

**CONTRACT NAME: MEMORANDUM OF AGREEMENT
BETWEEN CITY OF DAVIS AND DAVIS JOINT UNIFIED
SCHOOL DISTRICT**

BRIEF DESCRIPTION OF CONTRACT: This is a joint activity between the City of Davis and DJUSD which provides adult crossing guard services to DJUSD elementary school students during the 2016-2017 school year.

This is a three-year agreement beginning with the 2016-2017 school year and ending with the 2018-2019 school year.

The District will pay 50% of the costs associated with the MOA not to exceed \$243,344 over a three-year period. The funds are allocated in the general budget and no additional funds are being requested.

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (the "Agreement") is entered into as of July 26, 2016, by and between the CITY OF DAVIS, a municipal corporation of the State of California (the "City") and the DAVIS JOINT UNIFIED SCHOOL DISTRICT (the "School District").

Recitals

WHEREAS, on July 26, 2016, the City entered into an Agreement for Contractual Services (the "Crossing Guard Agreement") with All City Management Services (the "Contractor") (attached hereto as **Exhibit A** and incorporated herein by reference), in which the Contractor agreed to provide adult crossing guard services to school age children in designated areas throughout the City through the 2018-19 school year; and

WHEREAS, pursuant to the Crossing Guard Agreement, the Contractor provides adult supervision and assistance to elementary school students in crossing streets near elementary schools and certain intersections within the City; and

WHEREAS, the City and the School District agree and acknowledge that the services provided by the Contractor benefit the health, safety and welfare of the public generally and school age children in particular; and

WHEREAS, the City and the School District consequently both benefit from the crossing guard services provided by the Contractor;

Agreement

NOW, THEREFORE, the City and the School District hereby agree as follows:

1. The City and the School District shall share in the cost of the crossing guard services provided by the Contractor. The School District agrees to pay 50% of the total cost to City of compensating the Contractor as set forth in the then current Crossing Guard Agreement.
2. The City shall bill the School District on a quarterly basis for the School District's share of the cost of compensating the Contractor pursuant to section 1 of this Agreement. The City shall, upon receipt of a bill for services from the Contractor, remit full payment to the Contractor. The School District shall remit its quarterly payment to the City within 30 days of receipt of an invoice from the City.

3. The City shall bill the School District on a yearly basis for the administration of the Crossing Guard Agreement pursuant to section 1 of this Agreement, in the amount of 3% of actual cost of compensating the Contractor for the just-concluded school year. The School District shall remit its payment to the City within 30 days of receipt of an invoice from the City.

4. Extensions or renewals to the Crossing Guard Agreement, subject to payments by the School District under this Agreement, shall only be approved by the City if prior approval is obtained from the School District in writing. City shall provide written notice to the School District sixty (60) days prior to the anticipated commencement date of the Crossing Guard Agreement and shall also inform School District of the anticipated cost of the Crossing Guard Agreement. School District shall approve or decline to approve the extension or renewal of the Crossing Guard Agreement and the School District's obligation to reimburse the City pursuant to this Agreement within thirty (30) days of receipt of the City's notice.

5. This Agreement shall be effective immediately and shall remain in effect for the duration of the term of the Crossing Guard Agreement, as extended by any Amendments or Extensions. The City and the School District agree that in the event that the Crossing Guard Agreement is terminated by either the City or Contractor, this Agreement shall terminate by its terms on the same date as the termination of the Crossing Guard Agreement unless the School District owes the City money under this Agreement, in which case this Agreement shall terminate on the date the School District makes its final reimbursement payment to the City for services rendered up to the date of termination of the Crossing Guard Agreement.

6. Only the City has the authority to deal directly with Contractor to resolve issues or complaints arising from Crossing Guard services. City and School District will work jointly regarding expansion or reduction of Crossing Guard services or locations. City retains sole right to amend or terminate Contractor agreement.

7. Modifications or amendments to the terms of this Agreement shall be in writing and executed by both parties.

8. Waiver by either party of any default, breach, or condition precedent shall not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement. The failure of either party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time.

9. If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected.

10. This Agreement shall be administered and interpreted under California law as if written by both parties. Any litigation arising from this Agreement shall be brought in the Superior Court of Yolo County.

11. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

12. This Agreement represents the entire understanding of City and School District as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 4 of this Agreement.

IN WITNESS WHEREOF, the parties hereto by their duly authorized agents have executed this Agreement.

