

CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

Monday, November 18, 2024

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

Karina Macias
Mayor

Arturo Flores
Vice Mayor

Eduardo “Eddie” Martinez
Council Member



Jonathan A. Sanabria
Council Member

Esmeralda Castillo
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

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 Karina Macias
Vice Mayor Arturo Flores
Council Member Eduardo “Eddie” Martinez
Council Member Jonathan A. Sanabria
Council Member Esmeralda Castillo

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATION(S)

1. NATIONAL FAMILY CAREGIVERS’ MONTH PROCLAMATION
2. SHOP SMALL BUSINESS SATURDAY PROCLAMATION
3. RECOGNITION OF HALLOWEEN EVENT SPONSORS
4. DTSC PRESENTATION OF PUBLIC RIGHT OF WAYS CLEAN UP
5. PET OF THE 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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
Consideration of one (1) potential case
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Government Code section 54956.9(d)(4)
Consideration of initiation of litigation on one matter

CLOSED SESSION ANNOUNCEMENT

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered 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.

CITY CLERK

1. CITY COUNCIL MEETING MINUTES

IT IS RECOMMENDED THAT CITY COUNCIL:

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

1. Regular City Council Meeting held November 4, 2024

2. CONSIDERATION AND ADOPTION OF RENT STABILIZATION ORDINANCE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive second reading and adopt Ordinance establishing rent stabilization measures for the City of Huntington Park.

FINANCE

3. CHECK REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated November 18, 2024

END OF CONSENT CALENDAR

REGULAR AGENDA

FINANCE

1. APPROVE AGREEMENT WITH SDI PRESENCE, LLC FOR INFORMATION TECHNOLOGY SUPPORT SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve to agreement with SDI Presence, LLC for information technology support services; and
2. Authorize the City Manager to execute the Professional Services Agreement.

COMMUNITY DEVELOPMENT

2. CONSIDERATION AND APPROVAL TO SOLICIT ON CALL BUILDING AND SAFETY, PLANNING AND ARCHITECTURAL SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize staff to publish and solicit a Request for Proposal (RFP) from qualified firms to provide On Call Building and Safety, Planning and Architectural Services

PARKS AND RECREATION

3. CONSIDERATION AND APPROVAL OF FACILITY RENTAL PERMIT AND FEE WAIVER REQUEST BY BUDDHIST TZU CHI FOUNDATION FOR A FOOD DISTRIBUTION

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive the Facility Rental Permit fee for the Buddhist Tzu Chi Foundation for a Food Distribution event on November 23, 2024; and
2. Waive the Public Works fee and;
3. Waive the Police Department fee.

CITY CLERK

4. COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2015-19.

END OF REGULAR AGENDA

DEPARTMENTAL REPORTS

WRITTEN COMMUNICATIONS

COUNCIL COMMUNICATIONS

Council Member Esmeralda Castillo

Council Member Jonathan A. Sanabria

Council Member Eduardo “Eddie” Martinez

Vice Mayor Arturo Flores

Mayor Karina Macias

ADJOURNMENT

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Monday, December 2, 2024 at 6:00 P.M.

I, Eduardo Sarmiento, 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 72 hours prior to the meeting. Dated this 15th day of November 2024.

A handwritten signature in blue ink, appearing to read 'Eduardo Sarmiento', is written over a horizontal line.

Eduardo Sarmiento, City Clerk

CONSENT CALENDER

ITEM 1

MINUTES

Meeting of the
City of Huntington Park City
Council Monday, November 4,
2024

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:02 p.m. on Monday, November 4, 2024, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Karina Macias presiding.

PRESENT: Council Member(s): Esmeralda Castillo, Jonathan Sanabria, Eduardo “Eddie” Martinez, Vice Mayor Arturo Flores (arrived at 6:18pm), and Mayor Karina Macias

ABSENT: Council Member(s):

CITY OFFICIALS/STAFF: Ricardo Reyes City Manager; Eduardo Sarmiento City Clerk; Steve Forster Director of Community Development; Gerardo “Jerry” Lopez Director of Public Works; Cynthia Norzagaray Director of Parks and Recreation, Sergio Infanzon Director of Communications; Gloria Ramirez City Attorney.

INVOCATION

Mayor Macias led the invocation.

PLEDGE OF ALLEGIANCE

Councilmember Martinez led the Pledge of Allegiance

PRESENTATION(S)

- 1. PRESENTATION OF BREAST CANCER AWARENESS MONTH PROCLAMATION TO ALTAMED**
- 2. NATIONAL DIABETES AWARENESS MONTH PROCLAMATION**
- 3. SHOP SMALL BUSINESS SATURDAY PROCLAMATION**

PUBLIC COMMENTS

- 1) Susana Munoz
- 2) Yvonne Correa
- 3) Valdomero Capis
- 4) Anita Navarro
- 5) Maria De Los Angeles
- 6) Angel Perez
- 7) Ana Maria
- 8) Vanessa Martinez
- 9) Jaz
- 10) Jasmin Gonzalez
- 11) Jose Silva
- 12) Hector Ruiz
- 13) Eduardo Cardenas

- 14)Alberto Espircuerta
- 15)Alexander
- 16)Ramon Cruz
- 17)Lilia Delgado
- 18)Aida Vega
- 19)Mari Vagallon
- 20)Jane Doe
- 21)Carol White
- 22)Wendy with CBE
- 23)Laura Garcia with CBE
- 24)Jennifer Ganada
- 25)Jane Doe
- 26)Elena with CBE
- 27)Edwin Delgado
- 28)Maria Sanchez

STAFF RESPONSE

The City Manager requested staff is in contact with the business owner from public comment #1.

The City Manager also requested we pull Item #3 from the regular agenda.

Councilmember Sanabria requested we provide contact information to the business owner.

CLOSED SESSION

RECESS TO CLOSED SESSION at 8:10pm

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(d)(2)
Consideration of one (1) potential case
2. CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Agency designated representatives: Ricardo Reyes
Employee organization: Huntington Park POA
3. PUBLIC EMPLOYMENT
Government Code Section 54957(b)(1)
Title:Various City Directors

MEETING RECONVIENED at 9:08pm

CLOSED SESSION ANNOUNCEMENT

City Attorney Glora Ramirez reported that the record should reflect that all five members of the City Council were present Council Member(s) Castillo, Sanabria, Martinez, Vice Mayor Flores and Mayor Macias were present. The Item in the closed session titled Anticipated Litigation was briefed; no action was taken; nothing to report. Item titled Labor Negotiations was briefed, and no action to be reported. The Item titled Public Employment; was not discussed, and nothing to be reported.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered 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.

CITY CLERK

1. CITY COUNCIL MEETING MINTUES

RECOMMENDED THAT CITY COUNCIL:

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

1. Regular City Council Meeting held October 21, 2024

2. SECOND READING AND ADOPTION OF ORDINANCE TO ADOPT A NEW FLOODPLAIN MANAGEMENT PLAN; TO COORDINATE WITH THE CALIFORNIA BUILDING STANDARDS CODE; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR; AND FOR OTHER PURPOSES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt Ordinance by title and adopt a new floodplain management plan; to coordinate with the California building standards code; to adopt flood hazard maps; to designate a floodplain administrator; and for other purposes; providing for severability and an effective date.

FINANCE

3. CHECK REGISTER

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated November 4, 2024

MOTION: Councilmember Martinez motioned to approve the consent calendar. The motion was seconded by Councilmember Castillo. The motion was carried out by unanimous consent.

AYES: Council Member (s): Castillo, Sanabria, Martinez, Vice Mayor Flores, and Mayor Macias

NOES: Council Member (s): None

ABSENT: Council Member(s): None

END OF CONSENT CALENDAR

REGULAR AGENDA

CITY MANAGER

- 1. INTRODUCTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA AMENDING TITLE 2, CHAPTER 3, ARTICLE 4, SECTION 2-3.405(C) OF THE HUNTINGTON PARK MUNICIPAL CODE**

MOTION: Councilmember Sanabria motioned to approve the item. The motion was seconded by Vice Mayor Flores. The motion was carried out by majority consent.

AYES: Council Member (s): Sanabria, Martinez, Vice Mayor Flores and

NOES: Council Member (s): Castillo, Mayor Macias

ABSENT: Council Members (s): None

COMMUNICATIONS

- 2. RECOMMENDATIONS FOR SPECIALIZED PROFESSIONAL PUBLIC AFFAIRS AND STRATEGIC PLANNING SERVICES**

MOTION: Vice Mayor Flores motioned to approve the item. The motion was seconded by Councilmember Martinez. The motion was carried out by unanimous consent.

AYES: Council Member (s): Castillo, Sanabria, Martinez, Vice Mayor Flores and Mayor Macias

NOES: Council Member (s): None

ABSTAIN: Council Members (s): None

COMMUNITY DEVELOPMENT

- 3. CONSIDERATION AND APPROVAL TO SOLICIT ON CALL BUILDING AND SAFETY, PLANNING, AND ARCHITECTURAL SERVICES**

MOTION: City Manager requested that this item be pulled. Mayor Agreed. No Voting conducted.

- 4. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO MNS ENGINEERING INC. FOR COMMUNITY DEVELOPMENT SERVICES.**

MOTION: Councilmember Martinez motioned to approve the item. The motion was seconded by Councilmember Sanabria. The motion was carried out by majority consent.

AYES: Council Member (s): Castillo, Sanabria, Martinez, and Mayor Macias

NOES: Council Member (s): None

ABSTAIN: Council Members (s): Vice Mayor Flores

CITY CLERK

5. COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS

MOTION: Mayor Macias moved to appoint Ricardo Barba Ochoa to the Parks and Recreation Commission.
Councilmember Martinez moved to appoint Sophia Acosta and Alejandra Moreno to the Youth Leadership Commission.
Councilmember

PUBLIC HEARING(S)

COMMUNITY DEVELOPMENT

1. CONSIDERATION AND APPROVAL OF TWO RESOLUTIONS SUPPORTING THE CITY'S APPLICATION TO THE PROHOUSING DESIGNATION PROGRAM AND THE PROHOUSING INCENTIVE PROGRAM

MOTION: Mayor Macias opened public testimony at 10:05pm, nobody provided public testimony, public testimony closed at 10:05pm. Councilmember Martinez motioned to approve the item. The motion was seconded by Councilmember Castillo. The motion was carried out by unanimous consent.

AYES: Council Member (s): Castillo, Sanabria, Martinez, Vice Mayor Flores and Mayor Macias

NOES: Council Member (s): None

ABSENT: Council Members (s): None

2. CONSIDERATION AND ADOPTION OF THE RENT STABILIZATION ORDINANCE

MOTION: Mayor Macias asked to move the Public Hearing Item before closed session. Mayor Macias opened public testimony at 7:43pm, public testimony occurred. Public testimony closed at 8:07pm. Councilmember Sanabria motioned to approve the item. The motion was seconded by Vice Mayor Flores. The motion was carried out by unanimous consent.

AYES: Council Member (s): Castillo, Sanabria, Martinez, Vice Mayor Flores and Mayor Macias

NOES: Council Member (s): None

ABSENT: Council Members (s): None

DEPARTMENTAL REPORTS

Parks and Recreation Director would like to thank staff, directors with their help in the Haunted House. The event was successful. She also invited the public to please join the department on Thursday for the Veterans Day Event from 4pm-7pm.

The City Clerk reported that the two ordinances brought to first reading tonight. He would also like to remind the public and staff that tomorrow is election day, so go out and vote if for any questions please contact the city clerk's office.

Community Development invited people to the event at Salt Lake Park. The Health and Education committee will be hosting the Alzheimer's Event. He would also like to thank everybody who participated in the Community Clean Up.

Communications encouraged the community to become involved in programs. He also would like to remind the public that there is a Fair Housing Workshop on Wednesday, November 6th from 2-4pm. He also reported that the email sent out regarding the Rent Stabilization ordinance received 54% engagement.

WRITTEN COMMUNICATIONS

NONE

COUNCIL COMMUNICATIONS

Councilmember Castillo thanked everybody who went out and participated at the community clean up event.

Councilmember Sanabria thanked staff for their hard work.

Councilmember Martinez thanked everyone for creating a safe space during council meetings. He recognized the groups and volunteers that helped out during the Community Clean Up Event. He asked when the next one would be. The next one would be on February 22, 2025.

Vice Mayor Flores thanked staff and colleagues for helping with the rent control item. He requested we look into upgrading our RFP and RFQ processing or processing software (papers, civic plus, planet bids, etc.).

Mayor Macias thanked staff for all their hard work with the Halloween event and community clean up events.

ADJOURNMENT

Mayor Macias adjourned the meeting in honor of Maria De Jesus Lopez and Fernando Valenzuela at 10:19 p.m. The next City of Huntington Park City Council meeting will be held on Monday, November 18th, 2024, at 6:00 pm.

Respectfully submitted,



Eduardo Sarmiento, City Clerk

ITEM 2



CITY OF HUNTINGTON PARK

Office of the City Clerk
City Council Agenda Report

November 18, 2024

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 ADOPTION OF THE RENT STABILIZATION ORDINANCE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Waive second reading and adopt Ordinance establishing rent stabilization measures for the City of Huntington Park.

BACKGROUND

At its November 4, 2024, meeting, the City Council introduced and waived first reading of Ordinance which establishes rent stabilization regulations including the following:

- Exceptions for those properties protected under state and/or federal law, including units, spaces and residents covered under mobile home state laws.
- Rent caps set at 3% per year or CPI, whichever is lower, with one increase allowed every 12 months.
- Capital improvement pass-throughs, allowing landlords to recover 50% of approved improvement costs over a minimum of five years.
- Just-cause or "at-fault" eviction protections, requiring landlords to provide a valid reason, notice, and an opportunity to tenants to cure alleged violations.
- Allows for "no-fault" evictions with buyout offers/options protecting tenants by providing them with proper notice, ability to reject offers and offers two months' rent as relocation assistance.
- Security deposit limits in accordance with Section 1950.5 of the Civil Code.
- Mandatory annual registration of rental units to ensure compliance and accurate data collection.
- Enforcement mechanisms, including the ability of the City to issue administrative citations, civil and criminal penalties of up to \$1,000 per violation.
- Establishment of an appeal and hearing process for final decisions made by the City, including the process of designating of an impartial hearing officer.
- Ability for Landlords and Tenants to seek administrative and judicial review for any alleged violation of the Chapter.

RENT STABILIZATION ORDINANCE

November 18, 2024

Page 2 of 2

- In addition, during the November 4, 2024, the City Council including in its action, direction to include Anti-Retaliation language (shown in Underline in the attached draft Ordinance).

BACKGROUND AND DISCUSSION:

All prior staff reports on this topic are incorporated by reference and should be considered as part of the record.

LEGAL REQUIREMENT

The proposed ordinance complies with current state laws, including the Costa-Hawkins Rental Housing Act and the Ellis Act. The proposed ordinance has been reviewed by the City Attorney's Office to ensure legal compliance.

FISCAL IMPACT/FINANCING

Funding for the implementation and administration of the rent stabilization program will be refined through a comprehensive fee study. The program will be self-sustained by revenues generated from the landlord registry fee, ensuring that operational costs are covered without additional financial burden on the city's general fund.

CONCLUSION

Upon City Council approval, staff will proceed with the recommended actions, including implementing the ordinance, conducting outreach, and ensuring compliance.

Respectfully submitted,



Ricardo Reyes
City Manager



Eduardo Sarmiento
City Clerk

ATTACHMENTS

- A. Rent Stabilization Ordinance

ORDINANCE NO. 2024-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON PARK, CALIFORNIA, ADDING CHAPTER
21 (RENT STABLIZATION) TO TITLE 8 (BUILDING
REGULATIONS) OF THE HUNTINGTON PARK
MUNICIPAL CODE ESTABLISHING RENT
STABILIZATION REGULATIONS**

WHEREAS, the increasing housing rent burden and poverty faced by many residents in the City of Huntington Park threatens the health, safety, and welfare of its residents by forcing them to choose between paying rent and providing food, clothing, and medical care for themselves and their families; and

WHEREAS, according to a report by the California Housing Partnership Corporation (2022), in Los Angeles County, lower-income renters are likely than higher income renters to spend more than half of their income on housing; and in 2019, 87% of deeply low-income households (earning less than or equal to 15% of local area median income or “AMI”) and 72% of very low-income households (earning less than or equal to 30% of AMI) are severely cost burdened, while 2% of moderate-income households experience this level of cost burden; and

WHEREAS, the City’s 2021-2029 Housing Element states that across the City’s 10,617 renter households, 6,679 (62.9%) spend 30% or more of gross income on housing costs, compared to other local regions; additionally, 3,357 renter households in the City (31.6%) spend 50% or more of gross income on housing costs, compared to 28.9% regionally; and

WHEREAS, pursuant to the City’s police power, as granted broadly under Article XI, section 7 of the California Constitution, to make and enforce local ordinances and regulations within their jurisdiction, as long as they do not conflict with state law; and

WHEREAS, the Costa-Hawkins Rental Housing Act, California Civil Code section 1954.50, *et seq.*, limits the applicability of local rent stabilization policies, including prohibiting local jurisdictions from applying rent stabilization to certain residential rental properties, and this Ordinance intends to comply with such limitations, and all other applicable state and federal laws; and

WHEREAS, rent control ordinances have long been held to be a valid exercise of a city’s police power to regulate the health and safety of its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF HUNTINGTON PARK AS FOLLOWS:**

SECTION 1. The City Council hereby finds that the foregoing recitals are true and correct and are incorporated herein as substantive findings of this Ordinance.

SECTION 2. The City Council hereby approves adding Chapter 21 (Rent Stabilization) to Title 8 (Building Regulations) to the Huntington Park Municipal Code to read as follows:

CHAPTER 21 RENT STABILIZATION

8-21.0 Intent and purpose.

The City Council of the City of Huntington Park finds:

- (a) The continued rise in rental rate has contributed to a housing affordability crisis, with the majority of renters in Huntington Park being “rent-burdened,” paying over 30% of their income towards rent.
- (b) A significant percentage of residents face difficulty maintaining affordable, stable and adequate housing.
- (c) The purpose of these provisions is to promote long-term stability in the rental market by limiting unreasonable rent increases while allowing landlords a fair and reasonable return on investment. This Chapter establishes guidelines for permissible rent increases, the application process for rent adjustments, and protections for both tenant and landlords.

8-21.1 Definitions.

- (a) "City" refers to the City of Huntington Park.
- (b) "Covered Rental Unit" shall mean any residential unit rented to tenants unless explicitly exempt pursuant to Section 8-21.2 (Applicability and exemptions).
- (c) "Department" means the Community Development Department of the City of Huntington Park, or other department designated by the city council to administer the provisions of this chapter.
- (d) "Director" means the Director of Community Development of the City of Huntington Park or designee.
- (e) "Rental Agreement" shall refer to an agreement between a landlord and a tenant for the use or occupancy of a rental unit.
- (f) "Landlord" shall mean any property owner or any other person legally entitled to offer any rental unit for rent or entitled to receive collect rent for the use and occupancy of a rental unit.
- (g) "Tenant" shall mean any individual who leases a rental unit from a Landlord. This includes but is not limited to a tenant, subtenant, lessee, sublessee, or any other person entitled under the terms of a rental agreement to the occupancy of a rental unit.

- 1 (h) "Capital Improvement" shall mean significant additions or upgrades that materially
2 extend the life of the property, distinct from routine maintenance or repairs
3 covered by insurance.
- 4 (i) "Rent" shall mean the amount paid by a Tenant for the use of a rental unit,
5 including access to housing services.
- 6 (j) "Rental Unit" shall refer to any dwelling unit as defined under California Civil Code
7 Section 1940(c), located in the jurisdictional boundaries of the City of Huntington
8 Park and that is used or occupied for human habitation in consideration of
9 payment of rent.
- 10 (k) "Rent ceiling" refers to the maximum allowable rent which a landlord may charge
11 on any controlled rental unit.

12 8-21.2 Applicability and exemptions.

- 13 (a) This Chapter shall not apply to any residential units expressly exempt pursuant to
14 any provision of state or federal law, and those specifically exempt as follows:
- 15 I. Any rental unit that has a certificate of occupancy or equivalent permit for
16 residential occupancy issued after February 1, 1995. For this purpose,
17 certificate of occupancy is the certificate first issued before the property is
18 used for any residential purpose; or
- 19 II. Any rental unit that is alienable separate from the title to any other dwelling
20 unit, including single family residences, condominiums, and townhomes.
- 21 III. Any rental unit, space, or resident covered under the provisions of the state
22 Mobilehome Residency Law, Civil Code section 798, et seq., as applicable.
- 23 IV. Any rental unit that is a subdivided interest in a subdivision, as specified in
24 California Business and Professions Code section 11004.5(b), (d), and (t).
- 25 V. Any rental unit for which the Landlord receives federal, state, or local
26 housing subsidies, including, but not limited to federal housing assistance
27 vouchers issued under Section 8 of the United States Housing act of 1937
28 (42 U.S.C Sec. 1437f).
- VI. Residential real property containing no more than two rental units in which
the owner occupies one of the units as the owner's principal place of
residence since the beginning of the tenancy, so long as the owner
continues in occupancy. For purposes of this subsection:
- (i) The term "owner" means a natural person who owns at least a 25
percent ownership interest in the residential real property.
- (ii) An exemption under this subsection shall expire by operation of law
when the owner ceases to reside on the property as their principal place

of residence. It shall be the owner's responsibility to inform the Department of the change in occupancy and enroll the rental unit in the City's Covered Rental Unit registry as required by this Chapter within 6 months of the change in owner occupancy.

- (b) Any person with an ownership interest in a Rental Unit may claim an from this Chapter by filing an application with the Department in a form approved by the City.

8-21.3. Permissible Rent increases.

- (a) Annual Rent Cap: Rent increases on covered rental units are capped at 3% per year or 100% of the Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim region, whichever is lower.
- (b) Frequency: Rent on covered rental units may only be increased once during a 12-month period.
- (c) Initial Rent Ceiling: Landlords may set market rent when a rental unit becomes vacant, but subsequent rent increases must follow the annual rent cap guidelines.
- (d) No Banking of Increases: Landlords may not bank unused rent increases from previous years for future use. This chapter will be enforceable prospectively.

8-21.4 Capital improvement pass-throughs.

- (a) 50% Pass-Through: Landlords may pass through 50% of capital improvement costs to tenants in covered rental units provided:
- I. The improvement benefits tenants directly, such as upgrades in plumbing, roofing, or heating systems.
 - II. Costs are amortized over a minimum period of 5 years.
 - III. Capital improvements cannot include regular maintenance or repairs from wear and tear, repairs covered by homeowner's insurance or be the result of landlord's failure to perform regular maintenance.
 - IV. Landlords notify tenants at least 30 days in advance and provide detailed documentation on costs.
 - V. Approval Required: The Department must approve any capital improvement pass-throughs before they can be passed to tenants.
 - VI. Application Process: The landlord must apply to the Department for recovery of capital improvement costs, on a form approved by the Department, within 6 months of completing the capital improvement.

8-21.5 Landlord application for rent adjustment.

- 1 (a) Fair Return: If a landlord believes that the permissible rent increase under Section
2 4 prevents them from receiving a fair and reasonable return on investment on a
3 covered rental unit, they may file an application for a rent adjustment with the
4 Community Development Department.
- 5 (b) Criteria for Adjustment: The landlord must provide detailed financial records
6 demonstrating that the rent limitations are causing a net operating income to fall
7 below acceptable levels.
- 8 (c) Review and Approval of Application for Rent Adjustment: The Community
9 Development Department shall consider the following factors as well as any other
10 relevant factors in reviewing the application and making its determination:
- 11 I. The landlord's income and expenses relative to the covered rental
12 property's net operating income
- 13 II. Changes in property taxes to be paid by a landlord.
- 14 III Changes in the CPI.
- 15 IV. The history of any prior hearings of determinations on an application for a
16 rent adjustment by a landlord.
- 17 V. The addition of capital improvements on a rental property.
- 18 VI. The need for repairs caused by circumstances other than ordinary wear
19 and tear.
- 20 (d) Tenant Notice: Landlords must provide at least 30 days' notice to tenants of any
21 approved rent increase beyond the cap. The landlord must provide notice to tenant
22 via personal service or certified mail return receipt requested.

23 8-21.6 Security deposits.

- 24 (a) Until July 1, 2024, Section 1950.5 of the California Civil Code limited the amount
25 of security deposits to two times the monthly rent for unfurnished units or three
26 months' rent for furnished units.
- 27 (b) After July 1, 2024, the law limits security deposits to one month's rent. For
28 landlords who own no more than two residential rental properties that collectively
include no more than four total units for rent, the limit is two times the monthly
rent, but only if the landlord is a natural person or a limited liability company in
which all members are natural persons.

8-21.7 Termination of Tenancy: Just Cause; No-Fault; Relocation Assistance;
and Buyout Offers and Notices.

- (a) Just Cause Evictions: Landlords may only evict tenants for specific reasons,
including:

- I. Nonpayment of rent.
- II. Material breach of the lease.
- III. Illegal activities or property damage.
- IV. Assigning or subletting the premises in violation of the Tenant's lease.

(b) Notice to Cure Just Cause Evictions. Before a Landlord issues a notice to terminate a Tenancy for just cause that is a curable lease violation, the Owner shall first give notice of the violation to the Tenant with an opportunity to cure the violation pursuant to paragraph (3) of Section 1161 of the Code of Civil Procedure. If the violation is not cured within the time period set forth in the notice, a three-day (3-day) notice to quit without an opportunity to cure may thereafter be served to terminate the Tenancy.

(c) No-Fault Evictions: Includes any of the following:

- I. Landlord's intent to occupy the Covered Rental Unit by the Landlord or their spouse, domestic partner, children, grandchildren, parents, or grandparents.
- II. Withdrawal of the Covered Residential Unit from the rental market for an anticipated period of at least 24 months, as affirmed by the Landlord in a written affidavit submitted to the City.
- III. The Landlord complying with any of the following: (i) an order issued by a government agency or court relating to the habitability that necessitates vacating the Covered Rental Unit; (ii) an order issued by a governmental agency to vacate the Covered Residential Unit; or (iii) a local ordinance that necessitates vacating the Covered Residential Unit.
- IV. Intent to demolish or to substantially remodel the Covered Residential Unit.

(d) Relocation Assistance: For termination for no-fault termination, the Landlord must either: (i) provide relocation assistance equivalent to two (2) months' rent for no-fault eviction due to reasons; or (ii) waive in writing the payment of Rent for the final two (2) months of the Tenancy, prior to the Rent becoming due.

- I. If a Landlord issues a notice to terminate a Tenancy for no-fault, the Landlord shall notify the Tenant of the Tenant's right to relocation assistance or Rent waiver, and all other rights pursuant to this Section.

(e) When terminating a Tenancy either for just cause or no-fault, a Landlord must comply with all of the following: (i) The Landlord must serve a written notice in accordance with Civil Code sections 1946 through 1946.5, to the Tenant that states that, in addition to any information required by federal or State law, the Landlord will terminate the Tenancy, and that indicates at least one at-fault or no-fault just cause reason as provided in this Section; and (ii) The Landlord has not accepted and will not accept Rent or any other consideration in return for the continued use of the Covered Rental Unit beyond the term of the terminated

Tenancy in compliance with Civil Code sections 1945 through 1946.5; and (iii) The Landlord qualifies the termination as at-fault or no-fault just cause, as specified in Section; and (iv) The Landlord has submitted to the City, within five (5) days after service of the notice of termination on the Tenant, a true and accurate copy of the Landlord's written notice of termination, and proof of such service, signed under penalty of perjury, on the Tenant, through the City's Rental Registry progress. The Landlord shall maintain proof of service to the City as evidence that the Landlord has complied with this section; and (v) The Landlord must provide the notice in the language that the Owner and Tenant used to negotiate the terms of the Tenancy, in addition to English.

- (f) **Buyout Offers and Notices:** A Landlord must inform a Tenant of certain rights before offering any form of compensation in exchange for a Tenant's agreement to voluntarily vacate a Covered Rental Unit. The information must be given in writing to each Tenant in a unit with respect to which buyout offer is made, on a form approved by the City. The Landlord must retain a copy of the form along with a record of when it was given to the Tenant for at least five (5) years after it is signed. The disclosures should include: (i) the right to refuse the offer; (ii) the right for the Tenant to consult a lawyer; (iii) a 30-day right for the Tenant to rescind its acceptance of the Landlord's buyout offer; (iv) a statement that the Tenant may visit the Department to compare its offer to other buyout offers in the Tenant's neighborhood and other relevant information; (v) the form must include a place for the Landlord to sign, together with a date of the Landlord's signature, verifying that the required notice was provided to the Tenant, a place for the Tenant to sign, verifying that he or she received the notice; (vi) the form must include the amount of relocation fees required under paragraph (d) of Section 8-21.7; (vii) any other information deemed necessary by the Director.

(g) Anti-Retaliation:

- I. Prohibition Against Retaliation. No Landlord shall retaliate against a Tenant by raising rent, reducing services, failing to perform necessary repairs, threatening eviction, or initiating eviction proceedings because the Tenant has exercised their legal rights under the Section, including but not limited to:
- a. Reporting habitability concerns or violations to local authorities;
 - b. Joining or organizing tenant associations;
 - c. Participating in rent stabilization program;
 - d. Requesting repairs or maintenance;
 - e. Filing complaints about rent increases or unsafe conditions; or
 - f. Exercising any other rights protected under local, state or federal law.
- II. Presumption of Retaliation. If a Landlord takes any adverse action such as rent increases, eviction threats, or reductions in services, within 180 days of a Tenant engaging in a protected activity, it shall be presumed that the Landlord's actions are retaliatory. The Landlord may rebut this presumption by providing clear and convincing evidence of a legitimate, non-retaliatory reason for the action.

1 III. Remedies for Retaliation. Tenants who are victims of retaliation are
2 entitled to:

- 3 a. Reinstatement of rental terms prior to the retaliation action (e.g.,
4 reversal of rent increase or restoration of services);
5 b. Damages, including but not limited to, emotional distress and
6 relocation expenses, where applicable;
7 c. Civil penalties to deter further retaliatory actions; and
8 d. Attorney's fees and court costs, if successful in proving retaliation.

9 8-21.8 Tenant petition for rent adjustments.

- 10 (a) Petition Process: Tenants in a covered rental unit may file a petition with the
11 Department if they believe a rent increase is not in compliance with this Chapter,
12 is unjustified or if housing services have been reduced (e.g., decreased
13 maintenance, utilities not provided).
- 14 (b) Tenant's Burden of Proof: Tenants must provide evidence that the rent increase
15 violates the ordinance or that services have been reduced.

16 8-21.9 Rental unit registration.

- 17 (a) Rental Registry Required. No Landlord shall demand or accept rent for a Covered
18 Rental Unit without first registering the Covered Rental Unit and serving on the
19 Tenant or displaying in a conspicuous place, proof of registration.

20 (b) Registration Process.

- 21 I. Within 60 days after the effective date of this Chapter for the initial
22 registration, and on or before December 30th of each subsequent year, a
23 Landlord must register with the Department each Rental Unit that is rented
24 or available for rent for a term exceeding 30 consecutive days by filing a
25 rental registration in a form approved by the City. The Landlord shall provide
26 the Rent amount and Tenancy information for every Rental Unit on the
27 rental registration form. Registration is complete only when any and all fees
28 under this Chapter have been paid and all of the following information is
 provided: ownership information; property information; year built; certificate
 of occupancy date or the date the final permit was issued by the City; the
 number of total Rental Units in the rental property; the number of bedrooms
 and bathrooms for each Rental Unit; Tenant information, including names
 and move-in dates; the amount of rent in effect at the time of registration
 and the date and amount of the last rent increase; and description of the
 housing services.

- II. After the initial Rental Unit registration, the Landlord shall: (i) update the
 rental registration annually; (ii) update the rental registration within 30 days
 of the start of a new tenancy; (iii) update the rental registration if there is
 any subsequent change in the tenancy or ownership (i.e., change in

ownership or management or change in owner's or manager's contact information).

III. A Landlord of a Rental Unit which is not registered with the City because of a claim of exemption, shall provide the City, on a form approved by the City and accompanied by supporting documentation, a written declaration stating the facts upon which the Landlord bases a claim of exemption from this Chapter. If a Landlord fails to submit a written declaration and supporting documents by December 30, 2024, and December 30 of each year thereafter, the Rental Unit shall be deemed to be subject to the provisions of this Section. If a Landlord declares that the Rental Unit is not subject to the registration requirements of this Section because the Rental Unit is vacant, the Landlord shall provide a certification to the Department declaring that the Rental Unit is and shall remain vacant, and the Rental Unit shall be secured against unauthorized entry.

IV. For every Rental Unit for which a Landlord is required to register pursuant to this Section, the Landlord shall post a notice in form provided by the City, providing information about this Chapter and the Department's contact information. Notices must be posted in a conspicuous location in the common area, at the entry or entries to the building(s) or units, or other similar location(s) as necessary to provide Tenants a reasonable opportunity to view the notice. If there is no common area or similar location, this requirement may be satisfied by mailing the notice to each Tenant of the building, by certified mail, return receipt requested. The notice shall be written in English and Spanish, and in any other languages as required by the City.

V. Failure to Register: Landlords who fail to register their units may not enforce rent increases or evictions.

8-21.10 Enforcement and compliance.

(a) Penalties for Non-Compliance:

I. Civil Penalty: Any person violating any of the provisions, or failing to comply with any of the requirements, of this chapter may be liable for a civil penalty not to exceed \$1,000 for each violation.

II. Criminal Penalty: Any person violating any of the provisions or failing to comply with any of the requirements of this chapter shall be guilty of a misdemeanor and punished by a fine of not more than \$1,000, or by imprisonment in the county jail for a period of not more than six months, or by both.

III. Each violation of any provision of this Chapter, and each day during which any such violation is committed, permitted or continued, shall constitute a separate offense.

(b) Rent Increases Ineffective: Any rent increase imposed without following the proper registration or notice procedures is considered void.

- 1 (c) Appeals Process: Tenants or landlords may appeal decisions made under this
2 Chapter to a hearing officer within 30 days.
- 3 (d) The above remedies are not exclusive and do not preclude the city or any tenant
4 from seeking other remedies or penalties provided by applicable law.
- 5 8-21.11 Administrative review and appeals.
- 6 (a) Administrative Review: The Director's decision on a rent adjustment application,
7 tenant petition for adjustment or a pass-through cost recovery application will be
8 issued in a notice of decision.
- 9 I. The Director shall review and evaluate applications pursuant to this Chapter and
10 issue a notice of decision in accordance with adopted procedures and
11 regulations.
- 12 II. The Director may request documents, interview witnesses and affected parties,
13 and gather necessary evidence to review and make appropriate conclusions and
14 findings.
- 15 III. The Director's decision may be appealed to a hearing officer in accordance with
16 the following procedures as set forth herein.
- 17 (b) Appeals Process: Parties may file an appeal and request a hearing with the City
18 Clerk no later than 30 calendar days after the Director issues a notice of decision.
19 Appeals will be heard by a hearing officer. If the filing deadline falls on a weekend,
20 holiday, or other day when city hall is officially closed, the filing deadline will extend
21 to the following city hall business day.
- 22 (c) Hearing Dates: A hearing on a request for appeal will be scheduled before a
23 hearing officer for a date no sooner than 15 days and no later than 60 days after
24 receipt of the request for appeal and proof of service, unless the hearing officer
25 determines that good cause exists for an extension of time. Upon setting the
26 hearing date, the hearing officer shall send written notice to the appealing party of
27 the date, time and place set for the hearing. Within five calendar days of receipt of
28 the notice of hearing, the appealing party shall deliver a copy of the notice to each
affected tenant or landlord, as applicable, via personal service or certified mail
return receipt requested.
- (d) Public Hearing: Appeals are conducted in a public hearing, and both parties may
present evidence. At the hearing, the hearing officer shall review the record of the
decision and hear testimony of the party requesting the appeal, representatives of
the department, and any other interested party. The hearing officer may continue
the hearing and request additional information from the landlord or tenant before
issuing a written decision.
- (e) Application and Materials: At an appeal hearing, the hearing officer shall consider
only the administrative record that was the subject of the department's final
decision.

1
2 (f) Hearing Continuance. The hearing officer may, in his or her discretion, grant a
3 continuance of the hearing date upon a request and a showing of good cause. The
4 request must be made in writing and be received by the hearing officer at least 5
5 business days prior to the hearing date. If the Landlord is requesting an extension,
6 the Landlord must personally deliver a copy of the request to the affected
7 Tenant(s). If a Tenant is the party requesting an extension, the Tenant must
8 personally deliver a copy of the request to the Landlord or Landlord's agent. In no
9 event shall the continuance be longer than 15 calendar days from the originally
10 scheduled hearing date.

11 (g) Decision and Notice: After the hearing, the hearing officer shall affirm, modify or
12 reverse the decision and specify the reasons for its decision or refer the matter
13 back to the Department for further review.

14 I. Decisions shall be rendered within 30 days of the close of the hearing.

15 II. The hearing officer shall mail the hearing officer's decision to the affected
16 parties within 10 days after it is rendered.

17 III. The decision of the hearing officer shall be final and not subject to further
18 appeal.

19 (h) Final Decision. The decision of the hearing officer shall be final and not subject to
20 further appeal.

21 (i) Judicial Review of Hearing Officer Decision. Any person directly aggrieved by an
22 administrative decision of a hearing officer pertaining to a request for appeal of a
23 Director's decision under this Chapter, may seek judicial review in the court
24 pursuant to Government Code section 53069.4 and/or Code of Civil Procedure
25 sections 1094.5 and 1094.6.

26 (j) Hearing Officer. The City Manager shall establish procedures for the selection of
27 a Hearing Officer. Hearing Officers shall be selected in a manner that avoids the
28 potential for pecuniary or other bias. In no event shall the Hearing Officer be the
Director. The compensation, if any, of the Hearing Officer shall be paid by the
City. Compensation shall not be directly or indirectly conditioned upon whether or
not decisions of the City are upheld by the Hearing Officer.

23 8-21.12 Administrative Citations.

24 (a) Any Landlord or Tenant who violates any provisions of this Chapter, or
25 Department's procedures and guidelines, is subject to an administrative citation
26 and fine as provided for in Chapter 5 of Title 1 of the municipal code.

27 8-21.13 Additional remedies.

28 (a) Tenant Legal Rights: Tenants may bring a civil lawsuit against landlords for
violations of the ordinance. Remedies may include injunctive relief, damages, and
attorneys' fees.

(b) Eviction Defense: A tenant may use a landlord's failure to comply with the ordinance as a defense to eviction.

8.21.14 Notices to tenants.

(a) Landlords must provide to each tenant, prior to, or at the time of agreeing to rent or lease a rental unit, a notice of tenant rights and under this chapter. The Department shall publish a form notice of tenant rights in English and any other frequently spoken languages.

(b) Landlords must provide the form notice in the following circumstances:

I. When entering into a rental agreement, by including a copy of the form notice as an exhibit or attachment to the written rental agreement.

II. When renewing a rental agreement.

8.21.15 Implementation and rulemaking.

(a) The City Manager and City Attorney shall take all necessary steps to implement this ordinance, including the creation of forms, public information, and administrative procedures.

SECTION 3. If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 4. This ordinance shall become effective thirty (30) days after approval by the City Council.

SECTION 5. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted as prescribed by law.

PASSED, APPROVED and ADOPTED this 18th day of November, 2024.

