



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 #200 Oakdale Avenue #100, Chatsworth, CA 91311 #www.nlacrc.org

## CONTRACT SUMMARY AND BOARD RESOLUTION

| No. | DESCRIPTION                                                                         | CONTRACT SUMMARY                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Contract Overview:<br/>(New or Amendment) (POS or OPS)</b>                       | Operations – New Contracts                                                                                                                                                                                                                                                                                                                                                                               |
| 2.  | <b>Name of Vendor or Service Provider</b>                                           | Semetra                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.  | <b>The Purpose of the Contract</b>                                                  | San Fernando Valley Office Expansion – Phase 1<br><br>NLACRC extended its San Fernando Valley (“SFV”) office lease, which includes expansion to the 6 <sup>th</sup> and 10 <sup>th</sup> floors and reconfiguration of some existing space. The contract is for design, purchase, installation and integration of audio visual equipment and structured cabling in Phase 1 of the SFV expansion project. |
| 4.  | <b>Contract Term(s)</b>                                                             | September 24, 2026 to December 31, 2027                                                                                                                                                                                                                                                                                                                                                                  |
| 5.  | <b>Total Amount of the Contracts</b>                                                | Maximum of \$1,033,374.07 in three separate contracts as follows:<br>1) \$43,821.00 for design<br>2) \$636,025.65 for audio visual integration<br>3) \$203,527.42 for IT structured cabling<br>4) \$150,000.00 maximum contingency for contract amendments in the event of change orders                                                                                                                 |
| 6.  | <b>Rate of Payment or Payment Amount</b>                                            | Equipment, sales tax & freight due upon contract execution.<br>Labor billed monthly based on progress.                                                                                                                                                                                                                                                                                                   |
| 7.  | <b>Method or Process Utilized to Award the Contract</b>                             | NLACRC obtained competitive bids and selected Semetra.<br>Semetra is an existing vendor.                                                                                                                                                                                                                                                                                                                 |
| 8.  | <b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>       | Usual & Customary Rate                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.  | <b>Exceptional Conditions or Terms: Yes/No<br/><br/>If yes, provide explanation</b> | Under the terms of the SFV lease amendment, the landlord will provide NLACRC with a tenant improvement allowance in an amount of up to \$4,839,143.00 for costs that include furniture, fixtures, and/or equipment.                                                                                                                                                                                      |



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The North Los Angeles County Regional Center (“NLACRC”) Executive Finance Committee reviewed and discussed the Contract Agreements between NLACRC and **Semetra**.

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, on September 24, 2026, the **Semetra** Contract Agreements (“Agreements”) were reviewed and discussed by the Executive Finance Committee of the Board of Trustees. The Executive Finance Committee, acting pursuant to its authority and on behalf of the Board of Trustees, hereby approves the Agreements and authorizes and designates any Officer of NLACRC to execute and deliver the Agreements on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Agreements shall be conclusively evidenced by the execution of the Agreements by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Deputy Director, Chief Financial Officer, and no one else.

**CERTIFICATION BY SECRETARY:** I certify that (i) I am the Secretary of the NLACRC; (ii) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by Board of Trustees; iii) the Resolution is in full force and has not been revoked or changed in any way.

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Curtis Wang, Board Secretary