Dated: _____

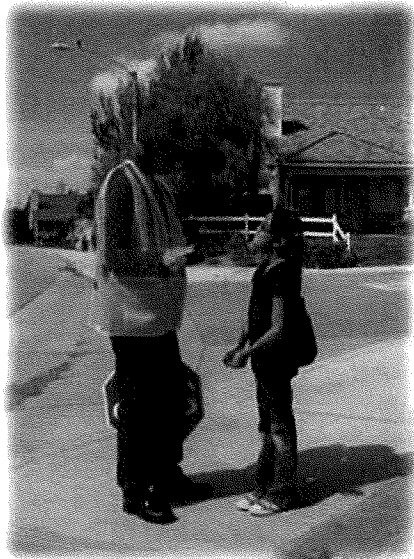
Dated: 8/15/2016

CITY OF DAVIS

DAVIS JOINT UNIFIED SCHOOL DISTRICT

By: _____
City Manager

By:  _____



*Over thirty years of experience in providing communities with
PROFESSIONAL SCHOOL CROSSING GUARD SERVICES*

ALL CITY MANAGEMENT SERVICES



ALL CITY MANAGEMENT SERVICES

Proposed Hourly Rate

As a full service contractor, the hourly rate quoted is a fully loaded rate, meaning all of our costs are included in the proposed hourly billing rate. This would include but be not limited to; recruitment, background clearance, training, equipment, insurance, supervision and management of the City of Davis Crossing Guard Program.

Year 1 Proposed Hourly Rate: Sixteen dollars and Ninety-two cents (**\$16.92**) per hour, per guard. This pricing is based upon 10 crossing guards compensated an average of 4.0 hours, 1 crossing guard compensated 4.25 hours and 1 crossing guard compensated 5.0 hours, per day for 180 school days annually. Local field supervision and substitute guards are also included in the rate, as are all other costs except as noted below. Based upon 8,865 hours annually we project a **Not to Exceed price of \$149,996** for contract year one.

Year 2 Proposed Hourly Rate: \$17.98	Not to Exceed for 8,865 hours: \$159,392
Year 3 Proposed Hourly Rate: \$20.00	Not to Exceed for 8,865 hours: \$177,300

Invoices for services are mailed every two weeks. Included with each invoice is a Work Summary, which details each site, each day and the hours worked at that site. Davis would only be billed for Crossing Guard services rendered on designated "school days" unless otherwise requested by the City.

The hourly rate does not include additional safety equipment, crosswalk delineators, cones or safety devices. If the City should desire any such additional equipment the additional cost would be billed to the City.

ACMS Contact Information

Business Address: 10440 Pioneer Blvd, Suite 5 Santa Fe Springs, CA 90670
Phone numbers: 310.202.8284 or 800.540.9290
Fax number: 310.202.8325
Website address: www.thecrossingguardcompany.com
24 Hour Emergency Dispatch: 877.363.2267
General Manager cellular number: 310.877.7336
Email address: baron@thecrossingguardcompany.com

General Manager: Baron Farwell
Director of Operations: Patricia Pohl: pat@thecrossingguardcompany.com
Director of Marketing: Harlan Sims: harlan@thecrossingguardcompany.com

ALL CITY MANAGEMENT SERVICES

“The Crossing Guard Company”

**Qualifications Proposal for
City of Davis
Crossing Guard Services RFP**

July 1, 2016

Presented by



10440 Pioneer Boulevard, Suite 5, Santa Fe Springs, CA 90670

OFFICE PHONE: 800.540.9290 FAX: 310.202.8325

EMERGENCY DISPATCH: 877.363.2267

www.thecrossingguardcompany.com



ALL CITY MANAGEMENT SERVICES

June 29, 2016

City of Davis, City Clerk
Attn: Zoe Mirabile
23 Russell Blvd. Davis, CA 95616

On behalf of All City Management Services, Inc. (ACMS), we would like to express our sincere appreciation for the opportunity to potentially serve the City of Davis Crossing Guard Program.

We have received the RFP for Crossing Guard Services. We have reviewed the RFP specifications and sample Services Agreement. ACMS agrees to the terms and conditions set forth with the exception of the Professional Liability insurance requirement. The requirement is non-standard for our industry. Additionally, we do not require the City to provide certified training. ACMS training is the benchmark for this service industry. The terms of our response shall be valid for a period of 60 days.

