

**SERVICE AGREEMENT**

This Service Agreement ("Agreement") is dated February 25, 2025 and is between TK Elevator Corporation, a Delaware corporation ("Contractor"), and the County of Fresno, a political subdivision of the State of California ("County").

**Recitals**

A. The County owns a variety of multi-story buildings with elevators that require regular servicing, maintenance, and other repairs.

B. On October 29, 2024, the County released Request for Quotation ("RFQ") No. 25-023 requesting the successful bidder provide quotes for elevator maintenance and repair services in County owned and operated buildings, including routine and non-routine emergency testing, maintenance, and repair services.

C. On November 13, 2024, the County released an Addendum No. 1 to the RFQ adding additional equipment. The County received two quotes by the closing date of November 26, 2024. The Contractor provided the lowest bid for the requested services.

D. The County desires to engage the Contractor to provide elevator testing, maintenance and repair services, pursuant to the terms of this Agreement.

The parties therefore agree as follows:

**Article 1**

**Contractor's Services**

1.1 **Scope of Services.** The Contractor shall perform all of the services provided in Exhibit A to this Agreement, titled "Scope of Services."

1.2 **Representation.** The Contractor represents that it is qualified, ready, willing, and able to perform all of the services provided in this Agreement.

1.3 **Compliance with Laws.** The Contractor shall, at its own cost, comply with all applicable federal, state, and local laws and regulations in the performance of its obligations under this Agreement, including but not limited to workers compensation, labor, and confidentiality laws and regulations.

1.4 **Confidentiality of Inmates/Wards/Patients/Clients Identity.** Some the work to be performed under this Agreement may occur in secured facilities or facilities that require confidentiality. The Contractor shall alert and inform its employees and agents that State law requires that the identities of inmates/wards/patients/clients be kept confidential. Revealing the identities of inmates/wards/patients/clients is punishable by law.

1.5 **Security.** Security is of great concern to the County. Failure to comply with the security requirements listed below will be considered a breach of contract, and may result in termination of this Agreement for default. The Contractor's personnel shall cooperate with all County security personnel at all times, and shall be subject to and conform to County security rules and regulations, including, but not limited to County security rules and procedures, as detailed in Exhibits E through I. Any violations or disregard of these rules may be cause for denial of access to County property. The background checks required, and policies listed below, may change throughout the life of this Agreement. It is the Contractor's responsibility to request updates from the County. All of the Contractor's employees, agents, and subcontractors must read the policies listed below. Please see the following Exhibits:

- Exhibit E – Probation Juvenile Detention Facilities – No Hostage Policy
- Exhibit F – Probation Juvenile Detention Facilities – Vendors, Volunteers and Student Interns
- Exhibit G – Fresno Sheriff – Coroner's Office (FSCO) Jail Detention Facilities – No Hostage Policy
- Exhibit H – The Prison Rape Elimination Act
- Exhibit I – Background Investigations & Identification (ID) Badges

Security provisions will be strictly enforced. All parties who are required to perform their individual services at the site shall be limited to the area required to complete the work. Such access shall be obtained by notification to the Facility Services Manager, or his or her designee, of the time and place, prior to commencing the work.

All keys used during work shall be numbered. Each key issued shall be recorded, and its prompt return shall be strictly enforced. Duplication of any keys issued is strictly prohibited.

1 These keys shall be returned to the County's representative at the end of each working day,  
2 when required.

3 Some of the work to be done under this Agreement may be in secured facilities such as  
4 jails. Prior to commencement of work, the Contractor, including all subcontractor and  
5 contractors, shall obtain security clearances for all employees that will be working or making  
6 deliveries to the sites.

7 When work is performed in secured facilities, it is incumbent upon the Contractor to alert  
8 all workmen of the necessity for extreme care in accounting for, and keeping all areas free of  
9 any and all types of hand tools, power tools, small parts, scrap material, and all other materials  
10 which might be concealed upon the person of an inmate/ward/patient, at all times when such  
11 tools and materials are not used for the task at hand.

12 Each work area shall be kept clean and in order both during working hours and at the  
13 completion of the working day.

## 14 **Article 2**

### 15 **County's Responsibilities**

16 2.1 **County Representative.** The County shall provide a County representative to  
17 represent the County, who will work with the Contractor to carry out the Contractor's obligations  
18 under this Agreement. The County representative will be the County's Facility Services  
19 Manager, and/or their designees. The Contractor shall provide a contact person to the County  
20 Representative upon execution of this Agreement

## 21 **Article 3**

### 22 **Compensation, Invoices, and Payments**

23 3.1 The County agrees to pay, and the Contractor agrees to receive, compensation for  
24 the performance of its services under this Agreement as described in Exhibit B to this  
25 Agreement, titled "Compensation."

26 3.2 **Maximum Compensation.** The maximum compensation payable to the Contractor  
27 under this Agreement is \$4,200,000 for the initial three-year term of this Agreement. In the event  
28 this Agreement is extended for its first optional one-year extension ("Year 4"), the total

1 compensation payable to the Contractor under this Agreement is \$5,600,000. In the event this  
2 Agreement is extended for its final one-year extension ("Year 5"), the total compensation  
3 payable to the Contractor under this Agreement is \$7,000,000. In the event the total maximum  
4 compensation amount in the initial term, Year 4, and/or Year 5 is not fully expended, the  
5 remaining unspent funding amounts shall roll over to each subsequent term's established  
6 maximum compensation.

7 The Contractor acknowledges that the County is a local government entity, and does so with  
8 notice that the County's powers are limited by the California Constitution and by State law, and  
9 with notice that the Contractor may receive compensation under this Agreement only for  
10 services performed according to the terms of this Agreement and while this Agreement is in  
11 effect, and subject to the maximum amount payable under this section. The Contractor further  
12 acknowledges that County employees have no authority to pay the Contractor except as  
13 expressly provided in this Agreement.

14 3.3 **Invoices.** The Contractor shall submit monthly invoices referencing the provided  
15 agreement number to the County of Fresno, Facility Services, Attention: Facility Services  
16 Manager, 4590 E. Cesar Chavez Boulevard., Fresno, CA 93702,  
17 ISDFacilitiesAP@fresnocountyca.gov. Each invoice shall reference this agreement number, the  
18 FAMIS (the County's computerized maintenance management system) work order number, the  
19 date of service, arrival and departure time, address of serviced building, specific area where  
20 work was performed, description of services provided, number of service hours and hourly rates  
21 for services provided, materials used and cost of materials, notice that warranty of any new  
22 material installed was provided, the printed name of the County representative who authorized  
23 the work, and the name of the vendor and vendor technician that provided the service. The  
24 Contractor shall submit each invoice within 60 days after the month in which the Contractor  
25 performs services and in any case within 60 days after the end of the term or termination of this  
26 Agreement.  
27  
28

3.4 **Payment.** The County shall pay each correctly completed and timely submitted invoice within 45 days after receipt. The County shall remit any payment to the Contractor's address specified in the invoice.

3.5 **Incidental Expenses.** The Contractor is solely responsible for all of its costs and expenses that are not specified as payable by the County under this Agreement.

## Article 4

## Term of Agreement

4.1 **Term.** This Agreement is effective on upon execution (“Effective Date”), and terminates three years from the Effective Date (“Initial Term”), except as provided in section 4.2, “Extension,” or Article 6, “Termination and Suspension,” below.