Karina Macias, Mayor

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

ATTEST:

Eduardo Sarmiento, CMC
City Clerk

ITEM 3

City of Huntington Park
Demand Register
November 18, 2024

PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
ABSOLUTE SOFTWARE INC	INV01619959	742-7010-421.74-09	NETWORK SECURITY RENEWAL	613.15
	INV01619960	742-7010-421.74-09	NETWORK SECURITY RENEWAL	4,200.00
ABSOLUTE SOFTWARE INC Total				4,813.15
ACCESS AUTO GLASS	1261	111-7010-421.43-20	WINDSHIELD PD UNIT 994	410.00
ACCESS AUTO GLASS Total				410.00
AIRESPRING INC.	190093451	113-8915-499.56-41	FILE 1422-NOVEMBER 2024	1,128.63
AIRESPRING INC. Total				1,128.63
ALAN'S LAWN AND GARDEN CENTER INC	51435	111-8010-431.74-10	PORTABLE GENERATOR	942.00
	51549	111-8010-431.61-20	MATERIAL CHAIN SAW REPAIR	44.00
	51587	741-8060-431.43-20	PORTABLE GENERATOR	942.00
	53100	741-8060-431.43-20	CHAIN SAW REPAIR	231.00
	54003	741-8060-431.43-20	CREDIT-PORTABLE GENERATOR	942.00
	54037	741-8060-431.43-20	CHAINSAW BAR OIL	27.00
ALAN'S LAWN AND GARDEN CENTER INC Total				3,128.00
ALFRED MARTINEZ	9172024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	29.88
ALFRED MARTINEZ Total				29.88
ALL CITY MANAGEMENT SERVICES	96295	111-9010-413.56-41	SCHOOL CROSSING GUARD	13,308.00
ALL CITY MANAGEMENT SERVICES Total				13,308.00
AMAZON.COM SERVICES INC	13JM-MRTX-4XF9	111-6010-451.74-10	FITNESS CENTER EQUIPMENT	157.08
	19RP-9LW4-WJ6C	111-8024-421.43-10	NUMBERS FOR JAIL CELLS	13.10
	19XV-DRQ6-66KR	111-6010-466.55-50	HALLOWEEN SUPPLIES	22.93
	1CLM-PY7Q-4NH3	111-6010-466.55-50	HALLOWEEN SUPPLIES	120.28
	1DGV-XFXR-3FW4	111-6010-466.55-50	VINTAGE LANTERN	38.31
	1H9T-GHC1-PCX9	111-8020-431.61-20	KEURIG & COFFEE PODS	165.05
	1HDC-P6PP-4WQQ	111-6010-451.74-10	FITNESS CENTER EQUIPMENT	88.18
AMAZON.COM SERVICES INC Total				604.93
AMSTERDAM PRINTING AND LITHO	7721233	111-0110-411.56-28	TOTE BAGS	723.81
AMSTERDAM PRINTING AND LITHO Total				723.81
AREA E DISASTER MGMT BOARD	2024-25-012	111-7010-421.43-20	MEMBERSHIP FEE FY 24-25	6,772.00
AREA E DISASTER MGMT BOARD Total				6,772.00

City of Huntington Park
Demand Register
November 18, 2024

AT&T	22486966	111-9010-419.53-10	CREDIT	(0.14)
AT&T Total				(0.14)
AUTO ZONE	4075178036	111-7010-421.43-20	PD UNIT 966 SUPPLIES	295.60
	4075186116	741-8060-431.43-20	PW UNIT 359 & 360 SUPPLIES	56.54
	4075187310	741-8060-431.43-20	FLEET SUPPLIES	18.46
	4075187312	111-7010-421.43-20	PD UNIT 975 SUPPLIES	210.32
	4075188152	111-7010-421.43-20	PD UNIT SUPPLIES	54.11
	4075197736	741-8060-431.43-20	PW UNIT 354 SUPPLIES	26.17
	4075197853	741-8060-431.43-20	FLEET SUPPLIES	264.73
AUTO ZONE Total				925.93
AY NURSERY INC.	181362	535-8090-452.61-20	CALLISTEMON TREES	190.31
	182038	535-8090-452.61-20	5 FICUS TREES	842.81
	182039	535-8090-452.61-20	5 JACARANDA TREES	842.81
	182040	535-8090-452.61-20	5 SYCAMORE TREES	842.81
AY NURSERY INC. Total				2,718.74
BAVCO	295339	535-8090-452.74-10	BACKFLOW REPLACEMENT	4,460.49
	299777	111-8023-451.43-10	MATERIALS FOR REPAIRS	968.11
	300242	111-8023-451.43-10	MATERIALS FOR REPAIRS	391.28
	300938	535-8090-452.74-10	BACKFLOW ASSEMBLY	862.16
BAVCO Total				6,682.04
BEAR ELECTRICAL SOLUTIONS, INC	23999	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE	6,350.00
	24314	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE	6,350.00
	24493	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE	620.00
BEAR ELECTRICAL SOLUTIONS, INC Total				13,320.00
BEE REMOVERS	602833	111-7010-421.56-41	EMERGENCY BEE REMOVAL	370.00
BEE REMOVERS Total				370.00
BLUE LINE ACADEMY LLC	3002034	111-7010-421.59-10	PD TRAINING	200.00
BLUE LINE ACADEMY LLC Total				200.00
BRIGHTLIFE DESIGNS LLC	1578	111-6010-451.74-10	HOLIDAY PALM TREE DECORATIONS	17,050.00
BRIGHTLIFE DESIGNS LLC Total				17,050.00
BSN SPORTS, LLC	309463608	111-6030-451.61-35	SPORTS SUPPLIES	622.87
BSN SPORTS, LLC Total				622.87

**City of Huntington Park
Demand Register
November 18, 2024**

CACEO	200031730	111-5010-419.59-15	CACEO WEBINAR TRAINING	36.00
	200031784	111-5010-419.59-15	DEVELOPMENT TRAINING	21.00
CACEO Total				57.00
CALIFORNIA STREET LIGHTING	1227	221-8014-429.61-20	POLE REMOVAL & INSTALL	4,500.00
CALIFORNIA STREET LIGHTING Total				4,500.00
CANNON CORPORATION	90034	283-8040-432.76-11	WATER MASTER PLAN & STUDY	5,200.25
CANNON CORPORATION Total				5,200.25
CELIA MICHEL	12185	285-0000-228.75-00	PERMIT REFUND	540.00
CELIA MICHEL Total				540.00
CELICA QUINONES	190323662	111-6010-451.56-41	EXCEPTION GRANT REIMBURSEMENT	78.75
CELICA QUINONES Total				78.75
CENTRAL FORD	34454	111-7010-421.43-20	PD UNIT 977 REPAIR RETURN	(377.23)
	50150	111-7010-421.43-20	PD UNIT 993 REPAIR	238.76
	50377	111-7010-421.43-20	PD UNIT 976 REPAIR	477.47
	50378	111-7010-421.43-20	PD UNIT 977 REPAIR	477.47
	50422	111-7010-421.43-20	PD UNIT 976 REPAIR	39.40
	50423	111-7010-421.43-20	PD UNIT 977 REPAIR	39.40
	50481	111-7010-421.43-20	PD UNIT 993 REPAIR	465.73
	50714	111-7010-421.43-20	PD UNIT 994 REPAIR	295.03
	50730	111-7010-421.43-20	PD UNIT 912 REPAIR	28.22
	50731	111-7010-421.43-20	PD UNIT 914 REPAIR	28.22
	50746	111-7010-421.43-20	PD UNIT 918 REPAIR	233.58
	50757	111-7010-421.43-20	PD UNIT 912 REPAIR	87.03
	50827	111-7010-421.43-20	PD UNIT 975 REPAIR	42.29
	50845	111-7010-421.43-20	PD UNIT 977 REPAIR	240.64
	50854	111-7010-421.43-20	PD UNIT SUPPLIES	43.37
	50855	111-7010-421.43-20	PD UNIT SUPPLIES	136.71
	50856	111-7010-421.43-20	PD UNIT 912 REPAIR	253.00
	50919	111-7010-421.43-20	PD UNIT 994 REPAIR	252.34
	50934	111-7010-421.43-20	PD UNIT 966 REPAIR	44.43
	50948	111-7010-421.43-20	PD UNIT 975 REPAIR	426.58
CENTRAL FORD Total				3,472.44
CENTRAL SQUARE TECHNOLOGIES LLC	423813	742-9010-419.74-09	MAINTENANCE 12/30/24-12/29/25	1,557.00

City of Huntington Park
Demand Register
November 18, 2024

CENTRAL SQUARE TECHNOLOGIES LLC Total				1,557.00
CHAMPION CJD	566781	111-7010-421.43-20	REPLACE BATTERY	786.22
	CM701917	111-7010-421.43-20	CREDIT	(45.58)
CHAMPION CJD Total				740.64
CHARTER COMMUNICATIONS	11/29/2023	111-7040-421.56-41	PD PAYMENT NOT RECORDED	380.00
CHARTER COMMUNICATIONS Total				380.00
CHRISTOPHER ROMERO	10172024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	38.73
CHRISTOPHER ROMERO Total				38.73
CINDI CAYAX	2548	239-5210-463.57-65	SENIOR SERVICES	420.00
CINDI CAYAX Total				420.00
CINTAS CORPORATION NO 3	4207480082	741-8060-431.56-41	PW UNIFORM DRY CLEANING	531.71
	4208212701	741-8060-431.56-41	PW UNIFORM DRY CLEANING	797.92
	4208947235	741-8060-431.56-41	PW UNIFORM DRY CLEANING	484.42
	4209680784	741-8060-431.56-41	PW UNIFORM DRY CLEANING	848.42
CINTAS CORPORATION NO 3 Total				2,662.47
CITY OF BELL	24-1010	111-0210-413.64-00	CITY MANAGEMENT MEETING	500.00
CITY OF BELL Total				500.00
CLINICAL LAB OF SAN BERNARDINO, INC	2401563	681-8030-461.56-41	WATER TESTING 9/3-9/25	3,568.50
CLINICAL LAB OF SAN BERNARDINO, INC Total				3,568.50
CONCENTRA MEDICAL CENTERS	84352934	111-2030-413.56-41	PHYS-LVL 2 BUNDLE	534.00
	84580930	111-2030-413.56-41	DOT PHYSICAL	136.00
	84649804	111-2030-413.56-41	PHYS-LVL 2 BUNDLE	547.00
	84795687	111-2030-413.56-41	2 PHYSICALS	1,206.00
CONCENTRA MEDICAL CENTERS Total				2,423.00
COUNTY OF L.A. DEPT OF PUBLIC WORKS	REPW24100702120	221-8014-429.56-41	TRAFFIC SIGNAL MAINT 9/24	1,788.41
COUNTY OF L.A. DEPT OF PUBLIC WORKS Total				1,788.41
CRAFTWATER ENGINEERING INC	22-058-8	787-8918-499.73-14	SEPT 2024 SERVICES	28,231.00
CRAFTWATER ENGINEERING INC Total				28,231.00
DAILY JOURNAL CORPORATION	A3859178	111-1010-411.54-00	COUNCIL MEETING DAY CHANGE	24.05

**City of Huntington Park
Demand Register
November 18, 2024**

DAILY JOURNAL CORPORATION	A3865419	111-1010-411.54-00	NOTICE OF HEARING	116.55
	A3865608	111-1010-411.54-00	NOTICE OF HEARING	46.25
	B3854724	111-1010-411.54-00	NOTICE OF HEARING	145.00
DAILY JOURNAL CORPORATION Total				331.85
DANA SAFETY SUPPLY	907382	111-7010-421.73-10	TABLET CRADLE & POWER ADP	2,437.63
DANA SAFETY SUPPLY Total				2,437.63
DATA TICKET INC	170477	111-5055-419.56-41	CITATION PROCESSING SEPT	2,078.35
DATA TICKET INC Total				2,078.35
DAVID VOLZ DESIGN	422884	111-6010-451.73-10	CITY PURCHASES	8,680.00
		114-6010-451.73-10	SL PARK PREP PLANS AUG24	8,680.00
DAVID VOLZ DESIGN Total				17,360.00
DAY WIRELESS SYSTEMS	INV847965	111-7010-421.74-10	TECHNICIAN LABOR	1,305.00
	INV847966	111-7010-421.74-10	TECHNICIAN LABOR	1,305.00
DAY WIRELESS SYSTEMS Total				2,610.00
DBA LETNER ROOFING CO	67332	787-9050-499.73-10	ROOF REPAIRS OCTOBER 2024	27,474.00
DBA LETNER ROOFING CO Total				27,474.00
DE LAGE LANDEN	588569804	111-9010-419.44-10	RENTAL LEASE	2,092.07
DE LAGE LANDEN Total				2,092.07
DELTA DENTAL	588569804	111-0000-217.50-20	DELTA DENTAL NOV. 2024	7,154.00
DELTA DENTAL Total				7,154.00
DEPARTMENT OF ANIMAL CARE & CONTROL	10/25/2024	111-7010-421.56-41	HOUSING COSTS SEPTEMBER	18,540.36
DEPARTMENT OF ANIMAL CARE & CONTROL Total				18,540.36
DEPARTMENT OF MOTOR VEHICLES	94827W2	219-8085-431.43-21	EV BUS REGISTRATION	767.00
	94828W2	219-8085-431.43-21	EV BUS REGISTRATION	686.00
	94871W2	219-8085-431.43-21	EV BUS REGISTRATION	767.00
	94874W2	219-8085-431.43-21	EV BUS REGISTRATION	767.00
DEPARTMENT OF MOTOR VEHICLES Total				2,987.00
DORON MICHAELI	3451SANTA ANAST	285-0000-228.75-00	TRASH REMOVAL	630.00
DORON MICHAELI Total				630.00

City of Huntington Park
Demand Register
November 18, 2024

EPIC SPORTS, INC.	7965083	111-6030-451.61-35	SPORTS SUPPLIES	992.62
EPIC SPORTS, INC. Total				992.62
ESTELA RAMIREZ	5457	111-6060-466.33-20	AEROBIC BODY TONING	448.00
ESTELA RAMIREZ Total				448.00
EXCEL CONSTRUCTION SERVICES	25439-22514	681-0000-228.70-00	CREDIT REFUND	844.48
EXCEL CONSTRUCTION SERVICES Total				844.48
EZ AUDIO	27	111-7010-421.43-20	PD UNIT 1003 WINDOW TINT	150.00
	32	111-7010-421.43-20	PD UNIT 997 WINDOW TINT	60.00
EZ AUDIO Total				210.00
FAST DEER BUS CHARTER	11184	239-5280-490.51-92	STUDENT TRANSPORTATION	1,311.00
	11235	239-5280-490.51-92	STUDENT TRANSPORTATION	1,311.00
	11803	219-8085-431.57-70	EXCURSION CHARTER BUS	1,748.00
FAST DEER BUS CHARTER Total				4,370.00
FEDEX	8-669-26259	111-7010-421.61-20	FEDEX SERVICE	15.84
FEDEX Total				15.84
FERGUSON ENTERPRISES INC	4777468	111-8023-451.43-10	MATERIALS FOR REPAIRS	432.46
	4832411	111-8022-419.43-10	MATERIALS FOR REPAIRS	136.34
	4849108	111-8022-419.43-10	MATERIALS FOR REPAIRS	68.33
FERGUSON ENTERPRISES INC Total				637.13
FM THOMAS AIR CONDITIONING INC	47341	111-7024-421.56-41	QUARTERLY MAINTENANCE	581.00
		111-8020-431.56-41	QUARTERLY MAINTENANCE	158.00
		111-8022-419.56-41	QUARTERLY MAINTENANCE	2,697.00
		111-8023-451.56-41	QUARTERLY MAINTENANCE	1,851.00
	47369	111-7024-421.56-41	MAIN & INVERTER BOARDS	2,409.00
FM THOMAS AIR CONDITIONING INC Total				7,696.00
FOOD ACCESS LA	6282024	111-6010-466.55-45	NUTRITION PROGRAM	(3,090.00)
FOOD ACCESS LA Total				(3,090.00)
GAGE BARGAIN INC	24433-21504	681-0000-228.70-00	CREDIT REFUND	981.89
GAGE BARGAIN INC Total				981.89
GATEWAY CITIES	FY202425	111-0210-413.64-00	ANNUAL MEMBERSHIP DUES	24,255.00

**City of Huntington Park
Demand Register
November 18, 2024**

GATEWAY CITIES Total				24,255.00
GEORGE CHEVROLET	161254 CVW	741-8060-431.43-20	PW UNIT 184 REPAIR	385.95
	177458 CVW	741-8060-431.43-20	FLEET SUPPLIES	560.16
	177674 CVW	741-8060-431.43-20	PW UNIT 347 REPAIR	234.82
	177950 CVW	111-7010-421.43-20	PD UNIT 984 REPAIR	447.60
	177951 CVW	111-7010-421.43-20	PD UNIT 984 REPAIR	210.05
	178046 CVW	111-7010-421.43-20	PD UNIT 886 REPAIR	308.70
	178094 CVW	111-7010-421.43-20	PD UNIT 886 REPAIR	378.83
	178096 CVW	111-7010-421.43-20	PD UNIT 886 REPAIR	96.20
	178504 CVW	111-7010-421.43-20	PD UNIT 886 REPAIR	64.71
	178505 CVW	741-8060-431.43-20	FLEET SUPPLIES	58.66
	178749 CVW	741-8060-431.43-20	PW UNIT 354 REPAIR	528.08
	178750 CVW	111-7010-421.43-20	PD UNIT 275 REPAIR	580.41
	178807 CVW	741-8060-431.43-20	PW UNIT 340 REPAIR	142.29
	178845 CVW	741-8060-431.43-20	PW UNIT 354 REPAIR	378.50
	179152 CVW	111-7010-421.43-20	PD UNIT 275 REPAIR	224.41
GEORGE CHEVROLET Total				4,599.37
GEORGE MIDDLETON	9102401	111-6030-451.33-90	REFEREE FEES	2,546.00
GEORGE MIDDLETON Total				2,546.00
GLOBAL URBAN STRATEGIES, INC.	740	241-5030-419.56-41	CALHOME SUPPORT SERVICES	4,272.00
	741	241-5030-419.56-41	CALHOME SUPPORT SERVICES	2,405.00
GLOBAL URBAN STRATEGIES, INC. Total				6,677.00
GOODIES UNIFORM	18627	111-7010-421.61-20	PD UNIFORM & SAFETY	1,255.86
GOODIES UNIFORM Total				1,255.86
GOVERNMENT STAFFING SERVICES, INC	130477	111-3010-415.56-41	LABOR INVOICE WE 09/22/2024	6,800.00
	130483	111-3010-415.56-41	LABOR INVOICE WE 10/06/2024	6,800.00
	130495	111-3010-415.56-41	LABOR INVOICE WE 11/03/2024	7,607.50
GOVERNMENT STAFFING SERVICES, INC Total				21,207.50
GRAINGER	9285235785	111-8010-431.74-10	SAFETY GLOVES STREET DEPT	529.20
	9285235793	535-8016-431.74-10	ELECTRICAL SUPPLIES	338.10
	9285518701	741-8060-431.43-20	TONE/GEN PRONE KITS	340.65
	9297767205	741-8060-431.43-20	COLD PACK-FLEET REPAIRS	38.37
GRAINGER Total				1,246.32

**City of Huntington Park
Demand Register
November 18, 2024**

GUTIERREZ BACKGROUND INVESTIGATIONS	2024-07	111-7010-421.56-41	FULL BACKGROUND CHECK	1,200.00
GUTIERREZ BACKGROUND INVESTIGATIONS Total				1,200.00
GWMA	2025-12	111-8030-461.56-42	GATEWAY WATER MANAGEMENT	15,000.00
	UR2-24-05	111-8030-461.56-42	LA RIVER UP REACH 2 24/25	40,953.58
GWMA Total				55,953.58
HASA, INC.	998777	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 18	530.49
	998778	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 15	170.93
	1000174	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 15	427.31
	1000175	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 18	688.20
	1000176	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 12	598.24
	1001545	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 15	253.54
	1001547	681-8030-461.41-00	SODIUM HYPOCHLORITE WELL 18	358.44
HASA, INC. Total				3,027.15
HDL COREN & CONE	SIN043339	111-9010-419.56-41	CONTRACT SERVICE PROPERTY TAX 23/24	67.55
	SIN044230	111-9010-419.56-41	CONTRACT SERVICES OCT-DEC	2,439.10
HDL COREN & CONE Total				2,506.65
HECTOR G. MORENO	5462	111-6060-466.33-20	TAEKWONDO CLASSES	560.00
	5463	111-6060-466.33-20	TAEKWONDO CLASSES	1,064.00
	5465	111-6060-466.33-20	TAEKWONDO CLASSES	784.00
HECTOR G. MORENO Total				2,408.00
HILDA ESTRADA	33	111-1010-411.56-41	TRANSLATION SERVICES	9,100.00
HILDA ESTRADA Total				9,100.00
HIPOLITO SOTO	8437-23932	681-0000-228.70-00	WATER DEPOSIT REFUND	19.00
HIPOLITO SOTO Total				19.00
HOME DEPOT - PUBLIC WORKS	3820790	535-8016-431.61-45	PW SUPPLIES	104.45
	4273625	111-8022-419.43-10	PW SUPPLIES	333.68
	5534444	111-8022-419.43-10	PW SUPPLIES	185.10
	6273478	535-8090-452.61-20	PW SUPPLIES	160.23
	9230666	111-6010-466.55-50	PW HALLOWEEN SUPPLIES	206.22
HOME DEPOT - PUBLIC WORKS Total				989.68
IBE DIGITAL	472842	111-9010-419.44-10	KONICA MINOLTA METER USAGE	3,526.83
	473025	111-9010-419.44-10	TN626Y - YELLOW TONER	18.19

**City of Huntington Park
Demand Register
November 18, 2024**

IBE DIGITAL	473034	111-9010-419.44-10	KONICA MINOLTA TONER	18.07
	473179	111-9010-419.44-10	KONICA MINOLTA TONER	18.07
IBE DIGITAL Total				3,581.16
ICMA	FY202425	111-0210-413.64-00	ANNUAL DUES FY 24-25	1,200.00
ICMA Total				1,200.00
IDEAL LIGHTING	125675	111-6010-466.55-50	ASSORTED LIGHT BULBS	418.95
IDEAL LIGHTING Total				418.95
INFRASTRUCTURE ENGINEERS	452559	111-5011-419.56-41	CONTRACTED SERVICES 9/1/24-9/30/24	29,403.00
	457086	111-5011-419.56-41	CONTRACTED SERVICES 9/1/24-9/30/24	2,687.00
INFRASTRUCTURE ENGINEERS Total				32,090.00
INVERIS TRAINING SOLUTIONS	INV-0104284	111-7010-421.59-10	PD TRAINING SYSTEM REFRESHER	3,275.91
INVERIS TRAINING SOLUTIONS Total				3,275.91
IRENE MARQUEZ	9302024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	34.71
IRENE MARQUEZ Total				34.71
JCL TRAFFIC	126406	221-8012-429.61-20	3D BARRICADES-XMAS PARADE	4,837.44
JCL TRAFFIC Total				4,837.44
JONES LUMBER COMPANY, INC	358205	221-8010-431.61-21	MATERIALS FOR REPAIRS	325.56
JONES LUMBER COMPANY, INC Total				325.56
JONTHAN SANTOYO	10172024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	38.73
JONTHAN SANTOYO Total				38.73
JORDAN MARTINEZ	3475443	111-5010-419.59-15	EMPLOYEE REIMBURSEMENT	301.00
JORDAN MARTINEZ Total				301.00
JOSE YAMASAKI	10072024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	5.49
JOSE YAMASAKI Total				5.49
JUAN RUBALCAVA	16197-25920	681-0000-228.70-00	CREDIT REFUND	18.61
JUAN RUBALCAVA Total				18.61
KAFCO SALES CO.	427605	111-8010-431.74-10	50 SAFETY VESTS	151.59
	427606	111-8010-431.74-10	STRING KNIT LATEX BLUE	59.54

City of Huntington Park
Demand Register
November 18, 2024

KAFCO SALES CO. Total				211.13
KIMBALL MIDWEST	102703254	741-8060-431.43-20	FLEET SUPPLIES	1,034.86
	102739358	741-8060-431.43-20	FLEET SUPPLIES TERMINALS	28.89
KIMBALL MIDWEST Total				1,063.75
L.N. CURTIS AND SONS	INV881614	111-7010-421.61-20	FLARES AND BAGS	769.36
	INV882126	111-7010-421.61-20	FLARES AND BAGS	1,229.29
L.N. CURTIS AND SONS Total				1,998.65
LA COUNTY SHERIFF'S DEPT	250757BL	111-7010-421.56-41	INMATE MEALS 9/1-9/30/24	919.72
LA COUNTY SHERIFF'S DEPT Total				919.72
LACPCA	SEMINAR2024	111-7010-421.59-10	PD TRAINING	400.00
LACPCA Total				400.00
LADAYU CONSULTING GROUP	10	787-8913-499.76-06	SEPT 2024 SERVICES	48,172.75
LADAYU CONSULTING GROUP Total				48,172.75
LB JOHNSON HARDWARE CO.	134509	111-8024-421.43-10	MATERIALS FOR REPAIRS	30.00
	134572	111-8022-419.56-41	MATERIALS FOR REPAIRS	58.00
	134584	111-8022-419.56-41	MATERIALS FOR REPAIRS	29.00
	134600	111-8022-419.56-41	MATERIALS FOR REPAIRS	14.00
	134639	535-8016-431.61-45	TOOLS FOR REPAIRS	150.00
LB JOHNSON HARDWARE CO. Total				281.00
LEMESSIS QUINTERO	APACALIFORNIA24	111-5010-419.59-15	EMPLOYEE REIMBURSEMENT	136.20
LEMESSIS QUINTERO Total				136.20
LIEBERT CASSIDY	277556	111-0220-411.32-70	LEGAL SERVICES THRU 9-24	1,281.00
	278675	111-0220-411.32-70	LEGAL SERVICES THRU 9-24	2,442.00
LIEBERT CASSIDY Total				3,723.00
LOS ANGELES GENERAL MEDICAL CENTER	7	111-7010-421.56-41	3 SART EXAMS	5,670.00
LOS ANGELES GENERAL MEDICAL CENTER Total				5,670.00
MARX BROS FIRE EXTINGUISHER CO INC.	P22910	111-6010-466.55-50	15 EXTINGUISHERS MOUNTED	731.32
MARX BROS FIRE EXTINGUISHER CO INC. Total				731.32
MG GRAPHICS	12865	111-3010-415.61-20	BUSINESS CARDS	55.13

**City of Huntington Park
Demand Register
November 18, 2024**

MG GRAPHICS	12866	111-3010-415.61-20	BUSINESS CARDS	82.69
	12867	111-1010-411.61-20	BUSINESS CARDS AND STAMP	181.91
MG GRAPHICS Total				319.73
MOTOROLA SOLUTIONS, INC	8281972469	111-7010-421.73-10	HANDHELD RADIOS	9,535.62
MOTOROLA SOLUTIONS, INC Total				9,535.62
MUNICIPAL WASTE SOLUTIONS	120	285-8050-432.56-41	SB 1383 COMPLIANCE REVIEW	4,795.00
	2045	285-8050-432.56-41	BILLING PERIOD SEPT 2024	930.00
MUNICIPAL WASTE SOLUTIONS Total				5,725.00
MYERS AND SONS HI-WAY SAFETY, INC	163930	221-8012-429.61-20	STREET SIGNS	1,307.26
MYERS AND SONS HI-WAY SAFETY, INC Total				1,307.26
NACHO'S LOCK & KEY SERVICE LLC	191710	111-7010-421.73-10	LOCK HARDWARE & KEYS	464.02
NACHO'S LOCK & KEY SERVICE LLC Total				464.02
NATIONAL READY MIXED CONCRETE CO.	916857	221-8010-431.61-21	CONCRETE MIX FOR SIDEWALK	1,071.25
	917659	221-8010-431.61-21	CONCRETE MIX FOR SIDEWALK	1,090.36
	919068	221-8010-431.61-21	CONCRETE MIX FOR SIDEWALK	1,231.38
NATIONAL READY MIXED CONCRETE CO. Total				3,392.99
NICANOR PACHECO	9302024	111-7010-421.59-10	MILEAGE REIMBURSEMENT	34.71
	100124-100324	111-7010-421.59-10	MILEAGE REIMBURSEMENT	98.09
NICANOR PACHECO Total				132.80
NICHOLAS MORALES	012024-051024	111-9018-413.35-10	TUITION REIMBURSEMENT	1,500.00
NICHOLAS MORALES Total				1,500.00
NICK ALEXANDER RESTORATION	161	219-8085-431.43-21	SHUTTLE UNIT 004 REPAIR	350.00
	165	111-7010-421.43-20	PD UNIT 279 REPAIR	405.00
NICK ALEXANDER RESTORATION Total				755.00
NORM REEVES FORD SUPERSTORE	125940	111-7010-421.43-20	PD UNIT 976 REPAIR	3,921.85
	127032	111-7010-421.43-20	PD UNIT 982 REPAIR	2,528.63
	326917	219-8085-431.43-21	SHUTTLE SUPPLIES	108.60
	326996	111-7010-421.43-20	PD UNIT 994 REPAIR	9.55
	327215	111-7010-421.43-20	PD UNIT 900 REPAIR	267.49
	327327	219-8085-431.43-21	SHUTTLE UNIT 001 REPAIR	91.98
	327328	219-8085-431.43-21	SHUTTLE UNIT 002 REPAIR	91.98

**City of Huntington Park
Demand Register
November 18, 2024**

NORM REEVES FORD SUPERSTORE	327329	219-8085-431.43-21	SHUTTLE UNIT 003 REPAIR	91.98
	327330	219-8085-431.43-21	SHUTTLE UNIT 004 REPAIR	91.98
	327481	111-7010-421.43-20	PD UNIT 913 REPAIR	321.73
	327482	111-7010-421.43-20	PD UNIT 900 REPAIR	321.73
	327701	219-8085-431.43-21	SHUTTLE UNIT 004 REPAIR	301.44
	327816	741-8060-431.43-20	PW UNIT 349 REPAIR	149.29
	328044	111-7010-421.43-20	PD UNIT 976 REPAIR	125.53
	328045	111-7010-421.43-20	PD UNIT 977 REPAIR	125.53
	328408	111-7010-421.43-20	PD UNIT 988 REPAIR	530.10
	327215CM	111-7010-421.43-20	PD UNIT 900 REPAIR CREDIT	(70.00)
NORM REEVES FORD SUPERSTORE Total				9,009.39
NORTH AMERICAN RESCUE, LLC	IN840527	111-7010-421.61-20	PATROL FIRST AID KITS	3,854.57
	IN842372	111-7010-421.61-70	PATROL FIRST AID KITS	3,301.77
NORTH AMERICAN RESCUE, LLC Total				7,156.34
NORTH STAR LAND CARE	1601-858	535-8090-452.56-60	TREE MAINTENANCE AUGUST	567.00
NORTH STAR LAND CARE Total				567.00
OK PRINTING DESIGN & DIGITAL PRINT	3514	681-3022-415.61-20	SHUT OFF NOTICES	450.00
	3695	111-8020-431.61-20	BUSINESS CARDS	270.00
	3708	111-7010-421.61-20	GENERIC BUSINESS CARDS	213.50
OK PRINTING DESIGN & DIGITAL PRINT Total				933.50
ORANGE COUNTY SHERIFF'S DEPT	20603171524003	111-7010-421.59-10	PD TRAINING	65.00
ORANGE COUNTY SHERIFF'S DEPT Total				65.00
O'REILLY AUTO PARTS	2959-158244	111-7010-421.43-20	PD UNIT SUPPLIES	229.88
	2959-161756	111-7010-421.43-20	PD UNIT 900 SUPPLIES	71.65
	2959-161764	111-7010-421.43-20	PD UNIT 914 SUPPLIES	75.66
	2959-162047	219-8085-431.43-21	TROLLEY SUPPLIES	24.81
	2959-163385	111-7010-421.43-20	PD UNIT 966 SUPPLIES	148.83
	2959-163918	741-8060-431.43-20	PW UNIT 340 SUPPLIES	27.55
	2959-164339	111-7010-421.43-20	PD UNIT SUPPLIES	449.78
	2959-165321	741-8060-431.43-20	PW UNIT 190 SUPPLIES	62.52
	2959-165322	741-8060-431.43-20	PW UNIT 190 SUPPLIES	54.71
	2959-165343	741-8060-431.43-20	PW UNIT 354 SUPPLIES	24.35
	2959-166802	111-7010-421.43-20	PD UNIT 953 SUPPLIES	21.89
	2959-167725	111-7010-421.43-20	PD UNIT 270 SUPPLIES	13.46
	2959-168219	741-8060-431.43-20	PW UNIT 354 SUPPLIES	30.91

**City of Huntington Park
Demand Register
November 18, 2024**

O'REILLY AUTO PARTS	2959-168222	741-8060-431.43-20	PW UNIT 354 SUPPLIES	11.23
	2959-168493	111-7010-421.43-20	PD UNIT 953 SUPPLIES	192.37
O'REILLY AUTO PARTS Total				1,439.60
OSCAR RUIZ	6739	285-0000-228.75-00	CONSTRUCTION & DEMO REFUND	286.50
OSCAR RUIZ Total				286.50
POLAR BEAR LIGHTING INC	2025	111-6010-451.74-10	HOLIDAY DECORATIONS	9,100.00
POLAR BEAR LIGHTING INC Total				9,100.00
PROFESSIONAL TURF SPECIALTIES, INC	7104	111-6030-451.61-35	BASEBALL FIELD MAINTENANCE	1,900.00
PROFESSIONAL TURF SPECIALTIES, INC Total				1,900.00
QDOXS	IN62348	111-8020-431.61-20	BILLING 9/18/24-10/17/24	42.21
		285-8050-432.43-05	BILLING 9/18/24-10/17/24	42.20
		681-8030-461.43-05	BILLING 9/18/24-10/17/24	42.20
QDOXS Total				126.61
R & A TANK TECHNOLOGIES LLC	2024-1020S	741-8060-431.43-20	INSPECTION OCTOBER 2024	175.00
R & A TANK TECHNOLOGIES LLC Total				175.00
R & R INDUSTRIES, INC.	677775	111-8010-431.61-20	PW SAFETY VESTS	909.59
R & R INDUSTRIES, INC. Total				909.59
REXEL COMMERCIAL & INDUSTRIAL	S140894321.001	221-8014-429.61-20	BUTT CONNECTORS	82.69
REXEL COMMERCIAL & INDUSTRIAL Total				82.69
RIO HONDO COLLEGE	F24-137 ZHPK	111-7010-421.59-10	PD TRAINING	198.12
	F24-99 ZHPK	111-7010-421.59-10	PD TRAINING	125.00
RIO HONDO COLLEGE Total				323.12
RIVERSIDE COUNTY SHERIFF'S DEPT	BCTC0079853	111-7010-421.59-10	PD TRAINING	321.00
	BCTC0079854	111-7010-421.59-10	PD TRAINING	321.00
	BCTC0080018	111-7010-421.59-10	PD TRAINING	267.00
RIVERSIDE COUNTY SHERIFF'S DEPT Total				909.00
ROADLINE PRODUCTS INC	20445	221-8010-431.61-21	50 CONCRETE BAGS CITY ST.	4,937.03
	20559	221-8012-429.61-20	SIGNS	3,110.98
	20576	221-8012-429.61-20	SIGNS	1,169.40
ROADLINE PRODUCTS INC Total				9,217.41

**City of Huntington Park
Demand Register
November 18, 2024**

ROBERT HALF INC	64098572	111-3010-415.56-41	LABOR INVOICE WE 09/20/24	3,600.00
	64171461	111-3010-415.56-41	LABOR INVOICE WE 10/4/24	3,600.00
	64233833	111-3010-415.56-41	LABOR INVOICE WE 10/25/24	3,555.00
	64248936	111-2030-413.11-00	LABOR INVOICE WE 10/25/24	4,896.00
	64262938	111-2030-413.11-00	LABOR INVOICE WE 11/1/24	4,528.00
	64272697	111-3010-415.56-41	LABOR INVOICE WE 11/01/24	3,600.00
ROBERT HALF INC Total				23,779.00
SANTA FE CABINETS	HP081624	111-8024-421.73-10	PD CABINETS	7,847.00
	HP092524	111-8024-421.73-10	JAIL CABINETS FOR PD	795.00
SANTA FE CABINETS Total				8,642.00
SINATRA UNIFORM, INC	SU13030	111-7010-421.61-20	PD UNIFORMS	637.24
	SU13205	111-7010-421.61-20	PD UNIFORMS	343.24
	SU13206	111-7010-421.61-20	PD UNIFORMS	140.16
	SU13207	111-7010-421.61-20	PD UNIFORMS	228.27
	SU13208	111-7010-421.61-20	PD UNIFORMS	620.23
	SU13213	111-7010-421.61-20	PD UNIFORMS	489.41
	SU13214	111-7010-421.61-20	PD UNIFORMS	207.44
	SU13215	111-7010-421.61-20	PD UNIFORMS	546.32
	SU13217	111-7010-421.61-20	PD UNIFORMS	82.09
	SU13221	111-7010-421.61-20	PD UNIFORMS	1,814.19
	SU13223	111-7010-421.61-20	PD UNIFORMS	405.08
	SU13238	111-7010-421.61-20	PD UNIFORMS	1,938.50
SINATRA UNIFORM, INC Total				7,452.17
SMART & FINAL	3192200009003	111-6010-466.55-50	SUPPLIES HALLOWEEN	120.09
	3192200027901	111-7010-421.61-20	SUPPLIES DODGERS-LADCC	55.94
	3192200038601	111-7010-421.61-20	SUPPLIES DODGERS-LADCC	53.75
	4790010019101	111-6020-451.61-35	EVENT SUPPLIES	66.38
SMART & FINAL Total				296.16
SNAP-ON INCORPORATED	ARV/62821002	535-8016-431.74-10	2 -1/2 DR RATCHET ADAPTOR	82.59
SNAP-ON INCORPORATED Total				82.59
SOUTH COAST AIR QUALITY MGMT DISTR.	4428030	741-8060-431.42-05	AIR STRIPPING RENEWAL FEE	1,937.84
	4430305	741-8060-431.42-05	ANNUAL EMISSIONS FEE	165.96
SOUTH COAST AIR QUALITY MGMT DISTR. Total				2,103.80

**City of Huntington Park
Demand Register
November 18, 2024**

SOUTHWEST MATERIAL HANDLING, INC	PSVI-195837	741-8060-431.43-20	FORKLIFT SERVICE REPAIR	1,205.82
SOUTHWEST MATERIAL HANDLING, INC Total				1,205.82
SPARKLETTS	15142085 103124	111-9010-419.61-20	WATER DELIVERY OCTOBER 24	1,051.47
	19438227101624	111-9010-419.61-20	DRINKING WATER	785.31
SPARKLETTS Total				1,836.78
SPARTANS CARWASH	229	111-7010-421.43-20	AUTO DETAIL	110.00
	235	111-7010-421.43-20	INTERIOR/EXTERIOR WASH	45.00
	237	111-7010-421.43-20	INTERIOR/EXTERIOR WASH	45.00
	238	111-7010-421.43-20	INTERIOR/EXTERIOR WASH	45.00
SPARTANS CARWASH Total				245.00
STANDARD INSURANCE COMPANY	3789170002	111-0000-217.50-70	ADDITIONAL LIFE INSURANCE NOV. 2024	1,257.00
STANDARD INSURANCE COMPANY Total				1,257.00
STAR2STAR COMMUNICATIONS LLC	SUBC00014093	111-9010-419.53-10	MONTHLY FEE NOV 2024	10,792.50
STAR2STAR COMMUNICATIONS LLC Total				10,792.50
STEAMX, LLC	70361	741-8060-431.43-20	REPAIRS ON PW UNIT #206	438.57
	70362	741-8060-431.43-20	REPAIRS ON PW UNIT #208	507.72
	70389	741-8060-431.43-20	O-RING SEALS, SPRAY GUNS	29.44
STEAMX, LLC Total				975.73
SUPERIOR PRINTING, INC	4733244	111-3010-415.61-20	VERTICAL TWIN DEPOSIT BAG	65.22
	4773463	111-3010-415.61-20	DEPOSIT SLIP BOOKLETS	74.08
	4784542	111-3010-415.61-20	50 VERTICAL TWIN BAGS	46.75
	4805852	111-3010-415.61-20	DEPOSIT SLIP BOOKLETS	104.93
	4855190	111-3010-415.61-20	VERTICAL TWIN DEPOSIT BAG	91.97
SUPERIOR PRINTING, INC Total				382.95
T2 SYSTEMS CANADA INC.	IRIS0000141267	111-5055-419.56-41	DIGITAL SERVICE NOV 2024	2,370.00
T2 SYSTEMS CANADA INC. Total				2,370.00
THE GAS COMPANY	06992272119JUN	111-9010-419.62-10	06992272119 JUN24	1,768.67
THE GAS COMPANY Total				1,768.67
THE HITT COMPANIES, INC	OE-134071	111-6010-451.56-41	ENGRAVING SERVICES	43.11
	OE-134772	111-6010-451.56-41	ENGRAVING SERVICES	80.65
THE HITT COMPANIES, INC Total				123.76

City of Huntington Park
Demand Register
November 18, 2024

THORSON MOTOR CENTER	514121 BUR	741-8060-431.43-20	PW UNIT 346 SUPPLIES	135.76
THORSON MOTOR CENTER Total				135.76
T-MOBILE USA	9212024	111-9010-419.53-10	SERVICE 08/21/24-09/20/24	3,246.00
T-MOBILE USA Total				3,246.00
TOWN HALL STREAMS	16075	111-1010-411.56-41	MONTHLY TOWN STREAMS	300.00
TOWN HALL STREAMS Total				300.00
TRIANGLE SPORTS	42955	111-6030-451.61-35	YOUTH SPORTS SUPPLIES	2,493.32
	43019	111-6030-451.61-35	YOUTH SPORTS SUPPLIES	264.44
	43020	111-6030-451.61-35	YOUTH SPORTS SUPPLIES	867.24
TRIANGLE SPORTS Total				3,625.00
TYLER TECHNOLOGIES, INC.	045-489145	787-8951-419.43-15	FINANCIAL SYSTEM OCT 24	4,440.00
	045-490210	787-8951-419.43-15	FINANCIAL SYSTEM OCT 24	740.00
	045-491511	787-8951-419.43-15	ORIGINAL CONTRACT 178753	4,440.00
TYLER TECHNOLOGIES, INC. Total				9,620.00
U.S. ARMOR CORPORATION	47872	111-7010-421.74-10	OUTER GARMENT CARRIER	428.08
	47894	111-7010-421.74-10	OUTER GARMENT CARRIER	394.49
	48005	111-7010-421.74-10	BALLISTIC VEST	518.41
		233-7010-421.74-10	BALLISTIC VEST	518.41
	48006	111-7010-421.74-10	OUTER GARMENT CARRIER	428.08
U.S. ARMOR CORPORATION Total				2,287.47
U.S. BANK EQUIPMENT FINANCE	541635348	111-9010-419.44-10	IBE DIGITAL NOV 2024	2,465.40
U.S. BANK EQUIPMENT FINANCE Total				2,465.40
ULINE	180926625	111-8020-431.43-10	PW YARD SUPPLIES	349.78
	183156583	111-3010-415.61-20	LATERAL FILE CABINETS	1,988.49
	184444367	111-7010-421.61-20	3 MASTER KEYS	43.89
	184472459	535-8016-431.74-10	PPE FOR ELECTRICAL DEPT.	496.34
	184472522	111-8010-431.74-10	PPE FOR STREET DEPT.	835.08
	184473178	741-8060-431.43-20	FLEET DEPT. SUPPLIES	201.33
	184474561	221-8012-429.61-20	STENCILS & SPRAY CAN GUN	187.65
ULINE Total				4,102.56
V & V MANUFACTURING, INC.	60386	111-7010-421.61-20	BADGES	1,269.20

**City of Huntington Park
Demand Register
November 18, 2024**

V & V MANUFACTURING, INC. Total				1,269.20
VALLEY ALARM	1228439	111-8020-431.56-41	ALARM SYSTEM-OCTOBER	665.34
		111-8022-419.56-41	ALARM SYSTEM-OCTOBER	665.33
		111-8023-451.56-41	ALARM SYSTEM-OCTOBER	715.28
VALLEY ALARM Total				2,045.95
VISION SERVICE PLAN-CA	821502896	111-0000-217.50-30	VSP NOVEMBER 2024	3,517.34
VISION SERVICE PLAN-CA Total				3,517.34
VULCAN MATERIALS COMPANY	2019951	221-8010-431.61-21	HOT ASPHALT FOR STREETS	366.91
VULCAN MATERIALS COMPANY Total				366.91
WALTERS WHOLESALE ELECTRIC COMPANY	S126619263.001	221-8014-429.61-20	SUPPLIES SIGNAL REPAIRS	1,580.83
WALTERS WHOLESALE ELECTRIC COMPANY Total				1,580.83
WE ARCHITECTS	INV-2125	787-8937-499.73-10	CITY HALL SERVICES SEPT 24	16,270.00
	INV-2148	787-8937-499.73-10	CITY HALL SERVICES OCT 24	16,270.00
WE ARCHITECTS Total				32,540.00
WEST & ASSOCIATES ENGINEERING, INC	1024.10.01	111-8031-433.76-17	SEPT 2024 SERVICES	4,550.00
WEST & ASSOCIATES ENGINEERING, INC Total				4,550.00
XEROX FINANCIAL SERVICES	6297708	111-8020-431.61-20	LEASE PAYMENT 9/17-10/16	59.99
		285-8050-432.43-05	LEASE PAYMENT 9/17-10/16	59.98
		681-8030-461.43-05	LEASE PAYMENT 9/17-10/16	59.99
	6408594	111-8020-431.61-20	LEASE PAYMENT 10/17-11/16	59.99
		285-8050-432.43-05	LEASE PAYMENT 10/17-11/16	59.98
		681-8030-461.43-05	LEASE PAYMENT 10/17-11/16	59.98
XEROX FINANCIAL SERVICES Total				359.91
YASMIN CRUZ	5446	111-6060-466.33-20	BALLET SESSION 2	200.00
	5447	111-6060-466.33-20	BALLET SESSION 2	280.00
	5448	111-6060-466.33-20	BALLET SESSION 2	240.00
YASMIN CRUZ Total				720.00
Grand Total				673,572.87

REGULAR AGENDA

ITEM 1



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

November 18, 2024

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 AGREEMENT WITH SDI PRESENCE, LLC FOR INFORMATION TECHNOLOGY SUPPORT SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve to agreement with SDI Presence, LLC for information technology support services; and
2. Authorize the City Manager to execute the Professional Services Agreement.

