

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 09/10)

CALIFORNIA ENERGY COMMISSION



New Contract       Amendment to Existing Contract: 200-07-004      Amendment Number: 8

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Human Resources and Support Services	Emily Oren	3	916-654-4100	9/1/07

Contractor's Legal Name	Federal ID Number
Inter-Con Security Systems, Inc.	95-3020192

Title of Project
Inter-Con Security Systems

Term	Start Date	End Date	Amount
New/Original Contract	7 / 21 / 07	6 / 30 / 10	\$ 838,614

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
8	June 30, 2012	\$110,000

Business Meeting Information			
Proposed Business Meeting Date	11/16/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Emily Oren	Time Needed:	minutes

Agenda Item Subject and Description
Possible approval of a contract amendment from January 1, 2012 - June 30, 2012. This amendment will increase the length of the contract . It will also add \$110,000.00 to the contract. This needs to be done because of the on going negotiations for the Master Service agreement with CHP.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k ( <i>Policy Committee's signature is also required</i> )
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The original agreement is a three year contract for 24 hour unarmed security service for the California Energy Commission.
The purpose of this amendment is to extend the existing contract from the end date of December 31, 2011 - June 30, 2012 so that the negotiations can be completed concerning the master service agreement administrated by CHP.



# CONTRACT REQUEST FORM (CRF)



- The Services Contracted:
  - are not available within civil service
  - cannot be performed satisfactorily by civil service employees
  - are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- The Services are of such an:
  - urgent
  - temporary, or
  - occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

**Justification:**

### Payment Method

- A. Reimbursement in arrears based on:
  - Itemized Monthly
  - Itemized Quarterly
  - Flat Rate
  - One-time
- B. Advanced Payment
- C. Other, explain:

### Retention

- 1. Is contract subject to retention?  No  Yes
- If Yes, Do you plan to release retention prior to contract termination?  No  Yes

### Justification of Rates

The CEC obtains these services from a Master Service Agreement that comes from a competitive solicitation.

### Disabled Veteran Business Enterprise Program (DVBE)

- 1.  Not Applicable
- 2.  Meets DVBE Requirements DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_
  - Contractor is Certified DVBE
  - Contractor is Subcontracting with a DVBE: \_\_\_\_\_
- 3.  Requesting DVBE Exemption (attach CEC 95)

### Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- No  Yes
- If yes, check appropriate box:  SB  MB  DVBE

### Is Contractor subcontracting any services?

- No  Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
 

	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE

### Miscellaneous Contract Information

- 1. Will there be Work Authorizations?  No  Yes
- 2. Will there be IT expenditures?  No  Yes
- 3. Is the Contractor providing confidential information?  No  Yes
- 4. Is the contractor going to purchase equipment?  No  Yes
- 5. Check frequency of progress reports
  - Monthly  Quarterly  Daily Guard Report
- 6. Will a final report be required?  No  Yes
- 7. Is the contract, with amendments, longer than a year? If yes, why?  No  Yes

# CONTRACT REQUEST FORM (CRF)



The following items should be attached to this CRF			
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached	
2. Budget Detail, Attach as Exhibit B.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached	

\_\_\_\_\_  
 Contract Manager                      Date                      Office Manager                      Date                      Deputy Director                      Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

\_\_\_\_\_  
 Presiding Policy Committee                      Date                      Associate Policy Committee                      Date                      Executive Director                      Date

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

**6. BUDGET DETAIL**

Master Agreement 7C0065000, Amendment #4 between CHP and Inter-Con Security Systems, Inc. includes a retroactive rate decrease effective February 2, 2010. The budget decrease shown below for February 2, 2010 – June 30, 2010 is the difference between the Amendment #3 rate and the new rate as stated in the master agreement Amendment #4. In addition, the new rate is shown for July 1, 2010- December 31, 2010.

Master Agreement 7C0065000 Amendment #5 includes an extension of the agreement term to June 30, 2011, but no changes in rates.

Master Agreement 7C0065000 Amendment #6 includes a retroactive rate increase effective February 2, 2011.

Master Agreement 7C0065000 Amendment #7 includes an extension of the agreement term to December 31, 2011, but no changes in rates.

**Master Agreement 7C0065000 Amendment #8 includes an extension of the agreement term to June 30, 2012, but no changes in rates.**

The following budget tables for FY 07/08, 08/09, 9/10, and 10/11 were in effect for Amendment #4 and 5 as indicated below. These tables are repeated here for convenience. The budget tables for FY 10/11 have changes for Amendment #6 (See pages 6-8). **The budget table for FY11/12 Amendment #7 is on page 9. The budget table for FY11/12 Amendment #8 is on page 10.**

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Inter-Con Security Systems, Inc.

