**EXHIBIT A: STATEMENT OF WORK**

1. **WORK**
	1. Contractor will provide high quality professional uniformed unarmed security, entrance screening, protection and patrol services (collectively, “Services”) to the Court at the court locations, staffing levels, and coverage hours specified herein. Contractor will also provide Services under unusual or emergency situations and special occasions. Contractor will provide sufficient staff in order to minimize overtime to the greatest extent possible.
		1. Security services include but are not limited to guarding court locations against danger or threats of danger.
		2. Entrance screening services include but are not limited to screening for weapons, prohibited items, and other security threats, utilizing the Court’s entrance screening equipment and Contractor’s own equipment, including hand wands.
		3. Protection services include but are not limited to accompanying judicial officers and/or court staff to designated areas or for court events.
		4. Patrol services include but are not limited to patrolling court locations for safety, security threats, and compliance with Court policy and vehicle codes, including issuing parking citations.
	2. The Court makes no guarantee of the minimum or maximum number of court locations to be serviced, the number of staff required, or the coverage hours for each court location.
	3. The Court reserves the right to add or subtract court locations, and modify staff levels and/or coverage hours, to meet the needs of the Court (“Change”).
		1. Changes which do not increase the Contract Amount as stated on the Cover Sheet shall be achieved by a written letter or email from the Court’s Project Manager to the Contractor’s Project Manager.
		2. Changes which increase said Contract Amount shall be achieved by a duly authorized and executed Change Order pursuant to Exhibit B: General Terms and Conditions/Defined Terms, Section 1.3 Change Orders.
		3. The above notwithstanding, Changes required under emergency situations which may increase said Contract Amount shall be effected by the most efficient means available under the emergency situation and a Change Order executed as soon as practical pursuant to Exhibit B: General Terms and Conditions/Defined Terms, Section 1.3 Change Orders.
	4. Contractor will be licensed through the Bureau of Consumer Affairs and in full compliance with all California laws and regulations governing private security services, including but not limited to the Private Security Services Act and all relevant sections of the California Business and Professions Code, Penal Code and Government Code, until this Agreement expires or is terminated, whichever is later.
	5. Contractor’s Staff.
		1. Contractor will provide fully trained staff to perform the Work under this Agreement, including but not limited to, pre-assignment orientation, site specific/on-the-job training, ongoing training for site specific and state mandated requirements, quarterly refresher training, and optional advanced training to achieve Certified Security Professional designation.
		2. Prior to the start of Work, Contractor’s staff must undergo the Court’s criminal background check and drug test at Contractor’s expense. Contractor will not assign any person who fails a background check or drug test or who has any felony conviction to perform Work under this Agreement. Further, the Court may request additional testing after assignment upon reasonable cause and notice to Contractor. At its sole discretion, the Court may allow Contractor to conduct its own background checks and/or drug tests if the Court is satisfied that Contractor’s methods are equal or superior to the Court’s own methods.
		3. All Contractor staff assigned to perform Work under this Agreement must be authorized by the Court. This includes any and all persons who might have access to court locations without the supervision of a Court employee. Children are not allowed to accompany any person into any court location while that person is performing Work under this Agreement. Only those persons, who have been authorized by the Court, have received their Court issued identification (ID) cards, and who have been designated under this Agreement as the Contractor’s employee will be allowed to perform Work under this Agreement.
			1. Persons who no longer work for the Contractor or Contractor’s staff who are no longer assigned by Contractor to perform Work under this Agreement will immediately return ID cards to the Court upon separation or re-assignment. If Contractor’s staff loses or damages their Court ID card, Contractor will be assessed $15.00 for each replacement card.
			2. Contractor and Contractor’s staff will not misuse any Contractor or Court issued ID cards, Access Control Card, keys or alarm codes.
		4. Conduct and Appearance:
			1. Contractor’s staff will conduct themselves in a professional manner at all times. Contractor staff under the influence of and/or consuming alcoholic beverages or illicit drugs and/or who engage in the unauthorized use of Court equipment such as telephone, facsimile, photocopier, etc., while providing services under this Agreement may constitute a material breach.
