



# ORANGE COUNTY FIRE AUTHORITY

## AGENDA

Pursuant to the Brown Act, this meeting also constitutes a meeting of the Board of Directors.

### EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, June 28, 2018

5:30 P.M.

**Regional Fire Operations and Training Center**

**Board Room**

1 Fire Authority Road

Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Executive Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

### CALL TO ORDER

**INVOCATION** by Chaplain Harry Robinson

**PLEDGE OF ALLEGIANCE** by Director Hasselbrink

### ROLL CALL

### 1. PRESENTATIONS

No items.

**REPORTS****REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR****REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR****REPORT FROM THE FIRE CHIEF****PUBLIC COMMENTS**

Resolution No. 97-024 established rules of decorum for public meetings held by the Orange County Fire Authority. Resolution No. 97-024 is available from the Clerk of the Authority.

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on this agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. We request comments made on the agenda be made at the time the item is considered and that comments be limited to three minutes per person. Please address your comments to the Board as a whole, and do not engage in dialogue with individual Board Members, Authority staff, or members of the audience.

The Agenda and Minutes are now available through the Internet at [www.ocfa.org](http://www.ocfa.org). You can access upcoming agendas on the Monday before the meeting. The minutes are the official record of the meeting and are scheduled for approval at the next regular Board of Directors meeting.

**2. MINUTES****A. Minutes from the May 24, 2018, Regular Executive Committee Meeting**

Submitted by: Sherry Wentz, Clerk of the Authority

Recommended Action:

Approve as submitted.

**3. CONSENT CALENDAR**

*All matters on the consent calendar are considered routine and are to be approved with one motion unless a Committee Member or a member of the public requests separate action on a specific item.*

**A. Monthly Investment Reports**

Submitted by: Tricia Jakubiak, Treasurer

Recommended Action:

Receive and file the reports.

**B. Santa Ana Fire Museum Amendment One to License Agreement**

Submitted by: Mark Sanchez, Assistant Chief/Operations Department

Recommended Action:

Approve and authorize the Fire Chief to execute Amendment One to License Agreement with the Santa Ana Historical Preservation Society to extend its License Agreement to continue maintenance and operation of the Santa Ana Fire Museum at OCFA Fire Station 75 (Santa Ana), for an additional ten years.

**C. Contract Increase for Professional Labor Negotiation Services**

Submitted by: Lori Zeller, Assistant Chief/Business Services Department

Recommended Action:

Approve an increase to the Professional Services Agreement with Peter Brown, Liebert Cassidy Whitmore, in the amount of \$25,000 per year for the three-year term, for professional labor negotiation services.

**D. Blanket Order Contract Increase and Extension for Security Guard Services**

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Action:

Approve and authorize the Purchasing Manager to increase and extend the current professional services agreement for the remaining two year options with Allied Universal Security Services for security guard services at RFOTC in an aggregate amount not to exceed \$345,800 (Year four \$166,488 and Year five \$179,312).

**E. Annual Renewal of Aviation Insurance**

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind the Aviation Insurance Program coverage with AIG for the policy period from June 30, 2018, to June 30, 2019, with a premium amount of \$125,778.

**F. Annual Renewal of California State Association of Counties Excess Insurance Authority Workers' Compensation Excess Insurance**

Submitted by: Brigitte Gibb, Director/Human Resources

Recommended Action:

Approve and authorize the Fire Chief, or his designee, to bind workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority for the policy period July 1, 2018, to July 1, 2019, with a premium of \$468,000.

**G. Award of RFP #JA2271 Purchase of One Heavy Duty Service Truck**

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Action:

Approve and authorize the Purchasing Manager to issue a purchase order to Boise Mobile Equipment for the purchase of one heavy duty service truck in an amount of \$208,060.41.

**H. Blanket Order Increase and Renewal for 800MHz Radio Communications System**

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase and extend the current blanket order contract with OCSD for a three-year period at a new amount not to exceed \$473,205 annually (\$1,419,615 during the three-year period).
2. Approve and authorize the Purchasing Manager to increase the contract up to 10% during each term for increased costs associated with adding additional radios to the 800MHz radio communications system.

**I. Award of Contract Microsoft Enterprise License Agreement**

Submitted by: Dave Anderson, Assistant Chief/Support Services Department

Recommended Actions:

1. Approve and authorize the Purchasing Manager to increase the existing Microsoft Enterprise License Agreement Purchase Order for PCMG for a “True-up” of Year 3 for additional Microsoft software licenses in the amount of \$11,479.52 (contract term ending 7/31/2018).
2. Approve and authorize the Purchasing Manager to establish a three-year blanket order contract to purchase a Microsoft Enterprise License Agreement from Crayon for an aggregate not to exceed total of \$1,250,868.27 (Year 1: \$402,892.07; Year 2: \$423,988.10; Year 3: \$423,988.10).
3. Approve and authorize the Purchasing Manager to increase the contract up to 10% during each term for annual licensing “True-ups” based on additional licensing revisions that may occur during each renewal term.

**END OF CONSENT CALENDAR****4. DISCUSSION CALENDAR**

No items.

**CLOSED SESSION**

No items.

**COMMITTEE MEMBER COMMENTS**

**ADJOURNMENT** – The next regular meeting of the Executive Committee is scheduled for Thursday, July 26, 2018, at 5:30 p.m.



**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 21<sup>st</sup> day of June 2018.

---

Sherry A.F. Wentz, CMC  
Clerk of the Authority

**UPCOMING MEETINGS:**

Human Resources Committee Meeting	Tuesday, July 10, 2018, 12 noon
Budget and Finance Committee Meeting	Wednesday, July 13, 2018, 12 noon
Claims Settlement Committee Meeting	Thursday, July 26, 2018, 5:00 p.m.
Executive Committee Meeting	Thursday, July 26, 2018, 5:30 p.m.
Board of Directors Meeting	Thursday, July 26, 2018, 6:00 p.m.

# **MINUTES ORANGE COUNTY FIRE AUTHORITY**

**Executive Committee Regular Meeting  
Thursday, May 24, 2018  
5:30 P.M.**

**Regional Fire Operations and Training Center  
Board Room  
1 Fire Authority Road  
Irvine, CA 92602**

---

## **CALL TO ORDER**

Chair Sachs called the regular meeting of the Orange County Fire Authority Executive Committee to order at 5:30 p.m. on May 24, 2018.

## **INVOCATION**

Chaplain Hetschel offered the invocation.

## **PLEDGE OF ALLEGIANCE**

Director Hasselbrink led the assembly in the Pledge of Allegiance to our Flag.

## **ROLL CALL**

**Present:** Shelley Hasselbrink, Los Alamitos  
Noel Hatch, Laguna Woods  
Gene Hernandez, Yorba Linda  
Joe Muller, Dana Point  
Ed Sachs, Mission Viejo  
Dave Shawver, Stanton  
Elizabeth Swift, Buena Park  
Tri Ta, Westminster

**Absent:** Todd Spitzer, County of Orange

## **Also present were:**

Fire Chief Brian Fennessy	Assistant Chief Dave Anderson
Assistant Chief Lori Smith	Assistant Chief Lori Zeller
General Counsel David Kendig	Clerk of the Authority Sherry Wentz
Human Resources Director Brigitte Gibb	

## **1. PRESENTATIONS**

No items.

## **REPORTS**

### **REPORT FROM THE HUMAN RESOURCES COMMITTEE CHAIR (F: 12.02A6)**

Human Resources Committee Member Hatch reported at the May 1, 2018, meeting, the Committee voted unanimously to receive and file the Workers' Compensation Presentation, FY 2017/18 Human Resources Domain Objectives – Third Quarter Update, Professional Standards Unit Update, 2017 Annual Anonymous Hotline Reports, and its placement on the Consent Calendar for all future annual reports, and the recommended action to explore the concept of the Girls Empowerment Fire Camp with staff reporting back to the Committee with feedback at the next meeting. Lastly, staff will survey other agencies for alternative options for the Workers' Compensation Appointments and bring the recommendations to the next Human Resources Committee meeting.

### **REPORT FROM THE BUDGET AND FINANCE COMMITTEE CHAIR (F: 12.02A6)**

Budget and Finance Committee Chair Muller reported at the May 9, 2018, meeting, the Committee voted unanimously to receive and file the Rosenow Spevacek Group, Inc. Final Property Tax Revenue Projections; to send the Monthly Investment Reports, and the Third Quarter Financial Newsletter to the Executive Committee for approval; send the Updated Cost Reimbursement Rates, Proposed Adjustment – Santa Ana Service Charge, Review of the Fiscal Year 2018/19 Proposed Budget, and Proposed Procurement Policy Manual to the Board of Directors for approval of the recommended actions.

### **REPORT FROM THE FIRE CHIEF (F: 12.02A7)**

Fire Chief Brian Fennessy stated he would present his report at the Board of Directors meeting.

### **PUBLIC COMMENTS (F: 12.02A3)**

Chair Sachs opened the Public Comments portion of the meeting. Chair Sachs closed the Public Comments portion of the meeting without any comments from the general public.

## **2. MINUTES**

### **A. Minutes from the April 26, 2018, Regular Executive Committee Meeting (F: 12.02A2)**

On motion of Director Shawver and second by Director Hernandez, the Executive Committee voted unanimously by those present to approve the April 26, 2018, Minutes as submitted. Director Swift was recorded as an abstention, due to her absence from the meeting.

### **3. CONSENT CALENDAR**

#### **A. Monthly Investment Reports (F: 11.10D2)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the Monthly Investment reports.

#### **B. Third Quarter Financial Newsletter (F: 15.07)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to receive and file the Third Quarter Financial Newsletter.

#### **C. Cooperative Contract for Diesel Fuel Supply Services (F: 19.09H)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute the proposed subordinate agreement with Merrimac Petroleum Inc., for diesel fuel supply services in an amount not to exceed \$900,000 annually, utilizing the recently awarded County of Orange Regional Cooperative Agreement (RCA) for a one-year period through May 23, 2019, with up to four optional one-year renewals not to exceed the RCA termination date of January 8, 2023.

#### **D. Purchase Order Increase for 24 Fire Apparatus (F: 19.09A)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to:

1. Approve and authorize the Purchasing Manager to amend and increase the purchase orders for 17 Type I Engines as follows: Increase Purchase Order P0009897 by \$79,260 and Purchase Order P0010938 by \$37,576 for a total increase of \$116,836.
2. Approve and authorize the Purchasing Manager to amend and increase the purchase orders for seven TDAs as follows: Increase Purchase Order P0009907 by \$81,948 and Purchase Order P0010223 by \$13,658 for a total increase of \$95,606.

#### **E. Award of Contract for Real Estate Advisory Services (F: 17.10H4)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to sign the proposed Professional Services Agreement for Real Estate Advisory Services with Brookhurst Development Corporation in an annual amount not to exceed \$148,500, with two additional one-year renewal options (\$445,500 during the three-year term).

**F. Special Procurement for Communications Equipment Installation Professional Services (F: 19.09D9)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute the proposed six-month Professional Services Agreement with Bear Communications, Inc. for a not to exceed amount of \$157,500 to install new Motorola APX6500 mobile radios in up to 225 emergency apparatus and vehicles.

**G. Support and Maintenance Services for Staffing and Timekeeping Business Systems (F: 19.08A7)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Purchasing Manager to execute a renewed Professional Services Agreement with Information Management Technologies for up to five years, with a first year not-to-exceed cost of \$465,456, and annual percentage increases based on the U.S. Department of Labor Consumer Price Index for All Urban Consumers, Services in the Los Angeles-Riverside, Orange County, CA Area not to exceed 3%.

**H. Vehicle Lease Agreement between Orange County Fire Authority and City of Santa Maria for One 110' Tractor Drawn Aerial (F: 19.09C)**

On motion of Director Ta and second by Director Shawver, the Executive Committee voted unanimously by those present to approve and authorize the Fire Chief to execute the proposed Vehicle Lease Agreement, including any non-substantive amendments to this Vehicle Lease Agreement as determined by General Counsel, with the City of Santa Maria in the amount of one dollar (\$1.00) for the use of one 1988 110' Duplex/ LTI Tractor Drawn Aerial.

END OF CONSENT CALENDAR

**4. DISCUSSION CALENDAR**

**A. May 2018 Legislative Report (F: 11.10F1)**

Legislative Analyst Jay Barkman presented the May 2018 Legislative Report

On motion of Director Ta and second by Director Hernandez, the Executive Committee voted unanimously by those present to review the proposed agenda item and direct staff to place the item on the agenda for the Board of Directors meeting of May 24, 2018, with the Executive Committee's recommendation that the Board of Directors direct staff to forward to the Board a recommendation on AB 1912 (Rodriguez) to "seek amendments" to exclude

liabilities of Structural Fire Fund cities, and to avoid reporting of OCFA's retirement liabilities by member agencies.

**CLOSED SESSION (F: 12.02A5)**

No items.

**COMMITTEE MEMBER COMMENTS (F: 12.02A4)**

There were no Committee Member comments.

**ADJOURNMENT** – Chair Sachs adjourned the meeting at 5:49 p.m. The next regular meeting of the Executive Committee is scheduled for Thursday, June 28, 2018, at 5:30 p.m.

---

Sherry A.F. Wentz, CMC  
Clerk of the Authority



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
June 28, 2018

Agenda Item No. 3A  
Consent Calendar

---

**Monthly Investment Reports**

---

**Contact(s) for Further Information**

Tricia Jakubiak, Treasurer Treasury & Financial Planning	<a href="mailto:triciajakubiak@ocfa.org">triciajakubiak@ocfa.org</a>	714.573.6301
Jane Wong, Assistant Treasurer	<a href="mailto:jane Wong@ocfa.org">jane Wong@ocfa.org</a>	714.573.6305

**Summary**

This agenda item is a routine transmittal of the monthly investment reports submitted to the Committee in compliance with the investment policy of the Orange County Fire Authority and with Government Code Section 53646.

**Prior Board/Committee Action**

Since the June 13, 2018, meeting of the Budget and Finance Committee was cancelled, no prior committee action was taken on this item; however, the Monthly Investment Report was forwarded to members of the Budget and Finance Committee for review.

**RECOMMENDED ACTION(s)**

Receive and file the reports.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Not Applicable.

**Background**

Attached is the final monthly investment report for the month ended April 30, 2018. A preliminary investment report as of May 25, 2018, is also provided as the most complete report that was available at the time this agenda item was prepared.

**Attachment(s)**

Final Investment Report – April 2018/Preliminary Report – May 2018

# *Orange County Fire Authority Monthly Investment Report*



*Final Report – April 2018*

*Preliminary Report – May 2018*





## ***Monthly Investment Report Table of Contents***

<b><i>Final Investment Report – April 30, 2018 .....</i></b>	<b><i>1</i></b>
<i>Executive Summary.....</i>	<i>2</i>
<i>Benchmark Comparison.....</i>	<i>3</i>
<i>Portfolio Size, Yield, &amp; Duration.....</i>	<i>3</i>
<i>Portfolio Summary.....</i>	<i>4</i>
<i>Portfolio Details.....</i>	<i>5</i>
<i>Aging Report.....</i>	<i>8</i>
<i>Notes to Portfolio Management Report .....</i>	<i>9</i>
<i>Local Agency Investment Fund.....</i>	<i>10</i>
 <b><i>Preliminary Investment Report – May 25, 2018.....</i></b>	<b><i>12</i></b>
<i>Portfolio Summary.....</i>	<i>13</i>
<i>Portfolio Details.....</i>	<i>14</i>
<i>Aging Report.....</i>	<i>17</i>
<i>Notes to Portfolio Management Report .....</i>	<i>18</i>
 <i>Glossary.....</i>	<i>19</i>



***Orange County Fire Authority***

***Final Investment Report***

***April 30, 2018***



## **EXECUTIVE SUMMARY**

### ***Portfolio Activity & Earnings***

During the month of April 2018, the size of the portfolio increased significantly by \$54.2 million to \$207.9 million. Significant receipts for the month included the sixth apportionment of secured property taxes in the amount of \$68.1 million. Significant receipts also included cash contract payments, intergovernmental contract and grant payments and other charges for current services totaling \$11.2 million. Significant disbursements for the month included primarily two biweekly payrolls which were approximately \$10.9 million each with related benefits and a Board approved payment of \$2.3 million to OCERS for the OCFA Retiree Medical Trust. Total April cash outflows amounted to approximately \$27.7 million. The portfolio's balance is expected to decrease in May as there are no major receipts scheduled for the month.

In April, the portfolio's yield to maturity (365-day equivalent) increased further by 18 basis points to 1.65%. The effective rate of return, rose by 17 basis points to 1.59% for the month and increased by 5 basis points to 1.24% for the fiscal year to date. The average maturity of the portfolio lengthened by 8 days to 96 days to maturity.

### ***Economic News***

The U.S. economy continued to grow moderately in April 2018. Employment conditions remained solid. There were a total of 164,000 new jobs created in April, a slightly weaker number than expected. However, the March employment number was revised higher and the unemployment rate declined to 3.9% in April from an already low rate of 4.1%, where it had stayed for the previous six months. Consumer confidence remained high, and retail sales continued to grow. Manufacturing and non-manufacturing activity pulled back slightly further but continued expanding. The CPI (Consumer Price Index) increased as expected due to higher food, gasoline and rent prices. Durable goods orders reversed and declined in April, but industrial production continued to increase for the month. New home sales and existing home sales slowed in April, although overall demand remained strong. On May 2, 2018, the Federal Market Committee met at its scheduled meeting and voted to keep the federal funds rate unchanged at a target range of 1.5% - 1.75%. Current expectations call for a possible rate increase at the Committee's upcoming scheduled meeting in June 2018.



**BENCHMARK COMPARISON AS OF APRIL 30, 2018**

3 Month T-Bill: 1.79%

1 Year T-Bill: 2.15%

6 Month T-Bill: 1.98%

LAIF: 1.66%

OCFA Portfolio: 1.59%

**PORTFOLIO SIZE, YIELD, & DURATION**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Prior Year</u>
Book Value-	\$207,870,213	\$153,662,453	\$201,330,433
Yield to Maturity (365 day)	1.65%	1.47%	0.96%
Effective Rate of Return	1.59%	1.42%	0.91%
Days to Maturity	96	88	144





# **ORANGE COUNTY FIRE AUTHORITY** **Portfolio Management** **Portfolio Summary** **April 30, 2018**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

(See Note 1 on page 9)

(See Note 2 on page 9)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	10,424,367.50	10,424,367.50	10,424,367.50	5.06	1	1	1.164	1.180
Federal Agency Coupon Securities	26,000,000.00	25,714,240.00	26,000,000.00	12.62	962	375	1.283	1.301
Federal Agency Disc. -Amortizing	32,000,000.00	31,908,990.00	31,913,806.67	15.49	122	56	1.632	1.654
Treasury Coupon Securities	26,000,000.00	25,895,990.00	25,904,834.95	12.57	171	146	1.863	1.889
Treasury Discounts -Amortizing	47,000,000.00	46,766,570.00	46,770,826.77	22.70	132	95	1.757	1.781
Local Agency Investment Funds	65,000,000.00	64,839,970.07	65,000,000.00	31.55	1	1	1.638	1.661
<b>Investments</b>	<b>206,424,367.50</b>	<b>205,550,127.57</b>	<b>206,013,835.89</b>	<b>100.00%</b>	<b>192</b>	<b>96</b>	<b>1.624</b>	<b>1.646</b>
<b>Cash and Accrued Interest</b>								
Passbook/Checking (not included in yield calculations)	1,993,688.61	1,993,688.61	1,993,688.61		1	1	0.000	0.000
Accrued Interest at Purchase		68,691.87	68,691.87					
Subtotal		2,062,380.48	2,062,380.48					
<b>Total Cash and Investments</b>	<b>208,418,056.11</b>	<b>207,612,508.05</b>	<b>208,076,216.37</b>		<b>192</b>	<b>96</b>	<b>1.624</b>	<b>1.646</b>

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	222,304.49	1,586,184.58
<b>Average Daily Balance</b>	<b>170,287,994.01</b>	<b>154,166,556.15</b>
<b>Effective Rate of Return</b>	<b>1.59%</b>	<b>1.24%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2018. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubik, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)

\$ 208,076,216.37

GASB 31 Adjustment to Books (See Note 3 on page 9)

\$ (206,003.82)

Total

\$ 207,870,212.55

# ORANGE COUNTY FIRE AUTHORITY

## Portfolio Management

### Portfolio Details - Investments

April 30, 2018

(See Note 1 on page 9)

(See Note 2 on page 9)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	Federated Treasury Obligations			10,424,367.50	10,424,367.50	10,424,367.50	1.180	1.180	1	
<b>Subtotal and Average</b>			<b>9,554,212.07</b>		<b>10,424,367.50</b>	<b>10,424,367.50</b>	<b>10,424,367.50</b>		<b>1.180</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>											
3133EFJP3	869	Federal Farm Credit Bank (Callable Anytime)		10/15/2015	10,000,000.00	9,957,900.00	10,000,000.00	1.100	1.054	167	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,868,120.00	7,000,000.00	1.180	1.375	457	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,888,220.00	9,000,000.00	1.625	1.518	542	10/25/2019
<b>Subtotal and Average</b>			<b>26,000,000.00</b>		<b>26,000,000.00</b>	<b>25,714,240.00</b>	<b>26,000,000.00</b>		<b>1.301</b>	<b>375</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313385WY8	933	Fed Home Loan Bank		01/11/2018	9,000,000.00	8,992,800.00	8,993,965.00	1.420	1.467	17	05/18/2018
313385XN1	934	Fed Home Loan Bank		01/11/2018	9,000,000.00	8,986,590.00	8,988,917.50	1.430	1.478	31	06/01/2018
313385ZW9	939	Fed Home Loan Bank		04/19/2018	9,000,000.00	8,959,950.00	8,960,632.50	1.810	1.870	87	07/27/2018
313385D29	945	Fed Home Loan Bank		04/26/2018	5,000,000.00	4,969,650.00	4,970,291.67	1.860	1.924	115	08/24/2018
<b>Subtotal and Average</b>			<b>23,883,993.75</b>		<b>32,000,000.00</b>	<b>31,908,990.00</b>	<b>31,913,806.67</b>		<b>1.654</b>	<b>56</b>	
<b>Treasury Coupon Securities</b>											
912828XF2	935	Treasury Note		03/08/2018	8,000,000.00	7,994,000.00	7,994,545.45	1.125	1.675	45	06/15/2018
912828T83	943	Treasury Note		04/19/2018	9,000,000.00	8,941,680.00	8,946,328.41	0.750	1.960	183	10/31/2018
912828M64	944	Treasury Note		04/19/2018	9,000,000.00	8,960,310.00	8,963,961.09	1.250	2.010	198	11/15/2018
<b>Subtotal and Average</b>			<b>15,155,858.01</b>		<b>26,000,000.00</b>	<b>25,895,990.00</b>	<b>25,904,834.95</b>		<b>1.889</b>	<b>146</b>	
<b>Treasury Discounts -Amortizing</b>											
912796PC7	932	US Treasury Bill		01/04/2018	6,000,000.00	5,999,460.00	5,999,540.00	1.380	1.406	2	05/03/2018
912796PM5	936	US Treasury Bill		03/08/2018	8,000,000.00	7,978,160.00	7,978,488.44	1.669	1.701	58	06/28/2018
912796PL7	937	US Treasury Bill		03/15/2018	3,000,000.00	2,993,970.00	2,993,785.00	1.695	1.726	44	06/14/2018
912796PM5	938	US Treasury Bill		03/15/2018	3,000,000.00	2,991,810.00	2,991,855.83	1.685	1.717	58	06/28/2018
912796PU7	940	US Treasury Bill		04/19/2018	9,000,000.00	8,953,920.00	8,955,000.00	1.800	1.835	100	08/09/2018
912796PZ6	941	US Treasury Bill		04/19/2018	9,000,000.00	8,932,320.00	8,933,970.00	1.860	1.901	142	09/20/2018
912796QD4	942	US Treasury Bill		04/19/2018	9,000,000.00	8,916,930.00	8,918,187.50	1.925	1.971	170	10/18/2018
<b>Subtotal and Average</b>			<b>30,670,663.47</b>		<b>47,000,000.00</b>	<b>46,766,570.00</b>	<b>46,770,826.77</b>		<b>1.781</b>	<b>95</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			65,000,000.00	64,839,970.07	65,000,000.00	1.661	1.661	1	
<b>Subtotal and Average</b>			<b>65,023,286.70</b>		<b>65,000,000.00</b>	<b>64,839,970.07</b>	<b>65,000,000.00</b>		<b>1.661</b>	<b>1</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**April 30, 2018**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Total and Average			170,287,994.01		206,424,367.50	205,550,127.57	206,013,835.89		1.646	96

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**April 30, 2018**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2017	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2017	1,973,688.61	1,973,688.61	1,973,688.61		0.000	1
<b>Average Balance</b>			<b>0.00</b>	Accrued Interest at Purchase		68,691.87	68,691.87			1
				Subtotal		2,062,380.48	2,062,380.48			
<b>Total Cash and Investments</b>			<b>170,287,994.01</b>		<b>208,418,056.11</b>	<b>207,612,508.05</b>	<b>208,076,216.37</b>		<b>1.646</b>	<b>96</b>





**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of May 1, 2018**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

					Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	( 05/01/2018 - 05/01/2018 )	4 Maturities	0 Payments	77,418,056.11	37.22%	77,418,056.11	77,258,026.18
Aging Interval:	1 - 30 days	( 05/02/2018 - 05/31/2018 )	2 Maturities	0 Payments	15,000,000.00	7.21%	14,993,505.00	14,992,260.00
Aging Interval:	31 - 60 days	( 06/01/2018 - 06/30/2018 )	5 Maturities	0 Payments	31,000,000.00	14.88%	30,947,592.22	30,944,530.00
Aging Interval:	61 - 91 days	( 07/01/2018 - 07/31/2018 )	1 Maturities	0 Payments	9,000,000.00	4.31%	8,960,632.50	8,959,950.00
Aging Interval:	92 - 121 days	( 08/01/2018 - 08/30/2018 )	2 Maturities	0 Payments	14,000,000.00	6.69%	13,925,291.67	13,923,570.00
Aging Interval:	122 - 152 days	( 08/31/2018 - 09/30/2018 )	1 Maturities	0 Payments	9,000,000.00	4.30%	8,933,970.00	8,932,320.00
Aging Interval:	153 - 183 days	( 10/01/2018 - 10/31/2018 )	3 Maturities	0 Payments	28,000,000.00	13.40%	27,864,515.91	27,816,510.00
Aging Interval:	184 - 274 days	( 11/01/2018 - 01/30/2019 )	1 Maturities	0 Payments	9,000,000.00	4.31%	8,963,961.09	8,960,310.00
Aging Interval:	275 - 365 days	( 01/31/2019 - 05/01/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval:	366 - 1095 days	( 05/02/2019 - 04/30/2021 )	2 Maturities	0 Payments	16,000,000.00	7.69%	16,000,000.00	15,756,340.00
Aging Interval:	1096 days and after	( 05/01/2021 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for			21 Investments	0 Payments		100.00	208,007,524.50	207,543,816.18



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank (formerly Union Bank) Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2017 includes a decrease of (\$68,353) to the LAIF investment and a decrease of (\$137,651) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.



## ***Local Agency Investment Fund (LAIF)***

As of April 30, 2018, OCFA has \$65,000,000 invested in LAIF. The fair value of OCFA's LAIF investment is calculated using a participant fair value factor provided by LAIF on a quarterly basis. The fair value factor as of March 31, 2018 is 0.997538001. When applied to OCFA's LAIF investment, the fair value is \$64,839,970 or (\$160,030) below cost. Although the fair value of the LAIF investment is lower than cost, OCFA can withdraw the actual amount invested at any time.

LAIF is included in the State Treasurer's Pooled Money Investment Account (PMIA) for investment purposes. The PMIA market valuation at April 30, 2018 is included on the following page.





Fair Value Including Accrued Interest	\$	85,975,418,448.34
---------------------------------------	----	-------------------

Page 11



***Orange County Fire Authority***

***Preliminary Investment Report***

***May 25, 2018***



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Summary**  
**May 25, 2018**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, CA 92602  
 (714)573-6301

(See Note 1 on page 18)

(See Note 2 on page 18)

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Money Mkt Mutual Funds/Cash	8,737,952.15	8,737,952.15	8,737,952.15	4.52	1	1	1.164	1.180
Federal Agency Coupon Securities	26,000,000.00	25,737,450.00	26,000,000.00	13.44	962	350	1.283	1.301
Federal Agency Disc. -Amortizing	23,000,000.00	22,947,480.00	22,946,550.00	11.86	120	46	1.704	1.728
Treasury Coupon Securities	26,000,000.00	25,913,940.00	25,919,747.80	13.40	171	121	1.863	1.889
Treasury Discounts -Amortizing	45,000,000.00	44,806,460.00	44,804,311.37	23.17	131	85	1.815	1.840
Local Agency Investment Funds	65,000,000.00	64,839,970.07	65,000,000.00	33.61	1	1	1.638	1.661
<b>Investments</b>	<b>193,737,952.15</b>	<b>192,983,252.22</b>	<b>193,408,561.32</b>	<b>100.00%</b>	<b>197</b>	<b>89</b>	<b>1.648</b>	<b>1.671</b>

**Cash and Accrued Interest**

Passbook/Checking (not included in yield calculations)	525,513.11	525,513.11	525,513.11	1	1	0.000	0.000
Accrued Interest at Purchase		20,521.98	20,521.98				
Subtotal		546,035.09	546,035.09				
<b>Total Cash and Investments</b>	<b>194,263,465.26</b>	<b>193,529,287.31</b>	<b>193,954,596.41</b>	<b>197</b>	<b>89</b>	<b>1.648</b>	<b>1.671</b>

Total Earnings	May 25 Month Ending	Fiscal Year To Date
Current Year	223,401.28	1,809,585.86
<b>Average Daily Balance</b>	<b>198,371,323.47</b>	<b>157,525,581.02</b>
<b>Effective Rate of Return</b>	<b>1.64%</b>	<b>1.27%</b>

"I certify that this investment report accurately reflects all pooled investments and is in compliance with the investment policy adopted by the Board of Directors to be effective on January 1, 2018. A copy of this policy is available from the Clerk of the Authority. Sufficient investment liquidity and anticipated revenues are available to meet budgeted expenditure requirements for the next thirty days and the next six months."

Patricia Jakubiak, Treasurer

**Cash and Investments with GASB 31 Adjustment:**

Book Value of Cash & Investments before GASB 31 (Above)

\$ 193,954,596.41

GASB 31 Adjustment to Books (See Note 3 on page 18)

\$ (206,003.82)

Total

\$ 193,748,592.59



# ORANGE COUNTY FIRE AUTHORITY

## Portfolio Management

### Portfolio Details - Investments

May 25, 2018

(See Note 1 on page 18) (See Note 2 on page 18)

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity	Maturity Date
<b>Money Mkt Mutual Funds/Cash</b>											
SYS528	528	Federated Treasury Obligations			8,737,952.15	8,737,952.15	8,737,952.15	1.180	1.180	1	
<b>Subtotal and Average</b>			<b>10,810,486.81</b>		<b>8,737,952.15</b>	<b>8,737,952.15</b>	<b>8,737,952.15</b>		<b>1.180</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>											
3133EFJP3	869	Federal Farm Credit Bank (Callable Anytime)		10/15/2015	10,000,000.00	9,961,400.00	10,000,000.00	1.100	1.054	142	10/15/2018
3133EGPD1	921	Federal Farm Credit Bank (Callable Anytime)		04/20/2017	7,000,000.00	6,878,200.00	7,000,000.00	1.180	1.375	432	08/01/2019
3134GBHT2	922	Fed Home Loan Mtg Corp		04/25/2017	9,000,000.00	8,897,850.00	9,000,000.00	1.625	1.518	517	10/25/2019
<b>Subtotal and Average</b>			<b>26,000,000.00</b>		<b>26,000,000.00</b>	<b>25,737,450.00</b>	<b>26,000,000.00</b>		<b>1.301</b>	<b>350</b>	
<b>Federal Agency Disc. -Amortizing</b>											
313385XN1	934	Fed Home Loan Bank		01/11/2018	9,000,000.00	8,998,650.00	8,997,855.00	1.430	1.478	6	06/01/2018
313385ZW9	939	Fed Home Loan Bank		04/19/2018	9,000,000.00	8,972,280.00	8,971,945.00	1.810	1.870	62	07/27/2018
313385D29	945	Fed Home Loan Bank		04/26/2018	5,000,000.00	4,976,550.00	4,976,750.00	1.860	1.924	90	08/24/2018
<b>Subtotal and Average</b>			<b>29,051,798.80</b>		<b>23,000,000.00</b>	<b>22,947,480.00</b>	<b>22,946,550.00</b>		<b>1.728</b>	<b>46</b>	
<b>Treasury Coupon Securities</b>											
912828XF2	935	Treasury Note		03/08/2018	8,000,000.00	7,998,000.00	7,997,575.76	1.125	1.675	20	06/15/2018
912828T83	943	Treasury Note		04/19/2018	9,000,000.00	8,950,770.00	8,953,660.59	0.750	1.960	158	10/31/2018
912828M64	944	Treasury Note		04/19/2018	9,000,000.00	8,965,170.00	8,968,511.45	1.250	2.010	173	11/15/2018
<b>Subtotal and Average</b>			<b>25,912,589.63</b>		<b>26,000,000.00</b>	<b>25,913,940.00</b>	<b>25,919,747.80</b>		<b>1.889</b>	<b>121</b>	
<b>Treasury Discounts -Amortizing</b>											
912796PM5	936	US Treasury Bill		03/08/2018	8,000,000.00	7,988,720.00	7,987,760.67	1.669	1.701	33	06/28/2018
912796PL7	937	US Treasury Bill		03/15/2018	3,000,000.00	2,997,900.00	2,997,316.25	1.695	1.726	19	06/14/2018
912796PM5	938	US Treasury Bill		03/15/2018	3,000,000.00	2,995,770.00	2,995,386.25	1.685	1.717	33	06/28/2018
912796PU7	940	US Treasury Bill		04/19/2018	9,000,000.00	8,966,700.00	8,966,250.00	1.800	1.835	75	08/09/2018
912796PZ6	941	US Treasury Bill		04/19/2018	9,000,000.00	8,945,280.00	8,945,595.00	1.860	1.901	117	09/20/2018
912796QD4	942	US Treasury Bill		04/19/2018	9,000,000.00	8,929,890.00	8,930,218.75	1.925	1.971	145	10/18/2018
912796PV5	946	US Treasury Bill		05/24/2018	4,000,000.00	3,982,200.00	3,981,804.45		1.874	89	08/23/2018
<b>Subtotal and Average</b>			<b>41,596,448.23</b>		<b>45,000,000.00</b>	<b>44,806,460.00</b>	<b>44,804,311.37</b>		<b>1.840</b>	<b>85</b>	
<b>Local Agency Investment Funds</b>											
SYS336	336	Local Agency Invstmt Fund			65,000,000.00	64,839,970.07	65,000,000.00	1.661	1.661	1	
<b>Subtotal and Average</b>			<b>65,000,000.00</b>		<b>65,000,000.00</b>	<b>64,839,970.07</b>	<b>65,000,000.00</b>		<b>1.661</b>	<b>1</b>	

**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**May 25, 2018**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
Total and Average			198,371,323.47		193,737,952.15	192,983,252.22	193,408,561.32		1.671	89



**ORANGE COUNTY FIRE AUTHORITY**  
**Portfolio Management**  
**Portfolio Details - Cash**  
**May 25, 2018**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 365	Days to Maturity
<b>Money Mkt Mutual Funds/Cash</b>										
SYS10033	10033	Revolving Fund		07/01/2017	20,000.00	20,000.00	20,000.00		0.000	1
SYS4	4	Union Bank		07/01/2017	505,513.11	505,513.11	505,513.11		0.000	1
<b>Average Balance</b>			<b>0.00</b>	Accrued Interest at Purchase		20,521.98	20,521.98			1
				Subtotal		546,035.09	546,035.09			
<b>Total Cash and Investments</b>			<b>198,371,323.47</b>		<b>194,263,465.26</b>	<b>193,529,287.31</b>	<b>193,954,596.41</b>		<b>1.671</b>	<b>89</b>



**ORANGE COUNTY FIRE AUTHORITY**  
**Aging Report**  
**By Maturity Date**  
**As of May 26, 2018**

Orange County Fire Authority  
 1 Fire Authority Road  
 Irvine, Irvine, CA 92602  
 (714)573-6301

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval: 0 days	( 05/26/2018 - 05/26/2018 )	4 Maturities	0 Payments	74,263,465.26	38.29%	74,263,465.26	74,103,435.33
Aging Interval: 1 - 30 days	( 05/27/2018 - 06/25/2018 )	3 Maturities	0 Payments	20,000,000.00	10.31%	19,992,747.01	19,994,550.00
Aging Interval: 31 - 60 days	( 06/26/2018 - 07/25/2018 )	2 Maturities	0 Payments	11,000,000.00	5.66%	10,983,126.92	10,984,490.00
Aging Interval: 61 - 91 days	( 07/26/2018 - 08/25/2018 )	4 Maturities	0 Payments	27,000,000.00	13.87%	26,896,749.45	26,897,730.00
Aging Interval: 92 - 121 days	( 08/26/2018 - 09/24/2018 )	1 Maturities	0 Payments	9,000,000.00	4.61%	8,945,595.00	8,945,280.00
Aging Interval: 122 - 152 days	( 09/25/2018 - 10/25/2018 )	2 Maturities	0 Payments	19,000,000.00	9.76%	18,930,218.75	18,891,290.00
Aging Interval: 153 - 183 days	( 10/26/2018 - 11/25/2018 )	2 Maturities	0 Payments	18,000,000.00	9.24%	17,922,172.04	17,915,940.00
Aging Interval: 184 - 274 days	( 11/26/2018 - 02/24/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 275 - 365 days	( 02/25/2019 - 05/26/2019 )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Aging Interval: 366 - 1095 days	( 05/27/2019 - 05/25/2021 )	2 Maturities	0 Payments	16,000,000.00	8.25%	16,000,000.00	15,776,050.00
Aging Interval: 1096 days and after	( 05/26/2021 - )	0 Maturities	0 Payments	0.00	0.00%	0.00	0.00
Total for		20 Investments	0 Payments		100.00	193,934,074.43	193,508,765.33



**NOTES TO PORTFOLIO MANAGEMENT REPORT**

- Note 1: Market value of the LAIF investment is calculated using a fair value factor provided by LAIF. The MUFG Union Bank Trust Department provides market values of the remaining investments.
- Note 2: Book value reflects the cost or amortized cost before the GASB 31 accounting adjustment.
- Note 3: GASB 31 requires governmental entities to report investments at fair value in the financial statements and to reflect the corresponding unrealized gains/ (losses) as a component of investment income. The GASB 31 adjustment is recorded only at fiscal year end. The adjustment for June 30, 2017 includes a decrease of (\$68,353) to the LAIF investment and a decrease of (\$137,651) to the remaining investments.
- Note 4: The Federated Treasury Obligations money market mutual fund functions as the Authority's sweep account. Funds are transferred to and from the sweep account to/from OCFA's checking account in order to maintain a target balance of \$1,000,000 in checking. Since this transfer occurs at the beginning of each banking day, the checking account sometimes reflects a negative balance at the close of the banking day. The negative closing balance is not considered an overdraft since funds are available in the money market mutual fund. The purpose of the sweep arrangement is to provide sufficient liquidity to cover outstanding checks, yet allow that liquidity to be invested while payment of the outstanding checks is pending.

## GLOSSARY

### INVESTMENT TERMS

**Basis Point.** Measure used in quoting yields on bonds and notes. One basis point is .01% of yield.

**Book Value.** This value may be the original cost of acquisition of the security, or original cost adjusted by the amortization of a premium or accretion of a discount. The book value may differ significantly from the security's current value in the market.

**Commercial Paper.** Unsecured short-term promissory notes issued by corporations, with maturities ranging from 2 to 270 days; may be sold on a discount basis or may bear interest.

**Coupon Rate.** Interest rate, expressed as a percentage of par or face value, that issuer promises to pay over lifetime of debt security.

**Discount.** The amount by which a bond sells under its par (face) value.

**Discount Securities.** Securities that do not pay periodic interest. Investors earn the difference between the discount issue price and the full face value paid at maturity. Treasury bills, bankers' acceptances and most commercial paper are issued at a discount.

**Effective Rate of Return.** Rate of return on a security, based on its purchase price, coupon rate, maturity date, and the period between interest payments.

**Federal Agency Securities.** Securities issued by agencies such as the Federal National Mortgage Association and the Federal Farm Credit Bank. Though not general obligations of the US Treasury, such securities are sponsored by the government and therefore have high credit ratings. Some are issued on a discount basis and some are issued with coupons.

**Federal Funds.** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed Funds are considered to be immediately available funds.

**Fed Funds Rate.** The interest rate charged by one institution lending federal funds to another.

**Federal Open Market Committee.** The branch of the Federal Reserve Board that determines the direction of monetary policy.

