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THE CITY OF SAN DIEGO

March 12, 2007

Mr. Keith Corley, General Manager
The Wackenhut Corporation
2515 Camino Del Rio South #138
San Diego, CA 92108-3737

Dear Mr. Corley:

Subject: Bid No. 8502-07-W – Security Guard Services at Various City Sites

This letter is to inform you that the City of San Diego has completed its review of the subject bid. The City is recommending award of the subject bid to your company, the best overall value meeting specifications with a score of 91.21. This score was based on Price, References, Experience/Qualifications and Staffing.

Please note that other bidders have the opportunity to protest this award recommendation in writing to the Purchasing Agent no later than 5:00 p.m. on *March 23, 2007*.

Please do not hesitate to contact me at (619) 236-6257 with any questions you may have.

Sincerely

Wayde J. Heldibridle
Procurement Specialist



Purchasing Division

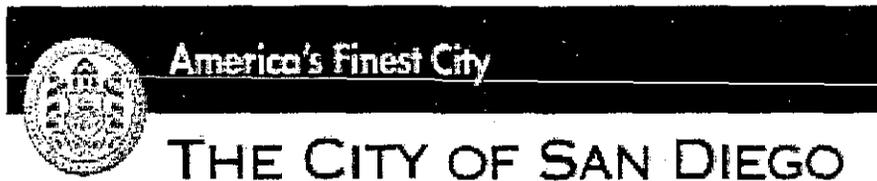
1200 Third Avenue, Suite 200 • San Diego, CA 92101-4195

001145

ORIGINAL COPY

PROPOSAL FOR SECURITY SERVICES CITY OF SAN DIEGO

REQUEST FOR BID NO. 8502-07-W



Submitted by:

The Wackenhut Corporation
2515 Camino Del Rio
San Diego, CA 92108
Phone: (619) 295-2394

January 8, 2007

001147



2515 Camino Del Rio South
San Diego, CA 92108
Phone: (619) 295-2394

January 8, 2007

RE: Bid No. 8502-07-W

Mr. Wayde Heldibridle
Procurement Specialist
City of San Diego Purchasing Division
1200 Third Ave., Suite 200
San Diego, CA 92101

Dear Mr. Heldibridle:

Thank you for inviting the Wackenhut Corporation to submit a proposal to provide security services to the City of San Diego. Since 1954 The Wackenhut Corporation has been a leading provider of security services to major corporations, government agencies, and a wide range of industrial and commercial customers. We've made great efforts to position ourselves as a client driven company aimed at providing custom designed security services for our clients which include a number of both county and municipal government agencies throughout Southern California.

We have reviewed and analyzed your specifications, and we assure you that we are completely familiar with the physical and operational characteristics of the services needed, have performed and are performing such services in a professional and capable manner for other clients, and will do so to your satisfaction.

Wackenhut is qualified to meet the requirements of the City of San Diego. This is demonstrated in our long term relationships with public agency clients such as the City of San Diego, Orange County Sanitation District, County of Riverside Waste Management District, City of Los Angeles GSA, and the Sacramento Regional Transportation Authority to name a few.

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We firmly believe that we are offer our clients a fully rounded program from officer selection, officer training and assignment, to management support for the highest level of service available in the California market. We know that by working together, we can provide a solid security program.

In our bid response, we made efforts to accurately identify procedures for minimizing personnel turnover and to ensure a well trained and professional guard force to serve the City of San Diego and the community at large.

Again, it has been our pleasure to submit a proposal to provide security services. We sincerely hope that The Wackenhut Corporation will be your security provider of choice. We look forward to beginning our mutually beneficial relationship.

In the event you should have any questions, please contact me. My e-mail address is [jparra @wackenhut.com](mailto:jparra@wackenhut.com) or at the office, (619) 295-2394.

Sincerely,

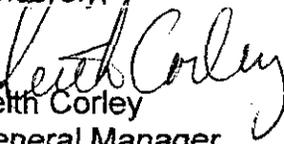

Keith Corley
General Manager

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PREFACE

STATEMENT OF PROPRIETARY INFORMATION

This proposal contains *proprietary information* regarding The Wackenhut Corporation (hereafter *Wackenhut*) and is not for public disclosure. Dissemination and reproduction may only be made after written permission by an authorized representative of Wackenhut is granted. This document was prepared and is submitted in confidence to the City of San Diego (Hereafter as the CITY OF SAN DIEGO) is submitted solely for use by your management for the purpose of review in connection with an invitation to submit a proposal to provide security services.

AN EQUAL RIGHTS NOTE

Whenever "he" or "him" or related pronouns may appear in the proposal, whether as words or as parts of words (and other than with obvious reference to named male individuals) they have been used for literary purposes and are meant in their generic sense to include all persons, both female and male.

I. PRICING PAGE

A. WATER FACILITIES

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	8,760	HR	Miramar Water Treatment Plant.	\$ 12.00		\$ 18.07
2.	8,760	HR	Otay Water Treatment Plant.	\$ 12.00		\$ 18.07
3.	5,848	HR	Alvarado Water Treatment Plant.	\$ 12.00		\$ 18.07
3a.	2,912	HR	Alvarado Water Treatment Plant	\$	\$ 13.50	\$ 20.53
4.	20,640	HR	Chollas Operations Yard. Includes: Front and Rear Gates and Meter Shop Gate	\$ 12.00		\$ 18.07
4a.	8,760	HR	Chollas Security Operations Center	\$ 12.00		\$ 18.07
4b.	5,616	HR	Chollas Roving Patrol.	\$ 12.00		\$ 18.07
5.	14,560	HR	Dams.	\$ 12.00		\$ 18.07
TOTAL SECTION A:						\$ 1,377,881.44

***NOTE:** Pricing is not required for shaded areas.

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B. LIBRARY DEPARTMENT

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guards	Hourly Rate for Upgraded Guards	Extension
1.	3,068	HR	Central Library.	\$ 12.00		\$ 18.07
1a.	3,068	HR	Central Library.		\$ 13.50	\$ 20.53
2.	18,512	HR	Branch Libraries.	\$ 12.00		\$ 18.07
TOTAL SECTION B:						\$452,936.64

C. CITY ADMINISTRATION BUILDING

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	4,576	HR	City Administration Building.	\$ 12.00		\$ 18.07
2.	6,500	HR	City Administration Building.		\$ 13.50	\$ 20.53
3.	17,520	HR	Evan B Jones Parkade, Community Concourse and Plaza	\$ 12.00		\$ 18.07
TOTAL SECTION C:						\$ 532,719.72

D. DEVELOPMENT SERVICES CENTER

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	8,736	HR	Development Services Center.	\$12.00		\$ 18.07
2.	2,080	HR	Development Services Center.		\$ 13.50	\$ 20.53
TOTAL SECTION D:						\$ 200,561.92

*NOTE: Pricing is not required for shaded areas.

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E. WORLD TRADE CENTER/ANNEX

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	2,912	HR	World Trade Center.	\$ 12.00		\$ 18.07
2.	5,824	HR	World Trade Center.		\$ 13.50	\$ 20.53
3.	2,252	HR	World Trade Center/Annex.		\$ 13.50	\$ 20.53
TOTAL SECTION E:						\$ 218,420.12

F. CRABTREE BUILDING

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	1,472	HR	Crabtree Building.	\$ 12.00		\$ 18.07
2.	260	HR	Drive-by service, Unlocking/Locking Building.	\$ 12.00		\$ 18.07
TOTAL SECTION F:						\$ 31,297.24

G. BALBOA PARK

Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
5,824	HR	Balboa Park.	\$ 12.00		\$ 18.07

***NOTE:** Pricing is not required for shaded areas.

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ROSE CANYON OPERATION YARD

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	6,744	HR	Rose Canyon.	\$ 12.00		\$ 18.07
2.	500	HR	Rose Canyon, As Needed Security Services (i.e. special events, emergencies).	\$ 12.00		\$ 18.07
TOTAL SECTION H:						\$ 130,899.08

H. 20TH AND B

Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
13,312	HR	20 th and B.	\$ 12.00		\$ 18.07
TOTAL SECTION I:					\$ 240,547.84

***NOTE:** Pricing is not required for shaded areas.

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I. EXTRAORDINARY LABOR AT VARIOUS CITY SITES

Item	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	1,000	HR	As Needed Security Services.	\$ 12.00		\$ 18.07
2.	1,000	HR	As Needed Security Services.		\$ 13.50	\$ 20.53
TOTAL SECTION J:						\$ 38,600
TOTAL SECTIONS A-J:						\$ 3,329,103.68

***NOTE:** The cost of 1,000 hours of extraordinary labor will be added to bid price to determine the overall low Bidder.

***NOTE:** Pricing is not required for shaded areas.



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CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 8502-07-W

REQUEST FOR BID

Closing Date: January 11, 2007
@ 2:30 p.m.

ADDENDUM A

Subject: Furnish the City of San Diego with **Security Guard Services at Various City Sites**, as may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

Company The Wackenhut Corporation
Federal Tax ID. No. 59-0857245
Street Address 2515 Camino Del Rio South
#138
City San Diego
State CA Zip Code 92108
Tel. No. 619-295-2394 Fax No. 619-295-2391
E-Mail kcorley@wackenhut.g4s.com

Name Keith Corley [PRINT OR TYPE]
Signature* *Keith Corley*
Title General Manager
Date 1/11/07

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

ONLY BIDS WITH AN ORIGINAL SIGNATURE
WILL BE ACCEPTED.

This cover page must be completed and submitted as part of your bid.

If your firm is not located in California, are you authorized to collect California sales tax? YES NO

If YES, under what Permit # _____

Cash discount terms 0 % 0 days.
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: 30 days after receipt of order.

City of San Diego Business Tax License #: B1974008357

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

WAYDE HELDIBRIDLE/b19, Procurement Specialist
Phone: (619) 236-6257 Facsimile: (619) 533-3232
E-mail: WHeldibridle@sandiego.gov

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3. Inspection

The City reserves the right to inspect the Bidders equipment and facilities to determine if the Bidder is capable of fulfilling this contract. Inspection will include, but not limited to, survey of Bidder's physical assets and financial capability. Bidder by signing the bid agrees to the City's right of access to physical assets and financial records for the sole purpose of determining Bid's capability to perform the contract.

Should the City conduct this inspection, the City reserves the right to disqualify a Bidder who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this contract.

Additionally, the City reserves the right to require, during bid evaluation, that the Contractor provide a copy of its most current annual report or audited statement of financial condition to include a balance sheet, income statement, and cash flow statement or other acceptable financial information. These documents may be relied on in further determining the Contractor financial responsibility.

C. LICENSES

To perform the work described in these specifications, the Bidder must hold a current Private Patrol Operators License (PPOL). Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the quote closing.

After a thorough review of the applicability of the proposed license substitution, the City will inform the Bidder, in writing, of its decision prior to the bid closing. The City's decision will be final.

	License Number	Expiration Date	Name
Private Patrol Operators License	3850	Sept. 2007	The Wackenhut Corporation

D. SUBMITTALS

1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and closing date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing Reception Desk prior to bid closing at 2:30 p.m. on bid closing date. Faxed bids will not be accepted.

The original and eight (8) copies of bid, including any attachments, shall be submitted.

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BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of five (5) references where work of a similar size and scope was performed within the past five (5) years. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: City of San Diego **Contact Name:** David Stuckey

Address: 1250 6th Ave Suite 520 **Phone Number:** 619-685-1328
San Diego CA 92101 **Fax Number:** 619-533-6718

Dollar Value of Contract: \$ 1.2 Million **Contract Dates:** 2000 - Current

Requirements of Contract: Responsible for security operations at City facilities including; City Admin. Building, DSC facility, Crabtree Bldg and Alvarado Waste Water Plant

Company Name: City of Los Angeles **Contact Name:** Gennady Danickevich

Address: 201 N. Los Angeles Street **Phone Number:** 213-473-3972
Mail Stop 150
Los Angeles CA **Fax Number:** 213-978-0623

Dollar Value of Contract: \$ 2.3 Million **Contract Dates:** 2004 - Current

Requirements of Contract: Security operations at City facilities including; Admin Building, Police Communication Centers, City Council Offices, City Parks and Personnel Services Office - Unarmed/Armed

Company Name: Orange County **Contact Name:** Jim Matte
Sanitation Dist.

Address: 10844 Ellis Ave **Phone Number:** 714-378-0851
Fountain Valley CA 92798 **Fax Number:** 714-962-2411

Dollar Value of Contract: \$ 240,000 **Contract Dates:** 1995 - Current

Requirements of Contract: Security operations at multi-facility county complex. Site includes ingress/egress control and patrol operations.

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Company Name: City of San Bernardino **Contact Name:** Lt. Patterson
Police Department
Address: 710 N. D Street **Phone Number:** 909-384-5771
San Bernardino CA 92401 **Fax Number:** 909-384-5721
Dollar Value of Contract: \$ 343,000 **Contract Dates:** 1996 - Current
Requirements of Contract: Provide detention facilities services;
Booking, processing and control of arrestees.

Company Name: Old Sacramento **Contact Name:** Ryan Leof Bourrow
Downtown Sacramento Partnership
Address: 980 9th Street Suite 400 **Phone Number:** 916-442-8575
Sacramento CA **Fax Number:** 916-442-2053
Dollar Value of Contract: \$ 55,000 **Contract Dates:** 2006 - Current
Requirements of Contract: Bike patrol of Downtown Business District;
tourist venue.

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. NOTE: Add additional pages if necessary.

Company Name: NONE Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: NONE

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BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, construction and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of work.

NOTE: Add additional pages if necessary.

Equipment

Equipment Description: Patrol Vehicles

Owned Rented Other (explain below) Leased

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: Wackenhut leases and owns vehicles which may be used for site specific purposes and by field supervisors overseeing (cont'd)

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

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BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, construction and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of work.

NOTE: Add additional pages if necessary.

Equipment

Equipment Description: Patrol Vehicles

Owned Rented Other (explain below) Leased

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: (CONTINUED) personnel in the field. Vehicles

include new & late model Ford Taurus, Ford trucks & Jeep Liberty.

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

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BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, Keith Corley, certify that my company, The Wackenhut Corporation, has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: 1/9/07

Signature: Keith Corley

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CONTRACTOR INFORMATION FORM

CONTRACTOR: The Wackenhut Corporation

BID NUMBER: 8502-07-W

CONTRACT TITLE: Security Officer services at various City sites

CONTACT PERSON: 7:00 a.m to 3:30 p.m Keith Corley

PHONE NUMBER: One (1) Hour Response or Less 619-295-2394

FAX NUMBER: 619-295-2391

PAGER NUMBER: NONE

CELL PHONE NUMBER: 619-726-0900

EMERGENCY NUMBER: 619-295-2394

(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: Captain David Rodriguez
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: Keith Corley

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: 180 - San Diego Office

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W T H F S

PRINT NAME: Keith Corley

SIGNATURE: *Keith Corley*

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.

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Certification Survey

For Small, Ethnically and Culturally Diverse,
Woman, Disadvantaged, Disabled Veteran, Or Other Businesses

All Contractors are required to complete this form and return it with their bid package.

Company Name: The Wackenhut Corporation
 Mailing Address: 4200 Wackenhut Drive
Palm Beach Gardens, FL 33410
 Telephone No.: (561) 691-6438
 E-Mail Address: kcorley@wackenhut.g4s.com

1. Contractor's company is currently certified as small, ethnically and culturally diverse, woman, disadvantaged, disabled veteran, or other business? Yes No

Certification Number/Agency: _____

2. Contractor's company has applied for certification? Yes No

If yes, which agency? _____

3. Contractor's company is an independently owned business? Yes No

4. Contractor's company is 51% or more owned by a socially, economically, disadvantaged individual*? Yes No

5. SIC Code: 7381

6. Number of Employees: 38,000 (USA)

7. Annual Gross Receipts (three year average): 1.3 Billion

8. This is not an application for certification. If you would like to receive an application for certification, please check box:

I certify that this information is correct:

Keith Corley 1/10/07
 Authorized Signature Date

* Black Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women, any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBA designation becomes effective.

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ATTACHMENT A
Purchasing Division • City of San Diego
CONTRACTOR STANDARDS
Questionnaire

On May 24, 2005, the Council of the City of San Diego adopted Ordinance No. O-19383. The intent of the Contractor Standards clause of San Diego Municipal Code §22.3224 is to ensure the City of San Diego conducts business with firms that have the necessary quality, fitness and capacity to perform the work set forth in the contract.

To assist the Purchasing Agent in making this determination, each bidder/proposer must complete and submit the attached questionnaire with the bid/proposal. If a non-competitive process is used to procure the contract, the proposed contractor must submit this completed questionnaire prior to execution of the contract. Submitted questionnaires are public records and information contained within will be available for public review for at least ten (10) calendar days, except to the extent that such information is exempt from disclosure pursuant to applicable law.

All questionnaire responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, respondents must use the *Questionnaire Attachment "A"* and sign each page. The signatory of this questionnaire guarantees the truth and accuracy of all responses and statements. Failure to submit this completed questionnaire may make the bid/proposal non-responsive and disqualified from the bidding process. If a change occurs which would modify any response, Contractor must provide the Purchasing Agent an updated response within thirty (30) calendar days.

A. PROJECT TITLE:

Bid No.: 8502-07-W

B. BIDDER/CONTRACTOR INFORMATION:

The Wackenhut Corporation				
Legal Name				DBA
4200 Wackenhut Drive	Palm Beach Gardens	FL	33410	
Street Address	City	State	Zip	
Diane Schreiber, Manager	561-691-6438	561-691-6680		
Contact Person, Title	Contracts Administration	Phone	Fax	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to list all prior legal and DBA names, addresses and dates when used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner or officer operated a similar business?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds or has held a similar position in another firm.

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B. BUSINESS ORGANIZATION/STRUCTURE: Indicate the organizational structure of your firm. Check one only on this page. Use *Questionnaire Attachment "A"* if more space is required.

Corporation Date incorporated: 12/4/58 State of incorporation: Florida

List corporation's current officers:

President: Gary A. Sanders, Chairman & Chief Executive Officer

Vice President: Drew Levine

Secretary: Julie T. Payne

Treasurer: Jeffrey Cappellitti

Is your firm a publicly traded corporation? Yes No

If Yes, name those who own five percent (5%) or more of the corporation's stocks:

Limited Liability Company Date formed: / / State of formation: _____

List names of members who own five percent (5%) or more of the company:

Partnership Date formed: / / State of formation: _____

List names of all firm partners:

Sole Proprietorship Date started: / /

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

Joint Venture Date formed: / /

List each firm in the joint venture and its percentage of ownership:

Note: Each member of a Joint Venture must complete a separate *Contractor Standards Questionnaire* for a Joint Venture's submission to be considered responsive

001170 **FINANCIAL RESOURCES AND RESPONSIBILITY:**

1. Is your firm in preparation for, in the process of, or in negotiations toward being sold?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances, including name of the buyer and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm defaulted on a contract with a government agency?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances.

2. In the past five (5) years, has a government agency terminated your firm's contract prior to completion?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances and provide principal contact information.

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner or officer been found to have violated or been penalized for any federal, state or local law in performance of a contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances surrounding each instance; include name of entity involved, specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been debarred or determined to be non-responsible by a government agency?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances of each instance; include name of entity involved, specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

- 1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or governmental entity?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s) or violation(s), dates, outcome and current status.

- 2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?
 Yes No

If Yes, use *Questionnaire Attachment "A"* to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

I. TYPE OF SUBMISSION: This questionnaire response is submitted as:

- Initial submission of *Contractor Standards Questionnaire*.
- Update of prior *Contractor Standards Questionnaire* dated 01 / 11 / 2007

Complete all questions and sign below. Each *Questionnaire Attachment "A"* page must be signed.

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this questionnaire and that I am responsible for completeness and accuracy of responses and all information provided is true to the best of my knowledge and belief. I further certify my agreement to the following provisions of San Diego Ordinance No. O-19383:

- (a) To comply with all applicable State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.
- (b) To notify the Purchasing Agent within fifteen (15) calendar days upon receiving notification that a government agency has begun an investigation of the Contractor that may result in a finding that the Contractor is or was not in compliance with laws stated in paragraph (a).
- (c) To notify the Purchasing Agent within fifteen (15) calendar days when there has been a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).
- (d) To provide the Purchasing Agent updated responses to the *Contractor Standards Questionnaire* within thirty (30) calendar days if a change occurs which would modify any response.
- (e) To notify the Purchasing Agent within fifteen (15) days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).
- (f) To cooperate fully with the Purchasing Agent and the City during any investigation and to respond to a request for information within ten (10) working days from the request date.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive.

Keith Corley *Keith Corley* 1/9/07

 Print Name, Title Signature Date

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Purchasing Division • City of San Diego
CONTRACTOR STANDARDS
Questionnaire Attachment "A"

Provide additional information in space below. Use additional *Questionnaire Attachment "A"* pages as needed; sign each page. Print in ink or type responses and indicate question being answered. Information provided will be available for public review, except if exempt from disclosure pursuant to applicable law.

Attached is explanation of Merger Transaction involving Wackenhut

Under penalty of perjury under the laws of the State of California, I certify I have read and understand the questions contained in this *Contractor Standards Questionnaire* and that I am responsible for completeness and accuracy of responses on this *Questionnaire Attachment "A"* page and all information provided is true to the best of my knowledge.

Keith Corley

Keith Corley

1/9/07

Print Name, Title

Signature

Date

001173

Group 4 Securicor plc
Preliminary Results Announcement
January – December 2005

Group 4 Securicor, the international security solutions group, today announces its preliminary results for the twelve months to 31 December 2005.

RESULTS HIGHLIGHTS

- Strong organic turnover growth of 7%
- Group turnover up 8.2% to £4,130 million *
- PBITA up 16% to £254 million *
- Margin improvement of 0.5% to 6.2%
- Cash flow generation of £198 million, 80% of PBITA
- Adjusted earnings per share increased to 11.1p
- Recommended final dividend up 21% to 2.24 pence per share (DKK 0.2435)
- Challenges remain in some European manned security markets
- Very good performances from Cash Services division, the US and New Markets overall
- Overall strong set of results for first full year of operation

* at constant exchange rates

Nick Buckles, Group Chief Executive, commented:

"With the merger integration completed and synergies achieved, we are now in a position to demonstrate the ongoing benefits and growth potential of the enlarged group. Organic turnover growth and profit improvement are very strong and we are pleased to be able to recommend a final dividend of 2.24 pence per share. We have also declared our intention to reduce our dividend cover to 2.5 times adjusted earnings over the medium term, demonstrating our confidence in the continuing strong performance of the organisation.

Whilst there are some businesses which require added focus to bring them in line with the group targets, overall trading is going well and we are confident that this will continue into 2006 and beyond."

For further enquiries, please contact:

Nick Buckles – Chief Executive Officer +44 (0) 1293 554400
Trevor Dighton – Chief Financial Officer
Debbie McGrath – Director of Communications
Rob Gurner – Investor Relations Manager

Media enquiries:

Patrick Toyne-Sewell – Citigate Dewe Rogerson +44 (0) 7973 672649

Notes to Editors:

Group 4 Securicor is an international security solutions group, operating in over 100 countries throughout the world and employing around 400,000 people. Group 4 Securicor is a market leader in the provision of security services, cash services and justice services in many of the countries in which it operates. For more information on Group 4 Securicor, visit www.g4s.com.

Presentation of Results:

A presentation to investors and analysts is taking place today at 0900 at the London Stock Exchange, 10 Paternoster Square, London, EC4M 7LS. A telephone dial-in facility is also available on +44 (0)20 7162 0125.

Annual General Meeting:

The company's annual general meeting will be held in London on 29 June.

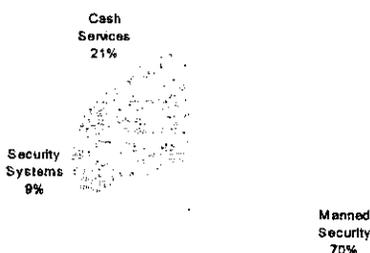
FINANCIAL SUMMARY

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Results

The results which follow have been prepared under International Financial Reporting Standards (IFRS). A statement detailing the implications of the changes resulting from IFRS was made on 5 September 2005. The results also contain comparatives that reflect the pro forma statements issued in March 2005 which have subsequently been converted to IFRS (see Basis of preparation on page 7).

Group Turnover

Turnover of Continuing Businesses	2005 £m	2004 £m
Turnover at constant exchange rates	4,129.9	3,816.0
Exchange difference		(52.1)
Total continuing business turnover	4,129.9	3,763.9



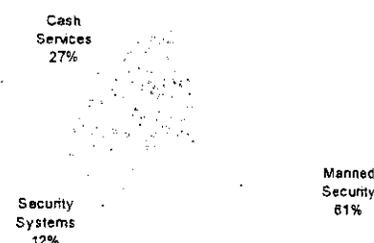
Turnover increased by 8.2% in the period from £3,816 million to £4,130 million. Organic turnover growth was 7%.

Organic Turnover Growth	Europe	North America	New Markets	Total
Manned Security	2.5%	8.5%	19.3%	7.1%
Security Systems	4.0%	63.2%	48.7%	8.0%
Cash Services	5.8%	(5.0%)	19.8%	6.2%
Total	3.7%	7.7%	21.1%	7.0%

Group Profit

PBITA of Continuing Businesses	2005 £m	2004 £m
PBITA at constant exchange rates	254.0	218.5
Exchange difference		(2.8)
Total continuing business PBITA	254.0	215.7

PBITA at constant exchange rates increased by 16% to £254 million. The PBITA margin increased from 5.7% to 6.2%.



Cash Flow and Financing

Cash Flow	2005 £m	2004 £m
Operating cash flow	198	213.1
Operating cash flow / PBITA	80%	100%

Operating cash flow was £198.0 million in the year, representing 80% of PBITA. This met the group's target of 80% and was achieved despite the high levels of cash generation at the end of 2004. Net borrowings at the end of the year were £657 million (2004: £586 million).

DIVISIONAL ANALYSIS

Manned Security Division

	Turnover £m		PBITA £m		Margins	
	2005	2004	2005	2004	2005	2004
* At constant exchange rates						
Europe *	1,364.5	1,325.5	73.3	75.5	5.4%	5.7%
North America *	1,014.6	958.6	61.0	54.8	6.0%	5.7%
New Markets *	495.2	391.2	35.6	26.3	7.2%	6.7%
Total *	2,874.3	2,675.3	169.9	156.6	5.9%	5.9%
Exchange differences		(34.6)		(1.9)		
At actual exchange rates		2,640.7		154.7		

The manned security division achieved overall organic growth of 7.1% and margins were maintained at 5.9% in line with the prior year.

Overall organic growth in Europe was slightly less than at the half year at 2.5% overall, reflecting the challenges of top line growth in the UK and Scandinavia.

