

CITY OF SANTEE
CONTRACT DOCUMENTS



Community Services Department

Informal Request for Bids #25/26 -20091
Issued August 26, 2025

Inviting Bids to Provide:

SECURITY SERVICES

Bids Due September 3, 2025, by 2:00 p.m.
Via Email to hheckman@cityofsanteeca.gov

City of Santee, Heather Heckman hheckman@cityofsanteeca.gov
10601 Magnolia Avenue, Santee, CA 92071

DOCUMENTS AVAILABLE AT:
<https://www.cityofsanteeca.gov/government/finance/purchasing/requests-for-proposals>



**CITY OF SANTEE
SECURITY SERVICES
INFORMAL RFB 25/26-20091**

Invitation for Bids

Invitation: Notice is hereby given that the City of Santee Community Services Department is inviting bids from qualified Security Services providers for a multi-year contract to conduct year-round, nightly park closures at designated City parks and facilities. In addition, the City reserves the ability to expand the scope of services to include general security services at other locations and City events as needed. This solicitation is conducted in accordance with Santee Municipal Code Sections 3.24.090(A)(2) and 3.24.110. Each vendor must submit an electronic copy of their proposal in PDF format to Heather Heckman at hheckman@cityofsanteeca.gov and Jessica Clark at jclark@cityofsanteeca.gov. The subject line of the email should include the Contractor's name and the IRFB number listed above. Submittals are due by 2:00 p.m., Wednesday, September 3, 2025.

Information for Bidders

1. **Contract Terms:** A copy of the proposed Security Services Agreement with a detailed Scope of Services is attached to this invitation as Exhibit A and should be reviewed carefully before submitting a bid. By way of general overview only, the agreement terms anticipate the following:

- **Contract start date:** September 22, 2025
- **Initial Term:** FY 2025-2026
- **Contract term:** Subject to annual appropriations, this contract will renew automatically on July 1 of FY 2026-2027 and FY 2027-2028. Thereafter, the City may approve by mutual agreement up to two (2) one-year extensions of the agreement.
- **Licenses** or minimum qualifications required:
 - All security officers shall be licensed by the Bureau of Security and Investigative Services and have a valid California Driver's License
 - Any license required by the State of California to perform the services agreed to
 - City of Santee Business License
- **Proof of required insurance** coverages must be provided prior to commencing work.

2. **Contract Award Standard:** The City reserves the right to reject any or all bids; to make any awards or any rejections in what it alone considers to be in the best interest of the City, and to waive any informalities or irregularities in the bids. The contract will be awarded, if at all, to the responsible bidder that submits the lowest responsive base bid.

3. **Interested Bidders:** If you are interested in submitting a bid to the City, please notify Heather Heckman via email at hheckman@cityofsanteeca.gov at your earliest opportunity so that you can receive timely updates, if any, related to this solicitation, including any questions and answers that may be exchanged with other interested bidders. The subject line of your email should state: Informal Request for Bids #25/26-20091

4. **Questions:** Questions related to this invitation or the proposed Contract should be submitted via email to hheckman@cityofsanteeca.gov and jclark@cityofsanteeca.gov no later than Friday, August 29, 2025, 3:00 pm. The subject line of your email should state: Informal Request for Bids #25/26-20091.

5. Submittals: A template of the information required for submissions of bids to apply for this contract opportunity is included below. It should be completed, signed, and sent by electronic mail to the addresses specified by the noted deadline to be considered.

6. Clarification of Submittals: The City reserves the right to ask for clarification of any information in any Contractor's submittal or to obtain additional related information necessary to properly evaluate the submittal. Failure of a Contractor to respond to a request for more information may result in the submittal being rejected.

7. Disclosure of Submittal Information: All submittals become a matter of public record once a contract is awarded. If a prospective Contractor wishes to submit information that is considered confidential, they must so indicate in the submittal and why it is proprietary. The City will consider this request for confidentiality, however, prospective Contractors must understand that the City cannot exempt any information from disclosure under the California Public Records Act (Government Code 6250, et seq.)

8. Withdrawal of Submittals: Contractor may modify or withdraw their proposal prior to the date and time specified for proposal submission by an authorized representative of that organization or by formal written notice. Proposals submitted will become the property of the City after the proposal submission deadline.