**Projected Hourly Rates**

**Amendment #4 Budget Tables**

**FISCAL YEAR 2007 - 2008**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	7/21/2007 to 2/1/2008				2/2/2008 to 6/30/2008 <sup>1</sup>				
	188 Days		8 Holidays		146 Days		4 Holidays		
Dates:	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	
Job Classification									
SG2	\$ 22.93	3,008	\$ 24.41	128	\$ 23.23	2,336	\$ 24.44	64	
SGS	\$ 25.12	1,504	\$ 27.69	64	\$ 25.44	1,168	\$ 27.75	32	
Subtotal:	\$106,754		\$4,897		\$83,979		\$2,452		
Reserve Amount: <sup>3</sup>								\$31,918	
<b>Total for FY 07/08:</b>								<b>\$230,000</b>	

**FISCAL YEAR 2008 - 2009**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	7/1/2008 to 2/1/2009				2/2/2009 to 6/30/2009 <sup>4</sup>				
	207 Days		9 Holidays		145 Days		4 Holidays		
Dates:	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	
Job Classification									
SG2	\$ 23.23	3,312	\$ 24.44	144	\$ 23.27	2,320	\$ 24.44	64	
SGS	\$ 25.44	1,656	\$ 27.75	98	\$ 25.48	1,160	\$ 27.75	32	
Subtotal:	\$119,066		\$6,239		\$83,543		\$2,452		
Reserve Amount: <sup>3</sup>								\$23,700	
<b>Total for FY 08/09:</b>								<b>\$235,000</b>	

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #4 Budget Tables

**FISCAL YEAR 2009 - 2010**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

Dates:	7/1/2009 to 2/1/10 <sup>4</sup>				2/2/10 to 6/30/10 <sup>5</sup>			
	208	Days	8	Holidays	145	Days	4	Holidays
Job Classification	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	Regular Rate	Regular Hours	Holiday Rate <sup>6</sup>	Holiday Hours
SG2	\$ 23.27	3,328	\$ 24.44	128	\$22.79	2,320	\$24.41	64
SGS	\$ 25.48	1,664	\$ 27.75	64	\$24.96	1,160	\$27.76	32
<b>Subtotal:</b>	\$119,841		\$4,904		\$81,827		\$2,447	
<b>Reserve Amount<sup>3</sup></b>					\$30,981			
<b>Total for FY 09/10</b>					<b>\$240,000</b>			

**FISCAL YEAR 2010 - 2011**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

Dates:	7/1/2010 to 12/31/2010 <sup>5</sup>			
	178	Days	6	Holidays
Job Classification	Regular Rate	Regular Hours	Holiday Rate <sup>6</sup>	Holiday Hours
SG2	\$ 22.79	2,848	\$ 24.41	96
SGS	\$ 24.96	1,424	\$ 27.66	48
<b>Subtotal:</b>	\$100,449		\$3,671	
<b>Reserve Amount<sup>3</sup></b>	12,494			
<b>Total for FY 10/11:</b>	<b>\$116,614</b>			

<b>TOTAL CONTRACT COST:</b>	<b>\$821,614</b>
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**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Master Agreement 7C0065000, Amendment #5 between CHP and Inter-Con Security Systems, Inc. is to extend the length of the contract January 1, 2011 – May 31, 2011. The budget details show the cost of the security guards during this time frame. There is no additional increase to the total contract. Amendment #5 covers the period January 1, 2011- May 31, 2011. The new budget for Amendment #5 deletes unused reserve funds for past months, and adds these funds to cover January 1, 2011- May 31, 2011.

**Inter-Con Security Systems, Inc.**

**Projected Hourly Rates**

Amendment #5 Budget Tables								
FISCAL YEAR 2007 - 2008								
1 Security Guard [SG2] [16 -hour coverage, 7 days per week])								
1 Security Guard [SGS] [8-hour coverage, 7 days per week])								
Dates:	7/21/2007 to 2/1/2008				2/2/2008 to 6/30/2008 <sup>1</sup>			
	188 Regular Rate	Days Regular Hours	8 Holiday Rate <sup>2</sup>	Holidays Holiday Hours	146 Regular Rate	Days Regular Hours	4 Holiday Rate <sup>2</sup>	Holidays Holiday Hours
Job Classification								
SG2	\$ 22.93	3,008	\$ 24.41	128	\$ 23.23	2,336	\$24.44	64
SGS	\$ 25.12	1,504	\$ 27.69	64	\$ 25.44	1,168	\$27.75	32
Subtotal:		\$106,754		\$4,897		\$83,979		\$2,452
Reserve Amount: <sup>7</sup>								0
<b>Total for FY 07/08:</b>								<b>\$198,082</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #5 Budget Tables