**Local Agency Investment Fund (LAIF).** A California State Treasury fund which local agencies may use to deposit funds for investment and for reinvestment with a maximum of \$50 million for any agency (*excluding bond funds, which have no maximum*). It offers high liquidity because



deposits can be converted to cash in 24 hours and no interest is lost. Interest is paid quarterly and the State's administrative fee cannot exceed 1/4 of a percent of the earnings.

**Market value.** The price at which the security is trading and could presumably be purchased or sold.

**Maturity Date.** The specified day on which the issuer of a debt security is obligated to repay the principal amount or face value of security.

**Money Market Mutual Fund.** Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repurchase agreements and federal funds).

**Par.** Face value or principal value of a bond typically \$1,000 per bond.

**Rate of Return.** The amount of income received from an investment, expressed as a percentage. A *market rate of return* is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.

**Treasury Bills.** Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes.** Intermediate U.S. government debt securities with maturities of one to 10 years.

**Treasury bonds.** Long-term U.S. government debt securities with maturities of 10 years or longer.

**Yield.** Rate of return on a bond.

**Yield-to-maturity.** Rate of return on a bond taking into account the total annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.

### ECONOMIC TERMS

**Conference Board Consumer Confidence Index** A survey that measures how optimistic or pessimistic consumers are with respect to the economy in the near future.

**Consumer Price Index (CPI).** A measure that examines the weighted average of prices of a basket of consumer goods and services, such as transportation, food and medical care. Changes in CPI are used to assess price changes associated with the cost of living.

**Durable Goods Orders.** An economic indicator released monthly that reflects new orders placed with domestic manufacturers for delivery of factory durable goods such as autos and appliances in the near term or future.

**Gross Domestic Product.** The monetary value of all the finished goods and services produced within a country's borders in a specific time period. It includes all of private and public consumption, government outlays, investments and exports less imports that occur within a defined territory.

**Industrial Production.** An economic indicator that is released monthly by the Federal Reserve Board. The indicator measures the amount of output from the manufacturing, mining, electric and gas industries.

**ISM Institute for Supply Management (ISM) Manufacturing Index.** A monthly index that monitors employment, production inventories, new orders and supplier deliveries.

**ISM Non-manufacturing Index.** An index based on surveys of non-manufacturing firms' purchasing and supply executives. It tracks economic data for the service sector.

**Leading Economic Index.** A monthly index used to predict the direction of the economy's movements in the months to come. The index is made up of 10 economic components, whose changes tend to precede changes in the overall economy.

**National Federation of Independent Business Small Business Optimism Index.** An index based on surveys of small business owners' plans and expectations regarding employment, capital, inventories, economic improvement, credit conditions, expansion, and earnings trends in the near term or future.

**Producer Price Index.** An index that measures the average change over time in the selling prices received by domestic producers for their output.

**University of Michigan Consumer Sentiment Index.** An index that measures the overall health of the economy as determined by consumer opinion. It takes into account an individual's feelings toward his or her own current financial health, the health of the economy in the short term and the prospects for longer term economic growth.



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3B**  
**Consent Calendar**

**Santa Ana Fire Museum Amendment One to  
License Agreement**

---

**Contact(s) for Further Information**

Mark Sanchez, Assistant Chief  
Operations Department

[marksanchez@ocfa.org](mailto:marksanchez@ocfa.org)

714.573.6014

Randy Black, Division Chief  
Division 6

[randyblack@ocfa.org](mailto:randyblack@ocfa.org)

714.567.3234

**Summary**

This agenda item is submitted to approve and authorize the Fire Chief to execute Amendment One to License Agreement with the Santa Ana Historical Preservation Society (SAHPS) to extend its License Agreement to continue maintenance and operation of the Santa Ana Fire Museum at OCFA Fire Station 75 (Santa Ana) for an additional ten years.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve and authorize the Fire Chief to execute Amendment One to License Agreement with the Santa Ana Historical Preservation Society to extend its License Agreement to continue maintenance and operation of the Santa Ana Fire Museum at OCFA Fire Station 75 (Santa Ana), for an additional ten years.

**Impact to Cities/County**

Use of Fire Station 75 for museum purposes was implemented by the City of Santa Ana prior to joining the OCFA in April 2012.

**Fiscal Impact**

Not Applicable.

**Background**

Since August of 2013, the Santa Ana Historical Preservation Society (SAHPS) has operated the Santa Ana Fire Museum through a license agreement with the OCFA. The proposed Amendment to the License proposes to extend the period of the Museum's use for an additional ten years; however, the License would remain subject to termination by the OCFA at any time, with or without cause, with a 30-day notice to the SAHPS.

Located at OCFA Fire Station 75, and originally created by local firefighters over two decades ago, the fire museum has become a valuable resource used to educate the community about the long and proud history of the fire service in Orange County. Trained docents provide several tours at each open house, held six times a year. Visitors are enthusiastic about the variety of the displays and how innovative many of the pieces of vintage equipment were for their time.

The museum displays four floors of fire memorabilia, including uniforms, vintage equipment, and murals that depict key events in the Santa Ana Fire Department's history. The collection also includes a restored 1921 Seagrave fire pump engine that sits alongside the modern OCFA fire trucks used today. The 1921 Seagrave was the first motorized pumper in the Santa Ana Fire Department.

***Recommendation***

Staff recommends approving and authorizing the Fire Chief to execute Amendment One to License Agreement with the Santa Ana Historical Preservation Society to renew the existing agreement for an additional ten years.

***Attachment(s)***

1. Original License Agreement dated April 25, 2013 (On file in the Office of the Clerk)
2. Proposed Amendment One to License Agreement



**ORANGE COUNTY FIRE AUTHORITY****LICENSE AGREEMENT**

1. This License Agreement is entered into on April 25, 2013 by and between SANTA ANA HISTORICAL PRESERVATION SOCIETY (SAHPS), hereafter referred to as "Licensee", and ORANGE COUNTY FIRE AUTHORITY, hereafter referred to as "Licensor". This Agreement is entered into for the purpose of continued maintenance and operation of the Fire Museum, formerly known as the Santa Ana Fire Department Museum, which shall now be known as the Santa Ana Fire Museum operating under the auspices of the Santa Ana Historical Preservation Society.

2. The City of Santa Ana is the owner and Licensor is the lease holder of certain real property situated in the City of Santa Ana in the County of Orange, California (hereafter referred to as "the Property"), and more particularly described as follows and depicted in Attachment 1: OCFA Fire Station #75 located at 120 W. Walnut Street, Santa Ana, CA, 92701. Licensor has no leasehold or ownership interest in the personal property of Licensee (including but not limited to the 1921 Seagrave fire engine and the 1944 fire truck) located on the premises. A complete inventory of said personal property is attached hereto as Attachment 2.

3. Licensor grants to Licensee a license (hereafter referred to as "the License") to perform the following acts on the Property:

- Licensee shall have exclusive use of basement storage space.
- Licensee shall have exclusive use of two first floor offices and the fourth apparatus bay in the apparatus room.
- Licensee shall have exclusive use of the south mezzanine office and storage space.
- Licensee may conduct tours throughout the Fire Station during the hours of 8:00 AM and 5:00 PM upon obtaining prior approval from OCFA Corporate Communications. Licensee shall endeavor to establish a set tour schedule to be agreed upon and approved by OCFA Corporate Communications ("Master

Schedule"). Any tours that are not included on the Master Schedule may not occur without reasonable prior approval of OCFA Corporate Communications.

- Licensee may use the common areas of the Property as reasonably necessary to gain access to the exclusive use areas and to conduct tours.
- Licensees may use the common areas of the Property and the exclusive use areas as provided for in this Agreement outside of the hours of 8:00 AM and 5:00 PM for purposes related to the administration of the Fire Museum. In no case, however, shall Licensee enter or remain on the Property between the hours of 10:00 PM and 6:00 AM.

4. This License is personal to the Licensee and shall not be assigned. Any attempt to assign the License, shall automatically terminate it. No legal title or leasehold interest in the Property is created or vested in Licensee by the grant of this License.

5. This License shall be in effect beginning May 1, 2013  
\_\_\_\_\_ and terminating on: April 30, 2018.

6. If this License expires on the date specified in paragraph 5 without being replaced by a new License, the Licensee may continue to perform the acts specified in paragraph 3 for a period not to exceed six (6) months as a hold-over of the current provisions. Unless both parties have executed a replacement License Agreement on or before the termination date of this License as specified in paragraph 5 of this Agreement or the hold-over of this License as provided above, Licensee shall remove all of Licensee's personal property from the Property and shall surrender possession of the Property to Licensor in the good order and repair to the satisfaction of Licensor, normal wear and tear excepted.

7. Licensor may terminate this License for any reason, with or without cause, upon giving Licensee thirty (30) days written notice, except that where termination is due to the breach of Licensee, the period of notice shall be such shorter time as may be determined by Licensor.

8. The parties to this Agreement acknowledge that certain items are the personal property of individuals and are currently on loan to the Fire Museum. No items

may be removed or sold without the express permission of the owner/guardian of the item on loan. If items on loan are to be removed, all reasonable attempts will be made to locate the owner or guardian to return that item to them.

9. Licensee shall indemnify and save harmless Licensor, and its officers, agents and employees from any and all losses, liability, damages, claims, suits, actions and administrative proceedings, and demands relating to acts or omissions of the Licensee, its officers, agents or employees arising out of or incidental to the performance of any of the provisions of this Agreement. Licensor does not assume liability for the acts or omissions of persons other than its own officers, agents or employees. In the event judgment is entered against both parties because of joint or concurrent negligence of both parties, or their officers, agents or employees, arising out of the performance of this Agreement, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction and neither party shall be entitled to a jury apportionment.

10. During the term of this License, the Licensee shall maintain liability insurance in the amount of \$1,000,000 per occurrence and shall provide Licensor with evidence of such coverage.

11. This Agreement constitutes the entire agreement between Licensor and Licensee relating to the License. Any Prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing, subject to obtaining any prior approvals required by the City of Santa Ana as owner of the Property.

Executed on April 25, 2013.

**LICENSOR**

Keith Richter  
Signature OCFA Fire Chief

Date:

04/15/13

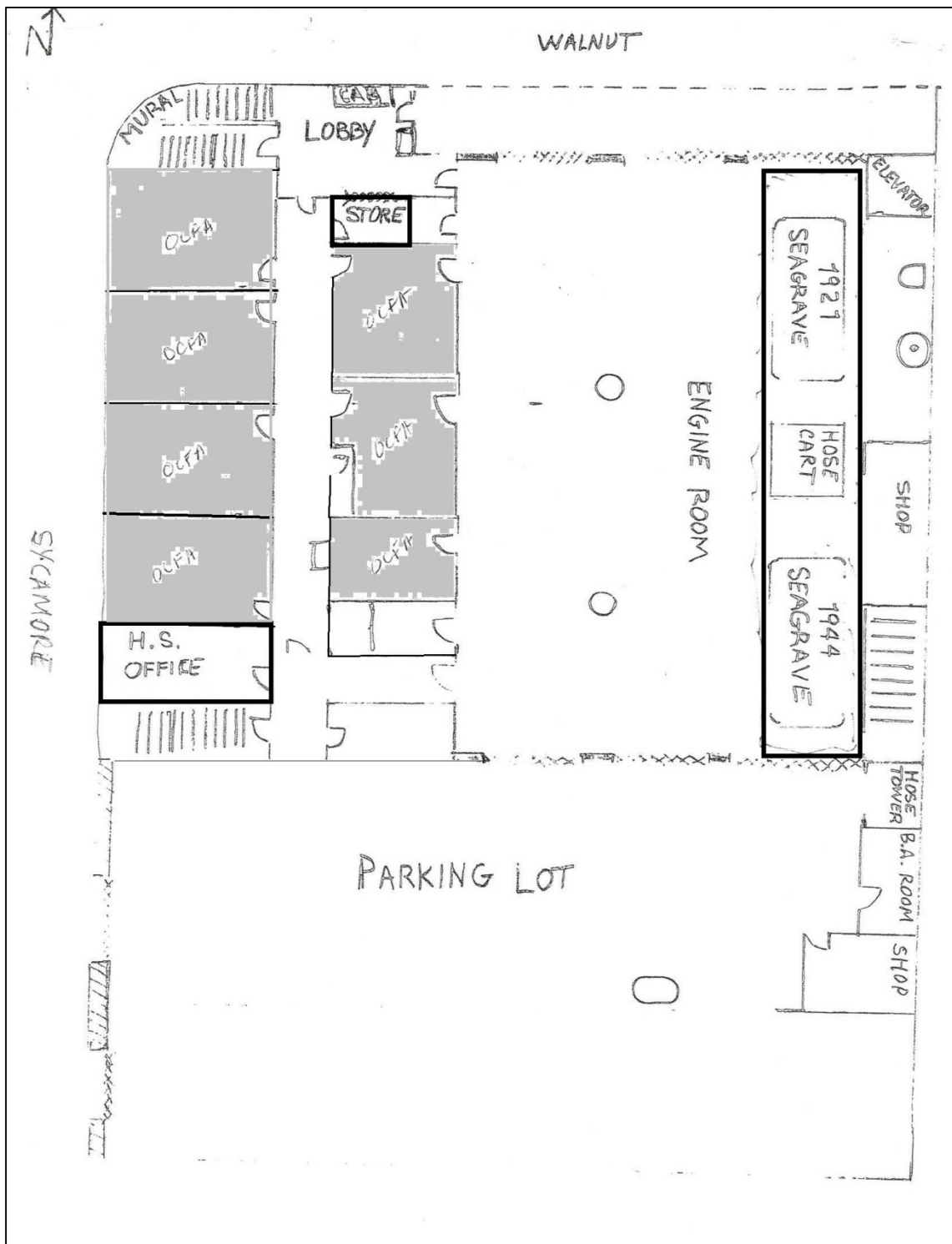
**LICENSEE**

Dee Jay  
Signature President, SAHPS

Date:

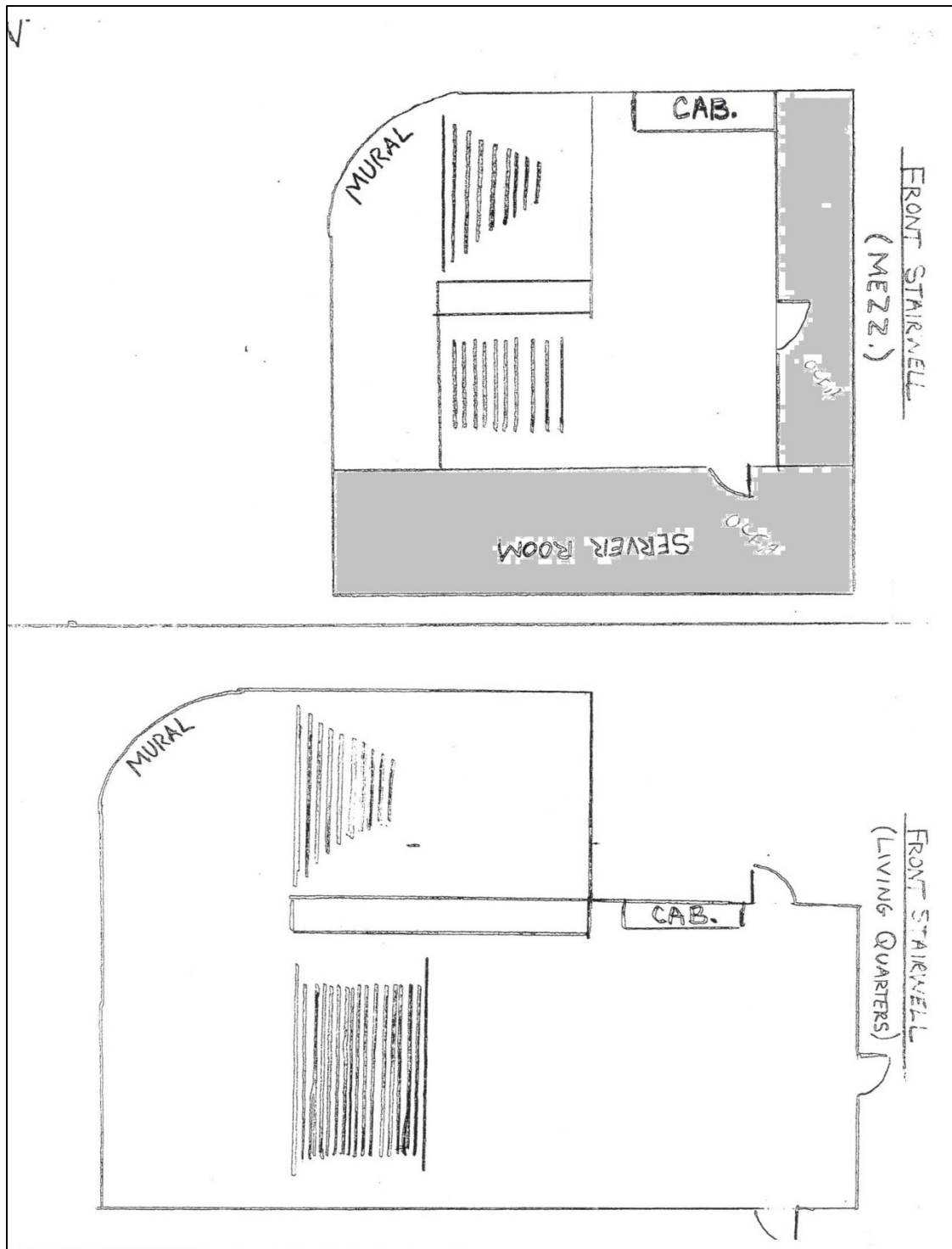
4/25/13

OCFA Fire Station #75 Plot Plan  
Ground Floor



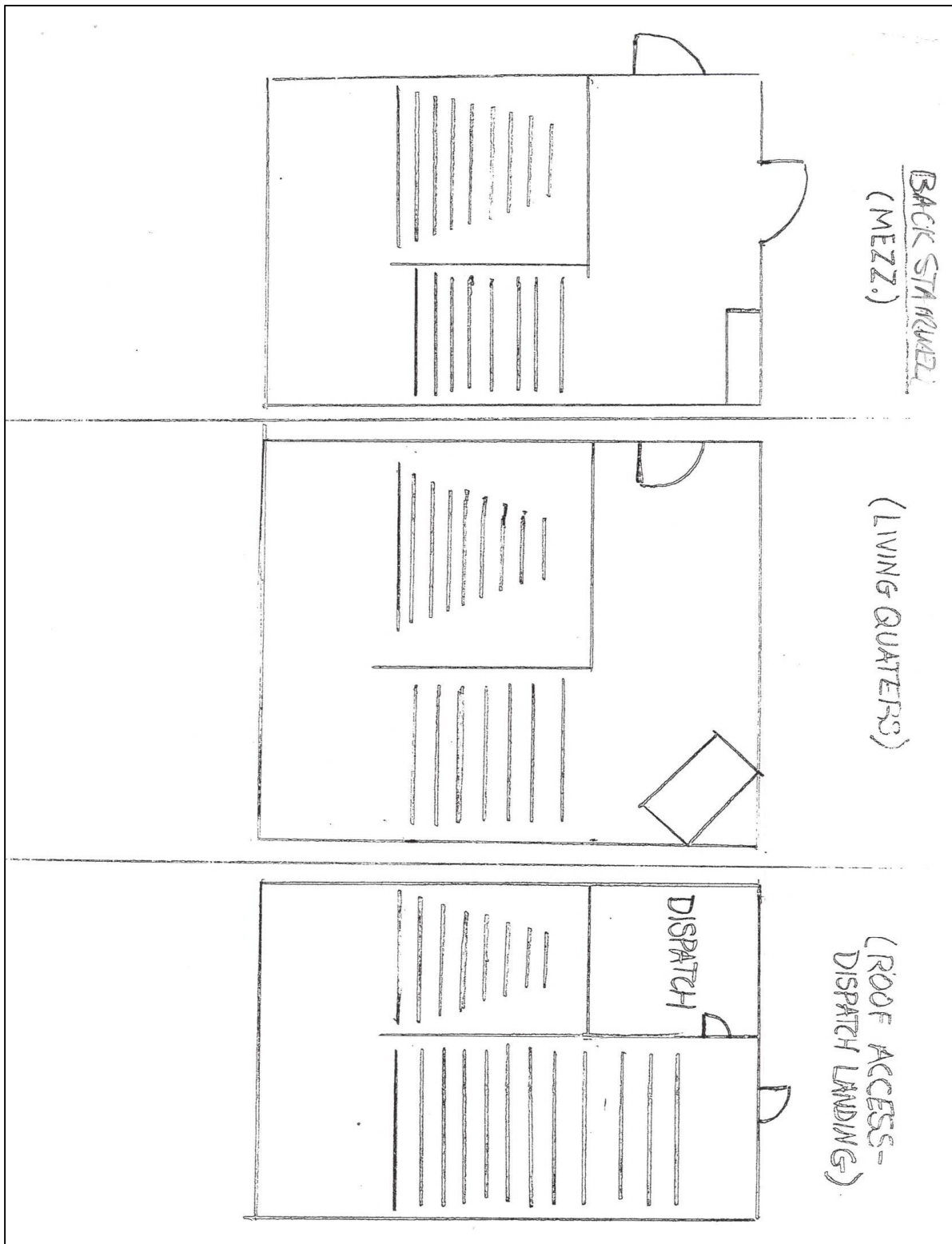
Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA

OCFA Fire Station #75 Plot Plan  
Front Stairwell to Second Floor



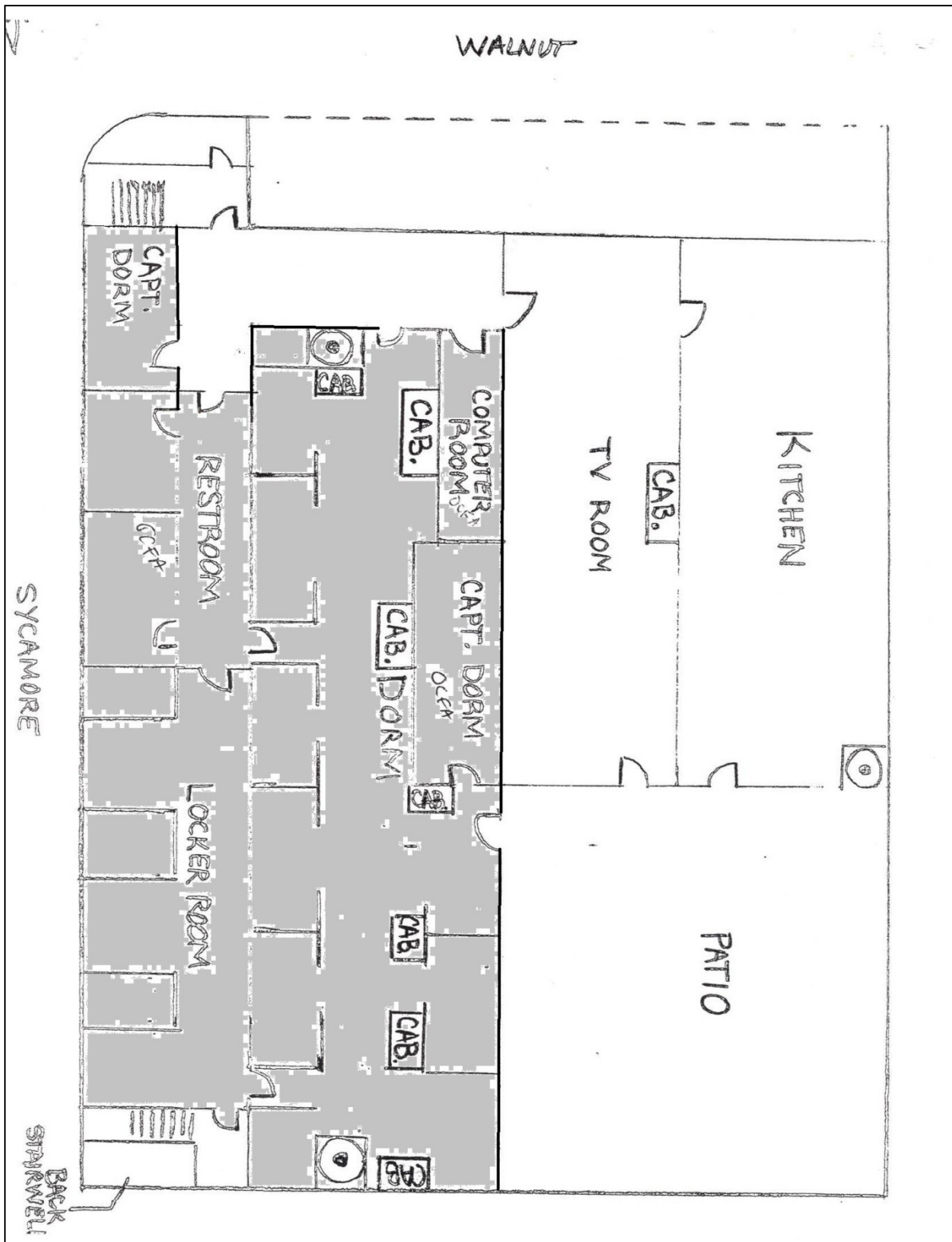
Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA

OCFA Fire Station #75 Plot Plan  
Back Stairwell to Second Floor and Roof Access



Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA

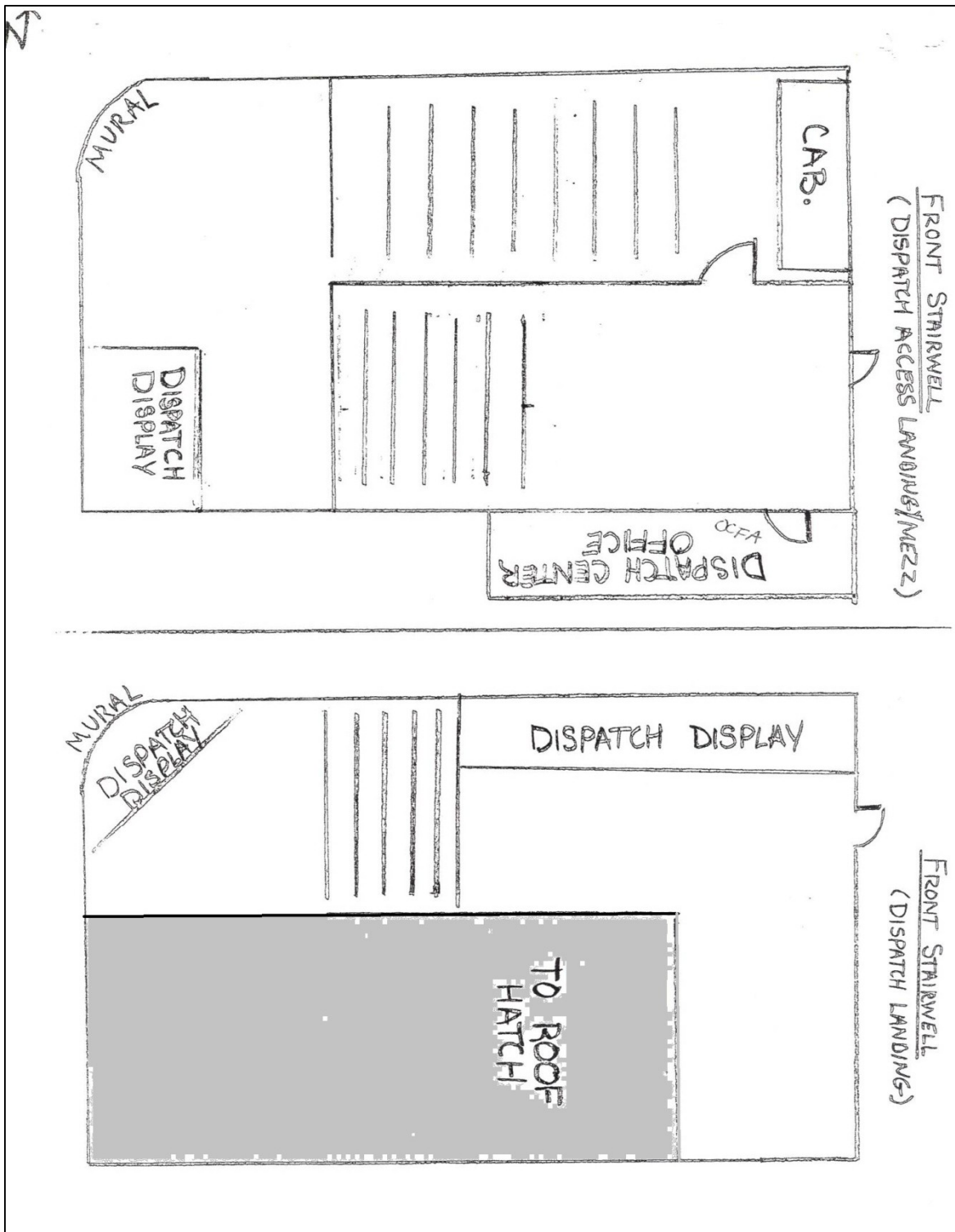
OCFA Fire Station #75 Plot Plan  
Second Floor



Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA



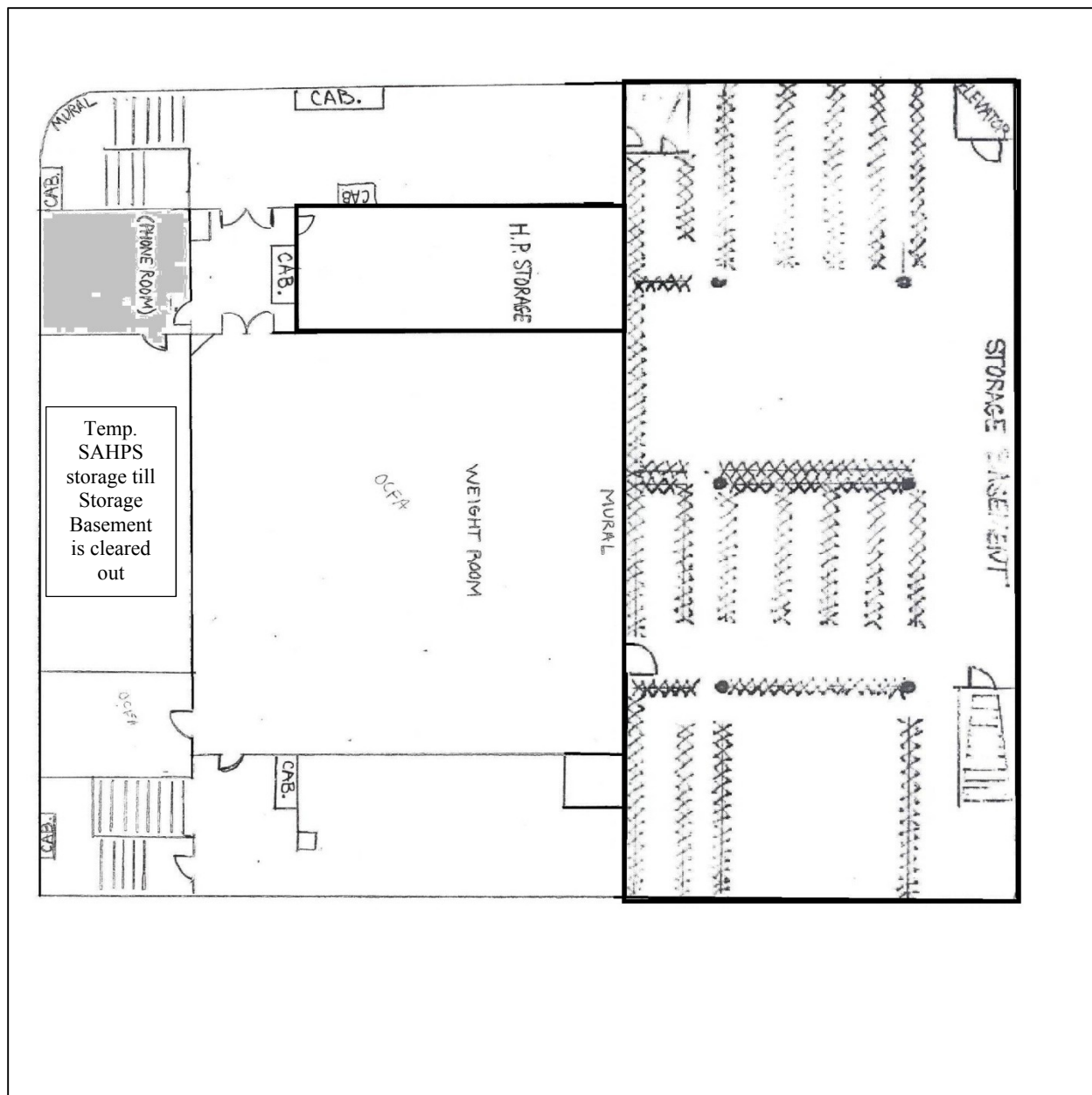
OCFA Fire Station #75 Plot Plan  
Front Stairwell and Roof Access



Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA



OCFA Fire Station #75 Plot Plan  
Basement



Heavy Lines = SAHPS Designated  
Shaded Areas = Restricted to OCFA

**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Lobby	Front Stairwell	All Photos	owned	Donated or purchased by museum
Lobby	Front Stairwell	All Trophies and Plaques	owned	Donated by Fire Administration
Lobby	Front Stairwell	Flag pole/flag	owned	Donated by SAFBA
Lobby	Front Stairwell	Donation box	owned	Donated by Lou Fernandez
Lobby	Front Stairwell	Donation Extinguisher	owned	Donated by Public Education
Lobby	Front Stairwell	Red chairs with SAFD logo (3)	owned	Purchased
Lobby	Front Stairwell	Metal stands with artwork (2)	owned	Purchased
Lobby	Front Stairwell	Fallout Shelter Sign from 1950s	owned	Purchased
Lobby	Front Stairwell	Medium glass cabinet	owned	Donated by City of Santa Ana
Lobby	Front Stairwell	Small Truckers Axes (2) (hanging)	owned	Donated by Maintenance
Lobby	Front Stairwell	Plastic SAFD fire helmets from 1960s and 1970s (4)	owned	Donated by Maintenance
Lobby	Front Stairwell	Rubber Battalion Chief's Helmet	owned	Donated by Maintenance
Lobby	Front Stairwell	Helmet wall hangers (5)	owned	Purchased
Lobby	Front Stairwell	Half body mannequins (2)	owned	Purchased
Lobby	Front Stairwell	SAFD shirt and hat	owned	Donated by Maintenance
Lobby	Front Stairwell	Froth shirt and hat	owned	Purchased
Lobby	Front Stairwell	E-5 (Squirt) Siren with Wood Stand	owned	Siren donated by shop, stand purchased
Lobby	Front Stairwell	Wooden trumpet case	owned	Purchased
Lobby	Front Stairwell	1883 Brass Working Trumpet	loaned	Bowers Museum
Lobby	Front Stairwell	Cast Iron H&L toy	owned	Donated by ?
Lobby	Front Stairwell	CO <sub>2</sub> Extinguisher	owned	Donated by Maintenance
Lobby	Front Stairwell	Chrome dedication plate (Argentina)	owned	Donated by J. Muir
Lobby	Front Stairwell	Brass soda acid (Badger) fire extinguisher	loaned	Loaned by jim Henery
Lobby	Front Stairwell	Chrome soda acid (Badger and General) fire extinguisher (2)	owned	Donated by B. Baker
Lobby	Front Stairwell	Fire art plates (hanging) (5)	owned	Purchased
Lobby	Front Stairwell	2001 SAFD Association Exceptional Award in Cobalt blue glass	owned	Donated by SAFBA
Lobby	Floor Glass Medium Cabinet	Cabinet	owned	Donated by City of Santa Ana
Lobby	Floor Glass Medium Cabinet	Patches, badges, pins, ribbons, books, brass calendar	owned	
Lobby	Floor Glass Medium Cabinet	Fire Chief Badge #1	owned	
Lobby	Floor Glass Medium Cabinet	Division Chief Badge #4	owned	
Lobby	Floor Glass Medium Cabinet	Battalion Chief Badge #15 (City Emblem)	owned	
Lobby	Floor Glass Medium Cabinet	Captain Badge #51	owned	
Lobby	Floor Glass Medium Cabinet	Engineer Badge #139	owned	
Lobby	Floor Glass Medium Cabinet	Firefighter Badge #206	owned	
Lobby	Floor Glass Medium Cabinet	International Association of Engineers Ribbon, 1922	owned	
Lobby	Floor Glass Medium Cabinet	Fire Chief's Association Ribbons - 1927, 1928, 1929	owned	From J. Luxemburger
Lobby	Floor Glass Medium Cabinet	Brass Riveted Hand Pump Pressure Fire Extinguisher	owned	Donated by ?
Lobby	Floor Glass Medium Cabinet	Composite SAFD black helmet	owned	Donated by Maintenance
Lobby	Floor Glass Medium Cabinet	Leather Fire Bucket (1890s)	owned	Purchased
Lobby	Floor Glass Medium Cabinet	SAFD Gamewell Pull Box	owned	Donated by Maintenance
Lobby	Floor Glass Medium Cabinet	US Flag and 911 Certificate	owned	Donated by State of California
Lobby	Floor Glass Medium Cabinet	Rubber advertising axe (insurance company)	owned	Purchased
Lobby	Floor Glass Medium Cabinet	Nozzles, SAFD	owned	Donated by Maintenance
Lobby	Floor Glass Medium Cabinet	Hand crank fire siren	loaned	Loaned by jim Henery
Lobby	Floor Glass Medium Cabinet	Harden Fire Grenade (White)	owned	Purchased
Lobby	Floor Glass Medium Cabinet	Small truckers fire axe	owned	Donated by Maintenance
Lobby	Floor Glass Medium Cabinet	Cooper oil can	owned	
Lobby	Floor Glass Medium Cabinet	Steamer Engine Fire Torch	owned	Purchased
Lobby	Floor Glass Medium Cabinet	Brass Spanner Wrench	owned	Donated by Maintenance
Lobby	Floor Glass Medium Cabinet	Dedication pins	owned	Donated by S. Horner
Lobby	Floor Glass Medium Cabinet	SAFD Explorer Post Uniform Hat and Badge #815	loaned	Loaned by Gary Stenberg
Lobby	Floor Glass Medium Cabinet	Various SAFD patches	owned	
Lobby	Floor Glass Medium Cabinet	Desk Calendar	loaned	Loaned by Lou Fernandez
Lobby	Floor Glass Medium Cabinet	SAFD progress report books (9)	owned	
Lobby	Floor Glass Medium Cabinet	SAFD mini brass badge (Fire Prevention)	owned	Purchased
Lobby	Floor Glass Medium Cabinet	Fire pins (8)	owned	Donated by ?
Lobby	Floor Glass Medium Cabinet	SAFD belt buckle and collar, brass	owned	

**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Lobby	Wall Cabinet	1900s SAFD Parade Uniform	owned	
Lobby	Wall Cabinet	SAFD Engineer Cap (1970s) with hydraulic chart	owned	
Lobby	Wall Cabinet	Essanay Cooper Soda Acid Fire Extinguisher	loaned	Loaned by jim Henery
Lobby	Wall Cabinet	Stop Five Vehicle Fire Extinguisher with metal case and box (1950s)	owned	Purchased
Lobby	Wall Cabinet	Blue Harden Star Fire Grenade	owned	Purchased
Lobby	Wall Cabinet	Whippet Cardboard Fire Extinguisher	loaned	Loaned by jim Henery
Lobby	Wall Cabinet	Instantaneous Tin Fire Extinguisher	owned	Purchased
Lobby	Wall Cabinet	Miracle Tear Drop Wall Fire Grenade	owned	Purchased
Lobby	Wall Cabinet	US Dry Chemical Tin Fire Extinguisher	loaned	Bowers Museum
Lobby	Wall Cabinet	Black Rubber H&L Fire Bucket	owned	Purchased
Lobby	Wall Cabinet	Metal (sand) fire bucket	loaned	Loaned by jim Henery
Lobby	Wall Cabinet	SAFD helmet shields (5)	owned	Donated by Maintenance
Lobby	Wall Cabinet	Helmet shield stands (5)	owned	Purchased
Lobby	Front Stairwell Mezzanine	All Photos on Wall	owned	Donated or purchased by museum
Lobby	Front Stairwell Mezzanine	Mannequin with stand, uniform and hat	owned	Purchased
Lobby	Front Stairwell Mezzanine	Toy fire truck	owned	Donated by Lou Fernandez
Lobby	Front Stairwell Mezzanine	Toy fire engines (2)	owned	Donated by C. Urzua
Lobby	Front Stairwell Mezzanine	Metal Red Bottom Fire Bucket	loaned	Loaned by jim Henery
Lobby	Front Stairwell Mezzanine	Chrome soda acid fire extinguisher (General)	owned	Purchased
Lobby	Front Stairwell Mezzanine	Chrome soda acid fire extinguisher (Quick Aid)	owned	Purchased
Lobby	Front Stairwell Mezzanine	Chrome (Gov.) Hand Pump Fire Extinguisher (Flag)	loaned	Loaned by Lou Fernandez
Lobby	Front Stairwell Mezzanine	Brass soda acide (Quick Aid) fire extinguisher	owned	Purchased
Lobby	Front Stairwell Mezzanine	Large floor cabinet	owned	Purchased
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Glass Cabinet	owned	Purchased
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Plastic Black Fire Helmets with Shields (4)	owned	2 -Donated by Maintenance, 2 - Purchased
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Department Books (By Laws 1917)	owned	
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Games	owned	
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Ribbons - Fire Chiefs Club 1934, 1935 (2), 1937 (5), Mr. and Mrs. Luxembourgier 19 (4)	owned	??? - need more description
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Vintage spanners (2)	owned	Donated by Maintenance
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Vintage pass units (2)	owned	Donated by Maintenance
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Pick Axe Head (548)???	owned	Donated by Maintenance
Lobby	Front Stairwell Mezzanine/Floor Cabinet	1990s black SAFD Rubber Helmet	owned	Donated by Maintenance
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Vintage Fire Nozzles (4)	owned	Donated by Maintenance
Lobby	Front Stairwell Mezzanine/Floor Cabinet	Fire Insurance Company Clock	loaned	Loaned by Tim Graber
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	All Photos on Wall	owned	Donated or purchased by museum
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	(Buf.) Brass soda acid fire extinguisher	owned	Purchased
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	General Brass Pressure Fire Extinguisher	owned	Purchased
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Pyrene Brass Pressure Fire Extinguisher	owned	Purchased
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Clonican metal fire bucket	owned	Purchased
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Small red wall shadow cabinet	owned	Purchased