9. Bid Review and Selection: Following the deadline for bid submittals, the Department Director, City Manager and/or Purchasing Agent will review the submissions and determine whether and to whom to award the Contract. All bidders will be notified of the selection.

10. Bid or Award Protests: Any protest relating to the form of solicitation or proposed contract terms must be submitted via email to hheckman@cityofsanteeca.gov and jclark@cityofsanteeca.gov no later than Friday, August 29, 2025, 5:00pm. The protest must describe in detail the basis for the protest and attach any relevant information. Any bidder who submits a bid without making a protest is deemed to have waived any objection to the form or content of the bid or contract documents. Any protest relating to a bids received by the City or any City procedure or action related to the bid opening or proposed contract award must be submitted in writing to hheckman@cityofsanteeca.gov and jclark@cityofsanteeca.gov no later than Friday, September 12, 2025, 5:00pm. Any protest must contain a complete statement of the basis for the protest, and attach all supporting documentation. The party filing the protest must have actually submitted a bid for the work. No party can rely on a protest submitted by another, but must timely pursue its own protest. Any protest, whether to the form of solicitation, contract, or award must also meet the following requirements:

- a. The protest must include the name, address and telephone number of the protesting party.
- b. The City will share copies of the protest with all registered bidders who expressed an interest in bidding on the protest if received pre-award, or to all bidders if the protest is submitted after award.
- c. If applicable, the City will give the protested bidder three (3) working days after the receipt of the protest to submit a written response or will respond itself within that time frame. Responses will be sent to all bidders, or registered interested bidders, concurrently.
- d. The procedure and time limits set forth in this paragraph are mandatory and are the Bidder's sole and exclusive remedy in the event of Bid protest. The Bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

11. Award Process: Once the City notifies the Bidder of the award, the Bidder will have three working days from the date of notification to execute the Contract and provide any of the required documents and certifications.

12. No Discrimination: It is the policy of the City that in connection with all work performed under contracts, there be no discrimination against any prospective or active Contractor employee engaged in the work because of race, color, ancestry, natural origin, religious creed, sex, sexual orientation, gender, age, disability, medical condition, genetic information, or marital status of any person.

END OF INFORMATION FOR BIDDERS

ATTENTION BIDDERS

Please remove and submit as your bid
ONLY the following sheets
Marked **BID FORM** (pages 4-5)

BID FORM

**PROPOSAL TO THE CITY OF SANTEE
TO PROVIDE: SECURITY SERVICES
IN RESPONSE TO INFORMAL RFB 25/26-20091**

Name of Bidder: _____
Contact Person: _____
Business Mailing Address: _____
Business Street Address: _____
Telephone: (____) _____
Email: (____) _____

TO THE CITY COUNCIL OF THE CITY OF SANTEE:

Pursuant to and in compliance with your Notice Inviting Informal Bids to provide SECURITY SERVICES pursuant to a multi-year contract under Informal RFB 25/26-20091, and the Contract and Scope of Services provided, I, on behalf of the undersigned Bidder, represent that I and the Bidder have carefully reviewed and are fully familiar with foregoing Instructions to Bidders, the terms of the proposed Contract, and the Scope of Services required. The Bidder is aware of local conditions affecting the performance of the services, the character, quality, quantities, distances, and scope of the work, and the cost of the work at the places of performance. Based upon this knowledge and information, the Bidder hereby proposes and agrees, within the time frames stipulated in the Contract, to perform the requisite services in strict conformity with the Contract and related documents at the rates and additional terms specified here:

[if additional space is required, please so indicate and attach the additional pages to the signed bid for submission]

1. Rates and Schedule of Charges: Bidder offers to perform the services at the following rates and terms:

Number of Security Officers per night: _____

Minimum number of hours (if applicable): _____

Regular Hourly Rate: _____ per officer

Holiday Hourly Rate: _____ per officer

Estimated Hours per night for all services: _____

2. Requested revisions to Security Services Agreement: _____

3. Requested revisions to Scope of Services: _____

BID FORM - Page 2

4. Additional Requested Terms: _____

Bidder declares that the only persons or parties interested in this proposal are those named herein, and that this proposal is made without collusion with any person, firm or corporation. Bidder proposes and agrees, if the proposal is accepted, that Bidder will execute a contract with the City in strict conformity to the Contract Documents, in the form set forth in the contract documents, and will perform the entire work for the prices set forth in the attached Bid Schedule, upon which the award of contract is made.