			2. Other than Contactor’s Management staff, all Contractor staff must be in Contractor’s standard uniform and maintain a clean and neat appearance acceptable to the Court at all times:
			3. Contractor’s staff will not wear anything derogatory in nature;
			4. Contractor’s staff will cover or conceal all visible tattoos and remove all pierced jewelry, other than ears;
			5. Contractor’s staff will be well groomed and adhere to acceptable standards of personal hygiene; and
			6. Contractor’s staff will visibly wear Contractor issued photo identification cards along with Court issued identification cards.
		5. The Court reserves the right to approve Contractor’s staff providing service under this Agreement. Contractor will immediately replace any Contractor staff upon the Court’s request.
		6. All Contractor staff who may drive Contractor’s vehicles to perform Work under this Agreement shall pass Contractor’s DMV clearance check and be entered into Contractor’s DMV Pull Program that notifies Contractor of any employee who receives a traffic violation conviction.
		7. Contractor will provide year‐round training to its staff to ensure that each staff member is current with their knowledge and continuously improving their skills. Said training includes but is not limited to:
			1. Courthouse Security Officer (CSO) training;
			2. On-going entrance screener training, including certifications and tests;
			3. TSA standardized training;
			4. Emphasis on zero test errors;
			5. Hand-wand inspection testing and timing;
			6. Continual training in security with an emphasis in public relations; and
			7. Frequent education of industry standards, issues and current initiatives.
	6. Contractor will conduct audits, inspections, meetings, and review of its staff, equipment, policies and procedures at least quarterly to maintain Services at a high quality level.
	7. Contractor will provide expeditious response and resolution of all Court concerns.
	8. Contractor will provide Court training sessions at no cost upon request. Training sessions include but are not limited to Fire/Life Safety, Active Shooter, Disaster Planning, CPR/AED, and Prevention of Workplace Violence.
2. **DELIVERABLES**
	1. Contractor will provide quarterly performance reports to Court during quarterly meetings with the Court.
3. **COURT LOCATIONS, STAFFING LEVELS AND COVERAGE HOURS**
	1. **General staffing levels and coverage hours.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | **SECURITY OFFICERS** | **SUPERVISORS** | **MANAGER** |
| START TIME | END TIME | NO. OF OFFICERS | WEEKLY REGULAR HOURS | WEEKLY OVERTIME HOURS | NO. OF SUPERVISORS | WEEKLY REGULAR HOURS | MANAGER | WEEKLY REGULAR HOURS |
| **BARSTOW COURTHOUSE** |
| **235 East Mountain View Avenue, Barstow, CA 92311** |
| **7:15AM** | 4:15 PM |   |   |   | 1 | 40 |   |   |
| 7:30 AM | 4:30 PM | 1 | 40 |   |   |   |   |   |
| 8:00 AM | 5:00 PM | 1 | 40 |   |   |   |   |   |
| 8:15AM | **5:15 PM** | 1 | 40 |   |   |   |   |   |
| **BIG BEAR COURTHOUSE** |
| **477 Summit Boulevard, Big Bear Lake, CA 92315** |
| **8:15 AM** | **12:30 PM** | 1 | 8.50 | \*2nd and 4th Friday of each month only |
| **FONTANA COURTHOUSE** |