BACKGROUND

The City's agreement with its current Managed Service Provider (MSP) expired April 30, 2024, and has been utilizing the services on a month-to-month basis since the expiration of the contract. In July 2024, the City issued a Request for Proposal (RFP) for IT services for a period of three (3) years with two (2) one-year extensions.

The RFP received six (6) proposals from local and out of state IT service providers. The proposals were initially evaluated by the Administrative Analyst and Management Analyst in the finance department. Three (3) proposals were deemed non-responsive by the analyst team due to incomplete proposal packages. The remaining proposals were evaluated by Jeff Marshall, an IT Consultant, Detective Mike Parsa and the Director of Finance, Jeff Jones.

ATTACHMENT "A"

INFORMATION TECHNOLOGY SERVICES AGREEMENT

THIS CONTRACTOR SERVICES AGREEMENT (the "Agreement") is made at Huntington Park, California, on this ____ day of _____, 2019, (the "Effective Date") by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("City"), and SDI Presence, LLC., a California corporation ("Contractor"), who agree as follows:

1. **Services:**

Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to the reasonable satisfaction of City the services set forth in Exhibit "A," which is attached hereto and incorporated herein by this reference. As a material inducement to City to enter into this Agreement, Contractor represents and warrants that it has thoroughly investigated and considered the scope of services. Contractor represents that it is experienced in performing the work and will follow the highest professional standards in performance of the work. All services provided shall conform to all federal, state and local laws, rules and regulations and to the best professional standards and practices. The terms and conditions set forth in this Agreement shall control over any terms and conditions in Exhibit "A" to the contrary.

Jeff Jones, Director of Finance, shall be the person to whom Contractor will report for the performance of services hereunder. It is understood that Contractor's performance hereunder shall be under the direction and supervision of the Director of Finance (or his/her designee), that Contractor shall coordinate its services hereunder with City's Director of Finance to the extent required by City's Director of Finance, and that all performances required hereunder by Contractor shall be performed to the satisfaction of City's Director of Finance and the City Manager.

2. **Compensation and Fees:**

- a. Contractor's total compensation for all services performed under this Agreement, shall not exceed ONE MILLION NINE HUNDRED NINETY TWO THOUSAND TWO HUNDRED FOURTY THREE DOLLARS and 32/100 (\$1,992,243.32) without the prior written authorization of City.
- b. The above fee shall include all costs, including, but not limited to, all clerical, administrative, overhead, insurance, reproduction, telephone, travel, auto rental, subsistence and all related expenses.

3. **Payment:**

- a. Contractor shall submit to City an invoice on a monthly basis for the services provided during the previous month, 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 and any extra work performed, if applicable.

- c. City will pay Contractor the amount invoiced within thirty (30) 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.

4. **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 therefor have been previously authorized in writing and approved by City as an amendment to this Agreement. The amendment shall set forth the changes of work, extension of time, and adjustment of the compensation to be paid by City to Contractor.

5. **Licenses:**

Contractor represents that it and any subcontractors it may engage, possess any and all licenses which are required under state or federal law to perform the work contemplated by this Agreement and that Contractor and its subcontractors shall maintain all appropriate licenses, including a City of Huntington Park business license, at its cost, during the performance of this Agreement.

6. **Independent Contractor:**

At all times during the term of this Agreement, Contractor shall be an independent contractor and not an employee of City. City shall have the right to control Contractor only insofar as the result of Contractor's services rendered pursuant to this Agreement. City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement. Contractor shall be solely responsible for, and shall indemnify, defend and save City harmless from all matters relating to the payment of its subcontractors, agents and employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever. Contractor acknowledges that Contractor and any subcontractors, agents or employees employed by Contractor shall not, under any circumstances, be considered employees of City, and that they shall not be entitled to any of the benefits or rights afforded employees of City, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits.

7. **Contractor Not Agent:**

Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, to bind City to any obligation whatsoever.

8. **Designated Persons:**

Except as otherwise authorized by City's Director of Finance, only those persons designated shall perform work provided for under this Agreement. It is understood by the parties that clerical and other nonprofessional work may be performed by persons other than those designated.

9. **Assignment or Subcontracting:**

No assignment or subcontracting by Contractor of any part of this Agreement or of funds to be received under this Agreement shall be of any force or effect unless the assignment has had the prior written approval of City. City may terminate this Agreement rather than accept any proposed assignment or subcontracting. Such assignment or subcontracting may be approved by the City Manager or his/her designee.

10. **Time of Completion:**

Contractor agrees to commence the work provided for in this Agreement on or before December 1, 2024, and to diligently prosecute completion of the work in accordance with the time period set forth in Exhibit "A" hereto or otherwise agreed to by and between the representatives of the parties.

11. **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.

12. **Reserved.**

13. **Delays and Extensions of Time:**

Contractor's sole remedy for delays outside its control, other than those delays caused by City, shall be an extension of time. No matter what the cause of the delay, Contractor must document any delay and request an extension of time in writing at the time of the delay to the satisfaction of City. Any extensions granted shall be limited to the length of the delay outside Contractor's control. If Contractor believes that delays caused by City will cause it to incur additional costs, it must specify, in writing, why the delay has caused additional costs to be incurred and the exact amount of such cost at the time the delay occurs. No additional costs can be paid that exceed the not to exceed amount stated in Section 2.a, above, absent a written amendment to this Agreement.

14. **Products of Contractor:**

The documents, studies, reports, plans, citations, materials, manuals and other products produced or provided by Contractor for this Agreement shall become the property of City upon receipt. Contractor shall deliver all such products to City prior to payment for same. City may use, reuse or otherwise utilize such products without restriction.

15. **Equal Employment Opportunity:**

During the performance of this Agreement, Contractor agrees as follows:

- a. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, mental or physical disability, or any other basis prohibited by applicable law. Contractor shall ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, mental or physical disability, or any other basis prohibited by applicable law. Such actions 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 agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

- b. Contractor shall, in all solicitations and 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, sex, national origin, mental or physical disability, or any other basis prohibited by applicable law.
- c. Contractor shall cause the foregoing paragraphs (a) and (b) to be inserted in all subcontracts for any work covered by this Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

16. Conflicts of Interest:

Contractor agrees that it shall not make, participate in the making, or in any way attempt to use its position as a Contractor to influence any decision of City in which Contractor knows or has reason to know that Contractor, its officers, partners, or employees have a financial interest as defined in Section 87103 of the Government Code.

17. Indemnity:

- a. To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold City, its City Council and each member thereof, and the officers, officials, agents and employees of City (collectively the "Indemnitees") entirely harmless from all liability arising out of:
 - 1. Any and all claims under workers' compensation acts and other employee benefit acts with respect to Contractor's employees or subcontractor's employees arising out of Contractor's work under this Agreement; and
 - 2. Any claim, loss, injury to or death of persons or damage to property caused by any act, neglect, default, or omission other than a professional act or omission of the Contractor, or person, firm or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft sustained by any person, firm or corporation including the Indemnitees, or any of them, arising out of, or in any way connected with the work or services which are the subject of this Agreement, including injury or damage either on or off City's property; but not for any loss, injury, death or damage caused by the active negligence or wilful misconduct of City. The Contractor, at Contractor's own expense, cost and risk, shall indemnify any and all claims, actions, suits or other proceedings that may be brought or instituted against the Indemnitees on any such claim or liability covered by this subparagraph, and shall pay or satisfy any judgment that may be rendered against the indemnitees, or any of them, in any action, suit or other proceedings as a result of coverage under this subparagraph.
- b. To the fullest extent permitted by law, Contractor agrees to indemnify and hold Indemnitees entirely harmless from all liability arising out of any claim, loss, injury to or death of persons or damage to property caused by the negligent professional act or omission in the performance of professional services pursuant to this Agreement.

- c. Except for the Indemnitees, the indemnifications provided in this Agreement shall not be construed to extend any third-party indemnification rights of any kind to any person or entity which is not a signatory to this Agreement.
- d. The indemnities set forth in this section shall survive any closing, rescission, or termination of this Agreement, and shall continue to be binding and in full force and effect for five (5) years from the date of completion of this Agreement with respect to Contractor and its successors.

18. Insurance:

- a. Contractor shall carry workers' compensation insurance as required by law for the protection of its employees during the progress of the work. Contractor understands that it is an independent contractor and not entitled to any workers' compensation benefits under any City program.
- b. Contractor shall maintain during the life of this Agreement the following minimum amount of comprehensive general liability insurance or commercial general liability insurance: the greater of (1) One Million Dollars (\$1,000,000) per occurrence; or (2) all the insurance coverage and/or limits carried by or available to Contractor. Said insurance shall cover bodily injury, death and property damage and be written on an occurrence basis.
- c. Contractor shall maintain during the life of this Agreement, the following minimum amount of automotive liability insurance: the greater of (1) a combined single limit of One Million Dollars (\$1,000,000); or (2) all the insurance coverage and/or limits carried by or available to Contractor. Said insurance shall cover bodily injury, death and property damage for all owned, non-owned and hired vehicles and be written on an occurrence basis.
- d. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits which are applicable to a given loss shall be available to City. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor under this Agreement.
- e. Each policy of general liability and automotive liability shall provide that City, its officers, officials, agents, and employees are declared to be additional insureds under the terms of the policy, but only with respect to the work performed by Contractor under this Agreement. A policy endorsement to that effect shall be provided to City along with the certificate of insurance, which endorsement shall be on Insurance Services Office, Inc. Form CG 20 10 01. In lieu of an endorsement, City will accept a copy of the policy(ies) which evidence that City is an additional insured as a contracting party. The minimum coverage required by Subsection 18.b and c, above, shall apply to City as an additional insured.
- f. Contractor shall maintain during the life of this Agreement professional liability insurance covering errors and omissions arising out of the performance of this Agreement with a minimum limit of One Million Dollars (\$1,000,000) per claim. Contractor agrees to keep such policy in force and effect for at least seven (7) years from the date of completion of this Agreement.

- g. The insurance policies maintained by Contractor shall be primary insurance and no insurance held or owned by City shall be called upon to cover any loss under the policy. Contractor will determine its own needs in procurement of insurance to cover liabilities other than as stated above.
- h. Before Contractor performs any work or prepares or delivers any materials, Contractor shall furnish certificates of insurance and endorsements, as required by City, evidencing the aforementioned minimum insurance coverages on forms acceptable to City, which shall provide that the insurance in force will not be cancelled or allowed to lapse without at least ten (10) days prior written notice to City.
- i. Except for professional liability insurance coverage that may be required by this Agreement, all insurance maintained by Contractor shall be issued by companies admitted to conduct the pertinent line of insurance business in California and having a rating of Grade A or better and Class VII or better by the latest edition of Best's Key Rating Guide. In the case of professional liability insurance coverage, such coverage shall be issued by companies either licensed or admitted to conduct business in California so long as such insurer possesses the aforementioned Best's rating.
- j. Contractor shall immediately notify City if any required insurance lapses or is otherwise modified and cease performance of this Agreement unless otherwise directed by City. In such a case, City may procure insurance or self-insure the risk and charge Contractor for such costs and any and all damages resulting therefrom, by way of set-off from any sums owed Contractor.
- k. Contractor agrees that in the event of loss due to any of the perils for which it has agreed to provide insurance, Contractor shall look solely to its insurance for recovery. Contractor hereby grants to City, on behalf of any insurer providing insurance to either Contractor or City with respect to the services of Contractor herein, a waiver of any right to subrogation which any such insurer may acquire against City by virtue of the payment of any loss under such insurance.
- l. Contractor shall include all subcontractors, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to City for review and approval. All coverages for subcontractors shall be subject to all of the requirements stated herein.

19. **Termination:**

City may for any reason terminate this Agreement by giving the Contractor not less than thirty (30) days' written notice of intent to terminate. Upon receipt of such notice, the Contractor shall immediately cease work, unless the notice from City provides otherwise. Upon the termination of this Agreement, City shall pay Contractor for services satisfactorily provided and all allowable reimbursements incurred to the date of termination in compliance with this Agreement, unless termination by City shall be for cause, in which event City may withhold any disputed compensation. City shall not be liable for any claim of lost profits.

20. Maintenance and Inspection of Records:

In accordance with generally accepted accounting principles, Contractor and its subcontractors shall maintain reasonably full and complete books, documents, papers, accounting records, and other information (collectively, the "records") pertaining to the costs of and completion of services performed under this Agreement. City and its authorized representatives shall have access to and the right to audit and reproduce any of Contractor's records regarding the services provided under this Agreement. Contractor shall maintain all such records for a period of at least three (3) years after termination or completion of this Agreement. Contractor agrees to make available all such records for inspection or audit at its offices during normal business hours and upon three (3) days' notice from City, and copies thereof shall be furnished if requested.

21. Compliance with all Laws/Immigration Laws:

- a. Contractor shall be knowledgeable of and comply with all local, state and federal laws which may apply to the performance of this Agreement.
- b. Contractor represents and warrants that Contractor:
 1. Has complied and shall at all times during the term of this Agreement comply, in all respects, with all immigration laws, regulations, statutes, rules, codes, and orders, including, without limitation, the Immigration Reform and Control Act of 1986 (IRCA); and
 2. Has not and will not knowingly employ any individual to perform services under this Agreement who is ineligible to work in the United States or under the terms of this Agreement; and
 3. Has properly maintained, and shall at all times during the term of this Agreement properly maintain, all related employment documentation records including, without limitation, the completion and maintenance of the Form I-9 for each of Contractor's employees; and
 4. Has responded, and shall at all times during the term of this Agreement respond, in a timely fashion to any government inspection requests relating to immigration law compliance and/or Form I-9 compliance and/or worksite enforcement by the Department of Homeland Security, the Department of Labor, or the Social Security Administration.
- c. Contractor shall require all subcontractors or sub-Contractors to make the same representations and warranties as set forth in Subsection 21.b.
- d. Contractor shall, upon request of City, provide a list of all employees working under this Agreement and shall provide, to the reasonable satisfaction of City, verification that all such employees are eligible to work in the United States. All costs associated with such verification shall be borne by the Contractor. Once such request has been made, Contractor may not change employees working under this Agreement without written notice to City, accompanied by the verification required herein for such employees.
- e. Contractor shall require all subcontractors or sub-Contractors to make the same verification as set forth in Subsection 21.d.

- f. If Contractor, subcontractor or sub-Contractor knowingly employs an employee providing work under this Agreement who is not authorized to work in the United States, and/or fails to follow federal laws to determine the status of such employee, that shall constitute a material breach of this Agreement and may be cause for immediate termination of this Agreement by City.
- g. Contractor agrees to indemnify and hold City, its officials, and employees harmless for, of and from any loss, including but not limited to fines, penalties and corrective measures, City may sustain by reason of the Contractor's failure to comply with said laws, rules and regulations in connection with the performance of this Agreement.

22. Governing Law and Venue:

This Agreement shall be construed in accordance with and governed by the laws of the State of California and Contractor agrees to submit to the jurisdiction of California courts. Venue for any dispute arising under this Agreement shall be in Los Angeles County, California.

23. Integration:

This Agreement and attached Exhibit "A" constitute the entire agreement of the parties. No other agreement, oral or written, pertaining to the work to be performed under this Agreement shall be of any force or effect unless it is in writing and signed by both parties. Any work performed which is inconsistent with or in violation of the provisions of this Agreement shall not be compensated.

24. Notice:

Except as otherwise provided herein, all notices required under this Agreement shall be in writing and delivered personally, by e-mail, or by first class U.S. mail, postage prepaid, to each party at the address listed below. Either party may change the notice address by notifying the other party in writing. Notices shall be deemed received upon receipt of same or within three (3) days of deposit in the U.S. Mail, whichever is earlier. Notices sent by e-mail shall be deemed received on the date of the e-mail transmission.

"CONTRACTOR"

SDI Presence, LLC
6080 Center Drive, 6th Floor
Los Angeles, CA 90045
Attn.: Phil Danie

Telephone No.: (949) 836-3351
E-Mail: pdanie@sdipresence.com

"CITY"

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255
Attn.: Jeff Jones

Telephone No.: (323) 584-6201
E-Mail: jjones@hpcapca.gov

25. Counterparts:

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures transmitted via facsimile and electronic mail shall have the same effect as original signatures.

IN WITNESS of this Agreement, the parties have entered into this Agreement as of the year and day first above written.

"CONTRACTOR"

SDI Presence, LLC, a California Corporation

By: _____
Printed Name: _____
Title: _____

"CITY"

CITY OF HUNTINGTON PARK, a municipal corporation

By: _____
Ricardo Reyes, City Manager

ATTEST:

By: _____
Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

By: _____
Arnold Alvarez-Glasman, City Attorney

***NOTE:** City requires the following signature(s) on behalf of the Contractor:
(1) the Chairman of the Board, the President or a Vice-President, AND (2) the Secretary, the Chief Financial Officer, the Treasurer, an Assistant Secretary or an Assistant Treasurer. If only one corporate officer exists or one corporate officer holds more than one corporate office, please so indicate. OR

The corporate officer named in a corporate resolution as authorized to enter into this Agreement. A copy of the corporate resolution, certified by the Secretary close in time to the execution of the Agreement, must be provided to City.

EXHIBIT "A"

SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

[Beneath this sheet.]

SCOPE OF WORK

BACKGROUND

The City:

The City of Huntington Park, with a population of 51,022 is situated in Southeast Los Angeles County, approximately 10 miles southeast of Los Angeles. The City's land area is 3 square miles. The City's planning area is 3 square miles, with a "Sphere of Influence" area of 55 square miles. Included in the City's Sphere of Influence is 18,500 acres of undeveloped land owned by The Irvine Company.

Under a council-manager form of government, five council members are elected to four-year terms alternating on a two-year basis. The City Manager, who is the administrative official of the City, is appointed by the City Council.

The City provides a full range of services for its citizens. These services include:

- General administration
- Planning and development
- Police
- Parks and Recreation
- Public Works
- Water and Sewer utility

City Facility Locations:

<u>FACILITY</u>	<u>ADDRESS</u>
City Hall	6550 Miles Avenue
Court House	6548 Miles Avenue
Police Station	6542 Miles Avenue
Public Works	6900 Bissell Street
Parks and Recreation	3401 East Florence Avenue
Salt Lake Park	3401 East Florence Avenue
Freedom Park	3801 East 61st Street
Veteran's Park	3452 Walnut Street
Raul Perez Park	6208 Alameda Street
Keller Park	6548 Miles Avenue
Chelsey Park	6531 Albany Street
Benelli Community Center	6925 Salt Lake Avenue
Water Wells throughout City	

Help Desk:

- IT Service Desk hours are Monday - Thursday from 7:00 am to 6:00 pm and Friday 8:00 am to 5:00 pm (40 hours per individual per week).
- Approximately 250 users within the City.
- Desktops are being standardized on Windows 11 Pro and are a mix of both Lenovo and Dell Optiplex. (Desktops are being standardized to Dell Optiplex.)
- The City needs to purchase ticket tracking software, collecting hardware and software inventory, asset management, and software deployment will need to be developed.

(Vendor is expected to provide recommendations).

Infrastructure:

- 70 servers
- Approximately 225 desktops/laptops/MDC (mixture Windows 10/11, MDC will be refreshed early 2025)
- Two (2) Environmentally controlled and secure server rooms
- Satellite IT rooms at various City Buildings

Core Business Applications:

- Enterprise financial management software suite (Tyler Munis Implementation in progress)
- Utility billing (Central Square migrating to Tyler Munis)
- City Internet services (Spectrum/AT&T)
- Recreation management software (ActiveNet)
- Building permits & project tracking (Central Square – will migrate to Tyler Munis)
- Business License system (Central Square – will migrate to Tyler Munis)
- CAD/RMS for Police (Central Square – Motorola Flex system implementation in progress)
- Streaming City meetings (Town Hall Streams)
- Geographic Information System (part of Motorola Implementation ESRI-ArcGIS) • Applicant Tracking (NEOGov)

Telephone System:

- Star2Star VoIP Phone System

IT HELP DESK SERVICES

Contractor shall perform the services based on the guidelines set forth in this Scope of Work for the City of Huntington Park. Contractor shall perform all services in a professional and workmanlike manner, in accordance with industry standards by persons qualified by training and experience to perform such services.

IT Help Desk Services and Tier 1 support are the activities required to coordinate and respond to incidents and service requests made by City end-users and technical staff. The Help Desk shall act as the single-point-of-contact for resolution and escalation of all incidents and service requests related to all City technical requests.

Contractor's on-site staff will work in a cohesive, on-site environment to assist the City in meeting service level agreement (SLA) requirements detailed below. Contractor staff will provide primary Tier 1 support. City staff may perform identical duties as some of Contractor's staff to provide supplemental support, when needed.

Per the City's request, the Contractor shall provide two (2) on-site personnel to provide City IT technical support staff and perform the activities and functions delineated in the sections below. Contractor's on-site personnel are only responsible for documentation and updates associated with their activities.

During contract performance, Contractor and City will meet on a regular basis to discuss performance against SLA targets. If an alternate LOE is needed to meet SLAs, the parties will work together to adjust the LOE and price accordingly.

Help Desk:

- Provide Help Desk services Monday through Thursday from 7:00am to 6:00pm and Friday from 8:00am to 5:00pm.
- Staff Help Desk personnel resource(s), during business hours, within the Organization.
- Facilitate the receipt and processing of valid service requests.
- Diagnose the problem, and when possible, implement corrective actions to resolve the problem.
- Assist with establishing procedures for problem management to identify and resolve chronic problems (root cause analysis).
- Take control of all workstations remotely upon request to speed service response.
- Accept and respond to trouble requests that relate to City issued computer/IT devices.
- Perform password resets for active directory and key business applications.
- Update help desk support activities in the central database that contains pertinent information on users such as name, extension location, department, and equipment tag number.
- Document desktop system configuration, network configuration, and inventory of software to be supported.
- Log, track, resolve, dispatch, and reroute calls through to resolution approved procedures/ticketing system.
- Apply software updates and patches as required.
- Update and maintain the City-owned ticket management system.
- Properly document detailed notes on the status and resolution of issues.
- Initiate the change process to apply a resolution to a problem if required.
- Collect and report on performance data per SLA requirements.

On-Site Systems Support:

- Perform on-site systems support for all city hardware devices.
- Coordinate required service delivery with City departments so that there is minimal disruption of ongoing production operations at City location.
- Be primary point of contact for end-to-end management of issues, including coordination with third party vendors.
- Diagnose and resolve software problems and conflicts.
- Coordinate the resolution of printer problems with City contracted printer maintenance vendor.
- Coordinate requests for audio/visual equipment installation within City departments and conference rooms.

- Resolve network connectivity issues consisting of log-in, file access, and printing.
- After resolution of problem, test for full functionality, connectivity, and access to servers, services and printers.
- Backup and restore user data on desktops and laptops before repairs, to the greatest extent possible.
- Conduct ongoing analysis of equipment maintenance and call history to track service trends.
- Collect and report on performance data per SLA requirements.

Move, Add, Change and Install (MACI):

- Coordinate with the user the date and time of arrival for MACI services.
- Unpack, assemble, and install; test system connectivity, functionality, and operability, and provide high-level orientation to users.
- Move and reinstall user data files in accordance with MACI policy.
- De-install old equipment if designated by City.
- Update the asset management system.
- Inform users of service activities performed.
- Disconnect a system at one location, reconnect it at another location, and test connectivity and proper operation, or move disconnected system to a specified storage area.
- Re-configure moved system, for example, IP address, subnet mask, proxy settings, WINS primary and secondary server address, server name/address, and default gateway address, map standard drive configurations, load network printer drivers, and map network printers.
- Test hardware and software configuration, connections to standard mapped drives, and print a test page to a local network printer, if applicable.
- At completion of MACI, provide brief overview/training on new or modified hardware and software.
- Conduct asset validation, consisting of user profile updates, device asset tag check, and model and serial number check.
- Maintain process for disposal of equipment and/or return of leased equipment.
- Coordinate with other IT technical support groups (Applications, Server, Network) for MACI activities.
- Confirm that user data is backed up before proceeding with MACI, to the greatest extent possible.
- Ensure device is fully operation for user.
- Collect and report on performance data per SLA requirements.

Asset Management Services:

- Update and maintain the City's asset tracking system.
- Maintain the inventory database with descriptions, characteristics, logistics, and warranty information for all City-owned hardware.
- Track and maintain the inventory of all hardware and software licensing including any additions or deletions that occur. Tag hardware assets.
- Assist the City with regular audits and reconciliations to maintain accuracy of the central asset repository.
- Maintain management responsibility for loaner units and spare equipment used as a temporary replacement while corrective maintenance service is performed.

- Install or replace desktops and laptops according to the City's approved replacement/refresh schedule.
- Process equipment shipping and delivery requirements, relocation and disposal of retired equipment, and or return of leased equipment.
- Retain a copy of all equipment and maintenance contracts and equipment orders (invoicing, payment statuses and requisitions) when assisting with the procurement of hardware and software assets as required by City.
- Assist City with bids for hardware procurement to request a cost quote from the suppliers that best meet the defined requirements.
- Provide scheduled reports based on City requirements.
- Collect and report on performance data per SLA requirements.

Telephone Network, VoIP Services:

- Respond to alerts by conducting initial trouble shooting and working with Third Party vendors such as Packet Fusion.
- Perform handset Move/Add/Change/Install (MACI) to support day-to-day operations.
- Perform Voicemail password resets.

Service Level Requirements:

Contractor shall perform services based on the guidelines set forth in the following Service Level Agreements (SLAs). Each SLA identifies key performance measures that shall be used to evaluate Contractor's delivery of services during business hours. SLA credits will not apply during the first 90 days of contract performance.

HELP DESK	
Objective	By utilizing knowledge databases and best practices in the areas of reporting, logging, tracking, resolving and reporting of IT problems and Work Requests, the Help Desk will continually incorporate lessons learned, best practices, and technical solutions to improve service delivery and technical performance.
Priorities	<p>Critical: A problem that affects the entire City or entire department. Response Time: Within 1 business hour Completion Time: Within 4 business hours</p> <p>High: A problem with no known workaround that affects a single user Response Time: Within 2 business hours Completion Time: Within 1 business day</p> <p>Medium: A general service request or problem with a workaround solution. Response Time: Within 8 business hours Completion Time: Within 2 business days</p>

	Low: A service request that does not require immediate attention or involves planning/coordination. Response Time: Within 3 business days Completion Time: Within 5 business days
Call Waiting	The length of time for a caller to reach a live human voice.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	90% within 90 seconds
SLA Credit	\$0
Time to Resolve	Total elapsed time from opening a Help Desk call to completion (resolution). Applies only to Tier 1 calls.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	Critical - 95% completed within 4 business hours High - 90% completed within 1 business day Medium - 85% completed within 2 business days. Low - 85% completed within 5 business days.
SLA Credit	\$500
Password Resets	Length of time between password reset request and completion.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	95% within 30 minutes
SLA Credit	\$500
Satisfaction Survey	Measure the level of customer satisfaction with Help Desk services.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Survey provided for every closed call. Measured monthly.
Target	Will only be measured when survey response(s) exceed 30 responses of total closed calls for tier 1 tickets. Survey will rate satisfaction level from 1 (Very Unsatisfied) to 5 (Very Satisfied). Total of all survey scores/number of surveys counted. Average score must be greater than 4.
SLA Credit	\$500

ASSET MANAGEMENT	
Objective	Monitor, track, and update the City's technology asset inventory, including software licenses, to ensure an accurate and well-maintained inventory. Provide reports including software license compliance, application and infrastructure inventories and all other technology assets.
Asset Inventory	The availability of current data concerning hardware assets and software licenses. The City's technology asset database will be updated and maintained 365 days per year.
Hours of Availability	N/A
Management Period	Quarterly
Target	100% of the City's technology assets are recorded and maintained.
SLA Credit	\$0
Reconciliation	Quarterly the City will conduct a physical audit of selected technology assets and match that data against the technology asset management database. Inconsistencies will be evaluated, and a negotiated reconciliation will be conducted, and changes made to data as appropriate.
Hours of Availability	N/A
Measurement Period	Quarterly
Target	100% accuracy of selected audit sample
SLA Credit	\$0

MACIs	
Objective	Desktop support staff are expected to resolve City generated trouble calls in a professional and efficient manner. They will setup and configure new PCs, maintain current version levels of desktop software, install, upgrade or troubleshoot software, conduct hardware and software inventories, do minor hardware installations and modifications on existing PCs, and other related tasks as may be requested or required.
New Device Install	Time elapsed between the receipt of a single new device and the completion of the order. Includes initial hook up, diagnostic testing, delivery, staging and configuration.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	95% within 3 business days, up to eight (8) per month (Exception: For equipment refreshment devices, the Equipment Refreshment SLA will take precedence. Equipment Refreshment SLA applies when the number of new device installs exceed eight (8) per month).

SLA Credit	\$500
Move Existing Device	Time elapsed between the receipt of the request and the relocation of the device. Includes disconnection, moving, re-hook up, and diagnostic testing.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	95% within 5 business days, when number of moved devices is eight (8) or less during the reporting period.
SLA Credit	\$500
Alter Existing Device	Time to apply changes to existing device from time of request to completion of service.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	95% within 3 business days, when number of altered devices is eight (8) or less during the reporting period.
SLA Credit	\$500
Remove Existing Device	Time to physically remove device from time of request to completion of service. Includes unhooking, decommissioning device, destroying images, and submitting to surplus.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	Monthly
Target	95% within 5 business days, when number of moved devices is eight (8) or less during the reporting period.
SLA Credit	\$500
Equipment Refreshment	The deployment of new technology equipment throughout City facilities. On a periodic basis, the City purchases technology devices as part of an equipment refresh process. These purchases vary in number and type based on urgency and budget.
Hours of Availability	7:00 am to 6:00 pm, Monday - Thursday and every other Friday from 8:00 am to 5:00 pm.
Measurement Period	As determined by City's deployment schedule.
Target	4 devices per day minimum average per desktop technician. If the desktop technician is assigned only to equipment refreshes, the target will be (6) devices per day minimum average in those days that they are so assigned.
SLA Credit	\$0

ADDITIONAL TERMS AND CONDITIONS

1.0 Term:

The Initial Term of this Agreement shall commence at 12:00 a.m., Pacific Time, on December 1, 2024, ("Commencement Date") and shall continue in effect until 11:59:59 p.m., Pacific Time, on November 30, 2027, ("Expiration Date"), unless earlier terminated as provided herein. The period from the Commencement Date to the Expiration Date is the "Initial Term." The City may, at its option, extend by means of an amendment the Initial Term of this Agreement for additional period(s) of time, two (2) one-year extensions, with the total contract Initial Term and Extended Terms not to exceed five (5) years.

1.1 Extended Term:

At the City's request, the Parties shall meet within thirty (30) days of Vendor's receipt of City's notice to renew this Agreement to negotiate modifications to the terms and conditions of this Agreement. If such negotiations are not requested or if the negotiations do not result in an agreement on different terms and conditions by sixty (60) days prior to the expiration of the Initial Term, City may elect to extend the term of this Agreement for up to two (2) additional consecutive terms, each of which, at the City's sole discretion, for twelve (12) months (each, an "Extended Term") and the then- existing terms and conditions of this Agreement shall remain unchanged and in full force and effect during each such Extended Term. The Initial Term and any Extended Term(s) shall be referred to as the "Term." The City shall exercise its extension option(s) by providing Vendor written notice no later than thirty (30) days prior to the expiration of the Initial Term or any Extended Term. Such notice shall include the length of the relevant Extended Term.

1.2 Service Levels and Liquidated Damage Penalties:

Beginning 90 days after the Effective Date, Vendor shall meet or exceed each of the service levels set forth in the Scope of Work.

- 1.2.1 Vendor agrees to pay City, or have withheld as liquidated damages, those amounts set forth in Exhibit A hereto, for delay in performance of the Services or non- compliance with the specified service levels within the time and metrics specified, including any written extensions which may be granted, in writing, in accordance with this Agreement.
- 1.2.2 Notwithstanding any provision to the contrary, the total monthly at-risk amount for any and all liquidated damages paid or to be paid by the Vendor pursuant to this Agreement shall not exceed ten percent (10%) of the monthly invoiced amount.
- 1.2.3 Vendor shall report all service level failures (with reference to the Service Level Agreements (each, an "SLA") set forth in Exhibit A hereto) on a monthly basis and for each failure Vendor shall either (i) demonstrate that the failure was due to" an Excused Event (defined in 1.2.4), or (ii) provide the City with a corrective action plan to ensure that the failure is cured. If, during the monthly period immediately following the month when the failure occurs, Vendor misses the same service level, Vendor will forfeit the performance level credit for the two monthly periods during which the failure occurred. If the failure is corrected during the next monthly cycle following the month when the failure occurred, Vendor will not be assessed any liquidated damages; provided, however, that in the event Vendor misses the same SLA for three (3) months in a rolling 12-month period, the next occurrence of failure for the same SLA shall result in the imposition of the appropriate SLA Credit – minimum of FIVE HUNDRED DOLLAR AND 00/100 (\$500.00).

- 1.2.4 Excused Event. Service level failures shall be excused in the following circumstances: (i) when significant changes in scope and/or workload occur that impact Vendor's ability to perform in accordance with the service levels; (ii) when force majeure events occur; (iii) when program processes are changed at the request of the City, and such changes impact Vendor's ability to perform in accordance with the service levels; or (iv) when a failure is due to the acts, direction, task assignments and/or omissions of the City or third parties outside of Vendor's reasonable control.

1.3 Supplemental Services:

Any information technology services or other services, beyond the Services specified in Exhibit A hereto ("Supplemental Services"), shall be performed by Vendor only pursuant to a duly executed amendment hereto. In the absence of a duly executed amendment, Vendor is not obligated to perform, nor is City obligated to remit payment for, any Supplemental Service(s).

1.4 Amendment by City Manager:

The City Manager is hereby authorized to approve and execute on behalf of City any subsequent amendments to this Agreement pursuant to the City's procurement policy.

2.0 City Facilities and Supplies:

2.1 City Provision:

City shall, at its sole cost and expense, furnish Vendor and its staff with reasonable amounts of such office space, office furniture, and other facilities (including utilities and telephone service), which are appropriate to meet the needs of Vendor and its staff for the provision of Services pursuant to this Agreement and are similar in size, type and specifications to those furnished by the City to or for its own employees. It is understood and agreed that, as of the Effective Date of this Agreement, City has provided an adequate amount of furniture and equipment commensurate with existing staffing levels. It is further understood and agreed that for any upgrades in office furniture desired by Vendor or, in the event a vendor employee requires special furniture to accommodate a disability, the cost of such special furniture (including the responsibility for making reasonable accommodations for its employees under the Americans with Disabilities Act) will be borne by Vendor.

2.2 Return to City:

Upon expiration or termination of this Agreement, or any extension or renewals thereof, all office furniture, equipment, documents, records, books, tapes, disks and files provided by the City or Vendor shall be returned to the City or Vendor in substantially the same condition as received, ordinary wear and tear excepted. Neither the City nor Vendor shall dispose of the other Party's property without the prior consent of the other Party.

3.0 Confidentiality:

3.1 Confidential Information:

Parties agree that:

- 3.1.1 Neither Party shall disclose any Confidential Information of the other Party to any third party without obtaining prior written consent of the other Party.
- 3.1.2 Each Party shall limit dissemination of the other Party's Confidential Information only to those employees, contractors and agents who require access thereto to perform their functions under this Agreement.
- 3.1.3 Each Party agrees to return the Confidential Information to the disclosing Party upon receipt of written request thereof.
- 3.1.4 Each Party agrees that the standard of care to be applied in the performance of the obligations set forth above shall be the standard of care applied by the receiving Party in treating its own Confidential Information, but at least reasonable care to prevent unauthorized copying, use, publication or disclosure.
- 3.1.5 The terms of the provisions of this Section shall survive termination of the Agreement or any determination that this Agreement or any portion hereof or Exhibit hereto is void or voidable.

3.2 Exceptions to Confidentiality:

The obligation of confidentiality set forth shall not apply to any data or information that the receiving Party proves:

- 3.2.1 Was already rightfully in the possession of the receiving Party or any of its related companies prior to disclosure.
- 3.2.2 Was independently developed by employees having no access to Confidential Information.
- 3.2.3 Was publicly disclosed by a person other than the receiving Party or its employees or agents without restrictions.
- 3.2.4 Was rightfully received from a third party without restrictions on disclosure or use.
- 3.2.5 Was approved for unrestricted release or unrestricted disclosure by the disclosing Party.
- 3.2.6 Was available by inspection of products or services marketed without restrictions, offered for sale or leased in the ordinary course of business by either Party hereto or others.
- 3.2.7 Was required to be produced or disclosed pursuant to applicable laws, regulations or court order, provided the receiving Party has given the disclosing Party the opportunity to defend, limit or protect such production or disclosure.

3.2.8 The obligation of confidentiality shall not apply to the City to the extent that disclosure is necessary in connection with compliance with any law, court order or formal governmental directive. If disclosure is required (despite the Vendor's request for confidentiality), the City shall not in any way be liable or responsible for the disclosure of any such Confidential Information or part thereof.

4.0 Vendor Personnel:

4.1 Selection of Personnel:

The City shall be provided the opportunity to participate in the Vendor's selection of any Personnel providing Services under this Agreement. Vendor shall consider all reasonable City directives in the selection process, to the extent such directives do not cause Vendor to contravene any applicable legal requirements.

4.2 Succession Plans and Cross Staffing Required:

Vendor shall maintain active succession plans for Vendor positions, including plans to effectively transfer knowledge from Vendor Personnel in the event that it becomes necessary to replace such Vendor Personnel. Upon termination or resignation of any Vendor Key Personnel, Vendor shall promptly provide written notice to City of such termination or resignation and identify potential suitable replacements in writing.

4.3 Remote Services:

Vendor shall obtain the written consent of City prior to the use of any remote (i.e., off-site) resources to perform Services under this Agreement.

5.0 Removal and Replacement of Vendor Personnel:

5.1 Removal of Vendor Personnel by City:

Notwithstanding anything contained herein to the contrary, if City believes that the performance or conduct of any Vendor Personnel employed or retained by Vendor to perform Vendor's obligations under this Agreement is unsatisfactory or is not in compliance with the provisions of this Agreement, City shall so notify Vendor in writing and Vendor shall, at Vendor's cost, either promptly address the performance or conduct of such Vendor Personnel, or, at City's request, immediately replace such Vendor Personnel with another Vendor Personnel acceptable to City and with sufficient knowledge and expertise to perform the Services in accordance with this Agreement.

5.2 Reassignment/Replacement of Vendor Personnel:

If: (1) Vendor is obligated to replace any Vendor Personnel; or (2) Vendor wants to replace Personnel, and City consents to such replacement, then: (1) the terms of Removal of Vendor Personnel by City with respect to City's right to participate in the selection of replacement personnel for any Vendor Personnel shall apply; (2) the proposed replacement personnel shall be "qualified," meaning that the proposed replacement personnel shall possess comparable experience and training as the Vendor Personnel to be replaced; and (3) as Vendor deems warranted, the replacement Vendor Personnel shall work with the Vendor personnel during a

mutually agreed transition period, and all costs and expenses associated with educating and training the replacement personnel shall be borne by Vendor.

6.0 Minimum On-Site Staffing Levels:

Beginning on the Commencement Date, Vendor will provide two (2) on-site FTE personnel.

7.0 SLA Credits:

The Monthly At-Risk Amount for each month of each Contract Year for failure to meet agreed SLAs is 10% of the applicable month's Monthly Invoiced Amount (excluding pass-through charges), which Monthly Invoiced Amount, solely for the purposes of the Monthly At-Risk Amount, shall be at least one twelfth (1/12th) of that year's Annual Service Fees. The non-attainment of SLAs by Vendor shall result in the imposition of a Fee Reduction (i.e., SLA Credit) for each affected SLA. It is understood however, that a single event or failure shall only result in the imposition of one Fee Reduction (with the City having discretion to select which Fee Reduction shall apply). In the absence of any modifications to the SLA tables, SLA Credits therein shall apply to all Contract Years. Any modifications to the SLA tables, the Performance Targets, SLAs and Credits shall be by mutual consent of the parties and shall be embodied in the form of a contract amendment.

Vendor shall report on the status of all service levels on a monthly basis and for each failure Vendor shall either (i) demonstrate that the failure was due to an Excused Event, or (ii) provide the City with a corrective action plan to ensure that the failure is cured. If, during the monthly period immediately following the month when the failure occurs, the vendor misses the same service level, Vendor shall forfeit the performance level credit for the two monthly periods during which the failure occurred. If the failure is corrected during the next monthly cycle following the month when the failure occurred, Vendor shall not be assessed any liquidated damages. In the event Vendor misses the same monthly SLA for three (3) months in a rolling 12-month period, the next occurrence of failure for the same SLA shall result in the imposition of the appropriate SLA Credit.