Bidder understands that the information contained in this Bid Form will be considered part of any signed agreement with the City.

By signing and submitting this Bid Form, the Bidder is acknowledging that it will be able to meet all contract requirements and able to commence services on September 22, 2025 as modified by this Bid Form. Upon acceptance of these modifications by, or further negotiation with, the City, Bidder represents that it is able and willing to execute the Security Services Agreement and perform the services upon the agreed terms. This **bid will remain open for thirty days.**

Signature of Bidder: _____

Signer's Name (printed): _____

Title: _____

Company Name (printed): _____

Date: _____

Exhibit A

ATTENTION BIDDERS

Attached as **Exhibit A** is the

Security Services Agreement, Scope of Services, and Schedule of Charges

Please note any comments or requested revisions to these documents on the Bid Form prior to submission

**SECURITY SERVICES AGREEMENT
BETWEEN THE CITY OF SANTEE
AND _____**

This Agreement, dated September __, 2025, is between the City of Santee, a California charter city ("City") and _____, a _____ with its principle place of business at _____ ("Contractor").

RECITALS

- A. The City is in need of licensed security officers to conduct nightly park closures at City parks and facilities, as further defined in the Scope of Services. In addition, the City may require security services at other locations or at City events in the future. While the current need is for assistance with park closures, the Scope of Services is intended to allow for expanded security services if and when required at the rates agreed to herein.
- B. The City has solicited bids from security companies in accordance with its informal bidding procedures set forth in Section 3.24.110 of the Santee Municipal Code.
- C. Contractor represents that its employees are duly licensed and have the necessary qualifications to perform such services in California.
- D. Contractor's bid is acceptable to the City and within the City's appropriated budget for the services.
- E. This Agreement establishes the terms by which Contractor will perform the defined services for the City.

AGREEMENT

1. Services.

Contractor will perform the services described in the Scope of Services, which is attached as **Exhibit A** and made a part of this Agreement.

2. Compensation.

City will pay Contractor for the services performed in accordance with the rates set forth in attached **Exhibit B**, which is made a part of this Agreement.

- 2.1 Invoices. Contractor agrees to provide an invoice to the City no later than the 10th day of each month for all work performed and expenses incurred during the previous month and to provide sufficient detail for the City to confirm compliance with the Scope of Services and Fee Schedule. The City reserves the right to require additional information to support payments to the Contractor.
- 2.2 Payment. The City will use its best efforts to pay all uncontested amounts in Contractor's invoice within thirty (30) days of receipt. Payment does not waive the City's right to address defects in the work performed.
- 2.3 Maximum Budget. The maximum compensation payable for these services in Fiscal Year (FY) 25-26 cannot exceed \$_____. Services that exceed this amount are performed at Contractor's sole risk and may not be compensated.

- 2.4 Rate Adjustments. Any agreed upon increase to the rates established in Exhibit B will become effective on July 1 of each year. The City may adjust the unit prices established in Exhibit B to reflect changes in the San Diego All-Items Urban Consumer Price Index ("CPI") based on the most recent measurements available for the preceding year. Any such adjustment will become effective as of July 1.
- 2.5 Annual Appropriation. Sufficient funds have been appropriated to pay for these services in FY 25-26. Funds available for future years, including CPI adjustments, are subject to and contingent on budgetary appropriations approved by the City Council. If no appropriations are approved, the Agreement will automatically terminate at the end of applicable fiscal year without penalty to the City.

3. Term and Renewal:

This Agreement will become effective as of September 22, 2025 ("Effective Date") and remain in effect through the end of FY 25-26, which is June 30, 2026. Subject to appropriation, this Agreement will automatically renew for FY 26-27 and FY 27-28, unless otherwise terminated. Thereafter, the City may approve by mutual agreement up to two (2) one-year extensions of the Agreement by providing written notice to the Contractor not less than thirty (30) calendar days before the end of the fiscal year. In addition, the City may exercise a one-time option to extend the Agreement for a period not to exceed ninety (90) days by giving written notice to the Contractor not less than five (5) calendar days before the expiration of the final fiscal year this Agreement remains in effect.