| **17780 Arrow Highway, Fontana, CA 92335** |
| **7:00 AM** | 4:00 PM | 1 | 40 |   | 1 | 40 |   |   |
| 8:00 AM | **5:00 PM** | 1 | 40 |   |   |   |   |   |
| **JOSHUA TREE COURTHOUSE** |
| **6527 White Feather Road, Joshua Tree, CA 92252** |
| **7:00 AM** | 4:00 PM | 1 | 40 |   |   |   |   |   |
| 8:00 AM | **5:00 PM** | 1 | 40 |   |   |   |   |   |
|   |   | **SECURITY OFFICERS** | **SUPERVISORS** | **MANAGERS** |
| START TIME | END TIME | NO. OF OFFICERS | WEEKLY REGULAR HOURS | WEEKLY OVERTIME HOURS | NO. OF SUPERVISORS | WEEKLY REGULAR HOURS | MANAGER | WEEKLY REGULAR HOURS |
| **JUVENILE DELINQUENCY AND DEPENDENCY COURTHOUSES** |
| **860 & 900 East Gilbert Street, San Bernardino, CA 92415** |
| **7:30 AM** | 4:30 PM | 2 | 80 |   |   |   |   |   |
| 7:45 AM | **5:00 PM** | 2 | 80 | 2.5 |   |   |   |   |
| **NEEDLES COURTHOUSE** |
| **1111 Bailey Avenue, Needles, CA 92363** |
| **8:30 AM** | **12:30 PM** | 1 | 8 | \*1st Friday of each month only |
| **RANCHO COURTHOUSE** |
| **8303 Haven Avenue, Rancho Cucamonga, CA 91730** |
| **7:00 AM** | 4:00 PM | 2 | 80 |   | 1 | 40 |   |   |
| 7:30 AM | 4:30 PM | 1 | 40 |   |   |   |   |   |
| 7:30 AM | 5:00 PM | 2 | 80 | 5 |   |   |   |   |
| 8:00 AM | **5:30 PM** | 1 | 40 | 2.5 | \*1/2 hour daily coverage at North door  |
| **SAN BERNARDINO CHILD SUPPORT COURTHOUSE** |
| **655 West Second Street, San Bernardino, CA 92415** |
| **7:00 AM** | 4:00 PM | 2 | 80 |   |   |   |   |   |
| 8:00 AM | **5:00 PM** | 1 | 40 |   |   |   |   |   |
| **SAN BERNARDINO HISTORIC COURTHOUSE** |
| **351 North Arrowhead Avenue, San Bernardino, CA 92415** |
| **6:30 AM** | 3:30 PM |   |   |   | 1 | 40 |   |   |
| 7:00 AM | 4:00 PM | 2 | 80 |   |   |   |   |   |
| 7:00 AM | 5:00 PM | 1 | 40 | 5 | \*1 hour daily coverage at judges’ door  |
| 8:00 AM | 5:00 PM | 1 | 40 |   |   |   |   |   |
| 8:00 AM | **5:30 PM** | 1 | 40 |  |   |   |   |   |
| **SAN BERNARDINO JUSTICE CENTER** |
| **247 West Third Street, San Bernardino, CA 92415** |
| **6:30 AM** | 3:30 PM | 1 | 40 |   |   |   |   |   |
| 7:00 AM | 4:00 PM | 6 | 240 |   | 1 | 40 |   |   |
| 7:30 AM | 5:00 PM | 1 | 40 | 2.5 | \*cover secondary parking lot for 1/2 hour 7:30 to 8:00 AM |
| 8:00 AM | **5:00 PM** | 2 | 80 |   |   |   | 1 | 40 |
| **SAN BERNARDINO JUSTICE CENTER PARKING LOT** |
| **247 West Third Street, San Bernardino, CA 92415** |
| **12:00 AM** | 8:30 AM | 1 | 40 |   |   |   |   |   |
| 8:00 AM | 4:30 PM | 1 | 40 |  |
| 4:00 PM | **12:30 AM** | 1 | 40 |   |   |   |   |   |
| **VICTORVILLE COURTHOUSE** |
| **14455 Civic Drive, Victorville, CA 92392** |
| **7:00 AM** | 4:00 PM | 1 | 40 |   |   |   |   |   |
| 7:15 AM | 5:00 PM | 1 | 40 | 3.75 |   |   |   |   |
| 7:30 AM | 4:30 PM | 1 | 40 |   |   |   |   |   |
| 7:30 AM | 5:00 PM | 1 | 40 | 2.5 |   |   |   |   |
| 8:00 AM | **5:00 PM** |   |   |   | 1 | 40 |   |   |
| **TOTAL WEEKLY HOURS** | **1696.50** | **23.75** |   | **240** |   | **40** |

* 1. Additional staffing levels and coverage hours will be determined by the Court at its sole discretion to meet the needs of the Court. Such additional staffing levels and coverage hours may include overtime for such events as construction after hours and protection services.

*End of Exhibit A*