**EXHIBIT A: STATEMENT OF WORK**

Amendment 1, December 10, 2024

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, including but not limited to, notifying local law enforcement as needed. 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.
		3. Protection services include but are not limited to escorting court staff to designated areas or for court events.
		4. Patrol services include but are not limited to patrolling court locations (interior and exterior facilities, public areas, and parking lots) for safety, security threats, and compliance with Court policy.
	2. Contractor shall ensure that an employee is present in designated public areas at specified times as outlined in the Agreement. The employee must be physically present and actively monitoring the assigned area during these times. In the event that the designated employee is unable to be present at the specified time or area, the Contractor must notify the Court immediately and provide a suitable replacement to cover the absence.
	3. 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.
	4. 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. Such additional staffing levels and coverage hours may include before, during and/or after business hours, and/or overtime for such events as construction after hours and protection services. Said change shall be achieved by a written letter or email from the Court’s Project Manager to the Contractor’s Project Manager.
	5. 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.
	6. 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, which includes a Live Scan, performed, reviewed, and approved by the Court, at Contractor’s expense. Contractor will not assign any person who fails the Court’s background check or who has any felony conviction to perform Work under this Agreement. Further, the Court may request additional testing and/or background screening 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. The contractor’s staff must remain attentive and free from distractions to ensure they are aware of all activities and court users before entering the courthouse lobby. They are also expected to courteously answer questions and provide directions to the public as needed.
			3. Contractor’s staff will contact the appropriate personnel or agency in the event of a medical or other safety emergency. Comply with evacuation plans in the event of an emergency or report actions to sheriff personnel.
			4. 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:
				1. Contractor’s staff will not wear anything derogatory in nature;
				2. Contractor’s staff shall maintain a professional appearance, which is essential in the workplace to ensure that employees present themselves in a manner that is not distracting. This includes wearing appropriate attire, and ensuring that any visible tattoos and/or body piercings are not offensive. Those that may be deemed offensive must be covered during working hours.
				3. Contractor’s staff will adhere to acceptable standards of personal hygiene; and
				4. 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.
		8. 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. The Contractor must report any issues or failures of any court provided equipment to the Court’s Project Manager.
		9. Contractor will provide response and resolution without delay.
2. **DELIVERABLES**
	1. Contractor will provide monthly performance reports detailing number of persons screened by facility, number and types of prohibited items found by facility and incident(s) narrative as applicable to the Court Risk and Safety Administrator. These reports shall be due by the 15th of each month for the prior month.
	2. Contractor will meet with the Court Risk and Safety Administrator on a quarterly basis.
3. **COURT LOCATIONS, STAFFING LEVELS AND COVERAGE HOURS**
	1. General staffing levels and coverage hours. (Amended)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | **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** |
| 7:15 AM | 4:15 PM |   |   |   | 1 | 40 |   |   |
| 7:30 AM | 4:30 PM | 1 | 40 |   |   |   |   |   |
| 7:30 AM | 5:00 PM | 1 | 40 | 2.5  |   |   |   |   |
| 8:15 AM | 5:15 PM | 1 | 40 |   |   |   |   |   |
| **BIG BEAR COURTHOUSE** |
| **477 Summit Boulevard, Big Bear Lake, CA 92315** |
| 9:00 AM | 2:15 PM | 1 | 5.25 | 1st Wednesday of the month |
| **FONTANA COURTHOUSE** |
| **17780 Arrow Highway, Fontana, CA 92335** |
| 7:00 AM | 4:00 PM | 1 | 40 |   | 1 | 40 |   |   |
| 7:15 AM | 4:15AM | 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 |   |   |   |   |   |
| 7:30 AM | 5:00 PM | 1 | 40 | 2.5  |   |   |   |   |
| **JUVENILE DELINQUENCY AND DEPENDENCY COURTHOUSES** |
| **860 & 900 East Gilbert Street, San Bernardino, CA 92415** |
| 7:00 AM | 4:00 PM | 2 | 80 |   |   |   |   |   |
| 7:30 AM | 5:00 PM | 2 | 80 | 5  |   |   |   |   |
| **NEEDLES COURTHOUSE** |
| **1111 Bailey Avenue, Needles, CA 92363** |
| 7:30 AM | 4:00 PM | 1 | 40  |  |  |  |  |  |
| 8:00 AM | 4:30 PM | 1 | 40  |  |  |  |  |  |
|   |  | **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 |
| **RANCHO COURTHOUSE** |
| **8303 Haven Avenue, Rancho Cucamonga, CA 91730** |
| 7:00 AM | 4:00 PM | 2 | 80 |   |  |  |   |   |
| 7:30 AM | 4:30 PM | 2  | 80  |   |   |   |   |   |
| 7:30 AM | 5:30 PM | 1  | 40  | 5 | 1  | 40 |   |   |
| 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 |   |   |
| 6:30AM | 3:30PM | 1 | 40 |   |   |   |   |   |
|  7:30 AM |  4:30 PM | 1  | 40  |  |  |  |  |  |
|  7:30 AM | 5:00 PM | 1 | 40 | ~~2~~ 2.5 | \* Half an hour per day except Friday for judges door coverage |
| 8:00 AM | 5:00 PM | 1 | 40 |   |   |   |   |   |
| 8:00 AM |  5:45 PM | 1 | 40 | ~~3.5~~ 3.75 |   |   |   |   |
| **SAN BERNARDINO JUSTICE CENTER** |
| **247 West Third Street, San Bernardino, CA 92415** |
| 6:30 AM | 3:30 PM | 1 | 40 |   |  1 | 40  |   |   |
| 6:30 AM | 3:30 PM | 2 | 80 |  |  |  |  |  |
| 7:30 AM |  4:30 PM | 5  | 200  |  |  |  |  |  |
| 8:00 AM | 5:00 PM | 3  | 120  |   |   |   | 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 |   |   |   |   |   |
| 6:30AM | 3:30 PM | 1 | 40 | SECONDARY PARKING COVERAGE |
| **VICTORVILLE COURTHOUSE** |
| **14455 Civic Drive, Victorville, CA 92392** |
| 6:30 AM | 3:30 PM | 1 | 40 |   |   |   |   |   |
| 7:15 AM | 4:15 PM | 2  | 80  |  |   |   |   |   |
| 8:00 AM | 5:00 PM | 1 | 40 |  |   |   |   |   |
| 7:30 AM | 5:00 PM | 1  | 40 | 2.5  | 1 | 40 |   |   |
| **TOTAL WEEKLY HOURS** | **1805.25** | **~~20.50~~ 23.75** |   | **240.00** |   | **40.00** |

*End of Exhibit A*