4. Notice.

Any notice related to this Agreement may be given or delivered by electronic mail and/or by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed as shown below and shall be effective upon receipt thereof.

City:
Nicolas Chavez
Community Services Director
City of Santee
10601 Magnolia Avenue
Santee, CA 92071
Email: nchavez@cityofsanteeca.gov

Contractor:
Attn:
Title
Company
Address
Address
Email:

With copy to:
cityclerk@cityofsanteeca.gov

5. Indemnification.

To the fullest extent permitted by law, Contractor agrees to indemnify, defend (with independent counsel approved by the City) and hold harmless the City and its officers, employees, elected, and appointed officials, and volunteers (each, an "Indemnified Party") from and against all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type, expressly including but not limited to those arising from bodily injury or property damage, arising out of or resulting from any error or negligent or wrongful act or omission of the Contractor or Contractor's agents, officers, employees, subcontractors, or independent contractors hired by Contractor under this Agreement. The acceptance or approval of the Contractor's work by an Indemnified Party shall not relieve or reduce Contractor's indemnification obligation. The provisions of this Section shall survive completion of the work and the termination of this Agreement and are not limited by the provisions relating to insurance.

6. Insurance.

6.1 Commercial General Liability. The Contractor must maintain Commercial General Liability Insurance during the entire term of this Agreement in amounts not less than specified below and in a form and with insurance companies acceptable to the City.

1. Coverage for Commercial General Liability insurance shall be at least as broad as the Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001).
2. Commercial General Liability Insurance must include coverage for the following:
 - a. Bodily Injury (including death) and Property Damage
 - b. Personal Injury/Advertising Injury
 - c. Premises/Operations Liability
 - d. Products/Completed Operations Liability
 - e. Aggregate Limits that Apply per Project
 - f. Explosion, Collapse and Underground (UCX) exclusion deleted
 - g. Contractual Liability with respect to this Contract
 - h. Broad Form Property Damage
 - i. Independent Contractors Coverage
 - j. Sexual Misconduct Coverage, with no applicable sublimit
3. All policies must name the City of Santee, its City Council and each member thereof, its officers, employees, and agents as Additional Insureds.
4. The general liability program may utilize either deductibles or provide coverage in excess of a self-insured retention, subject to written approval by the City. All deductibles and self-insured retentions must be declared to the City prior to commencing work under this Agreement.

6.2 Automobile Liability. Contractor must maintain Automobile Liability Insurance for bodily injury (including death) and property damage, including coverage for owned, non-owned, and hired vehicles, during the entire term of this Agreement in a form and with insurance companies acceptable to the City.

1. Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto).
2. The automobile liability program may utilize deductibles, but not a self-insured retention, upon written approval by the City.

6.3 Workers' Compensation/Employer's Liability. Contractor must maintain Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage for all work performed pursuant to and for the full term of this Agreement in the amounts indicated below.

1. Such insurance shall include an insurer's Waiver of Subrogation in favor of the City and will be in a form and with an insurance company acceptable to the City.
2. The Workers' Compensation and Employer's Liability program may utilize either deductibles or provide coverage in excess of a self-insured retention, upon written approval by the City.

3. Before beginning work, Contractor must provide to the City satisfactory proof that full compensation insurance for all persons employed to carry out the work contemplated under this Agreement has been obtained in accordance with the "Workers' Compensation and Insurance Act," Division IV of the California Labor Code. Contractor must require all subcontractors to obtain and maintain Workers' Compensation coverage for its employees of the same type and limits and term specified in this Section.

6.4 Minimum Policy Limits Required. The following are the required minimum insurance limits for the Agreement:

<u>Combined Single Limit</u>	
Commercial General Liability	\$2,000,000 per occurrence/\$4,000,000 aggregate for bodily injury (including death), personal injury and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury (including death) and property damage
Employer's Liability	\$1,000,000 per accident for bodily injury or disease

If Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Contractor. Any insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

- 6.5 Evidence of Insurance Required. Prior to commencing work, Contractor must file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein, including original copies of the ISO CG 2010 (or insurer's equivalent) signed by the insurer's representative, Certificate of Insurance (most recent version of Acord 25 Form or equivalent), and Additional Insured Endorsement verifying compliance with the requirements. All evidence of insurance must be signed by a properly authorized officer, agent or qualified representative of the insurer and must certify the names of the insured, any additional primary insureds, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

