

## **EXHIBIT “A”**

### **I. SCOPE OF SERVICES**

CONSULTANT shall perform and be responsible for providing the services as described below:

#### **1. Security Guard Services:**

- 1.1** It shall be the responsibility of CONSULTANT to protect and safeguard COUNTY Facilities and grounds areas, employees and equipment from any harm, theft and/or vandalism.
- 1.2** CONSULTANT shall provide properly trained, licensed and qualified on-site security guards and services at each location incorporated herein, or as modified at any time by the COUNTY's Contract Manager.
- 1.3** CONSULTANT shall provide properly trained and qualified Field Supervisors to supervise the operational duties of each assigned security guard for each assigned shift.
- 1.4** CONSULTANT shall maintain and provide to COUNTY upon request, within twenty-four (24) hours of said request, daily activity logs and incident reports.
- 1.5** CONSULTANT, where requested by COUNTY, shall ensure appropriate patrolling via an electronic time keeping device capable of tracking and reporting security guard movement.

#### **2. Security Guard Requirements:**

- 2.1** CONSULTANT shall provide properly trained, qualified and licensed security guards.
- 2.2** CONSULTANT's security guard staff shall be fully uniformed so as to be identified by the public as an employee of CONSULTANT, physically fit and armed with an appropriate firearm when so specified.

#### **3. Removal of Security Guard:**

- 3.1** CONSULTANT shall remove any security guard from servicing any COUNTY location when so requested by the COUNTY for any

reason whatsoever and replace with a properly trained and qualified security guard.

**4. Key Assignment:**

- 4.1** COUNTY shall issue two (2) master building key sets (hard or card type) to CONSULTANT. One (1) set shall be for the CONSULTANT as back-up and one (1) set shall be for the security personnel performing services pursuant to this AGREEMENT. **Under no circumstances whatsoever, shall CONSULTANT fabricate or cause to be fabricated a duplicate master building key.**
- 4.2** Keys assigned to on-site security guards shall be rotated with shift change. CONSULTANT shall ensure assigned keys do not leave the COUNTY building site.
- 4.3** COUNTY shall replace lost keys at a minimum of fifty dollars (\$50.00). Keys worn or deteriorated will be replaced free of charge. COUNTY may, at its sole discretion, choose to re-key a building rather than replace a lost key at CONSULTANT's sole expense. All re-key work shall be performed by COUNTY and billed at a time and material rate.
- 4.4** Upon termination of this AGREEMENT, CONSULTANT must immediately return all keys assigned to CONSULTANT. If keys are lost or not immediately returned by CONSULTANT, COUNTY may at its sole discretion re-key an entire building at CONSULTANT's sole expense. All re-key work shall be performed by COUNTY and billed at a time and material rate.

**“County Facility Service Locations” begin on the next page.**

## **II. COUNTY FACILITY SERVICE LOCATIONS:**

CONSULTANT shall provide Security Guard service coverage as follows:

### **1. COUNTY ADMINISTRATION CENTER #1: Various County Department Facilities**

#### **a. Locations:**

<b>1</b>	COUNTY ADMINISTRATION CENTER	940 MAIN ST., EL CENTRO
<b>2</b>	PUBLIC HEALTH ADMINISTRATION	935 BROADWAY ST., EL CENTRO
<b>3</b>	PUBLIC DEFENDER	895 BROADWAY AVE, EL CENTRO
<b>4</b>	PUBLIC WORKS ADMINISTRATION	155 S. 11TH ST., EL CENTRO
<b>5</b>	PUBLIC WORKS - FACILITIES MANAGEMENT	1002 STATE ST., EL CENTRO
<b>6</b>	AGRICULTURAL COMMISSIONER	852 BROADWAY AVE., EL CENTRO
<b>7</b>	AIR POLLUTION CONTROL DISTRICT	150 S. 9TH ST., EL CENTRO
<b>8</b>	PROCUREMENT SERVICES OFFICE	1125 MAIN ST., EL CENTRO
<b>9</b>	PUBLIC ADMINISTRATOR/AAA	778 W. STATE ST., EL CENTRO
<b>10</b>	PLANNING & DEV. SERVICES DEPARTMENT	801 MAIN ST., EL CENTRO
<b>11</b>	PLANNING & DEV. SERVICES DEPARTMENT (ANNEX)	836 MAIN ST., EL CENTRO
<b>12</b>	PUBLIC HEALTH (EHS) - PILLEY BUILDING	797 MAIN ST., EL CENTRO
<b>13</b>	PUBLIC HEALTH (MCAH) - PILLEY BUILDING	797 MAIN ST., EL CENTRO
<b>14</b>	VETERAN'S SERVICES OFFICE	217 S. 10TH ST., EL CENTRO