In the event the Vendor does not meet a service level for which the SLA is measured annually, Vendor shall have one (1) month from the filing of the applicable, annual report (to occur on the fifth (5th) business day following conclusion of the annual service period) in which to undertake corrective measures with respect to the failure. No SLA credits shall be imposed during this period, unless the corrective measures do not remedy the failure within the one (1) month period.

8.0 Annual, Quarterly and/or Monthly Reports:

Vendor shall measure its performance against the SLAs providing a detailed, comprehensive report of its performance no later than the fifth (5th) Business Day following the end of the applicable reporting period. The format for such SLA Reports shall be determined by the City, with input from Vendor. Vendor shall report all service level failures and for each failure Vendor shall either (i) demonstrate that the failure was due to an Excused Event (as defined below), or (ii) provide the City with a corrective action plan to ensure that the failure is cured.

Vendor and City shall mutually agree on the final format of the SLA report within thirty (30) days following the Commencement Date of the Agreement.

DRAFT

Anti-Collusion Affidavit

The undersigned deponent, of lawful age, being duly sworn, upon his oath deposes and says: That he has lawful authority to execute the within and foregoing proposal; that he has executed the same by subscribing his name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or Proposers, the parcelling or farming out to any Proposer or Proposers or other persons of any part of the contract or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he has not and will not divulge the sealed Proposal to any person whomsoever, except those having a partnership or other financial interest with him in said proposal or proposals, until after the said sealed proposal or proposals are opened.

Deponent further states that the Proposer has not been a party to any collusion among Proposers in restraint of freedom of competition; by agreement to make a proposal at a fixed price or to refrain from submitting a proposal; or with any City official or employee as to quantity, quality, or price in the prospective contract; or in any discussions between Proposers and any City official concerning exchange of money or other things of value for special consideration in the letting of a contract; that the Proposer has not paid, given or donated or agreed to pay, give or donate to any official, officer or employee of the City directly or indirectly, in the procuring of the award of contract pursuant to this proposal.

Executed under penalty of perjury on this _____ day of _____, _____ at _____

Signed: _____

BY: _____

Print name and title: _____

COMPANY: _____

APPROVE AMENDMENT TO THE AGREEMENT WITH SDI PRESENCE, LLC FOR INFORMATION TECHNOLOGY SUPPORT SERVICES

November 18, 2024

Page 2 of 3

	Company Name	Selected for Presentation
1	ALINEDS, LLC	No
2	Complete Document Solutions, Inc.	No
3	Max Power Technology	No
4	Lan Wan Enterprises	Yes
5	Acorn Technology Services	Yes
6	SDI Presence, LLC	Yes

Three companies were invited to present their proposals: Lan Wan Enterprises, Acorn Technology Services and SDI Presence, LLC. All three companies are local companies, Lan Wan Enterprises is based in Irvine, California with 20 local employees, Acorn Technology Services is based in Riverside, California with 40 local employees, and SDI Presence, LLC is based in Anaheim, California with 60 local employees. Each company has been in business for a period of 20 to 30 years with at least 3 municipal clients.

The evaluation criteria were based on the following twenty (20) categories with a rating scale of zero (0 = not demonstrated) to five (5 = excellent):

1	Relevant Experience	11	Disaster Recovery/Business Continuity Plan
2	Company Overview	12	Performance Metrics
3	Partnerships and Outsourcing	13	SLA's
4	Team Qualifications	14	Communication
5	IT Support Structure	15	References
6	Competencies and Scope of Services	16	Pricing Structure
7	Availability	17	Contract Terms
8	Data Security and Confidentiality	18	Scalability
9	Compliance Framework	19	Innovation
10	Technology Stack and Automation	20	On/Off-boarding Process

SDI Presence, LLC ranked first or tied for first in 17 out of 20 categories. The scores were determined based on the average score of each category.

Highlighting solely the financial impact without offered discounts over the three-year term for services, Acorn Technology Services would be ranked first with a total of \$1,517,220; SDI Presence LLC and Lan Wan Enterprises, with a total of \$1,992,243.32 and \$1,994,473.26 would be second and third respectively. SDI Presence, LLC and Lan Wan Enterprises included CPI increases of 3.5% and 5% respectively and is reflected in the three-year totals.

APPROVE AMENDMENT TO THE AGREEMENT WITH SDI PRESENCE, LLC FOR
INFORMATION TECHNOLOGY SUPPORT SERVICES

November 18, 2024

Page 3 of 3

The evaluation process considered pricing for the services along with other potential factors. SDI Presence, LLC was found to have more available resources to meet the City's future needs.

RECOMMENDATION

Following the evaluation process, it is recommended that SDI Presence, LLC be awarded the professional service agreement for IT services.

FISCAL IMPACT/FINANCING

The pricing provided by SDI Presence, LLC fits within the current budget for IT services, so no additional funding is needed at this time.

CONCLUSION

Upon approval, the City Manager will execute the professional service agreement with SDI Presence, LLC for information technology support services.

Respectfully submitted,



Ricardo Reyes
City Manager



Jeff Jones
Director of Finance

ATTACHMENTS

- A. Professional Service Agreement with SDI Presence, LLC
- B. 2024 IT RFP Evaluation
- C. SDI proposal

ATTACHMENT "B"

2024 RFP Evaluation

		Det. Parsa			Jeff Jones			Jeff Marshall			Overall Average		
		Acorn	Lan Wan	SDI	Acorn	Lan Wan	SDI	Acorn	Lan Wan	SDI	Acorn	Lan Wan	SDI
1.	Relevant Experience:	3.3	2.7	4.3	4.0	2.0	4.0	3.3	1.7	4.0	3.6	2.1	4.1
	o What specific IT services do you provide that are tailored to municipalities and police departments?	4.0	3.0	5.0	4.0	3.0	4.0	3.0	3.0	4.0	3.7	3.0	4.3
	o Can you describe your experience with similar government and law enforcement clients?	3.0	3.0	4.0	4.0	2.0	4.0	3.0	1.0	4.0	3.3	2.0	4.0
	o Can you provide specific examples or case studies of similar work you've done?	3.0	2.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0	3.7	1.3	4.0
2.	Company Overview:	3.5	1.5	4.5	4.0	1.0	4.0	4.0	1.5	4.0	3.8	1.3	4.2
	o What is your company's size, history, and core areas of expertise?	3.0	2.0	5.0	4.0	2.0	4.0	4.0	2.0	4.0	3.7	2.0	4.3
	o Can you share any awards your organization has won?												
	o How do you ensure your team stays up to date with the latest IT developments and best practices?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	1.0	4.0	4.0	0.7	4.0
3.	Partnerships and Outsourcing:	3.0	1.5	4.0	4.0	0.5	4.0	3.5	1.5	4.0	3.5	1.2	4.0
	o What is your business roadmap?	3.0	2.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	3.7	1.7	4.0
	o Who do you partner with for specialised skills including cloud services?	3.0	1.0	4.0	4.0	0.0	4.0	3.0	1.0	4.0	3.3	0.7	4.0
4.	Team Qualifications And Accreditations:	3.0	1.0	4.0	4.0	0.5	4.0	3.5	0.5	4.0	3.5	0.7	4.0
	o What qualifications and certifications do your staff members hold?	3.0	2.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0	3.7	1.3	4.0
	o How do you ensure continuous professional development for your team?	3.0	0.0	4.0	4.0	0.0	4.0	3.0	0.0	4.0	3.3	0.0	4.0
5.	IT Support Structure:	3.8	1.5	3.3	3.5	0.5	3.3	3.5	1.3	3.5	3.6	1.1	3.3
	o Describe your support structure. Will we have a dedicated account manager or support team?	4.0	2.0	3.0	4.0	1.0	3.0	4.0	2.0	4.0	4.0	1.7	3.3
	o What is your process for escalating and resolving critical issues?	4.0	3.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	4.0	2.0	4.0
	o What do you do internally and what do you outsource?	4.0	1.0	3.0	3.0	0.0	3.0	3.0	1.0	3.0	3.3	0.7	3.0
	o What is your Change Control process for Hardware and Software changes in the IT Infrastructure?	3.0	0.0	3.0	3.0	0.0	3.0	3.0	0.0	3.0	3.0	0.0	3.0
6.	Competencies and Scope of Services:	3.7	2.7	4.3	4.0	1.7	4.0	4.0	2.3	4.0	3.9	2.2	4.1
	o What industry groups is your company involved in?	3.0	3.0	4.0	4.0	2.0	4.0	4.0	3.0	4.0	3.7	2.7	4.0
	o Can you provide a detailed list of the IT services you offer?	4.0	4.0	4.0	4.0	3.0	4.0	4.0	3.0	4.0	4.0	3.3	4.0
	o How do you tailor your services to meet the specific needs of municipal governments and police departments?	4.0	1.0	5.0	4.0	0.0	4.0	4.0	1.0	4.0	4.0	0.7	4.3
7.	Availability:	3.7	3.0	4.0	4.0	2.0	4.0	4.0	2.3	4.0	3.9	2.4	4.0
	o What are your hours of operation, and how do you handle after-hours support?	3.0	3.0	4.0	4.0	2.0	4.0	4.0	3.0	4.0	3.7	2.7	4.0
	o How quickly can you respond to emergencies?	4.0	3.0	4.0	4.0	2.0	4.0	4.0	2.0	4.0	4.0	2.3	4.0
	o What is your response time for support requests or issues, and do you offer 24/7 support?	4.0	3.0	4.0	4.0	2.0	4.0	4.0	2.0	4.0	4.0	2.3	4.0
8.	Data Security and Confidentiality:	3.8	2.0	4.3	4.0	1.0	4.0	4.0	2.5	4.0	3.9	1.8	4.1
	o What measures do you have in place to protect sensitive data, especially law enforcement data?	4.0	3.0	5.0	4.0	2.0	4.0	4.0	3.0	4.0	4.0	2.7	4.3
	o Explain your health and life cycle monitoring and maintenance process?	3.0	1.0	4.0	4.0	0.0	4.0	4.0	2.0	4.0	3.7	1.0	4.0
	o How do you handle data encryption, both in transit and at rest?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	2.0	4.0	4.0	1.0	4.0
	o What strategy do you employ for remote monitoring and management (RMM)?	4.0	3.0	4.0	4.0	2.0	4.0	4.0	3.0	4.0	4.0	2.7	4.0
9.	Compliance Frameworks:	4.0	1.8	3.8	4.0	1.0	4.0	4.0	2.0	4.0	4.0	1.6	3.9
	o What industry standards does your organization follow?	4.0	2.0	4.0	4.0	2.0	4.0	4.0	3.0	4.0	4.0	2.3	4.0
	o What cybersecurity solutions do you offer to your clients?	4.0	3.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	4.0	2.0	4.0
	o How do you ensure compliance with FBI, CJIS, FISM/NIST, HIPAA, PCI-DSS, ISOIEC 27001 or GDPR and other relevant	4.0	2.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	4.0	1.7	4.0

2024 RFP Evaluation

o Can you provide examples of your experience with compliance audits?	4.0	0.0	3.0	4.0	0.0	4.0	4.0	1.0	4.0	4.0	0.3	3.7
10. Technology Stack and Automation:	4.0	2.7	4.0	3.7	2.0	4.0	4.0	2.7	4.0	3.9	2.4	4.0
o What technologies and platforms do you typically use?	5.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.3	4.0	4.0
o What automation processes do you employ for tasks, patching, updates, verification etc.?	4.0	2.0	4.0	3.0	1.0	4.0	4.0	2.0	4.0	3.7	1.7	4.0
o How do you ensure compatibility and integration with our existing systems?	3.0	2.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	3.7	1.7	4.0
11. Disaster Recovery/Business Continuity Plan:	4.0	0.5	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.2	4.0
o What is your disaster recovery plan, and how often is it tested?	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0
o Can you describe your data backup processes and recovery time objectives (RTOs)?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.3	4.0
12. Performance Metrics:	4.5	0.5	4.0	4.5	0.0	4.0	4.0	0.3	4.0	4.3	0.3	4.0
o How do you create project plans?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	1.0	4.0	4.0	0.7	4.0
o What key performance indicators (KPIs) do you use to measure service effectiveness?	5.0	1.0	4.0	5.0	0.0	4.0	4.0	0.0	4.0	4.7	0.3	4.0
o How do you measure and improve efficiency?	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0
o How do you report on these metrics to your clients?	5.0	0.0	4.0	5.0	0.0	4.0	4.0	0.0	4.0	4.7	0.0	4.0
13. SLAs:	3.5	2.5	3.5	3.5	1.0	3.5	4.0	0.5	4.0	3.7	1.3	3.7
o Can you provide details on your standard SLAs, including response and resolution times?	4.0	3.0	4.0	4.0	2.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0
o How do you ensure adherence to these SLAs?	3.0	2.0	3.0	3.0	0.0	3.0	4.0	0.0	4.0	3.3	0.7	3.3
14. Communication:	4.0	0.8	4.0	4.0	0.3	4.0	4.0	0.3	4.0	4.0	0.4	4.0
o How do you collaborate and exchange information with your clients?	4.0	1.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0
o How do you manage documentation for your clients?	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0
o How will you keep us informed about ongoing projects, incidents, and changes?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.3	4.0
o How do you handle feedback and continuous improvement?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	0.0	4.0	4.0	0.3	4.0
15. References:	3.7	2.7	4.7	4.3	2.7	5.0	3.5	1.0	3.5	3.8	2.1	4.4
o Can you provide references from other municipal or police department clients?	3.0	3.0	4.0	4.0	3.0	5.0	3.0	1.0	3.0	3.3	2.3	4.0
o What sets your company apart from other IT service providers working with government and law enforcement?	4.0	1.0	5.0	4.0	0.0	5.0	4.0	1.0	4.0	4.0	0.7	4.7
o Can we visit one of your client sites or speak to a current municipal or police department client about their experience?	4.0	4.0	5.0	5.0	5.0	5.0				4.5	4.5	5.0
16. Pricing Structure:	4.0	2.0	4.0	4.0	1.0	4.0	4.0	0.0	4.0	4.0	1.0	4.0
o Are there any additional costs we should anticipate for specific services or support?	4.0	2.0	4.0	4.0	1.0	4.0	4.0	0.0	4.0	4.0	1.0	4.0
17. Contract Terms:	3.5	1.0	3.5	4.0	1.0	4.0	4.0	1.0	4.0	3.8	1.0	3.8
o How do you handle contract renewals and any potential changes in service requirements?	4.0	1.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0	4.0	1.0	4.0
o Are there any additional costs we should be aware of (e.g., hardware, software licenses, compliance fees)?	3.0	1.0	3.0	4.0	1.0	4.0	4.0	1.0	4.0	3.7	1.0	3.7
18. Scalability:	4.0	1.3	4.0	4.3	0.0	4.7	4.0	0.7	4.0	4.1	0.7	4.2
o How do you ensure your services can scale with our growth and evolving needs?	4.0	1.0	4.0	4.0	0.0	4.0	4.0	1.0	4.0	4.0	0.7	4.0
o How would you partner in building our IT business strategy?	4.0	2.0	4.0	4.0	0.0	5.0	4.0	1.0	4.0	4.0	1.0	4.3
o What is your approach to future-proofing our IT infrastructure?	4.0	1.0	4.0	5.0	0.0	5.0	4.0	0.0	4.0	4.3	0.3	4.3
19. Innovation:	4.0	2.0	4.5	4.0	0.5	4.5	4.0	1.5	4.0	4.0	1.3	4.3
o How do you incorporate new technologies and innovations into your service offerings?	4.0	2.0	4.0	4.0	1.0	4.0	4.0	2.0	4.0	4.0	1.7	4.0
o Can you provide examples of how you have helped other clients innovate and improve their IT systems?	4.0	2.0	5.0	4.0	0.0	5.0	4.0	1.0	4.0	4.0	1.0	4.7
20. On/Off-boarding Process:	4.0	3.7	4.3	4.3	3.3	4.3				4.2	3.5	4.3

2024 RFP Evaluation

○ How do you adjust to business needs and change?	4.0	3.0	4.0		5.0	2.0	5.0		4.5	2.5	4.5
○ What Business Exit Strategy do you employ ?	4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0
○ What is your transition process and timeline for a new managed services client?	4.0	4.0	5.0		4.0	4.0	4.0		4.0	4.0	4.5



Proposal Prepared For:

City of Huntington Park

Information Technology Support Services
August 12, 2024

Respectfully Submitted By:



Phil Danie
Senior Vice President
pdanie@sdipresence.com
949-836-3351



TABLE OF CONTENTS

Section 1	Company Profile and Qualifications.....	1
Section 2	Staffing.....	4
Section 3	Subcontractors	6
Section 4	Financial Statements	7
Section 5	References	7
Section 6	Approach to the City’s Engagement.....	10
Section 7	Demonstrated Capabilities	10
Section 8	IT Security	14
Section 9	Disaster Recovery	17
Section 10	Service Level Agreement	17
Section 11	Other.....	21
Section 12	Pricing	22
Appendix A	Resumes.....	25
Appendix B	Legal Exceptions	43
Appendix C	Attachment A with Certificate of Insurance	45
Appendix D	West Coast Client List	63
Appendix E	California Business License	67

Section 1 Company Profile and Qualifications

a) Company ownership. If incorporated, provide the state in which the company is incorporated and date of incorporation.

Partial Owners	% of Ownership
David A. Gupta	55.14%
Abry Partners (Investors)	42.86%
John Hartman	1%
Sharee L. Wolff	1%

SDI Presence LLC was incorporated in the State of Delaware on December 22, 2015.

b) Location of company offices.

- 1) Chicago Headquarters
200 E. Randolph, Suite 3550, Chicago, Illinois 60601
- 2) Los Angeles California
6080 Center Drive, 6th Floor, Los Angeles, CA 90045
- 3) Sacramento California
500 Capitol Mall, Suite 2350, Sacramento, CA 95814
- 4) Anaheim California
4368 E. La Palma Ave., Anaheim, CA 92807
- 5) Dallas/Ft. Worth Texas
2451 West Grapevine Mills Circle, Grapevine, TX 76051

c) Location from which your firm will provide service to the City.

SDI would provide services to the City of Huntington Park out of our Los Angeles office.

d) Number of employees both locally and nationally.

SDI has 364 employees with approximately sixty (60) located in the Southern California, greater Los Angeles area.

e) Name, address and telephone number of your firm's point of contact for a contract resulting from this solicitation.

Phil Danie, Senior Vice President
6080 Center Drive, 6th Floor, Los Angeles, CA 90045
Telephone: 949-836-3351
Email: pdanie@sdipresence.com

f) Company background/history and why your firm believes it is qualified to provide the services as described in this RFP.

SDI provides a comprehensive suite of IT management services to municipalities within Los Angeles and Orange counties. The scope of services provided range from routine O&M to specialized planning and management of mission-critical functions and data-center operations. The scope of staffing levels provided to clients range from *supplemented IT support*, wherein SDI provides part-time/full-time consultants to supplement municipal IT staff as needed, to *full service IT support*, wherein SDI provides full-time consultants to lead IT operations.

SDI derives experience from working as IT specialists in the public sector for over 28 years. During this time, our municipal clients have engaged our team to provide on-site and remote IT support services and to conduct public sector technology plans. SDI has developed short and long-range project plans and offered valuable insight for budgeting and procurement. For example, SDI has provided IT Services for other clients in the area, including the City of Alhambra, West Covina Police Department, and Laguna Beach Police Department.

g) Length of time that your firm has been providing services described in this RFP. Provide a brief description.

SDI Presence LLC (SDI)

SDI is an IT consultancy and managed services provider (MSP) that leverages its strong team presence to advance our clients to a secure digital enterprise. With a **28-year corporate resume**, SDI delivers strategic managed services, IT consulting, and hybrid infrastructure solutions to optimize our clients' technology environments. SDI is a certified Minority Business Enterprise (MBE), with a portfolio of clients that includes some of the nation's largest airports, utilities, commercial real estate portfolios, and government agencies.

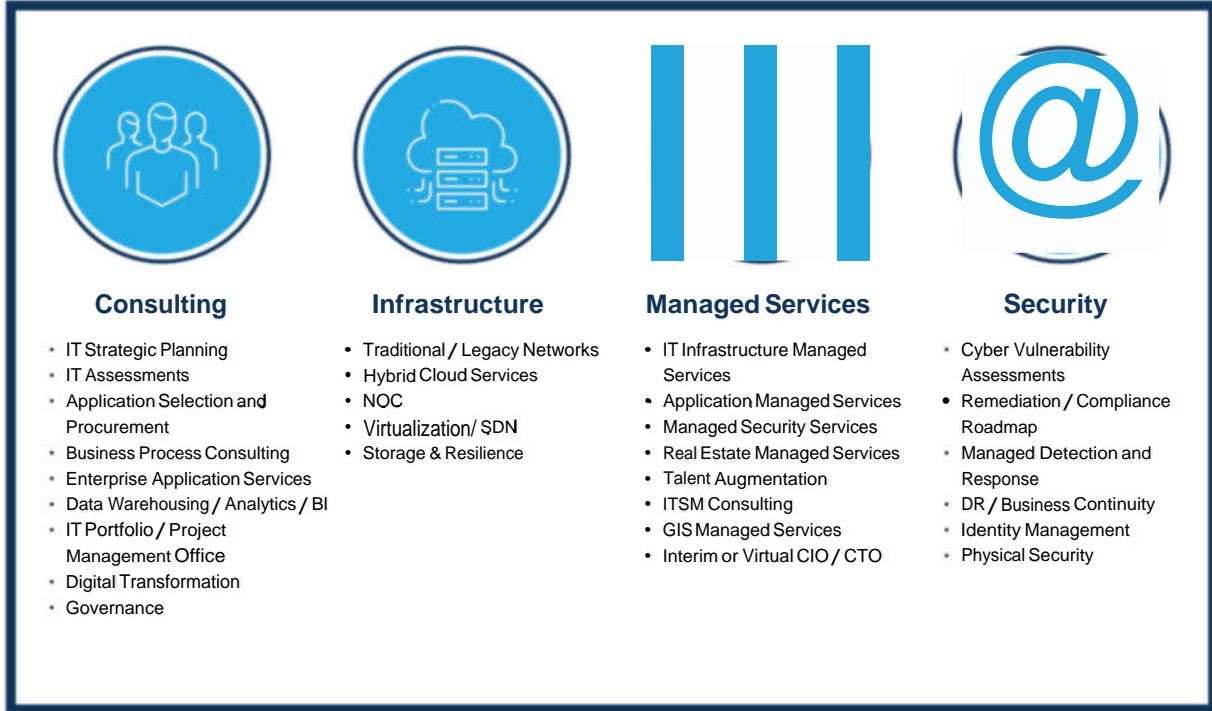
SDI delivers a deep technical presence through a local delivery model to achieve customer confidence and success.

SDI is headquartered in Chicago, Illinois with regional offices in Anaheim, Sacramento, and Los Angeles, California; Atlanta, Georgia; and Dallas Fort-Worth, Texas.

SDI Snapshot:

- Headquartered in Chicago
- 28 Years IT Consulting/Managed Services Experience
- 360+ Business Professionals
- 92% Customer Satisfaction Rating
- Continuously awarded the "Best Places to Work" Recognition since 2020
- Financial Stability:
 - 2023 Revenue - \$85M
 - Backed by Private Equity Firm - Abry Partners with \$5B under management
- Corporate Plus® Member of the National Minority Supplier Development Council (NMSDC)

SDI's core services include:



h) Provide your firm's Dun & Bradstreet (DUNS) number.

The Dun & Bradstreet number for SDI Presence LLC is 080292219.

i) Resumes for key staff to be responsible for performance of any contract resulting from this RFP.

Resumes are provided in Appendix A.

j) Proposer's bank of record.

JP Morgan Chase is SDI's bank of record.

k) Federal Tax ID

SDI's federal tax identification number is 811357524.

SDI does not have any litigation that involves contract failures or civil or criminal activities. We also do not have any pending investigations.

Section 2 Staffing

Proposed Staff

Name	Role on Project	Certifications	Length of Employment	Location
Phil Danie	Executive Senior Vice President Account Manager	CJIS Security and Privacy CJIS Level 4 Security	2006 – Present	Southern California
Scott Sanders	Virtual Chief Information Officer (vCIO)	Certified Government Chief Information Officer (CGCIO) ITIL v3 Service Strategy, Service Design, Continual Service Improvement, Operations CJIS Level 4 Security	2018 – Present	Northern California
Jason Hennessey	Cybersecurity Manager	CISSP® – Certified Information Systems Security Professional (DAWIA/IAM Level III) CJIS Level 4 Security CJIS Advanced Certification CJIS Local Agency Security Officer (LASO) MCP – Microsoft Certified Professional CompTIA Network+ CompTIA A+	2017 – Present	Southern California
Carlo Rosero	Network Engineer	Amazon Web Services Solutions Architect-Associate Cisco Certified Network Associate Cisco Certified Network Professional Enterprise Infrastructure/Routing and Switching Cisco Certified Specialist – Enterprise Advanced Infrastructure Implementation Cisco Certified Specialist – Enterprise Core Cisco Certified Design Engineer (CCDE)	2023 – Present	Southern California

Name	Role on Project	Certifications	Length of Employment	Location
		Cisco Certified Design Expert Cisco Certified Interwork Expert-Security and Routing & Switching		
Allen Lidar	Server Engineer	ITIL V3 Foundation CompTIA A+ CompTIA Network+ CompTIA Security+ CompTIA IT Operations Specialist – Cios Stackable CompTIA Secure Infrastructure Specialist – CSIS Stackable Microsoft Office Microsoft 365 Professional AWS Business Professional AWS Technical Professional AWS Cloud Practitioner CJIS Level 4 Security CJIS Advanced Security Certified	2021 – Present	Southern California
Chris Cao	Systems Engineer	Microsoft Windows Server WMware Horizon Cisco UCS VNX Unified Storage Management	2021 – Present	Arizona
Bao Nguyen	Field Services Technician – Onsite	CJIS Level 4 Security	2008 – Present	Southern California

Team Biographies

Phil Danie – Senior Vice President, SLED West Managed Services

Mr. Danie has been involved in municipal and Public Safety technology since 2000, when he worked as a technical resource for the Orange County Sheriff Department. He is the principal of several Orange County owned technology businesses, specializing in Information Technology Management, software engineering and development, and technology consulting. Mr. Danie will serve as the senior SDI executive for the City.

Scott Sanders, CGCIO, ITIL – Vice President, SLED West Managed Services

Mr. Sanders has more than twenty-five years of experience in a variety of IT leadership positions with municipalities across the State of California. He is a Certified Government Chief Information Officer and holds several certifications in IT Service Management (ITSM). Mr. Sanders has served as Chief Information Officer (CIO), Deputy Chief Information Officer, IT Director, Site Operations Manager, and Network Manager. Since joining SDI in 2018, he has also served as Interim IT Director and CIO at the Cities of Stockton, Concord, Watsonville, Gilroy, and Calistoga. Mr. Sanders led and participated in more than two dozen IT Strategic Planning efforts for municipal clients for more than five years in SDI's Advisory and

Consulting practice. Mr. Sanders will serve as Virtual Chief Information Officer (vCIO) and primary point of contact for the City.

Jason Hennessey, CISSP – Cybersecurity Manager

Mr. Hennessey's professional background includes 20 years of computer system management for privately held firms, publicly held Fortune 500 & 100 firms, and the United States Government. Mr. Hennessey holds a Bachelor of Science degree in Computer Information Systems, the globally recognized CISSP® (Certified Information Systems Security Professional) credential, and industry certifications from Microsoft® and CompTIA®. Before joining SDI, Mr. Hennessey served as an Information System Security Officer (ISSO) for the United States Drug Enforcement Administration (DEA), where he managed the information security program for the DEA's El Paso Intelligence Center. Having spent more than 15 years supporting the public sector, Mr. Hennessey maintains an active security clearance. He has completed several training sessions regarding information security governance, common government/workplace policies, and anti-discrimination practices.

Allen Lidar – Systems Engineer

Mr. Lidar has over twenty (20) years of IT experience. His certifications include CompTIA A+, Network+, Security+ Certified Technician, CompTIA IT Operations Specialist – CIOS Stackable Certification, CompTIA Secure Infrastructure Specialist – CSIS Stackable Certification, ITIL V3 Foundation Certified, and CJS Advanced Security Certified. His Microsoft projects include San Gabriel City Hall Office 365 Migration from commercial to GCC tenant, San Gabriel Fire Dept Migration from Google to O365, Tustin implementation of MFA in O365 via Duo, and Arcadia implementation of MFA natively in O365.

Chris Cao – Systems Engineer

Experienced IT Specialist and subject matter expert with more than twenty-five (25) years of experience in information technology. Expertise across a wide variety of servers, storage, VMware virtualization and Microsoft Windows operating system and applications.

Carlo Rosero – Network Engineer

Mr. Rosero has over ten (10) years of IT experience. He is an organized, detail-oriented professional with broad information technology support and service skills. He has shown the ability to effectively manage multiple projects in a fast-paced environment.

Bao Nguyen – Field Services Specialist

Mr. Nguyen is an IT Specialist with more than twenty (20) years of experience in the IT Industry. He provides enterprise-level information technology services for municipalities with a special emphasis on public safety departments. Mr. Nguyen's primary role is to serve as a technical lead for local government organizations, managing IT operations for multiple City departments.

Resumes are provided in Appendix A.

Section 3 Subcontractors

Based on the Scope of Services required in the City's Request for Proposal, SDI would not use any subcontractors for the City's account.

Section 4 Financial Statements

SDI's revenue for 2023 was \$85M.

Investment Partner

In April 2021, SDI secured a minority investment from Abry Partners, a Boston-based sector focused private equity firm with \$5B under management. Abry brings over 30 years of experience in the technology market, and its portfolio of companies includes over 20 IT professional services, cybersecurity and managed services firms. The investment will fund the firm's continued growth and provide access to deeper human and capital resources and IT solutions to better serve our clients. David Gupta maintains controlling ownership and the strong culture of SDI continues in its commitment to community including impactful supplier diversity, mentoring of peer MBEs, educating the IT workforce of tomorrow, and consistent philanthropic involvement.

SDI is in a strong financial position to provide continued quality services to our clients.

We have attached our Financial Statement as requested in a separate document. SDI is a private company and therefore, consider our Financial Statements to be CONFIDENTIAL. We ask that you not make this information available to the public and distribute within your organization only on an as needed basis.

Section 5 References

Reference 1

Client:	City of Arcadia
Start/End Date:	2017 to Present
Contact:	Wilson Luo – IT Manager
Phone Number:	(626) 574-5489
Email:	wluo@ArcadiaCA.gov
Staff Assigned:	Phil Danie, Jason Hennessey, Iain Brown, Carlo Rosero
Project Description	
SDI provides annual IT support for all City departments. A sampling of projects includes firewall upgrades at both the City and Police Department, each site with redundant application-layer firewalls, interconnected and configured to leverage modern information security capabilities. Migrated from legacy on-premises email and office productivity software to Microsoft's Office 365 for US Government Community (GCC) services. Modernized virtualization platforms and added capacity-optimized all-flash storage arrays to provide reliable high-speed access to critical data systems. Deployed industry-leading backup and recovery solutions to ensure continued availability of data, leveraging both on-site and cloud-based repositories. Established Active Directory Federation Services (ADFS), providing secure Single Sign-On (SSO) capabilities with trusted partner organizations (e.g., Los Angeles County Sheriff's Department, Los Angeles Courts). Designed and configured network DMZ to segment public-facing data/services from internal resources. Performed desktop asset refresh throughout all City departments and decommissioned unsupported server equipment and operating systems. GIS services include O&M of ESRI ArcGIS server, ArcGIS desktop, and collaboration with Los Angeles County GIS team for shared services.	

Reference 2

Client:	City of Laguna Beach, Public Safety
Start/End Date:	2007 to Present
Contact:	Kristen Berry
Phone Number:	(949) 497-0399
Email:	kberry@lagunabeachcity.net
Staff Assigned:	Phil Danie, Ricardo Ralston, Bao Nguyen, Jason Hennessey, Carlo Rosero
Project Description	
SDI provides annual IT support for the Police Department, Fire Department, and Marine Safety. SDI provides a 24/7/365 Help Desk, daily on-site technician(s), emergency call back and additional as-needed IT Support from highly trained and experienced SDI team members such as system engineers, network engineers, infosec specialists and project management. GIS Services include installation, maintenance, and support of ArcGIS platform. A sampling of projects includes CAD/RMS system deployment, dispatch center remodel, 911 phone system replacement, Emergency Operations Center setup, network infrastructure upgrades, computer deployments, MDC replacement, and mobile video system replacement. One notable project was an extensive city-wide closed-circuit video surveillance solution utilizing secure Wi-Fi, and fixed network assets, with all feeds channeled to a highly responsive back-end storage and retrieval solution. The result provides the local police and fire department with high definition, pan-tilt-zoom (PTZ) cameras with the ability to monitor, record, and provide video evidence for the downtown and rural fire hazard areas around the city perimeter.	

Reference 3

Client:	City of Los Alamitos
Start/End Date:	2011 to Present
Contact:	Ron Noda – Director of Development Services
Phone Number:	562-431-3538, ext. 500
Email:	RNoda@cityoflosalamitos.org
Staff Assigned:	Phil Danie, James Brodeur, Bao Nguyen, Jason Hennessey, Carlo Rosero
Project Description	
SDI provides annual IT support for all City departments. A sampling of projects includes CAD/RMS installation, configuration, and deployment; city-wide Wi-Fi deployment; migration from physical to virtualized server environment; implemented Veeam virtual backup solution; deployed capacity-optimized all-flash network storage; Laserfiche deployment; VOIP implementation; Emergency Operations Center upgrades; Tyler Technologies Incode finance software upgrades; migration to Exchange Online.	

Reference 4

Client:	City of Glendora
Start/End Date:	2022 to Present
Contact:	Sam Robbin – IT Manager
Phone Number:	(626) 852-4888
Email:	SRobbin@cityofglendora.org
Staff Assigned:	Phil Danie, Amjad Shaibi, Jake Ovalle, Daniel Canada
Project Description	

SDI provides IT support for all City departments. In the time since SDI has been involved, the number of open helpdesk tickets and response times have dramatically decreased. SDI is also redesigning the City's network design with the focus on improving security. SDI is also in the planning stages of reducing hardware and budget requirements while increasing reliability. Other projects include disaster recovery redesign, ERP implementation, deployment system for Police MDCs and desktops, and CAD/RMS upgrades.

Reference 5

Client:	City of La Verne
Start/End Date:	2019 to Present
Contact:	J.R. Ranells
Phone Number:	(909) 596-8710
Email:	jranells@lcityoflaverne.org
Staff Assigned:	Phil Danie, Scott Sanders, Justin Leao, Chris Cao, Jason Hennessey
Project Description	
SDI provides annual IT support for all City departments. A sampling of projects includes firewall upgrades at both the City and Police Department, each site with redundant application-layer firewalls, interconnected and configured to use modern information security capabilities. Migrated from legacy on-premises email and office productivity software to Microsoft's Office 365 for US Government Community (GCC) services. Modernized virtualization platforms and added capacity-optimized all-flash storage arrays to provide reliable high-speed access to critical data systems. Deployed industry-leading backup and recovery solutions to ensure continued availability of data, leveraging both on-site and cloud-based repositories. Established Active Directory Federation Services (ADFS), providing secure Single Sign-On (SSO) capabilities with trusted partner organizations. Designed and configured network DMZ to segment public-facing data/services from internal resources. Performed desktop asset refresh throughout all City departments and decommissioned unsupported server equipment and operating systems.	

Reference 6

Client:	City of Westminster
Start/End Date:	2022 to Present
Contact:	Darin Lenyi – Chief of Police
Phone Number:	(714) 548-3708
Email:	dlenyi@westminster-ca.gov
Staff Assigned:	Phil Danie, Jason Hennessey, Bao Nguyen
Project Description	
SDI provides IT support for all City departments, augmenting organizational IT staff for routine operations, collaborating with outside vendors for enterprise applications, and in a consultancy capacity for special projects. A sampling of notable activities includes assessment of existing layered information security systems and the development of recommendations to improve security posture; reviews of server virtualization infrastructure and development of upgrade/modernization procedures that support continuous system availability; establish multi-factor authentication solution including special provisions for Police Department critical bypass events; assist with ongoing virtual desktop infrastructure (VDI) modernization initiatives and recommend best-value hardware replacement equipment; test/validate existing disaster recovery solution and implement configuration adjustments as needed; develop and deploy Windows Deployment Services (WDS) solution to streamline asset	

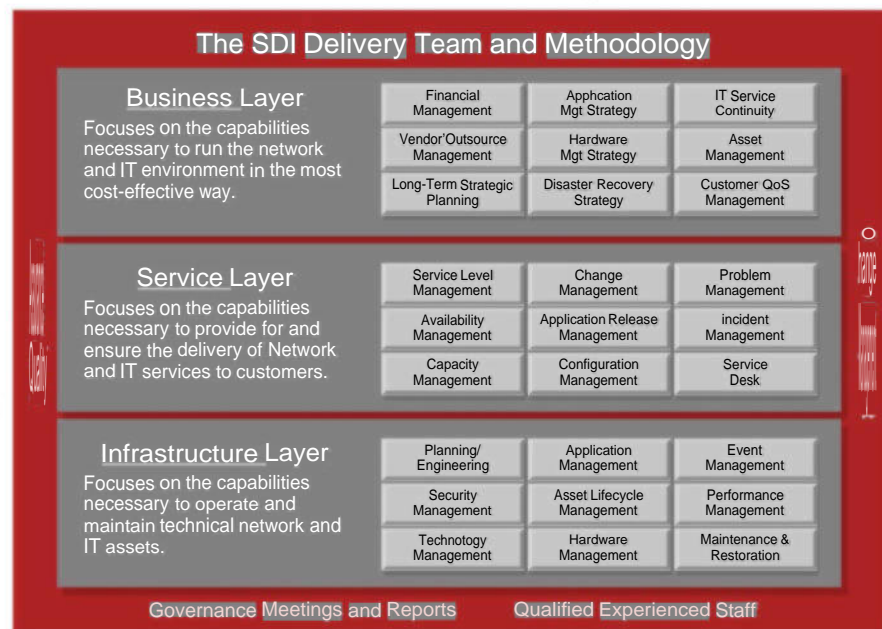
recovery/refresh initiatives; establish Microsoft System Center Configuration Manager (SCCM) for application deployment; redesign Active Directory and Group Policy settings to ensure adherence to generally accepted best practices. Ongoing projects include collaboration with existing third-party enterprise resource planning (ERP) and enterprise application solution providers to modernize legacy systems and better leverage newly available system performance enhancements; custom software development initiatives to enhance public reporting systems to better align with regulatory authorities and public disclosure requirements; implementation of continuous monitoring and periodic vulnerability assessment solutions.

Section 6 Approach to the City's Engagement

SDI has reviewed the City's objectives as stated in the RFP and have mapped them to the corresponding Service Delivery Model. Each Service Delivery Activity follows proven processes and plans to meet each of the City's objectives.

The SDI Service Delivery Model

The SDI model divides IT management functions into three connected layers. Management actions and decisions at each layer are different, but interrelated.



Section 7 Demonstrated Capabilities

- a) Fully discuss your demonstrated capabilities within directly relevant engagements. Please provide a comprehensive discussion around the issues of size, team dynamics, process, technologies and industries.

Desktop Support

SDI can assume full responsibility for the City's helpdesk on Day One. SDI will publish a single phone number for accessing the helpdesk and which will serve as a single point of contact for all City IT related

calls. All City incidents will be directed to the helpdesk and all calls will be logged into the ticketing system. All incidents will be managed according to the agreed upon event handling procedures and Service Level Agreements (SLAs). All tickets will be tracked by the helpdesk agent that received the initial contact. In the event the incident gets escalated to other support teams, the helpdesk agent will be accountable for proper closure of any ticket and follow up with the end user. City stakeholders will have full access to the helpdesk.

Server Support and Maintenance

SDI's server support methodology is integrated within overall endpoint management practices. In general, SDI typically furnishes clients with an Information Technology Service Management solution to increase the efficiency and effectiveness of the entire service offering. This host-based continuous monitoring agent, installed on each computer endpoint, conducts environmental data collection and provides a centralized IT management portal.

SDI recommends that clients maintain manufacturer hardware warranty support on mission critical systems. While SDI will perform initial assessments of hardware problems as well as basic upgrades (RAM, storage, controller cards), on-site technicians generally defer to and rely on manufacturer warranty coverage for hardware failures.

Services management such as Active Directory, DHCP, DNS, Group Policy, Print and Document Services, IIS, Windows Deployment Services, and Windows Server Update Services are all managed as a part of the core operations for all environments.

SDI will implement a monthly patch management schedule for server operating systems wherein select non-critical servers will receive operating system and application patches as a part of a test group. In the event these servers experience problems with the patches, a rollback process will be enacted. If no problems are identified, the patches will be applied to the remaining servers.

Network Management

SDI manages numerous firewalls from manufacturers such as Palo Alto, Cisco, Fortinet, SonicWall; site-to-site VPNs (e.g., Los Angeles County Sheriff, Orange County Sheriff, Verdugo Fire Dispatch), and remote-access VPNs leveraged for both border security and internal segmentation at several sites. Additionally, we have migrated several clients to Palo Alto application-layer/next-generation firewalls (NGFW) to provide a more unified threat management platform that includes application-layer visibility to increase understanding of application traffic, expanded traffic control options beyond blunt allow/deny, reduction of threat vectors, improved performance and security, and simplified management. Network infrastructure monitoring and alerting is typically performed using a mixed on-premises and cloud-based network monitoring tool to perform continuous monitoring of network devices and traffic. This fee-based tool provides a real-time view of City's network, including all networked devices and detailed interconnections. This service provides:

- A real-time view and of the City's network, including all the devices and interconnections
- A real-time inventory of all the technology on the City's network
- Automated backups of network infrastructure configurations
- 24/7 proactive infrastructure monitoring and alerting
- Automated troubleshooting tools and secure remote access to the City's infrastructure devices

Software Application Support

SDI manages numerous software applications at other local government sites. The following narrative is intended to serve as examples of SDI's experience managing such relevant to the City.

SDI directly supports or coordinates with external third-party vendors to support, numerous applications central to municipal and public safety operations. These programs include, but are not limited to, Laserfiche, HDL, Computer Aided Dispatch/Records Management system (CAD/RMS), NetMotion Mobility, BlueCheck, Coplink, 2FA, in-car video systems, body-worn video systems, surveillance systems, and numerous enterprise-level antivirus solutions. SDI supports access to Justice Data Interface Controller (JDIC), Electronic Suspected Child Abuse Report System (E-SCARS), LACRIS, Verdugo Fire Dispatch, and electronic Probable Cause Determinations (ePCD).

