**EXHIBIT A: STATEMENT OF WORK**

1. **WORK**
	1. **Contractor Responsibilities**.
		1. Contractor will provide weekly onsite pick-up and delivery of uniforms at Court Locations designated by the Court. As of the date of this Agreement, the Court Locations are:
			1. San Bernardino Justice Center

247 West 3rd Street, 1st floor

San Bernardino, CA 92415

* + - 1. Fontana Courthouse

17780 Arrow Boulevard

Fontana, CA 92335

1. Barstow Courthouse

235 East Mountain View Street

Barstow, CA 92311

* + 1. Contractor will professionally launder uniforms each week for optimum care and sanitation. Launder means clean and press pants with creases, clean and press men’s shirts with creases, and clean and dry press women’s shirts with creases, and dry clean blazers.
		2. Contractor will provide laundry bags for each Court Attendant at no cost to the Court.
		3. Contractor will securely attach a barcode tracking label with the names of the Court Attendant included on all garments to identify each garment to the designated Court Attendant. Labels must be legible or will be replaced by the Contractor.
		4. Contactor will keep uniforms grouped by Court Location and Court employee.
		5. Contractor will protect uniforms from inclement weather to ensure uniforms are delivered in pristine condition.
		6. For each pick-up, Contractor will be required to verify items received and sign the Court’s Uniform Drop-Off/Pick-up Slip when uniforms are picked-up.
		7. For each delivery, Contractor will deliver laundered uniforms, separated by employee, and include an electronic or paper inventory list of items delivered, separated by court employee name. The Court and Contractor may agree that returning the Drop-Off/Pick-Up Slip for the uniforms picked-up the prior week is a sufficient tracking method.
		8. Contractor will assume the cost of any lost or damaged items found to be a result of Contractor’s error.
		9. **Contractor will ensure that each item submitted for cleaning is returned the following week. In instances where items are not delivered, contractor will make every effort to deliver the items as soon as possible.**
	1. **Court Responsibilities.**
		1. Court staff will be available upon an agreed upon day and time to oversee the delivery and pick-up of uniforms.
		2. The Court will have a completed Uniform Drop-Off/Pick-Up Slip ready for Contractor to sign.
		3. The Court will notify Contractor of any lost or damaged items identified through comparison of the Drop-Off/Pick-Up Slips.

*End of Exhibit A*