#### **b. Security Guard Coverage:**

- I. ONE (1) ARMED SECURITY GUARD Monday through Friday 7:00 a.m. to 6:00 p.m., except COUNTY holidays as listed in Section III herein. At all other times, ONE (1) UNARMED SECURITY GUARD shall service the buildings and grounds listed as 1 through 13 in Paragraph 1.a The assigned Security Guard shall patrol each of the buildings and grounds listed in Paragraph 1.a on a 1 ½ hour basis.
- II. ONE (1) ARMED SECURITY GUARD Monday through Friday 8:00 a.m. to 4:00 p.m., except COUNTY holidays as listed in Section III herein, for the building and grounds for the building listed as number 14 in Paragraph 1.a

## 2. COUNTY CENTER #1: Behavioral Health Services Facilities

### a. Locations:

1	BEHAVIORAL HEALTH ADMINISTRATION	202 N. 8TH ST., EL CENTRO
2	BEHAVIORAL HEALTH ADMINISTRATION	801 BROADWAY AVE, EL CENTRO
3	BEHAVIORAL HEALTH CLINIC	120 N. 8TH ST., EL CENTRO
4	BEHAVIORAL HEALTH (MENVIELLE BUILDING)	1295 STATE STREET, EL CENTRO
5	BEHAVIORAL HEALTH (VALLEY PLAZA)	315 WATERMAN AVE, EL CENTRO
6	BEHAVIORAL HEALTH CLINIC (ROBEN)	651 WAKE AVE., EL CENTRO

### b. Security Guard Coverage:

- i. ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the buildings and grounds for buildings listed as 1 through 3 in Paragraph 2.a; the assigned Security Guard shall patrol each of the three (3) buildings on a one (1) hour basis.
- ii. ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the building and grounds for the building listed as number 4 in Paragraph 2.a.
- iii. ONE (1) UNARMED SECURITY GUARD Monday through Friday 7:00 a.m. to 6:00 p.m., except COUNTY holidays as listed in Section III herein, for the building and grounds for the building listed as number 5 in Paragraph 2.a.
- iv. ONE (1) UNARMED SECURITY GUARD Monday through Friday from 6:00 p.m. to 7:30 a.m. and twenty-four (24) hours a day on Saturday and Sunday including any and all holidays as listed in Section III herein, shall service the building and grounds for the building listed as number 6 in Paragraph 2.a.

## 3. COUNTY CENTER #1: Workforce and Economic Development Office (“ICWED”) Facility

### a. Location:

1	WORKFORCE & ECONOMIC DEVELOPMENT	1250 W. MAIN ST., EL CENTRO
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**b. Security Guard Coverage:** ONE (1) ARMED SECURITY GUARD Monday through Friday 7:00 a.m. to 5:30 p.m., except County holidays as listed in Section III herein, shall service the building and grounds for the building listed in Paragraph 3.a.

**4. COUNTY CENTER #2: Department of Social Services Facility****a. Location:**

<b>1</b>	BJM - SOCIAL SERVICES	316 N. BETTY JO MCNEECE LOOP, EL CENTRO
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**b. Security Guard Coverage:** ONE (1) UNARMED SECURITY GUARD Friday through Tuesday 5:00 p.m. to 8:00 a.m. and from 5:00 p.m. to 5:00 a.m. on Wednesday and Thursday, including any and all holidays as listed in Section III herein, shall service the building and grounds listed in Paragraph 4.a.