Santa Ana Fire Museum Inventory

Attachment 2

Area	Location	Item	Owned/ Loaned	Comments
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Vintage Fire Chief's Ribbons: Southern California Fire Chief's Conventions 1924, 1932 (2), 1933 (2), 1934 (2), 1935, 1936, 1937, 1939 (2), 1940, 1945 Mr. Luxembourger (6)	owned	
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Old Timers Station 5 Grand Opening Book (1953)	loaned	Property of Station 5
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Brass Working Trumpet	loaned	Loaned by jim Henery
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	Brass Presentation Trumpet (SFFD #64)	loaned	Loaned by Tim Graber
Lobby	Front Stairwell 2nd Floor Landing and Mezzanine	SAFD Farewell Open House Book (2012)	owned	
Dispatch Landing	Stairwell/Mezzanine	All photos on walls	owned	Donated or purchased by museum
Dispatch Landing	Stairwell/Mezzanine	Large glass cabinet	owned	Purchased
Dispatch Landing	Stairwell/Mezzanine	Small Wall Shadow Cabinet	owned	Purchased
Dispatch Landing	Stairwell/Mezzanine	Tin Fire Department Signs (3)	owned	Purchased
Dispatch Landing	Stairwell/Mezzanine	Apparatus Company Insignias (4)	owned	Donated by Shop
Dispatch Landing	Stairwell/Mezzanine	1983 SAFD Class 1 Glass Frame	owned	Donated
Dispatch Landing	Stairwell/Mezzanine	Large framed district map	owned	Donated by Stores
Dispatch Landing	Stairwell/Mezzanine	SAFD Gamewell Fire/Police Pull Box	owned	Donated by Maintenance
Dispatch Landing	Stairwell/Mezzanine	Vintage wood dispatch table	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Vintage metal chair (dispatch)	owned	Donated by Lou Fernandez
Dispatch Landing	Stairwell/Mezzanine	Vintage Apex Computer Monitor	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Rolodex	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Woodpecker Telefault (1920s)	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Speaker	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Vintage Pac-set Radios (3): General Electric Pac- set with case; Motorola MT-500 (2)	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Black Rotary Phone	owned	
Dispatch Landing	Stairwell/Mezzanine	Metal coat rack and wood hanger	owned	
Dispatch Landing	Stairwell/Mezzanine	SAFD working shirt and dress cap	owned	Donated by Maintenance
Dispatch Landing	Stairwell/Mezzanine	Pager with charger	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Briefcase	owned	Donated by Maintenance
Dispatch Landing	Stairwell/Mezzanine	Vintage Station 5 (Motorola) Radio	owned	Donated by Dispatch
Dispatch Landing	Stairwell/Mezzanine	Glass Hat Mannequin	owned	Purchased
Dispatch Landing	Stairwell/Mezzanine	SAFD Captain Dress Cap and Captain Insignia	owned	Donated by Maintenance
Dispatch Landing	Stairwell/Mezzanine	Bison Brass Soda Ash Fire Extinguisher	loaned	Loaned by Lou Fernandez
Dispatch Landing	Large Glass Cabinet	SAFD Hose Coupler (2)	owned	Donated by Maintenance
Dispatch Landing	Large Glass Cabinet	American LaFrance 4-1/2 inch cap	owned	Donated by Shop
Dispatch Landing	Large Glass Cabinet	Oil Can	owned	Purchased



**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Dispatch Landing	Large Glass Cabinet	SAFD Mars Light	owned	Donated by Maintenance
Dispatch Landing	Large Glass Cabinet	SAFD (Squirt) Emergency Light	owned	Donated by Shop
Dispatch Landing	Large Glass Cabinet	4 Way Valve	owned	Donated by Maintenance
Dispatch Landing	Small Wall Shadow Cabinet	Vintage Seagrave Apparatus Spec Book	owned	
Dispatch Landing	Small Wall Shadow Cabinet	Framed Photo, SAFD 1945 Seagrave Truck	owned	
Dispatch Landing	Top Landing	All photos on walls	owned	Donated or purchased by museum
Dispatch Landing	Top Landing	Wood desk and chair	owned	
Dispatch Landing	Top Landing	Metal desk and chair	owned	
Dispatch Landing	Top Landing	SAFD Westnet Switch Boards (4)	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Metal Dispatch Address Locator	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Canamex Quick Pager	owned	Donated
Dispatch Landing	Top Landing	Metal Calendar	owned	Donated
Dispatch Landing	Top Landing	Chrome Gamewell Fire Gongs (2)	owned	Donated by Maintenance
Dispatch Landing	Top Landing	Metal Voice Mic	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Large City Map	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Magnasync/Moviola Reel to Reel	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Set of communication pens with box	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Vintage ink bottles with boxes (7)	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Tube tester (Model 600A)	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Columbia (Model 412)	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Oak Wood Table	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Racal Recorder	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Digitizer with Head Phones	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Empty Wood Switch Boards (3)	owned	Donated by Dispatch
Dispatch Landing	Top Landing	Motorola Pager/Charger	owned	Donated by Dispatch
Dispatch Landing	Dispatch Office	All photos on wall	owned	
Dispatch Landing	Dispatch Office	Dispatch console display with various vintage dispatch equipment	owned	
TV Room		All photos on walls	owned	Donated or purchased by museum
TV Room		SAFD Gamewell Pull Box with Stand	owned	Donated by Maintenance
TV Room		1920s Gamewell Repeater with wooden cabinet	owned	
TV Room		Gamewell Clock	owned	
TV Room		Gamewell Ticker Tape	owned	
TV Room	Shadow Boxes	Shadow boxes with 1970s SAFD Badges: Task Force Captain #79, Fire Captain Hat Badge (2), Fire Engineer, Fireman, Paramedic, Dispatch, Inspector, Communications	owned	Purchased



**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
TV Room	TV Cabinet	911 Items (3); Firefighter Plate; books; glass firefighter square; porcelain dog salt and pepper shakers; fire department cup; fire department toy with box; decanter (Heroic Volunteer)	owned	Donated
TV Room	TV Cabinet	55 Chevy Belair	loaned	Loaned by Lou Fernandez
TV Room/ Hallway	Captain's Dorm	All photos on walls	owned	Donated or purchased by museum
Phone Booth		Black Rotary Phone	owned	Donated
Phone Booth		Brown Metal Chair	owned	Donated by Maintenance
Phone Booth		SAFBA Ballot Box	owned	Donated by SAFBA
Phone Booth		Fire Mark and H&L mark	owned	Purchased
Phone Booth		SAFD Mission Statement	owned	
Phone Booth		Framed flag and SAFD Patch	owned	
Computer Room		Chrome fire extinguisher lamp	owned	Donated by R. Lee
Computer Room		Couch and 2 red chairs	owned	Donated by Stores
Computer Room		All photos on walls	owned	Donated or purchased by museum
Computer Room		Red Lazy Boy	owned	Donated by SAFBA
Computer Room		Red Computer Chairs (2)	owned	Donated
Computer Room		Wooden Book Shelf	owned	Donated by SAFBA
Computer Room		Cork framed boards with characters (2)	owned	
Computer Room		End table	owned	Donated
Computer Room		Wood vintage games (1960s) (2)	owned	Donated
Computer Room		Barber Pole	owned	Donated by URZ
Dorm		All photos on wall	owned	Donated or purchased by museum
Dorm		Oak wood cabinet with glass top and porcelain knobs	owned	Donated by Maintenance
Dorm		Wood bookcases (narrow)	owned	
Dorm		Oak wood stand with glass door	owned	
Dorm		Various 911 items (3)	owned	Donated
Dorm		Half mannequin with SAFD shirt (1980s)	???	Purchased, Donated by Lou Fernandez
Dorm		Various SAFD books and manuals (75)	owned	
Dorm		SAFD Dress Cap	owned	Donated by Maintenance
Dorm		American LaFrance Model Truck (1954)	owned	Purchased
Dorm		Ahiens Fox Model Engine (1922)	owned	Purchased
Dorm		1980s Wild Turkey Mack Fire Decanter	owned	Purchased
Dorm		Spirit of 1976 Fire Engine Decanter	owned	Purchased
Dorm		Fire Chief Escape Decanter	owned	Purchased
Dorm		Black Fire Boot Mug (50th anniversary)	owned	Purchased
Dorm		Fire dog in boot	owned	Donated by Lou Fernandez
Dorm		Timex Ladder Truck Mini-Clock	owned	Purchased
Dorm		Elgin Mini Clock	owned	Purchased
Dorm		Matchbox Collectibles BC Suburban	owned	Purchased
Dorm		Fire Chief Nut Cracker	owned	Donated
Dorm		Fire Department Shadow Boxes (2)	owned	Purchased
Dorm		Medium glass cabinet (white)	owned	Purchased
Dorm		Wood cabinet with Glass Sliders and Wood Drawers (bottom)	owned	Donated by Stores
Dorm		Glass Hat Mannequin with McQuoio FD Hat and Badge	owned	Purchased
Dorm		Wood Book Shelf with Glass Sliders (Dark)	owned	Donated
Dorm		Large framed SAFD Photo (B Watch) 1995	owned	Donated
Dorm		Dark Oak bookcase with horizontal doors	owned	Donated by SAFBA
Dorm		Oak wooden stand	owned	Donated
Dorm		SAFBA Master Ballot Box	owned	Donated by SAFBA
Dorm		Fire engine decanter (Chrome)	owned	Donated by Berger

**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Dorm		Light oak armour cabinet	owned	Donated by SAFBA
Dorm		SAFD Trophies (2)	owned	
Dorm	Wood Cabinet with Glass Slider and Wood Drawers	Corgi Fire Engines (5)	owned	Purchased
Dorm	Wood Cabinet with Glass Slider and Wood Drawers	Hero Fire Extinguishers (2)	owned	Purchased
Dorm	Wood Cabinet with Glass Slider and Wood Drawers	Odenton Fire Belts and Buckles	owned	Purchased
Dorm	Wood Cabinet with Glass Slider and Wood Drawers	Odenton Fire Caps with badges	owned	Purchased
Dorm	Medium Glass Cabinet (White)	Box of tear drop fire grenades	owned	Donated by R. Martin
Dorm	Medium Glass Cabinet (White)	Blue Harden Star Fire Grenades (2)	owned	Purchased
Dorm	Medium Glass Cabinet (White)	Dutch Fire Helmet	owned	Purchased
Dorm	Medium Glass Cabinet (White)	WWII German Fire Helmet (Glow in the Dark)	owned	Purchased
Dorm	Medium Glass Cabinet (White)	Fire Department Hats with Badges (5)	owned	Purchased
Dorm	Medium Glass Cabinet (White)	Various Fire Ribbons	owned	Donated by Tim Graber
Locker Room		Large glass cabinet	owned	Purchased
Locker Room		All photos on wall	owned	Donated or purchased by museum
Locker Room		Large felt frame with parade uniforms (1920s)	owned	Purchased
Locker Room		Wall flags	owned	
Locker Room		Presto fire extinguisher with box	owned	Donated by I. Seaver
Locker Room		Parade Belt (Independence, Pennsylvania	owned	Purchased
Locker Room		Blue Harden Fire Grenades (2)	owned	Purchased
Locker Room		Wichita, Kansas Fire Department Anniversary Book and Badge	owned	Purchased
Locker Room		Tin (FAFD) High Eagle Helmet No. 1 (White)	owned	Purchased
Locker Room		Plastic (BVFD) Fire Chief Helmet (White)	owned	Purchased
Locker Room		Black Helmet Shields (1970s) (2)	owned	Purchased
Locker Room		Various Whiskey Fire Decanter Vehicles (5)	owned	Purchased
Locker Room		Wood Fire Vehicle	owned	Purchased
Locker Room		Russian Fire Convention Medal	owned	Purchased
Locker Room		Reader's Digest Fire Vehicles with Boxes	loaned	Loaned by Susey
Locker Room		(CD) Hand Pump Fire Extinguisher	loaned	Loaned by Lou Fernandez
Locker Room		Copper Soda Acid Fire Extinguisher (no plate)	owned	Purchased
Locker Room		Quick Aid Chrome Fire Extinguisher	owned	Purchased
Locker Room		Quick Aid Copper Fire Extinguisher	owned	Purchased
Back Stairwell	Chief's Hallway	All photos on walls	owned	Donated or purchased by museum
Back Stairwell	Chief's Hallway	Plaque	owned	
Back Stairwell	Chief's Hallway	Fire Chief Wall Display	owned	Purchased
Back Stairwell	Both Mezzanines	All photos on walls	owned	Donated or purchased by museum
Back Stairwell	Both Mezzanines	Backdraft Framed Poster	owned	Donated by John Belles
Back Stairwell	Both Mezzanines	Currier and Ives Lithographs (2)	owned	Donated by Lou Fernandez
Back Stairwell	Breathing Apparatus Landing	All photos on walls	owned	Donated or purchased by museum
Back Stairwell	Breathing Apparatus Landing	Plywood BA Display - Vintage Pass Units (14)	owned	
Back Stairwell	Breathing Apparatus Landing	Plywood BA Display - Vintage Scott BA Masks (4)	owned	
Back Stairwell	Breathing Apparatus Landing	Plywood BA Display - Vintage Scott Air Packs (2)	owned	
Back Stairwell	Breathing Apparatus Landing	Scott Airpack with Case (1970s)	owned	Donated by Scott Company

**Santa Ana Fire Museum Inventory**

**Attachment 2**

<b>Area</b>	<b>Location</b>	<b>Item</b>	<b>Owned/ Loaned</b>	<b>Comments</b>
Back Stairwell	Breathing Apparatus Landing	Coffee Table	owned	
Back Stairwell	2nd Floor Landing	All photos on walls	owned	Donated or purchased by museum
Back Stairwell	2nd Floor Landing	All Plaques	owned	
Back Stairwell	2nd Floor Landing	Large glass cabinet	owned	Purchased
Back Stairwell	2nd Floor Landing	SAFD Class-1 Glass Frame	owned	Donated
Back Stairwell	2nd Floor Landing	Half mannequins (3)	owned	Purchased
Back Stairwell	2nd Floor Landing	Vintage (1900s) SAFD Parade Shirt	owned	
Back Stairwell	2nd Floor Landing	Plastic fire helmets red/white (hard boiled) (2)	owned	Purchased
Back Stairwell	2nd Floor Landing	Vintage Pill Box Dress Hat with Captain Emblem	owned	Purchased
Back Stairwell	2nd Floor Landing	SAFD Firefighter Dress Hat	owned	Purchased
Back Stairwell	2nd Floor Landing	SAFD Captain Dress Hat	owned	Purchased
Back Stairwell	2nd Floor Landing	Vintage SAFD Shirt - Short Sleeve Gray	owned	
Back Stairwell	2nd Floor Landing	Vintage SAFD Shirt - Short Sleeve Blue	owned	
Back Stairwell	2nd Floor Landing	1972 Station 5 Concrete	owned	
Back Stairwell	2nd Floor Landing	Glass Hat Mannequin (2)	owned	Purchased
Back Stairwell	2nd Floor Landing	Alert Copper Soda Acid Fire Extinguisher	owned	Purchased
Back Stairwell	Large Glass Cabinet	Vintage SAFD Uniform Shirt - Short Sleeve Gray	owned	
Back Stairwell	Large Glass Cabinet	Vintage SAFD Uniform Shirt - Short Sleeve Blue (2)	owned	
Back Stairwell	Large Glass Cabinet	Vintage SAFD Uniform Shirt - Short Sleeve Dark Blue	owned	
Back Stairwell	Large Glass Cabinet	Vintage SAFD Uniform Shirt - Short Sleeve White (Burning City Patch)	owned	
Back Stairwell	Large Glass Cabinet	Chrome hand pump fire extinguisher	owned	Donated by Maintenance
Back Stairwell	Large Glass Cabinet	CD Play Pipe	loaned	Loaned by ???
Back Stairwell	Large Glass Cabinet	SAFD Short Play Pipe with Nozzle	owned	Donated by Maintenance
Back Stairwell	Large Glass Cabinet	Tin Fire Extinguisher (Ranger)	owned	Purchased
Back Stairwell	Large Glass Cabinet	Pair Hip Boots	loaned	Loaned by jim Henery
Back Stairwell	Large Glass Cabinet	Red Fire Department Search Light	loaned	Loaned by jim Henery
Back Stairwell	Large Glass Cabinet	Breathing Apparatus Billow (19)	loaned	Loaned by Tim Graber
Back Stairwell	Large Glass Cabinet	1-1/8 nozzle	owned	Donated by Maintenance
Back Stairwell	Dispatch Top Landing	All Photos on Wall	owned	Donated or purchased by museum
Back Stairwell	Dispatch Top Landing	Small Wall Shadow Case	owned	Purchased
Back Stairwell	Dispatch Top Landing	Vintage Sprinkler Heads (10)	owned	Purchased
Back Stairwell	Dispatch Top Landing	Vintage Sprinkler Head Plugs (2)	owned	Purchased
Maintenance Hallway		All Photos on Wall	owned	Donated or purchased by museum

**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Maintenance Hallway		Shadow box with SAFD badges	owned	Purchased
Maintenance Hallway		Badges: Captain, Engineer, Fireman, Dispatch, Investigator, Paramedic, Fire Safety, Reserve	owned	Donated by Maintenance
Maintenance Hallway		Shadow Box (Crown Fire Coach)	owned	Donated
Maintenance Hallway		Large Photo, 1915 Chemical Engine	owned	Purchased
Maintenance Hallway		Oak Wood Stand	owned	Donated
Maintenance Hallway		Dedication trumpet April 20, 2012	owned	Donated
Maintenance Hallway		Fireman statues (2)	owned	Donated
Maintenance Hallway		City of Santa Ana Proclamation frame with city and county badges	owned	Donated by City of Santa Ana and OCFA
Maintenance Hallway		American flag case with flag	owned	Purchased
Engine Room		All Photos on Wall	owned	Donated or purchased by museum
Engine Room		911 Banner	owned	Donated by Joe Heredia
Engine Room		911 Wreath with Small Flag	owned	Donated by 911 Memorial
Engine Room		Flag Stand (Pike Pole)	owned	Donated by Reserve Academy
Engine Room		911 Helmet (Autographed)	owned	
Engine Room		Santa Ana Fire Hydrants (30)	owned	Donated by Shop
Engine Room		SAFD Vintage Podium	owned	Donated by Maintenance
Engine Room		1920s hose cart	owned	Donated by Diamond Ice
Engine Room		2-1/2 inch fire hose (? Feet in length)	owned	Donated by Hose Officer
Engine Room		Hose Cart Bell	owned	Purchased
Engine Room		Round Bottom Metal Bucket	owned	Purchased
Engine Room		CD Play Pipe (Hose Cart)	owned	Purchased
Engine Room		Metal Advertising Stands (2)	owned	Purchased
Engine Room		Truck 5 Wall Turnout Stands	owned	Donated by Pete Roselle
Engine Room		Breathing Apparatus Wall Cage with Vintage Bottle	owned	Donated by Maintenance
Engine Room		City of Santa Ana Flag Logo	owned	
Engine Room		Metal H&L/Horses Wall Decoration	owned	Purchased
Engine Room		Board with Various World Fire Department Patches	owned	Purchased
Engine Room		Can Opener Pike Pole	loaned	Loaned by Jim Henery
Engine Room		Plywood with Indian Fire Department Flag	owned	Donated
Engine Room		Fire Marks from Spain (5)	loaned	Loaned by Tim Graber
Engine Room		SAFD Wood Flame Sign	owned	Purchased
Engine Room		National Hand Pump Fire Extinguisher	owned	Purchased
Engine Room		Large Spear Pike Pole	owned	Purchased
Engine Room		Fire Marks (2)	owned	Purchased
Engine Room		Quick Aid Hand Pump Fire Extinguisher with Bracket	owned	Purchased
Engine Room		Plywood with Fire Marks (12)	owned	Purchased
Engine Room		City of Santa Ana Station 1 Plaque	owned	Donated by Station 1
Engine Room		Tin Fire Extinguishers: Liberty (3), Protection Company (1), Phoenix (1), Bull Dog (1), Safety First (1), Majestic (1), Instantaneous (1), Osborn (1)	owned	Purchased
Engine Room		Half mannequins (3)	owned	Purchased
Engine Room		Vintage Gray Fire Department Uniform Shirt with Cap and Badge	owned	Purchased
Engine Room		Mundelein Fire Department Blue Froth Coat with Cap/Badge and Coat Badge	owned	Purchased
Engine Room		SAFD Dress Jacket, Cap, and Badge	owned	Purchased
Engine Room		Tear drop fire grenades with Wall Holders (3) Note: one broken	owned	Purchased
Engine Room		Plywood with SAFD Parade Uniform (1900s)	owned	Purchased
Engine Room		Hand Pump Fire Extinguisher with Brackets (Quick Aid and Pyro) (2)	owned	Purchased
Engine Room		Wood parade fire axe	owned	Purchased



**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Engine Room		Wood parade torch	owned	Purchased
Engine Room		CA Vets High Eagle Leather Helmet	owned	Purchased
Engine Room		Japanese Hand Pump Nozzle	owned	Donated by D. Kennedy
Engine Room		Red-E-Go Pressure Fire Extinguisher	owned	Purchased
Engine Room		Wood Shadow Box	owned	Purchased
Engine Room		Hand Pump Fire Extinguishers - 1 wood and 3 copper	owned	Donated by A. Van
Engine Room		Viking Parade Axe	owned	Purchased
Engine Room		Franklin Mint Clock	owned	Donated by John Muir
Engine Room		C-O-Two Dry Chemical Wheeled Fire Extinguisher Cart	owned	Donated by ???
Engine Room		Gesso and Gilt Framed Prints	owned	Purchased
Engine Room		Wood 35 foot extension ladder	owned	
Engine Room		SAFD Composite Fire Helmets (various ranks) (7)	owned	
Engine Room		Pike Pole (20)	owned	
Engine Room	Engine Office	All photos on walls	owned	Donated or purchased by museum
Engine Room	Engine Office	Fire Department Apparatus Toys (4)	owned	Purchased
Engine Room	Medic Office	All photos on walls	owned	Donated or purchased by museum
Engine Room	Truck Office	All photos on walls	owned	Donated or purchased by museum
Engine Room	Truck Office	SAFD Toy Aerial Ladder	owned	Donated by Administration
Engine Room	Truck Office	Toy Fireman (The Masked Hero) with Box	owned	Purchased
Engine Room	Truck Office	Electronic Fire Department Aerial Platform Toys (2)	owned	Purchased
Basement	Basement Mezzanine	All photos on walls	owned	Donated or purchased by museum
Basement	Basement Mezzanine	Red Angled Display Case	owned	Purchased
Basement	Basement Mezzanine	Civil Defense Sign (SAFD)	owned	
Basement	Basement Mezzanine	Full Body Mannequin	owned	Purchased
Basement	Basement Mezzanine	White Chief's Turnouts (1970s)	owned	Donated by Maintenance
Basement	Basement Mezzanine	White SAFD Helmet with Shield	owned	Donated by Maintenance
Basement	Basement Mezzanine	Scott Breathing Apparatus Harness,Bottle, Mask	owned	Donated by BA Officer
Basement	Basement Mezzanine	Vintage Pac-set Radio	owned	Donated by Dispatch
Basement	Basement Mezzanine	All Plaques	owned	Donated by Fire Administration
Basement	Basement Mezzanine	Framed Firemen Olympic Medals (4)	owned	Donated by SAFBA
Basement	Basement Mezzanine	Orange P.A.L. 3 Unit	owned	Donated
Basement	Basement Mezzanine	Foamite Copper Fire Extinguishers (3)	owned	Purchased
Basement	Basement Mezzanine	Purple-K Powder Fire Extinguisher	owned	Purchased
Basement	Basement Mezzanine	CD Hand Pump Fire Extinguisher (no handle)	owned	Purchased
Basement	Red Angle Display Case	Fire Wand Extinguishers (2)	owned	Purchased
Basement	Red Angle Display Case	CD Brass Nozzle	owned	Purchased
Basement	Red Angle Display Case	ML Co. Hand Pump Copper Fire Extinguisher	owned	Purchased
Basement	Red Angle Display Case	Mini CO2 Fire Extinguisher	owned	Purchased
Basement	Red Angle Display Case	Wooden Fire Rattle	owned	Purchased
Basement	Red Angle Display Case	CD Plastic Red Hand Light	owned	Donated by Maintenance
Basement	Red Angle Display Case	CD Pac-Set (SAPD Chief Ellman)	owned	Donated by Dispatch
Basement	Red Angle Display Case	CD Radiological Detector	owned	Donated by Maintenance
Basement	Red Angle Display Case	Various Fire Department Badges (47)	owned	Purchased
Basement	Basement Landing	All photos on walls	owned	Donated or purchased by museum
Basement	Basement Landing	All plaques and trophies	owned	
Basement	Basement Landing	Fire Olympic banners (1995-1999) (2)	owned	Donated by SAFBA
Basement	Basement Landing	Large glass cabinet	owned	Purchased
Basement	Basement Landing	Small wood cabinet/glass front	owned	Purchased
Basement	Basement Landing	Medium wood cabinet (brown/fire rescue)	owned	Purchased
Basement	Basement Landing	Half mannequins (3)	owned	Purchased
Basement	Basement Landing	1980s SAFD Red basketball shirt #25	owned	Donated by Lou Fernandez
Basement	Basement Landing	1980s SAFD blue softball shirt and hat	owned	Donated by Lou Fernandez
Basement	Basement Landing	CA Fire USA Soccer Banner	owned	Donated
Basement	Basement Landing	1980s green level A Haz Mat Suit	owned	Donated by Haz Mat
Basement	Basement Landing	Haz Mat Shovel	owned	Donated by Haz Mat
Basement	Basement Landing	Round Bottom Metal Fire Bucket	loaned	Loaned by jim Henery
Basement	Basement Landing	Life Net and Life Net Academy Photo	owned	Donated by Maintenance
Basement	Basement Landing	Tin National Foam Chemical Cans (Red Class-A/Black Class-B) (2)	owned	Purchased
Basement	Basement Landing	Metal Skid Basket	owned	Donated by EMS
Basement	Basement Landing	Military/CD Green Stretchers (2)	owned	Donated by Maintenance

## Santa Ana Fire Museum Inventory

Area	Location	Item	Owned/ Loaned	Comments
Basement	Basement Landing	Haz Mat Vehicle Plaques (3)	owned	Donated by Haz Mat
Basement	Basement Landing	1960s Red Portable Monitor	owned	Donated by Maintenance
Basement	Basement Landing	Metal Red SAFD Lockers (2)	owned	
Basement	Basement Landing	Wood Magazine/Book Rack	owned	Donated by Stores
Basement	Basement Landing	Old Station 4 Electrical Box, Mail Box, Porch Poles	owned	
Basement	Basement Landing	Fire Engine Bar Light Cover	owned	Donated by Stores
Basement	Basement Landing	Paramedic Display Shadow Box	owned	Donated by J. Simmons
Basement	Basement Landing	2 SAFD Vintage Positive Pressure O2 System with 5 bottles	owned	Donated by Maintenance
Basement	Basement Landing	Fire Time Watch Display	owned	Donated by SAFBA
Basement	Basement Landing	Rajowalt Emergency Splint Kit	owned	Donated by Maintenance
Basement	Basement Landing	Emergency Oxygen Kit/Case	owned	Purchased
Basement	Basement Landing	Half Wood SAFD Backboard	owned	Donated by Maintenance
Basement	Basement Landing	Foam Monitor Nozzle	owned	Donated by Maintenance
Basement	Basement Landing	Brown (WMC) Paramedic Shirt	owned	Donated by R. Barnard
Basement	Basement Landing	SAFD Blue Ball Cap (1980s)	owned	Donated by Lou Fernandez
Basement	Basement Landing	Haz Mat Monitor (Yellow)	owned	Donated by Haz Mat
Basement	Basement Landing	CO2 Fire Extinguisher	owned	Donated by Maintenance
Basement	Basement Landing	Chrome Standard Fire Extinguisher	loaned	Loaned by jim Henery
Basement	Basement Landing	General Chrome Soda Acid Fire Extinguisher	owned	Purchased
Basement	Basement Landing	Casco Chrome Soda Acid Fire Extinguisher	owned	Purchased
Basement	Basement Landing	Vintage Chest Table and 4 metal CD Chairs (In Phone Room)	owned	Donated
Basement	Large Glass Cabinet	SAFD Scrap Books (2)	owned	
Basement	Large Glass Cabinet	1940s White Civil Defense Helmet	owned	Purchased
Basement	Large Glass Cabinet	1940s White Civil Defense Helmet (Fire Warden)	owned	Purchased
Basement	Large Glass Cabinet	1940s Red Civil Defense Helmet	owned	Purchased
Basement	Large Glass Cabinet	French Fire Helmet	owned	Purchased
Basement	Large Glass Cabinet	Plastic Helmet Holder	owned	Purchased
Basement	Large Glass Cabinet	Tonka Toy Tin Fire Truck	owned	Purchased
Basement	Large Glass Cabinet	Home Federal Savings and Loan Fire Engine Bank	owned	Purchased
Basement	Large Glass Cabinet	Chief Puffer CSFA President Glass (1962)	owned	Donated by Bob Baker
Basement	Large Glass Cabinet	Various OCFA Cups (10)	owned	Donated by Bob Baker
Basement	Large Glass Cabinet	Cast Iron Toys (H&L/Engine) (2)	loaned	Loaned by Lou Fernandez
Basement	Large Glass Cabinet	Tin Fire Engine (Japan)	loaned	Loaned by Lou Fernandez
Basement	Large Glass Cabinet	Tin Chief's Car	owned	Donated by S. Gonzalez
Basement	Small Wood Cabinet/Glass Front	Comb Leather Fire Helmet (4)	owned	Purchased
Basement	Small Wood Cabinet/Glass Front	Adams Cardboard Fire Extinguisher	owned	Purchased
Basement	Small Wood Cabinet/Glass Front	Blue Harden Star Fire Grenades (5)	owned	Purchased
Basement	Small Wood Cabinet/Glass Front	HNS Brown Fire Grenade	owned	Purchased
Basement	Small Wood Cabinet/Glass Front	Disneyland Fireboy Fire Extinguisher (2)	loaned	Loaned by Lou Fernandez
Basement	Medium Wood Cabinet (Brown)	1970s Blue Paramedic SAFD Helmet	owned	Donated by Maintenance
Basement	Medium Wood Cabinet (Brown)	1990 Photo Ford Medic Vans	owned	
Basement	Medium Wood Cabinet (Brown)	Vintage Haz Mat Monitors (4)	owned	Donated by Haz Mat
Basement	Medium Wood Cabinet (Brown)	Radiation Control Book (1980s)	owned	Donated by Haz Mat
Basement	Medium Wood Cabinet (Brown)	Vintage Life Breather with Box	owned	Donated by EMS
Basement	Medium Wood Cabinet (Brown)	S.A.T.C.H. Paramedic Patch/Name Tag	owned	Donated by R. Barnard
Basement	Medium Wood Cabinet (Brown)	SAFD Paramedic Sand Bags (2)	owned	Donated by EMS
Basement	Medium Wood Cabinet (Brown)	Vintage Ambulance Bag	owned	Donated by EMS



**Santa Ana Fire Museum Inventory**

**Attachment 2**

Area	Location	Item	Owned/ Loaned	Comments
Basement	Medium Wood Cabinet (Brown)	Various Vintage Medic Items	owned	Donated by EMS
Basement	Red Metal Lockers	Vintage SAFD Turnout Coats	owned	Donated by Maintenance
Basement	Red Metal Lockers	Chief's White Bullet Proof Vest (SAFD)	owned	Donated by Maintenance
Basement	Red Metal Lockers	Vintage Noise/Ear Protector	owned	Donated by Maintenance
Basement	Red Metal Lockers	Turnout Pants/Boots	owned	Donated by Maintenance
Basement	Red Metal Lockers	Various Fire Toys	owned	Donated
Basement	Red Metal Lockers	Vintage Fire Dress Cap	owned	Purchased
Basement	Red Metal Lockers	SAFD Canteens (3)	owned	Donated
Basement	Weight Room	All photos on walls	owned	Donated or purchased by museum
Basement	Weight Room	City of Santa Ana Seal	owned	Donated by Maintenance
Basement	Weight Room	Pike Poles (2)	owned	Donated by Maintenance
Basement	Weight Room	Fire Axe with Bracket	owned	Donated by Maintenance
Basement	Weight Room	SAFD Gamewell Alarm Box #4152	owned	Donated by Maintenance
Basement	Weight Room	Various Fire Department Patches	owned	
Basement	Weight Room	Wood Pompier Ladder	owned	Donated by Maintenance
Basement	Weight Room	Pompier Vintage Belts (2)	owned	Donated by Maintenance
Basement	Weight Room	Vintage Station 5 Gamewell House Bell	owned	Donated by Maintenance
Basement	Weight Room	Various Fire Alarm/Detector Display	owned	Donated
Basement	Weight Room	Small Yellow Escape Ladder	owned	Donated by Public Education
Basement	Weight Room	Metal Pompier Ladder with Vintage Pompier Belt	owned	Donated by SAFBA
Basement	Weight Room	Vintage SAFD Composite Fire Helmets (11)	owned	
Basement	Weight Room	Newer Style (2010) SAFD Helmets (2)	owned	
Basement	Weight Room	25 mph Speed Sign	owned	Purchased
Basement	Weight Room	SAFD Brush Helmet	owned	
Basement	Weight Room	SAFD Swift Water Helmets (2)	owned	
Basement	Rear Landing	All photos on walls	owned	Donated or purchased by museum
Basement	Rear Landing	Large glass cabinet	owned	Purchased
Basement	Rear Landing	Wood Shadow Box Cabinets (3)	owned	Purchased
Basement	Rear Landing	All Trophies	owned	
Basement	Rear Landing	Portable (Stang) Monitor with Red Nozzle	owned	Donated by Maintenance
Basement	Rear Landing	Deck (Stang) Gun with Yellow Nozzle	owned	Donated by Maintenance
Basement	Rear Landing	Half Mannequin	owned	Purchased
Basement	Rear Landing	Metal Fire Bucket with Lid	owned	Purchased
Basement	Rear Landing	Grinnel Fire Sprinkler Box with 2 Sprinkler Wrenches and 12 Sprinkler Heads	owned	Purchased
Basement	Rear Landing	SAFD Blue Bullet Proof Vest	owned	Donated by Maintenance
Basement	Rear Landing	Santa Ana Fire Association Belt	owned	Donated
Basement	Rear Landing	Magnetic Paramedic Signs (3)	owned	Donated by Maintenance
Basement	Rear Landing	Fire Blanket with Box	owned	Purchased
Basement	Rear Landing	Closet Fire Extinguisher	owned	Purchased
Basement	Rear Landing	Clonical Metal Fire Bucket	owned	Purchased
Basement	Rear Landing	Metal Advertising Stand	owned	Purchased
Basement	Rear Landing	Pitch Forks (2)	owned	Donated by Maintenance
Basement	Rear Landing	Vintage Hurst Tool Unit	owned	Donated by Maintenance
Basement	Rear Landing	Vintage Arc Welder	owned	Donated by Al Dasher
Basement	Rear Landing	CO2 Fire Extinguisher	owned	Donated
Basement	Rear Landing	Akron Portable Monitor with Comp Nozzle	owned	
Basement	Rear Landing	Akron Portable Monitor with Imperial Play Pipe and Mystery Tip Nozzle	owned	
Basement	Rear Landing	1970s SAFD Department Photo	owned	Donated
Basement	Large Glass Cabinet	Vintage 1980s Cell Phone	owned	Donated by Maintenance
Basement	Large Glass Cabinet	Indian Fire Extinguisher	owned	Purchased
Basement	Large Glass Cabinet	Clonical Distributor Nozzle	owned	Donated by Maintenance
Basement	Large Glass Cabinet	Vintage First Aid Kit	owned	Donated by Maintenance
Basement	Large Glass Cabinet	SAFD Mast Suit with Case	owned	Donated by Maintenance
Basement	Laundry Room	Vintage Station 5 Boiler	owned	
Basement	Laundry Room	Large Oak Table	owned	Donated by Old Training Facility
Basement	Laundry Room	Vintage Large Industrial Fan (on Apparatus Floor)	owned	
Basement	Laundry Room	Vintage Large Scale	loaned	Loaned by Santa Ana Zoo
Basement	Laundry Room	Advertising Stand	owned	Purchased
Basement	Laundry Room	Ladder Pipe Monitor with Elkhart Composite Nozzles (2)	owned	

## Santa Ana Fire Museum Inventory

Area	Location	Item	Owned/ Loaned	Comments
Basement	Laundry Room	Akron Portable Monitor with Base and Composite Nozzle	owned	
Basement	Laundry Room	Chrome Deck Gun and Base	owned	
Basement	Laundry Room	Akron Portable Monitor with Composite Nozzle	owned	
Basement	Laundry Room	SAFD Vintage Back Boards (wood/plastic) (3)	owned	
Basement	Wood Shadow Box Cabinets	Brass Nozzles (2)	owned	Donated
Basement	Wood Shadow Box Cabinets	Vintage Spammer Wrenches (3)	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	SAFD Helmet shield with Fire Damage	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Fire Hatchet	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Hay Hook (Wood Handle)	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Multi Steam Nozzle	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Brass Nozzle	owned	Donated
Basement	Wood Shadow Box Cabinets	Straight Bore Nozzle with Rubber	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Hydrant Wrenches (2)	owned	Donated by Maintenance
Basement	Wood Shadow Box Cabinets	Vintage Spammer Wrenches (3)	owned	Donated by Maintenance
Basement	Mezzanine - Back Stairwell	All photos on walls	owned	Donated or purchased by museum
Basement	Mezzanine - Back Stairwell	White Display Cabinet	owned	Purchased
Basement	Mezzanine - Back Stairwell	Foam Nozzles (3)	owned	Donated by Maintenance
Basement	White Display Cabinet	Dietz Fire Lantern 1921 (2)	owned	
Basement	White Display Cabinet	MC Co. Brass Fire Trumpet	owned	Purchased
Basement	White Display Cabinet	American Flag	owned	
Seagrave		1921 Seagrave Truck	owned	Purchased
Seagrave		Hand Cranked Fire Siren	owned	Purchased
Seagrave		Chrome Fire Bell	owned	Purchased
Seagrave		2-1/2 inch Chrome Caps (4)	owned	
Seagrave		4-1/2 inch Steamer Caps (2)	owned	
Seagrave		Polished Pyrene Fire Extinguisher with Bracket	owned	Purchased
Seagrave		Pike Poles (2)	owned	
Seagrave		10 foot wood straight ladder	owned	
Seagrave		Hard Suction Hose	owned	
Seagrave		Polished Byson Fire Extinguisher	owned	Purchased
Seagrave		Pompier Belts (3)	owned	
Seagrave		Soft Suction Hose	owned	
Seagrave		Diesel Gas Can 5 gallon	owned	
Seagrave		Donation Boot	owned	
Seagrave		Manilla Rope with Bag	owned	
Seagrave		Pick Head Axes (2)	owned	
Seagrave		1-3/4 inch hose, 150 foot	owned	
Seagrave		Brass Straight Bore Nozzle with Shut Off	owned	
Seagrave		Gated Wye	owned	
Seagrave		Soft Fitted Appartus Cover with Bag	owned	
Seagrave		Heavy Apparatus Cover	owned	
Seagrave		SAFD Canvas Bag	owned	
Parking Lot		Vintage Dry Powered Wheeled Extinguisher	owned	
Parking Lot		1883 Straight H&L Ladder, wood, belonged to original SAFD Hook and Ladder	owned	
Storage		Multiple SAFD Alarm Boxes	owned	
Storage		Multiple SAFD Fire Helmets	owned	
Storage		Multiple Trophies, Plaques, Certificates, and Photos	owned	
Storage		Multiple SAFD Uniforms, Caps, Shoes	owned	
Storage		Multiple Scrap Books	owned	
Storage		Multiple Vintage SAFD Equipment	owned	
Storage		Multiple SAFD Books, Maps, Manuals, Literature	owned	
Storage		Multiple SAFD Turnouts and Boots	owned	
Storage		Large Framed Maps	owned	
Storage		Large Wood History Board	owned	
Storage		Multiple City Street Signs	owned	
Storage		Multiple Association Literature	owned	
Storage		Multiple Frames	owned	
Storage		Wood Bookcase and Furniture	owned	
Storage		Dispatch Equipment	owned	
Storage		Other miscellaneous SAFD Fire Equipment	owned	

**ORANGE COUNTY FIRE AUTHORITY  
AMENDMENT ONE TO LICENSE AGREEMENT**

THIS AMENDMENT ONE TO LICENSE AGREEMENT ("Amendment") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the ORANGE COUNTY FIRE AUTHORITY (OCFA), hereinafter referred to as "Licensor", and SANTA ANA HISTORICAL PRESERVATION SOCIETY (SAHPS), hereinafter referred to as "Licensee". Licensor and Licensee are sometimes collectively referred to herein as the "Parties".