In the UK, organic growth was negative for the full year, but good cost control and delivery of the synergy benefits from the integration meant that profitability was ahead of target. Security Officer licencing remains on track and we expect to meet the SIA deadlines. Customer retention remains stable at around 85%.

Justice Services started new contracts in electronic monitoring and immigration in 2005 and much of the year has focused on starting these contracts and continuing to improve service levels. As expected, profitability in Justice Services was reduced in 2005, reflecting the lower margins and increased geographical coverage of the new electronic monitoring contract.

The **Netherlands** manned security business performed well and finished the year with strong organic growth, mainly through higher volumes in aviation contracts and stability returning to the market following the completion of the Faick divestment in November. We expect further improvements in the Netherlands in 2006.

France had a difficult year as the industry was unable to recover Government-mandated wage increases from the customer base during the first half. There is a new management team in place and we expect the business to improve in 2006.

Elsewhere in Europe, there were strong performances in **Germany, Austria, Hungary, the Baltic States and Luxembourg**. Profits in **Greece** returned to normal levels following the boost from the Athens Olympics security in 2004.

Organic growth in North America was 8.5%, representing a strong performance in the US, but a difficult year in Canada, affected by the full year impact of the loss of a major contract.

In the **US**, Wackenhut continued its strong performance, with organic growth of 9% overall. The Government and nuclear sectors were particularly strong, and the commercial sector also performed ahead of expectations, assisted by the additional revenue relating to services provided as a result of the hurricanes in 2005.

In New Markets, organic growth overall was 19.3%, continuing the strong performance of the first half into the remainder of the year. **India, the Middle East, Latin America, South East Asia and Central Asia** all performed ahead of expectations.

The business in **South Africa** has settled down following the completion of the integration and the conclusion of Black Economic Empowerment negotiations.

International Accounts are beginning to pick up momentum and we are working hard to make the most of our international footprint to service these customers.

Security Systems Division

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	Turnover £m		PBITA £m		Margins	
	2005	2004	2005	2004	2005	2004
At constant exchange rates						
Europe *	342.0	323.7	27.7	25.4	8.1%	7.8%
North America *	3.1	1.9	0.4	0.2	12.9%	10.5%
New Markets *	44.5	29.6	4.0	3.0	9.0%	10.1%
Total *	389.6	355.2	32.1	28.6	8.2%	8.1%
Exchange differences		(6.0)		-		
At actual exchange rates		349.2		28.6		

The security systems division achieved overall organic growth of 8.0% and margins improved slightly on the same period last year to 8.2%. This was a good performance and shows strong progress over the previous year.

In Europe organic growth in the systems division was 4%, a solid improvement on the first half.

Our largest systems business in **Denmark** had a very strong year with good margin improvements. There was also a good result in **Israel** and improvements in **France** and **Finland** where the businesses moved into profitability in 2005 having made small losses in the previous year.

In **New Markets** organic growth was around 49%, continuing the trends of prior year periods, albeit from a relatively small revenue base. We continue to introduce security systems capability into many new markets, with particularly positive developments in the **Middle East**, **Latin America** and **East Africa**.

Cash Services Division

	Turnover £m		PBITA £m		Margins	
	2005	2004	2005	2004	2005	2004
* At constant exchange rates						
Europe *	688.6	640.2	58.4	44.7	8.5%	7.0%
North America *	76.9	69.6	2.8	4.2	3.6%	6.0%
New Markets *	100.5	75.7	15.5	11.7	15.4%	15.5%
Total *	866.0	785.5	76.7	60.6	8.9%	7.7%
Exchange differences		(11.5)		(1.0)		
At actual exchange rates		774.0		59.6		

The cash services division achieved overall organic growth of 6.2% and margins grew strongly against the same period in the prior year to 8.9%.

Overall organic growth in **Europe** was 5.8%, in line with the first half and with a significant reduction in turnover in **Germany** caused by major price reductions.

The **UK** cash services business performed very strongly this year, achieving good growth and improving profitability whilst absorbing a significant pay award and maintaining very high levels of customer service.

There were good growth and margin improvements in the **Netherlands** due to excellent cost control and new business wins in the banking sector.

The performance in **Germany** has greatly improved on the prior year, although the business remains slightly loss-making. In **France**, increased security and wage costs have proved difficult to pass on to customers.

Finland, **Ireland**, and **Belgium** are all performing well and **Sweden** showed signs of improvement in the last quarter of 2005, with a new management team driving the business forward.

In **North America**, the business in **Canada** is recovering from a substantial robbery, leading to additional security costs. New management have been appointed and we expect the business to be back on track during the first half of 2006.

In **New Markets** there was strong overall organic growth of around 20%. Whilst all markets saw further developments in bank and ATM outsourcing, growth was particularly strong in **South East Asia**, the **Middle East** and **East Africa**.

STRATEGIC REVIEW

001177 Growth Opportunities

Future growth is expected to continue across all product areas towards the group's medium-term targets. New Markets continue to grow strongly overall and as our cash services businesses in different countries move through the phases of development from pure cash in transit to cash management and ATM outsourcing, there are further opportunities for the businesses to grow.

Our ability to service international accounts is a strong point of differentiation for the organisation, made possible through our global coverage. We expect demand for quality security services across international boundaries to increase in the future.

G4S Global Risks, the group's consulting and specialist security business, has opportunities for future growth across a wide range of services, from risk consultancy to investigative and government security support services. By using the international footprint of the group, the business is able to provide these specialist services across a wide range of countries.

Opportunities for the development of justice services exist in exporting our expertise into new markets as well as growing our current contract base, particularly in electronic monitoring of offenders.

We do not believe that there will be substantial opportunities for combined security systems and manned security in the short term, but we are confident that, by having a systems capability closely aligned to our manned security businesses, we will be able to take advantage of opportunities for providing complete security solutions to our customers.

Margin Progression

Margin progression will be achieved through driving growth in our traditional sectors, through the opportunities described above and as a result of our usual tight control of costs and effective management of resources. There are also a number of businesses which are currently operating below our margin targets and our focus in 2006 will be on bringing these businesses in line with the group's profit targets.

Acquisitions & Divestments

The group's acquisition strategy remains unchanged and focused on a few key areas. Our businesses are constantly seeking bolt-on acquisitions across all services which will add scale or additional expertise to our businesses or continue to consolidate fragmented markets.

Whilst the organisation already operates in more than 100 countries, we will seek to fill any appropriate geographic gaps in the security services businesses. This will enable further development of our Global Risks customer base and increase the opportunities for expanding international accounts.

In cash services, it is not essential to have wide international coverage, but it is important to choose markets carefully depending on the role of the central bank, the sophistication of the cash cycle and the competitive landscape. Therefore, we will be selective about new country entries and target specific key markets.

Our acquisition strategy will remain focused on these key areas and we will ensure that any acquisition opportunities meet our internal criteria, ensuring that they are the right businesses, in the right markets and with the opportunity to deliver the appropriate level of return on investment.

OTHER FINANCIAL ISSUES

Synergies and One-off Items

As reported at the half year, the integration process was completed during the year. Total integration costs were £55 million, with £18 million in 2005 and £37 million in 2004. There was also a one-off reorganisation cost of £4 million in the German cash services business, as reported at the half year.

Financing

On 28 June 2005 the group concluded refinancing of a £1 billion multicurrency revolving credit facility with a new margin of 0.225%, a reduction of 0.15%. Maturity was also extended as the facility is for five years with options, exercisable by the lending banks, to extend the term to seven years. The group has other available facilities of £347 million.

As of 31 December 2005, net debt was £657 million representing a gearing of 68%. The group has sufficient capacity to finance growth.

Taxation

The effective tax rate reduced to 31.4% from 32.5% in 2004 and we believe that this level is sustainable into the future.

Pensions

The group's funding shortfall on the valuation basis specified in IAS19 Employee Benefits was £217 million before tax or £152 million after tax (2004: £220 million and £154 million respectively).

Although the value of the assets in the funds has increased by £166 million since 2004, this was counteracted by a reduction in bond rates, which are used to discount liabilities for IAS19 purposes, and by the impact of an increase in projected longevity. We firmly believe that, over the very long term in which pension liabilities become payable, improved investment returns should eliminate the deficit in the schemes in respect of past service liabilities. However, in recognition of the currently reported deficits, an additional cash contribution of £23.5 million before tax is being made to the UK schemes in the year commencing 1 January 2006 (with no P&L impact).

Dividend

Following the successful integration of the Group 4 and Securicor businesses, and reflecting management belief in the strong future prospects of the business, the board has decided to amend the company's dividend policy. Accordingly, the board aims to reduce the company's target dividend cover from over 3 times to around 2.5 times over the medium term.

As an initial step, the Board is recommending a final dividend for 2005 of 2.24 pence per share (DKK 0.2435). Taken with the interim dividend of 1.30 pence per share (DKK 0.143) this gives a full year dividend of 3.54 pence per share (DKK 0.3865).

FORTHCOMING BOARD CHANGES

As previously announced, Jorgen Philip-Sorensen will step down as chairman and leave the board after the annual general meeting at the end of June. He will be succeeded as non-executive chairman by the current deputy chairman, Alf Duch-Pedersen, who is retiring as chief executive of the Danish company, Danisco A/S, this summer. Waldemar Schmidt, non-executive director, will also retire after the annual general meeting.

REVIEW AND OUTLOOK

The first full year of trading for Group 4 Securicor focused on bringing together two organisations to create one company which is stronger and able to maximise the opportunities available across a wide range of markets. The integration of the two companies has been a great success and is a credit to everyone involved in the process. Whilst bringing the organisation together and developing the strategy for the future, we have also continued to drive growth, improve profits and develop a platform on which the company can continue to move forward.

Our decision to significantly increase our dividend for 2005 and to aim to reduce dividend cover over the medium term reflects the culmination of a successful merger and our confidence in the strength of our business and sustainability of its performance into the future.

Group 4 Securicor plc

Unaudited pro forma preliminary financial information announcement

For the year ended 31 December 2005

001179 Basis of preparation

This pro forma financial information is consistent with the results for Group 4 Securicor plc for the year ended 31 December 2005. However, as explained in note 1 to the unaudited preliminary results announcement, the statutory results for Group 4 Securicor plc for the year ended 31 December 2004 shown as comparatives therein include the full year trading of the security businesses of the former Group 4 Falck A/S and the trading of the businesses of Securicor plc for the period from 20 July 2004 to 31 December 2004. Therefore, the directors consider that it is of assistance to shareholders to show pro forma financial information of the combined entities for the full year comparative period. This information is shown below. Similarly presented is operating cash flow information.

Pro forma revenue and PBITA

For the year ended 31 December 2005

	Actual 2005 £m	Pro forma 2004 £m
Continuing operations		
Revenue	4,129.9	3,763.9
Profit before interest, taxation, amortisation of acquisition-related intangibles and exceptional items (PBITA)		
Group PBITA	248.7	213.3
Share of profit from associates	5.3	2.4
Total PBITA	254.0	215.7
Adjusted earnings per share (pence)	11.1p	

Operating cash flow

For the year ended 31 December 2005

	Actual 2005 £m	Pro forma 2004 £m
Group PBITA	248.7	213.3
Depreciation and amortisation of assets other than acquisition-related intangibles	82.2	79.7
Equity settled transactions	2.7	1.5
Profit on sale of fixed assets	(0.8)	(1.1)
(Increase)/decrease in working capital and provisions before exceptionals	(45.0)	7.6
Net cash flow from capital expenditure	(89.8)	(87.9)
Operating cash flow	198.0	213.1

Reconciliation of operating cash flows for 2005

	Actual 2005 £m
Net cash flow from operating activities (per the consolidated cash flow statement)	174.5
Net cash flow from capital expenditure	(89.8)
Cash outflow on exceptional items	38.0
Additional pension contributions	15.0
Operating loss from discontinued operations	1.7
Adjustment for unwinding of sundry debt factoring arrangements	5.6
Tax paid	53.0
Operating cash flow	198.0

The group has not presented a comparative reconciliation of operating cash flows to net cash flows from operating activities for 2004 because the statutory consolidated cash flow statement for that year does not include the cash flows of the combined entities for the full year.

Pro forma business sector and geographical analysis

For the year ended 31 December 2005

	Actual 2005 £m	Pro forma 2004 £m
Revenue		
Manned Security		
Europe	1,364.5	1,315.9
North America	1,014.6	943.7
New Markets	495.2	381.1
Total Manned Security	2,874.3	2,640.7
Security Systems		
Europe	342.0	317.9
North America	3.1	1.8
New Markets	44.5	29.5
Total Security Systems	389.6	349.2
Cash Services		
Europe	688.6	635.1
North America	76.9	64.3
New Markets	100.5	74.6
Total Cash Services	866.0	774.0
Total revenue		
Europe	2,395.1	2,268.9
North America	1,094.6	1,009.8
New Markets	640.2	485.2
Total revenue	4,129.9	3,763.9
PBITA		
Manned Security		
Europe	73.3	74.0
North America	61.0	54.7
New Markets	35.6	26.0
Total Manned Security	169.9	154.7
Security Systems		
Europe	27.7	25.5
North America	0.4	0.2
New Markets	4.0	2.9
Total Security Systems	32.1	28.6
Cash Services		
Europe	58.4	44.7
North America	2.8	3.9
New Markets	15.5	11.0
Total Cash Services	76.7	59.6
Total PBITA		
Europe	159.4	144.2
North America	64.2	58.8
New Markets	55.1	39.9
	278.7	242.9
Head office costs	(24.7)	(27.2)
Total PBITA	254.0	215.7

The 2005 results presented above are consistent with those presented in note 5 to the unaudited preliminary results announcement.

Group 4 Securicor plc

Unaudited preliminary results announcement

For the year ended 31 December 2005

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Consolidated income statement

for the year ended 31 December 2005

	Notes	2005 £m	2004 £m
Continuing operations			
Revenue	5	4,129.9	3,093.6
Profit from operations before amortisation of acquisition-related intangibles, exceptional items and share of profit from associates		248.7	163.1
Share of profit from associates		5.3	2.4
Profit from operations before amortisation of acquisition-related intangibles and exceptional items (PBITA)	5	254.0	165.5
Amortisation of acquisition-related intangibles		(33.8)	(13.4)
Exceptional items:			
- Restructuring costs consequential upon acquisitions		(22.2)	(37.2)
- Impairment of goodwill		-	(55.9)
- Change in accounting estimates		-	(57.9)
	8	(22.2)	(151.0)
Profit from operations before interest and taxation		198.0	1.1
Investment income	9	72.8	39.6
Finance costs	10	(113.3)	(58.9)
Profit/(loss) from continuing operations before taxation		157.5	(18.2)
Taxation:			
- Before amortisation and exceptional items		(67.1)	(48.0)
- On amortisation of acquisition-related intangibles		10.0	4.0
- On exceptional items		(0.9)	36.5
	11	(58.0)	(7.5)
Profit/(loss) from continuing operations after taxation		99.5	(25.7)
Loss from discontinued operations	6	(8.8)	(39.7)
Profit/(loss) for the period		90.7	(65.4)
Attributable to:			
Equity holders of the parent		80.8	(72.3)
Minority interests		9.9	6.9
Profit/(loss) for the period		90.7	(65.4)
Earnings per share attributable to ordinary equity shareholders of the parent			
	13		
For profit/(loss) from continuing operations:			
Basic		7.1p	(3.4)p
Diluted		7.0p	(3.4)p
For profit/(loss) from continuing and discontinued operations:			
Basic		6.4p	(7.5)p
Diluted		6.4p	(7.5)p
Dividends per share declared and proposed in respect of the period			
	12		
		2005	2004
Interim (declared and recognised in reserves)		1.30p	-
Final (proposed but not recognised)		2.24p	1.85p
Total		3.54p	1.85p

Consolidated balance sheet

As at 31 December 2005

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	Notes	2005 £m	2004 £m
ASSETS			
Non-current assets			
Goodwill		1,172.7	1,096.3
Acquisition-related intangible assets		241.4	253.3
Other intangible assets		27.3	25.3
Property, plant and equipment		355.4	339.5
Investment in associates		3.9	10.1
Trade and other receivables		50.3	40.5
Deferred tax asset		112.9	111.0
		1,963.9	1,876.0
Current assets			
Inventories		35.3	34.2
Trading investments		61.4	60.7
Trade and other receivables		830.7	702.6
Cash and cash equivalents		263.8	191.6
Non-current assets classified as held for sale		-	29.9
		1,191.2	1,019.0
Total assets		3,155.1	2,895.0
LIABILITIES			
Current liabilities			
Bank overdrafts		(58.7)	(13.9)
Bank loans		(87.7)	(92.3)
Obligations under finance leases		(12.1)	(15.4)
Trade and other payables		(756.5)	(700.7)
Tax liabilities		(27.6)	(23.8)
Retirement benefit obligation		(30.0)	(30.8)
Short-term provisions		(44.5)	(44.4)
		(1,017.1)	(921.3)
Non-current liabilities			
Bank loans		(790.1)	(695.1)
Obligations under finance leases		(33.9)	(22.0)
Trade and other payables		(1.0)	(16.0)
Retirement benefit obligation		(211.0)	(204.8)
Long-term provisions		(47.3)	(36.7)
Deferred tax liabilities		(84.8)	(89.2)
		(1,168.1)	(1,063.8)
Total liabilities		(2,185.2)	(1,985.1)
Net assets		969.9	909.9
Equity			
Share capital		317.2	316.1
Reserves		625.0	563.3
Equity attributable to equity holders of the parent	14	942.2	879.4
Minority interests		27.7	30.5
Total equity		969.9	909.9

Consolidated cash flow statement

For the year ended 31 December 2005

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	2005 £m	2004 £m
Profit/(loss) from continuing operations before taxation	157.5	(18.2)
Operating (loss)/profit from discontinued operations	(1.7)	0.5
Adjustments for:		
Investment income	(72.8)	(39.6)
Finance costs	113.3	58.9
Depreciation of property, plant and equipment	75.4	57.6
Impairment loss on property, plant and equipment	-	8.2
Amortisation of acquisition-related intangible assets	33.8	13.4
Amortisation of other intangible assets	6.8	5.8
Impairment of goodwill	-	55.9
Share of profit from associates	(5.3)	(2.4)
Loss on disposal of property, plant and equipment	2.8	1.3
Equity settled transactions:		
- Performance share plan	1.2	0.8
- Share options	1.5	0.7
Operating cash flows before movements in working capital	312.5	142.9
(Increase)/decrease in inventories	(6.3)	1.6
(Increase)/decrease in receivables	(67.9)	5.2
(Decrease)/increase in payables and provisions	(10.8)	17.0
Cash generated by operations	227.5	166.7
Tax paid	(53.0)	(30.0)
Net cash from operating activities	174.5	136.7
Investing activities		
Interest received	9.8	4.5
Dividends received from associates	12.3	-
Purchases of property, plant and equipment	(108.0)	(99.3)
Proceeds on disposal of property, plant and equipment	18.2	16.2
Acquisition of subsidiaries	(69.7)	(93.3)
Acquisition of investments in associates	-	(5.9)
Net cash balances acquired	3.0	64.0
Cash movement relating to the Group 4 Falck A/S demerger	-	(48.9)
Disposal of subsidiaries	42.1	(0.8)
Disposal/(purchase) of trading investments	4.8	(11.6)
Purchase of own shares	(6.1)	-
Acquisition of minority shareholders of the former Group 4 Falck A/S	(9.5)	-
Net cash used in investing activities	(103.1)	(175.1)
Financing activities		
Share issue	4.9	0.2
Net sale of own shares	-	5.4
Dividends paid to minority interest	(5.1)	(2.3)
Dividends paid	(39.9)	(3.3)
Net increase in borrowings	47.3	209.9
Interest paid	(47.9)	(25.6)
Repayment of obligations under finance leases	(7.6)	(5.9)
Net cash from financing activities	(48.3)	178.4
Net increase in cash and cash equivalents	23.1	140.0
Cash, cash equivalents and bank overdrafts at the beginning of the period	177.7	37.4
Effect of foreign exchange rate fluctuations on cash held	4.3	0.3
Cash, cash equivalents and bank overdrafts at the end of the period	205.1	177.7

Consolidated cash flow statement (continued)

For the year ended 31 December 2005

001184**Reconciliation of net cash flow to movement in net debt**

	Notes	2005 £m	2004 £m
Increase in cash, cash equivalents and bank overdrafts		23.1	140.0
(Decrease)/increase in liquid resources		(4.8)	11.6
Increase in debt and lease financing		(39.7)	(204.0)
Change in net debt resulting from cash flows		(21.4)	(52.4)
Borrowings acquired with subsidiaries		(1.3)	(212.2)
New finance leases		(20.7)	(5.9)
Movement in net debt in the period		(43.4)	(270.5)
Translation adjustments		(27.5)	23.9
Net debt at the beginning of the period		(586.4)	(339.8)
Net debt at the end of the period	15	(657.3)	(586.4)

A reconciliation of net debt at 31 December 2005 to amounts reported in the balance sheet is presented in note 15 to this announcement.

Consolidated statement of recognised income and expense

For the year ended 31 December 2005

	2005 £m	2004 £m
Exchange differences on translation of foreign operations	36.5	8.8
Actuarial losses on defined benefit pension schemes	(22.6)	(16.5)
Tax on items taken directly to equity	12.3	3.8
Net income/(expense) recognised directly in equity	26.2	(3.9)
Profit/(loss) for the period	90.7	(65.4)
Total recognised income/(expense)	116.9	(69.3)
Attributable to:		
Equity holders of the parent	107.0	(76.2)
Minority interests	9.9	6.9
Total recognised income/(expense)	116.9	(69.3)

Notes to the preliminary announcement

1) General information

The financial information set out in this announcement does not constitute the company's financial statements for the years ending 31 December 2005 or 2004. Statutory financial statements for 2004, which were prepared under UK GAAP, have been delivered to the Registrar of Companies. The auditors have reported on the 2004 financial statements; their report was unqualified and did not contain a statement under section 237(2) or (3) of the Companies Act 1985. The statutory financial statements for 2005, which are being prepared under International Financial Reporting Standards as adopted by the European Union (EU), will be finalised on the basis of the financial information presented by the directors in this preliminary announcement and will be delivered to the Registrar of Companies in due course.

As a result of a scheme of arrangement of Securicor plc, which became effective on 19 July 2004, Group 4 Securicor plc became the *ultimate holding company of the Securicor plc group of companies and, on the same date, and as the result of a recommended offer for its shares, it acquired Group 4 A/S, the holding company of the former security businesses of Group 4 Falck A/S. On the basis that the transaction was effected by using a new parent, Group 4 A/S was identified as the acquiror. The comparative results of Group 4 Securicor plc for the year to 31 December 2004 therefore include the full year of trading of the security businesses of the former Group 4 Falck A/S and the trading of the businesses of Securicor plc for the period from 20 July 2004 to 31 December 2004.*

2) Statement of compliance

The financial information set out in this announcement has been presented for the first time in accordance with International Financial Reporting Standards adopted for use in the EU and its interpretations adopted by the International Accounting Standards Board (IFRS). With certain mandatory or optional exceptions detailed in IFRS 1 "First-time Adoption of International Financial Reporting Standards", the comparatives for 2004 have been restated under IFRS and the group's date of transition to IFRS is 1 January 2004, other than in respect of IAS 32: "Financial Instruments: Disclosure and Presentation" and IAS 39: "Financial Instruments: Recognition and Measurement", for which it is 1 January 2005. However, whilst the financial information has been prepared on this basis, this announcement does not itself contain sufficient information to comply with IFRS.

The disclosures required by IFRS 1 concerning the transition from UK GAAP to IFRS were included in the IFRS financial information published on 5 September 2005 and were represented in full in the interim statement dated 12 September 2005 and will also be included within the group's annual report and accounts.

The effect of the group's election to apply IAS 32 and IAS 39 from 1 January 2005 is that the 2004 comparative income statement and statement of recognised income and expense are, in respect of these standards alone, presented in accordance with UK GAAP and do not include any charge or credit in respect of changes in the fair values of financial instruments.

3) Accounting policies

The financial information presented in this announcement has been prepared in accordance with the same accounting policies as the statutory accounts for the year ended 31 December 2004 save for those changes arising from IFRS applicable as at 31 December 2005. These changes were detailed in the IFRS financial information published on 5 September 2005 and represented in the group's interim statement dated 12 September 2005. The accounting policies will be presented in full in the group's annual report and accounts.

4) Acquisition accounting

The comparative balance sheet at 31 December 2004 has been restated to reflect the completion during 2005 of the initial accounting in respect of acquisitions made during 2004. Adjustments made to the provisional calculation of the fair values of assets and liabilities acquired amount to £18.4m, with an equivalent increase in the reported value of goodwill.

5) Segmental analysis

The group operates in three core product areas, manned security, security systems and cash services. The group operates on a worldwide basis and derives a substantial proportion of its revenue and operating profit from each of the following geographic regions: Europe, North America and New Markets (comprising Latin America and the Caribbean, Africa, the Middle East and Gulf States, and Asia Pacific).

The current management structure of the group is a combination of product area and geography, within which the larger businesses generally report by product area. The group's primary segmentation is therefore by business segment and its secondary segmentation is by geography. Segment information is presented below.

Notes to the preliminary announcement (continued)

5) Segment analysis (continued)

Segment revenue	2005 £m	2004 £m
By business segment		
Manned Security		
Europe	1,364.5	1,055.1
North America	1,014.6	921.4
New Markets	495.2	292.9
Total Manned Security	2,874.3	2,269.4
Security Systems		
Europe	342.0	315.9
North America	3.1	1.8
New Markets	44.5	26.6
Total Security Systems	389.6	344.3
Cash Services		
Europe	688.6	402.9
North America	76.9	29.8
New Markets	100.5	47.2
Total Cash Services	866.0	479.9
Total revenue	4,129.9	3,093.6
By geographical market		
Europe	2,395.1	1,773.9
North America	1,094.6	953.0
New Markets	640.2	366.7
Total revenue	4,129.9	3,093.6
Segment result		
Profit before interest, taxation, amortisation of acquisition-related intangibles and exceptional items (PBITA)	2005 £m	2004 £m
By business segment		
Manned Security		
Europe	73.3	51.6
North America	61.0	53.0
New Markets	35.6	19.1
Total Manned Security	169.9	123.7
Security Systems		
Europe	27.7	25.0
North America	0.4	0.2
New Markets	4.0	3.0
Total Security Systems	32.1	28.2
Cash Services		
Europe	58.4	23.5
North America	2.8	2.1
New Markets	15.5	8.8
Total Cash Services	76.7	34.4
PBITA before head office costs	278.7	186.3
Head office costs	(24.7)	(20.8)
Total PBITA	254.0	165.5
By geographical market		
Europe	159.4	100.1
North America	64.2	55.3
New Markets	55.1	30.9
PBITA before head office costs	278.7	186.3
Head office costs	(24.7)	(20.8)
Total PBITA	254.0	165.5

Notes to the preliminary announcement (continued)

6) ~~Discontinued~~ ⁰⁰¹¹⁸⁷ operations

Discontinued operations represent operations disposed of during 2004 and 2005. They include the operations of Falck Security Nederland and its subsidiaries (with the exception of aviation security activities) and of Group 4 Falck Cash Services UK. The disposal of these businesses was required by the European Commission as a condition for their approval of the combination between Group 4 and Securicor on 19 July 2004. During the disposal process the group only had restricted control over these operations and in consequence their results have not been consolidated from 20 July 2004. Falck Security Nederland was sold on 2 November 2005 and Group 4 Falck Cash Services UK on 7 March 2005. Also included within discontinued operations are the security operations of Cognisa in the US, which were sold on 31 August 2005.

