

Security Contract with Public Entity Worksheet (City, County)

Check off each item, as it is completed and/or added to the contract package.

- 1 - Std. 215, “Agreement Summary”** – Completed form. Include justification for multi-year contract, if applicable.
- 1 - Evidence of Insurance** - Insurance certificate or document from the public entity certifying self-insurance coverage.
- 1-Board Resolution or Delegation of Authority** - (if multi-year, submit Board Resolution, and include total number of years, and total dollar amount).
- 1-Board Resolution From the Public Entity**
- 3 - Std. 213 “Standard Agreement” Forms** - Submit 3 completed signed copies of the Std. 213 with all applicable items completed as required.
- Completed Exhibit A Scope of Work (on Std. 213 itself or attached to each copy).
 - Copy of security work schedule if available
- Completed Exhibit B Budget Detail and Payment Provisions (on Std. 213 or attached to each copy).
 - Unless contract is for a pre-set total dollar amount, payment provisions should include hourly rates, and a not-to-exceed clause that will cover the highest anticipated amount. (If the actual final contract amount goes over the not-to-exceed amount, an amendment to the contract is required).
- Authorized signatures of contractor and DAA CEO on each copy of Std. 213.
- Termination language added/changed if applicable.
- Any changes made to documentation initialed by both parties.