SDI has transitioned several clients from a version-based Microsoft Office model to software as a service with subscription-based Office 365, including Microsoft-hosted Exchange email solutions and SharePoint Online. This model of advanced hosted email simplifies management and helps protect information with advanced features such as anti-malware, anti-spam filtering, data loss prevention, and disaster recovery.

Software | Application Development

SDI has an in-house, full-stack software development team and has been building custom applications for clients for more than twenty (20) years. The SDI team has experience developing both complete stand-alone systems and major enhancements to client systems. SDI has extensive experience with migrating data for government agencies as well building integrations for disparate applications to improve efficiencies and workflows, share data, and improve data integrity.



Training

Approach to Training

SDI has developed many different training programs and does so based on the specific needs of our clients. SDI employs an approach that emphasizes quality and begins with an assessment of the objectives and teams that require training. This assessment provides a basis for SDI to build role-based training plans with an appropriate curriculum and training materials for each role. SDI then evaluates the training materials in a pilot setting and improves the final plan prior to full delivery.

Security Training

SDI has implemented many different cybersecurity training platforms including KnowBe4. SDI would recommend the City establish a baseline of how prone its teams of employees are to falling victim to email phishing. This is accomplished by conducting a simulated phishing test without announcing it to the organization. The initial baseline provides an easy-to-understand metric and a means to measure improvement. Once the baseline test is complete, SDI would recommend the formal establishment of an annual cybersecurity training program for each employee. SDI would also recommend that simulated

phishing tests be conducted at least once per month to reinforce the security principles and ensure all City employees understand how to react when an actual phishing attack occurs.

Some cybersecurity training platforms, including KnowBe4, can also provide the required annual training courses for the City personnel who process credit and debit card payments as part of their normal duties. SDI is experienced and can assist with the development and administration of a wide range of required training programs.

b) As you consider this engagement, and in the context of your answer to the previous question, highlight the potential for things to go awry. What might they be and what suggestions do you have for mitigating the possibilities that you have identified?

Perhaps the most challenging aspect of supporting new client environments is the transition of knowledge and ongoing support from the previous managed services provider. To reduce risks related to transition, SDI has implemented a knowledge management solution and formal processes designed to discover, detail, and document information related to new client environments. Ideally, SDI teams would shadow the existing provider personnel for at least ten business days to build a knowledgebase that can be used to transition support services efficiently and with the least disruption in support as is possible.

As detailed in our response to Section 10 – Service Level Agreements, Question D below, SDI has established a detailed transition plan and timeline necessary to deploy several ITSM tools, establish an operational baseline and begin documenting the environment.

c) What does your firm need from us early in this relationship to establish the framework for a successful engagement?

SDI desires to create longstanding partnerships and provide cost efficient services for its clients. Our approach requires open and collaborative communication among all stakeholders and teams. SDI typically establishes weekly recurring meetings with new clients to foster discussion, discovery processes, and the open collaboration and communication necessary to provide effective and efficient support services. Executive and stakeholder support is crucial to a successful transition of services. After transition, it is common to change the frequency of these recurring meetings down to a monthly event.

SDI also recognizes that new projects may be approved and started on a random basis. SDI encourages its clients to involve the SDI team as early in the new project as possible so that appropriate planning can occur, increasing the likelihood of a successful implementation.

d) What communication strategies have you previously employed? What makes for optimal communication alignment?

No project can be successful without open and regular communication between our clients and partners. The SDI team will provide regular progress status reports and updates during and after transition, as well as after normal operations are established. Any issues will be reported promptly, along with proposed solution(s) and possible alternatives as required. These reports are delivered in writing, including notes from regularly scheduled meetings. SDI's Virtual Chief Information Officer (vCIO) will be responsible for planning the communication in collaboration with the City's stakeholders and City-wide communications

to all employees. SDI anticipates and will promote a highly collaborative environment with the City's team so that planned activities and specific tasks supporting the City objectives are clearly communicated. The City will be provided with enough time to plan and respond for each project and event throughout the contract term.

Section 8 IT Security

a) Is your firm able to perform a comprehensive information technology risk assessment, including gap analysis on network infrastructure and critical application infrastructure supporting systems? Please elaborate.

SDI provides comprehensive IT services across the security spectrum – connecting physical security (digital video, access control) with cybersecurity to proactively strengthen the security posture of your enterprise. SDI's cybersecurity approach operationalizes the NIST SP 800-30 framework to deliver a continuous cybersecurity program. SDI services actively address NIST SP 800-37 and 53, FIPS 199 and FIPS 200 compliance, as well as other industry-driven standards.

With CISSP and CISM-certified technical teams, SDI provides our clients with the following:

- Cyber Vulnerability Assessments – Comprehensive internal/external testing and policy review
- Cyber Education – Holistically reviewing the security posture of an organization by determining the level of cyber awareness from executives to end users, and guiding training plans for improving institutional knowledge
- Remediation/Compliance – Cyber triage to achieve expedited readiness and compliance
- DR/Business Continuity – Cost-effective DR/BC services to keep crucial systems and processes up and running
- Identity Management – Identity/Access Management to increase security and productivity and reduce IT operating cost
- Physical/Electronic Security Systems – Integrated systems to achieve integrated video, access control, computer-aided dispatch (CAD) and ID badging systems
- Managed Security Services – Advanced Managed Detection Response services by a 24x7x365 Security Operations Center and SIEM services to meet your security operations and compliance goals

SDI reduces risk and simplifies security management by delivering unrivaled, personalized cybersecurity protection integrated with comprehensive IT consulting services. Our services help our clients in the following areas:

- Supplement the City's current security team
- Provide global threat intelligence and best practice advisory support on new technologies and functional approaches
- Provide a quick-to-launch assessment
- Support addressing immediate vulnerabilities
- Help the City prepare for cyber events
- Provide end user cyber training

- Provide clear direction of next steps to remediate deficient areas, including understanding the risks associated with deficient areas.
- Provide documentation in the event the City is audited for compliance/regulatory standards
- Provide policies and procedures to support a comprehensive, best practices cybersecurity plan

b) Discuss your ability and the process by which you provide incident management services, including response to security breaches, assessment of logging and security monitoring capabilities, identification of initial attack vector and incident response processes and procedures.

SDI's approach incorporates established cybersecurity standards along with Center for Internet Security (CIS) Controls™ to deliver a continuous cybersecurity program. SDI solutions help form and execute an organization's security plan, along with managed services for ongoing security support. SDI has tactical and strategic solutions to counterattack cybersecurity threats.

TACTICAL	STRATEGIC
CISO - Staff Augmentation	IT Risk Assessment
Vulnerability Assessment	Security Policy Review and Guidance
Penetration Testing	Security Architecture Review
Ongoing Monitoring and Response	Security Program Maturity Assessment
Security Awareness Training	Security Incident Response Planning
Physical Security Controls	

SDI's cybersecurity solutions help reduce risk, improve compliance, and ensure ongoing improvements to the client's cybersecurity posture. SDI's Cybersecurity team are Certified Information Systems Security Professionals, Certified Ethical Hackers, Certified Government Chief Information Officer, Military Veterans, and CISO of the CIA experience. SDI's experience with mitigating and reducing cybersecurity attacks includes providing security as a service with our cybersecurity teams and our solutions.

Our cybersecurity counter attacks strategy includes prevention, detection, and remediation. With most of our engagements, we conduct a cybersecurity risk assessment, establish network access controls, ensure that firewalls are managed and updated with best practices, provide MDR/EDR services, create a patch management schedule, continuously monitor network traffic, coordinate, and plan vulnerability scanning and penetration testing, build an incident response plan, examine the physical security of the organization, and overall reduce the attack surface. By completing these activities, SDI can slowdown or reduce the impact of a cyber threat through layers of security measures, awareness of pre-attacks, and the ability to mitigate and shutdown potential breaches from occurring.

Incident Response

SDI provides continuous monitoring of client networks, with automated toolsets assisting with detection, notification, and remediation. SDI always assigns at least one on-call resource to be available after normal business hours. The SDI on-call resources are available nights, weekends, and holidays and will respond to high priority incidents and begin troubleshooting work within thirty (30) minutes of receiving the call. Response is defined as verbal acknowledgement from the technician of the incident, including voicemails from SDI team members to City personnel if they cannot be reached when returning incident calls.

On-call resources quickly identify issues and escalate to other team members as required in each unique situation. When necessary, a cross-functional Critical Incident Response Team can be formed, mobilized, and respond within hours of an event.

c) Elaborate fully on your firm's cyber forensic approach, capabilities, and protocols.

Forensic Analysis After a Cybersecurity Breach

When a breach occurs, time to detection is the number one factor in the cost impact of the breach – from notification that need to be made or simply the business impact from an environmental disruption. The SDI team identifies three keys to success around breaches: (1) pre-planning, including the development of an Incident Response Plan; (2) minimize the time from detection to response; and (3) rapidly contain the breach and be able to deploy response tools. As part of the assessment services, the SDI team deploys agents that will be used for the internal vulnerability scanning. As part of optional services, these sensors can be connected to the City inbound and outbound network to monitor internet traffic, enabling Managed-Detection-Response (MDR) service for 24x7x365 monitoring. The SDI team has experience in defending against and investigating nation state attacks against our clients. In one example of a nation state cyber-attack, a client law firm was targeted with a zero-day persistent threat. The attack was identified quickly and more than 75% of comprised accounts and systems were contained within seven (7) hours. Nearly 100% of the affected systems were contained within eleven (11) hours. Within seventy-two (72) hours, a *zero-day, nation state* attack was discovered, isolated, and completely remediated with the forensic information necessary to provide to law enforcement.

d) Fully discuss how your firm, as a vendor, stays in touch with the broader security community and abreast of such developments.

Every SDI employee is required to complete annual and weekly cybersecurity training programs. In addition, approximately twenty-five (25) percent of SDI employees are randomly targeted by simulated phishing campaigns each month that are designed to reinforce our training and identify areas where remedial training would be beneficial. SDI's internal network team regularly publish recent security events, tips and tricks to our dedicated Microsoft Teams channel focused on security. SDI approaches security of its own operations and our client environments in a proactive manner designed to improve the overall security posture by focusing on the people, the processes, and the underlying technology that are used to secure an organization.

e) Will you be running intrusion detection or intrusion protection on the City's network?

SDI recommends that clients deploy Palo Alto Network Next Generation Firewalls (NGFW). These NGFWs allow for several additional protections, including intrusion detection and intrusion protection services. Palo Alto is our preferred firewall for several significant reasons. Intrusion Detection and Intrusion Protection services provided by Palo Alto devices are highly effective and very cost efficient.

f) Generally, how frequently might you tend to make recommendations regarding updates to firewall protection?

SDI typically deploys Palo Alto Next Generation Firewalls (NGFW) in a Parent-Child relationship that are configured to receive automated updates from the SDI Parent NGFW. Using this configuration, SDI can proactively monitor and update its Parent firewall and deploy updates to all client Child firewalls very rapidly.

When an SDI client has deployed firewalls from other manufacturers, SDI is still very proactive in deploying firewall updates, and works with client stakeholders to communicate the issue, urgency, and timeline for deployment of the updates.

g) The City views security as a shared responsibility. As such, discuss your insurance coverage in the event of an IT security breach.

SDI agrees that security is a partnership between client and provider. SDI will monitor client processes and activities on a continuous basis, making recommendations to ensure the client environment is secure, available, and reliable. SDI currently possesses a \$50M Cybersecurity insurance policy. In addition, SDI is currently adding to its security and privacy risk management by becoming a System and Organization Controls (SOC) 2 compliant company. SOC 2 compliance demonstrates SDI's commitment to data security and privacy across our organization.

Section 9 Disaster Recovery

SDI designs, deploys, and supports various systems that leverage technologies labeled as high availability, clustered, fault tolerant, redundant, and others, but even the most robust of systems may occasionally experience an event that affects the availability of data. To mitigate the risk of such an event adversely affecting the continuity of operations, SDI employs a layered disaster recovery model that leverages a combination of available solutions including SAN snapshots, on-site backup repositories, off-site backup repositories, and may even resort to seemingly legacy offline tape backup repositories to ensure a client's data is protected and available for restoration in the event of a disaster.

SDI follows standards and best practices from the Disaster Recovery Institute International (DRII). We offer services for planning, testing, and updating processes for disaster recovery and business continuity (DR/BC), including services for help desk, data center, and converged networks. Recommended areas of preparedness include:

- Recovery planning
- Testing for readiness
- Internal and external backup storage
- Restoration methods
- High-availability failover (local and DR site)
- Remote access capacity
- Damage assessments
- Communication and reporting.
- Management of the disruption and recovery
- Transitions and testing to and from the DR/BC team
- DR/BC plan updates

Section 10 Service Level Agreement

- a) Given the City's existing IT infrastructure and proposed scope of work, please provide a comprehensive discussion as to the service model and/or service level agreement (SLA) that you feel most appropriately meets the City's operational needs. This should include the number of hours provided per week of on-site support service for both the City and the Police Department.

Service levels are located below in Table 1 – Service Level Metrics | Objectives. These service levels are based on the many years of experience the SDI team has in supporting other organizations of similar size and scope of services.

Table 1 – Service Level Metrics | Objectives

	PI-Critical	P2– Urgent	P3- Normal	P4– Low
Metric	Objective	Objective	Objective	Objective
Network Operations Support	24x7x365	24x7x365	24x7x365	24x7x365
Remote Helpdesk	24x7x365	24x7x365	Regular Service Hours	Regular Service Hours
Acknowledgement	15 minutes	30 minutes	60 minutes	120 minutes
Status Updates	30 minutes	2 hours	8 hours	12 hours
Resolution Plan	< 4 hours	< 8 hours	< 8 hours NBD	< 3 business days
Resolution Time	90% resolved in less than 4 hours	90% resolved in less than 8 hours	75% resolved in less than 16 business hours	75% resolved in less than 1 week

After all transition activities are complete, SDI proposes eighty (80) hours of support per week to support the City's operations. This schedule will be provided through a mix of onsite and remote support as detailed in Table 2 – Weekly Support below.

Table 2 – Weekly Support

Role	Hours per Week
SDI Executive, Senior Vice President – Remote	1
Virtual CIO (vCIO), Vice President – Remote	4
Cybersecurity Manager – Remote	2
Network Engineer – Remote	4
Systems Engineer – Remote	4
Field Services Specialists – Onsite	65
Total Hours Per Week	80

Identify the firm's hours of operation. Is after-hours support available? If so, what is included, and how are after-hours services billed?

Table 3 – Service Hours

Service Type	Service Delivery
Regular Service	7 AM to 5:30 PM, Monday – Thursday *Field Services Specialist Onsite Hours of Operation TBD by the City Help Desk hours are defined and occur within the normal business hours 7:00 AM to 5:30 PM, Monday through Thursday and every other Friday to support Public Works, except for Federal, State, and City holidays. Around-the-clock network monitoring is included in SDI's proposed fee, without additional charges.
After Hours Service	All hours on Saturday, Sunday, Federal, State, and City holidays. Support performed by SDI for critical and urgent issues outside the normal business hours, on weekends or holidays will be billed at normal hourly rates. SDI only invoices for actual hours worked and does not charge for callouts or a minimum blocks of hours per incident.

SDI will work with the City to identify regular days and times for onsite support each week. Key personnel are available to support the City around the clock and respond to urgent communications within 30 minutes. If a P1 – Critical or P2 – Urgent event occurs after normal business hours, SDI commits to acknowledging the event and begin mobilizing required resources within fifteen (15) or thirty (30) minutes of the issue occurring, respectively.

Table 4 – Priority Level Definitions

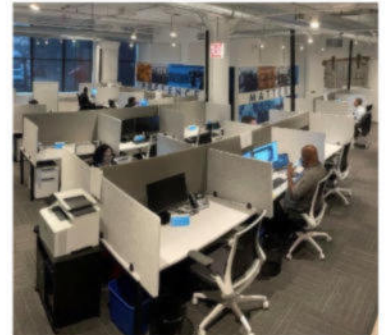
Incident Priority Definition	
P1 – Critical	Typically, an emergency incident affecting all or most users and that is halting the use of critical "line of business" applications and/or access to the network or a data/security breach. Examples: Email server(s) not sending/receiving email, Internet connection down, database server appears offline, etc.
P2 – Urgent	Likely affecting multiple users and impairing access to one or more critical business applications, though, not resulting in a complete stoppage of work. Examples: Slow/intermittent Internet connectivity, backup failures, imminent server crash due to lack of hard disk space, etc.
P3 - Normal	Typically affecting between 1 and 5 users and generally non-critical in nature. Workarounds are likely available. Examples: User cannot print to a network printer, user's domain account locked due to unsuccessful password entries, a user has deleted an email by accident and wants it restored, etc.
P4 - Low	The problem affects no more than a few users and is typically non-business impacting. Workarounds available. Examples: User has some "dead pixels" on her monitor, user application displaying persistent error messages with no impact to use of the application, occasional static heard on a particular VoIP phone, etc.

b) What is the basis for your recommended service model? Specify if your recommendation is based on experience on previous similar engagements, technical best practices, staffing experience, etc.

SDI has evaluated the information provided in the City's RFP and developed our recommended service model based on our years of experience. SDI currently provides similar IT managed services to more than 30 law enforcement and municipal agencies of similar size and scope of services. Our proposed staffing model guarantees that the City will receive prompt, professional and highly experienced support services from a knowledgeable team. SDI's team focuses on ensuring services are maintained, reliable and performing well while also working on continuous improvement efforts to drive efficiency and reduce costs.

c) Describe the type of off-site support services included in the service model (i.e. Legitimate Network Operations Center, Security Operations Center, etc.).

In addition to the local, onsite staff that are dedicated to the City, SDI also provides a remote helpdesk support team located in Southern California. SDI's knowledgebase system, known as IT Glue, will be used to develop and maintain all IT documentation related to the City. This tool is integrated with the other ITSM tools that SDI uses and ensures that any local onsite or remote support has access to the City's documentation.



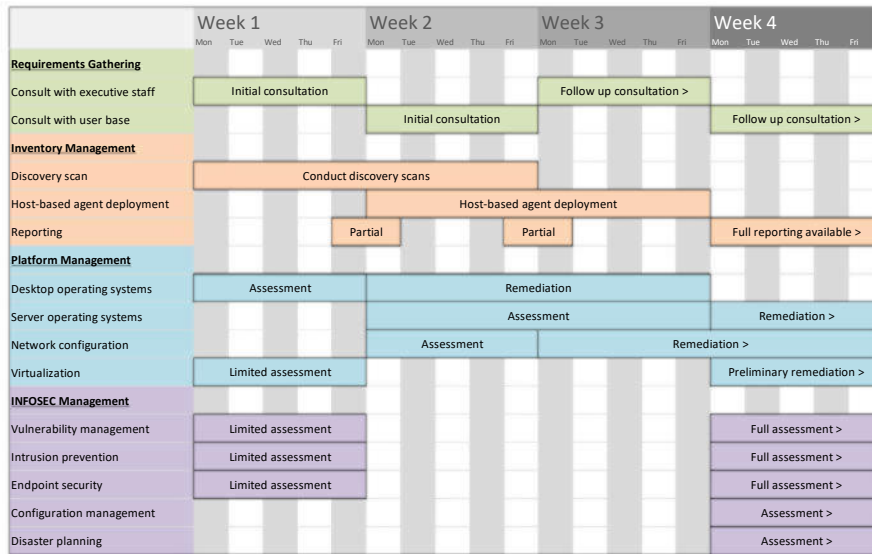
d) Describe how your firm will facilitate a transition plan from the existing service provider in the event that the City selects a new vendor.

SDI always endeavors to ensure a seamless transition from the incumbent to SDI. We propose shadowing the incumbent for an agreed upon interval so that all pertinent institutional knowledge is passed to our personnel in a professional and efficient manner.

As many organizations remain dependent on legacy operating systems and/or applications, SDI's initial assessment will evaluate the entire enterprise, identify high risk items, recommend compensating controls to control or mitigate risks, and make recommendations for modernization.

On the following page is a sample timeline for the first four weeks and highlights action items for the IT Assessment and transition from the incumbent provider. The timeline detailed in the District's RFP requires the submittal of the initial assessment report within 30 days of the signed agreement. SDI would request the timeline be changed to require submittal of the initial assessment report to within 75 days of the start of service transition. SDI typically develops a Comprehensive Technology Plan for new clients and delivers on that timeline.

Figure 1 – Proposed Timeline



- e) You are encouraged to include any additional tasks or services not included or identified in the Scope of Work, or propose modifications to the Scope of Work that you feel are necessary in order to provide the services specified in this RFP. Clearly state the reasons why these tasks or services are required, and include their cost as “Optional Costs” in the Cost Proposal.

SDI completed a thorough review of the City’s RFP and did not identify any additional tasks, services, or modifications to propose for the published Scope of Work.

Section 11 Other

Are there any other important questions that we should have raised and we did not? Please enumerate.

SDI did not identify any additional questions based on the proposed Scope of Work. However, in addition to the required scope of services detailed in the City’s RFP, SDI has the resources and expertise to provide a broad number of additional services when desired by the City. These services include:

- Cloud Assessment and Migration Services
- Computer Aided Dispatch and Records Management System Selection and Implementation Services
- Geographic Information Services – Analysis, Geodatabase Development, ArcGIS Server, ArcGIS Online
- Enterprise Resource Planning – Selection and Implementation Services
- IT Strategic Planning and Assessments
- Physical Security and Facility Access Design and Implementation

Section 12 Pricing

Initial Assessment

The one-time cost for the Initial Assessment is included in Table 5 – Initial Assessment Cost below.

Table 5 - Initial Assessment Cost

Item	One Time Cost
Initial Assessment – Inventory and assessment of infrastructure, equipment lifecycles, process evaluation.	\$9,500.00

IT Service Management (ITSM) Toolsets

Table 6 – ITSM Toolsets

Item	Per Device Cost Per Month	Extended Annual Cost
Auvik – Continuous network monitoring, alerting, management, asset discovery and reporting.	Included	Included
Kaseya ITSM Toolsets – IT Glue knowledge management, BMS workorder management.	Included	Included
Sentinel One – Endpoint protection, antivirus, anti-malware, IT management. Priced per endpoint – 263 devices listed in RFP information.	\$4.10	\$12,939.60
Annual Cost for ITSM Toolsets – Rounded to allow flexibility in device counts.		\$13,000.00

Staffing Plan

Based on our years of expertise providing outstanding IT managed services to clients of a similar size and scope of work, SDI estimates a need for a total of 80 hours of support per week as described below.

Table 7 – Staffing Plan Costs

Role	Hours per Week	Hourly Rate
Executive	1	\$240.00
Virtual Chief Information Officer	4	\$191.00
Cybersecurity Manager	2	\$181.00
Network Engineer	4	\$161.00
Systems Engineer	4	\$161.00
Desktop Services Engineers	65	\$121.00
Weekly Labor Total	80	\$10,519.00
Monthly Labor Total – based on four weeks per month		\$42,076.00
Annual Labor Cost Year One – based on fifty two (52) weeks		\$546,988.00

The Staffing Plan Costs table above was prepared using the combination of the identified resources and their hourly rates. In the event additional resources are requested or required for mutually agreed upon special projects, the hourly rates in Table 8 – Labor Rates for 2024 below will be applied. SDI retains the right to increase hourly rates in accordance with the U.S. Bureau of Labor Statistics, San Francisco – Oakland – Hayward all urban consumers CPI table. At the time of the contract’s annual renewal date, the CPI for the previous twelve (12) months will determine the cost increase. Annual adjustments to hourly rates will incorporate a minimum cost of living increase of 3.5%.

Table 8 – Labor Rates for 2024

Labor Rates for 2024	
Position Title Role	Hourly Rate
Account Executive	\$ 191.00
Application Developer	\$ 181.00
Architect	\$ 116.00
Business Analyst	\$ 141.00
CAD Documentation	\$ 111.00
Cloud Architect	\$ 199.00
Cloud Developer	\$ 194.00
Cloud Engineer	\$ 176.00
Cloud Manager	\$ 176.00
Cloud Security Engineer	\$ 176.00
Cyber Security	\$ 201.00
Data Analyst	\$ 131.00
Database Architect	\$ 150.00
Delivery Executive	\$ 216.00
Desktop Services Engineer	\$ 121.00
Field Services Manager	\$ 141.00
Field Services Technician	\$ 136.00
Managing Consultant	\$ 225.00
Network Architect	\$ 191.00
Network Cloud Engineer	\$ 181.00
Network Engineer	\$ 161.00
Network Technician	\$ 131.00
Program Manager	\$ 270.00
Project Coordinator	\$ 111.00
Project Manager	\$ 191.00
Quality Assurance	\$ 141.00
Security Engineer	\$ 146.00
Security Manager	\$ 181.00
Server Engineer	\$ 146.00
Service Desk Specialist	\$ 97.00
ServiceNow Engagement Manager	\$ 195.00
ServiceNow Solution Architect	\$ 220.00
ServiceNow Business Process Consultant	\$ 199.00
ServiceNow Business Analyst	\$ 172.00

ServiceNow Developer	\$	172.00
ServiceNow Systems Administrator	\$	172.00
Software Engineer	\$	161.00
Solution Architect	\$	191.00
Solutions Director	\$	240.00
Subject Matter Expert	\$	300.00
Systems Engineer	\$	161.00
Technical Writer	\$	141.00
Telecom Specialist	\$	97.00
Training Specialist	\$	181.00
Unix Administrator	\$	136.00
Video Services Engineer III	\$	131.00

Table 9 – Annualized Costs

Cost Category	Contract Year One (2024 – 2025)	Contract Year Two (2025 – 2026)	Contract Year Three (2026 – 2027)
Initial Assessment	\$9,500.00	N/A	N/A
Sentinel One Endpoint Protection	\$13,000.00	\$13,000.00	\$13,000.00
Staffing Plan Costs – CPI of 3.5% included in years two and three.	\$546,988.00	\$566,132.58	\$585,947.22
Total Costs Per Year – Special projects will be priced separately.	\$569,488.00	\$579,132.58	\$598,947.22

Appendix A Resumes

The following pages provide resumes for the staff SDI will make available to the City of Huntington Park.



O EXPERIENCE SUMMARY

Phil Danie

Senior Vice President

Mr. Danie's professional background includes more than 20 years of Information Technology expertise delivering innovative solutions to Municipal and Public Safety organizations throughout Orange County and Los Angeles County, California. As the principal of several technology businesses specializing in information technology management, software engineering, and technology consulting, Mr. Danie brings significant leadership and technical expertise required for project management and technical solution delivery.

O PROFESSIONAL EXPERIENCE

SDI Presence LLC (formerly Scientia Consulting Group)

(2006 - Present)

Senior Technical Analyst/Senior Vice President

Deliver contracted Information Technology Service Management (ITSM) solutions and project management to municipal and public safety organizations. Lead software engineering and software development teams to produce enterprise-grade applications and solutions for clients. Participate in regional public sector consortiums to promote information sharing and solution delivery.

- Virtualization implementations and upgrades with VMware ESXi/vSphere (4.x - 7.x)
- Virtual Desktop Infrastructure (VDI) deployments with VMware Horizon
- Next Generation Firewall (NGFW) setup, migrations, and management
- Email solutions and migrations for Microsoft Exchange (2010 – 365)
- Windows Deployment Services (WDS) configuration and management
- LaserFiche document management solutions (7 - 11)
- Database installation, upgrades, and management with Microsoft SQL (2000-2019)
- Enterprise storage deployments and iSCSI and Fibre Channel configuration
- Computer Aided Dispatch/Records Management System (CAD/RMS) implementations
- 911 Dispatch Center build-outs and upgrades
- Emergency Operations Center (EOC) design and build out
- Surveillance system, in-car video, body-worn video system deployment
- Enterprise Resource Planning (ERP) import/export integrations
- Develop and deploy innovative local/campus/microwave Wi-Fi solutions
- System administration of Microsoft 365, Azure, Windows/Linux systems
- Network engineering with multiple network equipment manufacturers
- Create RFP/RFQ/ RFI for municipal and public safety organizations



AREAS OF EXPERTISE

- Project Management
- Server & Desktop Virtualization
- Enterprise Storage Solutions
- Azure and AWS Cloud Services
- Video Management Systems
- Firewall Management
- CAD/RMS Systems
- Wireless Network Solutions
- Cybersecurity
- System Administration



PROFESSIONAL EXPERIENCE CONTINUED

Orange County Sheriff's Department

Computer Deductions Inc.

(2000 - 2007)

Technical System Analyst

- Maintain connectivity for over 200 patrol and 150 investigative mobile data computers (MDCs) throughout the county using WLAN and WWAN
- NetMotion administrator
- Build custom Images with fully automated scripts
- CA DOJ CLETS certified
- EMC Storage certifications
- Unisys certified
- Manage EMC Storage Equipment
- Responsible for all SAN connectivity
- Integrated Law and Justice CJIS project to assess all Orange County law enforcement agencies and ensure compliance and ability for expansion.



EDUCATION

University of Houston/ 1999

- Accounting

Saddleback College / 2001-2002

- .NET Framework programming
- SQL Database Admin



SKILLS

Database/Language/Tools

Basic HTML, Basic SQL, Identity Management Systems, Video Management Systems, Work Order Management Systems, Office 365, VB .Net, C# .Net

Software

AutoCAD, Hexagon Public Safety Products, Motorola Public Safety Products, Central Square Public Safety Applications, Security and Access Control Applications, VMware ESXi, VMware vCenter, VMware vSphere, VMware Horizon, InTlme, Telestaff, IAPro, 911 phone systems, various call recording products, SOMA Global and Mark43 CAD/RMS systems.

Operating Systems

All modern Microsoft and Linux platforms

Network

Firewalls – Palo Alto, Cisco, Fortinet, SonicWall

Switching & Routing – Cisco, Dell, HP



SCOTT SANDERS, CGCIO & ITIL

Vice President – State, Local, and Education



EXPERIENCE SUMMARY

Mr. Sanders is an insightful and results driven professional with considerable success directing a broad range of IT initiatives, including IT Assessments and Strategic Planning, technology governance and business alignment, IT Transition and Transformation activities. An outstanding project and program leader, Mr. Sanders is able to coordinate and direct all phases of project-based efforts while managing, motivating, and mentoring teams.

With demonstrated ability, Mr. Sanders focuses on innovation and enabling business units through effective technology service management. Serving in executive leadership roles within several California municipal agencies, Mr. Sanders is effective at building teams focused on delivering reliable and efficient solutions that achieve organizational objectives.

Specialties: Team and project leadership, policy planning and implementation, Procurement and Selection, IT Managed Services, IT Consulting, IT Advisory Services, Digital Transformation, individual and team mentoring, and staff career development.



PROFESSIONAL EXPERIENCE

SDI Presence LLC, 2022 – Present – Vice President – State, Local, and Education

SDI Presence LLC, 2018 – 2022 – Delivery Executive – Northern California

City of Novato, 2015 – 2018 – Technology Manager

Xerox State & Local Solutions, 2010 – 2015

- City of San Diego – Executive Account Manager
- County of Solano – Executive Account Manager

Affiliated Computer Systems, 2003 – 2010

- City of Santa Clara and County of Siskiyou – Account Manager
- County of Siskiyou – IT Director
- County of Siskiyou – Site Operations Manager
- County of Siskiyou – Network Manager

County of Siskiyou, 1999 – 2003

- Public Health Department – Information Specialist III

Oregon Air National Guard, 2001 – 2010

- Technical Sergeant – F-15 Avionics

United States Marine Corps, 1986 – 1999

- Staff Sergeant – F/A-18 Avionics Electrical Systems Technician

Vice President – State, Local and Education

As Vice President for State, Local, and Education, responsible for developing and maintaining project methodologies, project quality assurance, pre-sales activities, and all aspects of client satisfaction. Leads a team of highly experienced consultants focused on delivering predictable, reliable outcomes for our customers.

Responsible for all advisory and project management services delivered to our State, Local, and Education clientele.

AREAS OF EXPERTISE

- Project Management
- Requirements Definition
- Business Process Analysis
- Project Plan Development
- IT Governance
- Technology Planning and Assessments
- Initiative Development
- Operational Assessments
- Policy/Procedure Development
- IT Portfolio Management
- Best Practices
- Data Center Management
- Contract Negotiation
- Personnel Management
- Service Management
- P&L Administration

CERTIFICATIONS

- Certified Government Chief Information Officer (CGCIO)
- ITIL v3 Service Strategy, Service Design, Continual Service Improvement, Operations

**CONNECT
ON LINKEDIN!**





PROFESSIONAL EXPERIENCE CONTINUED

Delivery Executive – Northern California Region

Interim IT Director, City of Gilroy

As Delivery Executive for SDI, managed the day-to-day operation of the City's IT Department. Responsible for service delivery, recruitment of staff, and oversight of major application software implementations.

Interim Innovation & Technology Director, City of Watsonville

As Delivery Executive for SDI, led the City's Innovation & Technology Department through a period of transition, assisting with project management, governance efforts, developing a new staffing model, and recruitment of several key positions.

Interim Chief Information Officer, City of Concord

As Delivery Executive for SDI, completed an IT Assessment and led the City's Information Technology Department through a critical year of significant transition, focused on enhancing service delivery, responsiveness, and transparency.

Interim IT Officer, City of Stockton

As a Managing Consultant for SDI, assisted with several key IT department recruitments, completed significant updates to the City's Technology Recovery Plan and provided project management services for the development of a network and security assessment.

Santa Clara County Housing Authority

Participated in a comprehensive IT assessment and strategic planning process for one of the country's largest Housing Authorities. Developed an organizational structure recommendation based on outcomes from the assessment and strategic planning process.

Certified Government Chief Information Officer (CGCIO)

Participated in a yearlong certification program developed by the Public Technology Institute. Achieved certification in May 2017.

Network Transformation, City of San Diego

Successful completion of Network Transformation project on budget and two weeks early. Delivered a converged network for all voice, video, fax, and data needs for all 11,000+ City of San Diego employees.

Data Center Relocation, City of San Diego

Coordinated all Xerox resources and other prime contractor personnel to complete the data center relocation project. Moved from incumbent data center (San Diego) to multiple data centers in Texas. Implemented geographic and carrier diverse data replication services for enhanced disaster recovery and business continuity.

Xerox President's Club Award, 2007 & 2013

Two-time recipient for excellence in service and outstanding support of clients – top 1% of all Xerox employees.



EDUCATION

Xerox Program Management Academy / 2013

Xerox Program and Leadership Academy PMA II

American Intercontinental University / 2004

Bachelor of Science in Information Technology, Cum Laude



Jason Hennessey

Delivery Executive / Information Security Architect

EXPERIENCE SUMMARY

Professional background includes more than 20 years of computer system management Federal Government, Local Government, publicly and privately held firms. A Certified Information Systems Security Professional (CISSP), CJIS Local Agency Security Officer, and former Information System Security Officer (ISSO) for the United States Drug Enforcement Administration. Community outreach includes presenting cybersecurity lectures to local professional organizations, online safety to youth groups, and maintaining affiliation with special interest groups dedicated to sharing intelligence and preventing hostile acts against the nation's infrastructure.

PROFESSIONAL EXPERIENCE

SDI Presence LLC

(2017 - Present)

Account Manager / Information Security Architect / Consultant

Perform enterprise-level Information Technology and Information Security services for municipal and public safety organizations in the western United States, primarily focused in the Southern California region. Serve as the contracted account manager, INFOSEC subject matter expert, and technical lead for local government organizations, managing IT operations for multiple municipal departments.

- **Account & Project Management:** Consult with municipal leadership, internal staff, and outside vendors to identify, budget, develop, implement, and validate IT solutions to meet organizational objectives; leverage best-value procurement vehicles such as California Department of General Services, CMAS, and NASPO to ensure purchasing process conform to regulatory guidelines
- **Information Security:** Develop and integrate continuous enhancements to clients' layered security model, including, but not limited to, EDR/XDR, firewalls, network equipment, network/host-based antivirus, cloud-based email filtering, Microsoft Active Directory group policy configurations, and Microsoft/Office 365 parameters; manage continuous monitoring systems, conduct monthly vulnerability assessments, and coordinate corresponding remediation activities
- **Firewall Administration:** Select, procure, configure, deploy, and perform ongoing administration and maintenance for multiple Palo Alto firewalls in FIPS + High Availability (HA), including Global Protect VPNs, multiple IPSec tunnels to partner agencies, URL filtering, Threat Prevention, and continuous monitoring and enhancements to rules/exceptions designed to protect IT operations
- **System Administration:** Lead the system administration of servers, desktops, and mobile devices in a Microsoft Windows Active Directory environment



AREAS OF EXPERTISE

- Information Security
- Project Management
- CJIS Compliance Consulting
- NIST SP 800 Series Compliance
- Disaster Recovery
- Public Safety Operations
- Microsoft 365 Administration

CERTIFICATIONS

- CISSP® – Certified Information Systems Security Professional (DAWIA/IAM Level III)
- CJIS Level 4 Security
- CJIS Advanced Certification
- CJIS Local Agency Security Officer (LASO)
- MCP – Microsoft Certified Professional
- CompTIA Network+
- CompTIA A+

**CONNECT
ON LINKEDIN!**





PROFESSIONAL EXPERIENCE CONTINUED

- Disaster Recovery: Document disaster recovery planning; administer Veeam Backup and Replication to on-premises, cloud-based, and offline repositories; perform regular file level and virtual machine restorations to ensure system reliability; administer Pure Storage arrays and immutable snapshots to ensure rapid recovery capabilities
- Microsoft 365 Administration: Converted from legacy on-premises Microsoft Exchange to hybrid model, including Active Directory synchronization to Azure, leveraging a Microsoft Enterprise Agreement to ensure conformity to software licensing requirements and organizationally defined data retention policies
- Public Safety Operations: Manage mobile data computers (MDC), secure NetMotion VPN connectivity to internal resources, support Computer Aided Dispatch and Records Management System (CAD/RMS); ensure compliance with CJIS/DOJ policies; connectivity to Sheriff's Department for JDIC, CLETS, mnemonics, Live Scan, and other public safety related matters

United States Drug Enforcement Administration

(2008 - 2017)

Information System Security Officer / Information Security Analyst

Served as the Information System Security Officer (ISSO) and resident information security (INFOSEC) subject matter expert for the United States Drug Enforcement Administration's (DEA) El Paso Intelligence Center (EPIC), an internationally recognized law enforcement intelligence center comprised of over 25 agencies spanning Federal, State, and local law enforcement, Department of Defense, Intelligence Community, and international governmental organizations.

- INFOSEC leadership: Performed enterprise-level information assurance management that included supervision of INFOSEC support staff, collaboration with Chief Information Officer to develop and implement INFOSEC solutions in alignment with strategic business/IT objectives, and performed daily management of INFOSEC projects that resulted in the organization's repeated top ranking amongst 40 Department of Justice (DOJ) component information systems
- Regulatory compliance: Evaluated information systems for compliance with the Federal Information Security Modernization Act (FISMA), National Institute of Standards and Technology (NIST) Special Publication 800-series standards and guidelines, Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIG), DOJ / DEA policies, and applicable Executive Orders; documented level of compliance and coordinated with IT management to develop and implement corrective measures or applicable risk mitigation strategies as necessary
- System accreditation: Led the continuous Security Assessment and Authorization (A&A) / Certification and Accreditation (C&A) process, as defined in the NIST Risk Management Framework; compiled security assessment reports, documented Plan of Action and Milestones (POA&M) in DOJ's Cyber Security and Assessment Management (CSAM) portal, produced System Security Plans, and prepared for submission to Authorizing Official to gain continuing Authorization to Operate (ATO)
- Budget and planning: Managed organizational INFOSEC budgeting to include human resource planning, hardware/software procurement and periodic refresh, operations and maintenance, and strategic planning
- Vulnerability management: Performed vulnerability management processes through observation, automated assessment, and security audit and compliance tools [Intel/McAfee Vulnerability Manager; Tenable Nessus/SecurityCenter; Trustwave DbProtect] to identify configuration flaws and coordinate vulnerability remediation; developed the organization's first Vulnerability Management Plan and established patch management/remediation timelines for US-CERT/vendor critical alerts



PROFESSIONAL EXPERIENCE CONTINUED

- Continuous monitoring: Managed and maintained continuous monitoring and threat detection tools, including real-time intrusion prevention system / intrusion detection system (IPS/IDS) [Intel/McAfee], security information and event management (SIEM) [HP/ArcSight], endpoint lifecycle management system (ELMS) [IBM Tivoli/BigFix], and malware defenses
- Disaster planning and authoring: Led the organization's Incident Response Team (IRT), primary author of Incident Response Plan (IRP) and Continuity of Operations Plan (COOP), contributing author of Information System Contingency Plan (ISCP), and in collaboration with organizational Chief of Staff and Chief Counsel, developed Memorandums of Understanding (MOU), and Interconnection Security Agreements (ISA) with partner agencies
- Change control: Served as a member of the Configuration Control Board (CCB) and first-line adjudicator of proposed system changes; developer of the organization's first Security Impact Assessment workflow to standardize risk and vulnerability assessments; coordinated with configuration management personnel to ensure adherence to secure configuration methodologies
- Identity and access control: Managed user account provisioning, multifactor authentication enforcement, and roll-based access controls designed to limit access to IT resources following the principles of least privilege and separation of duties

Computer Sciences Corporation

(2007 - 2008)

Network Administrator (Contract Assignment at U.S. Drug Enforcement Administration)

Administered network hardware and infrastructure for 2000+ network drops supporting multiple high security networks. Network hardware consisted of Cisco Catalyst switches, Cisco Integrated Services routers, McAfee Enterprise firewalls.

- Participated in a data center upgrade and consolidation project that included architectural planning, infrastructure replacement, network asset refreshes, and documentation
- Supervised the daily tasking and workload balancing of helpdesk operations supporting 500 on-site users and 32,000 web-based users ensuring compliance with established procedures and guidelines
- Designed and produced weekly and monthly contract-deliverable reports detailing operations, system performance metrics, user trends, and prepared for submission to the organization's Chief Information Officer

The Home Depot, Inc.

(2001 - 2005)

System Administrator

Supported the organization's western regional corporate office on a variety of platforms including Microsoft Windows Server 2000 / NT / Windows 2000 / 98; Mac OSX / OS9; Novell NetWare.