Our goal is simple; to provide the City of Davis with a model crossing guard program that relieves the City of the day to day responsibilities of managing a Crossing Guard program. If selected as your service provider, we will assume complete responsibility for the day to day operation of the Crossing Guard program. This includes recruitment, background clearance, hiring, training, equipment, payroll, supervision and management of the program.

We understand the scheduling requirements of the Davis program. We will maintain local supervision and second level management to ensure the needs of the City are met. We provide alternate guards, a paging system and a 24 hour 800 number to ensure adequate response and immediate back-up for any Crossing Guard absent from duty for any reason. We will continue to communicate with each school to ensure proper scheduling.

We have become the nation's largest provider of private crossing guards as a result of our singular focus to this industry as well development of benchmark training. This includes our **"Employee Handbook for School Crossing Guards"** which details our Job Requirements, the initial and ongoing Training we provide, including our Site Evaluations, our Rules of Conduct, Crossing Guard of the Year recognition and the Certification Requirements for all Crossing Guards.

We are certainly excited about the opportunity to provide Crossing Guard services for the City of Davis. If you have any questions, please feel free to contact me at 800 540-9290.

Sincerely,

Harlan Sims, Director of Marketing
harlan@thecrossingguardcompany.com



ALL CITY MANAGEMENT SERVICES

COMPANY PROFILE

All City Management Services, Inc. (ACMS), is a California based Corporation founded in 1985. We are the largest provider of School Crossing Guard services, managing both large and small Crossing Guard Programs. We currently employ over 4,000 School Crossing Guards dedicated to safety, serving cities, towns, communities, schools and school districts nationwide. We employ over 2,500 Crossing Guards in California alone.

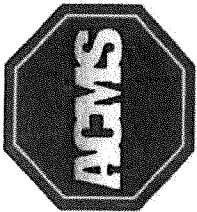
One defining issue that distinguishes **ACMS** is that we are the only company that *exclusively* provides School Crossing Guard Services. It is our commitment to limiting the scope and focus of the company to School Crossing Guards that has helped us emerge as ***“The Crossing Guard Company”***. We have successfully privatized the Crossing Guard programs for over 175 agencies. Ultimately our clients become the beneficiaries of our single-minded approach toward this industry.

The heart of our business is in assuming responsibility for the task and challenges of conducting a successful Crossing Guard Program. Toward that end, in our typical contractual arrangement we assume responsibility for; recruitment, local hiring, background clearance compliant with Department of Justice standards, initial and ongoing training, payroll and administrative support functions, coordination of assigning qualified substitutes during absences, local supervision, complaint investigation and resolution, communicating with schools and site safety inspections.