4.2 **Extension.** The term of this Agreement may be extended for no more than two, one-year periods only upon written approval of both parties at least 30 days before the first day of the next one-year extension period. The Director of Internal Services/Chief Information Officer or other authorized County staff member acting in the same capacity, or his or her designee, is authorized to sign the written approval on behalf of the County based on the Contractor's satisfactory performance. The extension of this Agreement by the County is not a waiver or compromise of any default or breach of this Agreement by the Contractor existing at the time of the extension whether or not known to the County.

## Article 5

## Notices

5.1 **Contact Information.** The persons and their addresses having authority to give and receive notices provided for or permitted under this Agreement include the following:

**For the County:**

Director of Internal Services/Chief Information Officer  
County of Fresno  
333 W. Pontiac Way  
Clovis, CA 93612  
[isdcontracts@fresnocountyca.gov](mailto:isdcontracts@fresnocountyca.gov)

**For the Contractor:**

General Manager  
TK Elevator Corporation  
3711 W. Swift Ave

Fresno, CA 93722  
mayra.ruiz@tkelevator.com

**5.2 Change of Contact Information.** Either party may change the information in section 5.1 by giving notice as provided in section 5.3.

**5.3 Method of Delivery.** Each notice between the County and the Contractor provided for or permitted under this Agreement must be in writing, state that it is a notice provided under this Agreement, and be delivered either by personal service, by first-class United States mail, by an overnight commercial courier service, or by Portable Document Format (PDF) document attached to an email.

(A) A notice delivered by personal service is effective upon service to the recipient.

(B) A notice delivered by first-class United States mail is effective three County business days after deposit in the United States mail, postage prepaid, addressed to the recipient.

(C) A notice delivered by an overnight commercial courier service is effective one County business day after deposit with the overnight commercial courier service, delivery fees prepaid, with delivery instructions given for next day delivery, addressed to the recipient.

(D) A notice delivered by PDF document attached to an email is effective when transmission to the recipient is completed (but, if such transmission is completed outside of County business hours, then such delivery is deemed to be effective at the next beginning of a County business day), provided that the sender maintains a machine record of the completed transmission.

**5.4 Claims Presentation.** For all claims arising from or related to this Agreement, nothing in this Agreement establishes, waives, or modifies any claims presentation requirements or procedures provided by law, including the Government Claims Act (Division 3.6 of Title 1 of the Government Code, beginning with section 810).

1 **Article 6**

2 **Termination and Suspension**

3 6.1 **Termination for Non-Allocation of Funds.** The terms of this Agreement are  
4 contingent on the approval of funds by the appropriating government agency. If sufficient funds  
5 are not allocated, then the County, upon at least 30 days' advance written notice to the  
6 Contractor, may:

7 (A) Modify the services provided by the Contractor under this Agreement; or

8 (B) Terminate this Agreement.

9 6.2 **Termination for Breach.**

10 (A) Upon determining that a breach (as defined in paragraph (C) below) has  
11 occurred, the County may give written notice of the breach to the Contractor. The written  
12 notice may suspend performance under this Agreement, and must provide at least 30  
13 days for the Contractor to cure the breach.

14 (B) If the Contractor fails to cure the breach to the County's satisfaction within the  
15 time stated in the written notice, the County may terminate this Agreement immediately.

16 (C) For purposes of this section, a breach occurs when, in the determination of the  
17 County, the Contractor has:

18 (1) Obtained or used funds illegally or improperly;

19 (2) Failed to comply with any part of this Agreement;

20 (3) Submitted a substantially incorrect or incomplete report to the County; or

21 (4) Improperly performed any of its obligations under this Agreement.

22 6.3 **Termination without Cause.** In circumstances other than those set forth above, the  
23 County may terminate this Agreement by giving at least 30 days advance written notice to the  
24 Contractor.

25 6.4 **No Penalty or Further Obligation.** Any termination of this Agreement by the County  
26 under this Article 6 is without penalty to or further obligation of the County.

27 6.5 **County's Rights upon Termination.** Upon termination for breach under this Article  
28 6, the County may demand repayment by the Contractor of any monies disbursed to the

1 Contractor under this Agreement that were not expended in compliance with this Agreement  
2 and must be agreed to in writing by both parties prior to becoming effective and shall be limited  
3 to this Agreement. The Contractor shall promptly refund all such monies upon written notice.  
4 Contractor shall not be liable for amounts in excess of the unpaid portion of the Contract Price in  
5 the event of breach. This section survives the termination of this Agreement.

## 6 **Article 7**

### 7 **Independent Contractor**

8 7.1 **Status.** In performing under this Agreement, the Contractor, including its officers,  
9 agents, employees, and volunteers, is at all times acting and performing as an independent  
10 contractor, in an independent capacity, and not as an officer, agent, servant, employee, joint  
11 venturer, partner, or associate of the County.

12 7.2 **Verifying Performance.** The County has no right to control, supervise, or direct the  
13 manner or method of the Contractor's performance under this Agreement, but the County may  
14 verify that the Contractor is performing according to the terms of this Agreement.

15 7.3 **Benefits.** Because of its status as an independent contractor, the Contractor has no  
16 right to employment rights or benefits available to County employees. The Contractor is solely  
17 responsible for providing to its own employees all employee benefits required by law. The  
18 Contractor shall save the County harmless from all matters relating to the payment of the  
19 Contractor's employees, including compliance with Social Security withholding and all related  
20 regulations.

21 7.4 **Services to Others.** The parties acknowledge that, during the term of this  
22 Agreement, the Contractor may provide services to others unrelated to the County.

## 23 **Article 8**

### 24 **Indemnity and Defense**

25  
26 8.1 **Indemnity.** The Contractor shall indemnify and hold harmless and defend the  
27 County (including its officers, agents, employees, and volunteers) against all claims, demands,  
28 injuries, damages, costs, expenses (including attorney fees and costs), fines, penalties, and



1 liabilities to the County, the Contractor, or any third party including property damage and bodily  
2 injury claims, only to the extent that the liability results from or relates to the performance or  
3 failure to perform by the Contractor (or any of its officers, agents, subcontractors, or employees)  
4 under this Agreement. The Contractor's obligations to indemnify and hold harmless shall in no  
5 way include for the negligence of a party indemnified hereunder. The County may conduct or  
6 participate in its own defense without affecting the Contractor's obligation to indemnify and hold  
7 harmless or defend the County.

8 8.2 **Survival.** This Article 8 survives the termination of this Agreement.

## 9 **Article 9**

### 10 **Insurance**

11 9.1 The Contractor shall comply with all the insurance requirements in Exhibit D to this  
12 Agreement.

## 13 **Article 10**

### 14 **Inspections, Audits, and Public Records**

15 10.1 **Inspection of Documents.** The Contractor shall make available to the County, and  
16 the County may request in writing at any time during business hours and as often as the County  
17 deems necessary, all of the Contractor's records and data with respect to the matters covered  
18 by this Agreement, excluding attorney-client privileged communications. The Contractor shall,  
19 upon request by the County, permit the County to audit and inspect all of such records and data  
20 to ensure the Contractor's compliance with the terms of this Agreement. All audits shall be on  
21 an occurrence basis, and limited to work performed on a time and materials basis under this  
22 Agreement.

23 10.2 **State Audit Requirements.** If the compensation to be paid by the County under this  
24 Agreement exceeds \$10,000, the Contractor is subject to the examination and audit of the  
25 California State Auditor, as provided in Government Code section 8546.7, for a period of three  
26 years after final payment under this Agreement. This section survives the termination of this  
27 Agreement.

