

Board Policy 6341

Contracting Requirements for Security Services Contracts

The District has a proprietary interest in its owned and operated properties. Since many of these contracted services involve workers who must regularly interact with District employees and the public, the District also has an interest in ensuring high continuity and quality among workers employed by the District's security services contractors. Security Services means services that involve guarding and patrolling buildings, parking lots, and grounds; managing access to property. These services help deter crime and trespassing, and include monitoring, recording, and reporting any suspicious activities. The District shall implement Contracting Requirements for Security Services Contracts with the purpose of ensuring that the District contracts with contractors who provide benefits, training, support, and other resources to their employees.

The District affirms its commitment to promoting responsible contracting practices, high workforce standards, and inclusive economic participation. Implementation of this policy shall be coordinated with Board Policy 6356 – Small Local Business Enterprise (SLBE) Program. The District shall advance workforce protections and opportunities for certified small and local businesses are advanced in a complementary and legally compliant manner.

Contracts in effect prior to [DATE] shall remain governed by their existing terms. The Chancellor shall issue implementing procedures addressing the transition.

Per the Contracting Requirements, the District shall award Security Services Contracts only to prospective contractors that meet at least one of the following criteria:

A. Collective Bargaining Agreement Coverage

- The prospective contractor must certify that the employees who will provide services under the contract are covered by a collective bargaining agreement that meets the criteria set forth in California Labor Code Section 238.5, and provide a copy of the collective bargaining agreement to the District.

B. Letter of Intent with Labor Union

- The prospective contractor must certify that it has negotiated a letter of intent signed by a bona fide labor organization that states:
 - The parties intend to enter into a subsequent agreement outlining a procedure for employees to exercise their representation rights granted under federal law if the prospective contractor is awarded a Security Services Contract. This agreement must be in place prior to Board approval of any contract between the prospective contractor and the District.
 - The parties intend to enter into a subsequent agreement wherein the prospective contractor will sign and adhere to the applicable terms and conditions of the labor union's collective bargaining agreement. This agreement must be in place prior to board approval of the contract between the prospective contractor and the District.
 - The labor union will not oppose the award of a Security Services Contract to the prospective contractor.

C. Wage & Benefit Documentation

- If a contractor does not have a Collective Bargaining Agreement, it shall provide documentation of the following for employees performing work under the contract:
 - Wages
 - Benefits, including health and other benefits
 - Sick leave benefits

- Vacation benefits
- Retirement benefits
- Training
- Procedure for resolving employee complaints and other employment-related disputes
- Any other documentation necessary to demonstrate the comprehensive suite of benefits and resources offered to employees

D. Evaluation Criteria

- RFP Evaluation: Evaluation criteria shall include assessment of wages, benefits, and employment conditions offered by the contractor, as well as alignment with District contracting objectives, including participation in the SLBE Program when applicable. Scoring for each evaluation criteria shall be established in the solicitation documents at the time of issuance.
- A contractor who has a Collective Bargaining Agreement shall receive maximum credit for the labor standards evaluation criterion. SLBE participation may be recognized as an additional evaluation factor consistent with Board Policy 6356 and applicable procurement law.

Nothing in this policy shall be interpreted to exclude or disadvantage firms participating in the District's SLBE Program. Where feasible and consistent with applicable law, the District shall structure solicitations and evaluation processes to encourage participation by SLBE-certified firms that also comply with the Contracting Requirements set forth herein.

The District shall implement the Contracting Requirements across Security Services Contracts in a manner that is consistent with the contracts' respective funding agreements and all applicable legal requirements. The Chancellor or designee shall implement this policy in coordination with the District's SLBE Program and related procurement policies to promote consistent application, equitable access to contracting opportunities, and compliance with state and federal law.

The Board authorizes the Chancellor to administer and implement the Contracting Requirements to advance the goals of ensuring that the District contracts with contractors that provide benefits, training, support, and other resources to their employees in concert with other District objectives and needs, including through case-by-case adjustment of Contracting Requirements set forth herein, based on ongoing program experience and legal review. The Chancellor shall issue administrative procedures to detail the implementation of this policy.

Reference:

Government Code Section 53060
California Labor Code Section 238.5
Education Code Sections 81641 et seq.
National Labor Relations Act (29 U.S.C. § 152)

Approved by the Board of Trustees: September 8, 2026