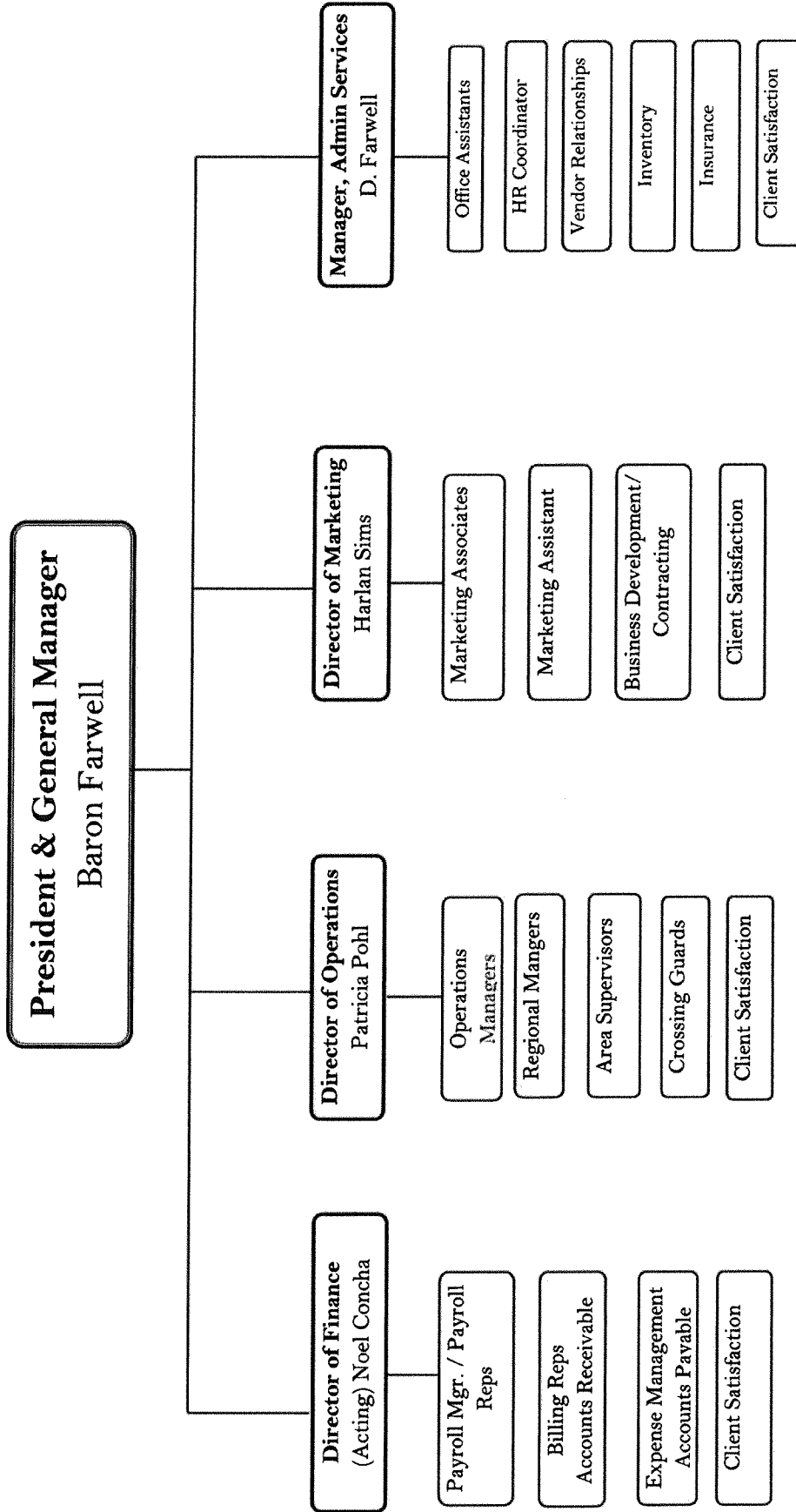
One of the benefits we bring to any agency is our expertise in overseeing a seamless transition from public to private management of the program. The continuity of the Crossing Guards' employment is a key component of a seamless transition. We value the experiences and understanding of the Crossing Guards currently working in each program we manage. Much of our success with individual programs is a result of the experience and knowledge these Crossing Guards bring to our management.

With over 30 years of experience, **ACMS** leads the Crossing Guard Industry in the development of Crossing Guard standards for training, supervision and safety.

Each program we have taken on has brought a unique set of issues and challenges. The heart of our success has been our ability to articulate these challenges and experiences into our training, policies and procedures to benefit all Crossing Guards in all the cities, towns and communities we service.



ALL CITY MANAGEMENT SERVICES



Statement of Qualifications / Experience

All City Management Services, Inc. (ACMS) has become the largest private provider of School Crossing Guard services in the Nation. Serving over 200 cities, counties and school districts, we have successfully privatized both large and small Crossing Guard programs. **ACMS** currently employs over 4,000 Crossing Guards who are supported by over 100 locally assigned Area Supervisors.

While the size of our Company reflects our broad-based knowledge and success in the industry, we understand that each agency, school district and community we serve comes with their own set of specific requirements and challenges. Our experience as the leader in this industry coupled with understanding of the unique challenges presented by City of Davis geography, school locations and demographics, makes us extremely well qualified to meet the unique demands of this program. Our management team will meet with Davis representatives and School District personnel regularly to address needs and ensure all requirements are met.

Our ability to service the Davis Crossing Guard program is supported by our success in similar programs throughout the State of California and nationwide. Examples of the many Northern California clients we serve include County of Marin, Los Altos, Santa Rosa, Lafayette, Piedmont, Pleasanton, Burlingame and Redwood City. Additionally, **ACMS** performance standards and training procedures have been integrated into the model for the forthcoming California Safe Routes to School Crossing Guard Training Guidelines.

Another defining component that distinguishes **ACMS** as the industry leader is our focus on exclusively providing School Crossing Guard services. This singular area of service enables all of our resources to be devoted to the development and delivery of programs that provide exceptionally high safety standards and client satisfaction.