1       10.3   **Public Records.** The County is not limited in any manner with respect to its public  
2 disclosure of this Agreement or any record or data that the Contractor may provide to the  
3 County, unless such record or data is proprietary in nature or otherwise essential to Contractor's  
4 business operations. The County's public disclosure of this Agreement or any record or data  
5 that the Contractor may provide to the County may include but is not limited to the following:

6           (A) The County may voluntarily, or upon request by any member of the public or  
7 governmental agency, disclose this Agreement to the public or such governmental  
8 agency.

9           (B) The County may voluntarily, or upon request by any member of the public or  
10 governmental agency, disclose to the public or such governmental agency any record or  
11 data that the Contractor may provide to the County, unless such disclosure is prohibited  
12 by court order.

13           (C) This Agreement, and any record or data that the Contractor may provide to the  
14 County, is subject to public disclosure under the Ralph M. Brown Act (California  
15 Government Code, Title 5, Division 2, Part 1, Chapter 9, beginning with section 54950).

16           (D) This Agreement, and any record or data that the Contractor may provide to the  
17 County, is subject to public disclosure as a public record under the California Public  
18 Records Act (California Government Code, Title 1, Division 10, Chapter 3, beginning  
19 with section 7920.200) ("CPRA").

20           (E) This Agreement, and any record or data that the Contractor may provide to the  
21 County, is subject to public disclosure as information concerning the conduct of the  
22 people's business of the State of California under California Constitution, Article 1,  
23 section 3, subdivision (b).

24           (F) Any marking of confidentiality or restricted access upon or otherwise made with  
25 respect to any record or data that the Contractor may provide to the County shall be  
26 disregarded and have no effect on the County's right or duty to disclose to the public or  
27 governmental agency any such record or data.  
28

10.4 **Public Records Act Requests.** If the County receives a written or oral request under the CPRA to publicly disclose any record that is in the Contractor's possession or control, and which the County has a right, under any provision of this Agreement or applicable law, to possess or control, then the County may demand, in writing, that the Contractor deliver to the County, for purposes of public disclosure, the requested records that may be in the possession or control of the Contractor. Within five business days after the County's demand, the Contractor shall (a) deliver to the County all of the requested records that are in the Contractor's possession or control, together with a written statement that the Contractor, after conducting a diligent search, has produced all requested records that are in the Contractor's possession or control, or (b) provide to the County a written statement that the Contractor, after conducting a diligent search, does not possess or control any of the requested records. The Contractor shall cooperate with the County with respect to any County demand for such records. If the Contractor wishes to assert that any specific record or data is exempt from disclosure under the CPRA or other applicable law, it must deliver the record or data to the County and assert the exemption by citation to specific legal authority within the written statement that it provides to the County under this section. The Contractor's assertion of any exemption from disclosure is not binding on the County, but the County will give at least 10 days' advance written notice to the Contractor before disclosing any record subject to the Contractor's assertion of exemption from disclosure. The Contractor shall indemnify the County for any court-ordered award of costs or attorney's fees under the CPRA that results from the Contractor's delay, claim of exemption, failure to produce any such records, or failure to cooperate with the County with respect to any County demand for any such records.

## Article 11

## Disclosure of Self-Dealing Transactions

11.1 **Applicability.** This Article 11 applies if the Contractor is operating as a corporation, or changes its status to operate as a corporation.

11.2 **Duty to Disclose.** If any member of the Contractor's board of directors is party to a self-dealing transaction, he or she shall disclose the transaction by completing and signing a

1 “Self-Dealing Transaction Disclosure Form” (Exhibit C to this Agreement) and submitting it to  
2 the County before commencing the transaction or immediately after.

3 11.3 **Definition.** “Self-dealing transaction” means a transaction to which the Contractor is  
4 a party and in which one or more of its directors, as an individual, has a material financial  
5 interest.

## 6 **Article 12**

### 7 **General Terms**

8 12.1 **Modification.** Except as provided in Article 6, “Termination and Suspension,” this  
9 Agreement may not be modified, and no waiver is effective, except by written agreement signed  
10 by both parties. The Contractor acknowledges that County employees have no authority to  
11 modify this Agreement except as expressly provided in this Agreement.

12 12.2 **Non-Assignment.** Neither party may assign its rights or delegate its obligations  
13 under this Agreement without the prior written consent of the other party.

14 12.3 **Governing Law.** The laws of the State of California govern all matters arising from  
15 or related to this Agreement.

16 12.4 **Jurisdiction and Venue.** This Agreement is signed and performed in Fresno  
17 County, California. The Contractor consents to California jurisdiction for actions arising from or  
18 related to this Agreement, and, subject to the Government Claims Act, all such actions must be  
19 brought and maintained in Fresno County. The prevailing party shall be reimbursed for all costs  
20 and reasonable attorney’s fees.

21 12.5 **Construction.** The final form of this Agreement is the result of the parties’ combined  
22 efforts. If anything in this Agreement is found by a court of competent jurisdiction to be  
23 ambiguous, that ambiguity shall not be resolved by construing the terms of this Agreement  
24 against either party.

25 12.6 **Days.** Unless otherwise specified, “days” means calendar days.

26 12.7 **Headings.** The headings and section titles in this Agreement are for convenience  
27 only and are not part of this Agreement.  
28

1       12.8   **Severability.** If anything in this Agreement is found by a court of competent  
2 jurisdiction to be unlawful or otherwise unenforceable, the balance of this Agreement remains in  
3 effect, and the parties shall make best efforts to replace the unlawful or unenforceable part of  
4 this Agreement with lawful and enforceable terms intended to accomplish the parties' original  
5 intent.

6       12.9   **Nondiscrimination.** During the performance of this Agreement, the Contractor shall  
7 not unlawfully discriminate against any employee or applicant for employment, or recipient of  
8 services, because of race, religious creed, color, national origin, ancestry, physical disability,  
9 mental disability, medical condition, genetic information, marital status, sex, gender, gender  
10 identity, gender expression, age, sexual orientation, military status or veteran status pursuant to  
11 all applicable State of California and federal statutes and regulation.

12       12.10   **No Waiver.** Payment, waiver, or discharge by the County of any liability or obligation  
13 of the Contractor under this Agreement on any one or more occasions is not a waiver of  
14 performance of any continuing or other obligation of the Contractor and does not prohibit  
15 enforcement by the County of any obligation on any other occasion.

16       12.11   **Entire Agreement.** This Agreement, including its exhibits, is the entire agreement  
17 between the Contractor and the County with respect to the subject matter of this Agreement,  
18 and it supersedes all previous negotiations, proposals, commitments, writings, advertisements,  
19 publications, and understandings of any nature unless those things are expressly included in  
20 this Agreement. If there is any inconsistency between the terms of this Agreement without its  
21 exhibits and the terms of the exhibits, then the inconsistency will be resolved by giving  
22 precedence first to the terms of this Agreement without its exhibits, and then to the terms of the  
23 exhibits.

24       12.12   **No Third-Party Beneficiaries.** This Agreement does not and is not intended to  
25 create any rights or obligations for any person or entity except for the parties.

26       12.13   **Authorized Signature.** The Contractor represents and warrants to the County that:

27               (A) The Contractor is duly authorized and empowered to sign and perform its  
28 obligations under this Agreement.

1 (B) The individual signing this Agreement on behalf of the Contractor is duly  
2 authorized to do so and his or her signature on this Agreement legally binds the  
3 Contractor to the terms of this Agreement.

