**EXHIBIT A: STATEMENT OF WORK**

1. **CONTRACTOR RESPONSIBILITIES**
	1. Provide on-site shredding services and recycling services for Court Districts within the County of San Bernardino. Services shall be provided to meet the specific needs of each Court Locations and will comply with all requirements of this Agreement.
	2. Court Locations to be serviced may include the following locations and frequency:
		1. Barstow Courthouse

235 East Mountain View Street

Barstow, CA 92311 (Serviced every 2-4 weeks)

* + 1. Big Bear Courthouse

477 Summit Boulevard.

Big Bear Lake, CA 92315 (Serviced when scheduled)

* + 1. Fontana Courthouse

17780 Arrow Boulevard

Fontana, CA 92335 (Serviced every 2 weeks)

* + 1. Joshua Tree Courthouse

6527 White Feather Road

Joshua Tree, CA 92252 (Serviced every 2-4 weeks)

* + 1. Juvenile Delinquency Courthouse

900 East Gilbert Street, Building 35

San Bernardino, CA 92415 (Serviced every 2 weeks)

* + 1. Juvenile Dependency Courthouse

860 East Gilbert Street

San Bernardino, CA. 92415 (Serviced every 2 weeks)

* + 1. Needles Courthouse

1111 Bailey Avenue

Needles, CA 92363 (Serviced when scheduled)

* + 1. Rancho Cucamonga Courthouse

8303 Haven Avenue

Rancho Cucamonga, CA 91730 (Serviced every 2 weeks)

* + 1. San Bernardino Justice Center

247 West Third Street

San Bernardino, CA. 92415 (Serviced every 2 weeks)

* + 1. San Bernardino Historic Courthouse

351 North Arrowhead Avenue

San Bernardino, CA 92415 (Serviced every 2 weeks)

* + 1. Court Records Center

790 South Gifford Avenue

San Bernardino, CA 92415 (Serviced when scheduled)

* + 1. Victorville Courthouse

14455 Civic Drive

Victorville, CA 92392 (Serviced every 2-4 weeks)

* 1. 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.
	2. The Court reserves the right to add or subtract court locations, 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 Attachment 2: General Terms and Conditions/Defined Terms, Section 1.3 Change Orders.
	3. Provide labor, containers, and equipment sufficient to meet the need of each Court Location.
	4. Possess and maintain all appropriate permits and licenses necessary in the performances of services required under this Agreement. Contractor will provide copies of licenses upon request.
	5. Ensure that materials are destroyed properly and/or recycled as required and in accordance with applicable Federal, State, and local laws.
	6. Provide a Receipt of Pickup to Court Location’s Department Manager or delegate at time of container pickup(s) including a copy of the weight certification. Provide a certification/affidavit of document/recording/material destruction with an itemized summary of pickup(s) within ten (10) working days.
	7. Documents for destruction services may be regularly scheduled pickups or upon request as needed by individual Court Locations. Services will include destruction of witnessed and non-witnessed materials as described in 1.8 above.
	8. Maintain the confidentially of all material processed. Coordinate with Court Departments which require maximum confidentiality and allow their personnel to witness all destruction of materials. Confidential documents are to be destroyed by crosscut shredding and then pulverized to meet document destruction standards established by California Code, Government Code - GOV § 6815.
	9. Provide the following types of containers**:**
		1. Non-secure barrels for non-confidential whole documents.
		2. Lockable, on wheels, security consoles dedicated exclusively for the collection of confidential material to be shredded/destroyed.
		3. Lockable security consoles without wheels, dedicated exclusively for the collection of confidential materials to be shredded/destroyed.
		4. Security consoles and/or barrels shall be provided to all requesting Groups or Departments within the Court.
	10. Containers remain property of the Contractor and shall be maintained by Contractor. Contractor must also provide for exchange of filled containers. All security consoles shall be locked at all times to ensure security during pickup, exchanged, and transport. Security consoles must only be unlocked at Contractor’s mobile enclosed shredder when material is to be shredded/destroyed.
	11. Provide a minimum of ten (10) keys for each Court Location.
	12. Have industrial shredding equipment capable of shredding the following items on-site:
		1. Paper;
		2. Plastic clips metal clips, keys, staples and other metal fasteners;
		3. Video tapes, CD’s, USB drives, and flash memory cards;
		4. File folders and/or pockets;
		5. Hard drives, cameras, tablets; and
		6. Credit cards & plastic ID badges.
	13. Be responsible for all residue and/or waste materials generated after shredding/destruction.
	14. Service a predetermined route within the Court.
	15. At no time, recycle or sell shredded materials as a whole.
	16. Upon request, provide destruction certification, which shall include the following information:
		1. Date of destruction;
		2. Location of destruction;
		3. Method of destruction;
		4. Description of the disposed records (to be provided by the Department and attached);
		5. Inclusive dates covered (to be provided by the Department and attached);
		6. A statement which indicates that the records were destroyed in the normal course of business; and,
		7. Signatures of the individuals supervising and witnessing the destruction.
1. **COURT RESPONSIBILITIES**
	1. Court will provide access to all Court Locations and escort into secured areas.

*End of Exhibit A*