, CALIFORNIA 90255

FALSE CLAIMS/
FALSE CLAIMS ACT CERTIFICATION
(CROSSING GUARD SERVICES RFP)

Proposer shall provide either the certification requested below or the information requested on the next page. Failure to certify or provide the requested information may result in a determination that the Proposer is non-responsive and City may reject the proposal on this basis. Failure to fully and accurately provide the requested certification or information may result in a determination that the Proposer is not responsible and City may reject the proposal on this basis as well. "False Claims Act", as used herein, is defined as either or both the Federal False Claims Act, 31 U.S.C. Sections 3729 et seq., and the California False Claims Act, Government Code Sections 12650 et seq.

FALSE CLAIMS ACT CERTIFICATION

If the Proposer has no False Claims Act violations as described above, complete the following:

I, Chiraz Kelly, am the President
(Print name of person responsible for submitting proposal) (Title with proposing entity)

of City National Security Services, Inc. (hereinafter, "Proposer").
(Print Name of Proposing Entity)

In submitting a proposal to the City of HUNTINGTON PARK, I, hereby certify that neither Proposer nor any person who is an officer of, in a managing position with, or has an ownership interest in Proposer has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act as defined above.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 19th day of August at Los Angeles, CA
(month and year) (city and state)

By [Signature]
(Signature of Person Responsible for Submitting Proposal on behalf of Proposer)



Attachment 6 - Non-Collusion Affidavit

ATTACHMENT 6

CITY OF HUNTINGTON PARK
6550 MILES AVENUE
HUNTINGTON PARK, CA 90255

NON-COLLUSION AFFIDAVIT
(CROSSING GUARD SERVICES RFP)

State of California)
) SS:
County of Los Angeles)

Chiraz Kelly being first duly sworn, deposes and says that he or she is President of City National Security Services, Inc. the party submitting a proposal for the award of a Towing and Vehicle Storage Services franchise for the City of HUNTINGTON PARK, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the terms of the proposal, including the amount to paid to the City of HUNTINGTON PARK in the form of franchise fees, permit fees and other forms of compensation, or to fix any overhead, profit or cost element of the proposal, or of that of any other proposer, or to secure any advantage against the public body awarding the franchise agreement to anyone interested in being awarded a towing and vehicle storage services franchise; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted its proposal or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization or to any member or agent thereof to effectuate a collusive or sham proposal.

Chiraz Kelly
(Signature of Bidder)

[NOTARY ACKNOWLEDGEMENT TO FOLLOW]

Table with 3 columns: CITY NATIONAL SECURITY SERVICES, Page 41, Aug 24, 2017. Row 2: Head Office: 5901 W Century Blvd, Suite 806 Los Angeles, CA 90045, Phone: (310) 641-6666



CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

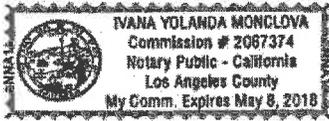
Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
 County of Los Angeles

Subscribed and sworn to (or affirmed) before me
 on this 15 day of August, 2017
 by Chiraz Kelly, President
 (1) _____
 (and (2) _____).



proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature Ivana Yolanda Monclova
 Signature of Notary Public
Ivana Yolanda Monclova

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Non-collusion Affidavit

Document Date: 8/15/17 Number of Pages: 1

Signer(s) Other Than Named Above: n/a

ATTACHMENT "D"



PROFESSIONAL SERVICES AGREEMENT
(Engagement: Crossing Guard Services)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this ____, day of _____ 2017 (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") [NAME OF CONTRACTOR]. (hereinafter, "CONTRACTOR"). For the purposes of this Agreement CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

1. Contractor's Services.

Subject to the terms and conditions set forth in this Agreement Contractor shall provide to the reasonable satisfaction of the City the services set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Contractor represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Contractor represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

The City Manager and/or his designee (herein jointly referred to as the "City's Project Manager"), shall be the person to whom the Contractor will report for the performance of services hereunder. It is understood that Contractor's performance hereunder shall be under the supervision of the City's Project Manager, that Contractor shall coordinate its services hereunder with the City's Project Manager to the extent required by the City's Project Manager, that Contractor shall keep the City's Project Manager informed on a regular basis as to the status and progress of its performance under this Agreement and that all performance required of Contractor shall be performed to the satisfaction of the City's Project Manager.