Understanding that unexpected absences and tardiness can impact the safety of the children we are charged with protecting, **ACMS** places particular emphasis on the importance of the timely advance communication of a guard's inability to cover a post. This in addition to the response of our Management Team through our Emergency Dispatch Hotline (available to employees 24/7), provides assurance that we will have adequate advance notice of potential absences (both planned and unplanned) to respond effectively.

Please note that none of the events referenced in Section VI, item 14 of the RFP are applicable.



ALL CITY MANAGEMENT SERVICES

City of Davis



Director of Operations
Patricia Pohl
310 877-7045



Project Manager
Alan Stone
415 844 0223



Local Area Supervisor
TBA



Crossing Guards / Alternates

Field Management Key Personnel

ACMS has over 30 years of outsourcing experience exclusively in the Crossing Guard industry. We currently manage over 200 programs ranging in size from 4 guards to over 400 crossing guards. The most significant resource ACMS brings to any School Crossing Guard program is the depth and scope of **management** provided by the years of experience brought by our operational management team. City of Davis will benefit from a team concept which consists of Area Supervisor(s), Operations Manager, our Director of Operations and General Manager. Each member of our management team is available 24 hours a day via cellular telephone. The following is a brief synopsis of the respective duties of each.

Area Supervisor (TBD): ACMS plans to deploy one Area Supervisor and one Assistant Supervisor for the City of Davis program. He/ She will handle all aspects of the daily supervision of the program of 12 plus Crossing Guards and alternate pool of Crossing Guards. With support from the Operations Manager they will typically recruit, hire, train and provide personnel management for all the sites they oversee and interface with school staff as needed. In addition to communicating with City and School staff, they are responsible for ensuring each employee receives the proper number of Site Performance Evaluations and completes the Certification mandates. Your Area Supervisors report directly to the Operations Manager.

Operations Manager (Alan Stone): Alan has over 8 years in the industry providing field management and support. He will serve as **City of Davis Project Manager** and directly manage your Area Supervisor and provide training and support. Alan will also interface with the Davis representative and School staff as needed. He will assist in the hiring of Crossing Guards as well as the development and implementation of training programs and certification standards. Alan has considerable experience as Project Manager and he will ensure compliance with Company standards and City of Davis expectations. He or she reports directly to the Director of Operations.

Director of Operations (Pat Pohl): Pat has 22 years of experience in this industry. She is responsible for the development and implementation of operational standards, training programs, safety instruction and compliance with all legal requirements and restrictions. Works directly with the Operations Manager to ensure all program standards are being met. Pat has extensive experience implementing and managing comparable and larger programs. She is responsible for the initial training and orientation for all new client programs. Pat reports directly to the General Manager.

General Manager (Baron Farwell): Baron has over 24 years of experience in the industry. Responsible for overall contract compliance. Works with the Director of Operations on the development of training programs and implementation of safety standards. Coordinates the flow of information between operations and administrative staff. He has overall responsibility for every aspect of our service.

Employee Testing/Selection/Hiring/Evaluation/Discipline

All City Management Services (ACMS) an Equal Opportunity Employer enjoys wide recognition as the industry leader in providing professional School Crossing Guard services. This reputation for excellence is based on our ability to identify, hire and train individuals of integrity who know and understand the importance of our work. The process begins with a detailed phone interview of all job applicants designed and proven to test the candidate's level of integrity and commitment to our work.

If the individual passes this initial screening, they are brought into a personal interview which provides a more in depth review of work history, references and personality traits. The physical agility of the applicant is also assessed at this face-to-face meeting. Any contracting agency specific requirements are included in our screening process. If the applicant meets all of the requirements for employment, they are invited to submit to a Department of Justice (DOJ) fingerprint Criminal Background Check.

Following successful completion of the review of a candidate's background, individuals are hired and begin their training. All aspects of training for the ACMS employee successfully meet the needs of all types of learners (visual, auditory and kinesthetic) as well as addresses the particular needs of the mature employee.

The single goal of our hiring and training process is to enable Crossing Guards to be successful in complying with all safety standards, Company policies, and procedures. This success is only attainable if it is coupled with a fair and consistent evaluation and disciplinary policy. All ACMS employees are provided with written documentation to enable them to fully understand their rights and responsibilities in this regard. Formal **Site Performance Evaluations** are conducted at a minimum of once per school year and this may be supplemented by announced and un-announced **Field Observation** by management.