- Planned and executed system deployment including installation, integration, configuration, testing and maintenance of server and workstation hardware, operating systems, applications, and peripherals
- Conducted employee software training in a live environment, corporate classroom, and off-site for store-level personnel



EDUCATION

Park University, Parkville, MO

- Bachelor of Science Management/Computer Information Systems (Summa Cum Laude)

Stanbridge College, Irvine, CA

- CCNA training, Microsoft MCSE training, and CompTIA A+ technician training programs



AFFILIATIONS

Security Clearance / Background Adjudication

- Previously cleared to the Top Secret / Sensitive Compartmented Information (TS/SCI) level

International Information Systems Security Certification Consortium (ISC)²

- Member, 2010-Present

InfraGard El Paso Chapter

- Member, 2010-Present



CARLO ROSERO

Network Engineer



EXPERIENCE SUMMARY

Over 10 years of IT experience. Organized, detail oriented professional with broad information technology support and service skills. Proven ability to effectively manage multiple projects in a fast-paced environment.



PROFESSIONAL EXPERIENCE

SDI Presence: Shared Services

(03/2023 - Present)

Network Engineer

Responsible for installing, configuring, troubleshooting, and maintaining network infrastructure components such as network switches, routers, wireless access points, and peripherals at SDI's client sites. Respond to network alarms and outages, dispatch to remote sites for troubleshooting and repairs as well as document network infrastructure, resolve trouble tickets, and document the root cause of network issues.

PREVIOUS TO SDI

Nowcom Corporation/Westlake Financial Services/Hankey Investment

(02/2019 - 03/2023)

Senior Network Engineer

- Migrated and built Nowcom Corp Las Vegas, El Segundo and LA data center
- Redesigned Nowcom network and Westlake network with dynamic routings
- Performed python and ansible playbook for verifying network changes
- Resolved escalated issues
- Led network engineering projects
- Developed network automation script using python v3 and Ansible playbooks
- Deployed Liveaction Network performance monitoring tool and host

Nowcom Global Services

(01/ 2018 - 01/2019)

Network Engineer

- Managed and designed Cisco Meraki, Aruba, Ruckus wireless system complying with PCI security standards
- Managed Palo Alto firewall administration/configuration for business compliance
- Updated Network Diagram for NGS-PH and HIC Site
- Managed upgrade of SSLVPN Appliance for HIC Site
- Configured changes for NGS-PH and HIC site for management compliance
- Oversaw network implementation during bandwidth upgrade of third-party ISP
- Installed HP stack Switches for different company floor
- Administered VMware for PH site

AREAS OF EXPERTISE

- Microsoft Applications
- Cisco Hardware
- Oracle Database
- Palo Alto Network
- VMWare
- SD-WAN Deployment
- Google Cloud Platform

CERTIFICATIONS

- Amazon Web Services Solutions Architect-Associate
- Cisco Certified Network Associate
- Cisco Certified Network Professional Enterprise Infrastructure/Routing and Switching
- Cisco Certified Specialist – Enterprise Advanced Infrastructure Implementation
- Cisco Certified Specialist – Enterprise Core
- Cisco Certified Design Engineer (CCDE)
- Cisco Certified Design Expert
- Cisco Certified Interwork Expert-Security and Routing & Switching

CONNECT
ON LINKEDIN!





PROFESSIONAL EXPERIENCE CONTINUED

HKT Teleservices – PCCW Global

(05/2017 - 01/2018)

Customer Engineer - Network

- Maintained and managed the IP/MPLS backbone
- Provisioned services – IP, MPLS, GIA, MRS, satellite, transmission, wireless
- Performed network testing for transmission links
- Developed low-level network designs
- Deployed client/network services (remote/onsite)
- Supported turn up of IP/MPLS circuits
- Provided Tier 2 support for Network Operations in solving escalated fault tickets
-

Accenture

(04/2014 – 03/2016)

IT Operation Associate, Lifecycle Engineer, Network Engineer

Planned, implemented, supported, and designed LAN/WAN/WLAN network solutions for major enterprise clients of Accenture. The key function included consulting on moderate to complex problems associated with designing technical engineering solutions for either internal products or customer solutions. Part of the role was to provide the knowledge in handling and building network from scratch in line with the latest global practices.

- Migrated 30k devices from Cisco switches/routers and Vodaphone routers to Juniper SRX Router and HP Switches
- Facilitated technical training for team members to ensure readiness for process compliance and implementations
- Validated circuits (WAN) were passing IP traffic and confirms Layer 1 to Layer 3 (Provider's Edge and Customer Edge) connectivity for the hardware and access which implements different line coding, framing techniques and WAN access technology(MPLS) with various speed of T1/E1, T3/E3, OC3 and Ethernet
- Supported a 24x7 environment region
- Utilized open-source jumpbox
- Managed customer firewall, routers, and switches



EDUCATION

Mapua Institute of Technology

- Bachelor of Science in Electronics & Communication Engineering



SKILLS

Palo Alto Network, VMWare, Cisco Hardware, Dell Power Connect Switches, HP Switches, Network Design, LAN/WAN



Allen Lidar

Information Technology Manager



EXPERIENCE SUMMARY

Mr. Lidar is a Senior IT Professional with extensive experience in the Technical Support Industry including managing other support personnel. A true leader in the field who has won numerous awards for work in cost reduction, process automation, and streamlining.



PROFESSIONAL EXPERIENCE

SDI Presence (formerly Scientia Consulting Group)

(2021 – Present)

IT Help Desk Technician/Network and System Administrator

- Active Directory User Management
- Group Policy Deployment and Support
- End User Support (Software, Hardware, Training)
- Building and deploying Windows images via UEFI PXE Boot and WDS
- ESET Antivirus Systems Support of Distribution Servers and Endpoint Security
- Troubleshoot and tracing Network Issues including Firewall Hardware Replacement
- Router and Switch Configuration including Route Tables, VLAN and Port Configurations
- Firewall Monitoring, Rule Troubleshooting, Investigation and Remediation of Blocked Services
- Telephony VoIP support (Setup of Links and Trunk Setup, Endpoint configuration)
- Cellular Phone MDM Support and Hotspot Device Configuration
- Monitor alerts on system hardware and network infrastructure
- Management of VM host systems – ESXi vmWare on Dell EMC
- Management of SANs for Virtual Machines and File Sharing
- Manage System backups via Veeam – Quantum / Dell
- Computer Aided Dispatch System Support
- Mobile Data Computer Support
- VPN Support for Remote Personnel
- Record Management System Support
- Video Evidence Library Support
- Access Control Support

AREAS OF EXPERTISE

- Onsite Technical Support
- Remote Support
- Computer Hardware Repair
- Network Administration
- SharePoint Administration
- Software Support and Documentation
- Customer Service
- Software license administration
- Change Management and SOX Compliance Support

CERTIFICATIONS

- ITIL V3 Foundation
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA IT Operations Specialist – Ciss Stackable
- CompTIA Secure Infrastructure Specialist – CSIS Stackable
- Microsoft Office
- Microsoft 365 Professional
- AWS Business Professional
- AWS Technical Professional
- AWS Cloud Practitioner
- CJIS Level 4 Security
- CJIS Advanced Security Certified

CONNECT
ON LINKEDIN!





PROFESSIONAL EXPERIENCE CONTINUED

TECHNIPFMC

(2011 – 2020)

West Coast IT Manager / Tier 2 Escalation Team Lead / Field and Remote Support Specialist

- 2019 Projects:
 - Bakersfield Site 1 Relocated to New Site Completed in March
 - Bakersfield Site 2 Relocated to New Site Completed in June
 - Irvine Relocated to New Site Completed in August
 - Fullerton Site Closure Completed in September
- 2018 Projects:
 - Bakersfield Site Relocations Project Started
 - Irvine Relocation Project Started
 - Fullerton Closure Project Started
- 2017 Projects:
- Promotion: Level 2 Escalation Support Team Lead
 - Supported Help Desk in Escalations in addition to onsite support role
 - Increased sites with addition of Claremont - added team member under management
- 2016 Projects:
- Promotion: West Coast IT Manager
 - Supporting all sites in California as well as all of North America Remotely
 - Windows 10 Rollout Started and Completed for ~200 endpoints
- 2015 Projects:
 - Solely Managed Entire Cell Phone Upgrade Project Rollout in West Coast
 - Copier Vendor Replacement saving company over \$13K annually
 - Irvine Network Expansion Project
 - GPO Profile Auto-deletion Project
 - Office Reorganization Project
- 2014 Projects:
 - Disaster Recovery Live Tests
 - Global Software Issue Rollout of Solution
 - Developed Ticket Standards of Excellence
 - Developed WIKI website for Support Team
- 2013 Projects:
 - SCCM Distribution Point Setup in West Coast sites
 - Windows 7 Rollout
 - ANSYS Hardware Standards Developed for Global Compute
- 2012 Projects:
 - Developed Solidworks Global Shop Interface for BOM imports to ERP
- Promotion:
 - Field Support West Coast - Managed from Houston
- 2011 Projects:
 - Inventory Management System
 - SOX Compliance Standards Implemented
 - FIBER Primary WAN Link Upgrade



PROFESSIONAL EXPERIENCE CONTINUED

FEDEX

(2002 – 2011)

Field Technology Support Specialist

- Offered hardware, software, networking and telephony management and support.
- Installed, configured, and trained on hardware and software systems.
- Supported the North Orange County area and Inland Empire area of about 20 sites.
- Properly maintained a certified event management system to track issues.
- Construction project management and assistance with equipment relocations.



EDUCATION

California State University, San Bernadino

- Bachelor of Science, Computer Science



TECHNICAL SKILLS

- CAD Software SME
- FEA Analysis Software and Cluster Compute SME
- Windows Client Operating Systems Support
- Windows Server Operating Systems
- Virtual Machine On-Prem and Off-Prem Support
- Microsoft Office Software Migration Support
- Kaseya BMS, ServiceNow and IBM Tivoli Ticketing Software
- Apple Macintosh Operating Systems Support
- Cisco Router, Switch and Phone Configuration and Support
- Office 365 Environment Administration (Onsite/Hybrid/Cloud)



Chris Cao

Senior System Administrator

EXPERIENCE SUMMARY

IT Specialist with over 25+ years of experience in information technology. Expert with a wide variety of servers, storage, VMware virtualization and Microsoft Windows operating system and applications.

PROFESSIONAL EXPERIENCE

Multiple Agencies - Los Angeles and Orange County

(06/2021 - Present)

Senior System Administrator

Provide technical and customer support to multiple agencies within Los Angeles and Orange County. Setup, configure, install, troubleshoot, and manage VMware servers and Microsoft Windows servers. Manage Pure storage, Barracuda backup and email, Microsoft Office 365, Exchange Online, Active Directory, Veeam, VMware VDI. AD migration from Windows Server 2008 R2 to Windows Server 2016/2019. Data migration from SharePoint online to file server. Desktop Support for end users.

Prior to SDI

Orange County Sheriff's Department

(03/1990 - 06/2021)

Supported Dell\EMC VNX5700 storage array, Dell\EMC Unity 300 storage array, EMC Isilon NAS arrays, EMC Avamar, EMC DPS, Brocade fiber switches, Dell & HP Servers, HP Blades & enclosures, VMware vSphere & ESXi (6.0, 5.0, & 4.0), Install, configure, manage, allocate resources for all VMware virtualized servers. Install and setup new Microsoft servers on physical and virtual environment. Virtualize physical servers to virtual servers. Applied security patches to servers monthly when patches are released from Microsoft. Patch all ESXi servers and vSphere when critical notifications are released by VMware. Patch storage arrays during off hours to minimize impact to the users when vulnerabilities/fixes have been detected. Manage training environment @ training facility which consists of a VMware environment, Active Directory server and 30 Windows 10 student workstations. Managed departmental file servers and Network Access Shares (NAS) for users' home directories and file shares. Managed Dell servers and storage used for Genetec video surveillance. Assist backup administrator with restoration of files to file servers and shares. Modify user accounts access in Active Directory. Request for hardware quotes from Dell, HP, VARs, and other vendors. Troubleshoot and co-ordinate with vendors to replace defective hardware. Troubleshoot and resolve Microsoft and VMware errors. Oversee 9 Desktop Support staff and 8 Help Desk staff. Delegating and assigning their task for Service Request tickets that have been placed in the open queue daily. Check their status on service requests that have been currently assigned to them

AREAS OF EXPERTISE

- CISCO UCS
- BASA 200 Brocade Associate SAN Administrator
- Unity Deep Dive
- VMware Horizon
- Site Recovery Manager Configure, Install Manager
- Isilon Administration and Management
- VNX Unified Storage Management
- Microsoft Windows Server Training Course
- SAN Management

CERTIFICATIONS

- Microsoft Windows Server

CONNECT
ON LINKEDIN!





PROFESSIONAL EXPERIENCE CONTINUED

Worked in Inmate Records which is within the county jails for a period of 5 years as a supervisor overseeing staff in Records and maintaining the computer equipment for the local area network within the Central Jail Complex.



EDUCATION

Fullerton Junior College/1989

- Criminal Law – 12 units



SKILLS

Database/Language/Tools

Office 365, Veeam, Exchange Online, Active Directory, SharePoint

Software

Public Safety Products, Public Safety Applications, Security and Access Control Applications

Operating Systems

Windows and Workstation/Server

Hardware

Workstation/Server and Peripherals



Bao Nguyen
IT Consultant

EXPERIENCE SUMMARY

Professional background includes more than 12 years of computer system management for Public Safety and Local Government and 8 years as a Systems Analyst in a Local Media Company. Involved with law enforcement and cybersecurity groups ILJAOC (Integrated Law and Justice Agency of Orange County) and MS-ISAC (Multi-State Information Sharing and Analysis Center), sharing intelligence and preventing threats against a network of agencies.

PROFESSIONAL EXPERIENCE

Scientia Consulting Group/SDI Presence
(2008 – Present)
IT Consultant

Perform enterprise-level information technology (IT) services for municipalities with a special emphasis on public safety departments. Primary role is to serve as the contracted account and project manager, technical lead for local government organizations, managing IT operations for multiple City departments.

- **Account & Project Management:** Consult with municipal leadership, internal staff, and outside vendors to identify, budget, develop, implement, and validate IT solutions to meet organizational objectives. This includes CAD/RMS Upgrades, In-Car Video / Bodycam systems, VMS (camera systems), Exchange to Office 365 Migration, etc.
- **Information Security:** Develop and integrate continuous enhancements to clients' layered security model, including, but not limited to, EDR/XDR, firewalls, network equipment, network/host-based antivirus, cloud-based email filtering, Microsoft Active Directory group policy configurations, and Microsoft/Office 365 parameters; manage continuous monitoring systems
- **Firewall Administration:** Select, procure, configure, deploy, and perform ongoing administration and maintenance for multiple Palo Alto firewalls in FIPS + High Availability (HA), including Global Protect VPNs, multiple IPSec tunnels to partner agencies, URL filtering, Threat Prevention, and continuous monitoring and enhancements to rules/exceptions designed to protect IT operations
- **System Administration:** Lead the system administration of servers, desktops, and mobile devices in a Microsoft Windows Active Directory environment
- **Virtualization:** Administer VMware virtualization platforms, balancing resource allocation across multiple hosts and storage platforms, develop templates for rapid virtual machine cloning and deployment

AREAS OF EXPERTISE

- Project Management
- Information Security
- Firewall Administration
- Disaster Recovery
- Change Control

CERTIFICATIONS

- CJIS Level 4 Security

CONNECT
ON LINKEDIN!





PROFESSIONAL EXPERIENCE CONTINUED

- **Disaster Recovery:** Document disaster recovery planning; administer Veeam Backup and Replication to on-premises, cloud-based, and offline repositories; perform regular file level and virtual machine restorations to ensure system reliability; administer Pure Storage arrays and immutable snapshots to ensure rapid recovery capabilities
- **Microsoft 365 Administration:** Converted from legacy on-premises Microsoft Exchange to hybrid model, including Active Directory synchronization to Azure, leveraging a Microsoft Enterprise Agreement to ensure conformity to software licensing requirements and organizationally defined data retention policies
- **Public Safety Operations:** Manage mobile data computers (MDC), secure NetMotion VPN connectivity to internal resources, support Computer Aided Dispatch and Records Management System (CAD/RMS); ensure compliance with CJIS/DOJ policies; connectivity to Sheriff's Department for JDIC, CLETS, mnemonics, Live Scan, and other public safety related matters
- **Inter-Agency Connectivity:** Help design, build, and secure connections between multiple agencies, including State, County, and Local
- **Wireless Radio Mesh:** Design, build, and secure outdoor, city-wide radio mesh for cameras, communications, and other types of connectivity

Orange County Register/Freedom Communications

(2001- 2008)

Systems Analyst

Served as an analyst for business systems, including the analysis and architecture of the company's order entry and billing system which serves as the financial backbone of media companies.

- **BAS Group:** Served as the liaison between Finance, Sales, and I.T. for analyzing, developing, and building new programs for each department to succeed.
- **System maintenance and upgrades:** Managed and maintained systems, including translating interfaces between old to new systems
- **Change control:** System changes would have to go through my analysis and approval before any changes were done
- **Identity and access control:** Managed user accounts and roll-based access controls designed to limit access to IT resources following the principles of least privilege and separation of duties



EDUCATION

Irvine Valley College / Computer Information Systems

Spillman / Motorola CAD System SAA

CAD System Certification, 2020-Present

Appendix B Legal Exceptions

The following information is SDI's legal exceptions.

Legal Exceptions to City of Huntington Park Request for Proposal for Information Technology Support Services

RFP Document	Section Reference	Proposed Contract Revisions	Reasoning
Attachment B. Sample Agreement	IV. Indemnification	<p>SDI respectfully requests to revise Section 4.1 and Section 4.2 to read as follows:</p> <p>"4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the negligent acts or omissions of CONSULTANT in its performance of the work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this</p>	<p>The indemnity provision as written is too broad in that it exposes SDI to liability relating to the provision of services even if such services are performed in complete compliance with the terms and conditions. SDI wishes to limit the liability for damages to those caused by its negligent acts or omissions.</p> <p>The additional changes to Section 4.1 and 4.2 have been made solely to avoid any inconsistencies between the two Sections.</p>

RFP Document	Section Reference	Proposed Contract Revisions	Reasoning
		<p>Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein."</p> <p>"4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the negligent acts or omissions of CONSULTANT in its performance of the work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY. all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY."</p>	

Appendix C Attachment A with Certificate of Insurance

This section provides Attachment A with Certificate of Insurance.

ATTACHMENT A

INSURANCE REQUIREMENTS FOR THE CITY OF HUNTINGTON PARK

NAME: *****
AGREEMENT/ACTIVITY: **RFP – Information Technology Support Services**
TERM: **Three (3) years with two (2) – one (1) year extensions**
DEPARTMENT: **Finance**

The insured must maintained insurance coverage at limits normally required of its type operation; however, the following coverage noted with an “X” is the minimum required and must be at the least the level of the limits indicated. All limits are per occurrence unless otherwise specified.

	<u>LIMITS</u>
(x) Workers Compensation Endorsement	Statutory
(x) Voluntary Compensation Endorsement	
(x) Waiver of Subrogation, specifically name the City of Huntington Park (Please see attached supplement)	
(x) Automobile Liability – covering owned, non-owned and hired auto	\$1,000,000
(x) Commercial General Liability, including the following coverage	\$1,000,000
(x) Premises and Operations	
(x) Contractual (Blanket/Schedule)	
(x) Independent Contractors	
(x) Products/Completed Operations	
(x) Personal Injury	
(x) Additional Insured Endorsements, specifically naming the City of Huntington Park (Please see attached supplement)	
(x) General aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.	\$2,000,000
(x) Professional Liability Insurance	\$2,000,000
*Claims-made policy: continuous coverage for at least one (1) year after contract completion, or one (1) year extended reporting period beginning after contract completion	
(x) Errors and Omissions	\$1,000,000
(x) Cyber Liability Insurance	\$1,000,000
*including but not limited to information security & privacy liability; privacy breach response services.	

**INSURANCE COMPANIES WHICH DO NOT HAVE AN AM BEST RATING OF A- OR BETTER,
AND HAVE A MINIMUM FINANCIAL SIZE OF AT LEAST 4, MUST BE REVIEWED FOR
ACCEPTABILITY BY THE DIRECTOR OF FINANCE.**

**Please return this form with Evidence of Insurance
INSURANCE REQUIREMENTS FOR CITY OF HUNTINGTON PARK
(SUPPLEMENT)**

The only evidence of insurance accepted will be either a Certificate of Insurance and/or a True and Certified copy of the policy. The following items must accompany the form of evidence provided:

- Endorsements:
 1. Workers Compensation Waiver of Subrogation Endorsement
 2. General Liability Additional Insured Endorsements
 3. Professional Liability Insurance
 4. Errors and Omissions
 5. Cyber Liability Insurance

*****All endorsements must specifically name in the schedule

The City of Huntington Park, and all of its officers, employees, and agents

**A BLANKET/AUTOMATIC ENDORSEMENT AND/OR LANGUAGE
ON A CERTIFICATE OF INSURANCE IS NOT ACCEPTABLE.**

A typed legible name of the Authorized Representative must accompany the signature on the Certificate of Insurance and/ or the True and Certified copy of the policy.

Insurance

Contractor shall procure at its own expense, and keep in effect at all times during the term of this Agreement, the types and amounts of insurance specified herein. The specified insurance shall also, either by provisions in the policies or by endorsement attached to such policies, specifically name the City of Huntington Park (the "City"), its City Council, and all of its officers, employees, and agents, their successors and assigns, as additional insureds, against the area of risk described herein as respects Contractor's acts or omissions in its operations, use and occupancy of the premises hereunder or other related functions performed by or on behalf of Contractor at the City and its departments.

With respect to Workers' Compensation, the Contractor shall, by specific endorsement, waive its right of subrogation against the City, its City Council ("City Council"), and all of its officers, employees and agents, their successors and assigns.

Each specified insurance policy (other than Workers' Compensation and Employers' Liability and fire and extended coverages) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's

liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under this Agreement with the City."

All such insurance shall be primary and noncontributing with any other insurance held by City where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Contractor.

Such policies may provide for reasonable deductibles and/or retentions acceptable to the Director of Finance/Treasurer ("Finance Director") based upon the nature of Contractor's operations and the type insurance involved.

City shall have no liability for any premiums charged for such coverage(s). The inclusion of City, its Police Department, its City Council, and all of its officers, employees and agents, and their agents and assigns, as insureds, is not intended to, and shall not, make them, or any of them a partner or joint venture with Contractor in its operations at the City.

In the event Contractor fails to furnish City evidence of insurance and maintain the insurance as required, City, upon ten (10) day prior written notice to comply, may (but shall not be required to) procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse City for the cost thereof plus fifteen percent (15%) for administrative overhead.

At least ten (10) days prior to the expiration date of any of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with City. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with City evidence that the required insurance has been reinstated or provided through another insurance company or companies.

Contractor shall provide proof of all specified insurance and related requirements to City either by production of the actual insurance policy (ies), by a broker's letter acceptable to the Finance Director in both form and content in the case of foreign insurance syndicates, or by other written evidence of insurance acceptable to the Finance Director. The documents evidencing all specific coverages shall be filed with City prior to Contractor occupying the premises hereunder. The documents shall contain the applicable policy number, the inclusive dates of policy coverages and the insurance carrier's name, shall bear signature and the typed name of an authorized representative of said carrier, and shall provide that such insurance shall not be subject to cancellation, reduction in coverage or nonrenewal except after written notice by certified mail, return receipt requested, to the Finance Director at the City of Huntington Park at least thirty (30) days prior to the effective date thereof.

City and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the term of this Agreement by the Finance Director, who may thereafter require Contractor to adjust the amounts of insurance coverage to whatever amount Finance Director deems to be adequate. City reserves the right to have submitted to it, upon request, all pertinent information about the agent and carrier providing such insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2024

7/29/2024

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

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

PRODUCER LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900 midwestcertificates@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED SDI Presence LLC 1427688 200 E. Randolph St Ste 3550 Chicago IL 60601	INSURER(S) AFFORDING COVERAGE INSURER A: The Charter Oak Fire Insurance Company 25615 INSURER B: The Phoenix Insurance Company 25623 INSURER C: Travelers Property Casualty Company of America 25674 INSURER D: --- SEE ATTACHMENT --- INSURER E: The Travelers Indemnity Company of Connecticut 25682 INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 20794225 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	H-630-0S724669-PHX-23	6/1/2023	12/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	810-0S724577-23-I3-G	6/1/2023	12/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	CUP-0S724762-23-I3	6/1/2023	12/1/2024	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	Y N/A	UB-0S724412-24-I3-G	6/1/2024	12/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability/Technology E&O/ Cyber	N	N	SEE ATTACHED	12/1/2023	12/1/2024	50M each claim & aggregate limit, \$250,000 retention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: CITY OF HUNTINGTON PARK REQUEST FOR PROPOSAL FOR INFORMATION TECHNOLOGY SUPPORT SERVICES

CERTIFICATE HOLDER**CANCELLATION** See Attachments

20794225
City of Huntington Park
Finance Department
6550 Miles Avenue
Huntington Park CA 90255-4393

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

The City of Huntington Park, and all of its officers, employees, and agents are included as additional insureds on a Primary and Non-contributory basis if required by written contract with respect to General Liability, Automobile Liability and Umbrella Liability per the terms and conditions of the policy. A waiver of subrogation applies in favor of the Additional Insureds if required by written contract with respect to General Liability, Automobile Liability, Umbrella Liability and Workers Compensation per the terms and conditions of the policy where permitted by state law.



City of Huntington Park
Finance Department

To whom it may concern:

In our continuing effort to provide timely certificate delivery, Lockton Companies is transitioning to paperless delivery of Certificates of Insurance.

To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via one of the methods below, referencing Certificate ID 20794225.

- Email: Chicagoedelivery@lockton.com
- Phone: 866-297-8023

If you received this certificate through an internet link where the current certificate is viewable, we have your email and no further action is needed.

In the event your mailing address has changed, will change in the future, or you no longer require this certificate, please let us know using one of the methods above.

The above inbox is for automating electronic delivery of certificates only. Please do NOT send future certificate requests to this inbox.

Thank you for your cooperation and willingness in reducing our environmental footprint.

Lockton Companies

Lockton Companies
500 W. Monroe Street, Suite 3400
Chicago, IL 60661

SDI Presence LLC Professional Liability / Technology E&O / Cyber Liability			
<u>Policy Number</u>	<u>Policy Period</u>	<u>Insurer</u>	<u>Limits</u>
ZPL-91N34346-23-I3	12/1/2023-12/1/2024	Travelers Property Casualty Co of America	Policy Aggregate \$10M
MPXE249273	12/1/2023-12/1/2024	Great American Fidelity Insurance Co.	\$5M part of \$10M xs \$10M
EOL-241029	12/1/2023-12/1/2024	Crum & Forster Specialty Insurance Company	\$5M part of \$10M xs \$10M
USF01012923	12/1/2023-12/1/2024	Allianz Global Risks US Insurance Company	\$10M xs \$20M
3504101	12/1/2023-12/1/2024	Scottsdale Indemnity Company	\$5M xs \$30M
MTE9040362 04	12/1/2023-12/1/2024	Indian Harbor Insurance Company	\$5M xs \$35M
PRX30049745700	12/1/2023-12/1/2024	Endurance American Specialty Insurance Company	\$5M xs \$40M
ACX1084323	12/1/2023-12/1/2024	Lloyd's of London	\$5M xs \$45M

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR TECHNOLOGY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| <ul style="list-style-type: none"> A. Non-Owned Watercraft – 75 Feet Long Or Less B. Who Is An Insured – Unnamed Subsidiaries C. Who Is An Insured – Employees – Supervisory Positions D. Who Is An Insured – Newly Acquired Or Formed Limited Liability Companies E. Who Is An Insured – Liability For Conduct Of Unnamed Partnerships Or Joint Ventures F. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement G. Blanket Additional Insured – Broad Form Vendors H. Blanket Additional Insured – Controlling Interest | <ul style="list-style-type: none"> I. Blanket Additional Insured – Mortgagees, Assignees, Successors Or Receivers J. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Premises K. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations L. Medical Payments – Increased Limit M. Blanket Waiver Of Subrogation N. Contractual Liability – Railroads O. Damage To Premises Rented To You |
|---|---|

PROVISIONS

A. NON-OWNED WATERCRAFT – 75 FEET LONG OR LESS

1. The following replaces Paragraph (2) of Exclusion **g.**, **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

(2) A watercraft you do not own that is:

- (a) 75 feet long or less; and
- (b) Not being used to carry any person or property for a charge;

2. The following replaces Paragraph 2.e. of **SECTION II – WHO IS AN INSURED**:

e. Any person or organization that, with your express or implied consent, either uses or

is responsible for the use of a watercraft that you do not own that is:

- (1) 75 feet long or less; and
- (2) Not being used to carry any person or property for a charge.

B. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and
- b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- a. Before you maintained an ownership interest of more than 50% in such subsidiary; or
- b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

C. WHO IS AN INSURED – EMPLOYEES – SUPERVISORY POSITIONS

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraphs (1)(a), (b) and (c) above do not apply to "bodily injury" to a co-"employee" while in the course of the co-"employee's" employment by you arising out of work by any of your "employees" who hold a supervisory position.

D. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED LIMITED LIABILITY COMPANIES

The following replaces Paragraph 3. of **SECTION II – WHO IS AN INSURED**:

- 3. Any organization you newly acquire or form, other than a partnership or joint venture, and of which you are the sole owner or in which you maintain an ownership interest of more than 50%, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:
 - a. Coverage under this provision is afforded only:
 - (1) Until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, if you do not report such organization in writing to us within 180 days after you acquire or form it; or
 - (2) Until the end of the policy period, when that date is later than 180 days after you acquire or form such organization, if you report such

organization in writing to us within 180 days after you acquire or form it;

- b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
- c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

For the purposes of Paragraph 1. of Section II – Who Is An Insured, each such organization will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization, other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

E. WHO IS AN INSURED – LIABILITY FOR CONDUCT OF UNNAMED PARTNERSHIPS OR JOINT VENTURES

The following replaces the last paragraph of **SECTION II – WHO IS AN INSURED**:

No person or organization is an insured with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations. This paragraph does not apply to any such partnership or joint venture that otherwise qualifies as an insured under Section II – Who Is An Insured.

F. BLANKET ADDITIONAL INSURED – PERSONS OR ORGANIZATIONS FOR YOUR ONGOING OPERATIONS AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is not otherwise an insured under this Coverage Part and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

- a. Occurs subsequent to the signing of that contract or agreement; and
- b. Is caused, in whole or in part, by your acts or omissions in the performance of your ongoing operations to which that contract or

agreement applies or the acts or omissions of any person or organization performing such operations on your behalf.

The limits of insurance provided to such insured will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

G. BLANKET ADDITIONAL INSURED – BROAD FORM VENDORS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a vendor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

- a. Occurs subsequent to the signing of that contract or agreement; and
- b. Arises out of "your products" that are distributed or sold in the regular course of such vendor's business.

The insurance provided to such vendor is subject to the following provisions:

- a. The limits of insurance provided to such vendor will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.
- b. The insurance provided to such vendor does not apply to:
 - (1) Any express warranty not authorized by you or any distribution or sale for a purpose not authorized by you;
 - (2) Any change in "your products" made by such vendor;
 - (3) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (4) Any failure to make such inspections, adjustments, tests or servicing as vendors agree to perform or normally undertake to perform in the regular course of business, in connection with the distribution or sale of "your products";
 - (5) Demonstration, installation, servicing or repair operations, except such operations

performed at such vendor's premises in connection with the sale of "your products"; or

- (6) "Your products" that, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or on behalf of such vendor.

Coverage under this provision does not apply to:

- a. Any person or organization from whom you have acquired "your products", or any ingredient, part or container entering into, accompanying or containing such products; or
- b. Any vendor for which coverage as an additional insured specifically is scheduled by endorsement.

H. BLANKET ADDITIONAL INSURED – CONTROLLING INTEREST

1. The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that has financial control of you is an insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" that arises out of:

- a. Such financial control; or
- b. Such person's or organization's ownership, maintenance or use of premises leased to or occupied by you.

The insurance provided to such person or organization does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

2. The following is added to Paragraph 4. of **SECTION II – WHO IS AN INSURED**:

This paragraph does not apply to any premises owner, manager or lessor that has financial control of you.

I. BLANKET ADDITIONAL INSURED – MORTGAGEES, ASSIGNEES, SUCCESSORS OR RECEIVERS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a mortgagee, assignee, successor or receiver and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to its

liability as mortgagee, assignee, successor or receiver for "bodily injury", "property damage" or "personal and advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement; and
- b. Arises out of the ownership, maintenance or use of the premises for which that mortgagee, assignee, successor or receiver is required under that contract or agreement to be included as an additional insured on this Coverage Part.

The insurance provided to such mortgagee, assignee, successor or receiver is subject to the following provisions:

- a. The limits of insurance provided to such mortgagee, assignee, successor or receiver will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.
- b. The insurance provided to such person or organization does not apply to:
 - (1) Any "bodily injury" or "property damage" that occurs, or any "personal and advertising injury" caused by an offense that is committed, after such contract or agreement is no longer in effect; or
 - (2) Any "bodily injury", "property damage" or "personal and advertising injury" arising out of any structural alterations, new construction or demolition operations performed by or on behalf of such mortgagee, assignee, successor or receiver.

J. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to premises owned or occupied by, or rented or loaned to, you and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the existence, ownership, use, maintenance, repair,

construction, erection or removal of any of the following for which that governmental entity has issued such permit or authorization: advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, elevators, street banners or decorations.

K. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

- a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or
- b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

L. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:
 - a. \$10,000; or
 - b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

M. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we

waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

N. CONTRACTUAL LIABILITY – RAILROADS

- 1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:

- c. Any easement or license agreement;

- 2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

O. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

- a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or
- b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| A. BROAD FORM NAMED INSURED | H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT |
| B. BLANKET ADDITIONAL INSURED | I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT |
| C. EMPLOYEE HIRED AUTO | J. PERSONAL PROPERTY |
| D. EMPLOYEES AS INSURED | K. AIRBAGS |
| E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS | L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS |
| F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS | M. BLANKET WAIVER OF SUBROGATION |
| G. WAIVER OF DEDUCTIBLE – GLASS | N. UNINTENTIONAL ERRORS OR OMISSIONS |

PROVISIONS

A. BROAD FORM NAMED INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph **c. in A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph **b. in B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph **B.7., Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph **D.**, **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph **A.4.b.**, **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph **A.4.a.**, **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph **B.3.**, **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and

- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph **A.2.a.**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph **A.5.**, **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud,** of **SECTION IV – BUSINESS AUTO CONDITIONS:**

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.



ONE TOWER SQUARE
HARTFORD CT 06183

**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 00 03 13 (00) - 001

POLICY NUMBER: UB-0S724412-24-I3-G

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

SCHEDULE

DESIGNATED PERSON:

DESIGNATED ORGANIZATION:

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED
BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS
WAIVER.

Any person or organization for which the employer has agreed by written contract, executed prior to loss, may execute a waiver of subrogation. However, for purposes of work performed by the employer in Missouri, this waiver of subrogation does not apply to any construction group of classifications as designated by the waiver of right to recover from others (subrogation) rule in our manual.

Appendix D West Coast Client List

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Municipalities								
Alameda, CA		✓					✓	✓
Alhambra, CA			✓					✓
Anaheim, CA	✓						✓	✓
Arcadia, CA			✓					✓
Belmont, CA	✓							
Beverly Hills, CA	✓	✓						✓
Branson, MO	✓	✓						✓
Burbank, CA	✓	✓						
Burlingame, CA				✓			✓	
Calabasas, CA		✓						
Carson, CA				✓				
Carson City, NV	✓	✓					✓	✓
Chino, CA							✓	✓
Chino Hills, CA				✓			✓	✓
Concord, CA				✓				✓
Coronado, CA			✓	✓			✓	✓
Costa Mesa, CA								✓
Cupertino, CA	✓	✓						
Davis, CA							✓	✓
El Segundo, CA	✓	✓						
Fairfield, CA	✓	✓	✓		✓	✓	✓	✓
Fontana, CA		✓						
Fremont, CA				✓			✓	✓
Fresno, CA	✓	✓					✓	✓
Galt, CA	✓	✓	✓	✓	✓	✓	✓	✓
Glendora, CA			✓					✓
Gilroy, CA	✓	✓		✓			✓	✓
Glendale, CA	✓	✓		✓			✓	✓
Half Moon Bay, CA				✓			✓	
Huntington Beach, CA	✓	✓			✓			✓
Indio, CA				✓			✓	
Industry, CA				✓				
Irvine, CA		✓		✓	✓	✓		✓
La Quinta, CA				✓			✓	✓
Laguna Beach, CA	✓	✓						
La Verne, CA			✓					✓
Long Beach, CA				✓			✓	✓
Los Angeles, CA				✓				✓

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Los Banos, CA	✓	✓						
Malibu, CA	✓	✓					✓	
Manhattan Beach, CA	✓	✓			✓		✓	✓
Merced, CA			✓				✓	✓
Millbrae, CA							✓	
Napa, CA	✓	✓			✓			✓
Newport Beach, CA					✓		✓	✓
Novato, CA	✓	✓			✓			✓
Ontario, CA		✓		✓			✓	
Orange, CA	✓	✓			✓		✓	✓
Oxnard, CA	✓	✓						
Pasadena, CA							✓	✓
Paso Robles, CA				✓			✓	✓
Petaluma, CA							✓	
Pismo Beach, CA	✓	✓					✓	
Pleasant Hill, CA							✓	
Rancho Cordova, CA	✓	✓						✓
Rancho Cucamonga, CA							✓	✓
Rancho Palos Verdes, CA	✓	✓					✓	✓
Redlands, CA							✓	
Redwood City, CA	✓	✓		✓			✓	
Rohnert Park, CA	✓			✓			✓	✓
San Luis Obispo, CA	✓	✓					✓	✓
San Rafael, CA	✓	✓		✓	✓		✓	✓
San Ramon, CA				✓			✓	
Santa Barbara, CA				✓				
Santa Clara, CA	✓	✓	✓	✓	✓		✓	✓
Santa Cruz, CA	✓	✓	✓		✓			✓
Santee, CA				✓			✓	
Scottsdale, AZ	✓							
Stockton, CA	✓	✓		✓	✓			✓
Suisun City, CA				✓			✓	
Sunnyvale, CA							✓	
Vacaville, CA							✓	
Ventura, CA	✓	✓			✓			✓
Visalia, CA	✓	✓			✓			
Vista, CA	✓	✓	✓		✓			✓
Walnut Creek, CA	✓	✓			✓			✓
Watsonville, CA	✓	✓		✓				✓
West Covina, CA			✓				✓	✓
West Hollywood, CA	✓	✓					✓	
Yucaipa, CA				✓				
Special Districts								

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
Central Contra Costa Sanitation District	✓	✓	✓	✓	✓		✓	✓
Chino Valley Independent Fire District				✓			✓	✓
Citrus Heights Water District								✓
Coachella Valley Water District							✓	✓
Cosumnes Community Services District				✓			✓	
Cucamonga Valley Water District							✓	
Delta Diablo Sanitation District	✓	✓						✓
East Valley Water District	✓	✓						
Eastern Municipal Water District							✓	
Elsinore Valley Municipal Water District	✓	✓						
Helix Water District	✓	✓			✓			
Lake Arrowhead Community Services							✓	
Las Virgenes Municipal Water District	✓	✓				✓	✓	
Livermore Amador Valley Transit Authority								✓
Los Angeles County Employees Retirement							✓	
Monterey Regional Water P.C.A.	✓	✓						
Moulton Niguel Water District	✓	✓	✓	✓	✓		✓	✓
North Tahoe Public Utilities District	✓	✓						
Port of Los Angeles	✓	✓						
Rancho California Water District	✓	✓			✓			✓
Riverside Co. Trans. Commission				✓				
Sacramento Area Sewer District								✓
Sacramento Metropolitan Fire District		✓					✓	
Sacramento Municipal Utility District								✓
San Joaquin Council of Governments							✓	
San Bernardino County Fire								✓
Santa Clara County Fire Department		✓						✓
Santa Clara County Housing Authority	✓	✓						
Santa Clara Valley Water District							✓	
Silicon Valley Clean Water							✓	
Silicon Valley Power	✓			✓			✓	✓
Solano County Transit (SolTrans)								✓
Southern CA Association of Governments								✓
South Tahoe Public Utility District	✓	✓			✓	✓	✓	
West Basin Municipal Water District	✓	✓			✓			
Zone 7 Water Agency	✓	✓						
Counties								
Douglas County, Nevada		✓						✓
El Paso County, Texas	✓	✓						
Lane County, Oregon	✓	✓						
Placer County, CA							✓	✓
Riverside County, CA								✓
San Benito County, CA				✓				✓

	IT Strategic Plans	IT Assessments	IT Policies & Procedures	Project Management	IT Governance	Disaster Recovery Planning	System Selection & Procurements	Other Management Consulting
San Diego County, CA				✓				✓
Santa Clara County, CA				✓				✓
Sonoma County, CA				✓				✓
State of California								
Assoc. of Regional Center Agencies				✓			✓	
CA Correctional Health Care Services				✓				✓
California Highway Patrol	✓	✓	✓	✓	✓	✓	✓	✓

Appendix E California Business License

The following page provides SDI's California Business License.



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: SDI PRESENCE LLC
Entity No.: 201616610367
Registration Date: 06/14/2016
Entity Type: Limited Liability Company - Out of State
Formed In: DELAWARE
Status: Active

The above referenced entity is active on the Secretary of State's records and is qualified to transact intrastate business in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of January 24, 2024.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 176337329

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

ITEM 2



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

November 18, 2024

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

Honorable Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO SOLICIT ON CALL BUILDING AND SAFETY, PLANNING, AND ARCHITECTURAL SERVICES.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize staff to publish and solicit a Request for Proposal (RFP) from qualified firms to provide On Call Building and Safety, Planning and Architectural Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In 2017, the City Council authorized a four (4) year agreement with Infrastructure Engineers Inc. (LE.) to provide professional engineering services and building and safety services. The agreement commenced on January 1, 2018, and concluded on December 31, 2021. The City Council authorized language in the contract to allow for three (3) one (1) year contract extension options at the discretion of the City Council. Infrastructure Engineers first extension was approved by the City Council on December 7, 2021, and expired on December 31, 2022. A second extension was authorized on December 20, 2022, and expired on December 31, 2023. The third and final extension, per the contract, is set to expire on December 31, 2024.