4 12.14 **Electronic Signatures.** The parties agree that this Agreement may be executed by  
5 electronic signature as provided in this section.

6 (A) An “electronic signature” means any symbol or process intended by an individual  
7 signing this Agreement to represent their signature, including but not limited to (1) a  
8 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
9 electronically scanned and transmitted (for example by PDF document) version of an  
10 original handwritten signature.

11 (B) Each electronic signature affixed or attached to this Agreement (1) is deemed  
12 equivalent to a valid original handwritten signature of the person signing this Agreement  
13 for all purposes, including but not limited to evidentiary proof in any administrative or  
14 judicial proceeding, and (2) has the same force and effect as the valid original  
15 handwritten signature of that person.

16 (C) The provisions of this section satisfy the requirements of Civil Code section  
17 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3,  
18 Part 2, Title 2.5, beginning with section 1633.1).

19 (D) Each party using a digital signature represents that it has undertaken and  
20 satisfied the requirements of Government Code section 16.5, subdivision (a),  
21 paragraphs (1) through (5), and agrees that each other party may rely upon that  
22 representation.

23 (E) This Agreement is not conditioned upon the parties conducting the transactions  
24 under it by electronic means and either party may sign this Agreement with an original  
25 handwritten signature.

26 12.15 **Counterparts.** This Agreement may be signed in counterparts, each of which is an  
27 original, and all of which together constitute this Agreement.

12.16 **Damages.** Except for damages resulting out of either Party's indemnification obligations and subject to Section 8.1 hereof, in no event shall Contractor nor County be liable to the other under this Agreement for indirect, special, liquidated, incidental, exemplary or consequential damages, or for loss of use, loss of income, loss of opportunity, or other similar remote damages or penalties.

[SIGNATURE PAGE FOLLOWS]

1 The parties are signing this Agreement on the date stated in the introductory clause.

2 TK ELEVATOR CORPORATION

COUNTY OF FRESNO

3  
4 Jennifer Mals

Jennifer Mals (Feb 7, 2025 10:43 EST)

5 Jennifer Mals, Contract Analyst

6 3711 W. Swift Ave.  
7 Fresno, CA 93722

Ernest Buddy Mendes

Ernest Buddy Mendes, Chairman of the  
Board of Supervisors of the County of Fresno

8 **Attest:**

Bernice E. Seidel  
Clerk of the Board of Supervisors  
County of Fresno, State of California

9  
10 By: Hana M

Deputy

11 For accounting use only:

12 Org No.: 8935  
13 Account No.: 7205  
14 Fund No.: 1045  
15 Subclass No.: 10000  
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## Exhibit A

### Scope of Services

The Contractor shall provide all labor, materials, tools, transportation, and equipment required for routine and non-routine emergency testing, maintenance, and repair services for all elevators located in County owned and operated facilities.

#### **Routine Services:**

The Contractor shall provide the County with routine testing and maintenance/repair services for all County facility elevators listed in this Exhibit A. This testing will be performed **monthly** unless otherwise specified below.

This shall include, but is not limited to, testing of all controls for proper operation, system testing, written reporting, and all prescribed maintenance. The Contractor shall regularly and systematically examine, adjust, lubricate, and if conditions warrant, repair, or replace the:

- **Machine**: Including worm, gear thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings, and components.
- **Pump Unit**: Including pump, V-belts, strainers, silencers, springs, and gaskets.
- **Motor**: Including motor windings, bearings, rotating element, commutators, brushes, and brush holders.
- **Motor Generator**: Including windings, bearings, rotating element, commutators, brushes, and brush holders.
- **Jack Unit**: Including plunger, guide bearing, packing, and packing gland.
- **Controller**: Including relays, resistors, contacts, coils, leads, fuses, transformers, timing devices, and solid state components.
- **Selector**: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers, and solid state components.
- **Governor**: Including sheave bearings, shafts, contacts, and jaws.
- **Car**: Including power door operator, door protective devices, car door hangers, car door contact, load weighing equipment, car safety devices, and car guide shoes.
- **Hoistway**: Including deflector sheave, secondary sheaves, buffers, governor tension assemblies, guide rails, limit switches, compensating sheave assemblies, compensating

## Exhibit A

chain of cables, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs, and auxiliary closer.

- Firefighters' Operation.
- Accessory Equipment: Including all accessory elevator equipment installed prior to commencement of this contract.
- Fixtures: Car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches, and locks. Lamps and sockets will be replaced during regular examinations only or will otherwise be subject to separate billing.
- Furnish Lubricants: Compounded to specifications and selected to give the best performance.
- Furnish and Maintain: Hydraulic fluid at proper operating level.
- Wire ropes: Will be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.
- Battery Lowering Devices: Shall be tested at **quarterly** intervals, batteries, shall be replaced as necessary.

The quality of the work performed shall be to the best of trade practices, performed by technicians thoroughly trained and familiar with the respective systems.

The Contractor shall, at all times, protect the buildings from damage; remove and replace with new work any work damaged by Contractor's actions and/or failure to provide protection. Replacement of damaged work arising from or related to Contractor's acts, actions, omissions, or negligence will be performed at no additional cost to the County.

All work areas shall be cleaned up and all debris removed by the Contractor at the end of the workday. Upon completion of work at each worksite, the Contractor shall remove all equipment and surplus material from the premises and legally dispose of it.

When work is performed in secured facilities, it is incumbent upon all Contractors to alert all County staff of the necessity for extreme care in accounting for, and keeping all areas free of any and all types of hand tools, power tools, small parts, scrap material, and all other materials

## Exhibit A

which might be concealed upon the person of an inmate/ward/patient, at all times when such tools and materials are not being used for the task at hand.

All work must be approved by the Facility Services Manager or their designee before work can begin. The Contractor responding to a service request shall report to the building manager prior to beginning work and at the completion of work.

Each work area shall be kept clean and in order both during working hours and at the completion of the working day.

Contractor will service County's equipment and its component parts in their present condition with the understanding that Contractor shall neither be required nor obligated to service, make renewals or repairs upon the equipment by reason of negligence, obsolescence, misuse of the equipment, loss of power, blown fuses, tripped stop switches, theft, vandalism, explosion, fire, power failure, water damage, storm, lightning, nuisance calls or by any other reason or any other cause beyond Contractor's control, except ordinary wear and tear from the commencement date of this Agreement. With the passage of time, equipment technology and designs will change. If any part or component of any equipment cannot, in Contractor's sole opinion, be safely repaired, and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. County will be responsible for all charges associated with replacing that obsolete part or component, as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, Contractor will not be required to make any changes or recommendations in the existing design or function the unit(s), nor will Contractor be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Any work not specifically covered under this Agreement shall be at County's sole expense.

### **Non-Routine Services**

## Exhibit A

The Contractor shall provide the County with non-routine maintenance and non-routine repair services all elevators. This work will include any work that is not routine in nature, but is also not considered an emergency service.

### **Emergency Services:**

Emergency Response Service Calls - The Contractor shall provide emergency response services. Details regarding each emergency service request will be relayed at the time of each call. The Contractor shall inform the County of any expected arrival delays. All services of a callback nature shall be treated as an emergency and work commenced shall be carried through to completion without delay.

Emergency Callbacks - Determination of call level is at the sole discretion of the Director of Internal Services/Chief Information Officer or other authorized County staff member acting in the same capacity, or his or her authorized representatives. Emergency callback levels are categorized as follows:

Level 1 – Requires onsite response in one hour or less.