**FISCAL YEAR 2008 - 2009**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

Dates:	7/1/2008 to 2/1/2009				2/2/2009 to 6/30/2009 <sup>4</sup>				
	207 Days		9 Holidays		145 Days		4 Holidays		
Job Classification	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours	
SG2	\$ 23.23	3,312	\$ 24.44	144	\$ 23.27	2,320	\$24.44	64	
SGS	\$ 25.44	1,656	\$ 27.75	98	\$ 25.48	1,160	\$27.75	32	
Subtotal:	\$119,066		\$6,239		\$83,543		\$2,452		
Reserve Amount: <sup>7</sup>								0	
<b>Total for FY 08/09:</b>								<b>\$211,300</b>	

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #5 Budget Tables

**FISCAL YEAR 2009 - 2010**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week]

1 Security Guard [SGS] [8-hour coverage, 7 days per week]

Dates:	7/1/2009 to 6/30/2010 <sup>4</sup>			
	352 Days	Regular Hours	13 Holidays	Holiday Rate <sup>2</sup>
Job Classification	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours
SG2	\$ 23.27	5,632	\$ 24.44	208
SGS	\$ 25.48	2,816	\$ 27.75	104
Subtotal:		\$202,808		\$7,970
Reserve Amount: <sup>7</sup>				0
<b>Total for FY 09/10:</b>				<b>\$210,788</b>

Master Agreement  
7C0065000,  
Amendment #6 between  
CHP & Inter-Con Security  
Systems, Inc. increases the  
blended benefit rate to  
\$7.20, effective February 2,  
2011.

Amendment #6 Budget  
Tables

**FISCAL YEAR 2010 – 2011: July 1, 2010 – Dec 31, 2010**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week]

1 Security Guard [SGS] [8-hour coverage, 7 days per week]

Dates:	7/1/2010 to 12/31/2010 <sup>4</sup>			
	178 Days	Regular Hours	6 Holidays	Holiday Rate <sup>2</sup>
Job Classification	Regular Rate	Regular Hours	Holiday Rate <sup>2</sup>	Holiday Hours
SG2	\$22.79	2,848	\$ 24.41	96
SGS	\$24.96	1,424	\$ 27.66	48
Subtotal:		\$100,449		\$3,671
Reserve Amount: <sup>7</sup>				0
<b>Total for FY 10/11 July – Dec.</b>				<b>\$104,120</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #6 Budget Tables

**FISCAL YEAR 2010 - 2011**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	1/1/2011 to 2/1/2011			
	30 Days		2 Holidays	
Dates:	Regular Rate	Regular Hours	Holiday Rate <sup>6</sup>	Holiday Hours
Job Classification				
SG2	\$ 22.79	480	\$ 24.41	80
SGS	\$ 24.96	240	\$ 27.66	40
Subtotal:		\$16,930		\$3,059
<b>Total from Jan. 1 – Feb. 1, 2011</b>				<b>\$18,153</b>

Amendment #6 Budget Tables

**FISCAL YEAR 2010 - 2011**

1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	2/2/2011 to 5/31/2011			
	117 Days		3 Holidays	
Dates:	Regular Rate <sup>9</sup>	Regular Hours	Holiday Rate <sup>10</sup>	Holiday Hours
Job Classification				
SG2	\$ 23.50	1,872	\$ 24.45	48
SGS	\$ 25.74	936	\$ 27.81	24
Subtotal:		\$68,084		\$1,841
<b>Total for FY 10/11 Feb 2. – May 31, 2011</b>				<b>\$69,926</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #6 Budget Table

<b>FISCAL YEAR 2010 - 2011</b>
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1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	6/1/2011 to 6/30/2011			
	30	Days		
Dates:	Regular Rate <sup>9</sup>	Regular Hours		
Job Classification				
SG2	\$ 23.50	1,872		
SGS	\$ 25.74	936		
Subtotal:		\$17,458		
<b>Total for FY 10/11 June 1 – June 30, 2011</b>				<b>\$17,458</b>
<b>Complete Total for FY 10/11</b>				<b>\$209,657</b>
<b>Reserve Amount</b>				<b>\$8,787</b>
<b>Total Contract Cost</b>				<b>\$838,614</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Master Agreement 7C0065000, Amendment #7 between CHP & Inter-Con Security Systems, Inc. extends the length of the contract to December 31, 2011 with no changes in rates.