**RECITALS**

WHEREAS, the Parties entered into that certain License Agreement, dated April 25, 2013 ("License Agreement"), for the continued maintenance and operation of the Santa Ana Fire Museum at OCFA Fire Station #75, located at 120 W. Walnut Street, Santa Ana, CA 92701, which License Agreement is incorporated herein by this reference; and

WHEREAS, the License Agreement will expire on April 30, 2018; and

WHEREAS, the Parties desire to amend the License Agreement to extend the term for ten additional years.

NOW, THEREFORE, Licensor and Licensee mutually agree as follows:

A. Section 5 of the License Agreement is hereby amended and restated in its entirety to read as follows:

5. This License shall be in effect beginning May 1, 2013 and terminate on April 30, 2028 unless extended by written agreement of the parties hereto.

B. Except as expressly modified above, all terms and conditions of the License Agreement shall remain unchanged and in full force and effect.

C. The persons executing this Amendment on behalf of the Parties warrant that they are duly authorized to execute this Amendment on behalf of said Parties and that by so executing this Amendment the Parties are formally bound by the provisions of this Amendment.

***[Signatures on Following Page]***

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates stated below.

**"Licensor"**

**ORANGE COUNTY FIRE AUTHORITY**

By: \_\_\_\_\_  
Brian Fennessy  
Fire Chief

Date: \_\_\_\_\_

**APPROVED AS TO FORM.**

By:  \_\_\_\_\_  
DAVID E. KENDIG  
GENERAL COUNSEL

**ATTEST:**


\_\_\_\_\_  
Sherry A.F. Wentz  
Clerk of the Authority

Date: 4/26/18

**"Licensee"**

**SANTA ANA HISTORICAL  
PRESERVATION SOCIETY**

Date: 4/4/2018

By:  \_\_\_\_\_  
Alison Young  
President



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3C**  
**Consent Calendar**

**Contract Increase for**  
**Professional Labor Negotiation Services**

---

**Contact(s) for Further Information**

Lori Zeller, Assistant Chief  
Business Services Department

[lorizeller@ocfa.org](mailto:lorizeller@ocfa.org)

714.573.6020

**Summary**

This item is submitted for approval to increase the contract for Professional Labor Negotiation Services with Peter Brown of Liebert Cassidy Whitmore (LCW).

**Prior Board/Committee Action**

At the May 25, 2017, Board of Directors meeting, a contract with Peter Brown/LCW was approved for a three-year term not to exceed \$100,000 per year.

**RECOMMENDED ACTION(S)**

Approve an increase to the Professional Services Agreement with Peter Brown, Liebert Cassidy Whitmore, in the amount of \$25,000 per year for the three-year term, for professional labor negotiation services.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funds are budgeted annually at \$100,000 per year for ongoing labor negotiation services. Additional funding is budgeted for legal services and professional consulting services, and staff will seek to absorb the increased labor negotiating costs from these other consulting categories.

**Background**

During FY 2017/18, Peter Brown of Liebert Cassidy Whitmore has been assisting OCFA to negotiate memorandums of understanding (MOUs) with two of the Fire Authority's four labor groups. The Orange County Employees Association's (OCEA) MOU expired in December 2017; however, the parties are at impasse, and are currently working with a mediator to seek resolution. The OCFA Management Association's (OCFAMA) MOU expired on June 24, 2018, and the negotiations continue in an effort to reach an agreement.

In addition, many other topics have required meet and confer processes with all four of the OCFA labor groups. Mr. Brown is actively involved in assisting the parties in negotiating agreements. The increased level of activity is necessitating an adjustment to the contract, and therefore, staff is seeking approval to adjust the contract by \$25,000 per year.

**Attachment(s)**

None



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
June 28, 2018

Agenda Item No. 3D  
Consent Calendar

**Blanket Order Contract Increase and Extension  
for Security Guard Services**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director [brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org) 714.573.6353  
Human Resources

Jonathan Wilby, Risk Manager [jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org) 714.573.6832

**Summary**

This item is submitted for approval to increase and extend the previously approved contract with Allied Universal Security Services for 24-hour on-site security guard service at the Regional Fire Operations and Training Center (RFOTC).

**Prior Board/Committee Action(s)**

At its June 18, 2015, Executive Committee meeting, the Committee awarded a three-year contract to Universal Protection Services, the number one ranked firm, in a competitive solicitation (RFP DC2011) in an aggregate amount of \$458,679.

**RECOMMENDED ACTION(S)**

Approve and authorize the Purchasing Manager to increase and extend the current professional services agreement for the remaining two year options with Allied Universal Security Services for security guard services at RFOTC in an aggregate amount not to exceed \$345,800 (Year four \$166,488 and Year five \$179,312).

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding for this contract amendment is included in the FY 2018/19 General Fund Budget, specifically in the Risk Management Section's budget for Professional and Specialized Services.

**Background**

The Orange County Fire Authority maintains 24-hour, 7 days a week security guard services at the RFOTC. The security guard service was established in 2006 following an RFOTC Security Vulnerability Assessment conducted by security consultants Secure Strategies International, LLC. The security consultants recommended that security guard services cover 24 hours, 7 days a week, which the OCFA implemented and has maintained to date.



The current security guard post is situated in the Building A at the lobby reception desk. As part of the daily tasks, each security guard shift conducts foot patrols around the RFOTC. The guard reports any observed security issues and related facility security conditions such as, unlocked doors, facility lighting failures, after-hour and weekend unauthorized visitor surveillance, and follow up. The guard assists with checking-in visitors and issuing visitor badges and providing on-site contractors, such as the evening janitorial crew, with visitor badges and keys. The guard also inspects the facility, secures doors following after-hour and weekend activities, and tests all duress alarms at public counters on a monthly-basis.

Universal Protection Service, LP completed a merger with AlliedBarton Security Services in 2016, which resulted in a “doing business as” (DBA) name change to Allied Universal Security Services. Due to the increase in the State of California minimum wage during the remaining two years of the contract, Allied Universal Security Services has provided pricing for the final two years of the contract that reflects an eight percent increase annually. The amendment to the professional services agreement provides the ability for OCFA to request any additional security services required for a specific project, at the contracted hourly rates through the issuance of a separate purchase order.

Staff is recommending approval of the contract amendment with Allied Universal Security Services for the remaining two year extensions in an amount not to exceed \$345,800.

**Attachment(s)**

1. Original Universal Protection Services Professional Services Agreement (On file in the Office of the Clerk)
2. Proposed Amendment One

**ORANGE COUNTY FIRE AUTHORITY  
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT FOR CONTRACTOR SERVICES ("Agreement") is made and entered into this 18<sup>th</sup> day of June, 2015, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Universal Protection Services, a Limited Partnership, hereinafter referred to as "Firm".

**RECITALS**

WHEREAS, OCFA requires the services of a firm to provide security guard services at the Orange County Fire Authority Regional Fire Operations & Training Facility located at 1 Fire Authority Road, Irvine, CA, hereinafter referred to as "Project"; and

WHEREAS, Firm has submitted to OCFA a proposal dated March 17, 2015, in response to OCFA Request for Proposal DC2011, and a Best and Final Offer dated June 1, 2015, copies of which is attached hereto as Exhibit "A" and as Exhibit "B" are incorporated herein by this reference; and

WHEREAS, based on its experience and reputation, Firm is qualified to provide the necessary services for the Project and desires to provide such services; and

WHEREAS, OCFA desires to retain the services of Firm for the Project.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, OCFA agrees to employ and does hereby employ Firm and Firm agrees to provide professional services as follows:

**AGREEMENT**

**1. PROFESSIONAL SERVICES**

**1.1 Scope of Services.**

In compliance with all terms and conditions of this Agreement, Firm shall provide those services specified in the "Proposal" attached hereto as Exhibit "A." Firm warrants that all services shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the industry. In the event of any inconsistency between the terms contained in Exhibit "A" and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern.

**1.2 Compliance with Law.**

All services rendered hereunder shall be provided in accordance with all laws, ordinances, resolutions, statutes, rules, and regulations of OCFA and any federal, state or local governmental agency of competent jurisdiction.

### **1.3 Licenses and Permits.**

Firm shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

### **1.4 Familiarity with Work.**

By executing this Agreement, Firm warrants that Firm (a) has thoroughly investigated and considered the work to be performed, (b) has investigated the site of the work and become fully acquainted with the conditions there existing, (c) has carefully considered how the work should be performed, and (d) fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should the Firm discover any latent or unknown conditions materially differing from those inherent in the work or as represented by OCFA, Firm shall immediately inform OCFA of such fact and shall not proceed with any work except at Firm's risk until written instructions are received from the Contract Officer.

### **1.5 Care of Work.**

Firm shall adopt and follow reasonable procedures and methods during the term of the Agreement to prevent loss or damage to materials, papers or other components of the work, and shall be responsible for all such damage until acceptance of the work by OCFA, except such loss or damages as may be caused by OCFA's own negligence.

### **1.6 Additional Services.**

Firm shall perform services in addition to those specified in the Proposal when directed to do so in writing by the Contract Officer, provided that Firm shall not be required to perform any additional services without compensation. Any additional compensation not exceeding fifteen percent (15%) of the original Agreement sum must be approved in writing by the Contract Officer. Any greater increase must be approved in writing by the Fire Chief or his designee upon approval from the Executive Committee of the OCFA.

## **2. TIME FOR COMPLETION**

The time for completion of the services to be performed by Firm is an essential condition of this Agreement. Firm shall prosecute regularly and diligently the work of this Agreement according to the schedules set forth in Firm's proposal. Firm shall not be accountable for delays in the progress of its work caused by any condition beyond its

control and without the fault or negligence of Firm. Delays shall not entitle Firm to any additional compensation regardless of the party responsible for the delay.

### **3. COMPENSATION OF FIRM**

#### **3.1 Compensation of Firm.**

For the services rendered pursuant to this Agreement, Firm shall be compensated and reimbursed, in accordance with the pricing set forth in Exhibit "B," in an amount not to exceed \$458,679.12 for a three year term.

#### **3.2 Method of Payment.**

In any month in which Firm wishes to receive payment, Firm shall no later than the first working day of such month, submit to OCFA in the form approved by OCFA's Director of Finance, an invoice for services rendered prior to the date of the invoice. OCFA shall pay Firm for all expenses stated thereon which are approved by OCFA consistent with this Agreement, within thirty (30) days of receipt of Firm's invoice.

#### **3.3 Changes.**

In the event any change or changes in the work is requested by OCFA, the parties hereto shall execute an addendum to this Agreement, setting forth with particularity all terms of such addendum, including, but not limited to, any additional fees. Addenda may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Firm's profession.

#### **3.4 Appropriations.**

This Agreement is subject to and contingent upon funds being appropriated therefore by the OCFA Board of Directors for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to OCFA.

#### **4. PERFORMANCE SCHEDULE**

##### **4.1 Time of Essence.**

Time is of the essence in the performance of this Agreement.

##### **4.2 Schedule of Performance.**

All services rendered pursuant to this Agreement shall be performed within the time periods prescribed in Firm's proposal, attached hereto as Exhibit "A". The extension of any time period specified in Exhibit "A" must be approved in writing by the Contract Officer.

##### **4.3 Force Majeure.**

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Firm, including, but not restricted to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if the Firm shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

##### **4.4 Term.**

Unless earlier terminated in accordance with Section 8.5 of this Agreement, this Agreement shall continue in full force and effect until June 30, 2018, unless extended by mutual written agreement of the parties.

#### **5. COORDINATION OF WORK**

##### **5.1 Representative of Firm.**

The following principal of the Firm is hereby designated as being the principal and representative of Firm authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith: Steve Claton, President.

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principal is a substantial inducement for OCFA to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Firm and devoting sufficient time to

personally supervise the services hereunder. The foregoing principal may not be changed by Firm without the express written approval of OCFA.

#### **5.2 Contract Officer.**

The Contract Officer shall be Jonathan Wilby, OCFA Risk Manager, unless otherwise designated in writing by OCFA. It shall be the Firm's responsibility to keep the Contract Officer fully informed of the progress of the performance of the services and Firm shall refer any decisions that must be made by OCFA to the Contract Officer. Unless otherwise specified herein, any approval of OCFA required hereunder shall mean the approval of the Contract Officer.

#### **5.3 Prohibition Against Subcontracting or Assignment.**

The experience, knowledge, capability and reputation of Firm, its principals and employees, were a substantial inducement for OCFA to enter into this Agreement. Therefore, Firm shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of OCFA. In addition, neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of OCFA.

#### **5.4 Independent Contractor.**

Neither OCFA nor any of its employees shall have any control over the manner, mode or means by which Firm, its agents or employees, perform the services required herein, except as otherwise set forth herein. Firm shall perform all services required herein as an independent Firm of OCFA and shall remain at all times as to OCFA a wholly independent contractor with only such obligations as are consistent with that role. Firm shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of OCFA.

### **6. INSURANCE, INDEMNIFICATION AND BONDS**

#### **6.1 Insurance.**

#### **6.1 Insurance.**

Firm shall procure and maintain, at its cost, and submit concurrently with its execution of this Agreement, general liability insurance including operations, products, and completed operations insurance in the amount of \$1,000,000 combined single limit for bodily injury, personal injury and property damage/\$2,000,000 aggregate; automobile insurance in the amount of \$1,000,000 each accident/\$1,000,000 uninsured motorist; professional liability insurance in the amount of \$1,000,000 each occurrence/\$2,000,000 aggregate. The general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence



limit. An endorsement to the General Liability Policy naming OCFA, its officers, officials, employees and volunteers as additional insureds is required to be submitted with the certificate of insurance. Firm shall also carry workers' compensation insurance in accordance with California workers' compensation laws. Such insurance shall be kept in effect during the term of this Agreement. The procuring of such insurance and the delivery of policies or certificates evidencing the same shall not be construed as a limitation of Firm's obligation to indemnify OCFA, its Firms, officers and employees. Coverage shall be provided by admitted insurers with an A.M. Best's Key Rating of at least A-VII. If Firm provides claims made professional liability insurance, Firm shall also agree in writing either (1) to purchase tail insurance in the amount required by this Agreement to cover claims made within three years of the completion of Firm's services under this Agreement, or (2) to maintain professional liability insurance coverage with the same carrier in the amount required by this Agreement for at least three years after completion of Firm's services under this Agreement. The Firm shall also be required to provide evidence to OCFA of the purchase of the required tail insurance or continuation of the professional liability policy if the service requires such coverage.

## **6.2 Indemnification.**

The Firm shall defend, indemnify and hold harmless OCFA, its officers and employees, from and against any and all actions, suits, proceedings, claims, demands, losses, costs, and expenses, including legal costs and attorneys' fees, for injury to or death of person or persons, for damage to property, including property owned by OCFA, and for errors and omissions committed by Firm, its officers, employees and agents, arising out of or related to Firm's performance under this Agreement, except for such loss as may be caused by OCFA's own negligence or that of its officers or employees.

## **7. RECORDS AND REPORTS**

### **7.1 Reports.**

Firm shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

### **7.2 Records.**

Firm shall keep such books and records as shall be necessary to properly perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit and make records and transcripts from such records.

### **7.3 Ownership of Documents.**

All drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of this Agreement shall be the property of OCFA and shall be delivered to OCFA upon request of the Contract Officer or upon the termination of this Agreement, and Firm shall have no claim for further employment or additional compensation as a result of the exercise by OCFA of its full rights or ownership of the documents and materials hereunder. Firm may retain copies of such documents for its own use. Firm shall have an unrestricted right to use the concepts embodied therein.

#### **7.4 Release of Documents.**

All drawings, specifications, reports, records, documents and other materials prepared by Firm in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer.

### **8. ENFORCEMENT OF AGREEMENT**

#### **8.1 California Law.**

This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Firm covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

#### **8.2 Waiver.**

No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of OCFA shall be deemed to waiver or render unnecessary OCFA's consent to or approval of any subsequent act of Firm. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

#### **8.3 Rights and Remedies are Cumulative.**

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

#### **8.4 Legal Action.**

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

#### **8.5 Termination Prior to Expiration of Term.**

OCFA reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Firm, except that where termination is due to the fault of the Firm and constitutes an immediate danger to health, safety and general welfare, the period of notice shall be such shorter time as may be appropriate. Upon receipt of the notice of termination, Firm shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Firm shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter.

Firm may terminate this Agreement, with or without cause, upon thirty (30) days written notice to OCFA.

#### **8.6 Termination for Default of Firm.**

If termination is due to the failure of the Firm to fulfill its obligations under this Agreement, OCFA may take over the work and prosecute the same to completion by contract or otherwise, and the Firm shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated, provided that OCFA shall use reasonable efforts to mitigate damages, and OCFA may withhold any payments to the Firm for the purpose of set-off or partial payment of the amounts owed to OCFA.

#### **8.7 Attorneys' Fees.**

If either party commences an action against the other party arising out of or in connection with this Agreement or its subject matter, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the losing party.

### **9. OCFA OFFICERS AND EMPLOYEES; NON-DISCRIMINATION**

#### **9.1 Non-Liability of OCFA Officers and Employees.**

No officer or employee of OCFA shall be personally liable to the Firm, or any successor-in-interest, in the event of any default or breach by OCFA or for any amount which may become due to the Firm or its successor, or for breach of any obligation of the terms of this Agreement.

## **9.2 Covenant Against Discrimination.**

Firm covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry. Firm shall take affirmative action to insure that applicants and employees are treated without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

## **10. MISCELLANEOUS PROVISIONS**

### **10.1 Confidentiality.**

Information obtained by Firm in the performance of this Agreement shall be treated as strictly confidential and shall not be used by Firm for any purpose other than the performance of this Agreement without the written consent of OCFA.

### **10.2 Notice.**

Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated forty-eight (48) hours from the time of mailing if mailed as provided in this Section.

Orange County Fire Authority  
Attention: Jonathan Wilby  
Risk Manager  
1 Fire Authority Road  
Irvine, CA 92602

**WITH COPY TO:**  
David E. Kendig, General Counsel  
Woodruff, Spradlin & Smart  
555 Anton Blvd. Suite 1200  
Costa Mesa, CA 92626

To Firm:

Steve Claton, President  
Universal Protection Service  
1551 North Tustin Ave, Suite 650  
Santa Ana, CA 92705

### **10.2 Integrated Agreement.**

This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

**10.3 Amendment.**

This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

**10.4 Severability.**

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

**10.5 Corporate Authority.**

The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this Agreement.

**[Signatures on Following Page]**



IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

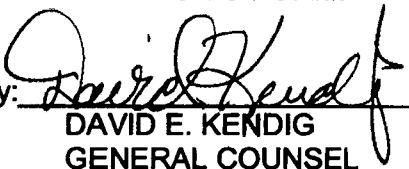
**"OCFA"**

**ORANGE COUNTY FIRE AUTHORITY**

Date: 6/22/15

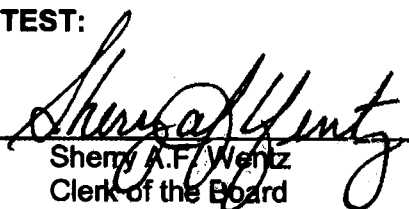
By:   
Jeff Bowman, Fire Chief

**APPROVED AS TO FORM.**

By:   
DAVID E. KENDIG  
GENERAL COUNSEL

Date: 6/10/15


**ATTEST:**

  
Sherry A.F. Wentz  
Clerk of the Board

**"FIRM"**

**UNIVERSAL PROTECTION SERVICE**

Date: 6/5/15

By:   
Steve Claton, President

**ORANGE COUNTY FIRE AUTHORITY  
AMENDMENT NUMBER ONE  
TO PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT ("Amendment One") is made and entered into this \_\_\_\_ day of June, 2018, by and between the Orange County Fire Authority, a public agency, hereinafter referred to as "OCFA", and Universal Protection Service, LP, doing business as Allied Universal Security Services, hereafter referred to as "Firm".

**RECITALS**

WHEREAS, OCFA and the Firm entered into that certain Professional Services Agreement on the 18<sup>th</sup> day of June, 2018, for security guard services ("Agreement"); which is incorporated herein by this reference, and

WHEREAS, the initial three year term of the Agreement expires on June 30, 2018; and

WHEREAS, the OCFA desires to exercise the option to extend the term of the Agreement for two additional years, and Firm agrees to such an extension, subject to the terms and provisions of this Amendment One.

NOW, THEREFORE, OCFA and Firm mutually agree to amend the Agreement as follows:

1. Section 3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

**Section 3.1 Contract Pricing** – For the services rendered pursuant to this Agreement between July 1, 2018 and June 30, 2019, Firm shall be compensated and reimbursed, in accordance with the terms set forth in the 2019 Security Budget Proposal 1, attached hereto as Exhibit "B," and incorporated herein by reference, in an amount not to exceed \$166,488.48 for regular annual services. For the services rendered pursuant to this Agreement between July 1, 2019 and June 30, 2020, Firm shall be compensated and reimbursed, in accordance with the terms set forth in the 2020 Security Budget Proposal 2, attached hereto as Exhibit "B" and incorporated herein by reference, in an amount not to exceed \$179,311.58 for regular annual services. Any additional security services required by OCFA, for a specific project, will performed under a separate purchase order with contract pricing based on the hourly rates provided by the Firm.

2. The 2019 Security Budget Proposal 1 and 2020 Security Budget Proposal 2, both attached hereto, are hereby added the Agreement as Exhibit "B".

3. Section 4.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

**Section 4.4 Term** – Unless earlier terminated in accordance with Section 8.5 of this Agreement, this Agreement shall continue in full force and effect until June 30, 2020. This is the final renewal period for this contract.

4. Except as modified above, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

5. The persons executing this Amendment One on behalf of the parties hereto warrant that they are duly authorized to execute this amendment on behalf of said parties and that by so executing this amendment the parties are formally bound by the provisions of this Amendment One.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment One as of the dates stated below.

**"OCFA"**

**ORANGE COUNTY FIRE AUTHORITY**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Debbie Casper, C.P.M., CPPB  
Purchasing Manager

APPROVED AS TO FORM.

ATTEST:

By:  \_\_\_\_\_

DAVID E. KENDIG  
GENERAL COUNSEL

Sherry A.F. Wentz  
Clerk of the Board

Date: 6/18/18

**"FIRM"**

**ALLIED UNIVERSAL SECURITY  
SERVICES**

Date: 6/7/18

By:  \_\_\_\_\_

Steve Claton  
Regional President Southwest

By:  \_\_\_\_\_

Chris Bailey  
Senior Regional Vice President

**ATTACHMENT**

**New Exhibit "B" to Agreement**

2019 Security Budget Proposal 1

2020 Security Budget Proposal 2

## 2019 SECURITY BUDGET Proposal-1

Orange County Fire Authority

1 Fire Authority Road, Irvine

May 31, 2018

California Minimum Wage -\$12.00

1. **REQUIREMENT:** Provide unarmed, uniformed professional security officers who are capable of exercising good judgment, will be highly visible at all times, deter crime, and perform other duties as outlined by the client.

### 2. SCHEDULE:

	FRI	SAT	SUN	MON	TUE	WED	THUR
8A - 4P	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer
4P - 12A	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer
12A - 8A	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer

168 Weekly Hours

### 3. BUDGET ESTIMATE:

STAFF	WEEKLY HOURS	BILL RATE	HOLIDAY/ O.T. RATE	MONTHLY	ANNUALLY	PAT RATE
Post Commander	40	\$20.30	\$30.45	\$3,561.97	\$42,743.68	\$ 14.00
Security Officer	128	\$18.13	\$27.19	\$10,177.07	\$122,124.80	\$ 12.50
CyCop/Cell Phone				\$135.00	\$1,620.00	
<b>TOTAL</b>	<b>168</b>			<b>\$13,874.04</b>	<b>\$166,488.48</b>	

Extra Coverage and Specials are billed at an agreed upon hourly rate not to be less than the holiday/O.T. rate.

As a result of California Paid Sick Leave Law (AB 1522) that is effective July 1, 2015, all costs associated with the law will be billed as incurred.

4. **HOLIDAYS:** AUS recognizes the following holidays. Security officers working on these days will be paid time and one-half. Client will be billed at the overtime rate/holiday rate for those days.

New Years Day  
Independence Day

President's Day  
Labor Day

Memorial Day  
Thanksgiving Day  
Christmas Day



UNIVERSAL PROTECTION SERVICE

## 2020 SECURITY BUDGET Proposal-2

Orange County Fire Authority  
1 Fire Authority Road, Irvine  
May 31, 2018

California Minimum Wage -\$13.00

1. **REQUIREMENT:** Provide unarmed, uniformed professional security officers who are capable of exercising good judgment, will be highly visible at all times, deter crime, and perform other duties as outlined by the client.

### 2. SCHEDULE:

	FRI	SAT	SUN	MON	TUE	WED	THUR
8A - 4P	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer
4P - 12A	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer
12A - 8A	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer	1 officer

168 Weekly Hours

### 3. BUDGET ESTIMATE:

STAFF	WEEKLY HOURS	BILL RATE	HOLIDAY/ O.T. RATE	MONTHLY	ANNUALLY	PAT RATE
Post Commander	40	\$21.75	\$32.63	\$3,816.40	\$45,796.80	\$ 15.00
Security Officer	128	\$19.58	\$29.36	\$10,991.23	\$131,894.78	\$ 13.50
CyCop/Cell Phone				\$135.00	\$1,620.00	
<b>TOTAL</b>	<b>168</b>			<b>\$14,942.63</b>	<b>\$179,311.58</b>	

Extra Coverage and Specials are billed at an agreed upon hourly rate not to be less than the holiday/O.T. rate.

As a result of California Paid Sick Leave Law (AB 1522) that is effective July 1, 2015, all costs associated with the law will be billed as incurred.

4. **HOLIDAYS:** AUS recognizes the following holidays. Security officers working on these days will be paid time and one-half. Client will be billed at the overtime rate/holiday rate for those days.

New Years Day  
Independence Day

President's Day  
Labor Day

Memorial Day  
Thanksgiving Day    Christmas Day



UNIVERSAL PROTECTION SERVICE





**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3E**  
**Consent Calendar**

**Annual Renewal of Aviation Insurance**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director    [brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org)    714.573.6353  
Human Resources

Jonathan Wilby, Risk Manager    [jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org)    714.573.6832

**Summary**

This annual agenda item is submitted for authorization to renew the Aviation Insurance Program coverage with AIG.

**Prior Board/Committee Action(s)**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve and authorize the Fire Chief, or his designee, to bind the Aviation Insurance Program coverage with AIG for the policy period from June 30, 2018, to June 30, 2019, with a premium amount of \$125,778.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in FY 2018/19 Budget.

**Background**

The aviation insurance policy provides liability coverage for the operation of the Orange County Fire Authority's four helicopters. Operationally, the helicopters are used for fire suppression, search and rescue, transporting fire crews, aerial reconnaissance, emergency medical rescue, disaster mitigation, recovery operations, large animal rescue, and training. The coverage includes a \$50 million combined single limit for bodily injury and property damage for each aircraft. The two older aircrafts are insured at that limit for liability only.

For the 2018/19 policy year, Gallagher marketed the policy to eleven aviation insurance carriers and received proposals from three (QBE, Starr, and AIG). AIG, the current insurance carrier, offered the best terms of coverage at the lowest premium of \$125,778. This is a savings of \$3,814 or a 2.94% decrease from the expiring 2017/18 policy premium of \$129,592. Additionally, the OCFA will receive a profit commission in the amount of \$20,000 for the FY 2017/18 policy, if there are no losses prior to June 30, 2018.

**Attachment(s)**

Aircraft Liability Insurance Coverage Summary

**AIRCRAFT LIABILITY INSURANCE COVERAGE SUMMARY**

**Insurance Company:** National Union Fire Insurance Company of Pittsburgh,  
PA through AIG

**A.M. Best Rating:** A: XV

**Policy Period:** June 30, 2018

**Terms:**

One year policy

**Aircraft Liability Coverage Limits:**

\$50,000,000 Combined single limit bodily injury and property damage; each aircraft

\$50,000,000 Non-owned aircraft liability

\$50,000,000 Aircraft personal injury liability

**Aircraft Physical Damage Values:**

At insured values

**Deductibles:**

Range from \$2,500 to \$50,000



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3F**  
**Consent Calendar**

**Annual Renewal of California State Association of Counties Excess  
Insurance Authority Workers' Compensation Excess Insurance**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director    [brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org)    714.573.6353  
Human Resources

Jonathan Wilby, Risk Manager    [jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org)    714.573.6832

**Summary**

This annual agenda item is submitted for authorization to renew the workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority (CSAC-EIA).

**Prior Board/Committee Action(s)**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve and authorize the Fire Chief, or his designee, to bind workers' compensation excess insurance coverage with the California State Association of Counties Excess Insurance Authority for the policy period July 1, 2018, to July 1, 2019, with a premium of \$468,000.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Sufficient funds are included in the FY 2018/19 Budget.

**Background**

The Workers' Compensation Self-insurance Program uses excess insurance as a stop loss for losses over a self-insured retention (SIR) limit of \$2,000,000. The Orange County Fire Authority (OCFA) is responsible for the losses up to \$2,000,000 per incident with the excess insurer responsible for costs that exceed that amount. The workers' compensation excess insurance coverage limit is statutory. The excess insurance coverage limit is Part 1 of the workers' compensation policy and covers the medical costs and lost wages for work-related injuries or illnesses. Employer's liability is Part 2 of the workers' compensation policy, and it protects against lawsuits for the employment-related injuries or illnesses that may be filed by employees, family of the employee, or other third parties. For example, a lawsuit alleging the workers' compensation claim is due to negligence on the part of the employer is covered under Part 2 with a limit of liability at \$5,000,000.

CSAC-EIA is the second largest public entity risk sharing pool and the largest property and casualty pool in the nation. The CSAC-EIA membership includes 93% of the counties, over 80% of the cities, as well as numerous school districts, special districts, housing authorities, fire districts, and other joint powers authorities in California. The OCFA has been a member of CSAC-EIA, since 2007. CSAC-EIA purchases excess workers' compensation insurance on behalf of OCFA and the other members of the pool.

The FY 2018/19 premium of \$468,000 is \$122,922 or 36% more than the expiring FY 2017/18 premium of \$345,078. The premium increase is due to several factors including: 1) increase in estimated payroll for the policy year; 2) payroll adjustment for previous policy year; 3) fewer carriers willing to offer workers' compensation excess insurance to the public safety sector; and 4) CSAC-EIA creating two new public safety rating groups with increased rates that were phased-in over a three year period. The OCFA is included in the high safety rating group, since over 40% of our payroll is from safety personnel.

Since joining the CSAC-EIA pool in 2007, the OCFA has experienced a significant savings in excess workers' compensation insurance premium. The OCFA will pay over 27% less than the FY 2006/07 premium (prior to CSAC-EIA) after this year's premium increase.

<b>Excess Workers' Compensation Premium 2006-2019</b>											
2006/07	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
ACE Am. Ins.	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA	CSAC- EIA
\$632,444	\$166,960	\$159,982	\$159,974	\$159,974	\$206,892 <sup>1</sup>	\$220,173	\$232,655	\$222,614	\$305,381 <sup>2</sup>	\$345,000	\$468,000

#### **Attachment(s)**

#### **CSAC-EIA Excess Workers' Compensation Coverage Summary**

<sup>1</sup> Rise in cost is attributed to the increased number of personnel associated with the Santa Ana transition.

<sup>2</sup> Rise in cost was due to the CSAC-EIA creating two new public safety rating groups with increased rates that will be phased in over three years. The OCFA is included in the high safety rating group, since over 40% of payroll is from safety personnel.

**CSAC-EIA EXCESS WORKERS' COMPENSATION COVERAGE SUMMARY**

<b>Insurance Company:</b>	Great American Insurance and ACE American Insurance Company and Liberty Mutual
<b>A.M. Best Rating:</b>	A++:XV A:XV
<b>Policy Period:</b>	July 1, 2018, to July 1, 2019
<b>Coverage Provided:</b>	Workers' Compensation Excess Insurance and Employers' Liability
<b>Major Exclusions:</b>	Punitive or exemplary damages, fines or penalties Any payments in excess of the benefits regularly provided by the Workers' Compensation law Labor Code 4850 benefits
<b>Limits:</b>	
Workers' Compensation	Statutory
Employers' Liability	\$5,000,000; \$45,000,000; Statutory
<b>Retention:</b>	
Self-insured Retention	\$2,000,000 per occurrence



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3G**  
**Consent Calendar**

**Award of RFP #JA2271 Purchase of One Heavy Duty Service Truck**

---

**Contact(s) for Further Information**

Dave Anderson, Assistant Chief Support Services Department	<a href="mailto:daveanderson@ocfa.org">daveanderson@ocfa.org</a>	714.573.6006
Rick Oborny, Fleet Services Manager	<a href="mailto:rickoborny@ocfa.org">rickoborny@ocfa.org</a>	714.573.6651
Debbie Casper, Purchasing Manager	<a href="mailto:debbiecasper@ocfa.org">debbiecasper@ocfa.org</a>	714.573.6641

**Summary**

This agenda item is submitted for the approval to purchase one heavy duty service truck from Boise Mobile Equipment, the number one ranked firm in the Request for Proposal process.

**Prior Board/Committee Action(s)**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve and authorize the Purchasing Manager to issue a purchase order to Boise Mobile Equipment for the purchase of one heavy duty service truck in an amount of \$208,060.41.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding for the purchase of one heavy duty service truck is included in the adjusted FY 2017/18 budget. OCFA has received funding from the CAL FIRE State Augmentation Fund and these funds will be used in this purchase.

**Background**

Each year, the Fleet Services Manager reviews the vehicles identified for replacement in the Fire Authority's vehicle replacement plan. This evaluation considers the vehicle's mileage, current age and actual years of operation compared to expected years, mechanical condition, and repair history. As part of the review, one heavy duty service truck has been approved for replacement.

The heavy-duty service truck is utilized by OCFA's hand crew superintendent to provide oversight and support to the 20-person Santiago handcrew, while on local projects or on the fire line. This truck carries a variety of equipment including, fuel transfer tanks, hand tools, chainsaws, medical gear, rope rescue gear, and food and water to support the crew during firefighting operations, which often occur in remote and rugged terrain. The Crew Superintendent uses this truck to get out ahead of the fire to monitor fire behavior and scout access in relation to the crew's safety. The skid mounted pump is used on wildfires to help mop-up, hold burnout operations, and suppress spot fires. During the off season the truck is utilized for local project work involving road maintenance and hazardous fuels mitigation projects, towing chippers and hauling brush mowers and chain saws.



The unit scheduled for replacement is:

Unit #	Year/Make	Mileage
3038	2009 Ford F250 4WD	132,234

Once unit 3038 is replaced with the new vehicle it will be removed from the fleet and sold.

***Request for Proposal (RFP) Process***

On February 8, 2018, RFP JA2271 was issued requesting proposals for the purchase of one heavy duty service truck. A non-mandatory pre-proposal meeting was held on February 22, 2018, however no vendors attended the meeting. Two vendors stated that the timing of the RFP schedule conflicted with their commitments at Firehouse World Expo 2018. A second non-mandatory pre-proposal meeting was held on March 21, 2018, and representatives from three companies attended. Final proposals were due on April 4, 2018, and two proposals were received. Proposals were evaluated based on the criteria and point structure as defined in the RFP: statement of qualifications (15), references (5), ability to meet the specifications (40), overall responsiveness (5), and proposed costs (35). Following the paper proposal evaluation, the evaluation committee conducted in-person interviews with the representatives from both Boise Mobile Equipment and Warren Anderson Ford. Upon completion of the proposal evaluation and interviews, Boise Mobile Equipment's proposal was ranked number one overall. Pursuant to the terms of the RFP, staff requested a Best and Final Offer (BAFO) from Boise Mobile Equipment which resulted in a savings of \$3,600. Additional information on the evaluation scoring is provided in Attachment 1.

***Recommendation***

Based on the results of the RFP, staff is recommending the award of this contract to Boise Mobile Equipment for the purchase of one 2019 Dodge 4500 heavy duty service truck in an amount of \$208,060.41.

***Attachment(s)***

1. Evaluation Scoring Summary
2. Proposal from Boise Mobile Equipment (On file in the Office of the Clerk)

**JA2271 – Purchase of One Heavy Duty Service Truck  
Evaluation Scoring Summary**

Attachment 1

	Warren Anderson Ford			Boise Mobile Equipment		
<b>Proposal Cost</b>	<b>\$141,849.86</b>			<b>\$208,060.41 (BAFO)</b>		
<b>Evaluators</b>	1	2	3	1	2	3
<b>A. Statement of Qualifications &amp; Experience (15)</b>	15.00	8.00	12.00	15.00	15.00	12.00
<b>B. References (5)</b>	4.00	3.00	4.00	5.00	5.00	5.00
<b>C. Ability to meet the Specifications (40)</b>	20.00	20.00	20.00	36.00	39.00	36.00
<b>D. Overall Responsiveness (5)</b>	2.00	1.00	3.00	4.00	4.00	4.50
<b>Total Points Section A - D</b>	41.00	32.00	39.00	60.00	63.00	57.50
<b>Evaluators Rankings Section A - D</b>	2	2	2	1	1	1
<b>E. Proposed Costs (35)</b>	35.00	35.00	35.00	23.86	23.86	23.86
<b>Total Points with Cost (A - E)</b>	76.00	67.00	74.00	83.86	86.86	81.36
<b>Proposal Rankings with Cost</b>	2	2	2	1	1	1
<b>Sum of Rankings</b>	6.00			3.00		
<b>Interview/Questions (40)</b>	16.00	4.00	28.00	40.00	40.00	32.00
<b>Total of both written &amp; interview</b>	92.00	71.00	102.00	123.86	126.86	113.36
<b>Ranking with Interview</b>	2	2	2	1	1	1
<b>Sum of Ranking w/Interview</b>	6.00			3.00		
<b>Overall Rank</b>	<b>2</b>			<b>1</b>		

			Warren Anderson Ford		Boise Mobile Equipment	
<b>Description</b>	<b>Qty</b>	<b>U/M</b>	<b>Unit Price</b>	<b>Ext. Total</b>	<b>Unit Price</b>	<b>Ext. Total</b>
<b>Heavy Duty Service Truck Per Spec No. 01-38-18</b>	1	Each	\$ 127,482.70	\$ 127,482.70	\$ 186,402.00	\$ 186,402.00
<b>Sales Tax (7.75%)</b>				\$ 9,879.91		\$ 14,446.16
<b>Subtotal</b>				\$ 137,362.61		\$ 200,848.16
<b>Pre-Inspection Trip cost PP (to be held at OCFA)</b>	4	Each	\$ 50.00	\$ 200.00	\$ 0.00	\$ 0.00
<b>Mid-Inspection Trip cost PP</b>	4	Each	\$ 50.00	\$ 200.00	\$ 900.00	\$ 3,600.00
<b>Final Inspection Trip cost PP</b>	4	Each	\$ 50.00	\$ 200.00	\$ 900.00	\$ 3,600.00
<b>Inspection Subtotal</b>				\$ 600.00		\$ 7,200.00
<b>Tire Fee per Vehicle</b>	1	Lot	\$ 12.25	\$ 12.25	\$ 12.25	\$ 12.25
<b>Exact Transportation Charges, if any</b>	1	Lot	\$ 60.00	\$ 60.00	included	included
<b>Single Source 5-year Warranty</b>	1	Each	\$ 3,815.00	\$ 3,815.00	included	included
<b>Total</b>				<b>\$ 141,849.86</b>		<b>\$ 208,060.41</b>

**JA2271 – Purchase of One Heavy Duty Service Truck  
Evaluation Scoring Summary**

Attachment 1

***Pricing & Specifications***

The variance in the proposed pricing from Warren Anderson Ford and Boise Mobile Equipment (BME) is a result of the differences in the specifications of the vehicles proposed. The proposed build from BME included a fire-grade body that is NFPA compliant with minimal exceptions to OCFA's vehicle specifications while the proposed build from Warren Anderson Ford included a commercial construction service type body with several significant exceptions and deviations to OCFA's vehicle specifications. Examples of exceptions and deviations taken by Warren Anderson Ford to the OCFA specifications include: types and gauges of metal used in the body construction, door hinges and door handles, cargo area and compartment sizes, bed width, and overall body ground clearance. The evaluation committee scored the proposals based on the conformance to the specifications. This resulted with Warren Anderson Ford scoring lower during the evaluation due to the exceptions taken in their proposal.