Level 2 – Requires onsite response in four hours or less.

Level 3 – Requires onsite response at 7:00 am the next normal County working day.

### **Scheduling of Services:**

Routine, Non-Routine, and Emergency Services will be required to be performed during regular business hours (Regular hours) and after business hours (Premium hours). Regular hours are 7:00 am to 5:00 pm, Monday through Friday, excluding County Holidays. Any hours that fall outside of Regular hours will be considered Premium hours; this includes any work performed from 5:00 pm to 7:00 am, Monday through Friday, all weekends, and all County Holidays.

### **Equipment/Locations:**

Equipment, equipment details, and equipment locations are listed in this Exhibit A. Exhibit A includes current County elevators that require routine, non-routine, and emergency

## Exhibit A

1 testing, maintenance, and repair services, but the County reserves the right to add or remove  
2 equipment, or locations, as needed upon written confirmation Director of Internal Services/Chief  
3 Information Officer or other authorized County staff member acting in the same capacity, or his  
4 or her authorized representatives. Pricing for any additional locations will be determined by the  
5 Contractor and will be based upon same criteria used to generate pricing for the Quotation  
6 Schedule in RFQ No. 25-023.

### Contractor's License

9 The Contractor shall possess appropriate licenses for the project in accordance with the  
10 current regulations and statues. The Contractor must possess a current State of California  
11 Contractor's License, Class C-11 (Elevator Contractor) during the entirety of this Agreement.

## Exhibit A

Building Number	Building Name	Address	Elevator Nickname	Usage	State #	Elevator Type	Controller	Machine/Power Unit
601	Courthouse	1100 Van Ness	Courthouse WCL	WCL	104709	-	-	-
611	Brix Building	1221 Fulton Mall	Brix 1	Passenger	45217	OH Geared	MCE	Westinghouse
611	Brix Building	1221 Fulton Mall	Brix 2	Passenger	44761	OH Geared	MCE	Westinghouse
611	Brix Building	1221 Fulton Mall	Brix 3	Passenger	68036	OH Geared	MCE	Westinghouse
612	Mercer Building	1221 Fulton Mall	Mercer	Passenger	70759	PTC AC	MCE	Westinghouse
607	Main Jail	1225 M St.	Main Jail #1	Passenger	88427	OH Gearless	TK	Imperial
607	Main Jail	1225 M St.	Main Jail #2	Passenger	88428	OH Gearless	TK	Imperial
607	Main Jail	1225 M St.	Main Jail #3	Passenger	88429	OH Gearless	TK	Imperial
607	Main Jail	1225 M St.	Main Jail #4	Passenger	88430	OH Gearless	TK	Imperial
642	Recorder's Office	1250 Van Ness	Recorders Office	Passenger	190729	Hydraulic	TK Tac 32	TK
608	North Jail	1265 M St.	North Jail Annex #	Passenger	101172	IMC AC	MCE	H/W Montgomery
608	North Jail	1265 M St.	North Jail Annex #4	Passenger	101174	Hydraulic	Montgomery	Original Montgomery
608	North Jail	1266 M St.	North Jail Annex #2	Passenger	101173	IMC AC	MCE	H/W Montgomery
608	North Jail	1267 M St.	North Jail Annex #3	Passenger	126069	IMC AC	MCE	H/W Montgomery
608	North Jail	1268 M St.	North Jail Annex #5	Passenger	101171	IMC AC	MCE	H/W Montgomery
884	L Street	1404 L Street	L Street	Passenger	43229	Hydraulic	Otis Relay	Original Otis
658	DBH HaWC Building	1925 E. Dakota	DBH HaWC Building	Passenger	92141	Hydraulic	Schindler 330 A	Schindler
663	Pontiac Building 4	200 Pontiac Way	Pontiac Building 4	Passenger	120294	Hydraulic	Dover DMC	Dover
864	Crocker	2135 Fresno St.	Crocker	Passenger	25636	OH Geared	Swift Futura	Otis
864	Crocker	2135 Fresno St.	Crocker	Passenger	25635	OH Geared	Swift Futura	Otis
604	Sheriff Admin	2200 Fresno St.	Sherriff Admin #1	Passenger	49571	VFMC 1000	MCE	Original Montgomery

## Exhibit A

Building Number	Building Name	Address	Elevator Nickname	Usage	State #	Elevator Type	Controller	Machine/Power Unit
604	Sheriff Admin	2200 Fresno St.	Sheriff Admin #2	Passenger	49572	VFMC 1000	MCE	Original Montgomery
605	South Jail	2204 Fresno St.	South Jail Annex #5	Passenger	884231	Hydraulic	Montgomery	Montgomery
605	South Jail	2204 Fresno St.	South Jail Annex Car #3	Passenger	62671	Hydraulic	MCE	-
605	South Jail	2204 Fresno St.	South Jail Annex Inmate #1	Passenger	109170	VFMC	MCE	H/W Montgomery
605	South Jail	2204 Fresno St.	South Jail Annex Inmate #2	Passenger	108973	VFMC	MCE	H/W Montgomery
605	South Jail	2204 Fresno St.	South Jail Annex Kitchen #1	Passenger	88432	Hydraulic	Montgomery	Montgomery
605	South Jail	2204 Fresno St.	South Jail Annex Kitchen #2	Passenger	88433	Hydraulic	Montgomery	Montgomery
610	Plaza Building	2220 Tulare St.	Plaza Building	Passenger	39757	Hydraulic	Vertitron	Original
610	Plaza Building	2220 Tulare St.	Plaza Building	Passenger	39758	Hydraulic	CJ Anderson Relay	Original
610	Plaza Building	2220 Tulare St.	Plaza Building PE4	Passenger	39754	DC SCR	MCE	Wesinghouse
610	Plaza Building	2220 Tulare St.	Plaza Building PE5	Passenger	39755	DC SCR	MCE	Wesinghouse
610	Plaza Building	2220 Tulare St.	Plaza Building 1	Passenger	39751	DC-SCR	MCE	Westinghouse
610	Plaza Building	2221 Tulare St.	Plaza Building 2	Passenger	39752	DC-SCR	MCE	Westinghouse
610	Plaza Building	2222 Tulare St.	Plaza Building 3	Passenger	39753	DC-SCR	MCE	Westinghouse

## Exhibit A

Building Number	Building Name	Address	Elevator Nickname	Usage	State #	Elevator Type	Controller	Machine/Power Unit
603	Hall of Records	2281 Tulare St.	Hall of Records #1	Passenger	36679	OH Gearless	TK	Imperial
603	Hall of Records	2281 Tulare St.	Hall of Records #2	Passenger	21599	OH Gearless	TK	Imperial
800	Central Library	2420 Mariposa St	Central Library	Passenger	32985	OH Geared	MCE	Otis
800	Central Library	2420 Mariposa St	Central Library Frt	Freight	32959	OH Geared	Otis Relay	Otis
800	Central Library	2420 Mariposa St	Central Library DW	Dumbwaiter	33337	Dumbwaiter	Otis Relay	Otis
437	Elections Warehouse	4525 E Hamilton	Elections Warehouse	Passenger	62684	Hydraulic	Tac 32	New
815	Laton Branch Library	6313 E. DeWoody St.	Laton Library WCL	WCL	-	-	-	-
200	Kearney Park	6752 W. Kearney	Kearney Park WCL	WCL	181056	WCL	-	-
606	West Jail	2208 Merced St.	West Jail #1	Passenger	190856	-	-	-
606	West Jail	2208 Merced St.	West Jail #2	Passenger	185634	-	-	-
606	West Jail	2208 Merced St.	West Jail #3	Passenger	190857	-	-	-
606	West Jail	2208 Merced St.	West Jail #4	Passenger	190858	-	-	-
606	West Jail	2208 Merced St.	West Jail #5	Passenger	190859	-	-	-



## Exhibit B

### Compensation

The Contractor will be compensated for performance of its services under this Agreement as provided in this Exhibit B. The Contractor is not entitled to any compensation except as expressly provided in this Exhibit B.