Amendment #7 Budget Table

<b>FISCAL YEAR 2011 - 2012</b>
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1 Security Guard [SG2] [16 -hour coverage, 7 days per week])

1 Security Guard [SGS] [8-hour coverage, 7 days per week])

	7/1/2011 to 12/31/2011 <sup>11</sup>			
	178	Days	6	Holidays
Dates:	Regular Rate <sup>9</sup>	Regular Hours	Holiday Rate <sup>10</sup>	Holiday Hours
SG2	\$ 23.50	2,848	\$24.45	96
SGS	\$ 25.74	1,424	\$27.81	48
<b>Subtotal:</b>	<b>\$103,596</b>		<b>\$3,682</b>	
<b>Total for FY 11/12 July 1, 2011 – December 30, 2011</b>				<b>\$107,278</b>
<b>Reserve Amount</b>				<b>\$11,509</b>
<b>Total Contract Cost</b>				<b>\$948,614</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

Amendment #8 Budget Table

<b>FISCAL YEAR 2011 - 2012</b>				
1 Security Guard [SG2] [16 -hour coverage, 7 days per week])				
1 Security Guard [SGS] [8-hour coverage, 7 days per week])				
	1/1/2012 to 6/30/2012 <sup>12</sup>			
Dates:	178	Days	4	Holidays
Job Classification	Regular Rate	Regular Hours	Holiday Rate	Holiday Hours
SG2	\$ 23.50	2,848	\$24.45	64
SGS	\$ 25.74	1,424	\$27.81	32
Subtotal:	\$103,582		\$2,455	
<b>Total for FY 11/12 Jan. 1, 2012 – June 30, 2012</b>				<b>\$106,037</b>
<b>Total Reserve Amount</b> \$11,509 reserve from Amendment #7 + \$3,963 reserve from Amendment #8				<b>\$15,472</b>
<b>Total Contract Cost</b>				<b>\$1,058,614</b>

**Exhibit B**  
**Budget Detail and Payment Provisions**  
**Amendment #8**

**1:** Per MSA 7C065000, Amendment #2, which includes a retroactive rate increase effective February 2, 2008. The budget increase shown for February 2, 2008 - June 30, 2008 reflects an increase of \$1,078 between the original contract rate and the new rate as stated in the master agreement.

**2:** Holiday Rates are calculated at: Regular rate - Benefit amount (\$6.94) X 1.5, Effective 2/02/09 Regular rate - Benefit amount (\$6.98) X 1.5.

**3:** The reserved amount is for additional guards and pay increase, if necessary. The reserved amount would cover an additional guard. Replacement guards will be invoiced in the SG1 classification for work during all or part of a shift, unless otherwise classified by the Energy Commission as SG2, per written notification as detailed in Exhibit A. Also, if DPA increased the blended rate or if there is an hourly rate raise, the labor rate will increase and CHP will amend the MSA. The Energy Commission will amend this agreement to ensure there are enough funds and to reflect the correct hourly rate.

**Note:** SG1 Regular Rate = \$22.12; SG1 Holiday Rate = \$22.77 (Regular rate - Benefit amount (\$6.94) X 1.5. Effective February 2, 2009 SG1 Regular Rate = \$22.16; Holiday Rate = 22.77 (Regular rate - Benefit amount (\$6.98) X 1.5

**4:** Per MSA 7C065000, Amendment #3, includes a retroactive rate increase effective February 2, 2009. The budget increased for \$139.00 for February 2, 2009 - June 30, 2009, and \$338.00 for July 1, 2009 - June 30, 2010 between the original contract rate and the new rate stated in the master agreement.

**5:** Per MSA 7C065000, Amendment #4, Includes a retroactive rate decrease effective Feb 2, 2010. The budget decreased \$1721.36 for February 2, 2010 – June 30, 2010, between the budget in Amendment #3 master agreement rates, and Amendment #4 master agreement rates. The decreases rate includes a decrease in benefit amount from \$6.94 to \$6.52.

**6:** Holiday rates are calculated at: Regular rate – Benefit amount (\$6.52) X 1.5.

**7:** No reserve was used for FY 07/08, FY 08/09, and FY 09/10. These reserve amounts are moved to fund the period 1/1/11 – 5/31/11.

**8:** An additional \$17,000.00 is added to cover June 1, 2011 – June 30, 2011 for amendment #6.

**9:** Per MSA 7C065000, Amendment #6 includes a retroactive increase in the benefit rate from \$6.52 to \$7.20 effective 2/02/2011.

**10:** Holiday rates are calculated at: Regular rate Benefit amount (\$7.20) X 1.5.

**11:** An additional \$110,000 is added to cover July 1, 2011 – December 31, 2011 for amendment #7.

**12: An additional \$110,000 is added to cover January 1, 2012 – June 30, 2012 for amendment #8.**