***Best and Final Offer (BAFO)***

As a result of the BAFO negotiations, BME has agreed to have the initial pre-build meeting at OCFA, resulting in an estimated savings of \$3,600 in travel related cost. No additional price reductions were offered by the vendor.

Heavy Duty Service Truck (JA2271), bidding on April 4, 2018 11:00 AM (Pacific)

Printed 04/05/2018

**Bid Results****Bidder Details**

**Vendor Name** Specialty Fleet Consulting  
**Address** 23 Navajo Trail Lane  
Pomona, CA 91766  
United States  
**Respondee** Craig Weeks  
**Respondee Title** VP Customer Relations  
**Phone** 208-972-7243 Ext.  
**Email** craig@bmfire.com  
**Vendor Type** NONE

**Bid Detail**

**Bid Format** Electronic  
**Submitted** April 3, 2018 4:22:42 PM (Pacific)  
**Delivery Method** On Line  
**Bid Responsive**  
**Bid Status** Submitted  
**Confirmation #** 136835  
**Ranking** 0  
**Amount** \$0.00

**Respondee Comment**

On behalf of Boise Mobile Equipment

**Buyer Comment****Attachments**

File Title	File Name	File Type
Pricing Page	Exhibit G - Pricing Page.pdf	Cost File
Spec Response	Exhibit E - Spec.pdf	Response File
Exhibits	Exhibits A,B,C,D,F,G,H,I.pdf	RFP Required Response Forms
Drawing	Exhibit E - Drawing.PDF	General Attachment

## SECTION VII: PROPOSAL REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. All Offerors are expected to provide detailed answers to the following points. The answers provided will be relevant in the evaluation process of the proposal. Additional information, if provided, should be separately identified in the proposal.

### **Proposal Response Format:**

Offerors shall submit a written proposal that presents the Offeror's qualifications and understanding of the services to be provided and the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project. Proposals shall include, at a minimum, the following:

1. **Letter of Transmittal:** Exhibit A
2. **Offeror's information:** Exhibit B
3. **Certification of Proposal:** Exhibit C
4. **Statement of Qualifications:** Exhibit D
5. **Response to Vehicle Spec # 01-38-18 Heavy Duty Service Truck:** Exhibit E
6. **References:** Exhibit F
7. **Pricing Page:** Exhibit G
8. **Party Participant and Agent Disclosure Forms:** Exhibit H
9. **W-9:** Exhibit I

## **EXHIBIT A: LETTER OF TRANSMITTAL**

**Letter of Transmittal:** The Letter of Transmittal shall be addressed to James Aguila, Assistant Purchasing Agent, OCFA Purchasing Department, and should, at a minimum, contain the following:

- a. Proposer Contact Information: Name, title, telephone, and email of the personnel responsible for the primary communication with the OCFA regarding Proposer's proposal.
- b. An executive summary of the Proposer's understanding of the objectives outlined in the scope of work with a commitment to provide the equipment in accordance with its proposal and the terms and conditions of any contract, which may be awarded pursuant to this RFP.
- c. A statement to the effect that the proposal shall remain valid for not less than one hundred and eighty (180) days from the date proposals are due.

The Letter of Transmittal should be provided on the firm's letterhead and should be signed by the Prime Consultant or in the case of a joint venture or other joint-prime relationship; an officer of each venture partner shall sign on behalf of the proposing firm. Letter must be signed by an individual authorized to bind the Offeror.



# *Boise Mobile Equipment*



900 Boeing Street, Boise, ID 83705  
208-338-1444

## **LETTER OF TRANSMITTAL**

James Aguila  
Assistant Purchasing Agent  
OCFA Purchasing Department

April 2, 2018

Boise Mobile Equipment (BME) is a full service custom emergency response vehicle manufacturer that has been in operation in excess of twenty-six years from the same location in Boise Idaho. BME is best known for their hundreds of robustly manufactured emergency apparatus for the United States Forest Service and on more than one occasion, the lives of the entire crew have been spared due to the BME body construction when their vehicle was involved in a rollover traffic collision.

BME, although incorporated, operates through the dedication of each employee who puts personal pride into each vehicle they produce and we are excited to offer to the San Manuel Band of Mission Indians our proposal for one (1) **Heavy Duty Service Truck** for use in the support of the ground suppression of wildland firefighting.

It is agreed that in the event of a discrepancy between the OCFA and BME specifications, the OCFA specifications will prevail.

It is further agreed that the BME proposal will remain in effect for not less than 180 days from date of submission.

Should you have any questions or require further clarification, please feel free to contact me at any time to discuss.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Craig A. Weeks', is written over the typed name.

Craig A. Weeks  
VP Customer Relations and Apparatus Design  
(208) 972-7243  
craig@bmeffire.com

**EXHIBIT B: OFFEROR'S INFORMATION**

Please complete and/or provide all requested information. If the proposal is submitted by a corporation, please provide an additional attachment that states the names of the officers who can sign an agreement on behalf of the corporation and whether more than one officer must sign. If the proposal is by a partnership or a joint venture, state the names and addresses of all general partners and joint venture parties. If the respondent is a sole proprietorship or another entity that does business under a fictitious name, the proposal shall be in the real name of the respondent with a designation following showing "DBA (the fictitious name)," provided however, that no fictitious name shall be used unless there is a current registration with the Orange County Recorder.

The undersigned, as respondent, declares that all documents regarding this proposal have been examined and accepted and that, if awarded, will enter into a contract with the Orange County Fire Authority.

**FIRM'S LEGAL NAME:** Boise Mobile Equipment Inc.

**FIRM PARENT OR OWNERSHIP:** Boise Mobile Equipment Inc.

**ADDRESS:** 900 Boeing St., Boise, ID 83705

**FIRM TELEPHONE #:** 208-338-1444 **FIRM FAX #:** \_\_\_\_\_

**FIRM'S TAX I.D. NUMBER:** 82-0434609 **INCORPORATED:** YES ☒ NO ☐

**LEGAL FORM OF COMPANY:** (partnership, corporation, joint venture): Corporation

**LENGTH OF TIME YOUR FIRM HAS BEEN IN BUSINESS:** 28 years

**LENGTH OF TIME AT CURRENT LOCATION:** 28 years

**NUMBER OF EMPLOYEES:** 150 **NUMBER OF CURRENT CLIENTS:** 30

*Management person responsible for direct contact with the Orange County Fire Authority and service required for this Request for Proposal (RFP).*

**NAME:** Craig Weeks **TITLE:** VP Customer Relations/Apparatus Design

**TELEPHONE #:** 208-972-7243 **E-MAIL:** craig@bmeffire.com

*Person responsible for the day-to-day servicing of the account.*

**NAME:** Same **TITLE:** Same

**TELEPHONE #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_



**EXHIBIT C: CERTIFICATION OF PROPOSAL**

In responding to RFP JA2271 – Heavy Duty Service Truck, the undersigned Offeror(s) agrees to provide the vehicles to OCFA per the specifications. Offeror further agrees to the terms and conditions specified herein and the following terms and conditions that are a part of this proposal and any resulting contract. Where Offeror wishes to propose alternatives to the Authority's contractual requirements, these should be thoroughly explained. While exceptions will be considered, OCFA reserves the right to determine that an offer is non-responsive based upon any exceptions taken. OCFA's governing body reserves the right to deny any material exceptions to the contract. If no contractual exceptions are noted, Offeror will be deemed to have accepted the terms and conditions as set forth.

- A. The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to legally bind the Offeror to the Contract. Signature below verifies that the Offeror has read, understands, and agrees to the conditions contained herein and on all of the attachments and agenda.
- B. The submission of the offer did not involve collusion or other anti-competitive practices.
- C. The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
- D. The Offeror has submitted the Party, Participant (Agent) Disclosure Form if applicable.
- E. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
- F. The Offeror complies fully with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion.

**Independent Price Determination:**

I certify that this offer is made without prior understanding, arrangement, agreement, or connection with any corporation, firm or person submitting an offer for the same services, and is in all respects fair and without collusion or fraud. I certify that I have not entered into any arrangement or agreement with any Orange County Fire Authority public officer. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this offer and certify that I am authorized to sign this agreement for the Offeror.

**To the Orange County Fire Authority:**

The Undersigned hereby offers and shall furnish the services in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as fully set forth herein. The representations herein are made under penalty of perjury.

NAME OF FIRM: Boise Mobile Equipment Inc.

ADDRESS: 900 Boeing St.

CITY: Boise

STATE: ID

ZIP CODE: 83705

PRINTED NAME: Craig Weeks

TITLE: VP Customer Relations/Apparatus Design

SIGNATURE OF PERSON AUTHORIZED TO SIGN: 

DATE: 4/2/18

**EXHIBIT D: STATEMENT OF QUALIFICATIONS**

Offerors shall prepare a statement of qualifications that shows the ability, capacity, experience, and skill of the Offeror, their staff, and their employees to provide the equipment requested. The statement of qualifications should include, at a minimum, responses to the following.

1. Provide the firm's detailed information, including number of years in business, location of office(s), and number of employees.
2. Proposer should indicate that it has sufficient licenses, permits, qualifications, and approvals that are required to do business within the State of California. Provide proof.
3. Describe the firm's experience in providing vehicles of similar nature, particularly to public agencies, municipalities, or other governmental agencies and include the number of builds currently in process.
4. Proposals will only be accepted from vehicle builders who design, fabricate, and assemble complete apparatus at their own facilities. Please indicate if your firm complies.
5. The successful company is required to have a delivery and service facility within fifty (50) driving miles of the OCFA Fleet Services repair facility. In addition, this facility is required to have a minimum of five (5) years of experience in the delivery, repair and maintenance of the apparatus with an adequate covered and lit floor area for the inspection and repair of the apparatus. Please provide details on your facility and how you are able to meet this requirement.
6. Provide a list of key staff members who will be working on this project and their specific responsibilities with respect to the scope of work. Information should include their experience as related to the scope of work. Include proof of qualifications.
7. OCFA is requesting the delivery of the vehicles within two hundred (200) days from the purchase order issue date or sooner. What is the estimated number of days required for delivery of the vehicle upon receipt of the purchase order?
8. Provide a detailed description for an optional five (5) year warranty for the proposed apparatus and major assembled components. Please specify those components that are covered, those items where the standard component warranty is extended and also those items that are specifically not covered by the optional five year warranty.
9. Is the warranty a "single-source warranty"? What are the duration periods of the optional "single-source warranty"? Provide the guaranteed response time for resolution of warranty issued after notification from Fleet Services is received.
10. Include any additional information that will assist OCFA in assessing your firm's history of performance and demonstrated ability and expertise in providing the requested equipment.



# ***Boise Mobile Equipment***



900 Boeing Street, Boise, ID 83705  
208-338-1444

## **STATEMENT OF QUALIFICATIONS**

Boise Mobile Equipment (BME) is a full service custom emergency response vehicle manufacturer that has been in operation in excess of twenty-six years from the same location in Boise Idaho. In 2016, BME expanded its operation to a second 50,000 square foot building and is currently expanding operations to a third 50,000 square foot building, all within the Boise area. The expanded operations have increased vehicle production from eighty in 2016 to orders in excess of one hundred fifty in 2018. This has also increased the number of employees to over 150.

BME retains all manufacturer and automobile dealer and salesperson licensing to operate within the State of California.

BME is best known for their hundreds of robustly manufactured emergency apparatus for the United States Forest Service, however in recent years has expanded operations from producing approximately 20% municipal fire apparatus to approximately 50% including but not limited to apparatus for the Counties of Los Angeles, Riverside and San Bernardino and has been awarded the contract for Type-3 wildland apparatus for Cal Fire. Current production orders are in excess of 150.

Other than OCFA has specified a commercially produced chassis cab, BME meets the requirement to design, fabricate and assemble the complete apparatus including but not limited to an electronics upfitting division.

BME has partnered with Performance Truck Repair (PTR) in Azusa, California, approximately 42 miles from the OCFA Fleet Services facility. PTR has been providing service, maintenance, repair and new apparatus delivery service to fire departments throughout Southern California for over ten years. Clients include Los Angeles County Fire Department, the State of California Governor's Office of Emergency Services, the Cities of West Covina, Arcadia, Alhambra, San Gabriel, South Pasadena, El Segundo and more. Ptrcorp.com

BME's project manager for this project will be myself, Craig Weeks. My experience includes over twenty years with the Los Angeles County Fleet Services Division, ten of those years as the Division Chief. My experience includes but is not limited to the development of new vehicle

## *Boise Mobile Equipment*

specifications and the solicitation and purchasing process and actual project management and vehicle production process.

BME is proposing a production schedule of one hundred fifty (150) days from receipt of the chassis. As BME cannot guarantee the commercial chassis production schedule, the chassis delivery schedule is a contingency.

BME is not proposing a five (5) year warranty option. The chassis and ancillary components will be warranted as provided by their respective manufacturers. BME is proposing at no added expense to OCFA, a ten (10) year materials and workmanship warranty on the body structure and seven (7) year warranty on BME painted surfaces.

Although the warranty is not a single point due to the separate but complete components such as the chassis and fire suppression unit, BME makes it a point to assist our clients in acquiring warranty services on these components and encourages clients to utilize our staff as a point of contact for these services. Furthermore, BME ensures to its clients a warranty response level of 80% within 24 hours or better.

As BME has already constructed vehicles on the same general chassis, we would encourage OCFA to use these vehicles as a reference for quality of construction.

Should you have any questions or require further clarification, please feel free to contact me at any time to discuss.

Sincerely,



Craig A. Weeks  
VP Customer Relations and Apparatus Design  
(208) 972-7243  
specialtyfleet@gmail.com  
BMEfire.com



**EXHIBIT F: REFERENCES**

Describe fully at least four contracts for similar vehicles provided by your firm to public entities, preferably located in Southern California, which were manufactured by the firm's company and are currently in service. It is the Contractors responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. Attach additional pages if needed. OCFA reserves the right to contact each of the references listed for additional information regarding their experience with your company. If similar apparatus are not located in Southern California, inspection of such apparatus may be requested, and if so, shall be provided by the successful offeror for up to four (4) persons at no expense to the OCFA.

Customer Agency Name	Orange County Fire Authority
Contact Individual & Title	Rick Oborny, Fleet Manager
E-mail/Telephone number	rickoborny@ocfa.org / 714-573-6651
Date of Project & Description of services provided including contract amount	2016-2017 Construct five (5) paramedic rescue squads and one (1) Type-6 Patrol
Customer Agency Name	USDA Forest Service
Contact Individual & Title	Linda Keydeniers, Fleet Manager
E-mail/Telephone number	909-599-1267
Date of Project & Description of services provided including contract amount	Multiple wildland fire apparatus. On-going for over 25 years.
Customer Agency Name	San Bernardino County Fire Department
Contact Individual & Title	Michael Mc Clintock, Fire Captain
E-mail/Telephone number	mmclintock@sbcfire.org /
Date of Project & Description of services provided including contract amount	Multiple Type-6 Patrol fire apparatus, 2015-2016
Customer Agency Name	Redlands Fire Department
Contact Individual & Title	Jim Topoleski, Battalion Chief
E-mail/Telephone number	jtopoleski@redlandsfire.org / 909-714-0594
Date of Project & Description of services provided including contract amount	Medium rescue air/light unit. Type-3 apparatus.

## **EXHIBIT E: RESPONSE TO VEHICLE SPECIFICATIONS # 01-38-18 HEAVY DUTY SERVICE TRUCK**

The proposal must include detailed responses to vehicle specification number 01-38-18 Heavy Duty Service Truck. A Microsoft Excel file is included with this solicitation to assist vendors in documenting responses to each specification.

Proposals must also include the required drawings related to the specifications: one (1) original, plus three (3) copies of preliminary vehicle drawings (both full size and 8 ½" x 11").

**SPECIFICATION NUMBER 01-38-18 Heavy Duty Service Truck (Crew Superintendent Vehicle)**

**BID REQUIREMENTS:** The following specifications describe a motor vehicle to be used by the Orange County Fire Authority. The vehicle shall be a new current advertised model built by a well-established manufacturer of this type of vehicle. Each proposal shall be accompanied with a detailed description of the vehicle and equipment proposed. The vehicle furnished shall conform to this proposed specification. If the bidder wishes to change from these specifications the bidder shall merely indicate the change, check the paragraph in the column "NO", does not comply, and a detailed description must accompany the proposal on what the bidder is proposing to do or supply.

It is not the OCFA's intent to restrict or limit competition with the specifications, but to provide prospective bidders enough information as to the OCFA's needs.

**EXCEPTIONS:** Any exceptions or clarifications taken shall be described in the exceptions column for each corresponding line item. No exception to or deviation from this specification will be considered unless specifically noted by the offeror. Any exceptions(s) not taken to these specifications shall be assumed by the OCFA to be included as specified, regardless of the cost to the offeror to comply.

**PROPOSER: BOISE MOBILE EQUIPMENT**

**Specification Requirements for One (1) 2018 Heavy Duty Service Truck (Crew Superintendent Vehicle). The chassis shall be a new and unused 2018 model Dodge 4 door, 4 wheel drive commercial 4500 Tradesman Heavy Duty cab/chassis or approved equivalent and be ordered/outfitted as required below:**

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
<b>Materials and Workmanship</b>	<b>1</b>	The design and construction of the apparatus, including all materials and workmanship, shall be of high quality and shall conform to the most recent applicable standards of the following:		<b>X</b>		
	<b>2</b>	• Society of Automotive Engineer's Standards and Recommended Practices		<b>X</b>		
	<b>3</b>	• National Fire Protection Association (NFPA) 1901 - Automotive Fire Apparatus Standards		<b>X</b>		
	<b>4</b>	• Federal Motor Vehicle Safety (FMVSS)		<b>X</b>		
	<b>5</b>	• Environmental Protection Agency (EPA)		<b>X</b>		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Materials and Workmanship (continued)	6	• Occupational Safety and Health Administration (OSHA) Standards		X		
	7	• California State Standards (DOT Title 13)		X		
	8	The apparatus provided shall be of the most current design and model year that the manufacturer produces (2018 or newer). All materials and components shall be new and of the most current model produced for which replacement parts are readily available. (no exception)		X		
	9	All component parts shall embody the original manufacturer's label plate and part or model number as applicable.		X		
	10	No manufacturer emblems/badges shall be affixed or stamped into the vehicle cab/body.		X		
	11	All piping, wiring, and tubing shall be neatly installed, secured where necessary, and protected from heat and mechanical damage. The exhaust must be sufficiently shielded and/or insulated as to not communicate any heat on the body surfaces, which contain medical supplies and substances that are heat sensitive.		X		
	12	All welding shall be neat and have uniform beads. All welding spatter shall be removed.		X		
	13	Any torch cut or sheered metal shall have ground-smooth cuts and finished to avoid injury when mounted to vehicle. Corners shall be radiused to reduce injury		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Materials and Workmanship (continued)	14	Threaded parts or devices shall show no evidence of cross-threading, mutilation, or detrimental burrs. All screw type and rivet fasteners shall be tight to allow no relative movement between the attached parts. All bolts and screws shall not be tightened in excess of the SAE torque standard established for the grade, screw, and thread type. The installation of hardware parts such as hinges, catches, handles, or knobs shall be accomplished to avoid damaging the hardware or the mounting surface. After fabrication, all parts shall be cleaned of the following: smudges; loose, spattered, or excess welding; metal chips or fillings; or any other foreign material which might detract from the intended operation, function, or appearance of the apparatus or its equipment. This would include any particles which could loosen or become dislodged during the normal expected life of the equipment. Whenever possible, this cleaning shall take place before the parts are assembled.		X		
	15	All major components including the engine, transmission, radiator, front and rear axles, brakes, steering gear and body shall be independently replaceable without cutting, burning or structural alteration. Welding shall not be employed in a manner that will prevent the ready removal of these component parts for inspection, service, or repair.		X		
Technical Data and Drawings	16	Technical data describing the proposed apparatus and all major components shall be submitted. Major components include: body, cab/chassis, engine, transmission, front and rear axles, wheels and tires, brakes and other specified components.		X		
	17	All offerors shall include the following technical drawings with their proposal:		X		
	18	• Preliminary drawings of proposed OCFA apparatus.		X		
	19	• Turning radius report for the proposed apparatus.				As per Ram chassis
	20	The successful offeror shall provide the following:		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Technical Data and Drawings (continued)	21	• Detailed drawing(s) of the cab dash, center console and all switch panel's layouts for approval.		X		
	22	• Final "as built" drawings of OCFA apparatus by time of delivery that include all electrical, circuits.		X		
	23	• Final "as built" drawings of OCFA apparatus shall include length, width, height, wheelbase, flat ground clearances and angles of approach and departure.		X		
	24	• The apparatus shall be weighed and documentation shall be provided to OCFA.		X		
	25	All drawings (for both proposed and "as built" vehicles) shall be provided in full-size (approximately 34" x 22" for readability and clarity) and 8 1/2" X 11".		X		
	26	Engineering, design, and construction of the fire apparatus as specified in these specifications will be under the direct supervision of a licensed mechanical engineer.		X		
	27	Data required from the manufacturer for each major component shall include the make and model.		X		
	28	The manufacturer shall provide total weight certification (GVW and GAW) which includes rated axle capacities.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Technical Data and Drawings (continued)	29	Manufacturer shall also provide road performance guarantees including: acceleration, top speed, grade-ability, braking, etc.				As per Ram chassis
	30	Vehicle turning radius (right and left) and rated axle capacity data shall be provided.				As per Ram chassis
	31	Materials, type of construction and general drawings showing compartment size, seating arrangements, controls and instrument panel layout shall be provided.		X		
DMV Registration	32	The manufacturer shall provide the following:		X		
	33	• Complete California Department of Motor Vehicles registration including all taxes and fees.		X		
	34	• Certificate of origin.		X		
	35	• Verification of Vehicle Identification Number with California weight certification.		X		
Preparation for Shipment	36	The vehicle, its accessories, spare parts, and tools, shall be packed in such a manner as to prevent pilferage and ensure safe delivery to the designated point. A line item list of all loose equipment packed will be provided when delivered for verification.		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Training	37	The manufacturer shall arrange for a factory trained representative to conduct training courses and demonstrate the equipment as follows at the customer's location:		X		
	38	• One (1) day shall be provided in the operation, use and basic maintenance for operators.		X		
	39	• One (1) day shall be provided for maintenance, basic trouble shooting and repair for service technicians.		X		
	40	• Factory representative shall be well versed and familiar with all aspects of the vehicle operations, capabilities and limitations (No exception).		X		
	41	• Manufacturer shall give permission for photo/video recording of any and all training sessions for future reference by the OCFA.		X		
General - Chassis	42	The chassis shall be a new and unused 2018 model Dodge 4 door , 4 wheel drive commercial 4500 Tradesman Heavy Duty cab/chassis or approved equivalent and be ordered/outfitted as required below:  State the Make and Model in the comment cell		X		
	43	• Exterior color- Flame Red with White roof, body painted to match.		X		
	44	• Interior color- Grey cloth high back, reclinable bucket seats		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	45	• Seat belts to be Red color		X		
	46	• Delete the center seat		X		
	47	• 6.7 Cummins turbo diesel engine with exhaust brake and fuel/water separator		X		
	48	• HD Aisin 6 speed OD automatic transmission with auxiliary transmission cooler		X		
	49	• Four wheel drive- 4 X 4, two speed (high/low range) transfer case with dash mounted controls.		X		
	50	• Anti-spin differential		X		
	51	• 4:44 gear ratio, OCFA will determine the exact ratio at the Pre-Construction Meeting		X		
	52	• Wheelbase- 173.4" max.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	53	• Cab to axle- 60" max.		X		
	54	• Dual rear wheels/tires.		X		
	55	• Full size spare wheel and tire (to match vehicle wheels and tires).		X		
	56	• Dual Fuel Tanks and urea tank		X		
	57	• Cruise Control		X		
	58	• Power Steering		X		
	59	• Dual alternators, highest amperage rating available.		X		440A
	60	• Tow eyes front and rear		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	61	• Tilt/telescoping steering wheel		X		
	62	• Heavy Duty engine cooling package with transmission cooler		X		
	63	• 4 wheel anti-lock disc brakes, heaviest option available		X		
	64	• Air Conditioning/heater/defroster		X		
	65	• Trailer brake controller		X		
	66	• Rubber floor mats front and rear, No Carpet on floors.		X		
	67	• Remote door lock key fobs (4)		X		
	68	• Power door locks		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	69	• Power windows, all glass shall be factory tinted		X		
	70	• Maximum Tow Package with trailer connector		X		
	71	• Maximum available GVWR/Payload, front and rear axles to be the heaviest capacity available.		X		
	72	• Cargo and Center High-Mounted Stop Lamp		X		
	73	• U connect 3. with 5 inch display		X		
	74	• Ambulance Prep Group		X		
	75	• Manual telescoping/fold back, with electric adjust glass and driver controls, side view mirrors.		X		
	76	• Front and rear heavy duty suspension group		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	77	• Park View rear back up camera		X		
	78	• Daytime running lights/headlamps		X		
	79	• Skid plates for fuel tanks, DEF tanks, transmission, fuel filters and transfer case		X		
	80	• Polished aluminum wheels with aluminum hub and lug nut covers		X		
	81	• All terrain on/off highway tires. Continental Conti Terra HD3 225/70 R 19.5 Preferred		X		
	82	• Heavy duty front and rear suspension with stabilizer bars and HD shock absorbers		X		
	83	• Fixed rear window		X		
	84	• Delete the pickup bed/box		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	85	• No exterior badges attached to vehicle		X		
	86	• Factory batteries shall be replaced with Odyssey 31AGM batteries			X	Factory replacement group #
	87	• Tire pressure monitors and valve stem stabilizers shall be provided		X		
	88	• An ember separator/screen shall be built into the air intake system. The chassis air intake shall be protected by an ember guard of 18 Mesh, 0.017 inch wire diameter, and a maximum mesh opening of 0.039 inches. The ember guard shall not decrease existing surface area. It shall be sized to fit, and located at the intake opening. The screen shall be readily accessible for inspection and maintenance.		X		
	89	• An ember separator/screen shall be built into the air intake of the cab filter. The air intake shall be protected by an ember guard of 18 Mesh, 0.017 inch wire diameter, and a maximum mesh opening of 0.039 inches. The ember guard shall not decrease existing surface area. It shall be sized to fit, and located at the intake opening. The screen shall be readily accessible for inspection and maintenance.		X		
	90	• No fuses are permitted, automatic circuit breakers shall be provided.		X		
	91	The body shall be designed to be approximately as wide as the outside wheel track on the rear axle. This will allow the apparatus to maneuver more easily in off-road environments. The body shall be approximately 94" wide from side to side at the rear of the apparatus.		X		
	92	The deck width shall be 54" wide with no wheel well intrusions. The channel or tubular steel deck and compartment support frames shall be strong enough to support 5000 lbs. in the bed area and 1000 lbs. of equipment in each side compartment (the actual load capability of the completed apparatus may be limited by the GVWR)		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
General - Chassis (continued)	93	The three (3) rear cab windows shall have a Dark window tint applied.		X		As from Ram
Placarding	94	Vehicle shall have permanently mounted label on drivers door of chassis fluid types and quantities. Shall have a placard displaying overall vehicle height and weight mounted on visible area for driver. Placard for seating capacity of 4 and placard for wearing seatbelts. Rear of apparatus shall have placard advising no riding on rear of apparatus.		X		
Electrical System	95	All electrical equipment installed by the manufacturer shall conform to current automotive electrical system standards and the requirements of the applicable NFPA apparatus standards including all electrical testing including reserve capacity test, alternator performance at idle and full load, low voltage test etc. a written report will be provided upon delivery. The wiring shall be individually and permanently color and function coded. The installation shall meet SAE Standard J1128 in its latest edition for GXL or SXL temperature rating.		X		
	96	All exposed wiring shall run in loom with a minimum of 280°F (137.8°C) rating. All wiring loom shall be properly supported and attached to frame members along the entire run. At any point where wire or looms must pass through metal, rubber grommets shall be installed to protect the wire from abrasion. Any wiring or fuel lines that project below the frame rails shall be wrapped in fire proof shield wrap specific for that purpose. Any non OEM wiring near exhaust or other heat sources will be wrapped in fire proof wrapping.		X		
	97	The electrical connections shall be made using heat shrink and/or weatherproof connectors. All electrical circuits shall be protected with automatic reset circuit breakers (no fuses).		X		
	98	All electrical ground connections to the frame will be treated with dielectric silicone compound. Wire ends will have waterproof and corrosion resistant shrink tube, adhesive lined type terminals and connectors. All electrical plugs in the module will be environmentally sealed Deutsch type. The entire surface of the electric/circuit breaker connection box will be treated with a urethane seal coat, to seal out moisture.		X		
Manuals	99	One (1) written copy and one (1) master CD/DVD copy of an Operation and Maintenance Manual shall be provided to the OCFA with each unit. This manual/CD shall include detailed instructions in the operation and maintenance of the overall unit. PowerPoint is accepted.		X		
	100	One (1) additional set of the Operation and Maintenance Manual shall be provided for use by Fleet Services personnel. The content will be finalized with the successful bidder. The manufacturer will give the OCFA approval to make sufficient copies of the CD. The CD shall be delivered and approved by the OCFA (final editing completed) prior to request for payment.		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Alumintank polished with Hydraulic Wet Kit	101	The body shall be constructed of minimum 14 gauge Jet Kote galvanized steel (or OCFA approved equal), the minimum grade of material shall be ASTM A653 A60. The body builder shall provide proof of material purchase and certifications before any sheet metal work can begin. The body shall be designed for fire/rescue service operations only, and shall be constructed to withstand off-road use. The body must be of sufficient design to be capable of withstanding the twisting and abnormal flexing, stresses and other occupational hazards caused by traveling on unimproved mountainous and rangeland roads. No commercially designed bodies intended for use in other vocations or applications are acceptable in quality, construction, design or longevity.	X			Tubular steel frame with galvanized sheet metal skin and compartments.
	102	Rear of body excluding folding tailgate shall have Chevron reflective yellow and red set on a diagonal pattern. 3M Diamond Grade Fluorescent red/yellow reflective chevrons shall be attached to all door/shelf interior leading edges.		X		
	103	The entire outside front of the body shall have a 1/8" polished aluminum diamond plate cover. The front cover shall wrap around the front corners. Shall be attached with minimum joints to prevent leakage		X		
	104	The tops of the compartments shall be covered with polished aluminum diamond treadplate. Shall be attached with minimum joints to prevent leakage		X		
	105	Two fuel fills shall be provided, as high as possible, (location TBD) with a brushed aluminum box with latching cover. Shall be labeled "Diesel" in an obvious place to avoid misfueling.		X		
	106	Front and rear mud flaps shall be provided, no logos on mud flaps.		X		
	107	Black flexible heavy duty rubber wheel well fenders shall be provided for the left and right side rear wheels/body. Approx. 1.25" wide		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Alumintank polished with Hydraulic Wet Kit (continued)	108	All compartment doors shall be integral in design and recessed into the apparatus body sides, sized to provide easy access to all interior areas of the compartment. All doors shall be consistent in fit and finish with the apparatus body. All doors shall be weatherproof and maintain contact with all points of the weather stripping. Weather stripping shall be bulb type, attached to the opening flange of the compartment opening. Red/white reflector DOT striping shall be installed on the interior surface of all vertically hinged doors. Inside door panels shall be painted or powder coated to match exterior body surfaces.		X		
	109	Apparatus body height – 40" Apparatus Body width 94" Compartment depth – 20"		X		
Compartments (Passenger)	110	Front compartment adjacent to cab (P-1)		X		
	111	Provide 2 fully adjustable shelves.		X		
	112	The minimum compartment clear opening shall be 35" wide. Vertical hinge to front of compartment		X		
	113	Vertical hinged full height door		X		
	114	Above rear wheels (P-2)		X		
	115	The minimum compartment clear opening shall be 73" wide and 18" high.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments (Passenger) (continued)	116	Provide one (1) fully adjustable shelf		X		
	117	Horizontally hinged drop down door. Cable restraints at each side. Single latch if possible		X		
	118	Rear compartment behind rear wheels (P-3)		X		
	119	Provide two (2) adjustable shelves.		X		
	120	The minimum compartment clear opening shall be 27" wide and 22" high.		X		
	121	Vertical hinged full height single door		X		
	122	Provide a weather tight, removable panel in the lower rear compartment wall to gain access to the chassis rear spring hanger bolts for inspection or repairs.		X		
Compartments (driver)	123	Front compartment adjacent to cab (D-1)		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments (driver) (continued)	124	Provide two (2) adjustable full length and width shelves.		X		
	125	The compartment shall be a minimum of 36" wide. Vertically hinged towards front of body		X		
	126	Above rear wheels (D-2)		X		
	127	The minimum compartment clear opening shall be 45" wide and 18." high.		X		
	128	Horizontally hinged drop down door. Cable restraints at each side. Single latch if possible		X		
	129	Behind rear wheels (D-3)		X		
	130	Provide two (2) adjustable full size shelves		X		
	131	The minimum compartment clear opening shall be 27" wide and 22" high		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Compartments (driver) (continued)	132	Vertical hinged single door		X		
	133	Provide a weather tight, removable panel in the lower rear compartment wall to gain access to the chassis rear spring hanger bolts for inspection or repairs.		X		
Exterior Cab Equipment	134	Cargo racks shall be mounted on top of both utility body side packs. The racks shall be fabricated from 1" steel tubing with expanded metal sides. Cargo racks shall be approximately 93"W X 9"H X 18"D. The racks shall be fabricated and mounted such that there is an approximate 1/4" gap between the top of the surface of the body and the cargo rack frame bottom. Racks shall be Duro Coated black		X		
	135	A 12" high fold down rear tailgate shall be provided. The inner surface of the tailgate shall be steel treadplate. The tailgate shall overlap the rear vertical body surfaces such that the tailgate does not reduce the length of the deck when closed. No advertising shall be permitted.		X		
	136	A fuel transfer tank shall be installed on the deck, against the forward vertical wall of the utility bed. The system shall consist of a split tank or two (2) attached tanks which hold a nominal 40 gallons of diesel and a nominal 20 gallons of gasoline. Each tank shall have a dedicated electric pump, filter/meter, vent, filler neck, cap, hose and nozzle. The system shall meet all applicable US Department of Transportation requirements. The system shall be arranged so the diesel tank is on the driver's side and the gasoline tank on the passenger side, with the fuel pump and fill nozzle on the outboard side of the tanks and rear facing. Each tank shall be clearly labeled with the fuel type. All fuel pump components and plumbing shall be supported properly with brackets. The pumps will have a switch inside cab through upfitter switches to energize the pump motors A Transfer Flow Inc. fuel transfer system meets these requirements.		X		
	137	Four (4) in-deck tie-down D-rings shall be installed flush with the utility body deck, in the four corners of the remaining deck space. Each tie-down shall have a load capacity of 2500 lbs. minimum.		X		
	138	The spare tire shall be securely mounted vertically, Placement will be determined at Pre-Con meeting		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Chock Blocks	139	Two (2) NFPA-compliant solid bottom wheel chocks shall be provided with the completed apparatus, one (1) each side. Zico Model #AC-32-W with aluminum base plate installed or equivalent shall be provided. Two (2) wheel chock vertical mounting brackets shall be installed at the rear of the body, one (1) mounted vertically on each side, inboard of the rear DOT lighting, above the bumper. Aluminum tread plate shall be provided above the mounting brackets to protect from damage.		X		
All Compartments	140	All compartments shall provide		X		
	141	Flush/sweep out design that allows easy cleaning and water drainage. All compartments shall have drains that will be plugged with 3/4" drain removable rubber grommet closure		X		
	142	Be water tight and dust proof when doors are closed. Neoprene seals shall be replaceable.		X		
	143	Have stainless steel edge protection along the leading (lower outside) compartment edge.		X		
	144	Have ventilation.		X		
	145	Have aluminum drip moldings above ALL doors, secured with screws.		X		
	146	All compartments shall have Amdor "Luma-Bar" H20 led strip lighting that lights when that compartment door opens. Each compartment shall have a minimum of two (2) full height lights mechanically fastened in an Amdor aluminum extruded mount, at the inside corners of the compartment wall (one each side). Except the long horizontal compartments, One (1) full length, horizontal mounted light shall be installed at the top/roof of the compartments.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
All Compartments (continued)	147	All compartments shall have a heavy duty "door open" Proximity Switch. A "Door Open" light shall illuminate in the cab when a compartment door is not closed. Light shall be clearly labeled "Door Open"		X		
Understructure (minimums)	148	3/16" steel front cross member		X		
	149	10 gauge steel rear cross member		X		
	150	Thru-members and longitudinal		X		
	151	14 gauge steel floor hat section stiffeners		X		
	152	12 gauge diamond plate floor		X		
Doors	153	Shall be a pan or lap construction. Interior panels shall be 20 gauge (min.) 304 stainless steel with a #4 brushed finish.		X		
	154	Full length polished stainless steel hinge rods mounted/bolted to the body, with stainless steel hardware. Eberhard DCEZ or OCFA approved equal, door hold open devices shall be provided for all doors with a positive stop open, that prevents contact with other doors or components.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Doors (continued)	155	All doors shall have large Austin round, recessed polished stainless steel slam-tight "D" handles and Eberhard slam latches, keyed to a 1250 key/lock. Rubber bumpers shall be provided that protect any door or component from damage.		X		
	156	3M Diamond Grade Fluorescent red/yellow reflective chevrons shall be attached to all door/shelf interior leading edges.		X		
Shelving	157	All shelving shall be aluminum with a 2" flange and be reinforced with appropriate bracing to support loads of 250 lbs.		X		
	158	All shelving shall be fully adjustable throughout the compartment using "Uni-strut" tracking floor to ceiling, two (2) per side.		X		
	159	All shelves/compartment bottoms shall have Dri-Deck material installed.		X		
	160	Interior compartment finish shall be painted light grey Zolotone.		X		
	161	All shelving shall have 3M Diamond Grade fluorescent red/yellow chevron material attached to the front of the shelving flanges.		X		
Bed Liner	162	Line-X spray or better equivalent spray in bed liner shall be applied to the rear of the service body bed bottom and full vertical surfaces including inside of tailgate.		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Steps/Grab Handles	163	Two (2) folding steps shall be provided on each side of front of body, to gain access to the top of the vehicle and fuel nozzles lowest step shall not be higher than 28 inches from ground. Grab handles shall be installed above all steps, and rear bumper area. TBD by OCFA. Two (2) 18" NFPA-compliant chrome-plated grab handles shall be provided and located on the cab rack one (1) mounted on each side of the cab protection rack.		X		
Body Mounting	164	The body shall be mounted, wired and finished as a completed apparatus (chassis and body).		X		
	165	Rear frame extensions shall be provided to prevent service body and rear bumper sag.		X		
	166	A spring loaded body mounting system shall be used to mount the body to the chassis. This system shall be designed to allow independent movement between the body frame and the chassis frame protecting the module from the stresses and twisting rendered by the flexing of the chassis frame. The mounts shall be pre-engineered for their intended use. All of the mounting hardware (nuts, bolts, washers) required for complete body installation shall be Grade 8 for sizes ½" and smaller, and Grade 5 for sizes larger than ½". All nuts shall be self-		X		
	167	A minimum of 26" ground clearance from bottom of body to road surface. Body must be mounted to allow full suspension movement without interference of tires into wheelwells or body edges.		X		May require suspension lift
Paint/Striping	168	The body shall be painted to match the finish of the factory paint of the chassis. There shall be NO deviation of paint color/shade between the cab and body.		X		
	169	Reflective striping that meets current NFPA 1906 shall be provided, a 4" reflective stripe on both sides of the body, cab and rear doors. Striping shall be a continuous 3M Scotch-Lite, white in color, on top of a 4 ½" black stripe, creating a ¼" black border that surrounds the entire white stripe (not a pin stripe), the transition from the cab to the body will have approx. 45 degree angle transition. Exact stripe location TBD by OCFA. Touch-up paint shall be provided.		X		
Scene Lighting	170	Two (2) 12 volt led floodlights, shall be mounted on the back side of the cargo rack facing outward to each side. Lights shall be controlled with switches in the cab marked "LEFT SCENE" and "RIGHT SCENE". There shall be no switches on the light heads. Exact location TBD by OCFA		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Scene Lighting (continued)	171	Two (2) floodlights 12 volt LED, shall be mounted behind rear cargo rack in a manner to provide lighting to rear cargo area. It shall be controlled by cab switch marked "REAR FLOOD". Exact position to TBD by OCFA.		X		
	172	All Emergency Lighting shall be Code 3 (No Exception)		X		
Emergency Lighting/Siren	173	Code 3 Lighting Package DFRC-NFPA 109		X		
	174	Upper Zone A, 1 each DF52-ALRC-126 C52537 with correct cab roof top mount bracket.		X		
	175	Lower Zone A, 2 each LXEX2F-RR with wide optics. 2 each LXEX1F-R with wide optics.		X		
	176	Lower Zone B, 1 each LXEX1F-R with wide optics.		X		
	177	Upper Zone C, 2 each LXEX1F-R with wide optics		X		
	178	Lower Zone C, 2 each LXEX1F-A with wide optics.		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Emergency Lighting/Siren (continued)	179	Lower Zone D, 1 each LXEX1F-R with wide optics.		X		
	180	Model 700 headlight flasher		X		
	181	Rear Directional Traffic Arrow- 1 each NASLTC6SP and 20' cable.		X		
	182	Exact locations of Emergency Lighting TBD by OCFA.		X		
	183	One Code 3 Z3 siren control head shall be provided with Hi/Low function disabled. The siren shall be connected to two (2) Federal BP200-EF siren speakers mounted in the front grille area, exact location TBD. The siren control heads shall be backlit with the headlights on. Control head shall have 8 optional light control switches. Control as follows: Take down; activates all white lights in DFRC light bar. Right scene; activates right flood on cargo rack and alley light on DFRC. Left Scene; activates left flood on cargo rack and left alley light on DFRC. "Rear flood"; activates cargo floods and reverse lights. Ground light; activates all ground lights.		X		Speakers to be as provided on medic and patrol builds.
	184	Position 1 on the slide switch shall light all Amber lights on the rear of the vehicle, including the Narrowstick, wired to the default flash input.		X		
	185	Position 2 on the slide switch shall activate all of the Amber lights on the rear as well as the front, rear and side facing Red lights.		X		
	186	Position 3 on the slide switch shall activate the light bar steady and flashing Red/White lights, activate the headlight flasher (Wig-Wags), provide power to siren controller, and the Opticom System.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Emergency Lighting/Siren (continued)	187	One (1) GTT/Opticom model 76-1000-1155-0 Kit and one (1) 76-1000-1039-0, led traffic pre-emption emitter shall be located on the roof, centered on a mount, raised above the rear of the light bar. The Opticom shall be controlled by the last position on the Unitrol control head and also by the vehicle shifter position, placing the shifter in Park shall cancel all power to the Opticom System, even while all other emergency lights are activated. No individual cab switch for the emitter circuit shall be provided. The traffic emitter shall be installed as outlined in the installation instructions and shall include one (1) interior mounted led indicator lamp and a 1 amp in-line fuse with operation label. The exact mounting locations TBD by OCFA.		X		
	188	One (1) Ecco model 830N Back up alarm shall be provided and will be mounted facing the ground with easy access for service.		X		
Cab Center Console	189	A Troy Products center console shall be provided and installed per manufacturers installation instructions, model CC-WBOS-20. The console shall be mounted to a vehicle specific floor mounting plate, Troy Products model AC-DG4500. A Troy Products map box, model AC-FHDFB shall be provided and mounted directly behind the center console and to the floor plate. Various Troy Products console face plates and inserts shall be provided with the console. One (1) Ticket Pocket model FP-TICK, one (1) arm pad, one (1) face plate for mounting a Code 3 Z3 siren control head, and one (1) dual cup holder model AC-BH95. All remaining face plates shall be banked with Troy Products and ordered at a later date by OCFA. The locations of the face plates will be determined by OCFA at a later date. The center console provides mounting locations for switches, lights, siren controller, three (3) radio heads and various other functions/components shall be mounted between the front seats. The chassis cab interior shall be wired with battery 12V DC power, battery ground, OEM ignition switched power, and radio rebroadcast wires to the siren or PA, and labeled to simplify radio installation		X		
Cable Chases	190	A cable chase shall be provided from the rear of the center console map box and extend to the back wall of the cab. The chase shall be fabricated out of aluminum or steel and be powder coated to match the Troy Products center console and map box.		X		
Additional Electrical	191	The alternators, batteries, starting devices, ignition, multiplex system junction box and nodes shall all be of a moisture resistance type, have removable hinged lids, accessibly mounted and suitably protected against, heat, cold and dust. The exact location TBD at the pre-construction meeting.		X		
	192	A Xantrex on board battery charging system shall be provided and installed per the manufacturer's installation instructions and shall include, One (1) 60 amp battery charger model 804-1260, One (1) remote display model 808-8040-00, One (1) temperature sensor model 808-0232091. Charger shall be mounted in the service body in close proximity to the two (2) DEKA AGM batteries. The remote display shall be mounted in the cab, the final location of both shall be determined during pre-construction.		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Additional Electrical (continued)	193	One (1) recessed 20 amp, 3-prong male shore power electrical connection with a weather-proof cover (Hubbell, bright yellow) shall be provided. This connection shall provide power to two (2) 3-prong duplex outlets, one mounted in the service body and one mounted inside the cab on the back wall. The battery charger described above shall be connected to the outlet plug located in the service body. The final location of all outlets, shore power plug and charger to be determined during pre-construction by OCFA.		X		
	194	One (1) additional Odyssey 2150 31AGM batteries shall be provided and mounted within the service body, exact location TBD. A reinforced battery tray and battery hold down shall be provided to adequately secure and protect both batteries and cables. The batteries shall be mounted in such a manner as to be easily accessible and removable for servicing. The battery shall be individually isolated from the chassis electrical system for communication equipment needs. The communications (COMM) battery shall have Julian non-stackable end studs installed; Model JEI28SP0907 with 3/8" stud and red protective cap, model 90BCCR.		X		Installation will be consistent with squad and patrol builds
	195	Two (2) red 2-gauge battery power/charge lines shall be provided and installed as follows:		X		Installation will be consistent with squad and patrol builds
	196	Each cable shall terminate to one (1) Cooper Bussman circuit breaker model MRCB187F-150. Circuit breaker shall be installed in close proximity to each battery. Each line shall then be connected to the positive (+) terminal extension lug of the following:		X		Installation will be consistent with squad and patrol builds
	197	Vehicle chassis batteries, (VEH BAT) isolated Accessory Battery (ACC BAT)		X		Installation will be consistent with squad and patrol builds
	198	Each cable shall be clearly labeled as follows with durable, permanent labeling:		X		Installation will be consistent with squad and patrol builds
	199	VEH-BAT, ACC BAT		X		Installation will be consistent with squad and patrol builds
	200	All cables shall be routed from the battery to under the rear seat, where they will be terminated. <del>All cables shall terminate to individual Transit Safety model S240-7000R 3/8" red studs</del>		X		Installation will be consistent with squad and patrol builds