Revenue from discontinued operations amounted to £39.8m (2004: £86.5m) in manned security and £nil (2004: £3.0m) in cash services. (Losses)/profits from discontinued operations before amortisation of acquisition-related intangibles and exceptional items amounted to £(1.7)m (2004: £1.8m) in manned security and £nil (2004: £(0.3)m) in cash services. The net loss attributable to discontinued operations of £(8.8)m (2004: £(39.7)m) presented in the income statement is represented by the total (loss)/profit for the year attributable to discontinued operations of £(1.9)m (2004: £0.1m) and the total loss for the year on disposal of discontinued operations of £(6.9)m (2004: £(39.8)m).

7) Acquisitions and disposals

The group undertook a number of acquisitions in the year, none of which were individually material. The total fair value of net assets acquired amounted to £19.3m, generating goodwill of £32.6m, satisfied by a total consideration of £51.9m.

Principal acquisitions in subsidiary undertakings include the purchase of OneService, a valuable transportation business in the US, and Universal, a cash-in-transit business in Canada. In addition, the group increased its existing shareholding in Hashmira Company, a security business in Israel. Other acquisitions included Chubb Security Services in Taiwan and the assets and liabilities of ADT Offender Monitoring in North America.

During the year, the group disposed of the operations of Falck Nederland and its subsidiaries (with the exception of aviation security activities) on 2 November 2005, and of Group 4 Cash Services UK and Securicor Luxembourg on 7 March 2005 as required by the European Commission. In addition, the security operations of Cognisa Security in the US were sold on 31 August 2005.

8) Exceptional items

	2005 £m	2004 £m
Restructuring costs consequential upon acquisitions	(22.2)	(37.2)
Impairment of goodwill in respect of businesses in Finland, Germany, Poland, South Africa and Austria	-	(55.9)
Change in accounting estimates	-	(57.9)
Total exceptional items	(22.2)	(151.0)

9) Investment income

	2005 £m	2004 £m
Interest receivable	12.0	4.6
Investment income from pension assets	60.8	35.0
Total investment income	72.8	39.6

Notes to the preliminary announcement (continued)

10) Finance costs **001188**

	2005 £m	2004 £m
Interest payable	(47.1)	(22.6)
Finance costs from pension liabilities	(65.7)	(36.3)
Decrease in fair value of trading investments	(0.5)	-
Total finance costs	(113.3)	(58.9)

11) Taxation

	2005 £m	2004 £m
UK taxation	(11.2)	(10.3)
Overseas taxation	(55.9)	(37.7)
Total taxation charge before taxation on amortisation and exceptional items	(67.1)	(48.0)
Deferred taxation credit on amortisation of acquisition-related intangibles	10.0	4.0
Taxation (charge) / credit on exceptional items	(0.9)	36.5
Total taxation charge	(58.0)	(7.5)

12) Dividends

	2005 £m	2004 £m
Amounts recognised as distributions to equity holders in the period:		
Final dividend of DKK 0.049 per share for the year ended 31 December 2003	-	3.6
Final dividend for the year ended 31 December 2004 of 1.85p (DKK 0.1981) per share	23.5	-
Interim dividend for the six months ended 30 June 2005 of 1.30p (DKK 0.143) per share	16.4	-
Total amounts recognised as distributions to equity holders in the period	39.9	3.6
Proposed final dividend for the year ended 31 December 2005 of 2.24p (DKK 0.2435) (2004:1.85p, DKK 0.1981) per share	28.3	23.5

The proposed final dividend is subject to approval by shareholders at the Annual General Meeting. If so approved, it will be paid on 11 July 2006 to shareholders who are on the register on 9 June 2006. The exchange rate used to translate it into Danish Kroner is that at 9 March 2006.

Notes to the preliminary announcement (continued)

13) Earnings per share attributable to ordinary shareholders of the parent

	2005	2004
	£m	£m
From continuing and discontinued operations		
Earnings/(loss)		
Profit/(loss) for the year attributable to equity holders of the parent	80.8	(72.3)
Effect of dilutive potential ordinary shares (net of tax)	-	-
Profit/(loss) for the purposes of diluted earnings/(loss) per share	80.8	(72.3)
Number of shares (m)		
Weighted average number of ordinary shares	1,265.0	966.9
Effect of dilutive potential ordinary shares	6.0	-
Weighted average number of ordinary shares for the purposes of diluted earnings/(loss) per share	1,271.0	966.9
Earnings/(loss) per share (pence)		
Basic	6.4p	(7.5)p
Diluted	6.4p	(7.5)p
From continuing operations		
Earnings/(loss)		
Profit/(loss) for the year attributable to equity holders of the parent	80.8	(72.3)
Adjustment to exclude loss for the period from discontinued operations	8.8	39.7
Profit/(loss) from continuing operations	89.6	(32.6)
Effect of dilutive potential ordinary shares (net of tax)	-	-
Profit/(loss) from continuing operations for the purpose of diluted earnings/(loss) per share	89.6	(32.6)
Earnings/(loss) per share from continuing operations (pence)		
Basic	7.1p	(3.4)p
Diluted	7.0p	(3.4)p
From discontinued operations		
Loss per share from discontinued operations (pence)		
Basic	(0.7)p	(4.1)p
Diluted	(0.7)p	(4.1)p
From adjusted earnings		
Earnings/(loss)		
Profit/(loss) from continuing operations	89.6	(32.6)
Adjustment to exclude net pension finance costs and fair value adjustments to financial instruments (net of tax)	3.8	0.9
Adjustment to exclude amortisation of acquisition-related intangible assets (net of tax)	23.8	9.4
Adjustment to exclude exceptional items (net of tax)	23.1	114.5
Adjusted profit for the year attributable to equity holders of the parent	140.3	92.2
Adjusted earnings per share (pence)	11.1p	9.5p

Notes to the preliminary announcement (continued)

14) Reconciliation of equity attributable to equity holders of the parent

	2005 Share capital £m	2005 Reserves £m	2005 Total £m	2004 Share capital £m	2004 Reserves £m	2004 Total £m
At 1 January	316.1	563.3	879.4	180.4	71.5	251.9
Total recognised income/(expense) attributable to equity shareholders of the parent	-	107.0	107.0	-	(76.2)	(76.2)
Shares issued	1.1	3.8	4.9	0.1	0.2	0.3
Fair value of shares issued on acquisition of Securicor plc	-	-	-	135.6	574.5	710.1
Dividends declared	-	(39.9)	(39.9)	-	(3.6)	(3.6)
Own shares purchased	-	(6.1)	(6.1)	-	-	-
Equity settled transactions:						
- Performance share plan	-	1.2	1.2	-	0.8	0.8
- Share options	-	1.5	1.5	-	0.7	0.7
Change in fair value of hedging derivatives	-	(5.8)	(5.8)	-	-	-
Consideration received on sale of own shares	-	-	-	-	5.4	5.4
Movement arising from acquisition of minority shareholders of the former Group 4 Falck A/S	-	-	-	-	(10.0)	(10.0)
At 31 December	317.2	625.0	942.2	316.1	563.3	879.4

15) Analysis of net debt

	2005 £m	2004 £m
Cash in hand and at bank	263.8	191.6
Trading investments	61.4	60.7
Current liabilities		
Bank overdrafts and loans	(146.4)	(106.2)
Finance leases	(12.1)	(15.4)
Non-current liabilities		
Bank loans	(790.1)	(695.1)
Finance leases	(33.9)	(22.0)
Total	(657.3)	(586.4)



To Whom It May Concern

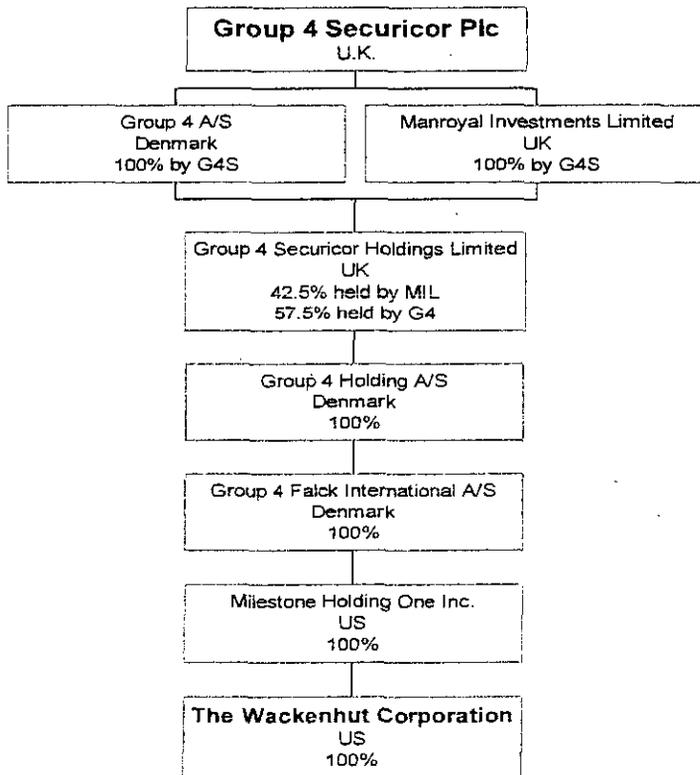
Statement of Ownership

The Wackenhut Corporation
4200 Wackenhut Drive
Palm Beach Gardens, FL 33410
Telephone: 561.622.5656
Fax: 561.691.6680
Internet: www.wackenhut.com

Qualifying Relationship/TWC's Chain of Ownership

The Wackenhut Corporation is a directly wholly owned subsidiary of Milestone Holding One, Inc (MHO), a Delaware Corporation; MHO is a wholly owned subsidiary of Group 4 Falk International A/S (G4FI), a Danish company. G4FI is a wholly owned subsidiary of Group 4 Holdings Ltd (G4H), a Danish company. G4H is a wholly owned subsidiary of Group 4 Securicor Holdings Limited, (G4SH), a British company. G4SH is 57.5% owned by Group 4 A/S (G4), a Danish company and 42.5% by Manroyal Investments Limited (MIL), a British company. G4 and MIL are wholly owned subsidiaries of Group 4 Securicor, Plc, a British company publicly traded in the London Stock Exchange.

Following is the Organizational Chart.



Carmelo Sanjuan
Director Legal Administration

COMPANY OVERVIEW

52 Years of Customer Satisfaction

Wackenhut was founded in 1954 by George R. Wackenhut. From its inception, Wackenhut has focused on providing the best protection of people and property in the industry. Our 51-year history of customer satisfaction has earned Wackenhut a reputation as the premier protective services organization.

Throughout its history, Wackenhut has been at the forefront of the security industry and has attracted the attention of the financial markets due to its consistent pattern of growth. Annual revenues in 2004 were approximately US\$1.53 billion for the security component of the organization, an increase of 12.6% over 2003. Wackenhut shares began trading publicly in 1966, with over-the-counter stock sales. The company joined the American Stock Exchange in 1967 and moved to the New York Stock Exchange at the end of 1980 (NYSE: WAK & WAKB). In May 2002, Wackenhut became an indirect, wholly-owned subsidiary of Group 4 Falck A/S, the second largest global security service provider. In July 2004, Group 4 Falck A/S merged with Securicor plc to establish a global organization with unmatched geographic coverage. The new company, Group 4 Securicor, is based in the United Kingdom and traded on the London and Copenhagen stock exchanges.



Wackenhut employs approximately 38,000 full-time and part-time employees, and provides security services throughout a network of over 110 offices within the U.S. The local Riverside Office employs over 150 officers, 2000 within the greater Southern California area. As a member of the Group 4 Securicor family of companies, our global capabilities extend to over 100 countries on six continents.

Nurturing long-term customer relationships and growing with our customers has been the key to our long-term financial stability and continued growth. In addition, our National Account Program, Quality Programs department and the Wackenhut Training Institute (WTI) are essential to Wackenhut's premier services and customer satisfaction.

While many other security companies *talk the talk* of high quality and customer service, we have found that by simply listening and responding to our customers' needs and pursuing standards of excellence, we continue to set the benchmark for these much talked about traits.

CREDENTIALS AND EXPERIENCE

Wackenhut San Diego Office

The San Diego, CA area office will be responsible for the management and supervision of the City of San Diego project. The office is conveniently located at 2515 Camino Del Rio South, Suite, San Diego, CA. Wackenhut's San Diego Office has served the local area since 1983. There are (12) regional offices within California that are overseen by Mr. Mark Tsuji, Vice-President of the California Region. The local San Diego Office is managed by Mr. Keith Corley.

Mr. Mark Tsuji, Vice-President Operations, Western Region

Mark Tsuji, Vice President Western Region, is responsible for managing the Business Development and Operations within California. He has been with the Wackenhut Corporation since 1992 and has extensive experience within the security field. Mr. Tsuji holds a BS degree in Business and a Minor in Marketing. He is a member of ASIS, BOMA, LEAPS, National Association of Chief of Police and sits on the advisory board for Cal-State Fullerton.

Mr. Keith Corley, General Manager San Diego Office

Mr. Corley is responsible for leading and managing the local San Diego Wackenhut Office. He possesses over 16 years of Private Security experience and began his tenure with Wackenhut in early 2006. Mr. Corley's experience includes Operations Management, Business Development, Security Coordinator, Training, Quality Assurance, Office Branch Manager and General Manager. Mr. Corley's background also includes sales management with AT&T and serving in the U.S. Navy Submarine Service for 8 years.

He is an active member of ASIS and is pursuing a High Rise Fire/Life Safety Certification.

Mr. David F. Rodriguez, Operations Manager

Mr. Rodriguez began his tenure with Wackenhut in 2005 after spending 21 years in the U.S. Army. He was recruited specifically to provide leadership and supervision to all Wackenhut personnel assigned to the current City of San Diego contract which includes; The World Trade Center, City Administration Building, the DSC Facility, Alvarado Waste Water Treatment Plant, and city library branches. Mr. Rodriguez earned a California Peace Officers and Standards Certificate in 1998.

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Mr. Jack Parra, Project Manager

Jack Parra, Project Manager, completed a 28 year career as a Police Captain in Orange County, CA. His experience includes, Administration Support, Investigations, Crime Prevention, Critical Incident Planning and Patrol Operations. He is a graduate of the F.B.I. National Academy, California Command College, and earned a B.A. in Public Administration from Pepperdine University and B.A. in Organizational Management from Chapman University.

DESCRIPTION OF SERVICES

ACCOUNT MANAGEMENT & ORGANIZATION

Security Services Division: Defining Customer Service

The Security Services Division is a major business unit of the corporation and is the division responsible for the implementation of commercial security service contracts. The cornerstone of the Security Services Division is the well-established network of distinct operating units within the U.S.

Wackenhut has staffed these offices (regional, area, district, project, branch and satellite offices) with highly qualified security professionals trained to respond to a myriad of security needs and requirements. These requirements can range from the configuration of a relatively simple physical security plan to emergency and contingency planning, special events staffing, and complex, industry-specific requirements. Regardless of the specific needs of each customer, our organizational structure provides for increasing levels of management involvement as necessary to satisfy contractual requirements.

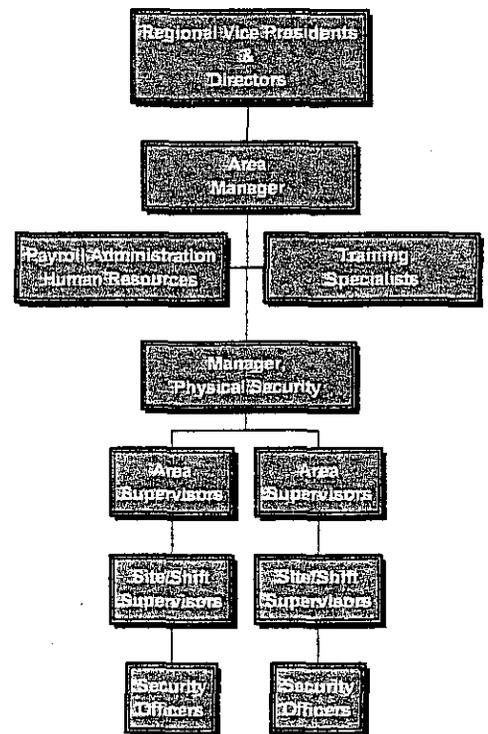
Regional Operations

The Security Services Division has implemented a regional management structure that assigns multiple area offices in a geographic area to a regional vice president or director. The regional management team is responsible for the supervision of area office operations in their region and the dissemination of corporate policies and procedures throughout all levels of the organization.

Area Office Operations

The area manager at each local area office is ultimately responsible for the delivery and management of all security services within his/her geographic boundary. At the local level, the area manager has been authorized to commit the security force resources necessary to satisfy contract requirements, conduct all required customer interface/inspections, and is expected to maintain the highest standards of quality. Corporate policy dictates that each area office follow standardized procedures in regard to recruitment, screening, hiring, uniforming, quality, payroll, training, and administrative functions.

Typical Area Office Organization



We have found that this standardization provides a common focus, strengthens communication, enhances supervision, reduces costs, and fosters interactive relationships by and between the corporate and regional management teams and the area office. Further, each area office is its own profit and loss center, with each area manager making his/her own operational and financial decisions. This means that key decisions pertaining to the day-to-day operation of the CITY OF SAN DIEGO account (except as they relate to waiver of specific corporate policy) may be made immediately, at the local level.

It is incumbent upon each office to maintain appropriate staffing levels that will enable us to provide the highest degree of professional service in the most cost-effective manner.

The typical organization of an area office is reflected in the accompanying chart. As shown above, experienced supervisory and administrative personnel support the area manager in the day-to-day operations of each account. This support includes, but is not limited to, the following:

- ◆ Client relations
- ◆ Recruitment
- ◆ Background screening
- ◆ Classroom training
- ◆ On-the-Job training
- ◆ Continuing education
- ◆ Supervision
- ◆ Inspections
- ◆ Physical security surveys
- ◆ Review/Write post orders
- ◆ Uniforming
- ◆ Equipment procurement

Local Area Office

Wackenhut's local area office in San Diego will provide first-level support to the City of San Diego. The geographic compatibility of this office to the City of San Diego facility allows us to properly supervise your account, gives us knowledge of the local labor market, and gives us direct access to any additional resources that may be needed at your facility during short-notice or emergency situations. Our area office is fully licensed to conduct business in the State of California (a copy of our current license is provided).

Because of the nature of our business, Wackenhut's success is grounded in local involvement. From the start, our office sites have been carefully selected to allow us to better serve our customers and enhance our recruitment efforts.

Every Wackenhut area office is vigilant in its ability to respond to our customers' needs, so each is therefore equipped to operate 24 hours a day, seven days a week. All managers, supervisors, and selected Security Officers are assigned pagers and/or personal hand-held digital radio/telephone units. This system allows our key personnel to instantly communicate with each other, and appropriate emergency personnel (i.e., police, fire, and emergency rescue service) as necessary.

Local Supervision

Wackenhut's local area supervisors set the standard for customer support as thoroughly trained and experienced security leaders. They regularly monitor, evaluate and support our Security Officers so that each may provide what it takes to deliver complete customer satisfaction. Area supervisors are responsible for:

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- ◆ Making frequent announced and unannounced post inspections, inclusive of late evenings, weekends and holidays, to ensure that our officers are in total compliance with post orders and employee standards of conduct (alert, courteous, neat, etc.).
- ◆ Taking immediate corrective action with any of our officers, if necessary.
- ◆ Reviewing the security program on a continual basis, and assisting in training and selecting personnel, employee evaluations and recommendations for employee promotions and incentive awards.
- ◆ Contacting the City of San Diego representative often and assisting with special requests and problems, emergencies, extra staffing requirements, etc.
- ◆ Conducting integrity audits of Wackenhut personnel and their effectiveness on the job and ensuring that the City of San Diego management is informed of progress and improvements when appropriate.
- ◆ Ensuring that all personnel are properly trained and such training is documented in the local Wackenhut area office files.
- ◆ Maintaining schedules and 24-hour efficiency.
- ◆ Handling special emergencies that may arise.

Wackenhut carefully selects and thoroughly trains supervisors who will inspire an *esprit de corps* in their staff, and who reflect the competency and integrity of Wackenhut's security program.

Corporate and Regional Support: Customer Satisfaction Starts Here

In addition to the resources and management skills of Wackenhut's local area offices, the City of San Diego may also take advantage of the support and expertise of Wackenhut's regional operations and

Corporate headquarters. Here are some examples of the resources available to support the City of San Diego account:

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- ◆ Wackenhut Training Institute
- ◆ Quality programs
- ◆ National Accounts Group
- ◆ Experienced transition teams
- ◆ Procurement of uniforms, equipment, materials and supplies
- ◆ Contract administration support
- ◆ Systems integration
- ◆ Guidance and instruction in human resources matters
- ◆ Financial functions, including payroll and billing
- ◆ Security best practices
- ◆ Business processes
- ◆ Staff and line supervision
- ◆ Employer-employee relations
- ◆ Insurance claims, tax data and reports
- ◆ Legal guidance and assistance
- ◆ Investigations Division
- ◆ Availability of a backup emergency force

Management Approach

Wackenhut combines a sound organizational structure with a definitive operating plan and management approach at the site level to ensure consistent and efficient security operations. We understand that any successful contractor must be aware of and be prepared to respond meaningfully to security-related interests that necessitate unique human reliability and employee relations programs. Inasmuch as any security program is successful only in relationship to the quality of people involved, the management approach must minimize such human reliability problems as high turnover and poor employee morale.

Wackenhut's management approach:

- ◆ Establishes appropriate controls to govern critical functional responsibilities.
- ◆ Delegates decision-making authority to the lowest responsible level of technical competence, thereby eliminating unnecessary managerial hindrances to expeditious performance of the work.
- ◆ Creates a system of checks and balances that include specific policies and procedures, reporting requirements, plans, schedule, audits and inspections to ensure proper contractual control.
- ◆ Treats employees fairly and equitably, and provides meaningful work in a safe environment while insisting upon high standards of conduct and work performance.
- ◆ Emphasizes human reliability programs that promote increased employee satisfaction, morale and worker productivity.

Our management approach creates an administrative and security environment in which the City of San Diego sites can operate with the necessary autonomy, free from competing demands. This approach permits the management team to quickly and efficiently redirect its focus towards critical

areas of operations and brings the entire resources of the local area office, the regional office and the corporation to bear, when and where needed.

Project Staffing

Wackenhut looks forward to the opportunity to conduct a physical security survey after contract award in order to make specific operational recommendations to the City of San Diego. This survey will include a comprehensive assessment of staffing levels, post assignments, post orders, and operating procedures currently in place at the City of San Diego. A formal report, including our observations and recommendations, will be presented soon thereafter.

We have found, under similar circumstances, that opportunities usually exist to streamline operations and enhance the overall program simply by reallocating resources, not necessarily increasing staffing. For instance, we might suggest that certain static posts be replaced by highly visible roving or mobile patrols; CCTV cameras be utilized at remote or sensitive locations; etc.

Reporting Channels

Wackenhut appreciates the importance of this account and the vital support role of the security services organization. We are also aware of the critical need for a security organization that is totally reliable and can be completely trusted to carry out its assigned tasks. Because of this, our site managers/supervisors report directly to the local area office; local area managers have direct reporting responsibility to our regional vice presidents/directors; and, regional vice presidents/directors report to the president, Security Services Division. This reporting relationship will allow us to request the support of any required regional/corporate resources or services to meet AS Arc's needs for additional personnel.

Staff from our area office will be available on a 24-hours-a-day, 7-days-a-week, basis to respond to any difficulties or problems that may arise and that cannot be resolved satisfactorily at the site.

Post Operations

Wackenhut firmly believes that efficient security operations require the preparation and writing of post orders (general and special orders) for each position within the security organization. These orders will be prepared with input from the local City of San Diego representative and maintained by Wackenhut.

Written instruction will be clearly worded and include all necessary functions for each assignment. Security Post Orders will contain responsibilities, policies, procedures and standards pertaining to the overall security program with sufficient information on all aspects of physical security for catastrophic or emergency conditions as they apply to the safety and security of people and facilities.

These Post Orders will provide each member of the security force with an approved, preplanned method of maintaining security at each post with a minimal reliance on memory. Wackenhut supervisors will ensure that each officer has been tested on and has a working knowledge of the specific job details.

Our supervisory staff plays an important role in gauging employee satisfaction as well. Their frequent contact with the security force allows them to monitor the level of employee satisfaction and, when necessary, address concerns immediately.

Handling Changing Requirements

To ensure proper and prompt response to non-routine security requirements, including emergency conditions, it may be necessary to activate contingency plans, prioritize task performance and/or develop alternatives for successfully handling all necessary requirements. All Wackenhut personnel will be aware of such contingency plans and trained in their responsibilities under the plans. Viable training scenarios can be developed for certain non-routine situations, and, if appropriate, training exercises conducted.

Additionally, Wackenhut considers the cross-utilization and cross-training of employees to be an essential ingredient for successful performance. The supervisory personnel should be selectively cross-trained to the extent practicable. The cross-training of Security Officers will be accomplished by scheduling security personnel to work each of the various security posts at City of San Diego's facilities. When employees work a post for the first time they will receive detailed instructions from the supervisor. The supervisor will make frequent visits to the post to ensure that tasks are being properly performed. At the end of the shift, the supervisor will critique the employee's performance and answer any questions the employee may have about the duties.

The supervisor will prepare a "Cross-Training Report" indicating: 1) the employee is qualified to perform the duties of the post; 2) the employee can perform the duties of the post with close supervision, or; 3) the employee needs more training. The supervisor will keep records indicating the status of cross-training.

A well-trained and disciplined work force under the direction of innovative management planning, and alert, versatile and responsive supervision, will assure optimum performance when confronted with non-routine or emergency conditions.

Overtime with associated premium pay will be planned and authorized under those circumstances only when overtime is the most economical means of achieving contract performance objectives. We use overtime most effectively to meet fluctuating requirements that evolve either on a scheduled basis due to the nature of the operation, or on a non-scheduled basis due to very short notice or an emergency.

Emergency Response

Each Wackenhut area office maintains a local, flexible, operational security force of trained personnel that are available for assignment at various customer facilities to handle short notice, cyclical, or emergency staffing situations. Members of the "Flex Force" are also cross-trained for cross-utilization. As we tap this pool of manpower, we carefully select, process and train new members to maintain acceptable levels.