2. Term of Agreement. This Agreement will be for an initial three-year term, taking effect October, XX, 2017, and continuing until October, XX, 2020, unless earlier terminated pursuant to the provisions herein. At the City's sole discretion, the City may extend for two (2) one-year extension terms subject to the same terms and conditions. The City shall be under no obligation to extend the term of any contract beyond the initial three-year term. This Agreement will be subject to annual reviews by the City.

3. Compensation. City agrees to compensate Contractor for services

which Contractor performs to the satisfaction of City in compliance with the scope of services set forth in the Crossing Guard Agreement. Payment will be made only after submission of proper invoices in the form specified by City. Total payment to Contractor pursuant to this Agreement shall not exceed [**Spell out dollar amount**] (\$) without the prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses.

4. Payment.

A. As scheduled services are completed, Contractor shall submit to City an invoice for the services completed, authorized expenses and authorized extra work actually performed or incurred.

B. All such invoices shall state the basis for the amount invoiced, including services completed, the number of hours spent and any extra work performed.

C. City will pay Contractor the amount invoiced within thirty-five (35) days after the approval of the invoice.

D. Payment shall constitute payment in full for all services, authorized costs and authorized extra work covered by that invoice.

5. Change Orders. No payment for extra services caused by a change in the scope or complexity of work, or for any other reason, shall be made unless and until such extra services and a price therefore have been previously authorized in writing and approved by the City Manager or as required, by the City Council, as an amendment to this Agreement. The amendment shall set forth the changes of work, extension of time for preparation and adjustment of the fee to be paid by City to Contractor.

6. General Terms and Conditions. In the event of any inconsistency between the provisions of this Agreement and the attached Exhibits "A" or "B", the provisions of this Agreement shall control.

7. Status as Independent Contractor.

A. Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall 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.

B. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal, State or other agency regarding the independent

contractor status of Contractor and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between City and Contractor, then Contractor agrees to reimburse City for all costs, including accounting and attorney's fees, arising out of such audit and findings of an employee relationship and any appeals relating thereto.

C. Contractor shall, at Contractor's sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to the City of Huntington Park. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with the requirements of this agreement. Additionally, the City shall have the right to offset against the amount of any fees due to Contractor under this Agreement for any amount or penalty levied against the City for Contractor's failure to comply with the requirements of this agreement.

8. Standard of Performance. Contractor shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions and represents that it and any subcontractors it may engage, possess any and all licenses which are required to perform the work contemplated by this Agreement and shall maintain all appropriate licenses during the performance of the work.

9. Indemnification. Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers (the "Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder, including any and all claims under Workers' Compensation laws and other employee benefit laws by Contractor's employees or subcontractors, or by its failure to comply with any of its obligations contained in this Agreement, excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Contractor's legal counsel unacceptable and need to retain its own legal counsel, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable attorney's fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the Indemnitees covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement. Except for the Indemnitees, this Agreement shall not be construed to extend to any third party indemnification rights of any kind.

10. Insurance.

A. Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California and approved by the City the following insurance:

(1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage

against any injury, death, loss or damage as a result of wrongful or negligent acts by Contractor, its officers, employees, agents, and independent contractors in performance of services under this Agreement; property damage insurance with a minimum limit of \$500,000.00;

(2) automotive liability insurance, with minimum combined single limits coverage of \$1,000,000.00; and

(3) Worker's Compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater.

B. The City, its officers, employees, attorneys, and volunteers shall be named as additional insureds on the policy(ies) as to comprehensive general liability, property damage, and automotive liability. The policy(ies) as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the City shall be excess insurance only.

C. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving City thirty (30) day's prior written notice thereof. Contractor agrees that it will not cancel, reduce or otherwise modify the insurance coverage and in the event of any of the same by the insurer to immediately notify the City.

D. All policies of insurance shall cover the obligations of Contractor pursuant to the terms of this Agreement; shall be issued by an insurance company which is authorized to do business in the State of California and shall be placed with a current A.M. Best's rating of no less than A-VII, unless otherwise approved in writing by the City.

E. Contractor shall submit to City (1) insurance certificates indicating compliance with the minimum insurance requirements above, and (2) insurance policy endorsements or a copy of the insurance policy evidencing that the additional insured requirements in this Agreement, in a form which is acceptable to the City.