When employees fail to meet the established standards, they are typically provided with a verbal warning and retraining (the exception being if/when an employee fails to report to work which is an offense that results in a mandatory disciplinary suspension). If the employee fails to correct their performance following a verbal warning and retraining, they are subjected to additional training and their offense is documented with a written Corrective Action Report which becomes a permanent part of their personnel file. If this effort also fails, the employee is placed on disciplinary suspension (for a maximum of three days). When the employees returns to work from such a suspension, they are provided with yet another training session and are made to understand that any further offenses will result in the termination of their employment.

The fair and consistent application of these procedures allows employees to understand how to be successful in their employment as well as fully appreciate the consequences of their failure to do so.

Approach and Management Plan

ACMS employs a Team Concept of management which results in efficient field operations as well as providing a multifaceted response to potential problems. The Director of Operations and Operations Manager work together (after meeting with representatives from **City of Davis**) to establish specific program objectives and expectations. These Senior Managers then work directly with your Area Supervisor to implement the management plan.

The Operations/Project Manager along with your local Area Supervisor has responsibility for the direct management of the Crossing Guards and together they will continue to ensure Davis operational expectations are met. Standards and expectations are communicated to Crossing Guards personally by their local supervisor so as to allow the employee a better understanding of the decision-making process. This helps reduce confrontational attitudes by establishing and enhancing the common goal of providing for the safety of school children.

Our project schedule begins with a meeting with City of Davis representatives and an offer to all current vendor guards to continue their employment by joining the ACMS family. The implementation plan continues with new school year start up to include hiring needs meet, training delivery and scheduling, observation and monitoring, ongoing communication with the schools, guard counseling and reporting to the City.

It is important to note that the Operations Manager has, at their direction, a group of individuals who work independently to provide quality control of field operations. These individuals are trained and deployed to make unannounced observations of Crossing Guards at work and report on their compliance with established City and ACMS policies and procedures. Assurance that operational standards are being met is accomplished with this regular independent cross-checking of field operations.

Crossing Guard performance and compliance with safety standards will continue to be accomplished through regular site visits by the local Area Supervisor and Regional Manager. In addition to verbal training and counseling, these managers are supported by the use Field Training Check Lists, Field Training Cards, Site Performance Evaluations, independent Field Observations and a professionally produced Crossing Guard Safety DVD. Reports of satisfactory completion of all levels of training and ongoing safety reviews will be summarized and available to City representatives.

Background checks and fingerprinting will be completed on all potential employees as allowed by California state law. Successful completion of the background check, drug and alcohol screening and Social Security verification via E-Verify is required prior to the employee being hired.

Internal minimum passing standards along with Davis established standards would prevent any person from working as a Crossing Guard for the program who has been convicted of any felony, a crime of moral turpitude or a crime against children, including, but not limited to:

- Conduct in violation of California Penal Code or which requires registration under California Penal Code
- Conduct which requires registration under California Health and Safety Code;
- Any offense involving the use of force or violence upon another person;
- Any offense involving theft, fraud, dishonesty or deceit;
- Any offense involving the manufacture, sales, possession or use of a controlled substance
- Conspiracy or attempt to commit any of the aforementioned offenses.

Summary reports of background clearance on employees within the City of Davis Crossing Guard program will be regularly available to the City. ACMS will investigate all public complaints concerning crossing guard services. All incidents shall immediately be reported to the City.

Communications with individual school sites is facilitated by the Area Supervisor. Personal visits are made regularly to each school site in an effort to develop relationships with staff and establish a collaborative environment for information exchange. Calendars and bell schedules are obtained for each school both at the beginning of the school year and periodically throughout the year. Key school personnel are supplied with appropriate contact information (business cards) and reminded to inform ACMS of any changes. Additionally, schools are provided with large magnets which can be easily displayed making contact information effectively available to all staff. The email address of the Office Manager is also obtained which enables ACMS administrative support staff to regularly contact each school and proactively solicit information regarding potential schedule changes.

The establishment of accurate and responsive shift times is critical to the effectiveness of Crossing Guard services. Sites further from the school would be expected to start earlier in the morning and finish later in the afternoon. These staggered shifts effectively address the time it takes for students to walk from a remote location to the school site (or vice versa in the afternoon) and optimize the protected periods. Additionally, locations are continually monitored for actual pedestrian traffic patterns enabling a better understanding of site needs and any potential deviation from established guidelines.

Recruitment and Staffing

ACMS will offer all (current Vendor) **City of Davis** Crossing Guards the opportunity to continue in their same role and compensated at least their current hourly wage.