Wackenhut's Flex Force consists of both full and part-time personnel. It would be beneficial to have these personnel work a minimum number of hours at the City of San Diego facility on a monthly basis to ensure that they are familiar with the requirements of these posts.

Should the need for manpower exceed the number of members in our Flex Force, Wackenhut will mobilize personnel from nearby Wackenhut offices. With your approval, Wackenhut will initiate a recruiting program for new personnel for assignment if the emergency extends for a long time.

Emergency, on-demand services to provide additional coverage that exceeds our permanently assigned and flex force capabilities is typically considered "out of scope" and negotiated under our

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Emergency Services Agreement with applicable pricing for those services. These situations include flood, hurricane, fire, labor disputes, etc.

We found, under similar circumstances, that opportunities usually exist to streamline operations and enhance the overall program simply by reallocating resources, not necessarily increasing staffing. For instance, we might suggest that certain static posts be replaced by highly visible roving or mobile patrols; CCTV cameras be utilized at remote or sensitive locations; etc.

Operational Reporting

Wackenhut's area supervisors work in conjunction with our on-site supervisory personnel in order to maintain the Client Agency account at a consistent and high level of quality.

Supervisors assigned to each Client Agency use the following reports:

- Security Officer Report: Each officer completes this form daily to record his activities, including routine post orders, and submits it to his supervisor at the end of his shift. Reports are available for review upon request to the local area office or supervisor.
- Incident Report: Unusual incidents are recorded on this report, making the officer's supervisor aware of such incidents, and to discuss and take appropriate action as necessary. A copy of each Incident Report is provided to the designated Client Agency representative, the supervisor, and the local area office.
- Facility Inspection Report: Used by off-site (area/roving) supervisors for facility inspections to ensure that proper security procedures are in place and being carried out. Reports are available for review upon request to the area office or supervisor.
- Sign-In Register: Used by the officers to record shift start and stop times, the sign-in register is used to generate accurate payroll and billing. A copy of the Sign-In Register can be provided to the designated Client Agency representative.
- Client Contact Form: Used by the area supervisor to record time and date of contact with the Client Agency security representative, topics of discussion, and follow-up action. The area manager must review and sign all such reports. A copy of the Client Contact Form is provided to the designated CHP Client Agency representative.

The Pipe™ Guard Tour System

Wackenhut typically uses The Pipe™ from Timekeeping Systems as its preferred guard tour system. The Pipe™ is a rugged, dependable guard tour data collection device. It operates in virtually any environment without the limitations inherent in the systems that use bar codes and magnetic stripe technologies. The associated software installs easily and includes powerful reporting capabilities, including customer reporting, batch reporting and actual- versus-expected tour data.

Employee Satisfaction

Wackenhut recognizes that regular communication with employees is a key factor in employee satisfaction. We tend to communicate with our employees through several formal and informal vehicles. These include, but are not limited to, the following:

- ◆ Supervisor to employee and employee to supervisor dialogue
- ◆ Manuals
- ◆ Focus publications
- ◆ Pipeline magazine
- ◆ Wackenhut's websites (www.wackenhut.com)
- ◆ Scheduled meetings
- ◆ Pay stub attachments and payroll stuffers
- ◆ Posters

General Guidelines

The employee appraisal process is intended to evaluate the employee's performance in relation to the duties, responsibilities, and goal attainment associated with the employee's position. Its objectives are to improve:

- ◆ Understanding of the requirements of the position between the customer, the supervisor, and the employee.
- ◆ Communications regarding the goals and objectives of the position with all concerned.
- ◆ Performance and a clear understanding of the performance level attained.
- ◆ Goals to enhance skills and become a more effective security team member.

Position Duties, Responsibilities, Goals and Objectives

The first step in the performance appraisal process is to review the duties, tasks and responsibilities of the position as outlined in the job description. A clear understanding between the employee and the supervisor as to what is expected of the employee is essential to an effective performance appraisal.

Communication During the Evaluation Period

The second step of the performance evaluation process relates to supervisory and subordinate communication during the appraisal period. For a performance appraisal system to be effective, the employees must have:

- ◆ Received feedback and be made aware of how their performance is perceived.
- ◆ Participated in setting goals and objectives and consider them reasonable.
- ◆ Been given adequate opportunity to meet the objectives.

Performance Appraisal Completion

The third step in the performance appraisal is to rate the employee's performance throughout the appraisal period using one of Wackenhut's job-specific employee appraisal forms.

The following levels of performance and corresponding ratings will be used in evaluating employee performance:

1. Distinguished
2. Commendable
3. Competent
4. Satisfactory but not fully competent
5. Unsatisfactory

Discussing the Rating with the Employee

The supervisor will show the employee his performance appraisal and discuss it in detail. The employee must be given the opportunity to review the rating, regardless of whether the employee agrees with the rating or not, and have an opportunity to add comments to the form should he so desire.

Employee Conduct

Wackenhut will maintain a strict standard of employee conduct and competency and will initiate and administer appropriate disciplinary action when appropriate. Wackenhut insists that the behavior of its personnel, both on and off duty, reflect favorably on both Wackenhut and its customers.

Corrective Measures to Improve Performance

Coaching and Counseling

Employees will be counseled regarding performance, attitude, attendance and policy violations to determine the nature and reason for the identified deficiency in performance. This coaching and counseling is intended to help remedy problem areas before formal discipline is necessary.

Corrective Action

Employees exhibiting performance, attitude or attendance problems, or policy violations will be disciplined in a manner consistent with the following progressive discipline approach:

- ◆ Verbal coaching and counseling
- ◆ Written reprimand
- ◆ Suspension
- ◆ Termination

Rehabilitation

During the verbal coaching and counseling, written reprimand and suspension stages of corrective action, the employee will have the opportunity to correct the behavior, attitude or performance problem in question. In addition, reasonable retraining may be granted in the case of a performance problem.

Employee Retention

One of the most important aspects of successful security is the stability of the work force. In an era of tight labor markets, Wackenhut is striving to retain valuable employees and make them more productive. As we have shown, Wackenhut's employee retention strategy begins with the hiring of employees that meet Wackenhut and customer standards.

Selective hiring, employee empowerment, proper supervision and ongoing communication give the employee a sense of pride that encourages retention. Training emphasizes the need for Security Officers to take a sense of ownership in their day-to-day operations.

Wackenhut's retention strategy focuses on the following key areas:

- ◆ Management support
- ◆ Meaningful communication
- ◆ A living wage
- ◆ Benefits and incentives

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- ◆ Employee empowerment
- ◆ Proper training
- ◆ Career growth opportunities

In an industry where turnover is typically high (reportedly averaging 200-300% annually in the U.S. market), Wackenhut has made significant strides to reduce these numbers. Area wage surveys are conducted on a regular basis and, whenever possible, Wackenhut pays its security personnel above average wages. This helps us attract and retain a motivated and qualified security force.

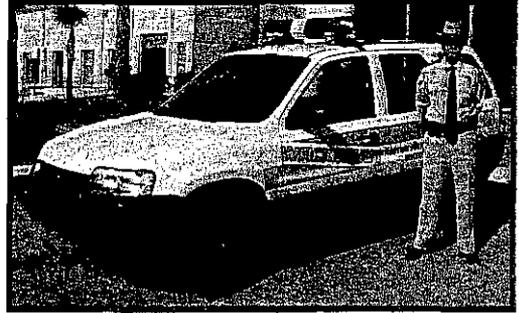
Wackenhut recognizes the important role that the employee benefit package plays in the overall satisfaction of employees and the retention rate. We have provided an overview of the proposed benefit program for this project later in this proposal; however, we are willing to negotiate as positive a package as possible to ensure that benefits are also satisfactory to the City of San Diego.

Employee development is encouraged for all employees and is key to the retention of experienced personnel. In order to empower employees, equal opportunity is provided for all personnel to participate in career development.

SUPERVISION

Wackenhut's Area Supervisors set the standard for security as experienced, trained professionals. They monitor and evaluate the entire force on a regular basis. In addition to the full line of on-site supervision, the Area Supervisor serves as the critical communication and implementation link between the client, Post Supervisor, and the Wackenhut Area Office.

The San Diego office maintains a Supervisor on the road 24 hours per day seven days per week. We guarantee you will have an immediate response should an emergency arise at your site. The Road Supervisor will have the responsibility and accountability to:



- Make unannounced facility inspections and premises patrols, inclusive of late evenings, weekends, and holidays to ensure the total compliance of employee job performance, neatness, alertness, etc.
- Assist the Area Manager, and the Manager of Physical Security with a "total support" concept to give the highest quality performance.
- Review the security program on a continual basis, assist in training and selection of personnel, their evaluation, potential, and make recommendations for award incentives.
- Contact the Post Supervisor as often as required and assist with special problems, emergencies, extra staffing requirements, etc.
- Make integrity audits of Wackenhut personnel and their effectiveness on the job and ensure personnel are informed of progress and improvements as required.
- Ensure that all security personnel are properly trained and such training is documented in the Area Office files.
- Will be responsible to see that schedules are maintained with 24-hour efficiency and to assist site supervision on a 24-hour basis for any special emergency conditions that may arise.
- Will administer on the spot corrective action to any employee under his command that is required.

THE UPGRADE SECURITY DIVISION

Tailoring a security program to meet its customers' needs has been a hallmark of The Wackenhut Corporation. Due to the success of the Custom Protection Officer and the desire of some clients to combine Upscale Protection Officer personnel with a better quality traditional security officer at less critical posts due to financial considerations, Wackenhut established the Upscale Security Officer (USO) service. The Upscale Security Officers are in fact the same caliber as Custom Protection Officer personnel absent the law enforcement, military police or criminal justice degree experience. This classification of officer was specifically designed to minimize personnel turnover as selection requirements and compensation and superior to that of Traditional Security Officers. To qualify as a USO, applicants must meet the following minimum requirements...

- ✓ *High School graduate*
- ✓ *Meaningful employment history Excellent communication and writing skills*
- ✓ *Professional appearance and demeanor*

***Wackenhut's Background Check and Training for Upscale Security Officers is the same that is used for our Custom Protection Officers.**



TRANSITION PLAN

Planning the Right Transition

Wackenhut has extensive experience in assuming contractual security responsibility from other security organizations, as well as in-house company forces, with a minimal amount of impact upon client operations and affected personnel.

Wackenhut is sensitive to the concern of the City of San Diego management in considering the impact upon your operations in a transition of security services. We have established a transition plan based on a typical four-week conversion period, although some facilities may be transitioned sooner. The following tasks and activities are part of a typical four-week transition plan and can begin immediately upon contract award:

- Task Initiated ●
- Task Accomplished ■
- Task In Progress ---

Typical 4-Week Transition Plan

TASKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 1 CONTRACT PERIOD
Contract award	●				
Meeting of start-up team	●-----■				
Start-up team meets with client	●-----■				
Recruit personnel	●	-----■			
Interview personnel		●	-----■		
Conduct background investigations		●	-----■		
Offers of employment		●	-----■		
Conduct surveys		●	-----■		
Review/Write post orders		●	-----■		
Order uniforms/equipment			●	-----■	
Train supervisors (as necessary)			●	-----■	
Create contract masters				●-----■	
Issue uniforms/equipment				●-----■	
Classroom training				●-----■	
Create master schedules/assign personnel				●-----■	
Place equipment/forms on posts				●-----■	
On-the-job training					●-----■
Contract commences					●-----■
Contract compliance/quality control	●				

Week 1:◆ Start-Up Team

The start-up team designed for the transition of services at the City of San Diego's facilities will meet with the City of San Diego representatives to discuss transition details, philosophy and approach. This team will consist of operations, human resources and training specialists. Each member of the team has extensive start-up experience and will develop a checklist for their area of expertise based on the information received from the City of San Diego.

Additionally, staff personnel will be processed and brought aboard as quickly as possible to assist in the transition tasks.

◆ Recruit Existing Personnel

If the City of San Diego representatives so desires, every effort will be made to retain qualified incumbent personnel and to solicit their employment with Wackenhut. We recommend that upon announcement of the award of the contract to Wackenhut an additional announcement be made that Wackenhut representatives will be available before and after each shift change to meet with current employees. At this time, Wackenhut representatives will meet informally with the incumbent security force members and present a brief synopsis of Wackenhut. They will also distribute literature and employment application packages and make available copies of "The Wackenhut Story" (a video synopsis of the company), which employees can take home and view with family members and return. In addition, they will meet informally with incumbent employees to allay fears associated with a transition. This meeting would be the first of many such opportunities to address the incumbent work force.

◆ Recruit New Personnel

A recruitment effort will be initiated as necessary to fill any remaining positions. Sources include, but are not limited to the use of Wackenhut's on-line recruitment center (www.wackenhut.com), employment action logs, applicant files, employment services, current employees, as well as friends and relatives. Our recruiting for the City of San Diego project will focus on individuals with relevant experience.

Week 2:◆ Interview/Select Personnel

The human resources specialists or operations specialists will interview all personnel and ask each employee to elaborate on information contained in the application and related documents, including the background investigation consent forms. The interviewers will ensure all questions are answered completely, all documents are signed where required, witness signatures where required, and collect, copy and return documents, i.e., licenses, I-9 documentation, DD 214, etc.

Wackenhut is an Equal Opportunity Employer pledged not to discriminate in employment on the basis of race, religion, sex, national origin, non-job related medical condition or handicap, marital or veteran status or age.

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- ◆ Conduct Background Investigations
Human resources specialists will ensure all required releases for investigations of prior employment, driving record and criminal history have been signed and witnessed before initiation of any inquiries. Prior employers, DMV, personal references, police record sources, etc. will be contacted to verify information given in the application or if necessary to determine employment eligibility.
- ◆ Offers of Employment
The human resources specialists will ensure offers of employment are made to only those individuals who meet the qualifications required by both City of San Diego and Wackenhut. These individuals will have successfully passed all steps of the employment process, including the background investigation, and will be eligible for continuation in the processing phase.
- ◆ Conduct Surveys
The operations specialists will conduct a physical security survey of the City of San Diego's facilities, buildings, grounds, remote locations, etc., covered by the contract. The survey is designed to identify security deficiencies of the premises to be secured and to make specific recommendations on how they should be corrected. The survey will contain information about the facility and surrounding areas; the type, number and construction of buildings, parking areas and other physical structures; and a rough diagram of the facilities. It will also include the current security measures, including physical security coverage, lighting, fencing, access control, key control, post orders, etc. In addition, it will provide specific recommendations for improving the security program, i.e., reduction/increase in hours of coverage, manpower, lighting, access measures, etc.
- ◆ Review/Write Post Orders
The operations specialists will design post orders (general, specific and emergency orders) for each post based on the City of San Diego's security plan. The post orders will be distributed to appropriate security personnel to instruct them in the proper activities to be conducted at the particular post where assigned. The supervisors, training officers or other individuals in a training role will use the post orders while conducting on-the-job training. Post order books will be maintained at each post and updated as new/changed procedures are introduced.

Additionally, a checklist of post activities will be developed for the post orders and used by the supervisor or other Wackenhut representative conducting post inspections to test the knowledge and skills of the assigned personnel.

Week 3:

- ◆ Order Uniforms/Equipment
Wackenhut has a computerized, on-line order entry system for the purpose of expediting accurate uniform, equipment and supply orders direct from the Wackenhut warehouse and pre-approved vendors. This system reduces the cost of items due to our sole source buying and pre-approved item selection and packaging. Supplies, uniforms and equipment are shipped on request and available within necessary timeframes.

The operations specialists will be responsible for ordering uniforms, equipment and supplies. Uniforms will be ordered and issued with adequate time for alterations.

- ◆ Train Supervisors

During the interview phase of the recruitment process, human resources and/or operations specialists will interview personnel, both incumbents and prospective employees, with the desired experience, skills and leadership qualities for supervisory positions at the City of San Diego account.

Once identified, these individuals will participate in the Supervisory Training Program that will be designed for the City of San Diego account and conducted by Wackenhut's training specialists. Supervisory training will include the subject areas of motivation and success, interpersonal communication, conflict management, team building, instruction techniques, time organization and management, achieving quality, and structured and unstructured communication.

Week 4:

- ◆ Create Master Schedules

An *Installation Schedule* will be completed for posts at the City of San Diego account covering post hours, number of personnel at each post, etc. The schedule serves as a worksheet for entering information into the computerized scheduling system. The system includes the information contained in the *Contract Master* related to pay and billing information. The installation schedule will be prepared as far in advance as practical so that employees will be aware of their work schedule and days off.

- ◆ Issue Uniforms/Equipment

As uniforms and equipment are issued, accountability is recorded on the Wackenhut individual *Uniform and Accessories Record*, which includes number of issue, item, date of issue, employee's signature and initials, and witness signature. We will use this form to document any returned, reissued or, as required, any newly issued item.

All security personnel will be trained in the proper wear and care of the uniform during the recruitment/hiring/training process. Additionally, equipment/supplies to be assigned to the post will be prepared for distribution and distributed as soon as possible.

- ◆ Classroom Training

The training specialists will implement the training program and plan as designed by the Wackenhut Training Institute. The training material will be consistent with the knowledge, skills and abilities necessary to perform their general responsibilities.

Wackenhut Training Institute uses lesson plans in a variety of subjects and languages as well as self-study student workbooks utilized worldwide. If the subject area of interest to CITY OF SAN DIEGO is not currently part of our library, Wackenhut can research and design a program for incorporation into our training plan.

- ◆ Assign Personnel to Schedules

In every case possible, employees will be assigned to schedules that are suited to their personal background, personality, appearance, and desires, thereby contributing to a higher level of personal performance through motivation. Personnel shall not be permitted to

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exchange scheduled shifts or days off without first obtaining approval from the proper supervisory authority.

◆ Place Equipment/Forms on Post

Equipment, forms and supplies to be assigned to a specific post will be identified, tagged, sorted and assigned to the first individual assigned to the post on the day of contract commencement. That individual will transport the equipment, forms and supplies to the post, use as post orders dictate, and pass them on to the relieving personnel. Should the post be unmanned for a shift, the equipment will be secured.

Week 1 – Contract Period:

◆ On-The-Job Training

After employment and post assignment, on-the-job training will be conducted with all newly assigned employees and for all those incumbent personnel changing post responsibilities. This on-the-job training will be conducted by the training specialists, our training officers, supervisors or incumbent security force members familiar with the post and its responsibilities.

◆ Contract Commences

In addition to manning each post, Wackenhut management will be present for contract commencement to ensure a smooth transition and handle any contingencies that may arise.

National Call Center

As explained earlier, Wackenhut operates 24 hours a day, seven days a week in order to provide unparalleled service to our customers. Wackenhut, the only national security service provider to offer such a service, is pleased to introduce to the City of San Diego, its National Call Center (NCC). The NCC was set-up specifically to allow our customers to make a single call to the local area office for any issues that may arise on the account and to eliminate the need to make numerous calls when a problem or emergency arises after normal business hours.

During normal business hours, the customer will deal directly with the local area office for emergencies and non-emergency problems, such as billing or scheduling questions. After hours, calls to the local area office are automatically routed to the NCC located at our headquarters in Palm Beach Gardens, FL.

The NCC is staffed with trained customer service representatives who answer after-hours calls for emergencies or other problems. This service differs from other security providers, where after-hours calls are normally forwarded to an answering service or a night-shift Security Officer. Unfortunately, these individuals can take messages and do their best to contact the right party in an emergency, but they have no information about the customer's account, nor do they have a means to track the final resolution of an issue.

The NCC allows our customer service representatives to immediately access all of our customers' account information from our national database, along with the appropriate after-hours contact information to ensure an appropriate response. The representative will then immediately dispatch one of those individuals to respond to the emergency or problem. In addition, the NCC has a

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record of each call and can follow up to determine if the situation has been resolved to the customer's satisfaction.

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PERSONNEL RECRUITMENT, SCREENING & RETENTION

Our goal is to hire the best-qualified individuals and provide them with quality training programs, recognition and career advancement programs that instill professional pride and continually improve skills and performance.

For Wackenhut, hiring the best-qualified individuals begins with recruiting. Tight labor markets have led to creative recruitment methods, to include the use of the Internet, job fairs, out-of-area recruiting, employee referral programs, and others. Our success in finding the right individuals for the job is a testament to our long-standing reputation as a quality employer. We invite you to visit our national recruitment center on the Internet at www.wackenhut.com.

Partnerships PlusSM

Using Wackenhut's success with customer partnerships as a model, we developed *Partnerships PlusSM* as a guide for our management and administrative staff to attract and retain the highest quality employees. *Partnerships PlusSM* is based on several key principles:

1. **Recruitment** – a comprehensive and detailed recruitment guide
2. **Selection** – effective interview techniques for finding quality, long-term candidates
3. **Right Start** – the proper training and new employee orientation and mentoring
4. **Attitude** – respect for each individual team member
5. **Information** – keeping positive communication lines open with all team members
6. **Employee Improvement** – career development and advancement opportunities
7. **Recognition and Rewards** – recognizing and rewarding team members

As a result, Wackenhut has realized a reduction in operating costs by retaining high-performing team members, and our customers are reaping the benefits of quality personnel and lower Security Officer turnover.

Wackenhut requires that all Security Officer candidates undergo a thorough background investigation and screening process before they are accepted for employment. The program encompasses several aspects of the applicant's background, character and ability to perform as a Wackenhut Security Officer. The following outline describes our recruitment, screening, hiring, and retention processes for all Wackenhut security personnel.

Recruitment

Wackenhut recognizes the value of qualified incumbent personnel and, where possible and with the consent of the City of San Diego, will retain the employees in the existing work force that meet Wackenhut's employment standards. Wackenhut proposes to immediately contact, upon contract award, the incumbent supervisory/Security Officer personnel to determine if they desire employment with Wackenhut. Incumbent personnel will be given the right of first refusal for job openings. By developing our compensation and employee benefit programs based upon competitive local market salary and benefit information, Wackenhut intends to not only attract qualified incumbents, but to retain them and have them become long-service employees.

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Our employees' opportunities for upward mobility within the organization are facilitated through our recruitment methods, and our emphasis on identifying candidates for promotion.

After the initial staffing has been completed, we intend to fill any subsequent supervisory position(s) by local recruitment or by advancing personnel from the ranks of the on-site personnel following our Affirmative Action Plan. We will fill all Security Officer vacancies by allowing part-time Security Officers to change to full-time status if they desire, or a pool of locally recruited, previously screened personnel.

The Wackenhut Corporation is an Equal Opportunity, Affirmative Action Employer and therefore, does not discriminate based on race, color, sex, national origin, handicap, age, marital or veteran status. Wackenhut's Affirmative Action Plan will be consulted when considering applications for employment and promotion.

Screening Process

Wackenhut will only consider applicants who meet the following minimum requirements:

- ◆ Must be at least 18 years of age.
- ◆ Must be a U.S. citizen, or a legal alien possessing appropriate work permit or visa.
- ◆ Must be fluent, both orally and in writing, in English, at a high school level and be clearly understandable via radio communication transmissions.
- ◆ Must possess a high school diploma or equivalent.
- ◆ Must be in good health, emotionally stable, mentally alert and able to perform job responsibilities.
- ◆ Must possess a valid driver's license (if motorized patrols are required).
- ◆ Must be trained and licensed (where applicable) in accordance with state requirements.
- ◆ Must have the ability to successfully complete a written, validated examination indicative of their ability to understand and perform the assigned duties.
- ◆ Must have a work and character background that indicates dependability, reliability, and the ability to work harmoniously with others.
- ◆ Must have been honorably discharged if served in a branch of the military service. Must not have been terminated from any previous employment for other than honorable circumstances, unless documented extenuating circumstances can be demonstrated.
- ◆ Must provide a home telephone number, have reliable transportation, and be available in the event of an emergency.
- ◆ Must possess the capacity to acquire a good working knowledge of all aspects of the job.
- ◆ Must have the ability to operate under stressful situations.

Employment Application

Wackenhut requires that all applicants complete our Application for Employment. The application packet includes a questionnaire regarding their past work history, as well as information regarding Wackenhut's policy on drug and alcohol abuse. The application requires that certain information related to the applicant's work history and criminal conviction history be answered before that

application will be accepted. The application is thoroughly reviewed for completeness before an initial interview is granted.

Interview Process

The initial interview of the applicant is conducted to determine such items as availability, salary requirements, general suitability for assignment at the City of San Diego, and any additional information that may aid in the background investigation. Applicants who do not meet our minimum requirements are invited to return if and when they do. If the applicant meets the minimum requirements, he or she is invited to attend a pre-employment orientation. If the applicant accepts the invitation, pre-employment screening is initiated.

Pre-Employment Screening

◆ **Background Investigation**

Upon determining that the applicant qualifies for employment, Wackenhut will conduct a comprehensive background investigation, which will include the following elements:

- ◆ Employment/Education Verification – Wackenhut will verify all activity, including prior employment and/or education for the last five years. Periods of unemployment lasting 60 days or more will also be verified. This may include character references from non-related individuals.
- ◆ Identity Verification – Wackenhut will initiate a social security number confirmation trace to validate the name(s) and addresses provided.
- ◆ Criminal Records Check – Wackenhut will conduct a county of residence criminal record check for all residential addresses provided for the last five years. Where statewide criminal record checks are available, Wackenhut will submit a request to the appropriate state agency.
- ◆ Driver's License Check – Wackenhut will initiate a check of the applicant's driving record through the state department of motor vehicles. This should reveal all traffic violations, driving-related offenses, and substantiate a valid operator's license.
- ◆ Credit Report – Wackenhut will initiate a credit check to determine if the applicant is financially responsible.
- ◆ **Drug Screen** – All applicants will be required to take a 10-panel urinalysis test conducted by an independent drug screening clinic. We send our applicants to a collection location where a sample is collected and sent to a lab. The lab sends the results to our drug screening coordinator, who forwards the results to the local area office. Chain-of-custody forms are used to ensure testing integrity.
- ◆ **Physical Examination** – A physical will be conducted by a licensed physician to determine if the applicant is physically suited to perform the duties related to being a Security Officer.

Pre-Employment Orientation

This orientation provides the applicant with information about the security industry and the responsibilities of being a Security Officer. The video presentation lasts approximately 2.5 hours and encompasses such topics as the legal role of the Security Officer, professionalism, courtroom

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demeanor, and other topics. When the presentation is complete, the applicant is asked if they are interested in continuing with the application process. Those applicants who wish to continue complete the pre-employment screening process, which includes a discussion with the personnel manager regarding their pre-employment background investigation. After application and hiring, the new employee views the video series again and completes a test on its content.

Findings Report and Offer of Employment

After the manager has reviewed all of the required information regarding the applicant's background and pre-employment screening, he determines whether to offer the applicant employment or not.