F. Self-Insured Retention/Deductibles. All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Owner (as the named insured) should Owner fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Owner understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Owner as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Owner's behalf upon the Owner's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Owner for breach of this Agreement

in addition to any other damages incurred by City due to the breach.

G. Subrogation. Contractor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees which in any way arising out of performance of this Agreement.

H. Failure to Maintain Insurance. If Contractor fails to keep the insurance required under this Agreement in full force and effect, City may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by Contractor, which amounts may be deducted from any payments due Contractor. This is not intended to limit the City's ability to terminate this Agreement due to Contractor's failure to maintain the required insurance.

11. Confidentiality. Contractor in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Contractor's work includes documents or software of a proprietary nature specifically set forth in this Agreement, the City shall not, except with Contractor's prior written consent, use the same for other unrelated projects.

12. Ownership of Materials/Records Retention. Except as specifically provided in this Agreement, all materials provided by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Contractor may, however, make and retain such copies of said documents and materials as Contractor may desire. Contractor shall keep all records and invoices created in connection with this Agreement, including complete and accurate records supporting costs incurred for a period of five years from the date of final payment under this Agreement. Upon 24 hours notices, Contractor shall permit inspection of such records during normal business hours by a City representative.

13. Conflict of Interest.

A. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Contractor shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement.

14. Termination. The City may terminate this Agreement with or without cause upon thirty (30) days' written notice to the Contractor. The effective date of termination shall be upon the date specified in the notice of termination, or, in the

event no date is specified, upon the thirtieth (30th) day following delivery of the notice. In the event of such termination, City agrees to pay Contractor for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Contractor shall discontinue performing services except those services reasonably necessary to effectuate the termination.

Contractor may terminate this Agreement, or any program or service provided hereunder, at least ninety (90) days in advance of such termination. If the Contractor terminated this agreement, the Contractor shall be compensated for services satisfactorily completed and approved prior to the effective date of termination.

15. Personnel/Designated person. Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Except as provided in this Agreement, Contractor reserves the right to determine the assignment of its own employees to the performance of Contractor's services under this Agreement, but City reserves the right in its sole discretion to require Contractor to exclude any employee from performing services on City's premises.

16. Time of Completion. Contractor agrees to commence the work provided for in this Agreement upon the effective date of this Agreement and to diligently prosecute completion of the work during its entire term.

17. Time Is of the Essence. Time is of the essence in this Agreement. Contractor shall do all things necessary and incidental to the prosecution of Contractor's work and specifically, shall provide services hereunder in strict accordance with any scheduling set forth by the City.

18. Financial Condition. Prior to entering this Agreement, Contractor has submitted documentation acceptable to the City Manager, establishing that it is financially solvent, such that it can reasonably be expected to perform the services required by this Agreement. Within thirty (30) days of the first anniversary of the effective date of this Agreement and each year thereafter throughout the term of this Agreement, Contractor shall submit such financial information as may be appropriate to establish to the satisfaction of the City Manager that Contractor remains financially solvent to perform the services required. Such financial information shall be returned to Contractor after review and not retained by the City.

19. Non-Discrimination and Equal Employment Opportunity.

A. Contractor shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

20. Assignment. Contractor shall not assign or transfer any interest in this Agreement nor the performance of any of Contractor's obligations hereunder, without the prior written consent of City, and any attempt by Contractor to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

21. Compliance with Laws. Contractor shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments that in any manner affect the performance of services under this Agreement. Contractor represents that all personnel engaged under this Agreement shall be fully qualified and are authorized under federal, state and local law to perform such services and further that it has, and will maintain throughout the term of this Agreement, all licenses, permits, and qualifications necessary to provide such services. To the extent any of the services described herein are or may be funded from sources other than the City, Contractor shall comply with all applicable rules and regulations applicable to such funding.

24 Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

25. Attorney's Fees. In the event that either party to this Agreement shall commence any legal or equitable action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees and costs, including costs of expert witnesses and Contractors.

26. Mediation. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions hereof, which cannot be resolved by the parties, shall be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. In the event the parties are unable to mutually agree upon the mediator to be selected hereunder, the City Council shall select such a neutral, third party mediation service and the City Council's decision shall be final. The parties agree to utilize their good faith efforts to resolve any such dispute or controversy so submitted to

mediation. It is specifically understood and agreed by the parties hereto that referral of any such dispute or controversy, and mutual good faith efforts to resolve the same thereby, shall be conditions precedent to the institution of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy. This Section shall not be interpreted as imposing any limitations on the City's ability to instead forego such mediation and terminate this Agreement with or without cause.

27. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during regular business hours or by facsimile before or during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

“CONTRACTOR”

Phone:

Attn.: _____

“CITY”

City of Huntington Park
6550 Miles Ave
Huntington Park, CA 90255
Phone: (323) 584-6223

Attn.: City Manager

28. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California.

29 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

30. Entire Agreement. This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between Contractor and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement. Amendments on behalf of the City will only be valid if signed by the City Manager or when required, by the Mayor.

IN WITNESS of this Agreement, the parties have executed this Agreement as of the date first written above.

"Contractor"

"City"

[Insert Full Name of Contractor]

CITY OF HUNTINGTON PARK

By: _____
Printed Name: _____
Title: _____

By: _____
Marilyn Sanabria
Mayor

By: _____
Printed Name: _____
ATTEST Title: _____

By: _____
Donna Schwartz, City Clerk

Approved as to form:

By: _____
Arnold Alvarez-Glassman, City
Attorney

DRAFT



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

October 3, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE AMENDMENT TO A PARKING EASEMENT AGREEMENT WITH HUNTINGTON PARK 607, L.P. TO ALLOW THE USE OF 60 PARKING SPACES LOCATED AT 6330 RUGBY AVENUE, HUNTINGTON PARK, CALIFORNIA

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve amendment to Parking Easement Agreement to permit Huntington Park 607, L.P. access to 60 parking spaces in the City Public Parking Structure located at 6330 Rugby Avenue; and
2. Authorize City Manager to execute the amendment and related documents.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On April 30, 2013 the City and Huntington Park 607, L.P. (successor of City Housing-Rugby Associates, L.P.) entered into an Agreement Regarding Parking Easement to grant a perpetual and exclusive easement to the City for access to the parking structure for public parking, at 6330 Rugby Avenue also known as the Huntington Plaza Senior Apartments.

Huntington Park 607, L.P. (Owner) property located at 6330 Rugby Avenue consist of 184 unit age-restricted low-income rental facility, a two-level parking structure (first level 130 spaces are owned by the City), as well as 11,900 square feet of commercial/office space (located on the second level of the parking structure) that was previously sublet to AltaMed for its Adult Day Care facility. The commercial space has been vacant for several months and the Owner is in negotiations with Los Angeles County Department of Mental Health and DaVita to lease the 11,900 square feet space for office use. In order to secure one of these tenants, they need to have access to 60 parking spaces for staff and clients. The owner will pay for the use of these parking spaces at current monthly rate of \$25 per space, an annual fee of \$18,000. Current zoning will not trigger additional parking requirements for office use in this zone, then what is required for retail uses. The additional 60 parking spaces being requested is to ensure that the proposed tenant has access to parking for their staff.

APPROVE AMENDMENT TO A PARKING EASEMENT AGREEMENT WITH HUNTINGTON PARK 607, L.P. TO ALLOW THE USE OF 60 PARKING SPACES LOCATED AT 6330 RUGBY AVENUE, HUNTINGTON PARK, CALIFORNIA

October 3, 2017

Page 2 of 2

The Amendment would be for a term of not less than 20 years and the City will have the right to approve the tenant occupying the office space or this amendment is null and void. The parking fees paid to the City or designee will adjust based on current market rates.

FISCAL IMPACT/FINANCING

Currently, the City has a Parking Facility Lease Agreement with Parking Company of America that manages and operates the City owned parking structures including 6330 Rugby Avenue. Under this agreement the City receives an annual rent of 15% of net profits or \$6,000, whichever is greater. The agreement with Parking Company of America is due to expire on September 30, 2019. The annual payments for the 60 parking space would be paid to Parking Company of America. This agreement would not have a negative fiscal impact to the current agreement with Parking Company of America or the City.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the proposed transaction the amendment would serve as security for the Owner that 60 parking spaces for a tenant that would potentially bring new employees to the City that may shop and eat in our local businesses in the City. The remaining 70 parking spaces will be available to the public Monday through Friday. The entire parking lot (130 spaces) will be available to the public on the weekends.