A maximum 5% increase per year, to coincide with the SF-Oakland-Hayward Consumer Price Index, may apply for any additional optional renewal terms. The County will not accept any other price increase during the term of the Agreement.

### Scheduled Services

Building Number	Building Name	Address	Elevator Nickname	Monthly Routine Services Rate Year 1	Monthly Routine Services Rate Year 2	Monthly Routine Services Rate Year 3
601	Courthouse	1100 Van Ness	Courthouse WCL	\$ 318.55	\$ 331.29	\$ 344.54
611	Brix Building	1221 Fulton Mall	Brix 1	\$ 651.21	\$ 677.26	\$ 704.35
611	Brix Building	1221 Fulton Mall	Brix 2	\$ 651.21	\$ 677.26	\$ 704.35
611	Brix Building	1221 Fulton Mall	Brix 3	\$ 729.18	\$ 758.35	\$ 788.68
612	Mercer Building	1221 Fulton Mall	Mercer	\$ 634.43	\$ 659.81	\$ 686.20
607	Main Jail	1225 M St.	Main Jail #1	\$ 619.44	\$ 644.22	\$ 669.99
607	Main Jail	1225 M St.	Main Jail #2	\$ 619.44	\$ 644.22	\$ 669.99
607	Main Jail	1225 M St.	Main Jail #3	\$ 687.20	\$ 714.69	\$ 743.28
607	Main Jail	1225 M St.	Main Jail #4	\$ 602.66	\$ 626.77	\$ 651.84
642	Recorder's Office	1250 Van Ness	Recorders Office	\$ 387.84	\$ 403.35	\$ 419.49
608	North Jail	1265 M St.	North Jail Annex #1	\$ 653.76	\$ 679.91	\$ 707.11
608	North Jail	1266 M St.	North Jail Annex #4	\$ 653.76	\$ 679.91	\$ 707.11
608	North Jail	1267 M St.	North Jail Annex #2	\$ 653.76	\$ 679.91	\$ 707.11
608	North Jail	1268 M St.	North Jail Annex #3	\$ 653.76	\$ 679.91	\$ 707.11
608	North Jail	1265 M St.	North Jail Annex #5	\$ 437.04	\$ 454.52	\$ 472.70
884	L Street	1404 L Street	L Street	\$ 440.82	\$ 458.45	\$ 476.79
658	DBH HaWC Building	1925 E. Dakota	DBH HaWC Building	\$ 412.96	\$ 429.48	\$ 446.66
663	Pontiac Building 4	200 Pontiac Way	Pontiac Building 4	\$ 387.84	\$ 403.35	\$ 419.49
864	Crocker	2135 Fresno St.	Crocker	\$ 656.71	\$ 682.98	\$ 710.30
864	Crocker	2135 Fresno St.	Crocker	\$ 656.70	\$ 682.97	\$ 710.29
604	Sheriff Admin	2200 Fresno St.	Sherriff Admin #1	\$ 628.59	\$ 653.73	\$ 679.88
604	Sheriff Admin	2200 Fresno St.	Sheriff Admin #2	\$ 628.58	\$ 653.72	\$ 679.87
605	South Jail	2204 Fresno St.	South Jail Annex #5	\$ 435.86	\$ 453.29	\$ 471.43
605	South Jail	2204 Fresno St.	South Jail Annex Car #3	\$ 476.65	\$ 495.72	\$ 515.54
605	South Jail	2204 Fresno St.	South Jail Annex Inmate #1	\$ 647.27	\$ 673.16	\$ 700.09
605	South Jail	2204 Fresno St.	South Jail Annex Inmate #2	\$ 647.27	\$ 673.16	\$ 700.09

## Exhibit B

Building Number	Building Name	Address	Elevator Nickname	Monthly Routine Services Rate Year 1	Monthly Routine Services Rate Year 2	Monthly Routine Services Rate Year 3
605	South Jail	2204 Fresno St.	South Jail Annex Kitchen #1	\$ 435.87	\$ 453.30	\$ 471.44
605	South Jail	2204 Fresno St.	South Jail Annex Kitchen #2	\$ 435.86	\$ 453.29	\$ 471.43
610	Plaza Building	2220 Tulare St.	Plaza Building	\$ 449.82	\$ 467.81	\$ 486.53
610	Plaza Building	2220 Tulare St.	Plaza Building	\$ 449.82	\$ 467.81	\$ 486.53
610	Plaza Building	2220 Tulare St.	Plaza Building PE4	\$ 835.71	\$ 869.14	\$ 903.90
610	Plaza Building	2220 Tulare St.	Plaza Building PE5	\$ 896.89	\$ 932.77	\$ 970.08
610	Plaza Building	2220 Tulare St.	Plaza Building 1	\$ 955.88	\$ 994.12	\$ 1,033.88
610	Plaza Building	2221 Tulare St.	Plaza Building 2	\$ 955.88	\$ 994.12	\$ 1,033.88
610	Plaza Building	2222 Tulare St.	Plaza Building 3	\$ 969.24	\$ 1,008.01	\$ 1,048.33
603	Hall of Records	2220 Tulare St.	Hall of Records #1	\$ 638.88	\$ 664.44	\$ 691.01
603	Hall of Records	2281 Tulare St.	Hall of Records #2	\$ 638.88	\$ 664.44	\$ 691.01
800	Central Library	2281 Tulare St.	Central Library	\$ 628.59	\$ 653.73	\$ 679.88
800	Central Library	2420 Mariposa St	Central Library Frt	\$ 628.59	\$ 653.73	\$ 679.88
800	Central Library	2420 Mariposa St	Central Library DW	\$ 272.99	\$ 283.91	\$ 295.27
437	Elections Warehouse	2420 Mariposa St	Elections Warehouse	\$ 390.39	\$ 406.01	\$ 422.25
815	Laton Branch Library	4525 E Hamilton	Laton Library WCL	\$ 262.31	\$ 272.80	\$ 283.71
200	Kearney Park	6752 W. Kearney	Kearney Park WCL	\$ 276.00	\$ 287.04	\$ 298.52
606	West Jail	2208 Merced St.	Jail #1	\$ 887.15	\$ 922.64	\$ 959.54
606	West Jail	2208 Merced St.	Jail #2	\$ 903.93	\$ 940.09	\$ 977.69
606	West Jail	2208 Merced St.	Jail #3	\$ 887.15	\$ 922.64	\$ 959.54
606	West Jail	2208 Merced St.	Jail #4	\$ 461.53	\$ 479.99	\$ 499.19
606	West Jail	2208 Merced St.	Jail #5	\$ 470.15	\$ 488.96	\$ 508.51

### Non-Routine Labor Rates

	Hourly Rate Year 1	Hourly Rate Year 2	Hourly Rate Year 3
<b>Regular Hours</b>	\$ 435.00	\$ 452.00	\$ 470.00
<b>Premium Hours</b>	\$ 695.00	\$ 722.00	\$ 751.00

### Parts

All parts replaced during routine and non-routine services will be reimbursed at cost. A copy of the original invoice must accompany the invoice for payment.