Staff has prepared a request for proposal for services utilized by the Community Development Department. These services include building and safety services, planning services, and architectural services. Multiple RFPs are included as Attachment "A" in the

CONSIDERATION AND APPROVAL TO SOLICIT ON CALL BUILDING AND SAFETY, PLANNING, AND ARCHITECTURAL SERVICES.

November 4, 2024

Page 2 of 3

Council's agenda. RFPs have been developed to the specific requirements of the various disciplines. The proposals will be advertised for a minimum of 45 days and be available on various platforms such as Planet Bid and Civic Plus as well as advertised in printed media. City Council will have the opportunity to select various firms who are known for their technical abilities, staffing resources and cost.

The following is a tentative schedule:

RFP(s) ISSUED	11/19/24
REQUEST FOR INFORMATION DEADLINE: 11:00 AM	12/11/24
RELEASE OF INFORMATION REQUESTED: 5:00 PM	12/18/24
PROPOSAL DUE DATE/SUBMISSION DEADLINE: 2:00 PM	1/8/25
TENTATIVE CITY COUNCIL AWARD DATE	1/21/25
NOTICE TO PROCEED DATE	3/3/25

LEGAL REQUIREMENT

Congress adopted the Brooks Act (P.L. 92-582), requiring the use of Qualifications-Based Selection (QBS) for the procurement of architect and engineering services. The use of QBS ensures that taxpayers receive highly technical architect and engineering services from the most experienced and most qualified firms at a fair and reasonable cost. California's QBS requirements can be found at Government Code sections 4525 et seq., also known as the Mini Brooks Act.

The City Clerk's Office shall publish the RFP in the local newspaper of general circulation, the City's website and other forms of electronic media. The RFP shall describe the project and provide the tasks required from qualified firms. The time and location to submit proposals shall also be placed within the published RFP. The RFP shall be published for a minimum period of twenty-one (21) calendar days. Once proposals are submitted, reviewed and scored, staff will come back to the City Council with a recommendation to award.

FISCAL IMPACT/FINANCING

At this time, there is no fiscal impact associated with the approval of the solicitation of proposals to perform the requested professional services. Once proposals are submitted and evaluated, staff will return with a well-defined budget for consideration and approval at a future City Council meeting. The current services are included in the FY24/25 budget.

**CONSIDERATION AND APPROVAL TO SOLICIT ON CALL BUILDING AND SAFETY,
PLANNING, AND ARCHITECTURAL SERVICES.**

November 4, 2024

Page 3 of 3

CONCLUSION

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

Respectfully submitted,



RICARDO REYES
City Manager



STEVE FORSTER
Community Development Director

ATTACHMENT(S)

- A. RFP(s) For On Call Building and Safety, Planning, and Architectural Services.



CITY OF HUNTINGTON PARK

Request for Proposals

**On-Call Building Plan Check, Building Inspection,
and Planning Consulting Services**

Release Date: Tuesday, November 19, 2024

Questions Due: Wednesday, December 11, 2024, at 11 a.m. PDT

Due Date: Wednesday, January 8, 2025, at 11 a.m. PDT

Attachment A

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Attachment A

TO PROSPECTIVE PROPOSERS

The City of Huntington Park ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION

November 19, 2024

PROJECT

On-call Building Plan Check, Building Inspection, and Planning Consulting Services

PROPOSAL OWNER

City of Huntington Park -Community Development Department
6550 Miles Avenue
Huntington Park, CA 90255
Attn: Steve Forster, Community Development Director
Contact Phone: (323) 584-6392
Contact E-Mail: SForster@hpca.gov

PROPOSAL CONTACT

City of Huntington Park -Community Development Department
6550 Miles Avenue
Huntington Park, CA 90255
Attn: Jose Maldonado, Administrative Clerk
Contact Phone: (323) 584-6392
Contact E-Mail: JMaldonado@hpca.gov

Any questions about this RFP should be submitted via the above referenced contact information by Wednesday, December 11, 2024, at 11:00 a.m. PST. Prospective vendors must register their business with the City before being able to view or submit a response.

Attachment A

Table of Contents	Page
1.0 Notice Inviting Proposals	5
2.0 Introduction/About the City of Huntington Park	6
3.0 Timeline	6
4.0 Purpose	6
5.0 Scope of Work	6
6.0 Vendor Qualifications	8
7.0 Proposal Submittal	8
8.0 Evaluation of Proposal	9
9.0 Proposal Protests	9
10.0 Execution of Agreement	11
11.0 Insurance	11
12.0 Use of Federal Funds	13
13.0 Non-Commitment of City	14
14.0 Labor Requirements	14
15.0 Records	14
16.0 Subcontractors	15
17.0 Modifications/Changes	15
18.0 Disclosure of Information	15
19.0 Ex-Parte Communications	15
20.0 City of Huntington Park Rights	15

Appendix A – Proposal Content and Format

Appendix B – Sample Professional Services Agreement

Appendix C – References

Attachment A

1.0 Notice Inviting Proposals

The City of Huntington Park seeks proposals from qualified vendors to provide building plan check, building inspection, and planning services following the specifications, terms, and conditions identified in this RFP. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

<https://hpca.gov/714/Bids-and-RFPs>

Questions must be submitted by **Wednesday, December 11, 2024, at 11:00 a.m. PST.**

-^QUESTIONS MUST BE SUBMITTED VIA E-MAIL *****

Proposals must be submitted by **Wednesday, January 8, 2025, at 11:00 a.m. PST.**

Responses will be evaluated to determine the vendor that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described. The City reserves the right to accept or reject any and all proposals.

Attachment A

2.0 Introduction

The City of Huntington Park invites prospective vendors to submit a proposal to provide professional building plan check, building inspection, and planning consulting services. The selected firm will provide Building Plan Checks under the direction of the Community Development Department.

About the City of Huntington Park

Huntington Park is a city in the County of Los Angeles. Founded and incorporated in 1906, the City is an 3.02 square mile General Law City with a five member City Council located southeast of Downtown Los Angeles. Currently, the City has a population of approximately 54,000 residents. It hosts a mix of various industries that represent the business diversity of the County of Los Angeles. It is a full-service City that provides a long list of services.

3.0 Timeline

- | | |
|---------------------------------|--|
| ● Release RFP | Tuesday November 19, 2024 |
| ● Q&A Deadline | Wednesday, December 11, 2024, 11 a.m. PDT |
| ● Deadline to Submit Responses | Wednesday, January 8, 2025, at 11 a.m. PDT |
| ● City Review of Submissions | January 2025 |
| ● Notifications Sent to Vendors | February 2025 |
| ● Award | February 2025 |

4.0 Purpose

The purpose of this solicitation is to identify a qualified vendor to assist the City with the knowledge and expertise in all aspects of the services requested in this RFP. On-call professional consulting services, with respect to specific disciplines, will serve great purpose to address needs with short-notice.

The benefits of having an on-call contract in place include:

- Technical expertise
- Accelerated procurement and authorization
- Independent and objective assessments
- Consolidates competition and procurement process
- Consultants that bring specialized expertise
- Consultants that are familiar or can quickly become familiar with Huntington Park's needs and values

Attachment A

The City is seeking to establish an agreement with a minimum term of three (3) years with up to two (2), one (1) year extension options for a total of up to five (5) years. This requirement may change during the process of finalizing the agreement with the selected vendor. The city may opt to award multiple vendors for grant writing services.

5.0 Scope of Work/Services

The City of Huntington Park is requesting proposals from qualified vendors capable of providing building plan check, building inspection, planning services, and staff augmentation to the City.

The City is seeking a qualified consultant to provide building official, permit technician, plan check, inspection, and planning and zoning services to support the Planning and Community Development Department. The work consists of multiple disciplines and proposing consultants must list similar services to those requested in this RFP provided to other municipalities with the last five (5) years. Proposals may include all services or in part. Consultants should have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Department of Consumer Affairs. Consultants should have excellent interpersonal communication skills and the ability to interact with various people during a project, as well as have the administrative and fiscal capability to provide and manage the proposed services. Consultants must also be well versed in identifying problems or issues that may warrant City Council's and City Manager's attention and represent the City in the most professional and knowledgeable manner as an expert in the subject field and champion the purpose and direction of the City of Huntington Park.

Building and Safety

In general, the selected consultant will be expected to provide on-call staff for inspection, permit tech counter staffing, and plan check services to support the Building and Safety Division, including but not limited to the following:

- Provide building department support staff to include on-site building official, building inspector(s), permit technician(s), and plans examiners/engineers on an on-call basis.
- The consultant shall have on staff a: California Licensed Structural Engineers), California Certified Access specialists (CASP), as well as, ICC certified, building official, building inspectors, and plans examiners. All staff utilized by the Consultant shall be appropriately licensed, registered, and certified as required by the State of California and the City to perform each of the specific scopes of work.

Attachment A

- Review all plans and supporting documents submitted for projects for which a building permit is requested.
- Prepare reports specifying corrections, if needed, and transmit to applicant.
- Ability to review projects and provide comments within timelines specified by the City, (14 Calander Days).
- Process plan revisions and verify that corrections have been satisfactorily made in a timely manner.
- Answer public inquiries by telephone, mail, email, virtual meeting, conference call or in person at a public counter regarding plan reviews, application submittal requirements, etc.
- Facilitation of special projects, including but not limited to drafting municipal/zoning code amendments, utilizing tools for data analysis and scenario planning, and providing architectural review.
- Consultant shall review all plan check applications for accuracy and make all necessary revisions to such items as description, square footage, type of construction, and use. All plan review correction materials including marked-up plans, documents, and plan check correction lists shall be provided in the City desired format to the City representative immediately upon completion of the plan review at no extra charge to the City. This process includes the delivery of a hard copy of the reviewed plan and correction list.
- The City encourages electronic plan submittal. Consultant shall provide plan review and scope of work services through an established electronic review system, provide access and training to City staff as needed, in accordance with City policies and practices. All ePlan records of corrections, approvals, and comments shall be entered in the City's system in a manner that is in accordance with customer service standards and policies.

Attachment A

- All fees waived for City projects. Any services described above, or not mentioned, for City-sponsored projects shall not be subject to fees imposed by the selected consultant.

Planning Division

- Providing Planning staffing, including Planning Counter Technicians, Planners, to be present at City Hall and hold office hours as determined by the City.
- Analyze projects for compliance with the City's General Plan, zoning ordinance, applicable specific plans, and other policies.
- Review and process ministerial applications and discretionary entitlements, such as plan checks; conditional use permits; site plan review; variances; tentative maps; sign permits; text amendments; General Plan and Zoning amendments for residential, commercial, mixed-use, and industrial projects; and the like.
- Prepare reports specifying corrections to plan checks, if needed, and transmit to applicant.
- Prepare reports and feasibility studies as needed.
- Attend public hearings and community meetings as necessary.
- Analyze projects for compliance with the California Environmental Quality Act ("CEQA") and the National Environmental Policy Act ("NEPA") as needed.
- Ability to review projects and provide comments with timeliness specified by the City.

Attachment A

- Ability to write Planning Commission and City Council staff reports, resolutions, ordinances, conditions of approval, and give oral presentations.
- Facilitation of special projects, including but not limited to drafting zoning code amendments, utilizing tools for data analysis, planning, and providing architectural review for proposed projects.

6.0 Vendor Qualifications

The selected vendor must have the following minimum qualifications:

- A. Must have knowledge of all disciplines listed in this RFP
- B. No pending complaints through the Better Business Bureau, State of California Department of Consumer Affairs
- C. Proposing consultant must provide a list of similar services, as requested in this RFP
- D. Provide a description of all past/ pending lawsuits or legal citations taken by the consultant or against the consultant

Background Check

Vendor representatives working on-site and in some remote capacities, may be required to undergo a background check conducted by the City.

7.0 Proposal submittal

Include Hourly Rate for all proposed positions and rates for all other services as consultant chooses. Failure to provide all requested information may be considered “non-responsive” and rejected.

Responses to this RFP must be submitted electronically via the City’s PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

Attachment A

8.0 Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method which will include the following steps:

- A. **Proposal Evaluation** – City staff will review each submission to ensure adherence to the minimum/proposal format requirements. This will include the following:
 - i. Qualifications as they relate to this project
 - a. Thoroughness and understanding of the tasks to be completed
 - b. Background and experience
 - c. Knowledge of the City of Huntington Park
 - d. Experience of personnel assigned to the work
 - e. Communication Skills
 - ii. Reputation for integrity and competence
 - a. Positive Reference Checks
 - b. Work Samples
 - iii. Proposed fees for services

9.0 Protest Procedures

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing or by email no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

- A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City Manager for determination. Protest must be submitted to the City Manager by mail or e-mail within the specified time frame. Protests can be sent to:

Attachment A

Mail:
Ricardo Reyes, City Manager
City of Huntington Park
Attn: City Manager
6550 Miles Avenue
Huntington Park, CA 90255

or

E-mail:
RReyes@hpca.gov

- B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.
- C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.
- D. All potential proposers will be advised of a pending protest.
- E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:
 - The items to be procured are urgently required;
 - Delivery or performance will be unduly delayed by failure to make the award promptly; or
 - Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) working days after receipt of a properly filed protest. The City Manager will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The City Manager has the authority to decide on all protests.

Attachment A

Proposal Protest Procedures (After Proposal Opening/Post Award)

A protest filed after a proposal opening must be filed within three (3) working days after the proposal opening date. The City will grant the protesting Vendor a fair review and shall have up to ten (10) working days to review the protest and render its decision.

10.0 Execution of Agreement

The resulting agreement (see attached sample) shall be signed by the successful Vendor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Vendor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

11.0 Insurance

The Vendor selected must meet the following minimum insurance requirements upon execution of the City's Professional Services Agreement:

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

If requested, the "City of Huntington Park, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if the vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with a limit no less than \$1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Firm must submit a written request for a waiver of this requirement.

Attachment A

C. Professional Liability or Errors and Omissions

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability.

D. Workers' Compensation and Employer's Liability

Workers' compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident for bodily injury or disease.

Required insurance Documentation

Certificate of Insurance

The Certificate Holder must be listed as follows:

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Endorsements (if requested)

In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

Additional insured endorsements to the general liability and auto liability* insurance policies. The "City of Huntington Park, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

Cancellation notice endorsements. Each policy must be endorsed to certify that it will not be canceled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

Primary, non-contributory coverage endorsements. The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.

Attachment A

Waiver and Modifications of Insurance Requirements

To the extent permitted by law, the City may modify these insurance requirements at any time and at its sole discretion.

In general, any contract deemed sole source, professional/professional services, involves the disclosure of proprietary information, and/or a public works project may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provide a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority and/or an authorized designee's discretion.

12.0 Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible

Attachment A

- Contracts and purchase orders should include the contract provisions required by 2 CFR200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

In addition to Federal standards, purchases must adhere to applicable local policies and procedures as defined in Huntington Park Municipal Code.

13.0 Non-Commitment of City

While the City intends to select a vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

14.0 Labor Requirements

- A. **Background:** All personnel engaged in the performance of this work shall be employees of the Vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.
- B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Vendor allow the use of or presence of alcohol or drugs on the premises or in the building.
- C. **Non-Discrimination:** The Vendor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.
- D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work. The City reserves the right to have any consultant employee removed from working within City Hall for no cause.

Attachment A

15.0 Records

The vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Vendor to audit any performance aspect under this agreement.

16.0 Subcontractors

The vendor shall be responsible for all work performed under the final agreement and shall keep all work under his control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work shall be under the direct supervision of the Vendor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

17.0 Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement's requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

18.0 Disclosure of Information

- A. The Vendor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Vendor shall be used exclusively in connection with the performance of services.
- B. The Vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

19.0 City of Huntington Park Rights

At its discretion, the City reserves the right to:

- A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:
 - i. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.

Attachment A

- ii. The Vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
 - iii. The Vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.
- B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;
- C. Accept all or any part of a proposal;
- D. Cancel the entire RFP;
- E. Issue subsequent RFPs; or
- F. Waive any errors or informalities in any proposal to the extent law permits.

Please provide:

A – Proposal

B – Cost Proposal

C – References

Please review:

Appendix A Sample PSA



CITY OF HUNTINGTON PARK

Request for Proposals

On-Call Architectural Services

Release Date: Tuesday, November 19, 2024

Questions Due: Wednesday, December 11, 2024, at 11 a.m. PDT

Due Date: Wednesday, January 8, 2025, at 11 a.m. PDT

Attachment A

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Attachment A

TO PROSPECTIVE PROPOSERS

The City of Huntington Park ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION

November 19, 2024

PROJECT

On-Call Engineering and Architectural Services

PROPOSAL OWNER

City of Huntington Park -Community Development Department
6550 Miles Avenue
Huntington Park, CA 90255
Attn: Steve Forster, Community Development Director
Contact Phone: (323) 584-6392
Contact E-Mail: SForster@hpca.gov

PROPOSAL CONTACT

City of Huntington Park -Community Development Department
6550 Miles Avenue
Huntington Park, CA 90255
Attn: Jose Maldonado, Administrative Clerk
Contact Phone: (323) 584-6392
Contact E-Mail: JMaldonado@hpca.gov

Any questions about this RFP should be submitted via the above referenced contact information by Wednesday, December 11, 2024, at 11:00 a.m. PST. Prospective vendors must register their business with the City before being able to view or submit a response.

Attachment A

Table of Contents	Page
1.0 Notice Inviting Proposals	5
2.0 Introduction/About the City of Huntington Park	6
3.0 Timeline	6
4.0 Purpose	6
5.0 Scope of Work	6
6.0 Consultant Qualifications	8
7.0 Proposal Submittal	8
8.0 Evaluation of Proposal	9
9.0 Proposal Protests	9
10.0 Execution of Agreement	11
11.0 Insurance	11
12.0 Use of Federal Funds	13
13.0 Non-Commitment of City	14
14.0 Labor Requirements	14
15.0 Records	15
16.0 Subcontractors	15
17.0 Modifications/Changes	15
18.0 Disclosure of Information	15
19.0 Ex-Parte Communications	15
20.0 City of Huntington Park Rights	16

Appendix A – Proposal Content and Format

Appendix B – Cost Proposal

Appendix C – References

Appendix D- Sample Professional Services Agreement

Attachment A

1.0 Notice Inviting Proposals

The City of Huntington Park seeks proposals from qualified consultants to provide on-call engineering and architectural services following the specifications, terms, and conditions identified in this RFP. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

<https://hpca.gov/714/Bids-and-RFPs>

Questions must be submitted by **Wednesday, December 11, 2024, at 11:00 a.m. PST.**

*******QUESTIONS MUST BE SUBMITTED VIA EMAIL*******

Proposals must be submitted by **Wednesday January 8, 2025, at 11:00 a.m. PST.**

Responses will be evaluated to determine the consultant that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described. The City reserves the right to accept or reject any and all proposals.

Attachment A

2.0 Introduction

The City of Huntington Park invites prospective consultants to submit a proposal to provide on-call engineering and architectural services. The goal is to have consultants perform roles in engineering, design, construction management, and various other public works related capacities.

About the City of Huntington Park

Huntington Park is a city in the County of Los Angeles. Founded and incorporated in 1906, the City is an 3.02 square mile General Law City with a five member City Council located southeast of Downtown Los Angeles. Currently, the City has a population of approximately 54,000 residents. It hosts a mix of various industries that represent the business diversity of the County of Los Angeles. It is a full-service City that provides a long list of services.

3.0 Timeline

- | | |
|---------------------------------|--|
| ● Release RFP | Tuesday November 19, 2024 |
| ● Q&A Deadline | Wednesday December 11, 2024, 11 a.m. PDT |
| ● Deadline to Submit Responses | Wednesday, January 8, 2025, at 11 a.m. PDT |
| ● City Review of Submissions | January 2025 |
| ● Notifications Sent to Vendors | February 2025 |
| ● Award | February 2025 |

4.0 Purpose

The purpose of this solicitation is to identify a qualified consultant that can provide the City access to specialized expertise for a range of services required for Capital Improvement Projects. The agreement issued by this RFP will provide flexibility and efficiency in obtaining professional support for Architectural services. These services will aid the department's ability to meet project needs and regulatory meet compliance requirements in federal, state, county and local mandates effectively. On-call services shall commence tentatively on March 3, 2025 and shall remain and continue in effect until December 31, 2027.

The City is seeking to establish an agreement with a minimum term of three (3) years with up to two (2), one (1) year extension options for a total of up to five (5) years. This requirement may change during the process of finalizing the agreement with the selected consultant. The City may opt to award multiple consultants for on-call architectural services.

Attachment A

5.0 Scope of Work/Services

Under the general direction of Community Development staff, Consultant shall perform consulting services on an “on call or as-needed” basis for various projects assigned by the City. For each on-call service request, the Consultant and the City will agree upon the specific scope of work and cost for that project. The City has the right to retain other consulting firms at its sole discretion when the City believes there will be an economic or other significant advantage for doing so. Services for each contract will be provided on a negotiated fee basis, per work order. No minimum amount of work is guaranteed under these agreements. Compensation will be based on time and materials with an annual not-to-exceed limit agreed upon by both the Consultant and City before work begins.

The scope of work for any one project may involve a particular phase of a project development design or construction and may include but not be limited to the following:

- Developing an overall grant outline; working with appropriate Department staff and team to determine writing assignments, including providing an estimate of how much City staff time will be needed at the beginning of each project.
- Preliminary architectural design concepts, studies, reports, final architectural design of capital projects for bidding purposes (final plans, engineering estimate and plans (PS&E). Activities may include but are not limited to the review of third-party plans and specifications. Oversee the preparation of technical reports and designs for approval/acceptance by the City Engineer.
- Provide construction management services for repair and replacement of City infrastructure. Construction management activities which include, but are not limited to, planning, preparing and communicating schedules and progress of project activities and expenditures, assisting others in establishing project schedules and milestones, setting and evaluating progress on project tasks.

Attachment A

- Manage and closely monitor CIP budgets to ensure that projects are delivered in a timely manner and within the approved budget. Prepare and review invoices for construction projects, prepare change orders and process invoices.
- During construction, make on-site visits; review material submittals, shop drawings and test results; respond to Request for Information (RFI); draft change orders; assist city staff with contract negotiations; and review pay estimates.
- Provide in-house personnel or sub-consultants for specialties such as electrical, structures, survey landscape, mechanical plumbing, and geotechnical engineering.
- Provide architectural services including preliminary studies, public outreach, drawings, exhibits.
- Assist City staff in processing paperwork and/or Projects through county, State, and Federal agencies.
- Review correspondence from state and federal permitting agencies that require response or action from City Community Development staff.
- Architecture and Landscape Architecture Services.

6.0 Consultant Qualifications

The selected consultant must have the following minimum qualifications:

- A. Experience working with City Public Works Departments
- B. State of California Professional Architectural Licenses
- C. Provide a description of all past/ pending lawsuits or legal actions taken by consultant or against the consultant

Background Check

Consultant representatives working on-site and in some remote capacities, may be required to undergo a background check conducted by the City.

Attachment A

7.0 Proposal submittal

Include Hourly Rate for all proposed positions and all other rates for all services as consultant chooses. Failure to provide all requested information may be considered “non-responsive” and rejected.

Responses to this RFP must be submitted electronically via email by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Proposers planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

8.0 Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method which will include the following steps:

Proposal Evaluation -City staff will review each submission to ensure adherence to the minimum/proposal format requirements. This will include the following:

- i. Qualifications as they relate to this project
 - a. Thoroughness and understanding of the tasks to be completed
 - b. Background and experience
 - c. Knowledge of the City of Huntington Park
 - d. Experience of personnel assigned to the work
 - e. Communication Skills
- ii. Reputation for integrity and competence
 - a. Positive Reference Checks
 - b. Work Samples
- iii. Proposed fees for services

The City reserves the right to request and obtain, from one or more proposers, supplementary information as may be necessary for the City to analyze the proposal pursuant to selection criteria. Upon completion of the evaluation phase, the City may select those consultants for interviews whose proposals and qualifications most closely conform to the requirements of this RFP and provide the best value to the City.

Attachment A

9.0 Protest Procedures

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing or by email no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

- A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the City Manager for determination. Protest must be submitted to the City Manager by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Ricardo Reyes, City Manager
City of Huntington Park
Attn: City Manager
6550 Miles Avenue
Huntington Park, CA 90255

or

E-mail:
RReves@hpca.gov

- B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.
- C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.
- D. All potential proposers will be advised of a pending protest.

Attachment A

E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:

- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) working days after receipt of a properly filed protest. The City Manager will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The City Manager has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)

A protest filed after a proposal opening must be filed within three (3) working days after the proposal opening date. The City will grant the protesting Proposer a fair review and shall have up to ten (10) working days to review the protest and render its decision.

10.0 Execution of Agreement

The resulting agreement (see attached sample) shall be signed by the successful Consultant and returned with the required insurance within ten (10) business days after the City has provided written notice that the Consultant has been awarded the project. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Consultant decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

11.0 Insurance

The Consultant selected must meet the following minimum insurance requirements upon execution of the City's Professional Services Agreement:

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors,

Attachment A

personal injury or bodily injury, and advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

If requested, the "City of Huntington Park, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if the consultant has not owned autos, Code 8 (hired) and 9 (non-owned) with a limit no less than \$1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Firm must submit a written request for a waiver of this requirement.

C. Professional Liability or Errors and Omissions

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the consultant to provide professional liability or errors and omissions liability insurance in an amount not less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability.

D. Workers' Compensation and Employer's Liability

Workers' compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident for bodily injury or disease.

Attachment A

Required Insurance Documentation

Certificate of Insurance

The Certificate Holder must be listed as follows:

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Endorsements (if requested)

In addition to the Certificate of Insurance, the consultant must provide the following endorsements:

Additional insured endorsements to the general liability and auto liability* insurance policies. The "City of Huntington Park, its officials, employees, and agents" must be endorsed to the consultant's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

Cancellation notice endorsements. Each policy must be endorsed to certify that it will not be canceled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

Primary, non-contributory coverage endorsements. The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.

Waiver and Modifications of Insurance Requirements

To the extent permitted by law, the City may modify these insurance requirements at any time and at its sole discretion.

In general, any contract deemed sole source, professional/professional services, involves the disclosure of proprietary information, and/or a public works project may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Attachment A

Consultants may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provide a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority and/or an authorized designee's discretion.

12.0 Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements may include the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history
- Any other state or federal regulations that may be applicable under the corresponding grant program

Attachment A

In addition to Federal standards, purchases must adhere to applicable local policies and procedures as defined in Huntington Park Municipal Code Chapters 3.20 and 3.21 and any relevant administrative policies. The most restrictive terms prevail when a conflict is present.

13.0 Non-Commitment of City

While the City intends to select a consultant through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

14.0 Labor Requirements

- A. **Background:** All personnel engaged in the performance of this work shall be employees of the Consultant and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.
- B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Consultant shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Consultant allow the use of or presence of alcohol or drugs on the premises or in the building.
- C. **Non-Discrimination:** The Consultant shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.
- D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work. The city reserves the right to have any consultant employee removed from working within City Hall for no cause.

15.0 Records

The Consultant agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Consultant to audit any performance aspect under this agreement.

Attachment A

16.0 Subcontractors

The Consultant shall be responsible for all work performed under the final agreement and shall keep all work under his control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work shall be under the direct supervision of the Consultant and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Consultant's insurance.

17.0 Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement's requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Consultant. These changes will be processed by the City Manager.

18.0 Disclosure of Information

The Consultant agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential received by the Consultant shall be used exclusively in connection with the performance of services.

- A. The Consultant shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Consultant hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

19.0 City of Huntington Park Rights

At its discretion, the City reserves the right to:

- A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:
 - i. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
 - ii. The Proposer, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
 - iii. The Proposer failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.

Attachment A

- B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;
- C. Accept all or any part of a proposal;
- D. Cancel the entire RFP;
- E. Issue subsequent RFPs; or
- F. Waive any errors or informalities in any proposal to the extent law permits.

Please provide:

A - Proposal of Services

B - Cost Proposal

C – References

Please review:

Appendix A Sample of PSA

ITEM 3



CITY OF HUNTINGTON PARK

Parks and Recreation Department
City Council Agenda Report

November 18, 2024

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 FACILITY RENTAL PERMIT AND FEE WAIVER REQUEST BY BUDDHIST TZU CHI FOUNDATION FOR A FOOD DISTRIBUTION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Waive the Facility Rental Permit fee for the Buddhist Tzu Chi Foundation for a Food Distribution event on November 23, 2024; and
2. Waive the Public Works fee and;
3. Waive the Police Department fee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Buddhist Tzu Chi Foundation is an international humanitarian organization whose mission is to relieve the suffering of those in need while creating a better world for all through compassion, love and hope. On November 23, 2024, they would like to host a "Food Distribution," event at the Huntington Park Community Center. The event will be open to the public to help low-income families have food for the Thanksgiving holiday.

Vera Yeh, with the Buddhist Tzu Chi Foundation is requesting a facility use permit, a facility permit fee waiver. She is also requesting Public Works and Police Department fees waived in order to host a food distribution event in a City Park facility. Tzu Chi expects 400 participants to attend the event and is expecting 60+ volunteers.

The proposed event schedule is as follows:

Food Distribution

- Set-up: November 23, 2024 – 7:45 a.m. – 9:00 a.m.
- Food Distribution: November 23, 2024 – 9:00 a.m. – 10:30 a.m.
- Cleanup: November 23, 2024 - 10:30 a.m. – 11:30 a.m.

CONSIDERATION AND APPROVAL OF FACILITY RENTAL PERMIT AND FEE WAIVER REQUEST BY BUDDHIST TZU CHI FOUNDATION FOR A FOOD DISTRIBUTION

November 18, 2024

Page 2 of 3

The event will take place in the Huntington Park Community Center.

FISCAL IMPACT/FINANCING

The Buddhist Tzu Chi Foundation is requesting a 100% fee waiver for the Food Distribution event on November 23, 2024. The total cost to use Huntington Park Community Center is \$

Fees recommended be waived:

Filing fee-----	\$ 30.00
Facility fees-----	\$ 164.00
Janitorial -----	\$ 475.00
Deposit (refundable)-----	\$ 500.00
White Foldable Tables (25)-----	\$ 171.75
Chairs (30) -----	\$ 32.10
Parks and Rec. Personnel-----	\$ 76.00
Public Work's Personnel-----	\$ unknown
Police Department Personnel-----	\$ unknown

Total recommended be waived:	\$unknown
-------------------------------------	------------------

Fees recommended be paid:

Filing fee-----	\$ 30.00
Facility fees-----	\$ 164.00
Janitorial -----	\$ 475.00
Deposit (refundable)-----	\$ 500.00
White Foldable Tables (25)-----	\$ 171.75
Chairs (30) -----	\$ 32.10
Parks and Rec. Personnel-----	\$ 76.00
Public Work's Personnel-----	\$ unknown
Police Department Personnel-----	\$unknown

Total recommended be paid:	\$ Unknown
-----------------------------------	-------------------

LEGAL AND PROGRAM REQUIREMENTS

Per municipal code 5-13.02 – Permit – Required and 5-13.09 Departmental Service Charges, Council must first approve proposed special events held on City property, prior to the issuance of a permit and/or fee waiver request for use of city facilities. In addition, the City Property and Facility Use Fee Waiver Policy stipulates that all facility fee waiver requests for use of City property for activities in public places, must first be reviewed and approved for Council recommendation, by the Parks and Recreation Commission

CONSIDERATION AND APPROVAL OF FACILITY RENTAL PERMIT AND FEE WAIVER REQUEST BY BUDDHIST TZU CHI FOUNDATION FOR A FOOD DISTRIBUTION

November 18, 2024

Page 3 of 3

Due to the untimeliness of their application and change in originally agreed upon plan, the Parks and Recreation Commission was unable to hear the matter to make a recommendation. At the time of the submission of this report, their applications have not been received or reviewed by the pending City Departments.

CONCLUSION

The overall total cost to use the Huntington Park Community Center including the refundable deposit is \$Unknown. Upon City Council approval, The Buddhist Tzu Chi Foundation will submit all pending necessary paperwork and pay the remaining unknown balance, if any.

The Buddhist Tzu Chi Foundation has submitted the refundable deposit and shall be refunded in its entirety provided there are no damages at the conclusion of the event. Staff will continue to work with The Buddhist Tzu Chi Foundation to ensure all event logistics are in place to guarantee a successful event.

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

Respectfully submitted,



RICARDO REYES
City Manager



CYNTHIA NORZAGARAY
Director of Parks and Recreation

ATTACHMENT(S)

- A. Facility Rental Application- Tzu Chi November 23, 2024
- B. Invoice # HP-0000 Tzu Chi- November 23, 2024
- C. Fee Waiver Applications Tzu Chi- November 23, 2024
- D. Insurance Tzu Chi – November 23, 2024
- E. Special Event Park Use Permit Application
- F. City Fee Waiver Policy

ATTACHMENT "A"



Facility Rental Application

Please use this application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. **In order to reserve a facility for private special events, facility rental applications and rental fees MUST be submitted and paid in full a minimum of 2 weeks prior to event date(s)** (Please see policy for adding time to your rental). Submission of this application does not guarantee rental of facility.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION _____ TAX ID # (Non-profits only) _____
APPLICANT NAME/PERSON RESPONSIBLE _____ TITLE _____
CELL PHONE _____ ALTERNATE PHONE _____
EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____

EVENT INFORMATION

SET UP DAY(S)/DATE(S) REQUESTED* _____ EVENT DAY(S)/DATE(S) REQUESTED* _____
NAME AND TYPE OF EVENT _____ ESTIMATED ATTENDANCE _____
FACILITY REQUESTED _____

SET UP START TIME _____ SET UP END TIME _____ EVENT START TIME _____ EVENT END TIME _____
* If more than three (3) dates are requested, please list all dates and times in "COMMENT / ADDITIONAL DATES" section on backside.
CLEAN UP START TIME: 10:30 am CLEAN UP END TIME: 11:30 am

EVENT DETAILS

- | | | |
|--|------------------------------|--|
| 1. Is your event open to the public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, liability insurance required) |
| 2. Is this a fundraising event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, liability insurance required) |
| 3. Will there be admission, charge or donation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, liability insurance required) |
| 4. Is the celebrant of your event younger than 21 years and will alcohol be served during the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, please see security guard policy) |
| 5. Will alcoholic beverages be sold at the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, liability insurance & ABC license required) |
| 6. Will non pre-packaged food be served? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (if yes, janitorial services are required) |
| 7. Will Caterer/Bartender be onsite during your event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No (If yes, liability insurance & BL required) |

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE DATE 10/28/2024

STAFF USE ONLY

APPLICATION RECEIVED BY _____ APPLICATION APPROVED BY _____
APPLICATION PROCESSED/LOGGED BY _____
RECEIPT NO. _____ PAYMENT TYPE: ☐CHECK ☐MONEY ORDER ☐VISA/MASTERCARD
SECURITY SERVICES NOTIFICATION SENT BY: _____ DATE _____

COMMENTS / ADDITIONAL DATES AND TIMES

City of Huntington Park • Department of Parks & Recreation
3401 E. Florence Ave. • Huntington Park, CA 90255 • 323-584-6218 • FAX 323-584-6310 • www.hpca.gov

INVOICE DATE	INVOICE NO.

BILL TO	
Vera Yeh	
(714)388-5670; songlincorp@yahoo.com	
1100 S. Velley Center Ave	
San Dimas CA, 91773	

EVENT
Food Distribution

FACILITY	QUANTITY	RATE	TOTAL
Event Room Hourly Fee	4	\$41.00	\$164.00
Janitorial	1	\$475.00	\$475.00
Filling Fee	1	\$30.00	\$30.00
Personnel	4	\$19.00	\$76.00
White Foldable Tables	25	\$6.87	\$171.75
Chairs (Black)	30	\$1.07	\$32.10
Deposit	1	\$500.00	\$500.00
DEPOSIT*Refundable			
PAYMENTS / CREDITS			
TOTAL DUE TO CITY OF HUNTINGTON PARK			\$1,448.85

DETAILS OF FACILITY USE

[illegible]

ATTACHMENT "C"



Facility Fee Waiver Application

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver. Please attach a copy of your Facility Rental Application to this form and return to the Department of Parks and Recreation. **Applications must be submitted at least 60 days before event.**

Submission of this application does not guarantee rental of facility.

A. CONTACT INFORMATION

Name of Group/Organization _____

Is this a non-profit organization ☐ YES ☐ NO Tax ID # (Non-profit only) _____

Applicant Name/Person Responsible _____ Title _____

Cell Phone _____ Alternate Phone _____

E-mail Address _____

Address _____ City _____ State _____ Zip _____

B. FACILITY INFORMATION

Indicate the specific facility or facilities for which you are requesting a fee waiver

- | | |
|--|---|
| <input type="checkbox"/> FREEDOM PARK RECREATION CENTER | <input type="checkbox"/> FREEDOM PARK ATHLETIC FIELD |
| <input type="checkbox"/> HUNTINGTON PARK COMMUNITY CENTER | <input type="checkbox"/> KEVIN DE LEON SOCCER FIELD |
| <input type="checkbox"/> RAUL R. PEREZ MEMORIAL PARK RECREATION CENTER | <input type="checkbox"/> RAUL R. PEREZ MEMORIAL PARK ATHLETIC FIELD |
| <input type="checkbox"/> ROBERT H. KELLER PARK | <input type="checkbox"/> ROBERT H. KELLER PARK PICNIC SHELTER |
| <input type="checkbox"/> SALT LAKE PARK CLUB ROOM # _____ | <input type="checkbox"/> SALT LAKE PARK BALL FIELD # _____ |
| <input type="checkbox"/> SALT LAKE PARK BATTING CAGES | <input type="checkbox"/> SALT LAKE PARK GYMNASIUM |
| <input type="checkbox"/> SALT LAKE PARK LOUNGE | <input type="checkbox"/> SALT LAKE PARK SOCIAL HALL |
| <input type="checkbox"/> SALT LAKE PARK SOCCER SQUARE SENIOR PARK | |
| <input type="checkbox"/> OTHER _____ | |

C. EVENT INFORMATION

1. Event Description (provide a detailed description of the event, its purpose, and the activities that will take place).

Anticipated Daily Attendance _____ Anticipated Total Attendance _____

2. Is your organization an official non-profit organization 501(c)3? ☐ Yes ☐ No

• If yes, list the non-profit tax ID number _____

3. Will you be charging a fee for this event? ☐Yes ☐No

• If yes, list all fees:

4. Will the event be open to the public?

☐Yes ☐No

5. Is this event a fundraiser?

☐Yes ☐No

D. EVENT DATES AND TIMES

Set-up Date(s) _____

Set-up Start Time _____

Event Start Date(s) _____

Event Start Time _____

Event End Date _____

Event End Time _____

Breakdown Date(s) _____

Breakdown End Time _____

E. FEE WAIVER INFORMATION

Please complete ONLY the section which applies to your event (Intergovernmental Cooperation, Non-Profit, Private Business or Organization or City Sponsored Event)

☐ Intergovernmental Cooperation (Applicant is a government agency)

Name of Specific Department/Unit Responsible for Event _____

How does this event benefit the residents of Huntington Park?

Why is it necessary to hold this event at a City facility?

☐ Non-Profit Organization or Private Business, Organization or Individual

*Non-profit organization will be required to provide verification of tax-exempt status.

Do you provide a service solely to the residents of Huntington Park?

☐Yes ☐No

Indicate the negative impact or financial hardship that the normal facility fees would create for your event or agency. You may attach a budget or financial statement for your organization to clarify the reason for your fee waiver request.

What significant value or benefit will your event provide to Huntington Park residents?

☐ City-Sponsored Event

See the Park Facility Use Fee Waiver Policy for details about City-sponsored event requests.

Does your organization have, or is it in the process of receiving, a tax-exempt status? ☐Yes ☐No

Explain why the City should be a co-sponsor of your event:

F. FEE WAIVER REQUEST

Are you requesting a 100% waiver of all applicable rental fees? ☐Yes ☐No

If "NO" which fees are you requesting to be waived? (Note: refundable security deposit may not be waived)

- | | |
|---|----------|
| <input type="checkbox"/> Facility Fee | \$ _____ |
| <input type="checkbox"/> Personnel (Staffing) | \$ _____ |
| <input type="checkbox"/> Janitorial | \$ _____ |
| <input type="checkbox"/> Equipment/Material | \$ _____ |

G. REQUIREMENTS

A completed facility rental application, facility fee waiver application, a letter requesting the fee waiver, and a document proving financial hardship must be submitted at least 60 days prior to the event. The letter of request shall include the following: (A) names and addresses of board members, (B) the event's purpose and benefits to the community, (C) the event's proposed budget including all revenues and expenditures, (D) how the event's proceeds are to be used. (Proceeds are to be used exclusively within the community for charitable or non-profit activities involving youth or adult programs). In addition, the person requesting the fee waiver must attend the commission and/or City Council meeting when the request is being considered.

CHECKLIST

<input checked="" type="checkbox"/> Facility Rental Application	<input checked="" type="checkbox"/> Facility Fee Waiver Application	<input checked="" type="checkbox"/> Request Letter	<input type="checkbox"/> Financial Document
---	---	--	---

H. REVIEW PROCESS

You will be notified within 5 business days of submission of your application whether your request has been denied or will be referred to the City Manager, Parks & Recreation Commission, and/or City Council for review. For additional details, review the Park Facility Use Fee Waiver Policy.

I. APPLICANT SIGNATURE

I understand and agree to abide by all of the Facility Fee Waiver and Facility Rental regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.



SIGNATURE _____ DATE 11/15/2024

STAFF USE ONLY

APPLICATION RECEIVED BY _____ APPLICATION APPROVED BY _____

APPLICATION SUBMITTED _____ DOCUMENTS SUBMITTED ☐ Facility Rental Application ☐ Facility Fee Waiver Application
☐ Request Letter ☐ Financial Document

INVOICE CREATED BY _____ APPROVED BY _____

COMMENTS: _____



Buddhist Tzu Chi Foundation
#411-濟基金會 X ISI總會

Mike Tang
Executive Vice President
Buddhist Tzu Chi Foundation
1100 S. Valley Center Ave
San Dimas, CA 91773
909-288-2088
mike_tang@tzuchi.us

November 15th, 2024

City of Huntington

To Whom It May Concern,

I am writing on behalf of the Buddhist Tzu Chi Foundation to kindly request a waiver of fees associated with our upcoming food distribution event scheduled for Saturday, November 23, 2024.