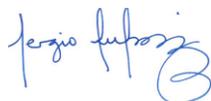
CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,



EDGAR P. CISNEROS
City Manager



Sergio Infanzon
Director of Community Development

ATTACHMENT(S)

A. Draft Amendment to Agreement for Parking Easement.

ATTACHMENT "A"

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

Huntington Park 607, L.P.
c/o Riverside Charitable Corporation
14131 Yorba Street
Tustin, California 92780

(Space Above for Recorder's Use Only)

AMENDMENT TO AGREEMENT REGARDING PARKING EASEMENT

This Amendment to Agreement Regarding Parking Easement (this "Amendment") dated as of September 5, 2017 is entered into by and between Huntington Park 607, L.P., a California limited partnership, as grantor (the "Owner"), and the City of Huntington Park, a municipal corporation (the "City"), with respect to the following recitals of facts:

RECITALS

A. Owner is the successor in interest to City Housing-Rugby Associates, L.P., a California limited partnership ("Rugby"). Rugby and the City previously entered into that certain Agreement Regarding Parking Easement dated April 30, 2013 (the "Easement Agreement"), which Easement Agreement was recorded in the Official Records of the Los Angeles County Recorder's Office, Los Angeles County, California on May 8, 2013 as Instrument No. 20130691999, pursuant to which Rugby granted a perpetual and exclusive easement to the City for parking over the property as legally described herein and attached hereto as Exhibit A.

B. Owner and City hereby agree to amend that certain Easement Agreement in order to permit Owner to have the exclusive right to use sixty (60) parking spaces for a period of not less than twenty (20) years pursuant to the terms and conditions of this Amendment, which sixty (60) contiguous parking spaces (the "Parking Area").

NOW, THEREFORE, for and in consideration of valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Amendment of Easement. Owner and City do hereby amend the easement granted under the Easement Agreement for the exclusive use by the Owner of the Parking Area of sixty (60) parking spaces (which parking spaces shall be contiguous) for a period not less than twenty (20) years commencing upon the date hereof. Owner's exclusive use of the sixty (60) parking spaces 60 spaces shall only be effective between the following time periods: Monday through Friday from 6 a.m. to 6 p.m. Owner shall make regular payments to the City, its designee or any contractor hired by the City to manage the off street parking structure at 6330 Rugby Avenue at the rate of \$1,500 per month (\$18,000 per year) ("Parking Fee"). The City and Owner agree to meet and confer every twelve months to assess the market rate of the Parking Fee. In the event the City demonstrates the Parking Fee is below the market rate, the City and

Owner agree to adjust the Parking Fee to be consistent with the market rate. Any and all future parking lease agreements for the management of the off street parking structure shall provide for equivalent scope of services and requirements as identified in the City's October 6, 2014 correspondence referencing: "Approve Agreement With Parking Company Of America To Manage Off Street Parking Lots And Overnight Parking Permit Program For The City Of Huntington Park"; Attachment B: "Parking Facility Lease" (Parking lease agreement to manage the parking structure at 6330 Rugby Avenue) (aka "City Approved Parking Agreement"). Owner shall make a payment to City, its designee or any contractor hired by the City on the first (1st) calendar day of each month in which payment is due, or such other date as agreed upon the by the Owner and the City, its designee or any contractor hired by the City. Notwithstanding the foregoing, Owner may withhold payment of any amount then if the services and requirements set forth in the City Approved Parking Agreement are not rendered in a commercially reasonable manner.

2. City Written Consent Regarding Tenant. Owner must receive City's prior written consent for any and all tenants for the commercial/office space located on the second level of the parking structure located at 6330 Rugby Avenue ("Subject Property"). Upon thirty (30) days written notice by the City, the Easement Agreement and this Amendment shall be null and void in the event a tenant occupies the Subject Property without the City's prior written consent.

3. Ratification. Owner and City hereby ratify and confirm all of the terms and conditions of the Easement Agreement as amended hereby. All references in the Easement Agreement and in this Amendment to "Agreement" shall be deemed references to the Agreement as amended by this Amendment.

4. No Conflicts. In the event of any conflict or inconsistency between any provision of this Amendment and any provision of the Easement Agreement, this Amendment shall govern and control.