### Additional Compensation

An approximate \$1,000,000 will be included, annually, and will be utilized on an as-needed basis for any Non-Routine Labor and Parts.

## **Exhibit C**

### **Self-Dealing Transaction Disclosure Form**

In order to conduct business with the County of Fresno ("County"), members of a contractor's board of directors ("County Contractor"), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the County. A self-dealing transaction is defined below:

"A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest."

The definition above will be used for purposes of completing this disclosure form.

#### **Instructions**

- (1) Enter board member's name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member's company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the County. At a minimum, include a description of the following:
  - a. The name of the agency/company with which the corporation has the transaction; and
  - b. The nature of the material financial interest in the Corporation's transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.

The form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

## Exhibit C

<b>(1) Company Board Member Information:</b>			
<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			
<b>(2) Company/Agency Name and Address:</b>			
<b>(3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to)</b>			
<b>(4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code § 5233 (a)</b>			
<b>(5) Authorized Signature</b>			
<b>Signature:</b>		<b>Date:</b>	

## Exhibit D

### Insurance Requirements

#### 1. Required Policies

Without limiting the County's right to obtain indemnification from the Contractor or any third parties, the Contractor, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of this Agreement.

- (A) **Commercial General Liability.** Commercial general liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis. Coverage must include products, completed operations, property damage, bodily injury, personal injury, and advertising injury. The Contractor shall obtain an endorsement to this policy naming the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, as additional insureds, but only insofar as the operations under this Agreement are concerned. Additional Insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by Contractor's acts, actions, omissions or negligence and shall not apply to the extent caused by the additional insured's own acts, actions, omissions or negligence. Such coverage for additional insureds will apply as primary insurance and any other insurance, or self-insurance, maintained by the County is excess only and not contributing with insurance provided under the Contractor's policy.
- (B) **Automobile Liability.** Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for property damages. Coverage must include any auto used in connection with this Agreement.
- (C) **Workers Compensation.** Workers compensation insurance as required by the laws of the State of California with statutory limits.
- (D) **Employer's Liability.** Employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for disease.

#### 2. Additional Requirements

- (A) **Verification of Coverage.** Within 30 days after the Contractor signs this Agreement, and at any time during the term of this Agreement as requested by the County's Risk Manager or the County Administrative Office, the Contractor shall deliver, or cause its broker or producer to deliver, to the County Risk Manager, at 2220 Tulare Street, 16th Floor, Fresno, California 93721, or [HRRiskManagement@fresnocountyca.gov](mailto:HRRiskManagement@fresnocountyca.gov), and by mail or email to the person identified to receive notices under this Agreement, certificates of insurance and endorsements for all of the coverages required under this Agreement.
  - (i) Each insurance certificate must state that: (1) the insurance coverage has been obtained and is in full force; (2) the County, its officers, agents, employees, and volunteers are not responsible for any premiums on the policy; and (3) the Contractor has waived its right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under any insurance policy

## Exhibit D

required by this Agreement and that waiver does not invalidate the insurance policy.

- (ii) The commercial general liability insurance certificate must also state, and include an endorsement, that the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, are additional insureds insofar as the operations under this Agreement are concerned. The commercial general liability insurance certificate must also state that the coverage shall apply as primary insurance and any other insurance, or self-insurance, maintained by the County shall be excess only and not contributing with insurance provided under the Contractor's policy.
- (iii) The automobile liability insurance certificate must state that the policy covers any auto used in connection with this Agreement.

(B) **Acceptability of Insurers.** All insurance policies required under this Agreement must be issued by admitted insurers licensed to do business in the State of California and possessing at all times during the term of this Agreement an A.M. Best, Inc. rating of no less than A: VII.

(C) **Notice of Cancellation or Change.** For each insurance policy required under this Agreement, the Contractor shall provide to the County, or ensure that the policy requires the insurer to provide to the County, written notice of any cancellation or change in the policy as required in this paragraph. For cancellation of the policy for nonpayment of premium, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 10 days in advance of cancellation. For cancellation of the policy for any other reason, and for any other change to the policy, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 30 days in advance of cancellation or change. The County in its reasonable discretion may determine that the failure of the Contractor or its insurer to timely provide a written notice required by this paragraph is a breach of this Agreement.

(D) **County's Entitlement to Greater Coverage.** If the Contractor has or obtains insurance with broader coverage, higher limits, or both, than what is required under this Agreement, then the County requires and is entitled to the broader coverage, higher limits, or both. Any deviation from the insurance requirements set forth in the agreement and modified herein shall be mutually agreed to in writing by both parties prior to becoming effective. To that end, the Contractor shall deliver, or cause its broker or producer to deliver, to the County's Risk Manager certificates of insurance and endorsements for all of the coverages that have such broader coverage, higher limits, or both, as required under this Agreement.

(E) **Waiver of Subrogation.** The Contractor waives any right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under the policy of worker's compensation insurance required by this Agreement. The Contractor is solely responsible to obtain any policy endorsement that may be necessary to accomplish that waiver, but the Contractor's waiver of subrogation under this paragraph is effective whether or not the Contractor obtains such an endorsement.

## Exhibit D

- (F) **County's Remedy for Contractor's Failure to Maintain.** If the Contractor fails to keep in effect at all times any insurance coverage required under this Agreement, the County may, in addition to any other remedies it may have, suspend or terminate this Agreement upon the occurrence of that failure.
- (G) **Subcontractors.** The Contractor shall require and verify that all subcontractors used by the Contractor to provide services under this Agreement maintain insurance meeting all insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.



**Subject: Hostage Situations**  
**Policy Number: 326.0**  
**Page: 1 of 2**  
**Date Originated: April 1, 2004**  
**Date Revised: February 1, 2008**  
**Authority: Title 15; Section 1327;**  
**California Code of Regulations**

It is imperative for the safety and security of all persons within Juvenile Justice Campus (JJC) facilities, as well as for those in the community, that minors are not allowed to leave the secure confines of the facilities by the taking of a hostage(s). If successful in securing a release through these means minors would be much more likely in the future to use this practice again in an attempt to escape the confines of the facilities. This would put those visiting and working at the JJC at higher level of risk and would jeopardize the safety of the community if the minor was in fact successful in securing his/her release.

The JJC is a "no-hostage" facility. This means that minors will not be released from custody under any circumstances due to the taking of a hostage(s). Any staff person taken hostage, no matter what their rank or status, immediately loses their authority and any orders issued by that person will not be followed.

## **I. HOSTAGE SITUATION PROCEDURES**

- A. If any minor(s) and/or other person(s) in the facility attempt to hold any person hostage, and they do not respond to verbal commands to stop staff will immediately notify the Watch Commander. He/she will respond to the location and assess the situation. If a hostage situation is in progress the Watch Commander will:
1. Summon assistance from other officers as required.
  2. Establish a secure perimeter around the hostage takers and allow no one to pass into it for any reason without authorization. Risks should not be taken that might allow the taking of additional hostages.
  3. Evacuate all non-essential persons at the scene to a safe location or any housing pod that is not directly involved in the incident.
  4. Direct officers to place minors in uninvolved housing pods in their rooms and have them remain there until directed otherwise. Minors outside of housing pods will remain in place under officer supervision until it is safe to return to their respective housing pods or any housing pod that is not directly involved in the incident.
  5. Immediately notify the Director or the Probation Services Manager/Assistant Director in his/her absence and confer with higher authority as to action to be taken. Administration in turn will notify the Chief.