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Additional Electrical (continued)	201	One (1) black 2-gauge ground cable shall be provided to the back wall inside the cab and shall originate from the same location as the chassis battery ground. The ground cable shall terminate to one (1) Transit Safety model S240-7000 3/8" black stud.		X		Installation will be consistent with squad and patrol builds
	202	The battery charger shall be connected to (receive power from) the duplex electrical outlet (described elsewhere) located near the battery charger using a builder supplied 3-prong male pig-tail and not be hard-wired.		X		Installation will be consistent with squad and patrol builds
	203	Each of the three (3) charger outputs shall have a manual trip/reset breaker, Cooper Bussman model MRCB 187-080, installed within a foot of each battery and be easily viewable.		X		Installation will be consistent with squad and patrol builds
	204	A minimum of 4-gauge red cables or what is required by the charger manufacturer (whichever is greater) shall be run from each output of the charger to the positive (+) terminal extension lug of each battery. The ground cable shall be routed along the same path as the battery charge cables and terminate at the chassis battery ground. The ground cable shall be clearly labeled at each end with a durable, permanent label.		X		Installation will be consistent with squad and patrol builds
	205	Builder shall provide printed identification at each end of all "non-function coded" cabling and wiring as described. Clear polyethylene heat shrink tubing shall be provided over ALL labeling for durability.		X		
	206	One (1) Blue Sea automatic charge relays model ML-ACR 7622 110B with rocker switch model 2146 shall be installed in close proximity to the Accessory Battery in the service body. Relay shall be installed per the manufacturer's requirements and will be mounted so they are serviceable and viewable from outside the compartment. Control wires shall be run into the cab through the frame rails and will be coiled with a minimum of eight feet (8') of spare wire at the base of the rear seat (exact location TBD by OCFA).		X		Installation will be consistent with squad and patrol builds
	207	One (1) Blue Sea 3 bank DC voltage gauge model 1830 M-2 shall be installed in the cab (exact location TBD by OCFA).		X		
	208	One (1) Blue Sea part # 1016, 12 VDC dual usb outlet, fused as above shall be installed (exact location TBD by OCFA).		X		



SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Additional Electrical (continued)	209	One cab ceiling mounted map light, dual color red and white. Exact location TBD by OCFA.		X		
	210	An open door warning system that is incorporated with the park circuit shall be provided and operate as follows:		X		
	211	One light warning device shall indicate if any door or compartment is open.		X		
	212	The warning device shall be red LED Truck-Lite model/series 33 (set on a rapid flash pattern) mounted in an overhead housing in plain view of the driver and passenger.		X		
FMVSS/D.O.T. lighting	213	All vehicle (cab and body) lighting components shall be LED. Brake/tail, rear turn signal and back-up lights shall be Code 3, in a triple stack chrome housing model 65STK3. (Brake, turn. Reverse and light mounts are included in the emergency lighting package above).		X		
	214	Lights to be mounted from top to bottom:		X		
	215	Two (2) 65STR (stop/tail)		X		
	216	Two (2) 65STA (turn)		X		

SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
FMVSS/D.O.T. lighting (continued)	217	Two (2) 65RV (reverse)		X		
	218	Dual chrome LED license plate lights and a pre-drilled chrome mounting plate shall be provided.		X		
	219	Reflectors shall be mounted with fasteners, not stick on or glued.		X		
Rear Bumper	220	One (1) 8 inch Rear step bumper ( Covered in Dura Coat Black ), with a treadplate walking surface shall be provided, and DOT clearance lights (3) in the center (May be installed in rear of service body if space available). Lights shall be Truck-Lite model/series 33 red led (all body clearance lights shall be the same brand/model). The bumper shall support a 1000 lb. minimum load, have a 1" toe kick, and be 3" thick. The bumper shall be bolted (not welded) for easy replacement. A Class IV frame-mounted 2" hitch receiver shall be provided. The receiver shall not reduce the angle of departure. Receiver may be built into bumper in manner that does not create a tripping or protrusion hazard. A 7 way round trailer connector shall be provided utilizing OEM brake controller and wiring in close proximity to hitch.		X		
Front Bumper/Winch	221	A heavy duty black powder coated finish bumper and brush guard assembly shall be provided and installed on the front of the apparatus. The complete assembly shall follow the chassis body lines and encompass the perimeter of the chassis front. The complete assembly shall be of such design that the guard will not vibrate, and shall provide a solid mounting area for warning lights, speakers, or other specified equipment. The bumper shall accommodate driving/fog lights utilizing upfitter switches. TBD by OCFA. The bumper shall accommodate the mounting of a winch. The winch will be installed as per manufacturers specifications. Warn M12-S Winch. Additionally, the Warn medium duty recovery pack. Part # 97565 will be shipped loose.		X		
Ground lighting	222	Provide complete perimeter ground lighting under both sides of body, rear of body and under door lighting at cab doors. All ground lighting shall be Amdor model H20 led, controlled by a single switch in the cab. Separate lighting for open crew cab doors may be necessary.		X		

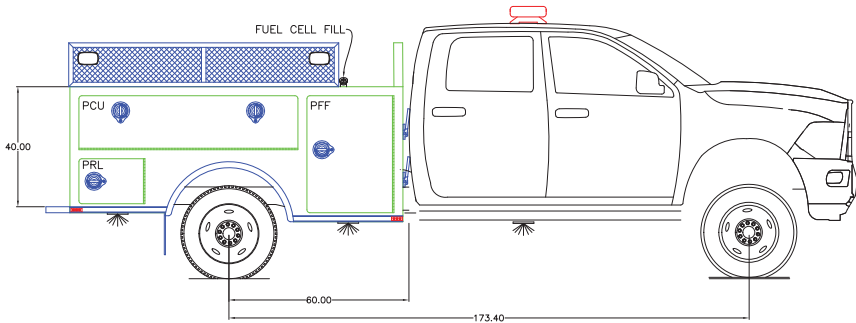


SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Rear Traffic Arrow Rear Window Guard	223	A mounting bracket shall be fabricated to house the Narrowstick in a housing, that will enclose the narrow stick and protect it from damage. This shall span the area on the top of the cab rack. One (1) cab rack to mount the light bar shall be fabricated and installed at the forward end of the apparatus body, directly behind the cab. The horizontal top bar and upright legs of the rack shall be fabricated from steel 2" X 2" square tubing welded to a 3/8" X 3" steel flat bar base. The top of the rack shall conform to the shape of the chassis cab. The rack shall include a stainless steel expanded metal bulkhead-mounted cab window guard. It shall be powder coated black. Accommodations for OEM third Brake light may be necessary. Rack shall not obstruct cab mounted lightbar but shall protect rear window from damage.		X		
Back-up Sensing device	224	OEM back up camera shall be utilized. Camera will positioned in a manner to prevent damage and provide a clear view to rear of vehicle.		X		
Warranty Option	225	Provide a detailed description for a five (5) year Dodge factory warranty for the cab/chassis and major assembled components, as well as a five year body warranty to include a bumper to bumper (all components/body).	X			10 year body. All other warranties as provided by respective manufacturer.
Options	226	Price the following items as optional, so OCFA can pick which option according to individual pricing of the item listed:			X	
	227	Body; provide a commercially produced truck body with single panel pan doors (in lieu of the custom truck body listed) example body: Pacific, Harbor, C-Tech, or OCFA approved equal. All other items in the specification are unchanged.			X	Not offered
Completed Vehicle	228	The completed vehicle shall not exceed 283" in length.		X		
	229	Angle of approach and departure shall be as high as possible. Rear shall be equal to or greater than 20 degrees. No exception.		X		
Accessories	230	Provide (2) Troy Products Beverage Holders model AC-BH-S95.		X		



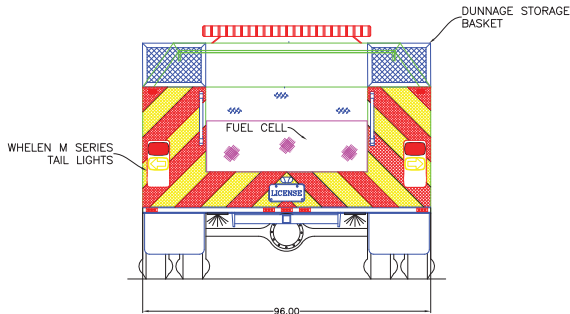
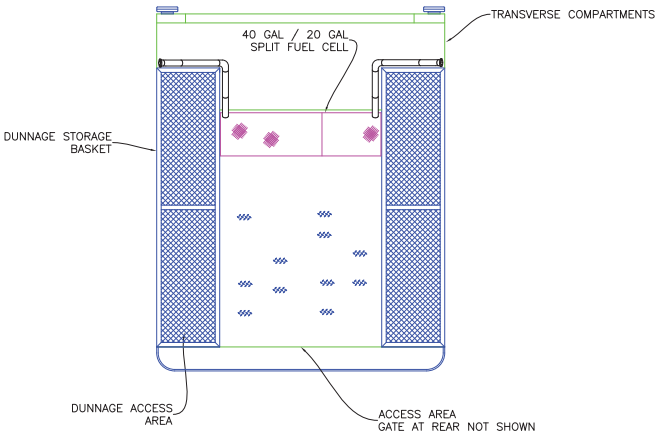
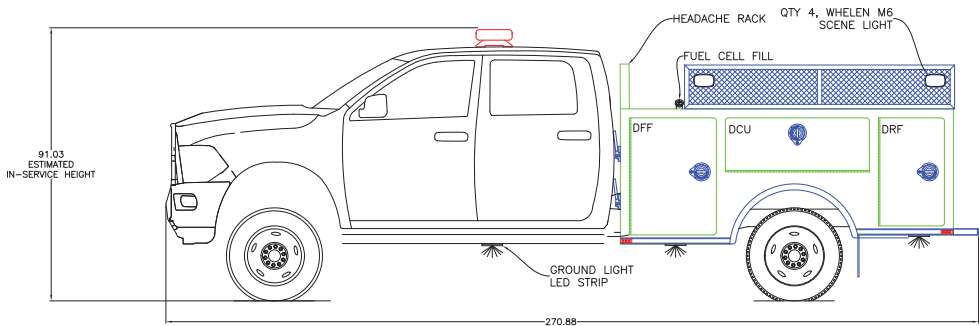
SECTION	LINE ITEM #	DESCRIPTION	Exceeds	Complies	NO	Exceptions/Clarifications/Comments
Loose items (continued)	231	One (1) 2-1/2 lb. Class B/C fire extinguisher with vehicle mounting bracket, shipped loose. One (1) set of warning triangle reflectors, containing three (3) folding reflectors in a plastic storage case. One (1) 6 ton hydraulic jack with handle and lug wrench that will remove all lugs of both front and rear tires. The Warn medium duty recovery pack. Part # 97565.		X		
Skid Mount Pump	232	One skid mount pump with 75 gal poly tank kit by Cascade Fire Equipment. (See Quote provided by OCFA.) shall be mounted in rear of body behind the transfer fuel tanks.		X		

DATE	REV	BY	DESCRIPTION
170220	—	DKP	INITIAL RELEASE BASED ON SD FROM 2612
170227	A	DKP	CAB TYPE CORRECTED TO SUPER DUTY, ADDED 90 GAL FUEL CELL AND HEADACHE RACK
170406	B	DKP	LIGHTS CHANGED TO WHELEN M6 SERIES, DFF INCREASED IN HEIGHT BY 3", DUNNAGED BASKET RESIZED, FUEL CELL SPLIT.



NOTE:  
DIMENSIONS SHOWN ARE APPROXIMATE AND SUBJECT TO DEVIATIONS AS MAYOCCUR OR BE NECESSARY IN CONSTRUCTION. THE INDICATED VEHICLE HEIGHT IS A CALCULATED LOADED DIMENSION. THE ACTUAL HEIGHT OF THE UNIT AS SHIPPED FROM THE FACTORY MAY VARY. MINOR DETAILS NOT SHOWN, WHERE THERE MAYBE NONCONFORMITY BETWEEN THE ILLUSTRATION AND THE SALES ORDER, THE ORIGINAL SALES ORDER AND ALL APPROVED SALES CHANGES WILL PREVAIL.

General depiction sales drawing only.



BODY MATERIAL TYPE: AL  
BODY MATERIAL GEOMETRY: TUBULAR METAL WITH SHEET METAL  
DOOR STYLE: BME STANDARD DOOR

DRIVER'S STORAGE COMPARTMENTS					PASSENGER'S STORAGE COMPARTMENTS				
LETTER	WIDTH	HEIGHT	DEPTH	CAPACITY	LETTER	WIDTH	HEIGHT	DEPTH	CAPACITY
DFF	29.00	39.00	TRANSVERSE	00.00 CU. FT.	PFF	29.00	39.00	13.00/24.00	00.00 CU. FT.
DCU	48.00	18.00	13.00	00.00 CU. FT.	PCU	73.00	18.00	13.00	00.00 CU. FT.
DRF	22.00	36.00	13.00/24.00	00.00 CU. FT.	PRF	22.00	15.00	13.00/24.00	00.00 CU. FT.
LETTER	WIDTH	HEIGHT	LENGTH	CAPACITY					
DRF	54.00	28.00	109.00	00.00 CU. FT.					
TOTAL				00.00 CU. FT.	TOTAL				00.00 CU. FT.

CHASSIS MFC: DODGE		MAKE: 5500		MODEL: 4X4		CAB: EXT CAB	
UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES TOLERANCES ARE: FRACTIONS DECIMALS ANGLES 1/16" .0005" 30°		SHOP ORDER NO.:		CUSTOMER NAME: ORANGE COUNTY FIRE AUTHORITY		REV.:	
VER. NO.:		APPROVALS DATE		TRUCK DESCRIPTION: CREW SUPERVISOR VEHICLE		PUMP: N/A	
DRAWN BY: DKP		201817		SIDE FRID. NO.: D N/A		DRAWING NO.: ORANGE COUNTY Crew Supervisor	
REVIEWED BY: DKP		201817		ENGINE: 350 HP		TRANSMISSION:	
REVIEWED BY: DKP		201817		SCALE: N/A		SHEET 1 OF 1	
REVIEWED BY: DKP		201817		DO NOT SCALE DRAWING			



**EXHIBIT G: PRICING PAGE**

The Orange County Fire Authority (OCFA) reserves the right to select the appropriate equipment for the Authority based on any combination of price, immediate availability, design, utility services, repair support or other features that are deemed to be in the best interest of the Authority. All factors will be considered in the selection process.

**In a separate sealed envelope**, please provide *one original copy* of itemized pricing for the dozer transport vehicle, as configured, including training, warranty and other costs. Reference to the pricing should not be included in any of the other submittals. The pricing should include the total price proposed to provide all the deliverables requested by the OCFA, and offered by your company, in this RFP. Check your calculations before submitting your proposal; OCFA will not be responsible for miscalculations.

**PRICING FOR HEAVY DUTY SERVICE TRUCK PER SPEC 01-38-18**

Item	Description	Unit of Measure	Qty	Unit Price	Ext. Total
1	<b>Heavy Duty Service Truck</b> Per Spec No. 01-38-18 <i>(list warranty &amp; inspection costs below)</i>	Each	1	\$ 186,402.00	\$ 186,402.00
<b>Sales Tax (7.75%)</b>					\$ 14,446.16
<b>Subtotal</b>					\$ 200,848.16
2	Pre-Inspection Trip cost <b>per person</b>	Each	4	\$ 900.00	\$ 3,600.00
3	Mid Inspection Trip cost <b>per person</b>	Each	4	\$ 900.00	\$ 3,600.00
4	Final Inspection Trip cost <b>per person</b>	Each	4	\$ 900.00	\$ 3,600.00
<b>Inspection Subtotal</b>					\$ 10,800.00
5	Tire Fee <b>per vehicle</b>	Lot	1	\$ 12.25	\$ 12.25
6	Exact transportation charges, if any	Lot	1	\$ INCLUDED	\$ INCLUDED
7	Single Source 5-Year warranty <b>per vehicle</b>	Each	1	\$ N/C, see specification comments	\$
<b>Total</b>					\$ 211,660.41

**OPTIONAL PRICING REQUESTED FOR HEAVY DUTY SERVICE TRUCK**

8	Body - Provide a commercially produced truck body with pan doors (in lieu of the custom truck body listed). Example body: Pacific, Harbor, C-tech or OCFA approved equal. All other items in the specification are unchanged.  MAKE: _____ MODEL: _____	Each	1	\$	Not offered  \$
---	--	------	---	----	-----------------------



**Single Source 5-Year Warranty:** Provide a description of warranty coverage options for the Heavy Duty Service Truck acquired under this contract. Describe proposed warranty in detail, including costs, coverage, exclusions, and limitations. (Attach additional pages as necessary):

Dodge Ram chassis warranty as provided by manufacturer. Components and equipment provided by BME as provided by respective manufacturer.

BME manufactured body/components 10 year material/workmanship. BME paint 7 years.

**GOVERNMENT / CO-OPERATIVE CONTRACT:** Is your pricing based on a Government or Co-operative contract? YES \_\_\_\_\_ NO X

If yes, please provide details of which agency and contract the pricing is based on:

**"PIGGYBACK" CLAUSE.** Offeror shall indicate below if they will extend the same prices, terms, and conditions of the proposal to other public agencies. Offeror's response to this question will not be considered in award of contract. When the Offeror extends the prices, terms, and conditions of this proposal to other public agencies, the contract shall be between Offeror and the other agencies, and the Orange County Fire Authority shall bear no responsibility or liability for the contracts. Yes X No \_\_\_\_\_

**PAYMENT TERMS:** Subsequent to delivery and acceptance of delivery, the supplier must submit an invoice for payment. Invoices can be sent electronically to: [ap@ocfa.org](mailto:ap@ocfa.org) or mailed to:

Orange County Fire Authority  
Attention: Accounts Payable  
PO Box 53008  
Irvine, CA 92619

Invoices shall include the Company's Federal Tax ID#, Purchase Order #, quantity & description of the product delivered, the delivery location, date of delivery and price. Payment shall be made within thirty (30) days after receipt of accurate invoice. Invoices are to be submitted in arrears for goods provided. OCFA will endeavor to honor any "prompt payment discounts" when appropriately earned. Payment discounts must be clearly indicated in the bid submission. Payment discount periods shall be computed from the date of receipt of the material/service or correct invoice, whichever is later, to the date OCFA's warrant is mailed.

**PRICE CHANGES:** Contract pricing shall remain fixed for one (1) year from the issuance of the initial Purchase Order. Price changes after the first year purchase shall be negotiated, but shall not exceed the most recent available 12-month period for the Producer Price Index (PPI) for Heavy Duty Truck MFG, Series ID PCU336120336120. Vendors must provide verifiable documentation from the manufacturer for any price changes in excess of the PPI. Any such requests must include dated manufacturer list prices at the time that the proposal was submitted and dated manufacturer lists prices at the time the increase was requested. OCFA's determination will be final.

**TERM OF OFFER** - It is understood and agreed that this offer may not be withdrawn for a period of one hundred eighty days (180) from the Proposal Submittal Deadline, and at no time in case of successful Offeror.



**EXHIBIT H: PARTY AND PARTICIPANT DISCLOSURE FORMS**

**Campaign Contributions Disclosure:** In conformance with the statutory requirements of the State of California Government Code Section 84308, part of the Political Reform Act and Title 2, California Code of Regulations 18438 through 18438.8, regarding campaign contributions to members of appointed Boards of Directors, Offeror is required to complete the attached Party and Participant Disclosure Forms and submit as part of the proposal, **if applicable**.

Offeror is required to submit only one copy of the completed form(s) as part of its proposal. This/these form(s) should be included in the original RFP. The Offeror and subcontractors must complete the form entitled "Party Disclosure Form". Lobbyists or agents representing the Offeror in this procurement must complete the form entitled "Participant Disclosure Form". Reporting of campaign contributions is a requirement from the proposed submittal date up and until the OCFA Board of Directors takes action.

**ORANGE COUNTY FIRE AUTHORITY  
BOARD OF DIRECTORS**

<b>Ed Sachs, Chair</b> City of Mission Viejo	<b>Joseph Muller, Vice Chair</b> City of Dana Point
<b>David Harrington, Director</b> City of Aliso Viejo	<b>Elizabeth Swift, Director</b> City of Buena Park
<b>Rob Johnson, Director</b> City of Cypress	<b>Melissa Fox, Director</b> City of Irvine
<b>Michele Steggell, Director</b> City of La Palma	<b>Don Sedgwick, Director</b> City of Laguna Hills
<b>Laurie Davies, Director</b> City of Laguna Niguel	<b>Noel Hatch, Director</b> City of Laguna Woods
<b>Leah Basile, Director</b> City of Lake Forest	<b>Shelley Hasselbrink, Director</b> City of Los Alamitos
<b>Craig Green, Director</b> City of Placentia	<b>Carol Gamble, Director</b> City of Rancho Santa Margarita
<b>Tim Brown, Director</b> City of San Clemente	<b>Sergio Farias, Director</b> City of San Juan Capistrano
<b>Juan Villegas, Director</b> City of Santa Ana	<b>Ellery Deaton</b> City of Seal Beach
<b>David John Shawver, Director</b> City of Stanton	<b>Al Murray, Director</b> City of Tustin
<b>Vince Rossini</b> City of Villa Park	<b>Tri Ta, Director</b> City of Westminster
<b>Gene Hernandez, Director</b> City of Yorba Linda	<b>Lisa Bartlett, Director</b> County of Orange
<b>Todd Spitzer, Director</b> County of Orange	



**ORANGE COUNTY FIRE AUTHORITY – PARTY DISCLOSURE**

The attached Party Disclosure Form must be completed and submitted by the Offeror and subcontractors with the proposal by all firms subject to the campaign contribution disclosure requirements stated in Section VI this solicitation.

It is anticipated that a recommendation for award of this contract will be presented to the Board of Directors of the OCFA for approval. (Please see next page for definitions of these terms.)

**IMPORTANT NOTICE****Basic Provisions of Government Code Section 84308**

- A. If you are an applicant for, or the subject of, any contract award, you are prohibited from making a campaign contribution of more than \$250 to any board member or his or her alternate. This prohibition begins on the date the solicitation is initiated, and the prohibition ends three months after a final decision is rendered by the Board of Directors. In addition, no board member or alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any board member or his or her alternate during the 12-month period preceding the contract award.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual board member or his/or her alternate during the 12 months preceding the decision on the contract award or proceeding, that board member or alternate must disqualify himself or herself from the decision. However, disqualification is not required if the board member or alternate returns the campaign contribution within 30 days from the time the director knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Party Disclosure Form should be completed and filed with your proposal, or with the first written document you file or submit after the proceeding commences.

A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements<sup>1</sup> for use, including all entitlements for land use, all contracts<sup>2</sup> (other than competitively bid, labor or personal employment contracts), and all franchises.

- E. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents."
- F. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding

must also be included as part of the aggregation. Campaign contributions made to different directors or their alternates are not aggregated.

G. A list of the members and alternates of the Board of Directors is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8 as it relates to contract awards.

<sup>1</sup> Entitlement for the purposes of this form refers to contract award.

<sup>2</sup> All Contracts for the purposes of this form refer to the contract award of this specific solicitation.

### PARTY DISCLOSURE FORM

Party's Name: \_\_\_\_\_

Party's Address: \_\_\_\_\_

Nothing to declare/disclose.

Party's Telephone: \_\_\_\_\_

Solicitation Title and Number: \_\_\_\_\_

Based on the party disclosure information provided, are you or your firm subject to party disclosures?

No ☐ If no, check the box and sign below. Yes ☐ If yes, check the box, sign below and complete the form.

Date: 5/2/18

  
Signature of Party and/or Agent

**To be completed only if campaign contributions have been made in the preceding twelve (12) months. Attach additional copies if needed.**

Board Member(s) to whom you and/or your agent made campaign contributions and dates of contribution(s) in the preceding 12 months:

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Party): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_



## EXHIBIT I: IRS FORM W9

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Boise Mobile Equipment Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ <b>Note.</b> If a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) <b>900 Boeing St.</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Boise, ID 83705</b>	
7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2		0	4	3	4	6	0	9

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ <b>04/02/2018</b>
-----------	----------------------------------	--------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irb](http://www.irs.gov/irb).

**Purpose of Form**

An individual or entity (if Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1083 (home mortgage interest), 1083-L (student loan interest), 1083-I (Italian)
- Form 1089-C (canceled debt)
- Form 1089-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





**REQUEST FOR BEST AND FINAL OFFER**  
**RFP JA2271 Heavy Duty Service Truck (Crew Superintendent)**

**DATE BEST AND FINAL OFFER REQUESTED: JUNE 7, 2018**  
**DUE DATE FOR BEST AND FINAL OFFER: JUNE 11, 2018 at 5:00PM**

**Boise Mobile Equipment**  
[craig@bmefire.com](mailto:craig@bmefire.com)

Dear Craig Weeks,

Your firm, Boise Mobile Equipment (BME), submitted a proposal in response to the above referenced Request for Proposal (RFP) issued by the Orange County Fire Authority (OCFA). BME, has been selected as a finalist for further consideration in the RFP process. As part of the negotiation process, the Orange County Fire Authority is exercising the right to request a Best and Final Offer (BAFO) for further evaluation and consideration.

BME, is invited to submit its BAFO for consideration in the award determination process. Best and Final Offers must be received no later than **5:00 P.M. JUNE 11, 2018**. The BAFO may be submitted by email with a signed original to follow in the mail.

The purpose of the Best and Final Offer is to allow both OCFA and your firm to make any modifications to the required specifications, terms or conditions, of the contract before making the final decision in the award. In addition, the BAFO also provides your firm an opportunity to make final adjustments to the proposed pricing included in your original proposal.

Based on the submitted proposal, OCFA would like to request any additional pricing consideration you would like to offer to assist in making an award.

Best and Final Offers must be received by the Orange County Fire Authority - Purchasing Section no later than the deadline specified above. If a response is not received by the deadline, your original offer will serve as the final offer. Please submit your response to this request via e-mail to: [jamesaguila@ocfa.org](mailto:jamesaguila@ocfa.org). The Best and Final Offer will further assist in making our final award recommendation.

Thank you again for your continued interest in doing business with Orange County Fire Authority.

Best Regards,

A handwritten signature in black ink, appearing to read "James Aguila".

James Aguila  
Assistant Purchasing Agent

**TO THE ORANGE COUNTY FIRE AUTHORITY:**

The Undersigned hereby amends the original proposal as indicated in this Best and Final Offer and shall provide the Executive Recruitment Services in compliance with all terms, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as if fully set forth herein. The representations herein are made under penalty of perjury.

A handwritten signature in blue ink, appearing to read "Craig Weeks".  
**Signature of Person Authorized to Sign**

Craig Weeks

**Printed Name**

June 12, 2018

**Date**

VP, Customer Relations

**Title**



## BEST AND FINAL OFFER

## RFP JA2271 Heavy Duty Service Truck (Crew Superintendent)

## BEST AND FINAL OFFER PRICING

The initial proposal pricing that was submitted by BME is provided below with an additional section provided for a BAFO adjustment. As a result of the vendor interview, the following change is requested to be included in the BAFO pricing consideration:

- Pre-Inspection/Construction meeting to be conducted at OCFA headquarters

				Original Proposal Pricing		BAFO Pricing	
Item	Description	Unit of Measure	Qty	Unit Price	Ext. Total	Unit Price	Ext. Total
1	Heavy Duty Service Truck Per Spec No. 01-38-18 YEAR: <u>2018</u> MAKE: <u>Dodge</u> MODEL: <u>4500</u>	Each	1	\$186,402.00	\$186,402.00	\$ 186,402.00	\$ 186,402.00
Sales Tax (7.75%)					\$14,446.16		\$ 14,446.16
Subtotal					\$200,848.16		\$ 200,848.16
The manufacturer shall agree to bear all expenses including: travel, lodging, and meals for a total of up to four (4) OCFA representatives to attend a final inspection of the vehicle prior to delivery.							
2	Pre-Inspection Trip cost per person - TO BE HELD AT OCFA	Each	4	\$900.00	\$3,600.00	\$ 0.00	\$ 0.00
3	Mid Inspection Trip cost per person	Each	4	\$900.00	\$3,600.00	\$ 900.00	\$ 3,600.00
4	Final Inspection Trip cost per person	Each	4	\$900.00	\$3,600.00	\$ 900.00	\$ 3,600.00
Inspection Subtotal					\$10,800.00		\$ 7,200.00
5	Tire Fee per vehicle	Lot	1	\$12.25	\$12.25	\$ 12.25	\$ 12.25
6	Exact transportation charges, if any	Lot	1	included	included	\$ Included	\$ Included
7	Single Source 5-Year warranty per vehicle	Each	1	N/C	N/C	\$ N/C	\$ N/C
Total					\$211,660.41		\$ 208,060.41

**BEST AND FINAL OFFER**

**RFP JA2271 Heavy Duty Service Truck (Crew Superintendent)**

Please provide an updated estimate on the number of days required for delivery of this vehicle upon receipt of purchase order:

Due to the model year change for the chassis manufacturer and additional orders that have taken place since the original proposal, the current estimated delivery schedule is 365 days.

Please provide any additional information you would like OCFA to consider:



Orange County Fire Authority  
**AGENDA STAFF REPORT**

Executive Committee Meeting  
June 28, 2018

Agenda Item No. 3H  
Consent Calendar

**Blanket Order Increase and Renewal for  
800MHz Radio Communications System**

---

**Contact(s) for Further Information**

Dave Anderson, Assistant Chief  
Support Services Department

[daveanderson@ocfa.org](mailto:daveanderson@ocfa.org)

714.573.6006

Joel Brodowski, IT Manager

[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)

714.573.6421

**Summary**

This agenda item is submitted for approval to renew and increase funding for the previously approved blanket order contract with the Orange County Sheriff's Department (OCSD) for the 800MHz Radio Countywide Coordinated Communications System (CCCS) including licensing, operations, maintenance, and communications equipment repairs.

**Prior Board/Committee Action**

At the January 27, 2005, meeting, the Executive Committee approved OCFA participation in the Joint Agreement for the operations, maintenance, and financial management of the Orange County 800 MHz Countywide Coordinated Communications System.

At the June 22, 2017, meeting, the Executive Committee approved a one-year renewal (with two additional one-year renewals) to the OCSD at an annual amount not to exceed \$374,649.

**RECOMMENDED ACTION(S)**

1. Approve and authorize the Purchasing Manager to increase and extend the current blanket order contract with OCSD for a three-year period at a new amount not to exceed \$473,205 annually (\$1,419,615 during the three-year period).
2. Approve and authorize the Purchasing Manager to increase the contract up to 10% during each term for increased costs associated with adding additional radios to the 800MHz radio communications system.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding for this contract has been approved in the Adopted FY 2018/19 General Fund budget, specifically in the Information Technology Division's budget for services and supplies.



## **Background**

### ***800MHz Countywide Coordinated Communications System***

The OCFA participates with other Orange County agencies in the sharing of the 800MHz Countywide Coordinated Communications System (CCCS) that is operated and managed by the OCSD Communications Division. The OCFA has existing agreements in place for participation and usage of these systems and pays its share of usage and maintenance. Additionally, most programming, servicing and repair of mobile, portable, and base station radios, and infrastructure used on the 800MHz Radio system is done by OCSD including installation, support of radio consoles, and communications equipment used in the 9-1-1 Emergency Command Center.

### ***Pricing***

The on-going maintenance cost of the system's backbone (consoles and equipment) was determined by OCSD Communications Division and is based on the costs of Motorola professional services, equipment purchased for the FCC mandated Rebanding project, increased software costs, staff salary increases approved by the County of Orange Board of Supervisors, and the increased staff time and costs to support the program. The OCFA's cost share is determined by the total number of active radios used on the 800MHz CCCS. The OCSD Communications Division also notified the OCFA in a letter dated April 9, 2018, that the budget for FY 2018/19 was 22.05% higher than FY 2017/18 due to reasons mentioned above.

Another reason for the increased cost resulted from an increase of OCFA installation and inventory of equipment that is part of the 800MHz CCCS. During FY 2017/18, the OCFA had 1,503 total active 800MHz mobile and portable radios using the 800MHz CCCS, however for FY 2018/19, the total active radios increased by 159 to 1,662. This is due largely to the increased number of radios used in the training division and academies, in addition to a number of new vehicles requiring new mobile radios. It is anticipated that the trend for increased usage and inventory will continue resulting in additional costs for OCFA to participate and use this system.

### ***Recommendation***

To continue participation and usage of the County's CCCS, staff is requesting approval and authorization for the Purchasing Manager to increase and renew the blanket order with OCSD for a three-year period at new amount not to exceed \$473,205 annually and to adjust the blanket order up to 10% during each term for increased costs associated with adding additional radios to the 800MHz radio communications system.