New Hire Orientation

During new hire orientation, the Security Officer completes all remaining documentation (i.e., emergency contacts, tax withholding allowance information, etc.). Additionally, the Security Officer is required to submit any remaining documentation, such as a high school diploma, DD-214, college transcripts, etc. When necessary, the officer also completes the application for a state license issued by the state licensing agency, which includes a set of the individual's fingerprints for a check against State records.

When the Security Officer has completed the documentation, he or she is welcomed to the company by members of the staff and given his or her assignment. Once the assignment is given, the training manager interviews the Security Officer and schedules classroom and on-site training. The Security Officer will also be measured for the appropriate uniform and issued the necessary equipment.

The most important aspect regarding Wackenhut's policy on pre-employment procedures is that all of the information described above can be verified. Wackenhut can make available its checklist that confirms all required components for hiring have been completed and are in the personnel file for each new Security Officer assigned to their facility.

Employee Performance Evaluation & Counseling

Wackenhut realizes that in order to ensure high customer satisfaction, our job only begins with attracting and hiring exemplary employees. It has been our experience that in order to retain such employees, we must regularly monitor and evaluate each employee's performance to acknowledge progress and to encourage a positive, productive, customer-service attitude. Counseling the employee, correcting unacceptable performance is also critical.

Supervisors will regularly encourage and guide security personnel on how to increase their productivity and service to the City of San Diego during their post hours. Any errors of judgment or procedures will be discussed either with the employee on the spot, later with local support center management, or may result in more stringent disciplinary action, as necessary. Any serious breach of regulations or an inability to comply with specific employment requirements will result in termination of employment.

Employee Performance Appraisals

All Wackenhut employees are evaluated after the first 90 days of employment to review post suitability and to ensure that they have received the necessary training to carry out their post

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duties to the best of their abilities. Wackenhut supervisors will have the lead responsibility for the ongoing monitoring and evaluation of all Wackenhut security personnel and will administer formal evaluations twice a year; informal evaluations are ongoing.

General Guidelines

The employee appraisal process is intended to evaluate the employee's performance in relation to the duties, responsibilities, and goal attainment associated with the employee's position. Its objectives are to improve:

- ◆ Understanding of the requirements of the position between the customer, the supervisor, and the employee.
- ◆ Communications regarding the goals and objectives of the position with all concerned.
- ◆ Performance and a clear understanding of the performance level attained.
- ◆ Goals to enhance skills and become a more effective security team member.

Position Duties, Responsibilities, Goals and Objectives

The first step in the performance appraisal process is to review the duties, tasks and responsibilities of the position as outlined in the job description. A clear understanding between the employee and the supervisor as to what is expected of the employee is essential to an effective performance appraisal.

TRAINING PROGRAMS & SERVICES

Security Officer Training

In the following paragraphs, we will outline a proposed training program for security assignees to the City of San Diego. Please keep in mind, however, that we expect the City of San Diego specific parts of this program to undergo revision by mutual agreement subsequent to our training needs' analysis.

Pre-Selection Orientation

All assignees will complete a video-based program called the *Security Officer General Orientation Program* before being considered for a security position. This Wackenhut-wide program is designed to ensure that the applicant understands the general requirements of being a contract security team member and, indeed, wishes to apply for the position. After application and hiring the new employee views the video series again and completes a test on its contents. Subjects covered in this initial program are:

- ◆ General duties and responsibilities of Security Officers
- ◆ Demeanor and hygiene
- ◆ Customer relations
- ◆ Introduction to patrol
- ◆ Introduction to field note-taking and report writing
- ◆ Legal authority of Security Officers — and its limitations
- ◆ Safety (occupational hazards)
- ◆ Fire protection and response
- ◆ Effective assertiveness

Security Officer Handbook Familiarization & Testing

A Wackenhut Security Officer Handbook is issued to each newly hired individual and the employee is instructed to read and become familiar with the Handbook's contents. Employees are advised that a test will be administered on the contents by a supervisor. The answer sheet is placed in the employee's personnel file and the examination results are entered on the Training Report for Security Officers.

State-Required Training

The State of California requires training for contract security personnel. All security assignees will successfully complete this training prior to consideration for placement at the City of San Diego. Where state training requirements duplicate the topics covered in our proposed training program, the training may be combined. (There are no Federal requirements for training of Security Officers.)

Pre-Assignment Training

Wackenhut will prepare training and instruction manuals for the project and ensure that all Security Officers assigned to the City of San Diego complete our pre-assignment training program prior to placement. Our basic training programs are available in varying time blocks and designed to meet the individual needs of each of our customers and their sites. The outline on the following page lists the subjects and denotes the programs (blocks of instruction) covering those subjects. We have programmed a 40-80 - hour course for this project, however, we would be glad to customize the course content and adjust the hours that we have programmed, if necessary.

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On-the-Job Training

Site-specific on-the-job training will be provided under the purview of a designated trainer or a shift supervisor. All individuals conducting this training shall have completed our training program LP-23, *On-the-Job Training Techniques*.

Annual In-Service Refresher Training

Annual refresher training will be developed and presented by a designated instructor using materials provided from Wackenhut's Corporate Library, much of which is easily downloaded from our Training Services Intranet. Training advisors at Wackenhut Training Institute will be available to help develop these programs. Added to this are quarterly continuing education brochures, described later in this section.

Basic Training Programs

SUBJECT	Instruction Guide	HOURS OF INSTRUCTION				
		8	16	24	36	40
General Duties and Responsibilities	LP-1					
Human, Public & Media Relations	LP-2					
Legal Authority and Its Limitations	LP-3					
Evidence and Crime Scene Preservation	LP-4					
Search and Seizure	LP-5					
Patrol	LP-6					
Report Writing	LP-7					
Bomb Threats	LP-8					
Crowd Control	LP-9					
Night Vision Techniques for Patrol	LP-10					
Courtroom Testimony	LP-11					
Traffic Control	LP-12					
Telephone Procedures and Etiquette	LP-13					
Two-Way Radio Operations	LP-14					
Alcohol Abuse	LP-15					
Interpersonal Communication	LP-17					
Access and Key Control	LP-18					
Information Protection	LP-19					
Drug Abuse	LP-20					
Field Note-Taking	LP-22					
On-the-Job Training Techniques	LP-23					
Fire Detection, Suppression and Life Safety	LP-25					
Stress Management	LP-28					
Driving Safely	LP-30					
Accident Prevention	LP-32					
Shift Work and Sleep Adjustment	LP-33					
Dealing with Abnormal Behavior	LP-35					

EVIDENCE OF INSURABILITY

RISK MANAGEMENT

The provision of quality security services is not the only way that Wackenhut assists its customers in mitigating their risk and minimizing their liability. We take pro-active measures to help secure their premises in the face of an increasingly dangerous world. Our insurance program is one of the best in the industry and our designation and certification by the U.S. Department of Homeland Security under the SAFETY Act provides tremendous benefits to ensure the ongoing viability of our company and our customers, even in the event of a terrorist act.

SAFETY Act Coverage

Continuing its outstanding tradition of providing the best services possible and leading the security industry through innovation and excellence, Wackenhut is proud to point out that it has received third-party liability protections from the U.S. Department of Homeland Security ("DHS") that will dramatically benefit the company and our customers. After an extensive review of our physical security services, Wackenhut has been granted coverage under a federal law known as the "Support Anti-terrorism by Fostering Effective Technology Act" (the "SAFETY Act"). This represents the first such Designation and Certification for a contract security service provider. As explained below, the liability protections that SAFETY Act coverage affords will result in significantly lower liability exposure for Wackenhut **and** its customers should a future act of terrorism occur.

Following the horrific terrorist attacks of September 11, 2001, a number of lawsuits were filed against airports, airplane manufacturers, security companies, and government entities like the Port Authority of New York/New Jersey. A Federal judge has permitted those lawsuits to proceed, saying that the use of an airplane as a suicide weapon was potentially foreseeable. As a result, the potential liability costs for all providers and users of anti-terror products and services have become virtually unlimited.

The Federal government, recognizing that such massive liability would crush the research, development, sale and use of anti-terror technologies and services, passed the SAFETY Act as part of the Homeland Security Act of 2002. In short, the SAFETY Act creates certain liability limitations for third-party claims arising out of a terrorist attack for sellers whose anti-terror products or services have been certified by the DHS in America's fight against terrorism.

Most important, these liability protections extend to Wackenhut's customers should a future act of terrorism occur and third-party lawsuits follow alleging that Wackenhut's physical security services failed to prevent the terrorism. Should this happen, our customers will benefit from affirmative defenses against liability for third-party claims because they purchased Wackenhut's SAFETY Act approved services. Companies that purchase services from other contract security providers that have not been SAFETY Act approved would not enjoy such protections. In addition, DHS notes

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the positive impact that SAFETY Act certification may have on the cost and availability of terrorism risk insurance due to the reduction in liability exposure.

Wackenhut's Insurance Portfolio

General Liability

- ◆ **Bodily Injury and Property Damage Liability**
Covers legal liability for bodily injury and property damage arising out of an occurrence involved in the operations of Wackenhut.
- ◆ **Personal Injury Coverage**
Covers legal liability for damages resulting from personal injury including, but not limited to, false arrest, false imprisonment, detention, libel and slander, malicious prosecution, invasion of privacy, wrongful eviction, wrongful entry, mental injury, mental anguish, shock, defamation of character, and discrimination.
- ◆ **Independent Contractor's Protective Liability**
Covers legal liability for either bodily injury or property damage to others arising out of the operations of independent contractors who are subcontractors of Wackenhut.
- ◆ **Customer Property Coverage**
Covers legal liability for loss or injury to or destruction of property of the customer entrusted to Wackenhut caused by dishonesty or negligence of its employees.
- ◆ **Blanket Contractual Coverage**
Covers liability assumed by Wackenhut by contract or agreement.
- ◆ **Errors and Omissions Coverage**
Covers legal liability for losses from errors, omissions or acts of employees of Wackenhut in the conduct of its business.
- ◆ **Comprehensive Automobile Liability**
Covers legal liability for bodily injury and property damage arising out of the ownership, maintenance, or use of any vehicle utilized in connection with Wackenhut's operations.

Worker's Compensation

Worker's compensation and employer's liability covers all Wackenhut employees in every state allowing Worker's Compensation Insurance to be written by an insurance company. In those few states requiring State Fund Insurance, Wackenhut is a subscriber to the state program.

Excess Insurance

In addition to the coverage and limits described herein, Wackenhut also carries excess liability policies.

Risk Management Department

A well-staffed Insurance Department, located at Wackenhut's headquarters, is available to obtain any additional insurance where needed due to the nature of a customer's operation. This department will also respond to any questions or supply any additional details.

EVIDENCE OF INSURABILITY

RISK MANAGEMENT

The provision of quality security services is not the only way that Wackenhut assists its customers in mitigating their risk and minimizing their liability. We take pro-active measures to help secure their premises in the face of an increasingly dangerous world.

Our insurance program is one of the best in the industry and our designation and certification by the U.S. Department of Homeland Security under the SAFETY Act provides tremendous benefits to ensure the ongoing viability of our company and our customers, even in the event of a terrorist act.

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Risk Management Department

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EXCEPTIONS AND DEVIATIONS

The following exceptions and deviations are noted for your review. TWC asks for the opportunity to present and discuss rationale for exceptions and changes to proposed city contract.

1. Page 11, Section II. F. of the Specific Provisions – TWC asks to have the following language added to it's proposal regarding Additional Insured coverage. The Wackenhut Corporation does not object to providing a Client with additional insured coverage; provided, however, that the additional insured coverage is consistent with the contractual indemnification requirements and does not exceed the value of the contract. The Wackenhut Corporation will require reasonable and mutually acceptable indemnification language, as well as language regarding the scope of the additional insured coverage, to be inserted into the resulting contract. In order for The Wackenhut Corporation to provide Additional Insured coverage pursuant to this Agreement (and upon advice from our insurance carrier and our outside counsel), we require that the following language be included in the contract:

“Supplier’s naming of The City of San Diego as an additional insured on the Contractor’s liability policies pursuant to this Agreement shall afford coverage only for the negligent acts or omissions of Supplier pursuant to this Agreement, shall be limited to the terms and conditions of this Agreement and shall in no event be construed for any purpose so as to make Contractor or its insurer liable for the negligence (joint, concurrent, independent or individual), acts, errors or omissions of The City of San Diego or its agents, representatives, officers and employees.”

CONCLUSION

This proposal has been prepared specifically for the City of San Diego and is valid for a period of 90 days. In submitting this proposal, we have focused upon what we understand are City of San Diego's objectives and trust that we have demonstrated our unique capabilities and sound business approach to meeting your security needs.

- ◆ Wackenhut has the management commitment, resources and experience to deliver our services in a manner that you should not only expect, but demand from your security contractor.
- ◆ Wackenhut has the geographic compatibility that enables us to respond to not only your existing but presently unknown security needs.
- ◆ Our local area office has the capability and stability to provide the quality of service necessary to service the City of San Diego.
- ◆ Wackenhut is the most forward-thinking security contractor operating today. We have a complete and unwavering commitment to monitoring the quality of our service.
- ◆ Wackenhut is the only security contractor that has demonstrated total commitment to training by establishing its own training institute. Since the beginning of our existence, training has been an integral element in our success.
- ◆ Our 52-year history demonstrates that we are a financially responsible organization with the necessary professionalism, experience, and ability to perform to your specifications now and in the future.

We also recognize that cost, while not the sole criterion, is an important element in the selection process. We would therefore make this point: *In our professional judgment, we believe that the cost of each expenditure we anticipate is required to provide you, our client, with the quality of service necessary. Our billing rates are not inexpensive; nor are they overvalued. They are reasonable for the quality of service demanded to fulfill our responsibilities.* We ask in making your analysis that you give proper weight to this fact. We also ask in your analysis that you closely evaluate those resources and intangible services available only from Wackenhut.

We look forward to working closely with City of San Diego to provide you with the high quality service for which we are world-renowned and will not disappoint you if selected.

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CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195
Fax: (619) 236-5904

ADDENDUM A

Bid No. 8502-07-W

Revised Bid Closing Date: January 11, 2007
@ 2:30 p.m.

Bids for furnishing the City of San Diego with **Security Guard Services at Various City Sites.**

The following changes to the specifications are hereby made effective as though they were originally shown and/or written:

1. **The bid closing date has been changed from January 4, 2007 to January 11, 2007 @ 2:30 p.m.**
2. *Delete* the original Request for Bid cover page and *replace* with the attached Addendum A Bid cover page.
3. *Delete* the original Pricing page 5 and *replace* with the attached Addendum A Pricing page 5. (NOTE: Paragraph C, item 3 has been added.)
4. *Delete* the original page 20 and *replace* with the attached Addendum A page 20. (NOTE: Section IV, paragraph O, item 6 has been changed.)
5. *Delete* the original page 22 and *replace* with the attached Addendum A page 22. (NOTE: Section IV, paragraph Q, item 1.e has been changed.)
6. *Delete* the original page 34 and *replace* with the attached Addendum A page 34. (NOTE: Section V, paragraph C and item 1 has been changed.)
7. *Delete* the original page 35 and *replace* with the attached Addendum A pages 35 and 35a. (NOTE: Section V, paragraph C, items 4-6 have been added.)

Page 2

Addendum A
Bid No. 001327-07-W

8. Add two (2) pages of Questions and Answers. (**NOTE:** This is for informational purposes only and will not be included as part of the quote.)

CITY OF SAN DIEGO PURCHASING DIVISION

Wayde Heldibridle
Procurement Specialist
(619) 236-6257

December 21, 2006

WH/bl



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CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 8502-07-W

REQUEST FOR BID

Closing Date: **January 11, 2007**

@ 2:30 p.m.

ADDENDUM A

Subject: Furnish the City of San Diego with **Security Guard Services at Various City Sites**, as may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

Company _____	Name _____ <small>(PRINT OR TYPE)</small>
Federal Tax I.D. No. _____	Signature* _____
Street Address _____	Title _____
City _____	Date _____
State _____ Zip Code _____	
Tel. No. _____ Fax No. _____	<i>*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.</i>
E-Mail _____	

**ONLY BIDS WITH AN ORIGINAL SIGNATURE
WILL BE ACCEPTED.**

This cover page must be completed and submitted as part of your bid.

If your firm is not located in California, are you authorized to collect California sales tax? YES NO

If YES, under what Permit # _____

Cash discount terms _____ % _____ days.
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: _____ days after receipt of order.

City of San Diego Business Tax License #: _____

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

WAYDE HELDIBRIDLE/b19, Procurement Specialist

Phone: (619) 236-6257 Facsimile: (619) 533-3232

E-mail: WHeldibridle@sandiego.gov

B. LIBRARY DEPARTMENT

Item No.	Est. Qty	U/M	Description	Hourly Rate for Basic Guards	Hourly Rate for Upgraded Guards	Extension
1.	3,068	HR	Central Library.	\$		\$
1a.	3,068	HR	Central Library.		\$	\$
2.	18,512	HR	Branch Libraries.	\$		\$
TOTAL SECTION B:						\$

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C. CITY ADMINISTRATION BUILDING

Item No.	Est. Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	4,576	HR	City Administration Building.	\$		\$
2.	6,500	HR	City Administration Building.		\$	\$
3.	17,520	HR	Evan B Jones Parkade, Community Concourse and Plaza	\$		\$
TOTAL SECTION C:						\$

D. DEVELOPMENT SERVICES CENTER

Item No.	Est. Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	8,736	HR	Development Services Center.	\$		\$
2.	2,080	HR	Development Services Center.		\$	\$
TOTAL SECTION D:						\$

***NOTE:** Pricing is not required for shaded areas.

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N. KEYS

Keys provided by the City shall be returned upon completion of the contract or upon request by authorized City personnel. These keys shall not be duplicated, except by City Locksmith and any loss shall be reported immediately to the appropriate Contract Administrator. If a Guard loses or breaks their keys between 5:00 p.m. and 8:00 a.m., Monday through Friday or at any time on weekends and holidays, the Contractor shall be responsible for bringing an extra set of keys to the Guard on duty. Guards shall turn over broken keys to the Contract Administrator the following business day.

O. PERSONNEL STANDARDS

All Security Guards shall meet the following minimum criteria:

1. All Guards shall have permanent Guard cards, issued by the State of California. Temporary or provisional cards are not acceptable. Guards must have completed state approved PC 832 courses [forty (40) hour course], or an alternative plan (reviewed and approved by the City) to meet substantially similar training as the PC 832. Copies of Guard Cards and proof of PC 832 courses, or approved alternative training, shall be presented to the Contract Administrator at least two (2) working days prior to the Guards' inclusion in the work schedule.
2. Guards shall possess an acceptable level of agility, stamina, and overall good physical health.
3. All Guards, supervisors, and managers shall be capable of lifting 25 lbs. and standing up, for up to eight (8) hours at a time.
4. Guards shall be proficient in English, both written and oral communication.
5. Guards shall be capable of operating and responding to radios, pagers, telephones, alarms and camera equipment.
6. **All Guards shall have a minimum of two (2) years of experience.**
7. Contractor Security Guards assigned to work under this contract shall serve a minimum of six (6) months continuous service before they are transferred from that assignment to ensure continuity and stability. This applies to initial and subsequent assignments during the contract period. Contractor shall obtain written approval from Contract Administrator/Manager for specific exemptions to this specification which may be granted based on various factors, to include specific location (and type) of facility under contract.

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- b. Proficient in Crowd Control;
- c. Extensive Customer Service Relations Training;
- d. Versed in Property Theft Reduction;
- e. Prior **Law Enforcement or Military Experience**;
- f. CPR Trained;
- g. Advanced Training in Emergency Procedures; and
- h. Advanced Understanding of Powers of Arrest.

In addition, to Contractor having Basic Security Guards and Upgraded Security Guards to provide security services required by the City, the Contractor shall also provide trained personnel to man a multi-zone walk-through security metal detector and hand held metal detectors at City sites requiring this service (i.e. City Administration Building).

R. CITY RESPONSIBILITIES

The City will provide the following for all sites:

1. An area for writing reports, to charge telephone and radio batteries. The City will also provide radios when required to contact Station 38, the City radio communication center, a bar code reader or wand (if applicable).
2. All keys and or access codes required to gain entrance to facilities. The City will provide an extra set of keys to be kept in Contractor's main office.
3. Telephones are provided and shall be used for emergencies and necessary business calls only. Acceptable usage of City telephones are to make 911 calls, calls to the San Diego Police or Fire Department, business calls to the Contractors Office and calls to the Contract Administrator or their designee.

Security personnel using City provided telephones to make emergency calls shall dial 9-911 to get an outside line and be connected to emergency personnel.

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C. CITY ADMINISTRATION BUILDING (CAB), EVAN B. JONES PARKADE,
COMMUNITY CONCOURSE AND PLAZA

1. Basic Duties for City Administration Building

- a. Security Guards, when reporting for duty at the City Administration Building (CAB), shall pass on the keys from the previous shift. The Guard shall then report to the Guard station on the first floor at west entry doors. Prior to starting the shift, Security Guard shall read previous shifts Daily Activity Report for any updates or pass-downs. A locked cabinet is provided to lock logs, radios, telephone, paper work, or personal items when on duty. Any special instructions shall be left there by the Building Manager. Phones in the building are for emergency use only. The radio shall be carried at all times while on duty. When not on security patrol duty, the Guard shall be stationed at the Security Guard station where they will have an unobstructed view of the east and west entry doors, observation monitors and the elevator monitors that show movement from floor to floor. Monday through Friday, the Guard on duty at CAB will be standing at the Security Station, with a view of the monitor, screening persons entering the building. While so stationed, the Guard shall greet persons entering the building. Upon request, Security Guard shall offer assistance or information to visitors.

If unauthorized persons are observed entering the building, Guards are to check the incident out and if necessary, remove that person from the building. Except for unusual night time meetings, for entry into the building after hours, a valid picture ID or an access card is required. All persons must sign in and out on the log provided.

- b. Guards are to log in all equipment received at shift turnover (keys, Nextel telephones, radio, wand, pager, etc.) Check in with Station 38 by radio at the start of the shift and at the end of shift.
- c. For CAB emergency elevator problems, when Guards are aware of people who are trapped in the elevators, Guards are to call the Fire Department and inform them of the problem.
- d. If evening meetings are scheduled, Guards are to stay at Guard station and let people in. All persons entering the building are to sign in and out.
- e. If no meetings are scheduled, Guards shall commence making rounds at time specified in Post Orders. If while on rounds, Guard is paged to let somebody into building, etc., Guard shall report to entry doors. Rounds shall be made four (4) times per shift. There are a total of twenty (20) wand locations throughout CAB. Guard shall assure entry doors are locked and pulled shut. The graveyard shift Guard shall remain at Guard station on weekdays from 6:00 a.m. to 8:30 a.m. to monitor people entering the Facility.

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- f. The graveyard shift shall report directly to the Guard station on the 1st floor. Check in with Station 38 to start the shift. Receive any pertinent information, messages, instructions, etc.
- g. Areas of responsibility for all shifts are all floors of CAB, immediate perimeter of building and gift shop.
- h. In case of fire, call the Fire Department (911) and Station 38. Open locked doors for emergency personnel and assist if needed. When fire or trouble is under control, call Central Power (619) 236-6504 and the Building Manager and inform of incident.
- i. At the end of shift, check out with Station 38. Lock up the Guard log in the cabinet provided, disconnect and lock the phone, and check out.

2. Location

The City Administration Building is located at:

202 C Street
San Diego, CA 92101-4806

3. Hours

- a. Monday-Friday, Upgraded Guards required for:
 - (1) 6:00 a.m. to 2:00 p.m. shift,
 - (2) 2:00 p.m. to 10:00 p.m. shift, and
 - (3) 7:00 a.m. to 4:00 p.m. shift.
- b. Monday-Friday, Basic Guard required for:
10:00 p.m. to 6:00 a.m. shift.
- c. Saturday and Sunday, Basic Guard required for twenty-four (24) hour coverage.

4. Basic Duties for Evan B. Jones Parkade, Community Concourse and Plaza

- a. Ensure the perimeter of the Concourse facility is secure.
- b. Provide a visible security presence in the public areas.
- c. Assist with parking enforcement in the Parkade.

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- d. Deter loitering around the Concourse, in the Plaza and within the Parkade.
- e. Monitor the top floor of the Parkade with particular regard to preventing suicide attempts.
- f. Provide additional security for Concourse events on an as-needed basis (for example, naturalization ceremonies).
- g. Provide written incident reports/logs to City.

5. Location

The Evan B. Jones Parkade is located at:

1265 First Avenue
San Diego, CA 92101-4806

6. Hours

Two (2) Basic Guards consisting of a roving patrol twenty-four (24) hours per day, three hundred sixty-five (365) days per year.

D. DEVELOPMENT SERVICES CENTER (DSC)

1. Basic Duties

Security Guards, when reporting in for duty at the Development Services Center (DSC), shall then report to the Guard station on the third floor and collect the keys from the guard they are relieving. A locked cabinet is provided to lock logs, radios, telephones, paper work, or personal items when on duty. Any special instructions will be left there by the Building Manager or other Security Guards. Phones in the building are for emergency use only.

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**Bid No. 8502-07-W
Questions and Answers**

Please note that the questions and answers are for informational purposes only and are not part of the contract.

Question 1

Why is this project out to bid at this time?

Answer 1

A rebid is required at this time.

Question 2

Who are the current security providers?

Answer 2

The Wackenhut Corporation and Rodgers Police Patrol.

Question 3

What are the current bill rates?

Answer 3

Current hourly billing rates are as follows:

Miramar Water Treatment Plant	\$18.49
Otay Water Treatment Plant	\$18.66
Chollas Security Operations Center (all areas)	\$19.75
Dams	\$18.47
Alvarado Water Treatment	\$17.62
Libraries	\$19.99
City Administration Building	\$18.00
Development Services Center	\$18.00
World Trade Center/Annex	\$18.00
Crabtree	\$18.00
Balboa Park	\$18.00
Rose Canyon Operation Yard	\$18.66
20 th and B	\$19.62

Question 4

As this contract is under an LWO, will you provide hire dates and wages of the current security personnel assigned to this project?

Answer 4

The City does not maintain hire dates of Security personnel; as such, that information is not available. See question 3 above for billing rates.

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Bid No. 8502-07-W
Questions and Answers (Cont.)

Question 5

Per page 20, Letter O, no. 2 and no. 3 – Personnel Standards, do you require guards to have a physical examination or physical agility test?

Answer 5

Specifications are listed as a minimum requirement; the City does not wish to dictate hiring practices.

Question 6

Per page 20, Letter O, no.6 – Will you allow the same equivalence for a Military person as Law Enforcement for Basic and Upgraded Security Positions?

Answer 6

See Addendum item no. 4 and 5.



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CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 8502-07-W

REQUEST FOR BID

Closing Date: January 4, 2007
@ 2:30 p.m.