The event will take place at Huntington Park Community Center, where we plan to provide essential food and supplies to underserved members of our community. Our mission is to promote compassion, relief, and equity, and this distribution event is a vital part of our efforts to support individuals and families in need during the holiday season.

The Buddhist Tzu Chi Foundation is a non-profit organization that operates solely through the generosity of donors and volunteers. A waiver of the fees will allow us to allocate more resources directly to those in need and ensure the success of this charitable event.

We kindly ask for your consideration of this fee waiver, which will enable us to maximize our impact on the community we serve. Enclosed, please find all relevant documentation about our organization and the planned event for your review.

Thank you for your time and attention to this matter. We deeply appreciate the City of Huntington's continued support of community initiatives like ours. If you have any questions or require additional information, please feel free to contact me at (909) 288-2088 at mike_tang@tzuchi.us.

We look forward to your positive response.

1100S Valley Center Ave.
San Dimas, CA 91773

Tellig : 909-447-7799
Fax 傳真 : 909-447-7948

English: www.tzuchi.us
中文: www.tzuchi.us/zh

n * ©
@tzuchiusa



Buddhist Tzu Chi Foundation
#411-濟基金會 X iSi總會

Warm regards,

Mike Tang
Executive Vice President
Buddhist Tzu Chi Foundation





ATTACHMENT "D"

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/06/2024

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

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

PRODUCER Marsh Risk & Insurance Services CA License #0437153 633 W. Fifth Street, Suite 1200 Los Angeles, CA 90071 CN138385166--GAUWA-24-25	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Indemnity Insurance Company INSURER B : Insurance Company Of The West INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC# 18058 27847
--	--	--

COVERAGES

CERTIFICATE NUMBER:

LOS-002790408-04

REVISION NUMBER: 2

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2674316	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2674316	04/01/2024	04/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 10,000		PHUB907231	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N N/A	WVE 5062083 03	09/19/2024	09/19/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Abuse Coverage		PHPK2674316	04/01/2024	04/01/2025	Each Occurrence / Aggregate: 1,000,000
A	Excess Abuse Coverage		PHUB907231	04/01/2024	04/01/2025	Limit: 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Event Name: Mobile Food Pantry Date: 11/23/2024 Location: 6925 Salt Lake Ave, Huntington Park, CA 90255

As required by written Contract, The City of Huntington Park, Its Officers, Officials, employees, and Volunteers are included as Additional Insured as respects Named Insured's use of School Facilities and waiver of subrogation applied per General Liability Deluxe Endorsement Human Services Form PI GLD HS (10/11) attached.

CERTIFICATE HOLDER

City of Huntington Park
3401 E. Florence Ave,
Huntington Park, CA 90255

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh Risk & Insurance Services

Marsh Risk & Insurance Services

© 1988-2016 ACORD CORPORATION. All rights reserved.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	10
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury – includes Mental Anguish	Included	11
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included	11

A. Extended Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **a.** is deleted in its entirety and replaced by the following:

a. Expected or Intended Injury

"Bodily injury" or property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

B. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **b. Contractual Liability** is amended to include the following:

- (3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

C. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection **2. Exclusions**, Paragraph **g. (2)** is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
 - (a) Less than 58 feet long; and
 - (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

LIABILITY, Subsection **2. Exclusions**, Paragraph **j. Damage to Property**, item **(1)** is deleted in its entirety and replaced with the following:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury **to a person or damage to another's property, unless the damage to property is caused by your client, up to a \$30,000 limit.** A client is defined as a person under your direct care and supervision.

E. Damage to Premises Rented to You

1. If damage by fire to premises rented to you is not otherwise excluded from this Coverage Part, the word **"fire"** is changed to **"fire, lightning, explosion, smoke, or leakage from automatic fire protective systems"** where it appears in:

- a. The last paragraph of **SECTION I-COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Subsection **2. Exclusions**; is deleted in its entirety and replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

- b. **SECTION III – LIMITS OF INSURANCE**, Paragraph 6. is deleted in its entirety and replaced by the following:

Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems while rented to you or temporarily occupied by you with permission of the owner.

- c. **SECTION V – DEFINITIONS**, Paragraph 9.a., is deleted in its entirety and replaced by the following:

A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, smoke, or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

2. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Subsection **4. Other Insurance**, Paragraph **b. Excess Insurance**, **(1) (a) (ii)** is deleted in its entirety and replaced by the following:

That is insurance for fire, lightning, explosion, smoke, or leakage from automatic fire protective systems for premises rented to you or temporarily occupied by you with permission of the owner;

3. The Damage To Premises Rented To You Limit section of the Declarations is amended to the greater of:

- a. \$1,000,000; or
- b. The amount shown in the Declarations as the Damage to Premises Rented to You Limit.

This is the most we will pay for all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, smoke, or leaks from automatic fire protective systems or any combination thereof.

F. HIPAA

SECTION I – COVERAGES, COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY, is amended as follows:

1. Paragraph **1. Insuring Agreement** is amended to include the following:

We will pay those sums that the insured becomes legally obligated to pay as damages because of a "violation(s)" of the Health Insurance Portability and Accountability Act (HIPAA). We have the right and the duty to defend the insured against any "suit," "investigation," or "civil proceeding" seeking these damages. However, we will have no duty to defend the insured against any "suit" seeking damages, "investigation," or "civil proceeding" to which this insurance does not apply.

2. Paragraph **2. Exclusions** is amended to include the following additional exclusions:

This insurance does not apply to:

- a. **Intentional, Willful, or Deliberate Violations**

Any willful, intentional, or deliberate "violation(s)" by any insured.

- b. **Criminal Acts**

Any "violation" Which results in any criminal penalties under the HIPAA.

- c. **Other Remedies**

Any remedy other than monetary damages for penalties assessed.

- d. **Compliance Reviews or Audits**

Any compliance reviews by the Department of Health and Human Services.

3. **SECTION V – DEFINITIONS** is amended to include the following additional definitions:

- a. "Civil proceeding" means an action by the Department of Health and Human Services (HHS) arising out of "violations."
- b. "Investigation" means an examination of an actual or alleged "violation(s)" by HHS. However, "investigation" does not include a Compliance Review.
- c. "Violation" means the actual or alleged failure to comply with the regulations included in the HIPAA.

G. Medical Payments – Limit Increased to \$20,000, Extended Reporting Period

If **COVERAGE C MEDICAL PAYMENTS** is not otherwise excluded from this Coverage Part:

1. The Medical Expense Limit is changed subject to all of the terms of **SECTION III - LIMITS OF INSURANCE** to the greater of:

- a. \$20,000; or
- b. The Medical Expense Limit shown in the Declarations of this Coverage Part.

2. **SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS**, Subsection 1. **Insuring Agreement**, a. (3) (b) is deleted in its entirety and replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident.

H. Athletic Activities

SECTION I – COVERAGES, COVERAGE C MEDICAL PAYMENTS, Subsection 2. **Exclusions**, Paragraph e. **Athletic Activities** is deleted in its entirety and replaced with the following:

e. Athletic Activities

To a person injured while taking part in athletics.

I. Supplementary Payments

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS - COVERAGE A AND B are amended as follows:

1. b. is deleted in its entirety and replaced by the following:

1. b. Up to \$5000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these.

- 1.d. is deleted in its entirety and replaced by the following:

1. d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1,000 a day because of time off from work.

J. Employee Indemnification Defense Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B the following is added:

We will pay, on your behalf, defense costs incurred by an "employee" in a criminal proceeding occurring in the course of employment.

The most we will pay for any "employee" who is alleged to be directly involved in a criminal proceeding is \$25,000 regardless of the numbers of "employees," claims or "suits" brought or persons or organizations making claims or bringing "suits."

K. Key and Lock Replacement – Janitorial Services Client Coverage

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B is amended to include the following:

We will pay for the cost to replace keys and locks at the “clients’ premises due to theft or other loss to keys entrusted to you by your “client,” up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that **you or any of your partners, members, officers, “employees”, “managers”, directors, trustees,** authorized representatives or any one to **whom you entrust the keys of a “client” for any** purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

- a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
 - (1) Any natural person:
 - (a) While in your service or for 30 days after termination of service;
 - (b) Who you compensate directly by salary, wages or commissions; and
 - (c) Who you have the right to direct and control while performing services for you; or
 - (2) Any natural person who is furnished temporarily to you:
 - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
 - (b) To meet seasonal or short-term workload conditions;
 while that person is subject to your direction and control and performing services for you.
 - (3) "Employee" does not mean:
 - (a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
 - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds

SECTION II – WHO IS AN INSURED is amended as follows:

- 1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph 3.a. is deleted in its entirety and replaced by the following:

a. Coverage under this provision is afforded until the end of the policy period.

2. Each of the following is also an insured:

a. **Medical Directors and Administrators**— Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.

b. **Managers and Supervisors**— Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. **Managers and supervisors who are your "employees" are also insureds for "bodily injury" to a co-"employee" while in the course of his or her employment by you or performing duties related to the conduct of your business.**

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

c. **Broadened Named Insured**— Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

d. **Funding Source**— Any person or organization with respect to their liability arising out of:

(1) Their financial control of you; or

(2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

e. **Home Care Providers**— At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.

f. **Managers, Landlords, or Lessors of Premises**— Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

(1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or

(2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You**— Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not **apply to any "occurrence" which takes place after the equipment lease expires.**

- h. Grantors of Permits —** Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
 - (1)** This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
 - (a)** The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
 - (b)** The construction, erection, or removal of elevators; or
 - (c)** The ownership, maintenance, or use of any elevators covered by this insurance.
- i. Vendors — Only with respect to "bodily injury" or "property damage" arising out of "your products"** which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
 - (1)** The insurance afforded the vendor does not apply to:
 - (a)** "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b)** Any express warranty unauthorized by you;
 - (c)** Any physical or chemical change in the product made intentionally by the vendor;
 - (d)** Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (e)** Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (f)** Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

m. State or Political Subdivisions— Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
 - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

M. Duties in the Event of Occurrence, Claim or Suit

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. is amended as follows:

a. is amended to include:

This condition **applies only when the "occurrence" or offense is known to:**

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition **will not be considered breached unless the breach occurs after such claim or "suif** is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. Representations is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Transfer of Rights of Recovery Against Others To Us

SECTION IV -COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. Transfer of Rights of

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the **insured can waive the insurer's rights of recovery** prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - BLANKET

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us).

The additional premium for this endorsement shall be _____ % of the total California Workers' Compensation premium otherwise due.

Schedule

Person or Organization

Job Description

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(This information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **09/19/2024** Policy No. WVE **5062083 03**

Endorsement No.

Insured **BUDDHIST TZU CHI FOUNDATION**

Premium \$ **INCL.**

Insurance Company **INSURANCE COMPANY OF THE WEST**

Countersigned By _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Huntington Park, its officers, officials, employees, and volunteers and volunteers are to be covered as additional insureds

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – CHURCH MEMBERS AND OFFICERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Paragraph 2.a., Exclusions of Section I – Coverage C – Medical Payments** is replaced by the following:

We will not pay expenses for "bodily injury":

- a. To any insured, except church members who are not paid a fee, salary or other compensation.

- B. Section II – Who Is An Insured** is amended to include the following as insureds:

1. Any of your church members, but only with respect to their liability for your activities or activities they perform on your behalf.

2. Any:

- a. Trustee, official or member of the board of governors of the church; or
- b. Members of the clergy
but only with respect to their duties as such.

ATTACHMENT "E"



Special Event Park Use Permit Application

PERMIT No. _____ FILING FEE: \$80 (for-profit organization) \$30 (non-profit organization)
Non-refundable filing fee.

Applications must be submitted by October 1 to be considered for following calendar year

Applications received after October 1 must be submitted at least 90 days before event or incur \$10 per day fee

A. APPLICANT INFORMATION

Applicant Name: _____
(If organization/business, include name of a contact person)

Address: _____

Telephone #: _____ Emergency Telephone #: _____

Huntington Park Business License #: _____ Are you a non-profit organization? ☐ Yes ☐ No
Tax Identification/501C3 # _____

Applicant's authorized representative(s) for management of event. *If more than one, please list on a separate sheet of paper. (Note: Applicant/authorized representative(s) must be present at all times during event)*

Name: _____

Telephone #: _____ Driver's License #: _____

E-mail address: _____

Address: _____

B. APPLICANT EXPERIENCE/REFERENCES

The organization applying for the special event permit must have at least three years of experience conducting the same or similar event proposed in this application.

Does your organization have at least three years of experience? ☐ Yes ☐ No

Provide three references of other cities/counties where you have conducted a similar event.

1. City/County: _____ Contact Person: _____

Telephone #: _____ Dates of last event: _____

2. City/County: _____ Contact Person: _____

Telephone #: _____ Dates of last event: _____

3. City/County: _____ Contact Person: _____

Telephone #: _____ Dates of last event: _____

C. EVENT INFORMATION

Description of Event (Include Event name, all goods/services to be sold, number of rides, concessions, tents, stages, special displays or equipment used, animals, etc. If more space is needed attach a separate sheet of paper)

Anticipated Attendance Total: _____ Per Day: _____

D. EVENT ENTERTAINMENT

Attach a 1-2-page detailed list and description of all entertainment to be featured at your event.

E. EVENT DATES/TIMES

- **Setup**
Setup begins on: _____ Setup ends on: _____
mm/dd/yyyy mm/dd/yyyy
Setup will occur each day from: _____ until _____
Time (HH:MM) Time (HH:MM)
- **Event**
Event begins on: _____ Event ends on: _____
mm/dd/yyyy mm/dd/yyyy
Event will be open each day from: _____ until _____
Time (HH:MM) Time (HH:MM)
- **Cleanup**
Cleanup begins on: _____ Cleanup ends on: _____
mm/dd/yyyy mm/dd/yyyy
Cleanup will occur each day from: _____ until _____
Time (HH:MM) Time (HH:MM)

Notes: _____

F. EVENT LOCATION

☐ Salt Lake Park ☐ Freedom Park ☐ Robert Keller Park ☐ Senior Park ☐ _____
Other

(Describe area of park your event will utilize)

G. The following is required four weeks prior to event:

- | | | |
|---|--|--|
| <input type="checkbox"/> \$2,500 Refundable Deposit | <input type="checkbox"/> Business License | <input type="checkbox"/> Building Permit |
| <input type="checkbox"/> County Fire Permit | <input type="checkbox"/> Security Plan | <input type="checkbox"/> Plot Plan |
| <input type="checkbox"/> Entertainment Approval | <input type="checkbox"/> Insurance (must list "City of Huntington Park" as additional insured) | |

H. SITE PLAN

Your site plan/route map should be submitted in blueprint or computer-generated format and include:

- ☐ **An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.**
- ☐ **The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.**
- ☐ **The provision of minimum 20-foot emergency access lanes throughout the event venue.**
- ☐ **The location of first aid facilities and ambulances.**
- ☐ **The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.**
- ☐ **A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills**
- ☐ **Generator locations and/or source of electricity.**
- ☐ **Sources of water.**
- ☐ **Placement of vehicles and/or trailers.**
- ☐ **Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.**
- ☐ **Identification of all event components that meet accessibility standards.**
- ☐ **Other related event components not listed above.**

Have you hired a licensed professional security company to develop and manage your event's security plan?

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Address: _____

Cell #: _____ Fax #: _____

Private Patrol Operator License #: _____

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

[illegible]

J. BUILDING AND SAFETY INFORMATION SHEET

Building and Safety Fee Schedule for Special Events:

- Tents/structures/devices

For inspection of structures or devices regulated
by Chapter 66 the first inspection or first
structure/device

\$283.20

Each additional structure and/or device

\$45.44

- Electrical

Carnival rides (electric or generator driven):

\$ 67.36 each

Carnival rides (mechanically driven):

\$ 28.16 each

Walk through – attractions/electric displays:

\$ 28.16 each

Booth lighting (i.e. carnival games, etc.):

\$ 28.16 each

Temporary power pole:

\$ 75.52 each

Motors, generators, transformers (rating in horsepower HP, kilowatts KW, kilovolt amperes KVA):

Rating over 3 and not over 10, each

\$ 34.72

Rating over 10 and not over 50, each

\$ 77.84

Rating over 50 and not over 100, each

\$ 149.44

Rating over 100, each

\$ 246.72

Any installation of any equipment rated at 400 amperes or larger;

Any installation of a motor rated more than 10 HP;

Any installation of equipment rated above 600V require Plan Review, please submit electrical plans 90 days prior to event. Plan Check fees are 70% of permit fees but not less than \$189.76

- Other

Minimum fee for any inspection not covered above is \$106.30 per hour Monday-Thursday (minimum of two hours).

After Hour inspection \$460.00

Issuance fee per each permit:

\$48.00

- EVENT INFORMATION

Applicant: _____

Event address: _____ Date: _____

Event contact name: _____ Phone: _____

Event contact name: _____ Phone: _____

Tents (indicate number of tents and size of each:

Rides and attractions:

electrical/generator driven rides: _____

mechanical driven rides: _____

walk through/electric displays/booths: _____

Generators:

_____ @ _____ (circle one) (circle one)
hp kw kva

_____ @ _____ (circle one) (circle one)
hp kw kva

_____ @ _____ hp kw kva

_____ @ _____ hp kw kva

Application must be submitted to Director of Parks & Recreation a minimum of 90 days prior to event date and returned a minimum of 3 weeks prior to event date with all required approvals (see attached checklist). Two sets of plot plans and/or floor plans showing locations of all event activity, pedestrian trash, porta-potties, security plan, entertainment list, and vehicle circulation, pedestrian circulation or parking as necessary must be attached. Final invoice is to be paid at least 2 weeks before event date.

CERTIFICATE OF THE APPLICANT: I understand and agree to abide by all of the Special Event Permit regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

<p>FOR OFFICE USE ONLY</p> <p>Date submitted: _____</p> <p>Received by: _____</p> <p>File fee: _____</p> <p>Receipt #: _____</p>

Applicant's Signature

Date

PERMIT No. _____

APPROVAL CHECKLIST

The Department of Parks & Recreation requires proof of approval from the following departments and agencies. Please be advised that the \$80 fee will not be refunded if event does not take place as scheduled due to denial of request by other agency and/or property owner (s) or failure by applicant to obtain required approval signatures.

L.A. County Fire Department, Prevention Bureau
3161 E. Imperial Highway, Lynwood, CA 90255

(310) 603-5258

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

L.A. County Health Department, Environmental Health Specialist
245 S. Fetterly Ave., Room 2014, Los Angeles, CA 90022
www.publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm

(323) 362-1010

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

State Department of Alcohol, Beverage Control, Duty Investigator
300 S. Spring St., Suite 2001-N, Los Angeles, CA 90013

(213) 897-5391

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

City of Huntington Park Police Department, PD Services Contract
6542 Miles Avenue, Huntington Park, CA 90255

(323) 584-6254

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

City of Huntington Park City Clerk - Insurance
6550 Miles Ave., Huntington Park, CA 90255

Signature: (323) 584-6230

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

City of Huntington Park Finance Department, Collections Division & Business License
6550 Miles Ave., Huntington Park, CA 90255 (323) 584-6237

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

City of Huntington Park Building Department, Plan Review
6550 Miles Ave., Huntington Park, CA 90255 (323) 584-6315

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

City of Huntington Park Public Works Department, Director of Public Works
6900 Bissell St., Huntington Park, CA 90255 (323) 584-6274

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

CR&R Incorporated Environmental Services – Trash Hauling Services for Event
Email: DanS@crrmail.com (562) 944-4716 ext. 1501

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

Dig Alert, www.digalert.org (800) 227-2600

☐ Approved ☐ Not Approved ☐ No Approval Necessary ☐ Approved with conditions: _____

Name/Title: _____ Signature: _____

ATTACHMENT "F"

City of Huntington Park City Property and Facility Use Fee Waiver Policy

1.0 PURPOSE

- 1.1 To provide policies and procedures for requesting and approving a waiver of facility fees, departmental service charges, fee schedules and other related City fees established by the City of Huntington Park for use of City-owned and operated property for Activities in Public Places, as defined in Section 5-13.01 of the Municipal Code.

2.0 POLICY

- 2.1 The City of Huntington Park ("City") recognizes the value of partnering with non-profit agencies and organizations and other governmental agencies to provide services beneficial to the community. In an effort to provide support these organizations and agencies that provide a community benefit, the following procedures have been established for determining when fees or other department-specific charges may be waived by the City.
- 2.2 All fee waiver requests related to Activities in Public Places must be reviewed by the applicable Department Head, the City Manager and, for requests to have fees waived for the City's Parks or Park facilities, as set forth in Schedule A attached to this Policy, to by the Parks and Recreation Commission ("Parks and Recreation Commission") for review and recommendation for approval/denial and then to the City Council for final review and decision.
- 2.3 The City shall consider fee waiver requests if and when:
- (a) The facility requested is available; and
 - (b) Requested use of facility does not occur during Peak Hours of Operation, as defined by this Policy; and
 - (c) Requested use of facility does not conflict with or impede facility reservations for which full fees are paid; and
 - (d) Requested use of facility does not exceed three (3) days.
- 2.4 The City reserves the right to change the facility for which a fee waiver is granted, within one week of the event, if it is determined that another organization/individual will pay all fees to use said facility.

3.0 DEFINITIONS

Activities in Public Places: For purposes of this Policy, "Activities in Public Places" shall have the same meaning as defined in Chapter 13 – Activities in Public Places, Sections 5-13.01 (A) of Title 5 Public Welfare, Morals and Conduct of the City's municipal code and which have all required City permits and other required approval set forth in the City's municipal code.

Affiliated Event: Is an event where a City of Huntington Park department is not involved in determining program content or publicity, but does facilitate date and space requests for an external organization. Affiliated Events are not funded by the City since the external organization is in a position to recover a portion of event costs by charging event-related fees (i.e. vendor booth fees, carnival ride profit, etc.).

Co-Sponsored Event, Program or Activity: Is an event, program, or activity in which a City of Huntington Park department is fully engaged with an external organization in the planning, coordination and execution of the event, and both entities are responsible for funding the event.

All resources provided by the City in sponsorship of a Co-Sponsored Event must be provided for within the City's pre-budgeted allocations without a reduction of services.

Limited Use Activities: A Limited Use Activity is one which involves 4 hours or less of City Facilities, park or park facility use. These types of uses, as an example involve requests by local Scout troops for limited activities, requests by individual school classrooms for park facility use and similar limited use activities.

City Facilities: Are all City owned facilities, including but not limited to streets, alleys, sidewalks, public places, public property or public right of ways, and those facilities listed in Attachment A to this Policy.

Departmental service charges: Are the actual costs which a department of the City incurs in connection with activities for which a permit is required including, but not limited to, costs associated with fire safety, traffic, and/or pedestrian control, water safety, the closure of streets or intersection(s) for the diverting of traffic, the salaries of City personnel involved in the administration or coordination of City services for the event, the cost to the City to provide support personnel, equipment, materials and supplies, and related City costs such as fringe benefits or employee overtime.

Local Non-Profit: Is a group or organization of not less than five (5) people which is based in the City of Huntington Park and is registered with a Federal non-profit exempt status (i.e. 501(c)(3)) that is organized primarily for community, veteran, youth, patriotic, welfare, civic betterment, or charitable purposes; has been organized and established in the City for a minimum of one (1) continuous year; and has its principle and permanent meeting place in the City.

City Fees: Are fees, costs and charges established by the City of Huntington Park for the use of City facilities, including park facilities, permit application fees, facility use rental fees and departmental service charges.

Peak Hours of Operation: Are those hours identified in Attachment B to this Policy.

City Sponsored Event: Is an event planned, coordinated and executed primarily by City employees and is approved and funded by the City.

4.0 RESPONSIBILITY

- 4.1 Established fees for the use of City Facilities for Activities in Public Places may be waived pursuant Section 6.0 of this Policy, if the applicant is eligible for a fee waiver under Section 7.0 of this Policy and the appropriate criteria are met.
- 4.2 Except for fee waivers for Limited Use Activities, an application for fee waiver must be submitted at least 90 days prior to the event date(s), pursuant Section 5-13.03 of the city's Municipal Code. Late applications may be considered only if all criteria identified in this Policy are met.

5.0 FEES ELIGIBLE FOR CONSIDERATION

5.1 Fees and charges eligible for waiver by action of the City, pursuant Section 6.0 of this policy are:

- (a) Permit application fees
- (b) Facility use rental fees
- (c) Any other City Fee or cost deemed appropriate by the City Council.

6.0 AUTHORITY

- (a) The Department Head and City Manager may not waive departmental service charges. Departmental service charges may only be waived by action of the City Council per Section 5-13.09 of the City's municipal code, if the appropriate criteria and requirements are met.
- (b) A Department Head or City Manager may waive fees associated with Limited Use Activities.
- (c) Except for Limited Use Activities fee waivers, all fee waiver requests for City Park and Recreation Facilities must first be presented to the Parks and Recreation Commission for review and recommendation for approval or denial. After review by the Parks and Recreation Commission, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request.
- (d) Except for Limited Use Activities fee waivers, all fee waiver requests for City Facilities which are not Park and Recreation Facilities must first be presented to the applicable department impacted for review and recommendation for approval or denial. After review by the department and City Manager, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request. In no event shall the City Council waive fees in excess of \$25,000 for any single event or non-profit group or organization per fiscal year.
- (e) In the event that the request for a fee waiver includes street or alley closures or other interruption of street or sidewalk use, the applicant, in addition to all other requirements of the City, must obtain written consent of a least seventy percent (70%) of the businesses, individuals or parties directly blocked by the event or activity.

7.0 ELIGIBILITY FOR FEE WAIVER

A Department Head, the City Manager or City Council may waive fees and charges, pursuant to Sections 5.0 and 6.0 of this policy, for an organization, individual or program if it determines that it is either an affiliate event, co-sponsored event and/or is a local non-profit or other local or non-local tax-exempt organization; and

- (a) The event or program is in compliance with the City's non-discrimination policy, a copy of which may be obtained from the Human Resources Department; and
- (b) The proposed event or program shall have no detrimental impacts on the existing facilities or department activities, and that the permitted organization shall provide in-kind services to offset the actual cost to the City or mitigate impacts that are created by the event or program; and
- (c) The Fee Waiver Application is submitted prior to the date of the event. *Please refer to Section 9.0 for specific guidelines-* and
- (d) If fee waiver is approved, a certificate of insurance or statement of self-insurance and hold harmless agreement must be provided by the Applicant. Insurance

- certificate must include additional insured endorsement naming the City of Huntington Park, its Officers, Agents and employees as additional insured; and
- (e) The City Council has determined via the submittal of appropriate documentation that no profit will be made from the event by the permitting organization or by any other private individual or business; and
 - (f) The proposed group is not using the facility for a fundraiser or where a participation fee/donation is charged or requested; and
 - (g) Organizations or individuals which receive fee waivers are not associating political activities or supporting or endorsing any candidate for office, ballot measure or other political measure with the program/activities for which they receive such waivers.
 - (h) **In no event shall the City approve a fee waiver for any for profit individual, group or organization.**

8.0 ELIGIBILITY FOR FEE EXEMPTION

An individual or organization is exempt from paying facility use fees and service charges, if they meet one or more of the following criteria:

8.1 Intergovernmental Cooperation:

- (a) The organization is another governmental agency; and
- (b) The use of the facility is related to the performance of the agencies' governmental duties; and
- (c) The equipment and staffing needs associated with the event can be provided for within the Department's existing budgetary allocations without reduction in services in other areas of the Department.
- (d) Nothing contained in this section shall waive the obligation for the governmental group, organization or individual from obtaining any and all other City permits or approvals required to conduct and hold the event.

8.2 City-Sponsored event, program or activity.

9.0 PROCEDURE

Fee Waiver Application(s) (Application) must be submitted pursuant to Section 5-13.03 of the municipal code to be considered by the City.

Organizations that meet the Fee Exemption criteria in Section 8.0 are not required to complete or submit an Application for a Fee Waiver, but must submit a facilities use application. *When an organization is not certain that it meets the criteria of Section 8.0 above, it is recommended that the organization submit an Application to the Department pursuant to this Policy.*

9.1 Fee Waiver Application Procedure

- (a) Applicant seeking a fee waiver must obtain an Application from the Department Head or Designee. The form must be filled out completely and correctly and timely returned to the Department Head for review and consideration. If the Application is for a Limited Use Activity, the Department Head shall approve or deny the application or shall forward the Application to the City Manager for review and approval or denial.

- (b) Non-profit organizations seeking a facility fee waiver must provide proof of their Federal tax-exempt or non-profit status at the time the Application is submitted.
- (c) Applicant may be asked by the Department Head or Designee to submit financial information for the organization or event to support Application.
- (d) Applicant must submit a financial hardship letter which includes proof of financial hardship, as evidenced by relevant information or documentation satisfactory to the Department (i.e. bank statement, an organization's adopted budget or financial report, etc.).
- (e) Application is approved or denied by the City based on criteria established in this policy.
- (f) Within thirty (30) days after the conclusion of an event in which fees have been waived, the City may request a profit and loss statement or other report requested from the Applicant following the event.
- (g) If it is determined by the City that false information, statement or report has been provided by the Applicant or any individual, group, organization or entity seeking or receiving a fee waiver granted pursuant to this policy, the City shall be entitled to a full refund or payment of the fees waived. The City shall have the authority to take whatever legal remedies are available, including filing legal action(s), to impose, charge and collect fees waived under the false pretense or information submitted by the Applicant, individual, group, organization or entity.

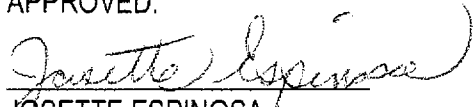
10.0 REVIEW AND REVISION

It is the responsibility of the City Manager or his/her designee to review and submit recommendations for the update this policy and procedure on an annual basis.

11.0 AUDITING

Staff shall provide annual reports to the City Council regarding all facility use fee waivers and departmental services charges that have been approved and issued during the fiscal year, including the organizations and the amounts waived for each organization. The reports shall include an overview as to the effectiveness of the fee waiver program.

APPROVED:



JOSETTE ESPINOSA

DEPARTMENT HEAD



KARINA MACIAS

MAYOR

AUTHORIZED ON:

7~<W5

7-6-15

ATTACHMENT A

DEPARTMENT OF PARKS AND RECREATION FACILITIES

Park Site	Park Facility
Salt Lake Park <i>3401 E. Florence Ave.</i>	Lounge
	Social Hall
	Club Rooms 1, 2 & 3
	Mat Room, Dance Room
	Muni Building
	Parking Lots (7)
	Muni Picnic Shelter
	Kevin De Leon Campo de Futbol
	Soccer Square
	Ball fields (4)
	Batting Cages (2)
	Indoor Multipurpose Gymnasium
	Outdoor Basketball Courts (5)
	Outdoor Tennis Courts (5)
	Outdoor Volleyball Courts (2)
Huntington Park Community Center <i>6925 Salt Lake Ave.</i>	Community Center
	Senior Park + Pavilion
	Parking Lot
Raul R. Perez Memorial Park <i>6208 E. Alameda St.</i>	Event Room A, B & C
	Parking Lot
	Multipurpose Athletic Field
	Outdoor Basketball Courts (2)
Freedom Park <i>3801 E. 61st St.</i>	Community Center
	Multipurpose Athletic Field
	Outdoor Basketball Courts (2)
Keller Park <i>6550 Miles Ave.</i>	Picnic Shelter

ATTACHMENT B
DEPARTMENT OF PARKS AND RECREATION
PEAK HOURS OF OPERATION

Park Site/Facility	Normal Hours of Operation		Peak Hours
Salt Lake Park <i>Ball Fields</i>	Monday -Thursday	6 a.m.-10 p.m.	5:30 p.m. -8 p.m.
	Friday	6a.m.- 10 p.m.	5:30 p.m. - 10 p.m.
	Saturday	6 a.m. -10 p.m.	1 p.m. - 10 p.m.
	Sunday	6 a.m. -10 p.m.	9 a.m. -6 p.m.
Salt Lake Park <i>Gymnasium</i>	Monday – Thursday	8 a.m. -7 p.m.	5:30 p.m. -8 p.m.
	Friday	8 a.m. -5 p.m.	5:30 p.m. -10 p.m.
	Saturday	8 a.m. -2 p.m.	9a.m. -2p.m.
	Sunday*	Closed	9 a.m. -3 p.m.
Salt Lake Park <i>Soccer Circle</i>	Monday – Friday	2 p.m. -10 p.m.	5 p.m. -9 p.m.
	Saturday	8 a.m. -10 p.m.	9 a.m. -9 p.m.
	Sunday	8 a.m. - 10 p.m.	9 a.m. -7 p.m.
Salt Lake Park <i>Hon. Kevin De Leon Soccer Field</i>	Monday – Friday	2 p.m. - 10 p.m.	5 p.m. - 9 p.m.
	Saturday	8 a.m. -10 p.m.	9 a.m. -7 p.m.
	Sunday	8 a.m. -10 p.m.	9 a.m. -5 p.m.
Salt Lake Park <i>Recreation Center</i>	Monday – Thursday	8 a.m. -7 p.m.	5 p.m. -7 p.m.
	Friday	8 a.m. -5 p.m.	5 p.m. -9 p.m.
	Saturday	8 a.m. -2 p.m.	9 a.m. -2 p.m.
	Sunday	Closed	
Salt Lake Park <i>Skate Park</i>	Monday – Sunday	10 a.m. -9 p.m.	3 p.m. -8 p.m.
Raul R. Perez Memorial Park <i>Recreation Center</i>	Monday – Friday	11 a.m. -7 p.m.	4 p.m. -6 p.m.
	Saturday	Closed	
	Sunday	Closed	
Raul R. Perez Memorial Park <i>Athletic Field</i>	Monday – Thursday	9 a.m. -8 p.m.	5:30 p.m. - 8 p.m.
	Friday	9 a.m. -8 p.m.	5:30 p.m. -8 p.m.
	Saturday	9 a.m. -8 p.m.	12 p.m. -5 p.m.
	Sunday	9 a.m. -8 p.m.	12 p.m. -5 p.m.
Freedom Park <i>Recreation Center</i>	Monday – Thursday	1 p.m. -5 p.m.	2:30 p.m. -5 p.m.
	Friday	1 p.m. -5 p.m.	2:30 p.m. -5 p.m.
	Saturday - Sunday	Closed	
Freedom Park <i>Athletic Field</i>	Monday -Thursday	1 p.m. -5 p.m.	2:30 p.m. - 5 p.m.
	Friday	1 p.m. -5 p.m.	2:30 p.m. -5 p.m.
	Saturday - Sunday	Closed	
Huntington Park Community Center & Senior Park <i>Recreation Center</i>	Monday, Wednesday & Friday	9 a.m. -6 p.m.	9 a.m. -3 p.m.
	Saturday	Closed	2 p.m. - 10 p.m.
	Sunday	Closed	

ITEM 4



CITY OF HUNTINGTON PARK

Office of the City Clerk
City Council Agenda Report

November 18, 2024

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:

COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2015-19.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 18, 2015, the City Council adopted Resolution No. 2015-19 which established a new process for making appointments to various City Commissions.

Individuals appointed to Commissions will be required to submit to a LiveScan and subsequently take an Oath of Office.

FISCAL IMPACT

There is no fiscal impact. Compensation for added Commissioners has been budgeted for FY 2024/25 to account 111-0123-413.19-05.

CONCLUSION

Terms will run concurrent with the Council Member who appoints. After the appointment the City Clerk will notify applicants of their appointments.

COUNCIL APPOINTMENT TO CIVIL SERVICE COMMISSION

November 18, 2024

Page 2 of 2

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

RICARDO REYES
City Manager

A handwritten signature in blue ink, appearing to read 'Eduardo Sarmiento', with a stylized, flowing script.

EDUARDO SARMIENTO,
City Clerk

ATTACHMENT(S)

- A. Resolution No. 2015-19, Adopting Revised Rules, Method of Appointment, Guidelines for the Conduct of Meetings and Structure for all Commissions of the city and Repealing all Prior Resolutions or Provisions in Conflict with the Provisions Contained Herein.

ATTACHMENT "A"

RESOLUTION NO. 2015-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ADOPTING REVISED RULES, METHOD OF APPOINTMENT, GUIDELINES FOR THE CONDUCT OF MEETINGS AND STRUCTURE FOR ALL COMMISSIONS OF THE CITY AND REPEALING ALL PRIOR RESOLUTIONS OR PROVISIONS IN CONFLICT WITH THE PROVISIONS CONTAINED HEREIN

WHEREAS, the City Council has decided to amend all commission resolutions to provide for congruent and consistent regulation and structure across all City Commissions.

THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:

SECTION 1: Establishment of City Commissions.

The City has currently established the following commissions to serve in the capacity as advisory bodies to the City Council:

Planning Commission
Civil Service Commission
Parks and Recreation Commission
Health and Education Commission
Historic Preservation Commission
Youth Commission (pending approval).

This Resolution is intended to govern and supersede all prior resolutions establishing and amending member qualifications, organizational rules, guidelines and structure for City Commissions and hereby repeals all provisions in conflict with the provisions contained herein by the adoption of the revised provisions below. This Resolution will also govern over provisions of City ordinances currently in existence, but which will be repealed or amended for consistency with this Resolution. This Resolution shall also govern and control any additional Commission created by the City Council in addition to those enumerated above.

SECTION 2: Membership.

All City Commissions shall consist of five (5) members, with the exception of the Youth Commission which shall consist of ten (10) youth from the City as defined below. All members of each Commission shall be a resident of the City of Huntington Park, however, at the City Council's discretion, no more than two (2) Commissioners for any Commission may be non-Huntington Park residents. Each person seeking appointment to a Commission shall complete an application provided by the City and submit to a Live Scan background check before being appointed to a Commission and before being sworn in to office.

1 **SECTION 3: Appointment, Reappointment and Removal.**

2 Each member of the City Council shall have authority to appoint one (1)
3 member to each Commission, with the exception of the Youth Commission, which
4 shall consist of two (2) members appointed by each City Councilmember. Each
5 Councilmember shall appoint their Commissioners within sixty (60) days of assuming
6 office, or from the adoption of this Resolution, or from a vacancy occurring for said
7 Commission position for that respective Councilmember appointment. If no
8 appointment is made within sixty (60) days of assuming office, or from the adoption of
9 this Resolution, or from a vacancy occurring for said Commission position, the Mayor
10 shall appoint a member to the vacant seat.

11 Commission members may be removed from their appointment due to
12 disqualification as provided for in this Resolution or upon the sole decision by the
13 Councilmember who appointed that Commissioner. All appointments or removal of
14 Commissioners shall occur at an open meeting of the City Council. If removal of a
15 Commissioner occurs, the City Clerk shall send notice to that Commissioner at the last
16 address on file with the City.

17 **SECTION 4: Term of Office.**

18 Each Commissioner's term shall be for a period of four years, unless removed
19 by the appointing Councilmember or as a result of disqualification as set forth herein.
20 Notwithstanding the foregoing, no Commissioner shall serve for a period which
21 exceeds the time in office for the Councilmember appointing that Commissioner. In
22 the event that the appointing Councilmember completes his or her term, vacates their
23 office or otherwise is no longer holding office, the term of the Commissioner appointed
24 by said Councilmember shall end. However, nothing contained in this section shall
25 prevent another Councilmember or the new Councilmember from appointing the
26 individual back to the same Commission or to a different Commission.

27 **SECTION 5: Vacancy Due to Disqualification.**

28 When a member no longer meets the qualifications for the Commission, the
member is therefore disqualified, and the office shall thereupon become vacant.

SECTION 6: Vacancy.

 If for any reason a vacancy occurs, it shall be filled by appointment by the
member of the City Council who appointed said Commissioner for the unexpired
portion of such term.

SECTION 7: Quorum.

 A majority of the total number of members of the Commission shall constitute a
quorum for the transaction of business, but a lesser number may adjourn from time to
time for want of quorum and until a quorum can be obtained.

1 **SECTION 8: Purpose.**

2 The purpose, duties and responsibilities of each Commission shall be
3 established by the City Council by ordinance and codified in the Huntington Park
4 Municipal Code.

5 **SECTION 9: Organization.**

6 Annually in the month of March, the Commission shall elect one of its members
7 as Chair and Vice-Chair. City staff shall act as the Commission Secretary. Staff
liaisons shall act as the conduit for all communications to the City Council.

8 **SECTION 10: Meetings.**

9 Regular meetings of the Commission shall be as set by each Commission. The
10 place of such meetings shall be at City Hall unless otherwise designated by the City
11 Council or approved by a majority of the total membership of the Commission. When
12 the day for such regular meetings falls on a legal holiday, the meeting shall not be
13 held on such holiday, but shall be held at the same hour on the next succeeding day
14 thereafter which is not a holiday. All meetings of the Commission shall be open and
15 public, and subject to all laws of the state of California e.g. the Brown Act, governing
open public meetings. The Commission shall adopt its own rules for the transaction of
its business and keep a record of resolutions, findings and recommendations and
actions voted upon. A report of each meeting of the Commission shall be given to the
City Council.

16 **SECTION 11: Termination of Commission.**

17 Termination of the Commission shall be done at the will and vote of the City
18 Council.

19 **SECTION 12: Compensation.**

20 Commission member compensation shall be set by resolution of the City
21 Council.

22 **SECTION 13: Commission Handbook.**

23 All Commission Members must adhere to the provisions contained and
24 referenced in the City of Huntington Park Commission Handbook as approved by the
City Council.

25 **SECTION 14:**


26 The City Clerk shall certify to the adoption of this Resolution.
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

PASSED, APPROVED AND ADOPTED THIS 18th day of May, 2015.


Karina Macias
Mayor

ATTEST:


Donna G. Schwartz, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF HUNTINGTON PARK)

I, Donna G. Schwartz, City Clerk of the City of Huntington Park, California, do hereby certify that the foregoing Resolution No. 2015-19 was duly passed and adopted by the City Council of the City of Huntington Park at a regular meeting of the City Council held on the 18th day of May, 2015, by the following vote, to wit:

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

NOES: Council Member(s): None

ABSENT: Council Member(s): Amezcua

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Huntington Park, this 20th day of May 2015.


Donna G. Schwartz, CMC/City Clerk