## **Attachment(s)**

1. OCSD FY18/19 BBCS Cost Allocation Sheet
2. April 9, 2018 letter from OCSD regarding increased costs
3. Sole Source Justification Form



800 MHz Backbone Cost Sharing - Cost Allocations based on Radio Counts

FY 18-19 COST ALLOCATION

Attachment 1

FY 18-19 RADIO COUNT						FY 18-19 Annual Payment				FY 17-18 PAYMENT	FY 17-18 (Radio Counts)	# CHANGE
CITY/AGENCY	LAW EQUIP.	FIRE EQUIP.	LIFEGRD EQUIP.	PW EQUIP.	TOTAL	ALLOCATION PERCENT	OPERATIONS	BACKBONE INFRASTR. (1)	800 MHZ SUSTAIN. FUND (1)			
ALISO VIEJO	41	0	0	0	41	0.32%	9,161	1,709	804	11,674	\$ 11,835	50 (9)
ANAHEIM	1014	408	0	361	1,783	13.76%	398,399	74,305	34,952	507,656	\$ 389,858	1,647 136
BREA	224	68	0	39	331	2.55%	73,960	13,794	6,489	94,243	\$ 90,660	383 (52)
BUENA PARK	232	0	0	124	356	2.75%	79,546	14,836	6,979	101,361	\$ 76,457	323 33
COSTA MESA	379	156	0	110	645	4.98%	144,121	26,880	12,644	183,645	\$ 145,339	614 31
CYPRESS	145	0	0	33	178	1.37%	39,773	7,418	3,489	50,680	\$ 44,264	187 (9)
DANA POINT	54	0	0	0	54	0.42%	12,066	2,250	1,059	15,375	\$ 13,492	57 (3)
FOUNTAIN VALLEY	126	59	0	61	246	1.90%	54,967	10,252	4,822	70,041	\$ 57,283	242 4
FULLERTON	328	144	0	126	598	4.62%	133,619	24,921	11,723	170,263	\$ 133,741	565 33
GARDEN GROVE	400	142	0	76	618	4.77%	138,088	25,755	12,115	175,958	\$ 217,062	917 (299)
HUNTINGTON BEACH	506	197	79	166	948	7.32%	211,824	39,507	18,584	269,915	\$ 245,939	1,039 (91)
IRVINE	500	0	0	202	702	5.42%	156,857	29,255	13,761	199,873	\$ 150,073	634 68
LAGUNA BEACH	125	92	55	68	340	2.62%	75,971	14,169	6,665	96,805	\$ 102,021	431 (91)
LAGUNA HILLS	38	0	0	4	42	0.32%	9,385	1,750	823	11,958	\$ 8,996	38 4
LAGUNA NIGUEL	75	0	0	12	87	0.67%	19,440	3,626	1,705	24,771	\$ 16,807	71 16
LAGUNA WOODS	11	0	0	0	11	0.08%	2,458	458	216	3,132	\$ 2,840	12 (1)
LAKE FOREST	89	0	0	0	89	0.69%	19,886	3,709	1,745	25,340	\$ 17,989	76 13
LA HABRA	163	41	0	57	261	2.01%	58,319	10,877	5,116	74,312	\$ 67,699	286 (25)
LA PALMA	60	0	0	11	71	0.55%	15,864	2,959	1,392	20,215	\$ 17,989	76 (5)
LOS ALAMITOS	51	0	0	9	60	0.46%	13,407	2,500	1,176	17,083	\$ 12,072	51 9
MISSION VIEJO	96	0	0	20	116	0.90%	25,919	4,834	2,274	33,027	\$ 54,916	232 (116)
NEWPORT BEACH	325	114	62	212	713	5.50%	159,315	29,714	13,977	203,006	\$ 166,169	702 11
ORANGE	340	204	0	93	637	4.92%	142,333	26,546	12,487	181,366	\$ 113,147	478 159
PLACENTIA	141	0	0	4	145	1.12%	32,399	6,043	2,842	41,284	\$ 26,748	113 32
RANCHO SANTA MARGARITA	41	0	0	1	42	0.32%	9,385	1,750	823	11,958	\$ 7,338	31 11
SAN CLEMENTE	79	0	15	4	98	0.76%	21,897	4,084	1,921	27,902	\$ 26,512	112 (14)
SAN JUAN CAPISTRANO	39	0	0	0	39	0.30%	8,714	1,625	765	11,104	\$ 13,020	55 (16)
SANTA ANA	629	0	0	151	780	6.02%	174,286	32,506	15,290	222,082	\$ 155,517	657 123
SEAL BEACH	109	0	24	8	141	1.09%	31,505	5,876	2,764	40,145	\$ 46,395	196 (55)
STANTON	56	0	0	25	81	0.63%	18,099	3,376	1,588	23,063	\$ 12,072	51 30
TUSTIN	224	0	0	110	334	2.58%	74,630	13,919	6,547	95,096	\$ 71,013	300 34
VILLA PARK	5	0	0	2	7	0.05%	1,564	292	137	1,993	\$ 473	2 5
WEST-COMM	18	0	0	0	18	0.14%	4,022	750	353	5,125	\$ 4,972	21 (3)
WESTMINSTER	190	0	0	122	312	2.41%	69,714	13,002	6,116	88,832	\$ 81,191	343 (31)
YORBA LINDA	52	0	0	48	100	0.77%	22,344	4,167	1,960	28,471	\$ 22,488	95 5
METRONET	0	59	0	0	59	0.46%	13,183	2,459	1,157	16,799	\$ 11,598	49 10
CITY TOTAL	6,905	1,684	235	2,259	11,083	85.55%	\$2,476,419	\$461,873	\$217,260	\$3,155,552	\$2,635,984	11,136 (53)
OCFA TOTAL		1,662	0	0	1,662	12.83%	\$371,362	\$69,263	\$32,580	\$473,205	\$ 355,772	1,503 159
OCTA TOTAL		0	0	50	50	0.39%	\$11,172	\$2,084	\$980	\$14,236	\$ 19,174	81 (31)
OC LIFEGUARD TOTAL		0	60	0	60	0.46%	\$13,407	\$2,500	\$1,176	\$17,083	\$ 15,622	66 (6)
COAST COMMUNITY COLLEGE DISTRICT	12	0	0	0	12	0.09%	\$2,681	\$500	\$235	\$3,416	\$ 2,840	12 0
IRVINE VALLEY COLLEGE POLICE	23	0	0	0	23	0.18%	\$5,139	\$959	\$451	\$6,549	\$ 5,207	22 1
SADDLEBACK COLLEGE CAMPUS PD	11	0	0	0	11	0.08%	\$2,458	\$458	\$216	\$3,132	\$ 3,787	16 (5)
SANTA ANA UNIF. SCH. DIST. POLICE	54	0	0	0	54	0.42%	\$12,066	\$2,250	\$1,059	\$15,375	\$ 12,783	54 0
CITY/OCFA/OCTA/OCL/IVC/SCCPD/SAU TOTAL	7,005	3,346	295	2,309	12,955	100.00%	\$2,894,704	\$539,887	\$253,957	\$3,688,548	\$ 3,051,169	\$ 12,890 65
SHERIFF	2,383	0	0	0	2,383	48.03%	933,948	0	126,967	1,060,915	\$ 790,774	2,003 380
DISTRICT ATTORNEY	228	0	0	0	228	4.60%	89,358	0	12,148	101,506	\$ 88,434	224 4
PROBATION	666	0	0	0	666	13.42%	261,019	0	35,485	296,504	\$ 273,987	694 (28)
CEO	0	0	0	2	2	0.04%	784	0	107	891	\$ -	0 2
*HCA/ Environmental Hlth.	0	0	0	25	25	0.50%	9,798	0	1,332	11,130	\$ -	0 25
*HCA/Correctional Medical Services	0	0	0	18	18	0.36%	7,055	0	959	8,014	\$ 6,711	17 1
*HCA/Emergency Medical Services	0	0	0	106	106	2.14%	41,544	0	5,648	47,192	\$ 17,371	44 62
*HCA/ Bio Terrorism	0	0	0	83	83	1.67%	32,529	0	4,422	36,951	\$ 24,478	62 21
*Community Svcs Prgm/Animal Control	0	0	0	136	136	2.74%	53,301	0	7,246	60,547	\$ 39,874	101 35
*JOHN WAYNE AIRPORT	166	0	0	0	166	3.35%	65,059	0	8,845	73,904	\$ 79,353	201 (35)
OC Public Works/Oper. & Maint./Inspection	0	0	0	282	282	5.68%	110,522	0	15,025	125,547	\$ 161,076	408 (126)
*OC Public Works/Transp. ISF/Fleet Mngmt.	0	0	0	23	23	0.46%	9,014	0	1,225	10,239	\$ 10,659	27 (4)
*OC PARKS	0	0	0	485	485	9.78%	190,082	0	25,841	215,923	\$ 118,833	301 184
*OC PARKS/HBP	54	0	0	0	54	1.09%	21,164	0	2,877	24,041	\$ 21,319	54 0
*OC DANA POINT HARBOR	15	0	0	0	15	0.30%	5,879	0	799	6,678	\$ 5,132	13 2
OCSD/COMMUNICATIONS	205	0	0	0	205	4.13%	80,344	0	10,922	91,266	\$ 142,521	361 (156)
*OC Waste & Recycling	0	0	0	38	38	0.77%	14,893	0	2,025	16,918	\$ -	0 38
SSA	0	0	0	46	46	0.93%	18,028	0	2,451	20,479	\$ -	0 46
COUNTY TOTAL	3,717	0	0	1,244	4,961	100.00%	\$1,944,320	\$0	\$264,324	\$2,208,644	\$ 1,780,523	4,510 451
GRAND TOTAL	10,722	3,346	295	3,553	17,916		\$4,839,024	\$539,887	\$518,281	\$5,897,192	\$ 4,831,692	17,400 516

FY 18-19 Radio Counts per Final Radio Inventory Source: Counts - 2018

Change from FY 17-18 = 22.05%

\$ 1,065,500

Footnotes:  
(1) Sustainability Account Balance = \$9M

FY 18-19	TOTAL	Cities/ PAs 59.82%	County 40.18%
Operations	\$4,839,023	\$2,894,704	\$1,944,320
Backbone Infra.	\$539,889	\$539,889	\$0
Total	\$5,378,913	\$3,434,593	\$1,944,320

variances due to rounding

Starting FY 08/09	Sustainab. Fund	TOTAL	Cities/PAs 49%	County 51%
		\$518,283	\$253,959	\$264,324

variances due to rounding

GRAND TOTAL = \$5,897,195



OCSD Communications											
15L - 800 MHz CCCS - Backbone Cost Sharing (Operations)											
FY 2017-2018											
FY 16-17 Reconciliation				FY 17-18 Forecast				FY 18-19 Budget			
	FY 16-17 Budget	FY 16-17 Actuals	(Cost Savings)/ Cost Overrun	YTD Actuals	FY 17-18 Budget	FY 17-18 Forecast	(Cost Savings)/ Cost Overrun	FY 18-19 Budget	FY 17-18 Budget	Variance	
<b>SAL &amp; EMPLOY BENEFITS</b>											
0101	Regular Salaries	1,452,187	1,513,335	61,148	1,107,726	1,542,516	1,661,589	119,073	1,701,383	1,542,516	158,868
0102	Extra Help	19,622	3,033	(16,590)	1,055	21,020	1,582	(19,438)	28,942	21,020	7,922
0103	Overtime	110,520	189,218	78,698	163,272	136,052	244,908	108,857	84,994	136,052	(51,058)
0104	Annual Leave Payoffs	29,089	28,536	(553)	14,379	18,521	21,568	3,047	19,070	18,521	548
0105	Vac Payoff	0	0	0	902	0	1,353	1,353	0	0	0
0110	Performance Incent	0	0	0	0	0	0	0	135	0	135
0111	Other Pay	10,647	12,005	1,358	8,876	12,053	13,314	1,260	13,350	12,053	1,297
0112	Other Salaries	1,131	7,700	6,569	8,511	6,905	12,767	5,862	5,900	6,905	(1,005)
	<b>Salaries</b>	<b>1,623,196</b>	<b>1,753,828</b>	<b>130,631</b>	<b>1,304,720</b>	<b>1,737,068</b>	<b>1,957,081</b>	<b>220,013</b>	<b>1,853,774</b>	<b>1,737,068</b>	<b>116,707</b>
0200	Retirement	358,144	423,469	65,325	314,340	432,138	471,510	39,372	467,555	432,138	35,418
0205	1.62% Retirement ER Contrib 401(A) Plan	6,144	3,139	(3,005)	2,315	7,071	3,473	(3,598)	6,722	7,071	(349)
0206	Retiree Medical	52,254	60,405	8,150	45,620	61,882	68,431	6,548	66,369	61,882	4,487
	<b>0200 Subtotal</b>	<b>416,541</b>	<b>487,012</b>	<b>70,471</b>	<b>362,276</b>	<b>501,091</b>	<b>543,414</b>	<b>42,322</b>	<b>540,646</b>	<b>501,091</b>	<b>39,555</b>
0305	Salary Continuance	542	2,330	1,787	634	643	951	308	934	643	292
0306	Health Insurance	198,763	195,865	(2,898)	142,445	230,235	213,667	(16,568)	229,626	230,235	(609)
0308	Dental Insurance	1,733	2,508	776	1,788	1,653	2,683	1,030	2,389	1,653	736
0309	Life Insurance	164	245	80	168	161	252	90	272	161	111
0310	A.D.& D.	36	49	13	34	40	51	11	60	40	20
0319	Other Insurance	9,560	9,894	334	6,834	10,068	10,251	182	10,584	10,068	516
	<b>0300 Subtotal</b>	<b>210,798</b>	<b>210,891</b>	<b>93</b>	<b>151,903</b>	<b>242,801</b>	<b>227,854</b>	<b>(14,947)</b>	<b>243,866</b>	<b>242,801</b>	<b>1,065</b>
0352	Workers Comp	18,539	18,613	74	13,606	20,370	20,409	39	20,879	20,370	508
0401	Medicare	17,750	23,300	5,550	17,353	21,225	26,030	4,804	23,419	21,225	2,194
0403	Optional Benefit Program	4,765	8,120	3,355	8,820	5,403	13,230	7,827	8,286	5,403	2,883
	<b>0400 Subtotal</b>	<b>41,055</b>	<b>50,034</b>	<b>8,979</b>	<b>39,779</b>	<b>46,998</b>	<b>59,669</b>	<b>12,671</b>	<b>52,583</b>	<b>46,998</b>	<b>5,585</b>
	<b>Subtotal Salaries &amp; Employee Benefits</b>	<b>2,291,591</b>	<b>2,501,765</b>	<b>210,174</b>	<b>1,858,678</b>	<b>2,527,958</b>	<b>2,788,017</b>	<b>260,059</b>	<b>2,690,870</b>	<b>2,527,958</b>	<b>162,912</b>
<b>SERVICES &amp; SUPPLIES</b>											
0600	Clothing -Uniforms	1,165	925	(240)	1,410	1,020	1,410	390	948	1,020	(72)
0700	Communications	76,473	(56,917)	(133,390)	44,111	73,511	66,166	(7,345)	80,000	73,511	6,489
1000	Household	362	0	(362)	0	488	0	(488)	0	488	(488)
1100	Insurance	138,124	138,125	1	0	124,755	0	(124,755)	0	124,755	(124,755)
1300	Maint - Equip	122,958	77,090	(45,868)	42,581	122,192	63,871	(58,321)	84,747	122,192	(37,445)
1400	Maint - Bldg	229,310	202,246	(27,064)	149,593	189,279	224,390	35,111	207,221	189,279	17,942
1500	Med., Dental & Lab Supp.	120	0	(120)	43	0	64	64	0	0	0
1600	Memberships	0	1,092	1,092	864	52	864	812	1,119	52	1,068
1800	Office Expense	5,832	25,479	19,647	4,232	7,589	6,348	(1,241)	16,325	7,589	8,735
1900	Professional/Specialized Services	158,583	119,640	(38,944)	22,114	90,940	33,172	(57,769)	122,583	90,940	31,642
2100	Rents/Leases-Equipment	1,829	4,717	2,887	903	4,530	1,355	(3,175)	3,843	4,530	(687)
2200	Rents/Leases-Structures	45,123	34,274	(10,849)	29,580	51,595	44,370	(7,225)	35,117	51,595	(16,479)
2300	Small Tools	216	2,050	1,834	5,718	472	8,577	8,105	2,100	472	1,629
2400	Spec Dept Exp	4,898	12,763	7,865	6,575	3,396	9,862	6,466	12,616	3,396	9,219
2405	Optional Benefit Plan	0	0	0	0	0	0	0	0	0	0
2409	Minor Spec Dept EQ to be controlled	0	0	0	0	0	0	0	0	0	0
2600	Transportation/Vehicle Fleet Pool	162,262	172,595	10,333	171,143	150,633	256,714	106,081	176,832	150,633	26,199
2601	Private Auto Mileage	0	613	613	484	0	727	727	122	0	122
2700	Travel	0	2,365	2,365	3,022	0	4,532	4,532	1,874	0	1,874
2800	Utilities	292,779	270,457	(22,322)	237,730	260,108	356,595	96,487	277,111	260,108	17,003
	<b>Subtotal S&amp;S</b>	<b>1,240,036</b>	<b>1,007,514</b>	<b>(232,522)</b>	<b>720,102</b>	<b>1,080,560</b>	<b>1,079,017</b>	<b>(1,544)</b>	<b>1,022,557</b>	<b>1,080,560</b>	<b>(58,003)</b>
4000	Equipment	94,000	137,922	43,922	0	165,000	110,000	(55,000)	1,110,000	165,000	945,000
	<b>Subtotal Others</b>	<b>94,000</b>	<b>137,922</b>	<b>43,922</b>	<b>0</b>	<b>165,000</b>	<b>110,000</b>	<b>(55,000)</b>	<b>1,110,000</b>	<b>165,000</b>	<b>945,000</b>
5100	Intrafund Transfers	(4,805)	(5,391)	(586)	0	0	0	0	(5,391)	0	(5,391)
	Cost Overrun from FY 16/17 Reconciliation	0	0	0	0	0	0	0	20,988	0	20,988
	<b>Total Expenses</b>	<b>3,620,821</b>	<b>3,641,809</b>	<b>20,988</b>	<b>2,578,780</b>	<b>3,773,519</b>	<b>3,977,034</b>	<b>203,515</b>	<b>4,839,023</b>	<b>3,773,519</b>	<b>1,065,505</b>





**SHERIFF-CORONER DEPARTMENT  
COUNTY OF ORANGE  
CALIFORNIA**



**800 MHz Countywide Coordinated Communications System (CCCS)  
Governance Committee**

**CHAIR, John Pietig**, City Manager, City of Laguna Beach  
**Jill Ingram**, City Manager, City of Seal Beach  
**Rob Houston**, City Manager, City of Fountain Valley  
**Joel Golub**, Chief Information Officer, County Executive Office

**VICE CHAIR, Brian Wayt**, Executive Director, Sheriff-Coroner Department  
**Scott Stiles**, City Manager, City of Garden Grove  
**Kevin Onuma, P.E.**, Deputy Director, OC Public Works

April 9, 2018

Orange County Fire Authority  
Interim Chief Patrick McIntosh  
1 Fire Authority Road  
Irvine, CA 92602

Subject: FY 2016/17 Financial Close-out and FY 2018/19 Backbone Cost-Sharing Allocations

Dear Chief McIntosh,

On behalf of the Governance Committee responsible for oversight of your investment and participation in this service, I wanted to update you regarding the financial close-out of FY 2016/17 and the cost-sharing allocations for FY 2018/19. These matters were addressed by the 800 MHz Countywide Coordinated Communications System (CCCS) Governance Committee at its last meeting on March 29, 2018.

As you are aware, all Orange County municipalities, the County of Orange, the Orange County Fire Authority and other Participating Agencies, jointly govern and finance the 800 MHz CCCS. This partnership is now over 20 years old, supporting one of the nation's largest, fully interoperable communications networks for law enforcement, fire services, lifeguard, public works, and numerous other local government and public service agencies.

1) FY 2016/17 Financial Close-Out - The Governance Committee reviewed the actual expenditures and budget for FY 2016/17 and there was a deficit of \$20,988. The reconciliation was approved by the Committee and this amount was included in the FY 2018/19 budget.





2) FY 2018/19 Backbone Cost-Sharing Allocation - The most recent radio count inventory combined with updated cost history, salary, employee benefit, and services and supplies calculations were used to calculate the backbone cost-sharing allocations for FY 2018/19. These FY 2018/19 allocations were then approved by the Governance Committee.

The budget is 22.05% higher than FY 2017/18. This is primarily due to: an increase in Motorola professional services, necessary equipment needed for the FCC mandated Rebanding project and increased software costs; a negotiated increase in salary rates approved by the County of Orange Board of Supervisors; and the adjustment in assignment of duties resulting in an increase of staff time and costs to the program. As the Governance Committee deliberated the budget and backbone cost-sharing obligations for the coming fiscal year, our focus was to ensure that the appropriate resources are provided to operate and maintain the system while minimizing the cost to the partners. The enclosed attachment provides detailed information on the FY 2018/19 cost allocations.

If you have any questions please contact Director Dave Fontneau at (714) 704-7919.

I am honored to have the opportunity to serve as the Chair of this committee and I look forward to working with everyone during this continued exciting time for our radio system. If you have any questions or require further clarification regarding this letter or the backbone cost-sharing allocations, please feel free to contact Jeanette Tyler, OCSD/Financial Division at [jtyler@ocsd.org](mailto:jtyler@ocsd.org) or (714) 704-8570.

I am also available to address any questions or concerns that you may have.

As always, thank you for your ongoing support.

Sincerely,



John Pietig, Chair  
800 MHz CCCS Governance Committee

Attachments

1. FY 17-18 BBCS Forecast and FY 18-19 Budget
2. FY 18-19 BBCS Allocation

cc: Dave Steffen, Battalion Chief, Orange County Fire Authority

### OCFA Sole Source Request Form

*The Purchasing Ordinance of the Orange County Fire Authority requires competitive bids and proposals for service and commodity contracts. A sole source is defined as a product or service that is available from only one known supplier as a result of unique performance capabilities, manufacturing processes, compatibility requirements or market conditions. The using department requesting a sole source shall provide written clear and convincing evidence to support a sole source determination, meaning that only one source exists to fulfill the requirements. This form is to be submitted with the purchase requisition to Purchasing with any sole source requests.*

#### SECTION I - INSTRUCTIONS

1. Written justification on this form will be completed by the requesting department and submitted with the purchase requisition.
2. The request must be approved by the section manager and assistant chief prior to submitting the request to the purchasing manager.
3. All sole source forms must be submitted to the Purchasing Manager for approval. Based on the new ordinance the Fire Chief is not required to approve the sole source form. The sole source request may be submitted to Assistant Chief of Business Services by the Purchasing Manager for concurrence as required.
4. All sole source contracts exceeding \$50,000 (life of contract) require Executive Committee approval. In this case, the sole source request form must be submitted to the Executive Committee as an attachment to the staff report.
5. The approved sole source justification form will be included in the contract file.

#### SECTION II – REQUEST INFORMATION

<b>Department/Section:</b> Support Services / Information Technology	<b>Requested By:</b> David Johnson	<b>Date:</b> 5-June-2018
<b>Recommended Vendor:</b> Orange County Sheriff's Dept.	<b>Vendor Contact:</b> Steve Miller	<b>Vendor's E-mail Address:</b> sdmiller@ocsd.org
<b>Vendor Address:</b> Communications & Technology, 840 N. Eckhoff St., Suite 104, Orange, CA 92868-1021		<b>Vendor's Telephone #:</b> 714-493-0564
<b>Type of Contract:</b> <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Multi-Year <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase	<b>Contract Term (Dates):</b> 07/01/2018 - 06/30/2021	<b>Contract Amount:</b> \$1,419,615
<b>If the contract type is a Renewal, Amendment or Increase, please provide previous contract information with this request (PO, BO, previous approval date, Chief approval or EC approval, and dollar amount).</b>		<b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### SECTION III – JUSTIFICATION

1. **Provide a detailed description of the product or service requested. Describe what it is. Attach additional sheet if necessary.**

The OCFA participates with other Orange County agencies in a shared 800MHz radio communications system that is managed, operated, and maintained by the Orange County Sheriff's Department, Communications Division. The OCFA is charged per radio subscriptions fees to operate on this system. The OCFA currently has 1,662 active 800MHz radios on the system.

2. **Please state why the recommended vendor is the only one capable of providing the required services and/or commodities. Provide a summary of findings (research and analysis) including any supporting documentation which validates your recommendation (e.g., attach a manufacturer's letter verifying patented design and direct sale with no distributors) and demonstrates the sole source nature of this request. Attach additional sheet if necessary.**

The 800MHz Countywide Coordinated Communication System (CCCS) managed and operated by OCSD is the only 800MHz radio system in Orange County and is utilized by all Orange county public safety agencies. It would be prohibitively expensive to setup and operate an interoperable private radio network for OCFA's use only, nor does the OCFA have the radio



**SECTION III – JUSTIFICATION (continued)**

engineering expertise necessary to manage an 800MHz radio system.

**3. Pricing - What efforts were made to get the best pricing (e.g., did you simply request a quote, negotiate with the vendor, did the vendor provide a discount)? Please provide the quote with your sole source request.**

The OCFA is a co-owner/partner with the OCSD and other partner agencies for the 800MHz CCCS. Costs are shared based on the total amount of equipment that is actively used on the system. The OCFA conducts an annual inventory to de-activate any active radios that aren't needed to minimize monthly subscriber fees.

**4. Will this purchase obligate the OCFA to future purchases (maintenance, licensing or continuing needs)?**


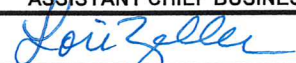
(If yes, please explain how and what the future costs will be.)

Yes, as long as the OCFA partners with OCSD and other agencies to use the 800MHz CCCS, there will be ongoing annual subscriber fees for maint. and support. The fees will vary year to year as the number of radios increases or decreases depending on operational needs of the OCFA. Currently, the radio count is up due to increased radio needs in the Training Division and to support Fire Academies.

**Sole Source Request Submitted by:**

REQUESTORS NAME	SIGNATURE	DATE
David Johnson		5-June-2018
DIVISION CHIEF/SECTION MANAGER NAME	SIGNATURE	DATE
Joel Brodowski		5-June-2018
ASSISTANT CHIEF NAME	SIGNATURE	DATE
Dave Anderson		5-June-2018

**Purchasing Manager's Comments:**

PURCHASING MANAGER'S APPROVAL	DATE
	6/6/18
ASSISTANT CHIEF BUSINESS SERVICES CONCURRENCE	DATE
	6/6/18

Executive Committee Approval Required ☒ Yes ☐ No Sole Source over \$50,000

Executive Committee Approved: ☐ Yes ☐ No Date approved \_\_\_\_\_



**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3I**  
**Consent Calendar**

**Award of Contract**  
**Microsoft Enterprise License Agreement**

---

**Contact(s) for Further Information**

Dave Anderson, Assistant Chief  
Support Services Department

[daveanderson@ocfa.org](mailto:daveanderson@ocfa.org)

714.573.6006

Joel Brodowski, IT Manager

[joelbrodowski@ocfa.org](mailto:joelbrodowski@ocfa.org)

714.573.6421

**Summary**

This agenda item is submitted for increase of existing Microsoft Enterprise Licenses and award of a three-year blanket order contract for the purchase of a Microsoft Enterprise License Agreement from Crayon Software Experts, LLC. (Crayon) the lowest priced authorized reseller.

**Prior Board/Committee Action**

Not Applicable.

**RECOMMENDED ACTION(S)**

1. Approve and authorize the Purchasing Manager to increase the existing Microsoft Enterprise License Agreement Purchase Order for PCMG for a "True-up" of Year 3 for additional Microsoft software licenses in the amount of \$11,479.52 (contract term ending 7/31/2018).
2. Approve and authorize the Purchasing Manager to establish a three-year blanket order contract to purchase a Microsoft Enterprise License Agreement from Crayon for an aggregate not to exceed total of \$1,250,868.27 (Year 1: \$402,892.07; Year 2: \$423,988.10; Year 3: \$423,988.10).
3. Approve and authorize the Purchasing Manager to increase the contract up to 10% during each term for annual licensing "True-ups" based on additional licensing revisions that may occur during each renewal term.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding for this contract has been approved in the Adopted FY 2018/19 General Fund budget, specifically in the Information Technology Division's budget for services and supplies.

**Background**

The OCFA has standardized on Microsoft software technology as the primary computer operating system, database, software development technology, and suite of business programs including Office365, OneDrive, Azure, and other "cloud-based" technologies for all OCFA employees at the Regional Fire Operations and Training Center (RFOTC) and 72 fire stations.



### ***Existing Microsoft Enterprise Agreement True-Up with PCMG, Inc.***

OCFA is currently in Year 3 of a three-year contract ending 7/31/2018 with PCMG, Inc. for the licensing of Microsoft software licenses. As a result of an end of year audit process with PCMG, additional licenses in the amount of \$11,479.52 are required to ensure compliance. This will increase the third year of the contract with PCMG from \$381,072.94 to \$392,552.46.

### ***Riverside Cooperative Contract***

In September 2016, the County of Riverside, CA (“Riverside”) solicited bids for a multi-vendor approach to enter into a Microsoft Enterprise License Agreement (MELA) that leverages California state and local government desktop volumes to achieve best prices. As a result of the solicitation, cooperative contracts were awarded to CDW Government LLC., Crayon Software Experts, LLC, PC Mall Gov, Inc., SHI International Corp., SoftwareOne, Inc., and Insight Public Sector. These contracts were awarded for an initial term valid through December 31, 2019 with two-optional renewals through December 31, 2021.

### ***Pricing***

Staff requested price quotes for a three-year period from the six authorized resellers using the County of Riverside’s negotiated contract prices with the following results:

Vendor	Initial Annual Price	Three-Year Total Price
<b>Crayon Software Experts, LLC</b>	<b>\$402,892.07</b>	<b>\$1,250,868.27</b>
SoftwareOne, Inc	\$427,368.61	\$1,282,105.83
PCM Gov, Inc.	\$429,070.51	\$1,287,211.53
SHI International corp.	\$431,225.28	\$1,293,675.84
CDW Government LLC	\$434,475.80	\$1,303,427.40
Insight Public Sector, Inc.	\$427,570.35	\$1,282,711.05

### ***Annual “True-Ups”***

Each year of the three-year contract, staff will complete a “True-up” process to incorporate any new licenses purchased that year into the agreement. This is a simplified way to manage software licensing through a single contract and maintain license compliance.

### ***Conclusion***

Staff is recommending approval to execute the proposed Microsoft Enterprise License Agreement with Crayon Software Experts, LLC for a three-year period at an aggregate not to exceed total of \$1,250,868.27. Staff is additionally recommending approval to authorize the Purchasing Manager to increase the contract up to 10% during each term for annual licensing “True-ups” based on additional licensing revisions that may occur during each renewal term.

### ***Attachment(s)***

1. PCMG, Inc True-Up Quote
2. Crayon Software Experts, LLC Quote
3. County of Riverside/ Crayon Software Experts, LLC Participating Agreement (On file in the Office of the Clerk)
4. Microsoft Enterprise Enrollment Agreements (On file in the Office of the Clerk)



1940 E. Mariposa Ave., El Segundo, CA 90245



Orange County Fire Authority EA #: 4791173 / Off County of Riverside RIVCO-20800-015-12/19 - Year 3 of 3 True-Up Quote

Part #	Item Name	Yr 3 & 3 Price	Qty	Yr 3 & 3 Price Ext.
Additional Products				
P71-07281	WinSvrDataCtr ALNG SASU MVL WinSvrStd 2Proc	\$ 3,545.12	2	\$ 7,090.24
77D-00110	VSProwMSDN ALNG LicSAPk MVL	\$ 259.13	5	\$ 1,295.65
9ED-00071	VSPremwMSDN ALNG LicSAPk MVL	\$ 3,093.63	1	\$ 3,093.63
The above licenses are quoted as Year 3 of 3 true-up and will be valid through agreement end date of 7/31/2018.				
Year 3 of 3 True-Up Sub-Total:				\$ 11,479.52
Year 3 of 3 True-Up Total:				\$ 11,479.52



Quote Date: 5.16.18 **Customer**  
 Orange County Fire Authority  
 Attn: David Vuong  
 Phone: 714-573-6421  
 Email: davidvuong@ocfa.org

**RFQ#**

**Quoted by:**  
 Crayon Software Experts LLC  
 8111 LBJ Freeway, Suite 1000  
 Dallas, TX 75251  
 Charles Golden  
 Phone: 469-329-0293 Fax: 303-682-1506  
 Email: charles.golden@crayon.com

Part Number	Description	Unit Quantity	Qty	Monthly Net Unit Price	Annual Net Unit Price	Extended Amount
<b>Pricing and Usage Year 1</b>						
<b>Enterprise Products - Monthly Subscriptions</b>						
AAA-10758	O365E3FromSA ShrdSvr ALNG SubsVL MVL PerUsr	12	1253	\$ 11.70	\$ 140.40	\$ 175,921.20
AAA-12436	ECALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	12	1637	\$ 2.33	\$ 27.96	\$ 45,770.52
AAA-10842	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	12	384	\$ 14.33	\$ 171.96	\$ 66,032.64
<b>Enterprise Products - Licenses and Software Assurance</b>						
KV3-00353	WINE3perDVC ALNG SA MVL Pltfrm		912		\$ 34.20	\$ 31,190.40
<b>Additional Products - Licenses and Software Assurance</b>						
H30-00238	PrjctPro ALNG SA MVL w1PrjctSvrCAL		12		\$ 158.55	\$ 1,902.60
D87-01159	VisioPro ALNG SA MVL		131		\$ 81.38	\$ 10,660.78
MX3-00117	VSEntSubMSDN ALNG SA MVL		4		\$ 954.97	\$ 3,819.88
77D-00111	VSPSubMSDN ALNG SA MVL		6		\$ 273.49	\$ 1,640.94
395-02504	ExchgSvrEnt ALNG SA MVL		2		\$ 589.93	\$ 1,179.86
312-02257	ExchgSvrStd ALNG SA MVL		2		\$ 103.03	\$ 206.06
H22-00475	PrjctSvr ALNG SA MVL		1		\$ 825.10	\$ 825.10
H21-00591	PrjctSvrCAL ALNG SA MVL UsrCAL		20		\$ 31.92	\$ 638.40
359-00961	SQLCAL ALNG SA MVL UsrCAL		42		\$ 30.41	\$ 1,277.22
71Q-00343	SQLSvrEntCore ALNG SA MVL 2Lic CoreLic		24		\$ 1,838.08	\$ 44,113.92
Z28-04433	SQLSvrStd ALNG SA MVL		1		\$ 130.63	\$ 130.63
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic		3		\$ 522.19	\$ 1,566.57
9EN-00195	SysCtrStdCore ALNG SA MVL 16Lic CoreLic		5		\$ 128.47	\$ 642.35
9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic CoreLic		16		\$ 864.46	\$ 13,831.36
9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic CoreLic		12		\$ 128.47	\$ 1,541.64
				<b>Total Year 1 Payment</b>		<b>\$ 402,892.07</b>
<b>Pricing and Usage Year 2</b>						
<b>Enterprise Products - Monthly Subscriptions</b>						
AAA-10758	O365E3FromSA ShrdSvr ALNG SubsVL MVL PerUsr	12	1253	\$ 12.43	\$ 149.16	\$ 186,897.48
AAA-12436	ECALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	12	1637	\$ 2.36	\$ 28.32	\$ 46,359.84
AAA-10842	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	12	384	\$ 15.07	\$ 180.84	\$ 69,442.56
<b>Enterprise Products - Licenses and Software Assurance</b>						
KV3-00353	WINE3perDVC ALNG SA MVL Pltfrm		912		\$ 34.68	\$ 31,628.16
<b>Additional Products - Licenses and Software Assurance</b>						
H30-00238	PrjctPro ALNG SA MVL w1PrjctSvrCAL		12		\$ 160.75	\$ 1,929.00
D87-01159	VisioPro ALNG SA MVL		131		\$ 82.51	\$ 10,808.81
MX3-00117	VSEntSubMSDN ALNG SA MVL		4		\$ 968.20	\$ 3,872.80
77D-00111	VSPSubMSDN ALNG SA MVL		6		\$ 277.27	\$ 1,663.62
395-02504	ExchgSvrEnt ALNG SA MVL		2		\$ 598.10	\$ 1,196.20
312-02257	ExchgSvrStd ALNG SA MVL		2		\$ 104.45	\$ 208.90
H22-00475	PrjctSvr ALNG SA MVL		1		\$ 836.53	\$ 836.53
H21-00591	PrjctSvrCAL ALNG SA MVL UsrCAL		20		\$ 32.36	\$ 647.20
359-00961	SQLCAL ALNG SA MVL UsrCAL		42		\$ 30.83	\$ 1,294.86
71Q-00343	SQLSvrEntCore ALNG SA MVL 2Lic CoreLic		24		\$ 2,030.10	\$ 48,722.40
Z28-04433	SQLSvrStd ALNG SA MVL		1		\$ 132.44	\$ 132.44
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic		3		\$ 529.42	\$ 1,588.26
9EN-00195	SysCtrStdCore ALNG SA MVL 16Lic CoreLic		5		\$ 130.24	\$ 651.20
9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic CoreLic		16		\$ 909.06	\$ 14,544.96
9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic CoreLic		12		\$ 130.24	\$ 1,562.88
				<b>Total Year 2 Payment</b>		<b>\$ 423,988.10</b>
<b>Pricing and Usage Year 3</b>						
<b>Enterprise Products - Monthly Subscriptions</b>						
AAA-10758	O365E3FromSA ShrdSvr ALNG SubsVL MVL PerUsr	12	1253	\$ 12.43	\$ 149.16	\$ 186,897.48
AAA-12436	ECALBridgeO365FromSA ALNG SubsVL MVL Pltfrm PerUsr	12	1637	\$ 2.36	\$ 28.32	\$ 46,359.84
AAA-10842	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	12	384	\$ 15.07	\$ 180.84	\$ 69,442.56
<b>Enterprise Products - Licenses and Software Assurance</b>						
KV3-00353	WINE3perDVC ALNG SA MVL Pltfrm		912		\$ 34.68	\$ 31,628.16
<b>Additional Products - Licenses and Software Assurance</b>						
H30-00238	PrjctPro ALNG SA MVL w1PrjctSvrCAL		12		\$ 160.75	\$ 1,929.00
D87-01159	VisioPro ALNG SA MVL		131		\$ 82.51	\$ 10,808.81
MX3-00117	VSEntSubMSDN ALNG SA MVL		4		\$ 968.20	\$ 3,872.80
77D-00111	VSPSubMSDN ALNG SA MVL		6		\$ 277.27	\$ 1,663.62
395-02504	ExchgSvrEnt ALNG SA MVL		2		\$ 598.10	\$ 1,196.20
312-02257	ExchgSvrStd ALNG SA MVL		2		\$ 104.45	\$ 208.90
H22-00475	PrjctSvr ALNG SA MVL		1		\$ 836.53	\$ 836.53
H21-00591	PrjctSvrCAL ALNG SA MVL UsrCAL		20		\$ 32.36	\$ 647.20
359-00961	SQLCAL ALNG SA MVL UsrCAL		42		\$ 30.83	\$ 1,294.86
71Q-00343	SQLSvrEntCore ALNG SA MVL 2Lic CoreLic		24		\$ 2,030.10	\$ 48,722.40
Z28-04433	SQLSvrStd ALNG SA MVL		1		\$ 132.44	\$ 132.44
7NQ-00292	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic		3		\$ 529.42	\$ 1,588.26
9EN-00195	SysCtrStdCore ALNG SA MVL 16Lic CoreLic		5		\$ 130.24	\$ 651.20
9EA-00273	WinSvrDCCore ALNG SA MVL 16Lic CoreLic		16		\$ 909.06	\$ 14,544.96
9EM-00267	WinSvrSTDCore ALNG SA MVL 16Lic CoreLic		12		\$ 130.24	\$ 1,562.88
				<b>Total Year 3 Payment</b>		<b>\$ 423,988.10</b>
				<b>Total Deal Value Years 1-3</b>		<b>\$ 1,250,868.27</b>

\*\* Pricing Expires in 30 days from date of quote\*\*

\*\*All items included in this RFQ are new, unused, not refurbished, with original manufacturer warranty.\*\*

**Remit to Address:**  
 Crayon Software Experts, LLC  
 Attn: Finance Manager  
 8111 LBJ Freeway, Suite 1000  
 Dallas, TX 75251  
 Phone: 469-329-0290  
[invoice.cus@crayon.com](mailto:invoice.cus@crayon.com)

## Participating Agreement #RIVCO-20800-014-12/19

### County of Riverside Master Microsoft Enterprise Agreement #01E73970

This Agreement, made and entered into this 8<sup>th</sup> day of November, 2016, by and between **CRAYON SOFTWARE EXPERTS LLC**, ("CONTRACTOR"), and the **COUNTY OF RIVERSIDE**, a political subdivision of the State of California, ("COUNTY"). The parties agree as follows:

1. This agreement covers the enrollment into Microsoft Enterprise Agreement (EA) #01E73970 for all available products and services offered. All terms and conditions of EA #01E73970 are incorporated by reference and shall apply to the purchase of products and services.
2. This agreement is available for use by all government entities within the State of California which the CONTRACTOR can enroll in EA #01E73970 (Enrolled Affiliate) for a period of 36 months. Enrollment documents will contain the terms and conditions specific to each entity.
3. The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this agreement to each and every government entity in the State of California. Terms and conditions are governed by EA #01E73970 and the applicable enrollment documents for each entity. Entities shall make purchases in their own name, make direct payment to CONTRACTOR, and be liable directly to CONTRACTOR for payment.
  - 3.1 COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases. COUNTY shall in no way be responsible to other entities for their purchases, including but not limited to product selection or implementation, services or other related matters.
  - 3.2 CONTRACTOR shall notify each entity in writing of the requirements stated in Section 3.1.
4. This agreement shall be effective upon signature by both parties and continues in effect through December 31, 2019, unless terminated earlier.
5. **Contractor Responsibilities:** CONTRACTOR will offer the following services at no additional charge. It is the responsibility of the government entities to determine which services, if any, meet their needs and communicate that to the CONTRACTOR.
  - a) Provide reports showing year to date annual spend according to entity's specifications. Frequency will be determined by each entity (monthly, quarterly, etc.).
  - b) Provide reports of licenses purchased and added on to enrollment according to entity's specifications. (Intended for an enrollment that has licenses for multiple entities within a governmental body - county, city, etc.) Frequency will be determined by each entity (monthly, quarterly, etc.).
  - c) At the entity's request, provide a licensing portal that allows the tracking of licenses beyond the capabilities of the Microsoft VLSC. This portal will show, but not be limited to, all licenses on the current enrollment, quantities of licenses, track licenses at department/entity levels, transfer licenses to and from each department/entity, and have reporting functionalities.
  - d) Provide training to the entity's Microsoft administrators on Microsoft portals such as the VLSC, Office 365, Azure, etc. within 30 days of receiving a purchase order for such products that introduce a new portal. CONTRACTOR should outline what aspects of training they feel would be beneficial.
  - e) Provide documentation to the entity within 90 days of when Microsoft has made a change to a license and advise of any grandfather or conversion rights within that same timeframe.
  - f) Provide a short synopsis of why an amendment is needed and the ramification of each amendment to an enrollment.
  - g) Provide an updated price list on an annual basis or when Microsoft changes price point, whichever is sooner, in an Excel spreadsheet to the entity. This price list must capture, at minimum, the following categories for each product: SKU, product description, MSRP, NET (Level D -7.5% or D), LSP's uplift and contracted unit price.
6. **Participation Form:** CONTRACTOR must complete and return the **Microsoft LSP Participation Form**, included as Exhibit A with this agreement.