Subject: Furnish the City of San Diego with **Security Guard Services at Various City Sites**, as may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

Company _____
Federal Tax I.D. No. _____
Street Address _____
City _____
State _____ Zip Code _____
Tel. No. _____ Fax No. _____
E-Mail _____

Name _____
[PRINT OR TYPE]
Signature* _____
Title _____
Date _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

ONLY BIDS WITH AN ORIGINAL SIGNATURE
WILL BE ACCEPTED.

This cover page must be completed and submitted as part of your bid.

If your firm is not located in California, are you authorized to collect California sales tax? YES NO

If YES, under what Permit # _____

Cash discount terms _____ % _____ days.
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: _____ days after receipt of order.

City of San Diego Business Tax License #: _____

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

WAYDE HELDIBRIDLE/b19, Procurement Specialist

Phone: (619) 236-6257

Facsimile: (619) 533-3232

E-mail: WHeldibridge@sandiego.gov

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I. PRICING PAGE

A. WATER FACILITIES

Item No.	Est. Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	8,760	HR	Miramar Water Treatment Plant.	\$		\$
2.	8,760	HR	Otay Water Treatment Plant.	\$		\$
3.	5,848	HR	Alvarado Water Treatment Plant.	\$		\$
3a.	2,912	HR	Alvarado Water Treatment Plant	\$		\$
4.	20,640	HR	Chollas Operations Yard. Includes: Front and Rear Gates and Meter Shop Gate	\$		\$
4a.	8,760	HR	Chollas Security Operations Center	\$		\$
4b.	5,616	HR	Chollas Roving Patrol.	\$		\$
5.	14,560	HR	Dams.	\$		\$
TOTAL SECTION A:						\$

*NOTE: Pricing is not required for shaded areas.

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B. LIBRARY DEPARTMENT

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guards	Hourly Rate for Upgraded Guards	Extension
1.	3,068	HR	Central Library.	\$		\$
1a.	3,068	HR	Central Library.		\$	\$
2.	18,512	HR	Branch Libraries.	\$		\$
TOTAL SECTION B:						\$

C. CITY ADMINISTRATION BUILDING

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	4,576	HR	City Administration Building.	\$		\$
2.	6,500	HR	City Administration Building.		\$	\$
TOTAL SECTION C:						\$

D. DEVELOPMENT SERVICES CENTER

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	8,736	HR	Development Services Center.	\$		\$
2.	2,080	HR	Development Services Center.		\$	\$
TOTAL SECTION D:						\$

*NOTE: Pricing is not required for shaded areas.

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E. WORLD TRADE CENTER/ANNEX

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	2,912	HR	World Trade Center.	\$		\$
2.	5,824	HR	World Trade Center.		\$	\$
3.	2,252	HR	World Trade Center/Annex.		\$	\$
TOTAL SECTION E:						\$

F. CRABTREE BUILDING

Item No.	Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	1,472	HR	Crabtree Building.	\$		\$
2.	260	HR	Drive-by service, Unlocking/Locking Building.	\$		\$
TOTAL SECTION F:						\$

G. BALBOA PARK

Est. Qty.	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
5,824	HR	Balboa Park.	\$		\$

*NOTE: Pricing is not required for shaded areas.

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ROSE CANYON OPERATION YARD

Item No.	Est Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	6,744	HR	Rose Canyon.	\$		\$
2.	500	HR	Rose Canyon, As Needed Security Services (i.e. special events, emergencies).	\$		\$
TOTAL SECTION H:						\$

H. 20TH AND B

Est Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
13,312	HR	20 th and B.	\$		\$
TOTAL SECTION I:					\$

*NOTE: Pricing is not required for shaded areas.

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I. EXTRAORDINARY LABOR AT VARIOUS CITY SITES

Item	Est Qty	U/M	Description	Hourly Rate for Basic Guard	Hourly Rate for Upgraded Guard	Extension
1.	1,000	HR	As Needed Security Services.	\$		\$
2.	1,000	HR	As Needed Security Services.		\$	\$
TOTAL SECTION J:						\$
TOTAL SECTIONS A-J:						\$

***NOTE:** The cost of 1,000 hours of extraordinary labor will be added to bid price to determine the overall low Bidder.

***NOTE:** Pricing is not required for shaded areas.

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II. SPECIFIC PROVISIONS

A. BASIS OF AWARD

Award will be made to the responsible Contractor or Contractors whose bid is (are) determined to provide overall best value to the City, considering the evaluation factors in this bid including, but not limited to, experience, price, ability to meet specifications and efficiency.

Technical ranking of bids will be combined with the corresponding price ranking to determine a final ranking for each bid. The more closely bids are ranked in price, the more important technical merit will become. The City is under no obligation to make award based solely upon cost.

B. AWARD CRITERIA

The criteria that will be used by the dept for the technical evaluation of bids for this procurement are listed below in decreasing order of importance.

1. Meeting the Specific Provisions and Technical Specifications

Evaluation factors will include but are not limited to the technical aspects of the bid, previous performance on City contracts, delivery, feasibility of the bid, conformity of services bid to the specifications, and any other factors that may be of value to the City.

The committee may request additional technical assistance from any source.

2. Bidder Experience and Past Performance

The City requires established business experience, and five (5) references within the past five (5) years (use form on pages 57 and 58). The references listed shall verify that the Bidder has provided services of a similar scope and nature to those outlined in this Bid, and that they are able to provide information about the quality of Bidders past performance. The Bidder shall verify that reference points of contact, telephone, and facsimile numbers are valid.

When assessing the Bidders' past performance the City may contact other sources of information, including, but not limited to Federal, State, and Local Government Agencies, Better Business Bureaus, published media, and electronic databases.

3. Inspection

The City reserves the right to inspect the Bidders equipment and facilities to determine if the Bidder is capable of fulfilling this contract. Inspection will include, but not limited to, survey of Bidder's physical assets and financial capability. Bidder by signing the bid agrees to the City's right of access to physical assets and financial records for the sole purpose of determining Bid's capability to perform the contract.

Should the City conduct this inspection, the City reserves the right to disqualify a Bidder who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this contract.

Additionally, the City reserves the right to require, during bid evaluation, that the Contractor provide a copy of its most current annual report or audited statement of financial condition to include a balance sheet, income statement, and cash flow statement or other acceptable financial information. These documents may be relied on in further determining the Contractor financial responsibility.

C. LICENSES

To perform the work described in these specifications, the Bidder must hold a current Private Patrol Operators License (PPOL). Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the quote closing.

After a thorough review of the applicability of the proposed license substitution, the City will inform the Bidder, in writing, of its decision prior to the bid closing. The City's decision will be final.

	License Number	Expiration Date	Name
Private Patrol Operators License			

D. SUBMITTALS

1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and closing date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing Reception Desk prior to bid closing at 2:30 p.m. on bid closing date. Faxed bids will not be accepted.

The original and eight (8) copies of bid, including any attachments, shall be submitted.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid may be cause for the bid to be rejected as non-responsive.

- a. Bidder's References (as specified in Section II, paragraph I).
- b. Bidder's Statement of Subcontractors (as specified in Section II, paragraph I).
- c. Bidder's Statement of Available Equipment (as specified in Section II, Paragraph I).
- d. Bidder's Statement of Financial Responsibility (as specified in Section II, Paragraph I).
- e. Certification Survey (use form on page 63).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Insurance and Bond Requirements as specified in City of San Diego General Provisions, Section II, paragraph F, if not currently on file.
- b. Taxpayer Identification Number (W-9) as specified in City of San Diego General Provisions, Section C, paragraph 15, if not currently on file.
- c. Business Tax License as specified in Section II, paragraph N, if not currently on file.

E. OPTION TO RENEW

The City reserves the option to renew the contract for four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of service. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days prior to the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

The City will not grant an option, if the contractor requests an increase which exceeds the average percentage variant for the previous twelve (12) months in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less. If a price increase is requested, the Contractor must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City, and the City reserves the right to accept or reject such request.

This section will not be considered in the evaluation for award.

The City may desire to extend a contract on a month-to-month basis upon expiration of the current contract period under the terms and conditions of the current contract unless modified in writing. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed in writing prior to the expiration of the contract period.

F. INSURANCE REQUIREMENTS

All required insurance shall be submitted to Purchasing within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the City shall be cause for the bid to be rejected as non responsive. Contractor shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

All policies must have a thirty (30) day non-cancellation clause giving the City thirty (30) days prior written notice in the event a policy is canceled.

At the end of each contract year, the City reserves the right to review insurance requirements and to require more or less coverage depending upon assessment of the risk, the Vendor's past experience, and the availability and affordability of increased liability insurance coverage.

Insurance coverage must be from an insurance carrier licensed in the State of California and rated "A" or better by the A.M. Best Key Rating Guide.

The following coverage is required:

1. Commercial General Liability for a minimum of one million dollars each occurrence (\$1,000,000.00 EO). The City of San Diego must be named as an additional insured on the certificate.
2. Automobile Liability for a minimum of one million dollars combined single limit (\$1,000,000.00 CSL). The City of San Diego must be named as an additional insured on the certificate.

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3. *Workers' Compensation* coverage in accordance with the laws of the State of California. Policy must contain a Waiver of Subrogation of Rights against the City of San Diego.
4. Crime Insurance, including Employee Dishonest/Fidelity coverage for a minimum of twenty-five thousand dollars (\$25,000.00) per employee or one hundred thousand dollars (\$100,000.00) blanket limit. This coverage protects the Contractor against loss by the theft or mysterious disappearance of property by any of Contractor's employees or third parties while said property is in the care, custody, or control of the Contractor resulting directly or indirectly from the performance or execution of the Contractor or subcontract thereunder.

G. PERFORMANCE BOND

Performance Bond in a sum equal to one hundred percent (100%) of the contract price, conditional for the performance of the Contract is required only for City Administration Building, all Water Facilities sites, Development Services Center and World Trade Center/Annex. The surety bond shall be executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego. Proof of such performance bonding shall be submitted to the City of San Diego Purchasing Division prior to issuance of a purchase order.

Performance Bond in a sum equal to fifty percent (50%) of the contract price, conditional for the performance of the Contract is required only for the Library Department, Crabtree Building, Balboa Park, Rose Canyon Operation Yard, and 20th and B. The surety bond shall be executed by a surety company authorized to do business in the State of California, and approved by the City of San Diego. Proof of such performance bonding shall be submitted to the City of San Diego Purchasing Division prior to issuance of a purchase order.

H. QUALITY ASSURANCE MEETINGS

Contractor will be required to schedule at least one (1) meeting with City's Contract Administrator to discuss Contractor's performance. This meeting should be scheduled no later than eight (8) weeks from date of commencement of work. At this meeting, City's Contract Administrator will provide Contractor with feedback and will note any deficiencies in contract performance and provide Contractor with an opportunity to address and correct these areas. Additional quality assurance meetings may be required, depending upon Contractor's performance.

I. REFERENCES/QUALIFICATIONS

Bidders shall provide a minimum of five (5) references, within the last five (5) years. References shall clearly demonstrate experience relative to Security Guard service where they have performed similar work in size and scope to the City's requirements. Contractors shall list all references in accordance with the Forms Section.

The City reserves the right to take any or all of the following actions: to reject a bid based on an unsatisfactory reference, to contact any person or persons associated with the referenced site, to request additional references, to contact organizations known to have used in the past or currently using the services supplied by the Contractor or the Contractor's Subcontractors, to contact independent consulting firms for additional information about the Contractor or the Contractor's Subcontractors, and to visit any or all of the reference sites.

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder's References (use form on page 57).
2. Bidder's Statement of Subcontractors (use form on page 59).
3. Bidder's Statement of Available Equipment (use form on page 60).
4. Bidder's Statement of Financial Responsibility (use form on page 61).

J. QUESTIONS

Each Contractor is responsible for reading carefully and understanding fully the terms and conditions of this bid. All contact between Contractors and the City will be formally made at scheduled meetings or in writing through the Procurement Specialist. Requests for clarification or additional information must be made in writing to the Procurement Specialist and received at the Purchasing Division Office listed on the cover page no later than Monday, December 18, 2006, by 5:00 p.m.

Such requests should contain the following:

"QUESTIONS: Bid No. 8502-07-W". Only written communications relative to the procurement shall be considered. Hard copy, facsimile, and electronic mail are acceptable methods for submission of questions. It is incumbent upon the Contractor to verify City receipt of their questions.

All questions will be answered in writing. Both questions and answers will be *distributed, without identification* of the inquirer(s), to all Contractors who are on record with the Procurement Specialist as having received this Bid via an addendum. No oral communications can be relied upon for this bid.

To the extent that a question causes a change to any part of this Bid, an addendum shall be issued addressing such.

K. ORAL PRESENTATIONS

Contractors may be required to make individual presentations to the City Evaluation Committee, or its designated representatives, in order to clarify their bids. If the City determines that such presentation is needed, the Issuing Office will schedule a time and place for oral presentations. Contractor is required to make the oral presentation within five (5) workdays after request by the City. Each Contractor should be prepared to discuss and substantiate any of the areas of the bid submitted, as well as its qualifications to furnish the specified products and services. Notwithstanding the possibility of a request for an oral presentation, Contractors shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation.

L. ROLES OF THE PURCHASING AGENT, PROCUREMENT SPECIALIST, AND CITY CONTRACT ADMINISTRATORS

The Procurement Specialist is the City's authorized representative for all pre-contract matters related to this contract. Throughout the duration of the contract, the Purchasing Agent shall be the only individual with authority to modify any provisions of this contract including, without limitation, the statement of work and pricing. The City Contract Administrators or designees shall be the principal interface on behalf of the City for post-award technical matters, and shall have the authority to explain and provide further details regarding the City's expectations concerning the work to be performed hereunder and/or the items to be provided herein. The Contract Administrators or designees shall have no authority to modify any provisions of this contract.

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

N. BUSINESS TAX LICENSE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/treasurer/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax License, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

O. LIVING WAGE

Any contract awarded from this solicitation will be subject to the City of San Diego's Living Wage Ordinance [LWO], Chapter 2, Article 2, Division 42 of the San Diego Municipal Code [SDMC], which went into effect on July 1, 2006. The provisions of the LWO apply to "any service contract, including any applicable subcontract, entered into, awarded, amended, renewed, or extended on or after July 1, 2006." (SDMC § 22.4210.) Rules Implementing the Living Wage Ordinance may be found at www.sandiego.gov/purchasing/ or by request from Purchasing Division by calling (619) 236-6000.

P. CONTRACTOR STANDARDS

This bid is subject to the Contractor Standards clause of the Municipal Code, Chapter 2, Article 2, Division 32. All Bidders are required to complete and return with their bid the Contractor Standards Questionnaire included with this Request for Bid. The Contractor Standards Rules for Awarding Contracts for Services over \$50,000 are available at www.sandiego.gov/purchasing/ or by request from the Purchasing Division by calling (619) 236-6000.

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III. CORPORATE PARTNERSHIP PROGRAM

This Bid is issued in conjunction with the City's Corporate Partnership Program (CPP).

The City's CPP seeks opportunities for the City to generate revenue from partnerships with the corporate community. The City defines a corporate partnership as a mutually beneficial business arrangement between the City and a third person, wherein the third person provides cash and/or *in-kind services* and/or a discount for goods and services to the City in return for access to the commercial marketing potential associated with the City. Vendors responding to this Bid are encouraged to consider the benefits of entering into a corporate partnership with the City. Examples of such corporate benefits include, but are not limited to:

1. Naming rights of being the City's contracted security provider.
2. Sponsor recognition on the City's website which receives over 1.5 million visitors per month.
3. Participation in a collaborative public relations campaign.

The development of a meaningful corporate partnership will be based upon the unique marketing needs and business strategies of interested participants.

If you are interested in discussing the potential for a Corporate Partnership with the City, you must submit a Statement of Interest within your response to this Bid. Your Statement of Interest is an indication that you are *interested in meeting with* representatives of the City to discuss the potential for a Corporate Partnership with the City.

The Statement of Interest can be limited to the following: "I am interested in discussing the potential for a Corporate Partnership between the City and my company." You are encouraged, but not required, to include any preliminary ideas, suggestions, benefits desired, related sponsorships, or other information regarding your Company's sponsorship experience at the time you submit your Statement of Interest.

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IV. GENERAL SPECIFICATIONS AND REQUIREMENTS

A. SCOPE OF WORK

Furnishing of the City of San Diego with security services at various City facilities. Contractors shall furnish these services using a combination of roving foot patrols, vehicle patrols and/or stationary guards. Services shall be performed by two (2) guard classifications, Basic Security Guard and Upgraded Security Guard per Department requirements and bid specifications herein.

B. OBJECTIVE

The objective of this Bid is to make an award to qualified Contractor(s) that delivers the best overall value to the City, including, but not limited to experience, training, price, customer service, ability to meet specifications, and any and all other factors that may be of benefit to the City, in accordance with this Bid.

C. COMPANY ORGANIZATION, STAFFING PROFILE AND RESUMES

Bidders shall provide a company/corporation organization chart and staffing profile including years of tenure for staff. Resumes shall be provided for key personnel including but not limited to account representatives who will be assigned and dedicated to the City's account. The Contractor shall not change the individuals assigned to the City's account without the prior approval of the City. The Contractor shall provide account representative(s) who have a minimum of five (5) years prior experience in accounts of similar type, size, and scope. The Contractor shall clearly define what responsibilities these individuals will be charged with relative to this Contract.

D. CUSTOMER SERVICE OPERATION

Contractor shall provide a customer service operation for City's Contract Administrator(s) or designee(s) and other City customers. The customer service operation shall include access to a local numbers 619, 858, and 760 or a toll free number and provision of an in-house customer service representative who is assigned and dedicated to the City. The in-house customer service representative shall be knowledgeable and responsive relative to contract and customer services issues and available to the City. Customer service is required 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays; a two (2) hour response time is required for all customer service issues.

E. POST AWARD CONTRACT KICK-OFF MEETING

Contractor receiving award under this solicitation may be required to attend a post award contract kick-off meeting to be scheduled by the Procurement Specialist. The Procurement Specialist will communicate the date, time, location, and agenda for this meeting to the Contractor.

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F. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent Contractor of the City and not an employee. The City shall not withhold income taxes, social security, or any other sums from the payments made to the Contractor hereafter. If the Contractor employs additional persons in the performance of this contract, those persons shall in no way be considered employees of the City, but rather they shall be employees or Contractors of the Contractor and the Contractor bears full responsibility for compensating those persons.

G. SUSPENSION OF WORK

The Purchasing Agent unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as he or she may determine to be appropriate for the convenience of the City.

H. SAFETY ORDERS

Goods and services shall conform to the Safety Orders of the California State Division of Industrial Safety and the Occupational Safety and Health Act of 1970.

I. EXCEPTIONS

If a Contractor takes any exception to any part of the Bid requirements and specifications as written, or as amended by any Addenda subsequently issued, or the General Provisions, they must do so in writing. Said exceptions must be submitted with their proposal. Failure to do so will be construed as acceptance of all Bid provisions, requirements, specifications and General Provisions.

J. ASSIGNMENT OF CONTRACT

Contractor shall not assign this contract or any right or interest hereunder, without prior written consent of the City.

K. CITY HOLIDAYS

City observed holidays are: New Years Day, Dr. Martin Luther King Jr.'s Birthday, Washington's Birthday, Caesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Contractor shall be advised that security services are required for various City sites, three hundred sixty-five (365) days of the year. Therefore, City observed holidays does not constitute that security services are not required. Additionally, the City will not pay additional hourly rate for security service required on City Holidays.

L. CONTRACTOR RESPONSIBILITIES

All Security Guards assigned to this contract must be provided with the following equipment and supplies.

1. A minimum of three (3) uniforms, including shirts, jacket, and trousers or a uniform allowance. Laundry service, or allowance, shall also be provided to clean uniforms. Additionally one (1) set of protective rainwear shall be provided.
2. A pager and either a two (2) way radio or a mobile (cellular) phone to communicate with the Contractor's office.
3. A heavy duty, police type, water resistant multi-cell flashlight.
4. Patrol log or note books for writing details and appropriate reporting forms.
5. Patrol vehicle for City sites requiring vehicle roaming patrol or as required.
6. Contractor shall provide personnel background checks on all personnel and update background checks on infrastructure sites on an annual basis.
7. All Guards are required to wear the designated/approved Guard service uniforms for the company that they represent. There are no exceptions. All Guard uniforms must be kept clean and professional at all times. Failure to maintain a neat, clean and professional appearance and uniform may result in removal from the work site by the Security Guard supervisor, or City designee. Non-approved uniform attire may also result in removal from the work site.

M. MATERIALS AND EQUIPMENT

All materials and equipment shall be maintained in good working order. In the event any equipment fails to function, the Contractor shall arrange for immediate replacement, including patrol vehicles if furnished. The Contractor shall be responsible for supplying batteries for all equipment, including City issued pagers, if any.

Contractor shall be responsible for paying for repairs to City equipment and for damage which is not a result of normal wear and tear. In the event City furnished equipment does not work, the Guard is to note this in the log book and notify the Contract Administrator on the next business day.

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N. KEYS

Keys provided by the City shall be returned upon completion of the contract or upon request by authorized City personnel. These keys shall not be duplicated, except by City Locksmith and any loss shall be reported immediately to the appropriate Contract Administrator. If a Guard loses or breaks their keys between 5:00 p.m. and 8:00 a.m., Monday through Friday or at any time on weekends and holidays, the Contractor shall be responsible for bringing an extra set of keys to the Guard on duty. Guards shall turn over broken keys to the Contract Administrator the following business day.

O. PERSONNEL STANDARDS

All Security Guards shall meet the following minimum criteria:

1. All Guards shall have permanent Guard cards, issued by the State of California. Temporary or provisional cards are not acceptable. Guards must have completed state approved PC 832 courses [forty (40) hour course], or an alternative plan (reviewed and approved by the City) to meet substantially similar training as the PC 832. Copies of Guard Cards and proof of PC 832 courses, or approved alternative training, shall be presented to the Contract Administrator at least two (2) working days prior to the Guards' inclusion in the work schedule.
2. Guards shall possess an acceptable level of agility, stamina, and overall good physical health.
3. All Guards, supervisors, and managers shall be capable of lifting 25 lbs. and standing up, for up to eight (8) hours at a time.
4. Guards shall be proficient in English, both written and oral communication.
5. Guards shall be capable of operating and responding to radios, pagers, telephones, alarms and camera equipment.
6. Guards shall have a minimum of two (2) years of experience in Security Guard or equivalent services (i.e. current or retired law enforcement personnel).
7. Contractor Security Guards assigned to work under this contract shall serve a minimum of six (6) months continuous service before they are transferred from that assignment to ensure continuity and stability. This applies to initial and subsequent assignments during the contract period. Contractor shall obtain written approval from Contract Administrator/Manager for specific exemptions to this specification which may be granted based on various factors, to include specific location (and type) of facility under contract.

8. Guards must be on site at the scheduled post hours. Failure to appear on time without prior approval shall result in removal from the post. If a Guard is unable to arrive on site at the designated time, the Guard is responsible for contacting their supervisor immediately in order to assure all scheduled shifts are staffed according to the post hours.
9. Visitors, pets, friends, or family members are not allowed on post while Guard is on duty.
10. The use of radios, cassettes players, TV's, CD players, or ear plugs is prohibited while Guard is on duty.
11. *Sleeping on duty is prohibited!* If it is determined that a Guard is unaware of their surroundings or appears to be sleeping on duty, their supervisor shall be immediately notified and the Guard shall be relieved of their post.

P. BASIC SECURITY GUARD REQUIREMENTS

1. The requirements for a Basic Security Guard are the following:
 - a. Possess permanent State License Guard Card;
 - b. Have Basic Logs and Reports skills;
 - c. Possess Basic Telephone Etiquette;
 - d. Possess Fundamental Customer Service skills;
 - e. Have Understanding of Legal Authority;
 - f. Have Knowledge of Common and Acceptable Patrol Techniques;
 - g. Have Acquaintance with Fire Protection and Alarm Systems;
 - h. Be Proficient in Operation of two (2) way Radio Operations;
 - i. Be Trained in Patrol Vehicle Driving; and
 - j. Possess Fundamental Skills for Interaction with San Diego Police Department (SDPD) Officers and City Personnel.

Q. UPGRADED SECURITY GUARD REQUIREMENTS

1. The requirements for an Upgraded Security Guard are the following:

In addition to all of the above Basic Security Guard Requirements, the Upgraded Security Guard will be required to have:

- a. Advanced Fire Detection, Suppression, and Life Safety Training;

- b. Proficient in Crowd Control;
- c. Extensive Customer Service Relations Training;
- d. Versed in Property Theft Reduction;
- e. Prior Police, Military, Experience Beneficial;
- f. CPR Trained;
- g. Advanced Training in Emergency Procedures; and
- h. Advanced Understanding of Powers of Arrest.

In addition, to Contractor having Basic Security Guards and Upgraded Security Guards to provide security services required by the City, the Contractor shall also provide trained personnel to man a multi-zone walk-through security metal detector and hand held metal detectors at City sites requiring this service (i.e. City Administration Building).

R. CITY RESPONSIBILITIES

The City will provide the following for all sites:

1. An area for writing reports, to charge telephone and radio batteries. The City will also provide radios when required to contact Station 38, the City radio communication center, a bar code reader or wand (if applicable).
2. All keys and or access codes required to gain entrance to facilities. The City will provide an extra set of keys to be kept in Contractor's main office.
3. Telephones are provided and shall be used for emergencies and necessary business calls only. Acceptable usage of City telephones are to make 911 calls, calls to the San Diego Police or Fire Department, business calls to the Contractors Office and calls to the Contract Administrator or their designee.

Security personnel using City provided telephones to make emergency calls shall dial 9-911 to get an outside line and be connected to emergency personnel.

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V. **SITE SPECIFIC SPECIFICATIONS**

A. WATER FACILITIES

At all Water Facility sites Guards are to park their private vehicles at least 250' from their post. Parking will be available at all sites. Guards may not sit in their vehicles during their shift. If Guards are controlling access, they must face all vehicles attempting to gain access to the facility. Guards must stand to greet each vehicle attempting to gain access, approach the driver's side of the vehicle to communicate with the driver.

1. Water Facilities – Site 1 is located at:

Miramar Water Treatment Plant
10710 Scripps Lake Drive
San Diego, CA 92131-1237

2. Water Facilities – Site 2 is located at:

Lower Otay Filtration Plant
1500 Wueste Road
Chula Vista, CA 91915-6005

At Water Facilities – Sites 1 and 2, Security Guards are expected to perform the following:

- a. Prepare daily security reports that indicate activities occurring in the Facility.
- b. A Guard shall remain at the upper road Guard shack twenty-four (24) hours per day, seven (7) days per week, and shall monitor the general coming and going of all City vehicles, and shall log all Water Distribution vehicles.