ACMS Managers would assess additional **staffing** needs of the program after meeting with the City of Davis representatives and again following our initial orientation and training meeting. We would then focus further recruitment efforts in the geographical areas where additional Crossing Guards will be needed.

We have developed a comprehensive plan for **recruitment** of new Crossing Guards. As a part of our Staffing strategy we encourage a very aggressive recruitment program. We utilize soft advertising, local media advertising, targeted flyers, on-site solicitation, school flyers and employee referral bonuses as parts of our overall recruitment strategy. We often work closely with school districts in some of our recruitment drives.

Our ability to effectively staff a Crossing Guard Program remains a fundamental benefit that ACMS brings to most Crossing Guard Programs. Staffing sites is one of the primary responsibilities of the Area Supervisors. They are trained to continuously recruit and train prospective Crossing Guards. New recruits are first processed and submitted to the Department of Justice for background clearance.

Supervisors are also responsible for coordinating the staffing for all sites under their supervision. As part of our staffing strategy Area Supervisors aggressively enforce the following policies and procedures for Crossing Guards.

- ◆ Supervisors must maintain an adequate alternate or substitute guard roster. We encourage at least a 4 to 1 ratio of sites versus alternate guards
- ◆ We require any guard not reporting for duty to notify the Area Supervisor as early as possible utilizing our 24/7 Guard Hotline or directly notifying their Area Supervisor. Notifications less than 1 hour prior to shift starts are considered unexcused absences.
- ◆ Our employee policy is "No call, No show, No Job" Throughout our training we emphasize the importance of insuring the safety of children by our presence. As such, we cannot allow the children's safety to be compromised by failing to call or show for duty.

Employee Retention: To enhance employee satisfaction and support our retention effort we provide publicized employee recognition through our Crossing Guard of the Year programs and Length of Service Awards. Additionally, we provide the local Area Supervisors a small budget for employee socials.

Training

Effective initial and ongoing training is essential in a profession dedicated to the safety of children. With over 30 years of experience and a commitment to working cooperatively with other public safety professionals, ACMS is recognized as an industry leader in the development and implementation of School Crossing Guard training and standards of excellence.

The process begins during the first contact with a potential employee when our phone interview process outlines job expectations and our zero tolerance policy for failure to report for a scheduled shift. Throughout the application process prospective employees are reminded about the critical nature of our assignments and the work ethic and integrity required of our employees.

Once hired, the training process starts in the classroom where employees review sections of the City of Allentown Crossing Guard Manual and the ACMS ***“Employee Handbook for School Crossing Guards”***. Additionally the guards are shown the professionally produced training DVD, “Crossing Guard Safety”. The process then moves to a field practicum where the trainer demonstrates proper procedures and allows the employee to practice correct techniques. The employee’s progress is closely noted on the detailed steps outlined on the **Field Training Check List** to ensure the employees’ field competence. This cross-modality approach not only exposes the employee to the necessary training components but also addresses the needs of the visual, auditory and kinesthetic learner. While the classroom setting is expected to require approximately two (2) to three (3) hours and the field training approximately two (2) to four (4) hours, it’s important to note that the low ratio of students to trainer allows for accurate assessments of the employees readiness to move forward.

The new employee is typically assigned to alternate work and closely supervised during their early assignments. They benefit from their trainer completing of a written assessment of their work which better allows them to understand their strengths and weakness and make improvements where necessary (**the Site Performance Evaluation**). Additionally, all new employees are required to carry and regularly refer to the **Field Training Cards**. This pocket-sized card (listing all steps for a safe cross) allows the employee to self-evaluate their performance prior to the time they have all steps of the procedures memorized.

Throughout their employment, employees are subjected to the same Site Performance Evaluation as an ongoing training and assessment tool. These evaluations happen in both side-by-side sessions as well as unannounced observations without the knowledge of the employee.