NOV 08 2016 3:11



7. **Usage Reporting:** CONTRACTOR will provide the **LSP Reporting of Active Enrollments Form** showing a list of enrollments leveraging Master Microsoft Agreement #01E73970 to County by December 15<sup>th</sup> of each year. Forms shall be submitted electronically to [MasterMicrosoftAdmin@rivcoit.org](mailto:MasterMicrosoftAdmin@rivcoit.org). A copy of the form is included in this agreement as Exhibit B.

8. **Administrative fees:** CONTRACTOR will pay the COUNTY annually for each enrollment leveraging the Master Microsoft Agreement #01E73970. This will be a one-time fee of \$100 for each year of a committed enrollment (including shadow enrollments) regardless of entity's enrolled commitment amount.

8.1 Riverside County Information Technology (RCIT) will invoice the CONTRACTOR annually based on the enrollments verified from the LSP Reporting of Active Enrollments Form submitted by CONTRACTOR each year. Payment is due to RCIT thirty (30) days from invoice date. The COUNTY will not accept credit as form of payment.

8.2 Failure to meet the administrative fee requirements and submit fees on a timely basis may constitute grounds for suspension or termination of this agreement.

9. **Pricing:** Base Price is Government Level D -7.5% of Published Reseller Cost (Net) for all product and online services and Level D for Azure metered services.

#### 9.1 Contractor Pricing:

Category	Description	Unit of Measure	Percentage
License/SA or SA	Percentage markup from County of Riverside's Master Microsoft Enterprise Agreement No. 01E73970, Level D -7.5%	Markup	0.25%
Subscriptions Except Azure	Percentage markup from County of Riverside's Master Microsoft Enterprise Agreement No. 01E73970, Level D -7.5%.  * Subscriptions pricing for future annual payments shall match the added at signing cost so that subscriptions for the same product after the start of the agreement do not have different prices for the same SKU.	Markup	0.25%
True-up / New Purchases / New Subscriptions not Added at Signing Configuration	Percentage markup from County of Riverside's Master Microsoft Enterprise Agreement No. 01E73970, Level D -7.5%	Markup	0.50%
Azure only	Percentage markup from County of Riverside's Master Microsoft Enterprise Agreement No. 01E73970, Level D.	Markup	0.50%

10. **Contract Management:** The contacts for this agreement for COUNTY shall be both RCIT and Purchasing as listed below.

#### 10.1 Primary Contact:

Jenifer Rutherford, Administrative Services Analyst II  
Riverside County Information Technology  
3450 14<sup>th</sup> Street, Riverside, CA 92501  
Direct: (951) 955-7785  
Email: [jenifer.rutherford@rivcoit.org](mailto:jenifer.rutherford@rivcoit.org)

#### 10.2 Secondary Contact:

John Miller, Sr. Procurement Contract Specialist  
County of Riverside Purchasing and Fleet Services  
2980 Washington Street, Riverside, CA 92504  
Direct line: (951) 955-4945 or (951) 955-4937  
Email: [JMMiller@rivcoit.org](mailto:JMMiller@rivcoit.org)

#### 10.3 The CONTRACTOR contact for this agreement is listed below:

Contact name and title – Greg Landry, Microsoft Business Desk Manager  
Address – 8111 LBJ Freeway, Suite 1000  
Address – Dallas, TX 75251-1313

Phone -- 469-329-0290

Email -- SLG.us@crayon.com

10.4 Should CONTRACTOR contract management information change, the CONTRACTOR will provide written notice with the updated information to the COUNTY no later than 10 business days after the change.

11. This agreement, including any attachments or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political

CRAYON SOFTWARE EXPERTS LLC

subdivision of the State of California

By: 

By: 

John J. Benoit, Chairman

Name: Ken Pharr

Board of Supervisors

Title: VP Operations & Finance

Dated: NOV 08 2016

Dated: 10/31/2016

ATTEST:

Kecia Harper-Item

Clerk of the Board

By: 

Deputy

APPROVED AS TO FORM:

Gregory P. Priamos

County Counsel

By: 

Neal Kipnis,

Deputy County Counsel



## Program Signature Form

MBA/MBSA number

Agreement number

Proposal ID

**Note:** Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Agreement>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
<Choose Enrollment/Registration>	Document Number or Code
Document Description	Document Number or Code
Document Description	Document Number or Code
Document Description	Document Number or Code
Document Description	Document Number or Code
Document Description	Document Number or Code

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer
<b>Name of Entity (must be legal entity name)*</b>
<b>Signature*</b> _____
<b>Printed First and Last Name*</b>
<b>Printed Title</b>
<b>Signature Date*</b>
<b>Tax ID</b>

\* indicates required field

Microsoft Affiliate
Microsoft Corporation
<b>Signature</b> _____ <b>Printed First and Last Name</b> _____ <b>Printed Title</b> _____ <b>Signature Date</b> (date Microsoft Affiliate countersigns)
<b>Agreement Effective Date</b> (may be different than Microsoft's signature date)

**Optional 2<sup>nd</sup> Customer signature or Outsourcer signature (if applicable)**

Customer
<b>Name of Entity (must be legal entity name)*</b> <b>Signature*</b> _____ <b>Printed First and Last Name*</b> _____ <b>Printed Title</b> _____ <b>Signature Date*</b> _____

*\* indicates required field*

Outsourcer
<b>Name of Entity (must be legal entity name)*</b> <b>Signature*</b> _____ <b>Printed First and Last Name*</b> _____ <b>Printed Title</b> _____ <b>Signature Date*</b> _____

*\* indicates required field*

If Customer requires physical media, additional contacts, or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

**Microsoft Corporation**  
 Dept. 551, Volume Licensing  
 6100 Neil Road, Suite 210  
 Reno, Nevada 89511-1137  
 USA



**Contract that this form is attached to:** <choose>

- a. Entity may select below any previous contract(s) from which to transfer MSDN subscribers to this new contract. Entity shall ensure that each MSDN subscriber transferred is either properly licensed under the new contract or is removed.
- b. Entity may select below only one previous contract from which to transfer the Software Assurance (SA) Benefit contact details, i.e., benefits contact (*not* the SA manager) and the program codes, to this new contract.
- c. An Open License cannot be used to transfer either the SA Benefit details or MSDN subscribers.
- d. The date of the earliest expiring Enrollment/Agreement that contains SA or Online Services will be the effective date of the new contract (or SA coverage period for Select Plus).
- e. Please insert the number of the earliest expiring Enrollment/Agreement with SA or Online Services in the appropriate fields of the new contract.

[illegible]

## Enterprise Enrollment

## State and Local

Enterprise Enrollment number  
(Microsoft to complete)


Previous Enrollment number  
(Reseller to complete)

Framework ID  
(if applicable)

--

**This Enrollment must be attached to a signature form to be valid.**

This Microsoft Enterprise Enrollment is entered into between the entities as identified in the signature form as of the effective date. Enrolled Affiliate represents and warrants it is the same Customer, or an Affiliate of the Customer, that entered into the Enterprise Agreement identified on the program signature form.

This Enrollment consists of: (1) these terms and conditions, (2) the terms of the Enterprise Agreement identified on the signature form, (3) the Product Selection Form, (4) the Product Terms, (5) the Online Services Terms, (6) any Supplemental Contact Information Form, Previous Agreement/Enrollment form, and other forms that may be required, and (7) any order submitted under this Enrollment. This Enrollment may only be entered into under a 2011 or later Enterprise Agreement. By entering into this Enrollment, Enrolled Affiliate agrees to be bound by the terms and conditions of the Enterprise Agreement.

All terms used but not defined are located at <http://www.microsoft.com/licensing/contracts>. In the event of any conflict the terms of this Agreement control.

**Effective date.** If Enrolled Affiliate is renewing Software Assurance or Subscription Licenses from one or more previous Enrollments or agreements, then the effective date will be the day after the first prior Enrollment or agreement expires or terminates. If this Enrollment is renewed, the effective date of the renewal term will be the day after the Expiration Date of the initial term. Otherwise, the effective date will be the date this Enrollment is accepted by Microsoft. Any reference to “anniversary date” refers to the anniversary of the effective date of the applicable initial or renewal term for each year this Enrollment is in effect.

**Term.** The initial term of this Enrollment will expire on the last day of the month, 36 full calendar months from the effective date of the initial term. The renewal term will expire 36 full calendar months after the effective date of the renewal term.

## Terms and Conditions

### 1. Definitions.

Terms used but not defined in this Enrollment will have the definition in the Enterprise Agreement. The following definitions are used in this Enrollment:

“Additional Product” means any Product identified as such in the Product Terms and chosen by Enrolled Affiliate under this Enrollment.

“Community” means the community consisting of one or more of the following: (1) a Government, (2) an Enrolled Affiliate using eligible Government Community Cloud Services to provide solutions to a Government or a qualified member of the Community, or (3) a Customer with Customer Data that is subject to Government regulations for which Customer determines and Microsoft agrees that the use of Government Community Cloud Services is appropriate to meet Customer’s regulatory requirements.

Membership in the Community is ultimately at Microsoft's discretion, which may vary by Government Community Cloud Service.

"Enterprise Online Service" means any Online Service designated as an Enterprise Online Service in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Online Services are treated as Online Services, except as noted.

"Enterprise Product" means any Desktop Platform Product that Microsoft designates as an Enterprise Product in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Products must be licensed for all Qualified Devices and Qualified Users on an Enterprise-wide basis under this program.

"Expiration Date" means the date upon which the Enrollment expires.

"Federal Agency" means a bureau, office, agency, department or other entity of the United States Government.

"Government" means a Federal Agency, State/Local Entity, or Tribal Entity acting in its governmental capacity.

"Government Community Cloud Services" means Microsoft Online Services that are provisioned in Microsoft's multi-tenant data centers for exclusive use by or for the Community and offered in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-145. Microsoft Online Services that are Government Community Cloud Services are designated as such in the Use Rights and Product Terms.

"Industry Device" (also known as line of business device) means any device that: (1) is not useable in its deployed configuration as a general purpose personal computing device (such as a personal computer), a multi-function server, or a commercially viable substitute for one of these systems; and (2) only employs an industry or task-specific software program (e.g. a computer-aided design program used by an architect or a point of sale program) ("Industry Program"). The device may include features and functions derived from Microsoft software or third-party software. If the device performs desktop functions (such as email, word processing, spreadsheets, database, network or Internet browsing, or scheduling, or personal finance), then the desktop functions: (1) may only be used for the purpose of supporting the Industry Program functionality; and (2) must be technically integrated with the Industry Program or employ technically enforced policies or architecture to operate only when used with the Industry Program functionality.

"Managed Device" means any device on which any Affiliate in the Enterprise directly or indirectly controls one or more operating system environments. Examples of Managed Devices can be found in the Product Terms.

"Qualified Device" means any device that is used by or for the benefit of Enrolled Affiliate's Enterprise and is: (1) a personal desktop computer, portable computer, workstation, or similar device capable of running Windows Pro locally (in a physical or virtual operating system environment), or (2) a device used to access a virtual desktop infrastructure ("VDI"). Qualified Devices do not include any device that is: (1) designated as a server and not used as a personal computer, (2) an Industry Device, or (3) not a Managed Device. At its option, the Enrolled Affiliate may designate any device excluded above (e.g., Industry Device) that is used by or for the benefit of the Enrolled Affiliate's Enterprise as a Qualified Device for all or a subset of Enterprise Products or Online Services the Enrolled Affiliate has selected.

"Qualified User" means a person (e.g., employee, consultant, contingent staff) who: (1) is a user of a Qualified Device, or (2) accesses any server software requiring an Enterprise Product Client Access License or any Enterprise Online Service. It does not include a person who accesses server software or an Online Service solely under a License identified in the Qualified User exemptions in the Product Terms.

"Reseller" means an entity authorized by Microsoft to resell Licenses under this program and engaged by an Enrolled Affiliate to provide pre- and post-transaction assistance related to this agreement;

"Reserved License" means for an Online Service identified as eligible for true-ups in the Product Terms, the License reserved by Enrolled Affiliate prior to use and for which Microsoft will make the Online Service available for activation.

"State/Local Entity" means (1) any agency of a state or local government in the United States, or (2) any United States county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state's jurisdiction and geographic boundaries.

"Tribal Entity" means a federally-recognized tribal entity performing tribal governmental functions and eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe.

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product. The Use Rights for Software are published by Microsoft in the Product Terms. The Use Rights for Online Services are published in the Online Services Terms.

"Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

## **2. Order requirements.**

- a. **Minimum order requirements.** Enrolled Affiliate's Enterprise must have a minimum of 250 Qualified Users or Qualified Devices. The initial order must include at least 250 Licenses for Enterprise Products or Enterprise Online Services.
  - (i) **Enterprise commitment.** Enrolled Affiliate must order enough Licenses to cover all Qualified Users or Qualified Devices, depending on the License Type, with one or more Enterprise Products or a mix of Enterprise Products and the corresponding Enterprise Online Services (as long as all Qualified Devices not covered by a License are only used by users covered with a user License).
  - (ii) **Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 250 Subscription Licenses for Enterprise Online Services.
- b. **Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
- c. **Use Rights for Enterprise Products.** For Enterprise Products, if a new Product version has more restrictive use rights than the version that is current at the start of the applicable initial or renewal term of the Enrollment, those more restrictive use rights will not apply to Enrolled Affiliate's use of that Product during that term.
- d. **Country of usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
- e. **Resellers.** Enrolled Affiliate must choose and maintain a Reseller authorized in the United States. Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders must be submitted to the Reseller who will transmit the order to Microsoft. The Reseller and Enrolled Affiliate determine pricing and payment terms as between them, and Microsoft will invoice the Reseller based on those terms. Throughout this Agreement the term "price" refers to reference price. Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- f. **Adding Products.**
  - (i) **Adding new Products not previously ordered.** New Enterprise Products or Enterprise Online Services may be added at any time by contacting a Microsoft Account Manager or Reseller. New Additional Products, other than Online Services, may be used if an order is placed in the month the Product is first used. For Additional Products that are Online Services, an initial order for the Online Service is required prior to use.



- (ii) **Adding Licenses for previously ordered Products.** Additional Licenses for previously ordered Products other than Online Services may be added at any time but must be included in the next true-up order. Additional Licenses for Online Services must be ordered prior to use, unless the Online Services are (1) identified as eligible for true-up in the Product Terms or (2) included as part of other Licenses.
- g. **True-up requirements.** Enrolled Affiliate must submit an annual true-up order that accounts for any changes since the initial order or last order. If there are no changes, then an update statement must be submitted instead of a true-up order.
- (i) **Enterprise Products.** For Enterprise Products, Enrolled Affiliate must determine the number of Qualified Devices and Qualified Users (if ordering user-based Licenses) at the time the true-up order is placed and must order additional Licenses for all Qualified Devices and Qualified Users that are not already covered by existing Licenses, including any Enterprise Online Services.
- (ii) **Additional Products.** For Additional Products that have been previously ordered under this Enrollment, Enrolled Affiliate must determine the maximum number of Additional Products used since the latter of the initial order, the last true-up order, or the prior anniversary date and submit a true-up order that accounts for any increase.
- (iii) **Online Services.** For Online Services identified as eligible for true-up in the Product Terms, Enrolled Affiliate may place a reservation order for the additional Licenses prior to use and payment may be deferred until the next true-up order. Microsoft will provide a report of Reserved Licenses ordered but not yet invoiced to Enrolled Affiliate and its Reseller. Reserved Licenses will be invoiced retroactively to the month in which they were ordered.
- (iv) **Subscription License reductions.** Enrolled Affiliate may reduce the quantity of Subscription Licenses at the Enrollment anniversary date on a prospective basis if permitted in the Product Terms, as follows:
- 1) For Subscription Licenses that are part of an Enterprise-wide purchase, Licenses may be reduced if the total quantity of Licenses and Software Assurance for an applicable group meets or exceeds the quantity of Qualified Devices and Qualified Users (if ordering user-based Licenses) identified on the Product Selection Form, and includes any additional Qualified Devices and Qualified Users added in any prior true-up orders. Step-up Licenses do not count towards this total count.
  - 2) For Enterprise Online Services that are not a part of an Enterprise-wide purchase, Licenses can be reduced as long as the initial order minimum requirements are maintained.
  - 3) For Additional Products available as Subscription Licenses, Enrolled Affiliate may reduce the Licenses. If the License count is reduced to zero, then Enrolled Affiliate's use of the applicable Subscription License will be cancelled.
- Invoices will be adjusted to reflect any reductions in Subscription Licenses at the true-up order Enrollment anniversary date and effective as of such date.
- (v) **Update statement.** An update statement must be submitted instead of a true-up order if, since the initial order or last true-up order, Enrolled Affiliate's Enterprise: (1) has not changed the number of Qualified Devices and Qualified Users licensed with Enterprise Products or Enterprise Online Services; and (2) has not increased its usage of Additional Products. This update statement must be signed by Enrolled Affiliate's authorized representative.
- (vi) **True-up order period.** The true-up order or update statement must be received by Microsoft between 60 and 30 days prior to each Enrollment anniversary date. The third-year true-up order or update statement is due within 30 days prior to the Expiration Date, and any license reservations within this 30 day period will not be accepted. Enrolled Affiliate

may submit true-up orders more often to account for increases in Product usage, but an annual true-up order or update statement must still be submitted during the annual order period.

**(vii) Late true-up order.** If the true-up order or update statement is not received when due, Microsoft will invoice Reseller for all Reserved Licenses not previously invoiced and Subscription License reductions cannot be reported until the following Enrollment anniversary date (or at Enrollment renewal, as applicable).

**h. Step-up Licenses.** For Licenses eligible for a step-up under this Enrollment, Enrolled Affiliate may step-up to a higher edition or suite as follows:

**(i)** For step-up Licenses included on an initial order, Enrolled Affiliate may order according to the true-up process.

**(ii)** If step-up Licenses are not included on an initial order, Enrolled Affiliate may step-up initially by following the process described in the Section titled “Adding new Products not previously ordered,” then for additional step-up Licenses, by following the true-up order process.

**i. Clerical errors.** Microsoft may correct clerical errors in this Enrollment, and any documents submitted with or under this Enrollment, by providing notice by email and a reasonable opportunity for Enrolled Affiliate to object to the correction. Clerical errors include minor mistakes, unintentional additions and omissions. This provision does not apply to material terms, such as the identity, quantity or price of a Product ordered.

**j. Verifying compliance.** Microsoft may, in its discretion and at its expense, verify compliance with this Enrollment as set forth in the Enterprise Agreement.

### **3. Pricing.**

**a. Price Levels.** For both the initial and any renewal term Enrolled Affiliate’s Price Level for all Products ordered under this Enrollment will be Level “D” throughout the term of the Enrollment.

**b. Setting Prices.** Enrolled Affiliate’s prices for each Product or Service will be established by its Reseller. Except for Online Services designated in the Product Terms as being exempt from fixed pricing, As long as Enrolled Affiliate continues to qualify for the same price level, Microsoft’s prices for Resellers for each Product or Service ordered will be fixed throughout the applicable initial or renewal Enrollment term. Microsoft’s prices to Resellers are reestablished at the beginning of the renewal term.

### **4. Payment terms.**

For the initial or renewal order, Enrolled Affiliate may pay upfront or elect to spread its payments over the applicable Enrollment term. If an upfront payment is elected, Microsoft will invoice Enrolled Affiliate’s Reseller in full upon acceptance of this Enrollment. If spread payments are elected, unless indicated otherwise, Microsoft will invoice Enrolled Affiliate’s Reseller in three equal annual installments. The first installment will be invoiced upon Microsoft’s acceptance of this Enrollment and remaining installments will be invoiced on each subsequent Enrollment anniversary date. Subsequent orders are invoiced upon acceptance of the order and Enrolled Affiliate may elect to pay annually or upfront for Online Services and upfront for all other Licenses.

### **5. End of Enrollment term and termination.**

**a. General.** At the Expiration Date, Enrolled Affiliate must immediately order and pay for Licenses for Products it has used but has not previously submitted an order, except as otherwise provided in this Enrollment.

- b. **Renewal option.** At the Expiration Date of the initial term, Enrolled Affiliate can renew Products by renewing this Enrollment for one additional 36-month term or by signing a new Enrollment. Microsoft must receive a Renewal Form, Product Selection Form, and renewal order prior to or at the Expiration Date. Microsoft will not unreasonably reject any renewal. Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments at renewal.
- c. **If Enrolled Affiliate elects not to renew.**
- (i) **Software Assurance.** If Enrolled Affiliate elects not to renew Software Assurance for any Product under its Enrollment, then Enrolled Affiliate will not be permitted to order Software Assurance later without first acquiring a new License with Software Assurance.
  - (ii) **Online Services eligible for an Extended Term.** For Online Services identified as eligible for an Extended Term in the Product Terms, the following options are available at the end of the Enrollment initial or renewal term.
    - 1) **Extended Term.** Licenses for Online Services will automatically expire in accordance with the terms of the Enrollment. An extended term feature that allows Online Services to continue month-to-month ("Extended Term") for up to one year, unless designated in the Product Terms to continue until cancelled, is available. During the Extended Term, Online Services will be invoiced monthly at the then-current published price as of the Expiration Date plus a 3% administrative fee. If Enrolled Affiliate wants an Extended Term, Enrolled Affiliate must submit a request to Microsoft at least 30 days prior to the Expiration Date.
    - 2) **Cancellation during Extended Term.** At any time during the first year of the Extended Term, Enrolled Affiliate may terminate the Extended Term by submitting a notice of cancellation to Microsoft for each Online Service. Thereafter, either party may terminate the Extended Term by providing the other with a notice of cancellation for each Online Service. Cancellation will be effective at the end of the month following 30 days after Microsoft has received or issued the notice.
  - (iii) **Subscription Licenses and Online Services not eligible for an Extended Term.** If Enrolled Affiliate elects not to renew, the Licenses will be cancelled and will terminate as of the Expiration Date. Any associated media must be uninstalled and destroyed and Enrolled Affiliate's Enterprise must discontinue use. Microsoft may request written certification to verify compliance.
- d. **Termination for cause.** Any termination for cause of this Enrollment will be subject to the "Termination for cause" section of the Agreement. In addition, it shall be a breach of this Enrollment if Enrolled Affiliate or any Affiliate in the Enterprise that uses Government Community Cloud Services fails to meet and maintain the conditions of membership in the definition of Community.
- e. **Early termination.** Any early termination of this Enrollment will be subject to the "Early Termination" Section of the Enterprise Agreement.
- For Subscription Licenses, in the event of a breach by Microsoft, or if Microsoft terminates an Online Service for regulatory reasons, Microsoft will issue Reseller a credit for any amount paid in advance for the period after termination.

## 6. **Government Community Cloud.**

- a. **Community requirements.** If Enrolled Affiliate purchases Government Community Cloud Services, Enrolled Affiliate certifies that it is a member of the Community and agrees to use Government Community Cloud Services solely in its capacity as a member of the Community and, for eligible Government Community Cloud Services, for the benefit of end users that are members of the Community. Use of Government Community Cloud Services by an entity that is not a member of the Community or to provide services to non-Community members is strictly

prohibited and could result in termination of Enrolled Affiliate's license(s) for Government Community Cloud Services without notice. Enrolled Affiliate acknowledges that only Community members may use Government Community Cloud Services.

- b. All terms and conditions applicable to non-Government Community Cloud Services also apply to their corresponding Government Community Cloud Services, except as otherwise noted in the Use Rights, Product Terms, and this Enrollment.
- c. Enrolled Affiliate may not deploy or use Government Community Cloud Services and corresponding non-Government Community Cloud Services in the same domain.
- d. **Use Rights for Government Community Cloud Services.** For Government Community Cloud Services, notwithstanding anything to the contrary in the Use Rights:
  - (i) Government Community Cloud Services will be offered only within the United States.
  - (ii) Additional European Terms, as set forth in the Use Rights, will not apply.
  - (iii) References to geographic areas in the Use Rights with respect to the location of Customer Data at rest, as set forth in the Use Rights, refer only to the United States.





## ***Enrollment Details***

### **1. Enrolled Affiliate's Enterprise.**

- a. Identify which Agency Affiliates are included in the Enterprise. (Required) Enrolled Affiliate's Enterprise must consist of entire offices, bureaus, agencies, departments or other entities of Enrolled Affiliate, not partial offices, bureaus, agencies, or departments, or other partial entities. Check only one box in this section. If no boxes are checked, Microsoft will deem the Enterprise to include the Enrolled Affiliate only. If more than one box is checked, Microsoft will deem the Enterprise to include the largest number of Affiliates:

☐ Enrolled Affiliate only

☐ Enrolled Affiliate and all Affiliates

☐ Enrolled Affiliate and the following Affiliate(s) (Only identify specific affiliates to be included if fewer than all Affiliates are to be included in the Enterprise):

☐ Enrolled Affiliate and all Affiliates, with following Affiliate(s) excluded:

- b. Please indicate whether the Enrolled Affiliate's Enterprise will include all new Affiliates acquired after the start of this Enrollment: <Choose One>

### **2. Contact information.**

Each party will notify the other in writing if any of the information in the following contact information page(s) changes. The asterisks (\*) indicate required fields. By providing contact information, Enrolled Affiliate consents to its use for purposes of administering this Enrollment by Microsoft, its Affiliates, and other parties that help administer this Enrollment. The personal information provided in connection with this Enrollment will be used and protected in accordance with the privacy statement available at <https://www.microsoft.com/licensing/servicecenter>.

- a. **Primary contact.** This contact is the primary contact for the Enrollment from within Enrolled Affiliate's Enterprise. This contact is also an Online Administrator for the Volume Licensing Service Center and may grant online access to others. The primary contact will be the default contact for all purposes unless separate contacts are identified for specific purposes

**Name of entity (must be legal entity name)\***

**Contact name\* First Last**

**Contact email address\***

**Street address\***

**City\***

**State/Province\***

**Postal code\*** -

(For U.S. addresses, please provide the zip + 4, e.g. xxxxx-xxxx)

**Country\***

**Phone\***

**Tax ID**

*\* indicates required fields*

- b. Notices contact and Online Administrator.** This contact (1) receives the contractual notices, (2) is the Online Administrator for the Volume Licensing Service Center and may grant online access to others, and (3) is authorized to order Reserved Licenses for eligible Online Services, including adding or reassigning Licenses and stepping-up prior to a true-up order.

☐ Same as primary contact (default if no information is provided below, even if the box is not checked).

**Contact name\* First Last**

**Contact email address\***

**Street address\***

**City\***

**State/Province\***

**Postal code\*** -

(For U.S. addresses, please provide the zip + 4, e.g. xxxxx-xxxx)

**Country\***

**Phone\***

**Language preference.** Choose the language for notices. English

☐ This contact is a third party (not the Enrolled Affiliate). Warning: This contact receives personally identifiable information of the Customer and its Affiliates.

*\* indicates required fields*

- c. Online Services Manager.** This contact is authorized to manage the Online Services ordered under the Enrollment and (for applicable Online Services) to add or reassign Licenses and step-up prior to a true-up order.

☐ Same as notices contact and Online Administrator (default if no information is provided below, even if box is not checked)

**Contact name\*: First Last**

**Contact email address\***

**Phone\***

☐ This contact is from a third party organization (not the entity). Warning: This contact receives personally identifiable information of the entity.

*\* indicates required fields*

- d. Reseller information.** Reseller contact for this Enrollment is:

**Reseller company name\***

**Street address (PO boxes will not be accepted)\***

**City\***

**State/Province\***

**Postal code\***

**Country\***

**Contact name\***

**Phone\***

**Contact email address\***

*\* indicates required fields*

By signing below, the Reseller identified above confirms that all information provided in this Enrollment is correct.

<b>Signature*</b> _____ <b>Printed name*</b> <b>Printed title*</b> <b>Date*</b>
--

*\* indicates required fields*

**Changing a Reseller.** If Microsoft or the Reseller chooses to discontinue doing business with each other, Enrolled Affiliate must choose a replacement Reseller. If Enrolled Affiliate or the Reseller intends to terminate their relationship, the initiating party must notify Microsoft and the other party using a form provided by Microsoft at least 90 days prior to the date on which the change is to take effect.

- e. If Enrolled Affiliate requires a separate contact for any of the following, attach the Supplemental Contact Information form. *Otherwise, the notices contact and Online Administrator remains the default.*
- (i) Additional notices contact
  - (ii) Software Assurance manager
  - (iii) Subscriptions manager
  - (iv) Customer Support Manager (CSM) contact

### **3. Financing elections.**

Is a purchase under this Enrollment being financed through MS Financing? ☐ Yes, ☒ No.

If a purchase under this Enrollment is financed through MS Financing, and Enrolled Affiliate chooses not to finance any associated taxes, it must pay these taxes directly to Microsoft.

# Enterprise and Enterprise Subscription Enrollment Product Selection Form

Enrollment Number  
Microsoft to complete for initial term.  
Reseller or Software Advisor to  
complete for renewal or with prior  
qualifying Enrollment/Agreement

**Step 1. Enter all fields in the table below (Required).**

Profile	Qualified Devices	Qualified Users	Enterprise Product Platform	Licensing Model
Enterprise			Choose One	Choose One
Device Profile (e.g. Call Center)			Choose One	Choose One

**Step 2. Select the Products and Quantities Enrolled Affiliate is ordering on its initial Enrollment Order.** Quantity may not include any Licenses which Enrolled Affiliate has selected for optional future use, or to which it is stepping-up within Enrollment term.

Products	Enterprise Quantity	Device Profile (e.g. Call Center)
<b>Microsoft 365</b>		
Microsoft 365 E3 USL		
Microsoft 365 E3 Add-on		
Microsoft 365 E5 USL		
Microsoft 365 E5 Add-on		
<b>Office Professional Plus</b>		
Office Professional Plus		
Office 365 ProPlus		
<b>Office 365 Plans</b>		
Office 365 Plan E1 USL		
Office 365 Plan E3 USL		
Office 365 Plan E5 USL		
Office 365 Plan E1 Add-on		
Office 365 Plan E3 Add-on		
Office 365 Plan E5 Add-on		
Office 365 Plan E3 without ProPlus Add-on		
<b>Client Access License (CAL)</b>		
Choose Core CAL or Enterprise CAL:	<Choose One>	<Choose One>
Core CAL or Enterprise CAL		
Bridge for Office 365		
Bridge for Enterprise Mobility Suite		
<b>Windows Desktop</b>		
Windows 10 Enterprise E3 and LTSC Upgrade per Device		
Windows 10 Enterprise E5 per Device SL		
Windows 10 Enterprise E3 per User SL		
Windows 10 Enterprise E3 per User Add-on SL		
Windows 10 Enterprise E5 per User SL		
Windows 10 Enterprise E5 per User Add-on SL		



Products	Enterprise Quantity	Device Profile (e.g. Call Center)
Windows 10 Enterprise E5 per Device Add-on SL		
Windows VDA		
Windows VDA per User SL		
<b>Microsoft Intune</b>		
Microsoft Intune USL		
<b>Enterprise Mobility + Security</b>		
Enterprise Mobility + Security E3 USL		
Enterprise Mobility + Security E3 Add-on		
Enterprise Mobility + Security E5 USL		
Enterprise Mobility + Security E5 Add-on		

**Step 3. Establish the Enrolled Affiliate's price level.** Unless otherwise indicated in the associated contract documents, the price level for each Product offering/pool is set based upon the quantity to price level mapping. *DO NOT INCLUDE BRIDGE CALs OR ADD-ONS.*

Price Group	1	2	3	4
<b>Enterprise Products</b>	Office Professional Plus + Office 365 ProPlus + Office 365 (Plans E3 and E5) + Microsoft 365 USL	Client Access License + Office 365 (Plans E1, E3, and E5) + Microsoft 365 USL	Client Access License + Microsoft Intune + Enterprise Mobility and Security USL + Microsoft 365 USL	Windows Enterprise E3 and LTSC Upgrade+ Windows Enterprise E5 + Win E3/E5 USL + Win E3/E5 per Device + Windows VDA + Windows Enterprise E3 per User SL + Windows Enterprise E5 per User SL + Windows VDA per User USL + Microsoft 365 USL
<b>Quantity</b>				

Product Offering / Pool	Price Level
<b>Enterprise Products and Enterprise Online Services USLs:</b> Unless otherwise indicated in associated contract documents, Price Level is set using the highest quantity from Groups 1 through 4.	
<b>Additional Product Application Pool:</b> Unless otherwise indicated in associated contract documents, Price Level is set using quantity from Group 1.	
<b>Additional Product Server Pool:</b> Unless otherwise indicated in associated contract documents, Price Level is set using the highest quantity from Group 2 or 3.	
<b>Additional Product Systems Pool:</b> Unless otherwise indicated in associated contract documents, Price Level is set using quantity from Group 4.	

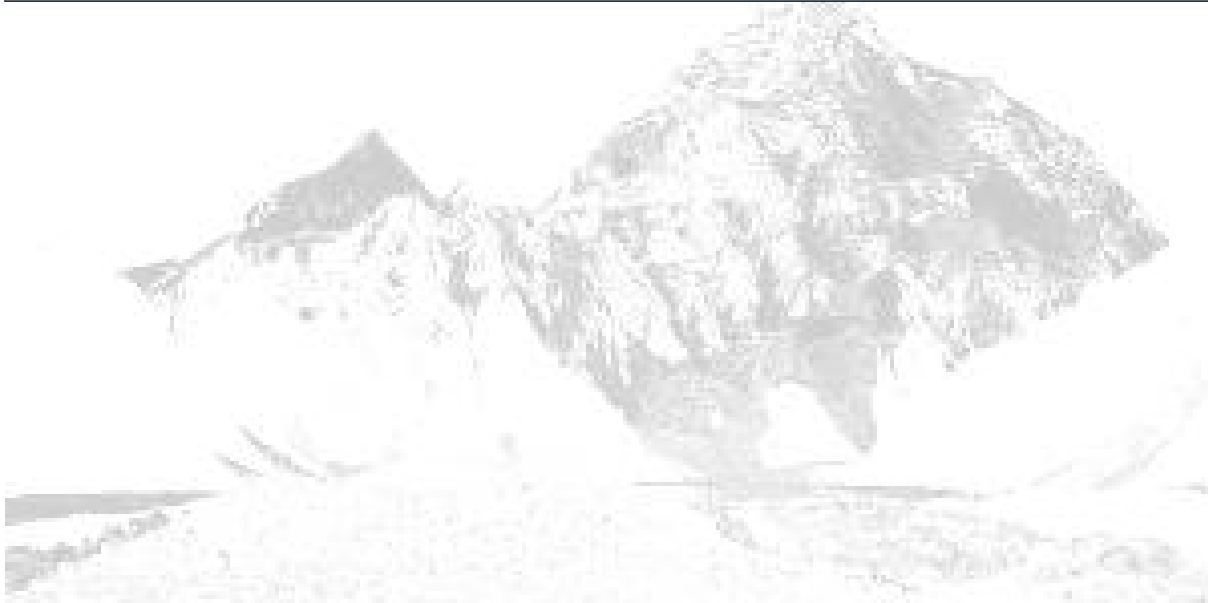
Quantity of Licenses and Software Assurance to Price Level Mapping:

Quantity of Licenses and Software Assurance	Price Level
2,399 and below	A
2,400 to 5,999	B
6,000 to 14,999	C
15,000 and above	D

**Notes:**

1. Enterprise Online Services may not be available in all locations. Please see the Product Terms for a list of locations where these may be purchased.
2. If Enrolled Affiliate does not order an Enterprise Product or Enterprise Online Service associated with an applicable Product pool, the price level for Additional Products in the same pool will be price level "A" throughout the term of the Enrollment.
3. Unless otherwise indicated in the associated Agreement documents, the CAL selection must be the same across the Enterprise for each Profile.

**This form must be attached to a signature form to be valid.**





# ORANGE COUNTY FIRE AUTHORITY

## SUPPLEMENTAL AGENDA

### EXECUTIVE COMMITTEE REGULAR MEETING

Thursday, June 28, 2018

6:00 P.M.

**Regional Fire Operations and Training Center**

**Board Room**

1 Fire Authority Road

Irvine, CA 92602

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Board of Directors after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact Sherry A.F. Wentz, Clerk of the Authority, at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>

If you wish to speak before the Fire Authority Executive Committee, please complete a Speaker Form identifying which item(s) you wish to address. Please return the completed form to the Clerk of the Authority prior to being heard before the Committee. Speaker Forms are available at the counters of both entryways of the Board Room.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040.

The following item is added to the above stated agenda in the location noted below. This item is posted in conformance with the Brown Act and is to be considered as part of the regular agenda.

### CONSENT CALENDAR

#### **J. Fire Agencies Insurance Risk Authority General Liability Insurance Program**

Submitted by: Brigitte Gibb, Director/Human Resources

##### Recommended Action:

Approve and authorize the Fire Chief, or his designee, to renew the General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority for the policy period July 1, 2018, to July 1, 2019, with a premium amount of \$929,839.

**AFFIDAVIT OF POSTING**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted in the lobby, front gate public display case, and website of the Orange County Fire Authority, Regional Fire Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting. Dated this 25<sup>th</sup> day of June 2018.

---

Sherry A.F. Wentz, CMC  
Clerk of the Authority





**Orange County Fire Authority**  
**AGENDA STAFF REPORT**

**Executive Committee Meeting**  
**June 28, 2018**

**Agenda Item No. 3J (S1)**  
**Consent Calendar**

**Fire Agencies Insurance Risk Authority**  
**General Liability Insurance Program**

---

**Contact(s) for Further Information**

Brigette Gibb, Human Resources Director    [brigettegibb@ocfa.org](mailto:brigettegibb@ocfa.org)    714.573.6353  
Human Resources

Jonathan Wilby, Risk Manager    [jonathanwilby@ocfa.org](mailto:jonathanwilby@ocfa.org)    714.573.6832

**Summary**

This annual agenda item is submitted for authorization to renew the Orange County Fire Authority's (OCFA) General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority (FAIRA).

**Prior Board/Committee Action(s)**

Not Applicable.

**RECOMMENDED ACTION(S)**

Approve and authorize the Fire Chief, or his designee, to renew the General Liability Insurance Program coverage with the Fire Agencies Insurance Risk Authority for the policy period July 1, 2018, to July 1, 2019, with a premium amount of \$929,839.

**Impact to Cities/County**

Not Applicable.

**Fiscal Impact**

Funding is included in the FY 2018/19 Budget.

**Background**

Formed in 1989, FAIRA is a joint powers public agency which provides pooled group insurance to over 100 fire districts in California and Nevada. The OCFA has been a member of FAIRA since 1995 and holds a seat on FAIRA's Board of Directors. On behalf of the OCFA, FAIRA purchases general liability, property, automobile, management liability, portable equipment, crime, and excess liability coverage. Cyber liability coverage is included as part of the General Liability Program. Cyber liability coverage addresses both the first and third-party risks associated with the internet, computer networks, and informational assets. Insurance coverage for network breaches and privacy violations is important for emergency service organizations, such as the OCFA, due to sensitive information such as patient medical records, financial records, and other organizational information that could be compromised.

The expiring 2017/18 policy premium of \$829,627 is inclusive of primary general liability insurance coverage of \$1 million per occurrence and excess liability insurance coverage of \$10 million per occurrence for a total limit of coverage of \$11 million. The total renewal premium for the same coverage in 2018/19 is \$929,839, or a 12.1% increase over the expiring premium. The premium increase is primarily due to the FAIRA pool experiencing two consecutive years of above average losses including the fire station 61 fire, Lakeside Fire station fire, and Montecito mudslide. Other factors include an increased number of vehicles in our fleet and additional personnel hired since the last policy period.

**Attachment(s)**

FAIRA General Liability Insurance Program Coverage Summary

**FAIRA GENERAL LIABILITY INSURANCE PROGRAM**  
**Coverage Summary**

**Insurance Company:****A.M. Best Rating:****Policy Period****July 1, 2018 to July 1, 2019****Property:**

Total insurable values:	Per Schedule of Locations on file with the insurance company
Building valuation:	Guaranteed replacement cost
Contents valuation:	Guaranteed replacement cost
Policy limits:	Between \$10,000 and \$2,000,000
Deductible:	Between \$1,000 and \$5,000

**Fidelity Bond:**

Public employee including faithful performance of duty per employee:	\$500,000
Forgery or alteration:	\$500,000
Computer fraud:	\$100,000
Deductible:	\$1,000

**Blanket Portable Equipment:**

Replacement cost:	Per the Schedule of Values
Deductible:	\$1,000

**Automobile:**

Bodily injury/property damage combined single limit:	\$1,000,000
Medical payment each person:	\$10,000
Uninsured/Underinsured motorist:	\$1,000,000
Deductible:	\$5,000

**General Liability:**

Each occurrence and medical incident:	\$1,000,000
Personal and advertising injury:	\$1,000,000
Fire damage legal liability:	\$1,000,000
Medical expense each accident:	\$5,000
Products/completed operations:	\$2,000,000

**Cyber Liability:**

First party liability:	\$100,000
Third party liability:	\$1,000,000

**Management Liability:**

Each offense or wrongful act: \$1,000,000/\$2,000,000 aggregate

Defense expense conjunctive relief: \$25,000

Deductible each wrongful act: \$7,500

**Excess Liability:**

Limit: \$10,000,000/\$20,000,000 aggregate