3. Water Facilities - Site 3

a. Location

Alvarado Water Treatment Plant
5540 Kiowa Dr.
La Mesa, CA 91942-1331

b. Basic Duties at Site 3

The following duties shall be performed as part of the work schedule and hours as described hereafter.

- (1) Prepare daily security reports that indicate activities occurring in the Facility.

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- (2) A Guard twenty-four (24) hours per day, seven (7) days per week, shall monitor the general coming and going of all City vehicles, log all Water Distribution vehicles.
- (3) After business hours, Monday through Friday, Guard shall log all vehicles entering and leaving the facility until the next business day.
- (4) After business hours, Monday through Friday, a Guard shall remain at the Guard post until facility has closed and then makes a roving patrol of the facility, every hour until the next business day. The patrol may be made on foot or on Contractor-provided bicycle.

c. Personnel

Service shall consist of one (1) Upgraded Guard for the day shift and one (1) each Basic Guard for Swing shift and Graveyard shift, twenty-four (24) hours a day, seven (7) days a week. On regular business days, the Guard shall remain at the Guard station and shall monitor the general coming and going of all City vehicles, and shall log all visitors, vendors, etc.

After hours the Guard shall continue to monitor the general coming and going of all City vehicles and log all visitors, vendors, etc. The Guard shall remain at this post until the Water Department Training Building has closed for the night, and all occupants have left the Alvarado Complex area. Once the front gate has closed, the Guard shall make a roving patrol of the facility every hour until the next business day, checking each security point. The patrol may be performed on foot or on a Contractor-provided bicycle. Guards shall always observe and report immediately, any individuals trespassing to Police and Station 38, at no time is a Guard to approach anyone trespassing.

Guards shall watch for fire, theft, and utility failures (e.g., plumbing breaks and smoking or flickering electrical fixtures). Upon finding any utility failure, the Guard shall notify the Telephone Operator, Emergency Operations, by phoning (619) 527-7660 and make appropriate notations in the log.

In case of fire, the Guard shall immediately notify the Fire Department either by calling 9-911 direct or by using the nearest fire alarm station.

d. Hours

A Guard post consisting of a stationary post, to include roving patrol duties, twenty-four (24) hours per day, 365 days per year shall be established at Alvarado Water Treatment Plant. Total estimated number of hours per year: 8,760.

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4. Water Facilities - Site 4

a. Location

Chollas Operations Yard
2797 Caminito Chollas
San Diego, CA 92105-5039

Parking will be made available for the Guards' personal vehicles.

b. Basic Duties at Site 4

The following duties shall be performed as part of the work schedule and hours as described hereafter:

- (1) Prepare daily security reports that indicate activities occurring in the Facility.
- (2) A Guard shall remain at the Front Gate and Rear Gate Guard shack twenty-four (24) hours per day, seven (7) days per week, and shall monitor the general coming and going of all City vehicles, and log all Water Distribution vehicles. A Guard shall remain at the Meter Shop Gate twelve (12) hours per day, five (5) days per week.
- (3) After business hours, Monday through Friday, the gates shall be closed. Guards shall log all vehicles entering and leaving the facility until the next business day.
- (4) The City may add, in writing, further Basic Duties, as necessary.

Personnel

Service for the Chollas Operations Yard shall consist of three (3) Guards during hours specified below. While on patrol, which shall be made regardless of weather conditions, Guards will watch for fire, theft, and utility failures (e.g., plumbing breaks, and smoking or flickering electrical fixtures). Upon finding any utility failure, the Guards shall notify the Telephone Operator, Emergency Operations, by phoning (619) 527-7660. If the Guard observes any unusual activity, they shall notify Station 38 by radio, and if they deem it necessary, ask for assistance. Should any alarms, silent or audible, be set off, Guards shall respond by observing the situation and calling Station 38 by radio or the San Diego Police or Fire Departments as appropriate, by telephone. A cellular telephone shall not be used for this purpose.

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c. Hours

A Guard post consisting of a stationary guard at the Front Gate and Rear Gate Guard shack twenty-four (24) hours per day, seven (7) days per week, 365 days per year. The Guard post at the Meter Shop Gate shall be from 5:00 p.m. to 5:00 a.m. Monday through Friday.

d. Basic Duties at Security Operations Center (SOC)

(1) The SOC is the central hub of the Water Department Security Program. The Security Officers that work in the SOC shall be required to monitor a wide arrange of security equipment as well as to document various alarms and requests for service. All Security Officers that work at other locations for the Water Department shall be required to communicate *directly with and receive instruction from the SOC Security Officer*. The typical tasks of the SOC Security Officer include but are not limited to: reviewing and recording video, manipulating cameras, maintaining a master log, making calls for service, communicating using phones, radios, fax machines, and possibly email.

(2) Hours

One (1) guard required, twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.

e. Roving Patrol

(1) After business hours, Monday through Friday, through the next business day, a third Guard shall make a roving patrol of the facility, every hour, checking twenty-two (22) check points. Patrols will include the Water Dept area and all other areas of the Chollas Operations Yard. Patrols are done on foot or by Contractor provided bicycle.

(2) Hours

One Guard required 5:00 p.m. through 5:00 a.m., Monday through Friday, and Saturday and Sunday 24 hours per day.

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5. Water Facilities - Site 5

- a. There are five (5) dams located throughout the City. The locations are as follows:

(1)	Lake Hodges Dam Thomas Guide 1149 D-6 Del Dios Highway	(2)	Lake Miramar Dam 10710 Scripps Lake Drive San Diego, CA 92131-1237
(3)	Alvarado/Lake Murray Dam 5540 Kiowa Drive La Mesa, CA 91942-1331	(4)	El Capitan Dam Thomas Guide 1213 E-6
(5)	Otay Dam 1500 Wueste Road Chula Vista, CA 91915-6005		

- b. One (1) guard is required per dam from 10:00 p.m. to 6:00 a.m., seven (7) days per week, three hundred sixty-five (365) days per year.

c. Basic Duties

Guard's primary duty shall be to observe and immediately report any activity that the Post Orders have described as illegal, suspicious, and require reporting. Post Orders shall be given to the Contractor winning award.

Guard shall not make contact verbally or physically with the general public. Guard shall follow Post Orders and immediately report people and the activity the person(s) are engaging in, to the Security Operations Center (SOC), and/or Police.

B. LIBRARY DEPARTMENT

1. Central Library

a. Standard Security Operating Procedures

Currently, the total number of hours required for the Central Library is approximately 6,136 hours per year or one hundred eighteen (118) hours per week. The Central Library will require two (2) Guards during regular business hours and thirty (30) minutes before opening and thirty (30) minutes after closing. The Central Library requires a two (2) tiered Guard service: Basic Security Guard and Upgraded Security Guard.

Guards are responsible to the Security Supervisor during normal business hours and under ordinary circumstances. In the evenings and on Saturday and Sunday, the Section Supervisor (Librarian IV) designated as the Librarian In-Charge is Security Supervisor. His/her instructions are to be followed at all times.

The Security Supervisor or Library Administration staff shall be called for assistance to deal with any problems with Library patrons that cannot be resolved immediately.

b. Equipment

- (1) Guards are issued a portable radio receiver to carry at all times while on duty and on breaks.
- (2) Mace and handcuffs shall not be carried by Security Guards at any time.

c. Security Desk

- (1) Guards must read previous shift logs and reports at the beginning of each shift and acquaint themselves with pertinent information and security concerns.
- (2) One (1) Guard is to remain at the Security Desk to monitor the front gate and camera at all times when the building is open to the public. The Guard is to stay alert for potential problems and observe everyone entering and leaving the Library.

d. Patrol

- (1) The second Guard shall make rounds of the public floors every half hour, checking each restroom and aisle thoroughly for potential problems. A sign-in sheet is to be initialed at the desk in every second and third floor section. At least twenty-five (25) minutes of each round shall be spent away from the first floor Security Desk.
- (2) A minimum of five (5) minutes of each round is to be spent patrolling the outside of the building. Persons loitering on the sidewalks are to be asked to move along. Loitering under the canopy is not permitted.
- (3) No one shall be questioned or detained for trespassing. This is a public building. Patrons must obey the Rules of Conduct for Library Patrons.
- (4) Guards are not to detain or question a person in an isolated area without a second person present. In case it is necessary to detain someone, always check with the Security Supervisor or Librarian In-Charge of Central Library.

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e. Central Library Security Radio Instructions

- (1) Two (2) portable radios are provided with a third being held as a back-up in the Business Office.
- (2) Radios, extra batteries, and the chargers are stored in the alarm cabinet. The extra batteries shall be on "CHARGE" at all times.
- (3) The radios are for Library business only. They are not to be used for personal conversations.

f. Library Standing Orders

- (1) Guards at all Library facilities shall prepare daily security reports and logs that indicate activities occurring in the facility, its perimeter, and where applicable, its grounds and parking lot in accordance with Standard Security Operating Procedures for each facility. Guards shall read previous shift logs and reports at the beginning of each shift and acquaint themselves with pertinent information and security concerns.
- (2) Guards shall use a designated telephone at each facility for job related outgoing calls, unless there is an emergency. This telephone is to be used for Library business only. Pay phones at each facility are available for personal and public use. Guards may place a call for a patron only in the event of an emergency.
- (3) Guards at all Library facilities shall comply with and enforce, the Rules of Conduct for Library Patrons. Guards shall ask patrons who refuse to obey the rules to leave the premises. Reasonable force is to be used only if Guards are physically threatened or if they feel another person's safety is in jeopardy. If necessary, Guards are to call the San Diego Police Department for assistance.
- (4) At the Central Library, Guards must always notify the Security Supervisor/Librarian In-Charge when the San Diego Police Department has been called. In Branch Libraries the Branch Manager or their designee must be notified.
- (5) Guards at all Library facilities shall promptly, but tactfully, remove intoxicated, loud, and disruptive patrons from the premises. If a patron will not leave willingly, Guards are to call the San Diego Police Department for assistance. When in doubt, the Guard shall always check with the Security Supervisor/Librarian In-Charge at the Central Library, or the Branch Manager/designee at Branch Libraries, before taking action.

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- (6) Guards at all Library facilities shall call San Diego Police Department to report any outside disturbance near the facility entrance, before and after Library business hours.
- (7) Guards shall follow procedures for opening, closing, and securing the building and responding to gate alarms.
- (8) Guards at all Library facilities shall be required, when requested, to escort Library employees to their vehicles in parking lots, or other locations, within a two (2) block area of the Library facility.
- (9) In emergency situations (i.e., fire, flood, earthquake, bomb threats, riots), Guards shall follow instructions outlined in the Standard Security Operating Procedures and the Emergency Manual for each facility.
- (10) Duties shall be detailed in the Standard Security Operating Procedures for each Library facility. The Library may add in writing further duties if necessary. Any changes shall remain within the overall scope of the contract.

2. Branch Libraries

a. Standard Operating Procedures

To help fulfill the Library's public service mission, it is essential that the Security Guards interact positively with both the public and the staff at all times. The work entails constant public contact with a diverse clientele which requires sensitivity and skills in human relations. The standard operating procedures are established for the conduct of Security Guards providing security services at Branch Libraries.

b. Check-In Procedures

- (1) Guards shall check-in with the Branch Manager or their designate upon starting their shift. At check-in, Guards shall be given the activity sheet to record daily information.
- (2) Guards shall sign-in on the activity sheet with date, time, and name on a daily basis.

c. General Instructions

- (1) Guards are responsible to the Branch Manager or their designate during normal business hours and under ordinary circumstances. His/her instructions are to be followed at all times.

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- (2) Guards shall read previous day's log and reports at the beginning of their shift and acquaint themselves with pertinent information and security concerns.
- (3) Guards shall be stationed at a security post near the main entrance during their shift, staying alert for potential problems, observing patrons entering and leaving the library.
- (4) Guards shall enforce the Rules of Conduct for Library Patrons posted at the library entrance.
- (5) Guards shall promptly, but tactfully, remove intoxicated, loud, and disruptive people from the building. If the person will not leave willingly, call San Diego Police Department for assistance. When in doubt, the Guard shall always check with the Branch Manager before taking action.
- (6) Guards shall use the designated staff telephone for all job-related outgoing phone calls, unless there is an emergency in which case the public phone may be used. Both telephones are to be used for library business only. A pay phone located off-site is available for personal and public use. Guards may place a telephone call for a patron only in case of emergency.
- (7) If the library staff requests surveillance of a patron, that patron is to be observed only and not confronted without cause.
- (8) Patrol the building and grounds throughout the shift. This includes the public restrooms and phone area as well as outside the building.
- (9) It is important that Guards regularly walk throughout the building; Guards shall patrol twenty-five (25) of every thirty (30) minutes.
- (10) One (1) Guard shall be at the entrance, Monday through Friday to help with the increased number of people who come into the library at that time.
- (11) During non-patrol times (i.e., during these evening minutes, when Guards are not patrolling), one (1) Guard shall be at the entrance so that they can assist the public when the security gate buzzes. When this happens refer patrons to the circulation desk.
- (12) If there are two (2) Guards, they shall not be stationed together. They may update one another, but shall not sit, stand, or patrol as a team, unless a particular situation warrants it.

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d. Gate Alarm Procedures

- (1) When gate alarm sounds. Guard shall politely ask person to step aside. Check with patron to assure that any library material they may have is properly checked out. If the material is checked-out take it to the circulation desk to be deactivated again.
- (2) If alarm continues, politely check all packages and briefcases with patron approval.
- (3) If alarm continues thereafter and patron denies possession of library material, politely request the patron to accompany Guard to the librarian's office and consult with the Branch Manager to resolve the problem.
- (4) If the problem cannot be resolved, call the San Diego Police Department.

e. Closing Procedures

- (1) The Guard shall notify patrons that the library is closing about ten (10) minutes before closing. They shall walk through the entire building, checking all areas and/or rooms and quietly tell the patrons they have about five (5) or ten (10) minutes before the library closes. Shouting and endless repetition of the message is not permitted. Bull horns or other amplification devices may not be used. Patrons have the use of the library until the building is officially closed.
- (2) After the last patron has left and the front door is locked by the library staff, the Guard shall check the restrooms and other secluded areas of the library to make sure all patrons are out and windows are closed. The Guard shall exit the building with the rest of the library staff

f. Reports

- (1) Guards shall complete an incident report whenever the San Diego Police Department is summoned or a person is detained but complaint is found to be unjustified. All incident reports shall be clear and legible and must contain the San Diego Police Department report number if issued. The reports shall be on the Branch Manager's desk by the following workday.
- (2) Guards are responsible for keeping a log of the daily occurrences on the activity sheet they sign-in on at the start of their shift. All occurrences requiring an incident report and/or accident report shall also be noted on the activity sheet. The activity sheet will be turned into the Branch Manager at the end of the week and shall be considered the official record of the weeks work.

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g. Locations of Branch Libraries

(1)	Beckworth 721 San Pasqual Street San Diego, CA 92113	(2)	City Heights 3795 Fairmount Avenue San Diego, CA 92105
(3)	Logan Heights 811 South 28 th Street San Diego, CA 92113	(4)	Linda Vista 2160 Ulric Street San Diego, CA 92111
(5)	Mission Valley 2123 Fenton Parkway San Diego, CA 92108	(6)	North Park 3795 31 st Street San Diego, CA 92104
(7)	Pacific Beach 4275 Cass Street San Diego, CA 92109	(8)	Point Loma 3701 Voltaire Street San Diego, CA 92107
(9)	Serra Mesa 3440 Sandrock Road San Diego, CA 92123	(10)	Carmel Valley 3919 Townsgate Drive San Diego, CA 92130
(11)	La Jolla 7555 Draper Avenue La Jolla, CA 92037	(12)	Skyline Hills 480 South Meadowbrook Drive San Diego, CA 92114
(13)	Mira Mesa 8405 New Salem Street San Diego, CA 92126	(14)	Malcom X 5148 Market Street San Diego, CA 92114
(15)	Oak Park 2802 54 th Street San Diego, CA 92105		

h. Hours

See attachment B for hourly breakdown for each Branch Library.

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C. CITY ADMINISTRATION BUILDING (CAB)

1. Basic Duties

- a. Security Guards, when reporting for duty at the City Administration Building (CAB), shall pass on the keys from the previous shift. The Guard shall then report to the Guard station on the first floor at west entry doors. Prior to starting the shift, Security Guard shall read previous shifts Daily Activity Report for any updates or pass-downs. A locked cabinet is provided to lock logs, radios, telephone, paper work, or personal items when on duty. Any special instructions shall be left there by the Building Manager. Phones in the building are for emergency use only. The radio shall be carried at all times while on duty. When not on security patrol duty, the Guard shall be stationed at the Security Guard station where they will have an unobstructed view of the east and west entry doors, observation monitors and the elevator monitors that show movement from floor to floor. Monday through Friday, the Guard on duty at CAB will be standing at the Security Station, with a view of the monitor, screening persons entering the building. While so stationed, the Guard shall greet persons entering the building. Upon request, Security Guard shall offer assistance or information to visitors.

If unauthorized persons are observed entering the building, Guards are to check the incident out and if necessary, remove that person from the building. Except for unusual night time meetings, for entry into the building after hours, a valid picture ID or an access card is required. All persons must sign in and out on the log provided.

- b. Guards are to log in all equipment received at shift turnover (keys, Nextel telephones, radio, wand, pager, etc.) Check in with Station 38 by radio at the start of the shift and at the end of shift.
- c. For CAB emergency elevator problems, when Guards are aware of people who are trapped in the elevators, Guards are to call the Fire Department and inform them of the problem.
- d. If evening meetings are scheduled, Guards are to stay at Guard station and let people in. All persons entering the building are to sign in and out.
- e. If no meetings are scheduled, Guards shall commence making rounds at time specified in Post Orders. If while on rounds, Guard is paged to let somebody into building, etc., Guard shall report to entry doors. Rounds shall be made four (4) times per shift. There are a total of twenty (20) wand locations throughout CAB. Guard shall assure entry doors are locked and pulled shut. The graveyard shift Guard shall remain at Guard station on weekdays from 6:00 a.m. to 8:30 a.m. to monitor people entering the Facility.

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- f. The graveyard shift shall report directly to the Guard station on the 1st floor. Check in with Station 38 to start the shift. Receive any pertinent information, messages, instructions, etc.
- g. Areas of responsibility for all shifts are all floors of CAB, immediate perimeter of building and gift shop.
- h. In case of fire, call the Fire Department (911) and Station 38. Open locked doors for emergency personnel and assist if needed. When fire or trouble is under control, call Central Power (619) 236-6504 and the Building Manager and inform of incident.
- i. At the end of shift, check out with Station 38. Lock up the Guard log in the cabinet provided, disconnect and lock the phone, and check out.

2. Location

The City Administration Building is located at:

202 C Street
San Diego, CA 92101-4806

3. Hours

a. Monday-Friday, Upgraded Guards required for:

(1) 6:00 a.m. to 2:00 p.m. shift,

(2) 2:00 p.m. to 10:00 p.m. shift, and

(3) 7:00 a.m. to 4:00 p.m. shift.

b. Monday-Friday, Basic Guard required for:

10:00 p.m. to 6:00 a.m. shift.

c. Saturday and Sunday, Basic Guard required for twenty-four (24) hour coverage.

D. DEVELOPMENT SERVICES CENTER (DSC)

1. Basic Duties

- a. Security Guards, when reporting in for duty at the Development Services Center (DSC), shall then report to the Guard station on the third floor and collect the keys from the guard they are relieving. A locked cabinet is provided to lock logs, radios, telephones, paper work, or personal items when on duty. Any special instructions will be left there by the Building Manager or other Security Guards. Phones in the building are for emergency use only.

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Cell phones shall be carried at all times while on duty. When not on security patrol duty, the Guard shall be at the Security Guard station. If unauthorized persons are observed entering the building, check the incident out and remove that person from the building, except for unusual evening meetings. For entry into the building after hours (5:00 p.m. to 6:45 a.m.), a valid picture I.D. is required. All persons must sign in and out on the log provided.

- b. Security Guards shall log in all equipment received at shift turnover (i.e. radio, pager, door control pager). Guards shall log all incidents including times, who, what, where, why, and get names of persons involved in incidents.
 - Write down the action taken and the response.
- c. For DSC emergency elevator problems, when Guards observe people who are trapped in the elevators, Guards shall call the Fire Department and Station 38 and inform them of the problem. For all minor elevator concerns, guards shall call the elevator company directly for repairs.
- d. If evening meetings are scheduled, Guards shall be stationed at the Guard station. All employees or visitors to the building shall be asked to sign in and out.

If no meetings are scheduled, starting at time specified in Post Orders, Guards shall commence making rounds. Rounds shall be made eight (8) times per shift or one (1) per hour.

- e. Areas of responsibility for all Guard shifts are all floors of the DSC, outside of building, loading dock, and DSC parking lot.

2. Hours

a. Daily, Monday through Friday

- (1) Basic: 6:00 a.m. to 2:00 p.m.
- (2) Upgraded: 8:00 a.m. to 4:00 p.m.
- (3) Basic: 2:00 p.m. to 10:00 p.m.
- (4) Basic: 10:00 p.m. to 6:00 a.m.

b. Weekends

- (1) Basic: 6:00 a.m. to 2:00 p.m.
- (2) Basic: 2:00 p.m. to 10:00 p.m.
- (3) Basic: 10:00 p.m. to 6:00 a.m.

001274 3. Location

The Development Services Center is located at:

1222 First Avenue
San Diego, CA 92101-4806

E. WORLD TRADE CENTER/ANNEX

1. Introduction

This posting has a high level of contact with the general public. Guard duties involve posting for the security of the building and to provide assistance and information, as required, to visiting persons during their security duties. If at any time, Guards have questions or are unclear about any of their duties or responsibilities, assigned Guards shall contact Contractor's office for guidance.

2. Assuming the Post

When a Guard arrives at the lobby console on the first floor to relieve the preceding watch, both incoming Guard and the preceding Guard shall conduct a proper pass down of equipment and information. The incoming Guard shall insure that all post equipment is on the site and serviceable prior to assuming the post. Additionally, the incoming Guard shall question the preceding Security Guard if there has been any new information, memos, or special instructions that incoming Guard should be aware of.

3. Post Equipment

On assuming the post, Guard shall take possession of the following equipment and log the same in the post log:

- a. Two (2) sets of building keys,
- b. Two (2) pagers,
- c. Five (5) monitors at lobby security console,
- d. Two (2) access key cards, and
- e. Post log book, post sign in sheet, timesheet, and other report forms.

4. Post Log

Post logs shall be accurate and timely. An accurate log shall reflect the true condition of the post as to the last entry.

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5. Security Guard's Duties

In this section, the Guard's duties shall first be noted by duties or responsibilities shared by all Guards and then broken down by the three (3) shifts (Day Shift, Swing Shift, and Grave Shift).

a. Security Guard's Pagers

The Guards shall make sure that they always have the pagers.

b. Security Rounds (Wand Hits)

As noted below in the duties of the Swing and Grave Shift Guards, security patrol rounds (wand hits) are the primary responsibility of the Guard during those shifts.

- (1) It is important to note that there are twenty-two (22) wand stations.
- (2) On each floor, Guards shall check all office doors, restrooms and equipment rooms for any unusual situations. Guards shall check for unlocked office doors, any equipment failures, water leaks or lighting malfunctions. Equipment room doors shall remain locked at all times. Doors found unlocked shall be relocked.

c. Security Console

While Guards are in public view at the console or in the lobby, they shall be either standing or walking.

d. Telephone at Security Console

The telephone at the console is for City business or emergency use only.

e. Normal Hours

Normal business hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday and 7:00 a.m. to 12:00 p.m. on Saturday.

6. Day Shift

The Guard's primary duty is to be a dispatcher of information and assistance for both tenants and visitors to the World Trade Center. Guards shall take a position at the lobby console or the front door to perform these duties. Guards shall greet persons entering and exiting the lobby in a friendly manner and provide any information they may need. Guards shall assist persons in need of assistance in opening the doors or using the elevators. Guards assigned to the day shift shall make themselves familiar with the names and locations of all tenants in the building and are responsible for making sure the conference rooms are open for use.

7. Swing Shift

On arrival, the incoming Guard shall conduct a pass down of equipment and information from the day shift and make appropriate log entries. Guards shall be posted at the lobby console and provide the same service as the day shift Guard.

Guards shall lock lobby doors and lock elevator service to all upper doors. Place the sign-in sheet on the lobby console.

Guards shall lock "A" street entrance to World Trade Center Building and insure that the gates to the public parking have been closed. If they are not, close them.

NOTE: If there is a late night meeting taking place, the Guard shall remain in the lobby until it is over. At that time, lock the lobby and "A" Street doors and ensure public parking is secured.

Per post orders, commence the first security patrol of the building. Guards shall pay special attention to anything out of the ordinary and note it in the log. Guards shall turn out lights in unoccupied spaces and leave doors in the same condition as they were originally in.

The Guard shall make three (3) additional patrols of the entire building during these hours. These shall be complete rounds, making sure that Guards hit every wand station each time.

Guard shall be in the lobby and be prepared for relief by the grave shift Guard.

8. Graveyard Shift

On arrival, the incoming Guard shall conduct a pass down of equipment and information from the swing shift Guard and make appropriate log entries.

While on duty, the Guard shall make at least four (4) complete patrol rounds of the building. Guard shall leave doors in the same condition as found, but secure lights in unoccupied spaces.

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On working weekdays, Guard shall open the public parking garage gates to accommodate tenant and employee parking needs.

On working weekdays, Guard shall unlock the lobby doors and elevators.

9. Location

The World Trade Center is located at:

1250 Sixth Avenue
San Diego, CA 92101-4806

10. Hours

One (1) Guard (Upgraded Guards for both day and swing shift hour's and one (1) (Basic Guard for graveyard shift) required twenty-four (24) hours per day, three hundred sixty-five (365) days per year for the main lobby.

An additional guard (Upgraded Guard) is required for the World Trade Center Annex, Monday through Friday, from 8:00 a.m. to 5:00 p.m. excluding City Holidays.

F. CRABTREE BUILDING

1. Introduction

This posting has a high level of contact with the general public. Because of this, Security Guards assigned to this post must always be well-groomed, sharp in uniform appearance and interact with the client, building tenants and the general public in a friendly, professional manner. The Guard's posting is not only for the security of the building, but also to provide assistance and information to persons the Guard comes into contact with during their security duties. Guards shall ensure that persons entering the building are greeted with "good morning" or similar greeting. Guards shall use a similar greeting for persons exiting the building. If at any time, Guards have questions or are unclear about any of their duties or responsibilities, Guards shall contact Contractor's office for guidance.

2. Scheduled Hours for Post

Every other week:

- (1) Monday and Wednesday: 8:00 a.m. to 5:00 p.m. (Shifts A and C), excluding City Holidays
- (2) Tuesday and Thursday: 1:00 p.m. to 8:00 p.m. (Shifts B and D), excluding City Holidays
- (3) No Friday Post Hours

3. Post Equipment

On assuming the post, Guard shall take possession of equipment and post log.