**5. COUNTY CENTER #4: Department of Social Services Facilities****a. Locations:**

<b>1</b>	BUILDING A - SOCIAL SERVICES	2995 S. 4TH ST., EL CENTRO
<b>2</b>	BUILDING B - SOCIAL SERVICES	2995 S. 4TH ST., EL CENTRO
<b>3</b>	BUILDING C - SOCIAL SERVICES	2895 S. 4TH ST., EL CENTRO
<b>4</b>	BUILDING E - SOCIAL SERVICES	2999 S. 4TH ST., EL CENTRO

**b. Security Guard Coverage:** TWO (2) ARMED SECURITY GUARDS Monday through Friday 6:00 a.m. to 6:00 p.m., except COUNTY holidays as listed in Section III herein, shall service the four (4) buildings and grounds listed in Paragraph 5.a. At all other times, ONE (1) UNARMED SECURITY GUARD shall patrol each of the four (4) buildings and areas listed in Paragraph 5.a on a one and a half (1½) hour basis.

**6. COUNTY CENTER #4: Behavioral Health Services Facility****a. Location:**

<b>1</b>	BUILDING D - BEHAVIORAL HEALTH SERVICES	2695 S. 4TH ST., EL CENTRO
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**b. Security Guard Coverage:** ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the building and grounds listed in Paragraph 6.a.

**7. COUNTY CENTER #4: Child Support Services & Workforce & Economic Development Office ("ICWED") Facilities****a. Locations:**

<b>1</b>	BUILDING F - CHILD SUPPORT SERVICES	2795 S. 4TH ST., EL CENTRO
<b>2</b>	BUILDING F - WORKFORCE & ECON. DEVELOPMENT	2799 S. 4TH ST., EL CENTRO

**b. Security Guard Coverage:**

- i. ONE (1) ARMED SECURITY GUARD Monday through Friday 7:15 a.m. to 5:15 p.m., except COUNTY holidays as listed in Section III herein, for the building and grounds listed as number 1 in Paragraph 7.a.
- ii. ONE (1) ARMED SECURITY GUARD Monday through Thursday 7:30 a.m. to 5:30 p.m. and 8:00 a.m. to 5:00 p.m. on Friday, except COUNTY holidays as listed in Section III herein, for the building and grounds listed as number 2 in Paragraph 7.a.

**8. IMPERIAL COUNTY SHERIFF'S OFFICE – ON-CALL Inmate Supervision**

**a. Locations:**

1	EL CENTRO REGIONAL MEDICAL CENTER (ECRMC)	1415 ROSS AVE., EL CENTRO
2	PIONEERS MEMORIAL HOSPITAL (PMH)	207 W. LEGION ROAD, BRAWLEY
3	DESERT REGIONAL MEDICAL CENTER	1150 N. INDIAN CANYON DR., PALM SPRINGS

**b. Security Guard Coverage:** ONE (1) to TWO (2) ARMED SECURITY GUARD(S), per call, available twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall provide services to the Imperial County Sheriff's Office ("ICSO") for the armed supervision of Imperial County inmates at the hospital locations listed in Paragraph 8.a. CONSULTANT shall complete and submit the enclosed **Attachment "1"** *"Application for On Compound Construction Clearance"* form for submittal directly to the ICSO for clearance of its employees through the Sheriff's Corrections Bureau prior to the commencement of services. CONSULTANT shall ensure:

- i. Maximum response/arrival time of four (4) hours at the specified facility once notified by ICSO staff that one (1) to two (2) ARMED SECURITY GUARD(S) is/are needed for inmate supervision. The "bed-watch" shall continue until such time that the hospital determines the inmate is medically cleared to return to the correctional facility.
- ii. The population may include both male and female inmates; a female inmate requires supervision by a/two (2) female security guard(s). Security levels may range from violent outbursts to complete compliance, CONSULTANT shall dispatch security guards that can adequately monitor and supervise these populations and CONSULTANT must maintain a visual on the inmate at all times.
- iii. CONSULTANT shall comply with all Federal statutes regarding the supervision of pregnant females. CONSULTANT shall not shackle

or handcuff pregnant females without the written consent of the ICSO.