5. Notices. Any notice and other communication hereunder shall be in writing and shall be deemed to have been duly given upon receipt if (i) hand delivered personally, (ii) mailed by certified mail, postage prepaid, return receipt requested, (iii) sent by Federal Express or other express carrier, fee prepaid, (iv) sent via facsimile with receipt confirmed, or (v) sent via electronic email with receipt confirmed, provided that such notice or communication is addressed to the parties at their respective addresses below:

City:

City of Huntington Park, a municipal corporation
Attn: City Manager
6550 Miles Avenue
Huntington Park, California 90255

Owner:

Huntington Park 607, L.P.

c/o Riverside Charitable Corporation
Attn: Executive Director
14131 Yorba Street
Tustin, California 92780

USA Huntington Park 607, Inc.
c/o USA Properties Fund, Inc.
Attn: Geoffrey C. Brown
3200 Douglas Blvd., Suite 200
Roseville, California 95661

Any party may change the person and address to which notices or other communications to it hereunder are to be sent by giving written notice of any such change to the other party in the manner provided in this Section.

5. Headings. Headings in this Amendment are for convenience only and shall not be used to interpret or construe its provisions.

6. Counterparts. This Amendment may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

7. Incorporation of Agreement. Except as expressly amended herein, the remainder of the Easement Agreement shall remain in full force and effect, and is deemed incorporated into this First Amendment in its entirety by this reference. The First Amendment and the Easement Agreement contain the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. If any portion of this First Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, the parties have executed this Amendment as of this 5th day of September, 2017.

CITY:

CITY OF HUNTINGTON PARK,
a municipal corporation

By: _____

Name: _____

Its: _____

OWNER:

HUNTINGTON PARK 607, L.P.,
a California limited partnership

By: Riverside Charitable Corporation, a California nonprofit public benefit corporation

Its: Managing General Partner

By: _____

Name: Kenneth S. Robertson

Its: President

By: USA Huntington Park 607, Inc., a California corporation

Its: Administrative General Partner

By: _____

Name: Geoffrey C. Brown

Its: President and Chief Executive Officer

By: Oldtimers Housing Development Corporation IV, a California nonprofit public benefit corporation

Its: Supervising General Partner

By: _____

Name: Martin Nava

Its: Chief Operating Officer

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____ personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____ personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____ personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____ personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT A
LEGAL DESCRIPTION

DRAFT

DRAFT



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

October 3, 2017

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF AN EXTENTION ON PAYMENT OF THE BALANCE OF THE GREATER HUNTINGTON PARK AREA CHAMBER OF COMMERCE'S CARNAVAL PRIMAVERA FEES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Consider the approval of a request by the Greater Huntington Park Area Chamber of Commerce for a 30-day extension to pay the balance of fees for the Carnaval Primavera Festival.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 5, 2017 the City Council approved the request by The Greater Huntington Park Area Chamber of Commerce (Chamber) for the street closure of Pacific Boulevard, between Florence Avenue and Randolph Street, on October 6-8, 2017 for the annual "Sabor de Mexico Lindo" street festival. As part of the approval, the City Council requested the following conditions:

1. All vendors shall obtain a business license;
2. The outstanding balance from previous events shall be paid within 30 days of the City Council approval date of September 5, 2017; and
3. The applicant shall pay for all fees associates with the Sabor de Mexico Lindo street festival with 30 days after the event.

The Chamber is requesting a 30-day extension to pay the balance of the fees for the Carnaval Primavera Festival that took place in April 2017. The balance that is remaining for the event is \$10,713.58. In the attached letter from the Chamber, they are requesting to pay the balance 30 days after the Sabor De Mexico Lindo Downtown Festival when the Chamber will be able to collect the majority of the fees from the vendors participating in the festival.

**CONSIDERATION AND APPROVAL OF AN EXTENTION ON PAYMENT OF THE
BALANCE OF THE GREATHER HUNTINGTON PARK AREA CHAMBER OF
COMMERCE'S CARNAVAL PRIMAVERA FEES**

October 3, 2017

Page 2 of 2

CONCLUSION

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Edgar P. Cisneros".

EDGAR P. CISNEROS
City Manager

A handwritten signature in blue ink, appearing to read "Sergio Infanzon".

Sergio Infanzon
Director of Community Development

ATTACHMENT(S)

- A. Letter from the Chamber of Commerce
- B. Letter to the Chamber of Commerce

ATTACHMENT "A"

The Greater Huntington Park Area CHAMBER OF COMMERCE

6725 Seville Ave., Huntington Park, CA 90255 • Tel: 323-585-1155 • Info@HPChamber.org • www.HPChamber.org



September 25, 2017

Mr. Edgar Cisneros, City Manager
CITY OF HUNTINGTON PARK
6550 Miles Avenue
Huntington Park, CA 90255

Regarding: "CARNAVAL PRIMAVERA BALANCE PAYMENT EXTENSION"

Dear Mr. Cisneros:

The Greater Huntington Park Area Chamber of Commerce is in receipt of the City's official letter of approval for our upcoming 25th Anniversary "Sabor De Mexico Lindo Downtown Festival," to be presented on the weekend of October 6, 7 and 8, 2017.