4. Post Log

Once Guard has assumed all the post equipment and the post Guard shall start their log entries. Guards shall note the time they assumed the post and list all equipment and its condition they have assumed responsibility for.

The Guard Post Log is a legal record of what takes place at the Guard post. Therefore it shall be legibly written in black ink and only contain information about the events or actions of the post.

5. Location

The Crabtree Building is located at:

303 A Street
San Diego, CA 92101-4806

6. Drive-By Service

One (1) hour of morning and evening, lock and unlocking of building required by security guard. One half (1/2) hour of service required in the morning from 6:45 a.m. to 7:15 a.m. and one half (1/2) hour of service required in the evening from 6:00 p.m. to 6:30 p.m.

Each weekday (Monday through Friday), excluding holidays, guard shall be on-site at 6:45 a.m. to unlock the A Street lobby doors of the building by 7:00 a.m. Guard shall inform any homeless person(s) camped out in front of the entry way of the building to vacate as no loitering is allowed. Guard shall make an exterior and interior patrol of the building, to include the basement garage, vacant offices and restrooms and remain on-site the remainder of the hour paying close attention to ensuring homeless person(s) have vacated the premises as directed or have not returned to the premises after initially leaving. Guard shall contact the San Diego Police Department for assistance if guard encounters homeless person(s) not in compliance with verbal instructions to vacate the premises.

Each weekday evening (Monday through Friday), excluding holidays, guard shall be on-site at 6:00p.m. Guard shall coordinate locking time of the A Street lobby doors of the building with the other guard on duty (posted in hearing room, 4th floor). Guard shall make an exterior and interior patrol of the building, to include the basement garage, vacant offices and restrooms and remain on-site the remainder of the hour.

G. BALBOA PARK

1. Introduction

The Guard posting is not only for the security of the facilities, structures, and plant material in Balboa Park, but also to provide assistance and information to persons the Guards come into contact with during their normal patrol duties. Balboa Park is one of the largest urban parks in the United States and contains historic structures and unique plants. Guards are expected to preserve and protect these valuable resources.

2. Conduct

Guards shall be courteous and professional to all individuals. Guards shall limit conversations to greetings, salutations, and public relations information about Balboa Park.

3. Chain of Command

Guards shall receive orders from their Supervisor or the Senior Park Ranger - Security Contract Site Manager. Guards may also receive direction from Management level Park and Recreation Department staff. If Guards have any questions about their orders, they shall contact their supervisor or Contractor for guidance.

4. Training

Security Services Supervisor shall be responsible for training all initial Guard staff on the post orders and related information about Balboa Park.

5. Phone Calls and Photocopy Machines

Guards shall make any necessary personal phone calls at a pay phone located at the entrance to the Balboa Park Activity Center. Guards are not to use any telephones in the Balboa Park Administration Building or use any other copy machine, except for the copy machine in the Security Office. Only copies of patrol logs, incidents reports, and related material for this site are allowed to be copied on this machine.

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6. Patrol Vehicle

Guards are to make sure the patrol vehicle is fueled up, kept clean, and ready for the next shift. Do not park the patrol vehicle in front of the Balboa Park Administration Building. The patrol vehicle is to be parked south of the building in the dirt lot. Do not park the vehicle in the Deputy Director's parking space at any time.

7. Personal Vehicles

Guard's personal vehicle is to be parked in the dirt lot south of the Balboa Park Administration Building.

8. First Floor Kitchen

The kitchen on the first floor is there for all to use. The Guards are not to take any other food or drink except their own from the kitchen.

9. Post Equipment

a. Equipment and supplies provided by the City of San Diego Park and Recreation includes:

(1) Post Keys

Balboa Park Administration Building front door, pad lock gate, and comfort station

(2) Security Code for the Balboa Park Administration Building

(3) Security Office

Space will be provided for the Security Guard to check into and with a lock box for post equipment.

(4) Photocopies

The first floor copy machine will be provided for post use only.

b. Equipment and supplies provided by Contractor includes:

(1) Mobile Telephone

This is to be used for contacting the Security Guard supervisor and emergencies – 911 or Fire Department.

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(2) Patrol Vehicle

This vehicle must be kept in good working condition at all times. It is also the responsibility of the Contractor to make any repairs needed to the patrol vehicle the same day it is found. If the vehicle can not be repaired before the beginning of the next day, another patrol vehicle must be supplied. Oil and fuel must be supplied by the Contractor. The patrol vehicle must have Contractor's logo on each side and be of good condition. The vehicle can not have excessive dents or scratches.

(3) Flash light and protective rain gear.

(4) Patrol Log

This is used to report information.

(5) Patrol Binder

Contractor shall supply an incident report, patrol log, and other forms as required.

10. Post Hours

Seven (7) days a week, including Saturdays, Sundays, and Holidays. Each shift includes a half hour lunch break.

a. A Shift = 4:00 p.m. - 12:30 a.m.

b. B Shift = 12:00 a.m. - 8:30 a.m.

c. C Shift = Emergency or Special Event shift on an as needed basis.

11. Location and Phone Numbers

Balboa Park is located at:

2125 Park Boulevard
San Diego, CA 92101

Office: (619) 235-1120
Mobile: (619) 980-8939

12. Security Alarm Procedures

There is an electronic security alarm system that monitors all openings of the Balboa Park Administration Building. This alarm system shall be armed and disarmed on a daily basis.

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- Balboa Park Administration Building Interior Check

The building shall be checked by the Guard before the alarm system is activated and after the alarm system is deactivated. This shall consist of the Guard checking each floor of the building and looking for doors or windows left open and any City staff still working in the building. The building needs to be completely emptied of personnel before the alarm can be activated.

13. Basic Duties

The following duties shall be performed as part of the work schedule and hours as described hereafter. Any changes shall remain within the overall scope of the Contract. Service shall consist of a roving Guard with a vehicle who will be based at the Balboa Park Administration Building Security Office and will be responsible for patrolling the areas specified.

- a. Guards shall prepare daily security reports that indicate activities occurring at the facilities and within the park. Guards shall provide copies of any incident reports to the Senior Park Ranger on a daily basis.
- b. Guard shall secure and protect park facilities and resources by watching for fire, theft, utility failures, water breaks, and any facility or park electrical fixture not working. Upon finding any minor, major, or emergency utility failure, Guard shall prepare an incident report for the Senior Park Ranger with the location and nature of the problem.
- c. In the case of an emergency utility failure, the Guard shall immediately notify the City of San Diego, Emergency Operations "Station 38" dispatch at (619) 527-7660.
- d. In the case of fire, theft, or any crime in progress, Guards shall call 911 emergencies.

e. Comfort Stations

Guards shall secure eight (8) comfort stations (restrooms) on the east side of Balboa Park. This includes reporting any vandalism or damage in the patrol logs. Any major vandalism must be reported to the Senior Park Ranger with an incident report before the end of shift.

f. Park Gates

Guards shall secure six (6) gates on the east side of Balboa Park at the following locations:

- (1) Morley Field Dog Leash Area located at 2000 Morley Field Drive,
- (2) Morley Field Ball Fields Area located at 2500 Jacaranda Place,

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- (3) Pershing Yard located at 2300 Pershing Drive, northwest side,
- (4) Golden Hill located at 25th Street and Russ Boulevard,
- (5) Golden Hill located at 26th Street and Russ Boulevard, and
- (6) Administrative Gates (three (3) total) located at 2125 Park Boulevard.

g. Guards shall monitor, secure, and protect the historic park structures and plant material in the gardens by giving verbal warnings or if necessary calling the San Diego Police Department for assistance.

h. Illegally Parked Vehicles

Guards shall report any illegally parked vehicles or vehicles left over night for more than two (2) days to the Senior Park Ranger with an incident report. Guards shall make sure to provide the exact location, make/model, plate number, and the date the vehicle was first reported.

i. Valet in the Park

If Guards witness valet staff driving valet vehicles in an unsafe manner or damage property, report it to the Senior Park Ranger with an incident report before the end of shift. Also report any traffic back-ups that the valet stop may cause during the evening.

14. Duties for A Shift (4:00 p.m. – 12:30 a.m.)

a. Time(s) and Description of Activities

(1) Monday through Friday Shifts

Guards shall notify the receptionist upon arrival and sign in on the Security Guard Patrol Log. Guards shall check for any special instructions, problem issues on patrol, or special events. Guards shall make one (1) security round and return no later than 5:00 p.m.

(2) Saturday, Sunday, and Holiday Shifts

Guards shall sign in on the Security Guard Patrol Log. If any of post equipment is missing, Guards shall contact the Supervisor and make a note of the item or items that are missing or damaged. Guards shall include the time, date, item, and their name in the log.

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(3) Each Day, Shift A

- (a) Guards shall lock/close all first floor and basement outside doors and windows except the wooden double doors. Guards shall stand by the Security Office and document the picture identification of any persons entering the Administration Building after 5:00 p.m. If a person refuses to allow the Guards to document their identity, they shall not allow the person to go any further into the building (i.e., up the elevator).
- (b) Guards shall lock/close the three (3) gates to the equipment yards south of the Balboa Park Administration Building.

NOTE: After the equipment yard gates are locked, security rounds shall be done on foot in this yard and the yard will need to be accessed through the pedestrian door until the gates are unlocked in the morning.

- (c) Guards shall start security rounds of all areas, including the interior of the Administration Building.

(d) Comfort Stations

Guards shall check the interior of both the men's and the women's restrooms. If there is anyone sleeping or other illegal activity occurring in the restroom, Guards shall take the appropriate action required, including calling the San Diego Police Department in order to rectify the situation. Guards shall close and lock all restroom door/gates.

(e) Park Gates

Guards shall close and lock all gates. If there are any non-City vehicles still parked in any of the parking lots, and there is no one near the vehicle that could be the owner, the gates will still need to be locked and the vehicle information entered into the patrol log. There will be signs with the Security's mobile phone number for patrons to contact in an emergency.

- (f) Guards shall patrol the interior of the Administration Building one (1) last time before setting the building alarm. Guards shall check all floors, roof, and restrooms.

- (g) Guards shall set the Administration Building alarm.

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- (h) Guards shall meet with B Shift at the front of the Administration Building to give all the Post Equipment (site keys, mobile phone, etc) to the next shift. Guards shall relay any information about special instructions, special events, or problem areas to the next shift.

15. Duties for B Shift (12:00 a.m. - 8:30 a.m.)

a. Monday - Sunday and Holiday Shifts

Guards shall take over for A Shift and sign-in on the patrol log. Guards shall ask the off-going Guard for any new information, memos or special instructions that they need to be aware of. Guards assuming the post are responsible for all post equipment. Contractor shall be responsible for any broken or damaged City equipment.

- b. Guards shall start security rounds of all areas, including the interior of the Administration Building. Guards shall check for any special instructions, problem areas, or special events on the information board in the Security Office. Guards shall make sure to reset the security alarm if the restroom has been used.

- c. Guards shall turn the Administration Building alarm off and check the whole building for any unauthorized persons and turn on the lights on the first floor. Guards shall unlock the three (3) equipment yard gates south of the Administration Building and secure the locks to the gates.

- d. Guards shall return to the Security Office and also return the orange cones on the inside and outside of the wooden double doors on the first floor and return the warning signs from Security Office on the south side of the front door. The sign: "Warning - Door Must Be Pulled Shut To Properly Lock" and Hours of Operation signs shall be placed in the Security Office for Shift A. Guards shall unlock the wooden lobby double doors and remain on the first floor near the Security Office. The inside Guard post is to monitor and record any non-City staff entering and exiting the building. City staff shall have an identification card, name tag, or uniform. The primary duty of the inside Guard is to stay on the first floor to monitor the entrance doors and elevator. The Guard shall have non-City staff sign in and out of building. Guards shall monitor any unauthorized vehicles entering the equipment yard. An unauthorized vehicle would be any non-City Employee entering the yard.

e. Newspapers

Guards are not to open newspapers that arrive in the morning. Guards shall place them on the first floor receptionist desk.

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f. End of Shift

Guards shall return all post equipment to the Security Office. If any item is missing or damaged, Guards shall make a note of the item or items. Guards shall return the patrol vehicle to the south vehicle storage area and sign out on the patrol log. If there are incidents reports, Guards shall submit them to the Senior Park Ranger's office before the end of shift.

16. Security Rounds

Foot and vehicle patrol in conjunction with security rounds, are the primary responsibility of the Security Guard. Security of staff and facilities and the protection of the parks resources are paramount.

- a. Contractor shall invoice the City for mileage accrued for performing vehicle patrols. Patrol mileage billings shall be noted on monthly invoices as a separate line item exclusive of hourly security guard labor bill rate.

The City will pay mileage cost in accordance with the Federal General Service Administration's (GSA) privately owned vehicle reimbursable rate. If the reimbursable rate changes during a contract year, Contractor shall submit documentation from the GSA to obtain written approval from the City, prior to increasing mileage bill rates to the City.

Currently the GSA reimbursable rate is 48.5¢ per mile. Additionally information on the GSA reimbursable rate is available at www.gsa.gov.

- Doors found unlocked shall be re-locked and the actions shall be recorded in the patrol log. When a door is found unlocked, Guard shall open the door and check inside for any intruders or unauthorized persons. If unauthorized persons or intruders are found, Guards shall ask them their business because this person may be a criminal. Guards shall follow Contractor's policy on unauthorized persons and get all the information from this person or persons that the Guard can. San Diego Police Department may need to be called. If it is found that this person is allowed in the building, Guard shall still note the person's name and secure the door.
- b. Any water breaks, lights out or broken, and any damaged City park property found, shall be recorded with the location and time by the Guard who shall report it to the Senior Park Ranger and submit an incident report before the end of their shift.
- c. Newspapers are routinely delivered to the Balboa Park Administration Building. Guards are not to open newspapers delivered to the building. The papers are to be placed on the receptionist desk.
- d. Guards are not authorized to receive or hold any packages or money on the behalf of a tenant.

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- e. Guards shall recognize any memos posted by the Senior Park Ranger that may require the orders to be periodically altered.

17. Patrol Log

Once Guard has all the post equipment and has assumed the post, Guard shall start their log entries. Guards shall note the time they assumed the post and list all equipment and its condition they assumed.

The patrol log is a legal record of what takes place at the post. It shall be legibly written in black ink and only contain information and facts about the events or actions of the post. Guards shall not make any artwork, scribbling, or other such writing or marks in the patrol log.

Additionally, patrol logs will be accurate and timely. An accurate log will reflect the true condition of the post as to the last entry. Patrol logs are not fiction and so they must reflect only things as they are not how they should have been or are going to be. A timely patrol log reflects events as they happen. At no time will a Guard pre-enter events. Patrol logs will only reflect events that have happened or are happening.

18. Incident Reports

If there is an incident on any City property, the Guard is to check the incident, report the incident to the proper authority, and it may require the Guard to protect the area until the proper authorities arrive. A written incident report must be turned into the Senior Park Ranger's Office in room #201 at the end of the shift, or the following business day.

19. Security Check Point List

- a. Start checking for unlocked doors
- b. Stop checking for unlocked doors.
- c. These rounds are to be done continually.

20. Balboa Park - Central Mesa

Guards shall check for any skateboarders in the gardens and Prado areas on foot. Guards shall also check all parking lots for any illegal activity in vehicles and public restrooms. In Central Mesa alcohol is allowed from 8:00 a.m. to 8:00 p.m. The most important areas to check are the following:

- Alcazar Gardens, Botanical Building, Organ Pavilion, Persian Carpet Fountain, Zoro Gardens, Lilly Pond and Large Fountain areas.

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21. Balboa Park Administration Building

Guards shall patrol inside and outside and check all doors. Lobby doors shall be locked. Guards shall set the alarm Monday through Friday.

22. Chapel and Veteran's Memorial Garden

Guards shall patrol around the outside of the building, checking all doors to ensure they are locked. Guards shall patrol the Memorial Garden. Guards shall inform the public that there is no skateboarding or any glass containers in the garden at any time.

23. Library

Guard shall patrol around the outside of the building, checking all doors to ensure they are locked.

24. Balboa Park Activity Center

Guards shall patrol around the outside of the building, checking all doors to ensure they are locked.

25. Blind Recreation Center

Guards shall patrol around the building checking all doors to make sure they are locked, and for illegal lodging.

26. War Memorial

During the day, Guard shall patrol around the building to check for skateboarders and transients drinking. If there are, Guard shall inform them that there is no alcohol allowed in Balboa Park and that they need to leave or the police will be called to have them removed. At night when the building is closed Guard shall patrol outside to check all doors and for the above items also.

27. Rose and Desert Garden

There is a problem with the theft of roses and desert plants. When someone picks a single rose let them know it is not allowed. If the person continues to pick rose(s), report the incident by calling the San Diego Police Department to come and issue a citation. Guards shall only observe and report and not put any individuals under citizen's arrest/or detain any individuals.

28. Pepper Grove Picnic Area

The park is open twenty-four (24) hours a day. There is to be no skateboarding or any glass containers in the central mesa. Alcohol is allowed between the hours of 8:00 a.m. and 8:00 p.m.

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29. Balboa Park Nursery

Guards shall check the gates to make sure that they are not open and they are secure. There is one (1) on the pedestrian gate located in the center on Pershing Drive.

30. Morley Field Sports Complex

Public vehicles are not permitted to park in the fields. At 10:00 p.m. the gates shall be fully locked. Guards shall patrol the velodrome to see if all vehicles have left. Individuals using the velodrome shall park near the horse corral and not outside the bike track. Guards shall check the park and recreation equipment yard to ensure all gates are locked. There is no off-road activity or any illegal dumping. Vehicles are to park in the designated areas provided.

31. Morley Field Disc Golf Course

There are no alcohol or glass bottles allowed. All dogs must be on a leash. The course and the parking lot close at sunset.

Guard shall inform any individuals they observe not in compliance with the above noted policies of the applicable policy (i.e. no glass, no alcohol, etc.) and report any individual(s) that guards observe to not be in compliance to the San Diego Police Department.

32. Balboa Park Administration Building Equipment Yard

Guards shall check for any damaged or vandalized City vehicles. If any vehicle door is open, Guard shall log it in the post log. If any damage or any unusual activity occurs, Guard shall report it to the Senior Park Ranger with an incident report before the end of their shift.

33. Comfort Station Locations

The comfort stations are located at:

a.	Golden Hill Park, No. 509 25 th Street and Russ Boulevard	b.	28 th Street Park, No. 851 28 th Street and A Street
c.	Grape Street Park, No. 508 28 th Street and Grape Street	d.	Velodrome/Ball Field, No. 1017 Morley Field
e.	Tennis Court, No. 1013 Morley Field	f.	Ball Field/Concession Stand, No. 1077 Jacaranda Drive and Morley Field
g.	Shneider Hill No. 510 Jacaranda Drive and Morley Feild	h.	Adjacent to Golden Hill Recreation Center, No. 525 2600 Golf Course Drive and Russ Boulevard

001299 H. ROSE CANYON OPERATION YARD

1. Introduction

The Rose Canyon Operation Yard security post primary responsibility is theft prevention, security of all the facilities, structures, and equipment, and to provide assistance and information to persons the guards come into contact with during normal patrol duties.

2. Location

The Rose Canyon Operation Yard is located at:

3775 Morena Boulevard
San Diego, CA 92117

3. Hours

A Shift and B Shift requires seven (7) days a week, including Saturdays, Sundays, and Holidays. Each shift shall include a half hour lunch break.

- a. A Shift = 3:30 p.m. - 12:00 a.m.
- b. B Shift = 11:30 p.m. - 8:00 a.m.
- c. C Shift = 7:30 a.m. – 4:00 p.m. (Saturday, Sunday, and City Holidays).
- d. D Shift = Emergency or Special Event shift on an as needed basis.

NOTE: Guard staffing shall require eleven (11) City of San Diego holidays. This equals eighty-eight (88) additional C shift hours for the year.

4. Basic Duties

a. Beginning of Shift

When Security Guards arrive on duty, Guards shall report to the Security Office located at the entrance of Rose Canyon Operation Yard. Security Guards shall check for any information, updates, or special directions. Guards shall sign in on the Security Guard Patrol Log. If any of the post equipment is missing, Guards shall contact the Supervisor and make a note of the item(s) that are missing or damaged in their patrol log. Guards shall include the time, date, item, and their name in the log. Security Guards shall be responsible for all post equipment. Guards and Security Company are responsible for any broken or damaged City equipment.

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b. Security Office Duty

Security Guards shall open entrance and exit gates. All vehicles entering the yard must be a City employee. If unsure, Security Guards shall request to see a City I.D. or enter the person's information in the patrol log. Guards shall use driver's license information if City I.D. is not available. Guards shall prevent theft and any damage to City property. If someone wants to enter and they are not a City employee, they must have an appointment. Guards shall record the name of the person and the appointment.

c. Patrol Rounds

- (1) Every thirty (30) to sixty (60) minutes, Security Guards shall conduct a foot patrol of the complete Rose Canyon Operation Yard. Security Guards shall check for any open or unlocked doors on facilities that should be locked.

NOTE: Some facilities will remain open twenty-four (24) hours a day. If any alarms, silent or audible, are activated guards shall respond by investigating the alarms/open facility. Based on what the investigation reveals guard may call their supervisor, Station 38 (619) 527-7660, or San Diego Police and Fire Departments.

- (2) At the beginning of each foot patrol, Guards shall close (Do Not Lock) the front entrance/exit gates and reopen the gates when the Security Guard has completed the foot patrol and returned to the security office.
- (3) Failure to complete the patrol route may be cause for removal from this site.
- (4) Beginning at 5:00 a.m., Security Guards shall open the entrance gate while conducting foot patrols (except Saturday, Sunday, and holidays, Guards shall close gates, but not lock gates).

d. Once Every Shift

One time within each eight (8) hour shift, each guard shall open the exterior gate and walk the outside of the operation yard fence line and shall check its security.

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e. End of Shift

Security Guards shall meet with previous shift Guards at the Security Office and shall give all the post equipment (site keys, mobile phone, etc) to the incoming Guard. Security Guards shall relay any information about special instructions, special events, or problem areas to the incoming Guards. Security Guards shall secure and return all post equipment to the Security Office. If any item(s) are missing or damaged, Security Guards shall make a note of the item(s). Guards shall return and sign out on the patrol log. If there are incidents reports, Security Guards shall submit them to the Senior Park Ranger's office before the end of shift. The last shift of the day shall secure Security Office and all equipment.

I. 20TH AND B

1. Location

The 20th and B Front Gate is located at:

1970 B Street
San Diego, CA 92102

2. Basic Duties

The following duties shall be performed as part of the work schedule and hours as described hereafter. Two (2) Guards required on-site at all times.

- a. Guards shall prepare daily security reports that indicate activities occurring in the Facility.
- b. Between 5:00 p.m. and 8:00 a.m., Monday through Friday, excluding City holidays, one (1) guard shall remain at the Guard shack and shall monitor the general coming and going of all vehicles.
- c. The other guard shall be patrolling the site on an hourly basis. There are twenty (20) wand locations, guard shall check in at as part of each patrol. Intentional damage by the guards to the wand or check points will be repaired at Contractors expense.
- d. At 5:30 p.m., Monday through Friday, the gate shall be closed and shall remain closed until 6:00 a.m. on the next business day, except to allow egress for vehicles.
- e. After 5:00 p.m., Monday through Friday, Guard shall log all vehicles entering and leaving the facility until 6:00 a.m. on the next business day.

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- f. After 6:00 p.m., Monday through Friday, through 6:00 a.m. hours on the next business day the Guard shall make a roving patrol of the facility, every hour, checking all check points. Each round should last approximately forty (40) minutes to ensure guard presence throughout the yard. The patrol may be made on foot or on Contractor provided bicycle.
- g. All Guards shall check in with Station 38 at the beginning of each shift and approximately halfway through each shift.
- h. Guard supervisors shall review logs and wand analysis reports weekly to verify guard performance.
- i. The City may add, in writing, further Basic Duties, if necessary.

Service for the 20th and B Station shall consist of two (2) Guards during hours specified below. While on patrol, which shall be made regardless of weather conditions, Guards shall watch for fire, theft, and utility failures (e.g. plumbing breaks and smoking or flickering electrical fixtures). Upon finding any utility failure, the Guards shall notify the Station 38. If Guard observes any unusual activity they shall notify Station 38 by radio and if they deem it necessary ask for assistance. Should any alarms, silent or audible, be set off, Guards shall respond by observing the situation and calling Station 38 by radio or the City of San Diego Police Department or Fire Department as appropriate, by telephone. A cellular telephone shall not be used for this purpose.

A detailed post order for this site will be provided to the awarded Contractor.

3. Hours

- a. Two (2) Guards required for each shift from 5:00 p.m. to 8:00 a.m., Monday to Friday. No Guards required between 8:00 a.m. to 5:00 p.m., Monday to Friday
- b. Two (2) Guards required twenty-four (24) hours per day, Saturday, Sunday, and all City observed Holidays.

Total estimated annual hours: 13,312.

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BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of five (5) references where work of a similar size and scope was performed within the past five (5) years. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

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Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. NOTE: Add additional pages if necessary.

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this subcontractor: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is required to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, construction and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of work.

NOTE: Add additional pages if necessary.

Equipment

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description: _____

Owned Rented Other (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

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BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, _____, certify that my company, _____, has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: _____ Signature: _____

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bid No. 8502-07-W

CONTRACTOR INFORMATION FORM

CONTRACTOR: _____

BID NUMBER: _____

CONTRACT TITLE: _____

CONTACT PERSON: 7:00 a.m. to 3:30 p.m. _____

PHONE NUMBER: One (1) Hour Response or Less _____

FAX NUMBER: _____

PAGER NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY NUMBER: _____

(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: _____

(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: _____

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: _____

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W TH F S

PRINT NAME: _____

SIGNATURE: _____

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN WRITING TO THE CONTRACT ADMINISTRATOR.

001300

Certification Survey

For Small, Ethnically and Culturally Diverse,
Woman, Disadvantaged, Disabled Veteran, Or Other Businesses

All Contractors are required to complete this form and return it with their bid package.

Company Name: _____

Mailing Address: _____

Telephone No.: (____) _____

E-Mail Address: _____

1. Contractor's company is currently certified as small, ethnically and culturally diverse, woman, disadvantaged, disabled veteran, or other business? Yes No

Certification Number/Agency: _____

2. Contractor's company has applied for certification? Yes No

If yes, which agency? _____

3. Contractor's company is an independently owned business? Yes No

4. Contractor's company is 51% or more owned by a socially, economically, disadvantaged individual*? Yes No

5. SIC Code: _____

6. Number of Employees: _____

7. Annual Gross Receipts (three year average): _____

8. This is not an application for certification. If you would like to receive an application for certification, please check box:

I certify that this information is correct: _____
Authorized Signature Date

* Black Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women, any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBA designation becomes effective.