The standard issue equipment and clothing includes:

- ANSI II compliant high-visibility retro-reflective vest marked with the required insignia of a Crossing Guard
- MUTCD compliant 18” STOP/STOP paddle
- Picture Identification Card with emergency contact information
- Company-issued cap or visor with corporate logo
- Whistle for emergency alert to vehicles and pedestrians
- High-visibility ANSI II compliant rain coat and or jacket

City of Davis Crossing Guard Program Implementation Schedule / Major Milestones

Award and Contractor Notification	July 20, 2016
Contract and Insurance complete (Final Pricing and Terms agreed to)	July 25, 2016
Davis /ACMS New School Year Planning (City Representatives, ACMS Team)	July 27, 2016
Site Inspections complete	July 25, 2016
ACMS confirms contact data for current vendor guards	July 27, 2016
Welcome Letters/ phone calls to existing guards (returning personnel determined)	July 27-29, 2016
Sourcing and Recruiting efforts begun for Guards and substitutes	July 21-29, 2016
ACMS New School Year Meeting with existing crossing guards, substitutes and new hires (Hiring completed Assignments / schedules confirmed Equipment delivered to guards)	Aug 8, 2016
Additional Training needs delivered	Aug 9-17, 2016
Guards re-contacted for assignment readiness	Aug 18-19, 2016
School designees identified and Monthly Status Meetings agreed to	Aug 9-17, 2016
Guards on site / Area Supervisors in field	Aug 24, 2016
90 Day Review Davis / ACMS Team (next Review Meeting scheduled)	Nov 29, 2016

References for Crossing Guard Services

City of Pleasanton Police Department

4833 Bernal Avenue
Pleasanton, CA 94566
925 931 5125
Lt. Mike Elerick

Santa Maria Bonita School District

110 East Cook Street
Santa Maria, CA 93454
805 361 8175
Matthew Beecher

Santa Rosa City Schools

211 Ridgway Avenue
Santa Rosa, CA 95401
707 528 5381
Kelly Cook

Tracy Unified School District

1875 W. Lowell Avenue
Tracy, CA 95376
209 830 3230
Casey Goodall

City of Glendale

633 East Broadway, Suite 300
Glendale, CA 91306
818 548 3960
Violet Neilsen

Orange County Sheriff's Department

North County Operations
714 647 1850
Beth Patterson

County of Los Angeles

9300 Imperial Highway
Downey, CA 90242
626 300 4840
Jalaine Madrid



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2016

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

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

PRODUCER Knight Insurance Services 535 North Brand Boulevard Suite 1000 Glendale CA 91203	CONTACT NAME: Nysa Gallegos PHONE (A/C, No, Ext): (818) 662-4200 E-MAIL ADDRESS: NysaG@KnightIns.net FAX (A/C, No): (818) 662-9312														
INSURED All City Management Services Inc 10440 Pioneer Blvd # 5 Santa Fe Springs CA 90670	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Liberty Surplus Insurance Company</td><td>10725</td></tr><tr><td>INSURER B: Depositors Insurance Company</td><td>19445</td></tr><tr><td>INSURER C: The Burlington Insurance Company</td><td>23620</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Liberty Surplus Insurance Company	10725	INSURER B: Depositors Insurance Company	19445	INSURER C: The Burlington Insurance Company	23620	INSURER D:		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER: 16/17 MASTER****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	100020084301	4/1/2016	4/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	ACP7835954504	12/21/2015	12/21/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	HFF0003353	4/1/2016	4/1/2017	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A	Not Applicable			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
			Not Applicable			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As respects General Liability and required by written contract; Certificate Holder is named as additional insured. Insurance is Primary & Non-Contributory. Waiver of Subrogation applicable.

CERTIFICATE HOLDER**CANCELLATION**

City of Davis
23 Russell Blvd
Davis, CA 95616

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

AUTHORIZED REPRESENTATIVE

Manny Mashhoud/NYSGAL

Manny Mashhoud

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2016

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

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

PRODUCER ROBERTS & CROW, INC. 12221 Merit Drive Suite 300 Dallas TX 75251		CONTACT NAME: Trend Certificate Coordinator PHONE (A/C, No, Ext): (214) 553-5505 FAX (A/C, No): (214) 553-5525 E-MAIL ADDRESS:	
INSURED Trendsetter HR, LLC L/C/F All City Management Services, Inc. 2701 Sunset Ridge Drive, Suite 500 Rockwall TX 75032		INSURER(S) AFFORDING COVERAGE INSURER A: Technology Insurance Co., Inc. NAIC # 42376 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** All City Management**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	TWC3546735 - Texas TWC3546729 - Other Than TX	4/1/2016 4/1/2016	4/1/2017 4/1/2017 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
			Location Coverage Period	4/1/2016	4/1/2017	Client #331371

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those employees leased to but not subcontractors of All City Management Services, Inc.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF DAVIS 23 Russell Boulevard Davis, CA 95616	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Barry Crow/JRT <i>Barry Crow</i>