In the letter it provides a breakdown of the City Council approval action. In one of the stipulated items is the balance payment for the 2017 "Carnaval Primavera Downtown Festival," to be paid 30-days after the approval of the "Sabor De Mexico Lindo Festival."

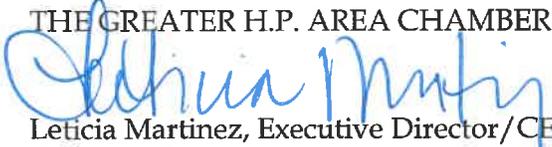
In reviewing the Chamber's monthly operational-budget, the Board of Directors are respectfully requesting that the City approve of an extension to the current balance payment, and to be added to the 30-days after the "Sabor De Mexico Lindo Downtown Festival."

The two complete payments after the major event would enable the Chamber to responsibly meet the payments toward their monthly-bills obligations. In addition, it would also enable the Chamber to collect the majority of the fees from vendors participating in the festival as they pay their balance to the Chamber the week the Festival opens.

We would greatly appreciate the City's consideration to our request in light of these current economic-circumstances. Thank you.

Respectfully,

THE GREATER H.P. AREA CHAMBER OF COMMERCE


Leticia Martinez, Executive Director/CEO

cc: Andy Molina, President
Chamber Board of Directors
Mayor Marilyn Sanabria and Council Members
John Ornelas, Interim Finance Director
Donna Schwartz, City Clerk

President

Andy Molina
Southeast Churches
Services Center

Sr. Vice President

Jose Zepeda, Jr.
El Aviso Magazine

1st Vice President

Anna Chavez
Care 1st Health Plan

2nd Vice President

Martin Nava
Oldtimers Housing
Development Corp.

3rd Vice President

Sonia Luz-Chavez *
Casa Luz Restaurant

Treasurer

Don Brabant *
Brabant Realty & Management

Executive Director/CEO

Leticia Martinez
Greater Huntington Park Area
CHAMBER OF COMMERCE

DIRECTORS

Gilda Acosta *
Saint Francis Hospital

Theresa Bagues *
Guerra, Cunningham &
Bagues FDR's

Denise Campos
Southern California
Gas Company

Alfredo Fuentes
Wells Fargo Bank

Salvador Garcia
Shakey's Pizza

Haig Kartounian
Southern California
Edison Company

Leonardo Lopez, Jr.
Leonardo's Restaurant

Pedro Maldonado
state Farm Insurance

Joe Martinez
Hub Cities Consortium

Victor Peraza
Edge Hardware

Yesenia Saez
JCPenney

* Past President

"Committed to Building a Stronger Business Community"

ATTACHMENT "B"



Community Development Department

September 13, 2017

The Greater HP Area Chamber of Commerce
Attn: Ms. Leticia Martinez
6725 Seville Avenue
Huntington Park, CA 90255

Sent Via Email

RE: Sabor de Mexico Lindo – Activity in Public Places Permit (SEP 17-17)

Dear Ms. Martinez,

Thank you for submitting your request for an activity in public places permit for the 2017 Sabor de Mexico Lindo Downtown street festival that is scheduled for October 6 through October 8, 2017. At the September 5, 2017 City Council meeting, the Council approved your request for an Activity in Public Places permit.

As part of the approval process, the City Council included the following conditions of approval:

1. All vendors shall obtain a business license;
2. The outstanding balance from previous events shall be paid within 30 days of the City Council approval date of September 5, 2017; and
3. The applicant shall pay for all fees associated with the Sabor de Mexico Lindo street festival within 30 days after the event.

The City is supportive of the street festival and we look forward to working with the Chamber of Commerce on other events that promote Huntington Park merchants. Again, thank you for submitting your application for a street closure in a timely manner and we look forward to receiving the information requested.

If you have any questions please do not hesitate to contact me at (323) 584-6213 or via email at macosta@hpca.gov.

Sincerely,

Manuel Acosta
Economic Development Manager