6.6 Required Policy Provisions

1. Additional Insureds. The City of Santee, its City Council and each member thereof, its officers, employees, and agents shall be named as an additional insured on the Commercial General Liability policy. Blanket endorsements may be accepted at City's discretion.
2. Notice of Cancellation. All policies must provide or be endorsed to provide a provision that advanced written notice of any cancellation, including cancellation for non-payment of premium, must be provided to the City. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on endorsements. At the City's sole discretion, the requirement to endorse policies to provide advanced written notice of cancellation to the City may be waived upon the Contractor's agreement that it will provide the City with copies of any notices of cancellation immediately upon receipt.
3. Primary Insurance. General Liability and Automobile Liability insurance policies shall contain a provision stating that the Contractor's policies are primary insurance

and that the insurance of the City or any named additional insureds shall not be called upon to contribute to any loss.

6.7 Qualifying Insurers. All policies must be issued by insurance companies acceptable the City and must satisfy the following minimum requirements:

1. California. Acceptable insurance carriers must be qualified to do business in California and must maintain an agent for service of process within the State.
2. Rating. Acceptable insurance carriers must have not less than an 'A' policyholder's rating and a financial rating of not less than "Class VII" according to the latest Best Key Rating Guide. Due to market fluctuations in the Workers Compensation sector, the City reserves the right and at its sole discretion to review and accept the Contractor's proposed Workers' Compensation carrier.

6.8 Additional Insurance Provisions

1. Not a limit. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the City, is not intended to and does not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.
2. Lapse. If the Contractor fails to maintain in full force the insurance required by the Agreement, the City may terminate the Agreement or may elect to withhold compensation in an amount sufficient to purchase insurance to replace any expired or insufficient coverage.
3. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
4. Full Policy. If requested by the City, Contractor will provide complete copies of all insurance policies in effect at any time during the term of this Agreement.
5. No personal liability. Neither the City, nor its City Council, nor any member of thereof, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Contract.

7. Termination.

Either Party may terminate this Agreement without cause by giving the other Party 90 days written notice prior to termination specifying the effective date thereof.

- 7.1 The City may terminate this Agreement upon 30 days' notice if in the best interests of the City.
- 7.2 Contractor will be compensated for all services performed prior to termination. Notwithstanding the foregoing, the Consultants shall not be relieved of liability for damage sustained by virtue of any breach of this Agreement and any payments due under this Agreement may be withheld to offset anticipated damages.
- 7.3 Within ten days of the date of termination, Consultant will submit a final invoice for all unbilled work performed and will return all property belonging to the City.

8. Independent Contractor.

Contractor is retained as an independent contractor and its employees are not to be considered employees of the City. This Agreement does not create an employment relationship between the City and the Contractor or its employees or agents. Neither Contractor nor its employees has the authority, express or implied, to bind City to any obligation whatsoever unless specifically provided in writing by the City.

9. Time for Performance.

Time is of the essence. Contractor will complete all work within the time frames and deadlines specified in the Scope of Work.

10. Conflict of Interest.

Contractor represents that it presently has no interest and will not acquire any interest, direct or indirect, that may be affected by the services to be performed by Contractor under this Agreement.

11. Nondiscrimination.

Contractor will comply with all applicable federal, state and local laws, ordinances, and regulations, including the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA) and Title VII of the Civil Rights Act of 1964. Contractor will not discriminate in any way, against any person, on the ground of race, color, national origin, religion, religious creed, age (over 40), sex and gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, disability (mental and physical), medical condition, genetic information, marital status, or military and veteran status, in connection with services under this Agreement or any Task Order.

12. Compliance with Law.

Contractor shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government.

13. Assignment and Subcontractors.

Contractor may not assign, delegate, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason.

14. No Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Contractor.

15. Contractor's Warranty.

Contractor represents and warrants to the City that the Contractor performance at the Project on the performance date shall not violate or infringe upon the trademark, trade name, copyright, literary, dramatic, musical, artistic, personal, private, civil, or property right or rights of privacy or any other right of any person or entity.

16. Laws, Venue, and Attorneys' Fees.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal

court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, as determined by the court.