- iv. Each ARMED SECURITY GUARD assigned to supervise hospitalized inmates shall complete a course on the "Prison Rape Elimination Act" and shall provide proof of course completion to the County's Contract Manager.
- v. CONSULTANT shall verify that the inmate is accounted for to the ICSO's Watch Commander by phone at (442) 265-2272 so that facility counts may be maintained. Formal count times are at 1000 hours and 2200 hours, seven (7) days per week.

**9. COUNTY CENTER #5: Brawley One Stop Facility - Social Services, Workforce & Economic Development Office ("ICWED") & Behavioral Health Services ("BHS") Facility**

**a. Location:**

1	BRAWLEY ONE STOP - SOCIAL SERVICES/ICWED/BHS	860 MAIN ST. BRAWLEY
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**b. Security Guard Coverage:** ONE (1) ARMED SECURITY GUARD Monday through Friday 6:45 a.m. to 6:00 p.m., except COUNTY holidays as listed in Section III herein, shall service the building and grounds listed in Paragraph 9.a.

**10. COUNTY CENTER #5: Behavioral Health Services ("BHS") Facilities**

**a. Locations:**

1	NORTH COUNTY ADMINISTRATION - BHS	220 E. MAIN ST., BRAWLEY
2	BEHAVIORAL HEALTH CLINIC (CAMPESINOS UNIDOS)	1535 MAIN ST., BRAWLEY
3	BEHAVIORAL HEALTH CLINIC (ROBEN)	205 E. MAIN ST., BRAWLEY

**b. Security Guard Coverage:**

- i. ***COVERAGE IS TO BE DETERMINED*** for the building and grounds for the building listed as number 1 in Paragraph 10.a.
- ii. ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the building and grounds for the building listed as number 2 in Paragraph 10.a.
- iii. ONE (1) UNARMED SECURITY GUARD Monday through Friday 7:30 a.m. to 6:00 p.m. for the building and grounds listed as number 3 in Paragraph 10.a.

**11. County Center #7: Social Services, Workforce and Economic Development Office (“ICWED”) and Behavioral Health Services Facilities**

**a. Locations:**

<b>1</b>	CALEXICO ONE STOP - SOCIAL SERVICES/ICWED	355 E. THIRD ST., CALEXICO
<b>2</b>	BEHAVIORAL HEALTH CLINIC (CAMPILLO)	25 E. THIRD ST., CALEXICO
<b>3</b>	BEHAVIORAL HEALTH CLINIC (ERICKSON I)	1501 N. IMPERIAL AVE., CALEXICO
<b>4</b>	BEHAVIORAL HEALTH CLINIC (ERICKSON II)	101 HACIENDA DR., CALEXICO

**b. Security Guard Coverage:**

- i. ONE (1) ARMED SECURITY GUARD Monday through Friday 6:45 a.m. to 5:30 p.m., except COUNTY holidays as listed in Section III herein, shall service the building and grounds listed as number 1 in Paragraph 11.a.
- ii. ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the building and grounds listed as number 2 in Paragraph 11.a.
- iii. ONE (1) UNARMED SECURITY GUARD twenty-four (24) hours a day, seven (7) days per week, including any and all holidays as listed in Section III herein, shall service the building and grounds listed as number 3 in Paragraph 11.a.
- iv. ONE (1) UNARMED SECURITY GUARD Monday through Friday 6:00 a.m. to 6:00 p.m., except COUNTY holidays as listed in Section III herein, shall service the building and grounds listed as number 4 in Paragraph 11.a.

**III. COUNTY HOLIDAYS**

COUNTY holidays shall include the following:

1. New Year’s Day – January 1
2. Martin Luther King, Jr. Day - The third Monday in January
3. Presidents’ Day - The third Monday in February
4. Cesar Chavez Day – March 31
5. Spring Holiday – The Friday before Easter Sunday
6. Memorial Day - The last Monday in May
7. Independence Day - July 4
8. Labor Day - The first Monday in September
9. Veterans’ Day - November 11
10. Thanksgiving Day
11. The Friday after Thanksgiving Day
12. Christmas Day - December 25



\*If any of the above holidays fall on a Saturday, the preceding Friday is the COUNTY holiday and if it falls on a Sunday, the following Monday becomes the COUNTY holiday.