17. Integration.

This Agreement represents the entire understanding of the City and Contractor with respect to this contract, and supersedes and cancels any prior oral or written understanding, promises, or representations with respect to the matters covered hereunder. To the extent any provision or clause in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties. This is an integrated Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows.

THE CITY OF SANTEE

CONTRACTOR

By: _____
Nicolas Chavez,
Community Services Director
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP

By: _____

EXHIBIT A

SCOPE OF SERVICES

Under the direction of the Community Services Department, Contractor will lock City gates and facilities at the locations and times specified, and may be asked to provide general security services at other locations or events, in accordance with the following standards:

1. Security Officers:

- All security officers shall be licensed by the Bureau of Security and Investigative Services and have a valid California Driver's License. Proof of such licensing shall be provided to the City within two business days of request.
- All security officers performing services under this Agreement must be identifiable as security personnel.
- All security officers must be equipped with industry standard personal protective equipment for nighttime patrol.

2. Secure Gates and Facilities:

- Ensure park gates and restrooms are locked at the designated closing time, which may be dusk or a specific hour.
- Verify the park and restrooms are clear of all patrons and vehicles before securing facilities.
- Conduct inspections to ensure gates, doors, windows, and other access points are properly secured and locked.
- Detect and report any signs of tampering or intrusion.
- Reporting suspicious activities such as vandalism or unauthorized persons.
- Communicate and enforce park rules and municipal code provisions.

3. Gate Locations and Closure Schedule:

Park and Facility Location	Closing Time	Number of locks	Type of Lock
Big Rock Park 8125 Arlette Street	Dusk*	2	Men & Women Restrooms
Shadow Hill Park 9161 Shadow Hill Road	Dusk	3	Mens & Womens restroom, parking lot gate
Weston Park 9050 Trailmark Way	Dusk	2	Mens & Womens restroom
Woodglen Vista 10250 Woodglen Vista Drive	Dusk	3	Mens & Womens restroom, parking lot gate
*Approximately 20 minutes after sunset			
Mast Park 9125 Carlton Hills Blvd.	10:00pm	5	Parking lot gate, vault restroom, main restroom: 3
Town Center Community Park East 550 Park Center Drive	10:00pm	3	Mens & Womens restroom, parking lot gate (located at corner of Park Center Drive and Riverwalk Drive)
Town Center Community Park West 9409 Cuyamaca Street	10:00pm	2	Mens & Womens restroom
West Hills Park 8790 Mast Blvd.	10:00pm	5	Mens & Womens restroom by playground, Mens & Womens restroom by ballfields, parking lot gate

Please familiarize yourself with park locations, only parks listed above need to be locked.

- <https://www.cityofsanteeca.gov/our-community/parks-recreation/parks-fields-trails/map>
- This schedule applies year-round unless otherwise specified

4. Event Monitoring:

- Maintain safety and order at City events
- Ensure visual presence of security officers
- Ensure proper authorization, as applicable
- Assist with ingress or egress and crowd control

5. Patrol:

- Maintain safety and order on City property or at City events
- Patrol venue, including high-risk or less- trafficked areas to ensure security, identify suspicious behavior, prevent criminal acts
- Establish visual presence of security officers
- Respond to security concerns

6. Incident Reporting:

- Maintain records of daily activities and any incidents that occur.
- Prepare detailed reports on security breaches, accidents, injuries, and other significant events.

7. Public Assistance:

- Provide information, directions, and customer service to the public if necessary.
- Provide contact information for City contacts in response to inquiries or complaints related to park conditions or operations.

8. Changes to Scope of Services:

- The City reserves the right to adjust hours and locations.
- This Scope of Services can be amended to add additional security services at other City properties and at City events at any time prior to the Agreement's expiration or termination.

EXHIBIT B
SCHEDULE OF CHARGES

Rates:

Contractor's services will be invoiced, and City will pay for services, at the following hourly rates:

Regular Hourly Bill Rate \$ _____.00

Holiday Hourly Bill Rate \$ _____.00 (if different from Regular Hourly)

Rate increases will not become effective during any fiscal year and will only become effective as of July 1 of the next fiscal year if agreed upon in writing by the Parties and appropriated in an approved budget.

Hours:

Limits to or specified time frames may be established at any time.

Contractor agrees to apply the same rates to any additional services added to the Scope of Services as allowed in Exhibit A.