## Exhibit E

### **Subject: Hostage Situation Policy #: 326.0**

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- B. The Fresno Sheriff's Dispatch Center (488-3111) will be notified immediately and a request for a trained hostage negotiator and other emergency personnel will be made as needed. Prior to the arrival of the Sheriff Department's hostage negotiator the Watch Commander will attempt to ascertain:
  - 1. The number and identity of both the hostages and hostage takers;
  - 2. Any known weapons possessed by the hostage takers;
  - 3. The demands of the hostage takers.
- C. The Watch Commander will retain and direct departing custody officers, as well as, available Probation peace officer staff to assist with security and safety needs, as necessary. Additional Juvenile Correctional Officers should be called in as may be needed to insure the safe and secure operation of the facility.
- D. The Watch Commander will coordinate with the Sheriff's Department all activities taken to resolve the hostage situation, including the use of appropriate force, and will maintain control of the facility until relieved of that duty by the presence of a Probation Services Manager/Assistant Director, Director, or the Chief Probation Officer.
- E. Once the hostage situation has been resolved the minors involved should be housed in the most secure setting available and all appropriate charges should be filed.
- F. Each officer and/or non-sworn staff member who was involved or observed the incident will complete an incident report and if required, the appropriate critical incident evaluation report(s) regarding the details of the incident prior to the end of his/her shift. (See Incident Report, located in JAS Probation View, under "Word Templates".)
- G. The Watch Commander will prepare a Critical Incident Investigation Report, using the Critical Incident Evaluation Report - Page 2 report form and the critical incident evaluation report(s) completed by the reporting persons at the time of the incident.

## **II. PARENTAL AND MEDIA INFORMATION**

- A. Attempts will be made at the direction of Administration to reach the families of the hostages to advise them of the situation. Notification will also be made to the parents of the hostage takers as deemed appropriate.
- B. All media inquiries will be referred to the Chief's office per departmental policy.

**Subject: Hostage**  
**Situation Policy #: 326.0**

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**III. SECURITY AND OPERATIONAL REVIEW**

Once the incident has been resolved a team will be established to conduct a security and operational review of the incident. The review will be conducted within 2 days of the resolution of the incident. The review team will be comprised of the facility administrator and/or facility Director, Probation Services Manager/Assistant Director and Supervising Juvenile Correctional Officers who are relevant to the incident. The team will review the circumstances leading up to the incident and any necessary corrective action necessary to ensure that such an incident does not repeat itself.

## Fresno County Probation Department

### *Vendors, Volunteers and Student Interns*

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# Vendors, Volunteers and Student Interns

## 308.1 PURPOSE AND SCOPE

This policy establishes guidelines for using Juvenile Justice Campus vendors, volunteers, and student interns, to supplement and assist Department personnel in their duties. Vendors and volunteers are members who can augment Department personnel and help complete various tasks.

### 308.1.1 DEFINITIONS

Definitions related to this policy include:

**Student intern** - A college, university, or graduate student gaining practical experience in a chosen field while performing services for the Department under supervision.

**Vendor** - An individual representing a company, outside agency, or non-profit organization, who is assigned to one of our facilities, performs a service for the Department, and may receive compensation for services rendered.

**Volunteer** - An individual who performs a service for the Department without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains and student interns.

## 308.2 POLICY

The Fresno County Probation Department shall ensure that vendors, volunteers and student interns are properly appointed, trained, and supervised to carry out specified tasks and duties in order to create an efficient Department and improve services to the community.

## 308.3 ELIGIBILITY

Requirements for participation as a vendor, volunteer or student intern for the Department may include but are not limited to:

- (a) Being at least 18 years of age.
- (b) Possession of liability insurance for any personally owned equipment, vehicles, or animals utilized during volunteer or student intern work.
- (c) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (d) Ability to meet physical requirements reasonably appropriate to the assignment.
- (e) A background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief Probation Officer or the authorized designee may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

## Fresno County Probation Department

### *Vendors, Volunteers and Student Interns*

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#### **308.4 RECRUITMENT, SELECTION, AND APPOINTMENT**

The Fresno County Probation Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral, and professional standards set forth by this Department.

##### **308.4.1 RECRUITMENT**

Volunteers and student interns are recruited on a continuous basis consistent with Department policy on equal opportunity, nondiscriminatory employment terms. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers and student interns should be submitted in writing by interested Department members to the Personnel Unit through the requester's immediate supervisor. A complete description of the volunteer's or intern's duties and a requested time frame should be included in the request. All Department members should understand that the recruitment of volunteers and student interns is enhanced by creative and interesting assignments.

Vendors are recruited/selected in accordance with the Fresno County Purchasing Office contract/agreement process.

##### **308.4.2 SELECTION**

Vendor, volunteer and student intern candidates shall successfully complete this process before appointment:

- (a) Submit the appropriate written application.
- (b) Current TB skin test (completed within the last 6 months).
- (c) Successfully complete an appropriate-level background investigation, which may include fingerprinting, and/or obtaining information from local, state, federal and Department of Motor Vehicle databases.

##### **308.4.3 APPOINTMENT**

Volunteers and student interns shall be placed only in assignments or programs consistent with their knowledge, skills, and abilities and the needs of the Department. Volunteers' and student interns' interests will be considered when placed in assignments.

Volunteers and student interns serve at the discretion of the Chief Probation Officer.

Vendors are appointed and placed in accordance with the Fresno County Purchasing Office contract/agreement.

#### **308.5 IDENTIFICATION**

As representatives of the Department, vendors, volunteers and student interns are responsible for presenting a professional image to the community. Vendors, volunteers and student interns shall dress appropriately for the conditions and performance of their duties, in compliance with Personal Appearance Standards and Uniform and Non-Uniform attire policies unless excluded by the Department.

## Fresno County Probation Department

### *Vendors, Volunteers and Student Interns*

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Vendors, volunteers and student interns will be issued Fresno County Probation Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Fresno County Probation Department identification cards, except that "Volunteer" or "Student Intern" will be indicated on the cards.

#### **308.6 PERSONNEL WORKING AS STUDENT INTERNS**

Qualified regular Department personnel, when authorized, may also serve as student interns. However, this Department shall not utilize the services of student interns in such a way that it would violate employment laws or collective bargaining agreements or memorandums of understanding (e.g., a Juvenile Correctional Officer participating as a student intern for reduced or no pay). Therefore, members shall consult with the Personnel Unit prior to allowing regular department personnel to serve in a student intern capacity (29 CFR 553.30).

#### **308.7 PERSONNEL UNIT**

The function of the Personnel Unit is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services.

The responsibilities of the Personnel Unit include but are not limited to:

- (a) Recruiting and selecting qualified volunteers and student interns.
- (b) Maintaining records for each vendor, volunteer and student intern.
- (c) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (d) Maintaining a liaison with colleges and universities that provide student interns to promote the intern program with both students and the educational system.
- (e) Maintaining volunteer and student intern orientation and training materials and outlining expectations, policies, and responsibilities for all volunteers and student interns.

#### **308.8 DUTIES AND RESPONSIBILITIES**

Volunteers assist department personnel as needed. Assignments of volunteers may be to any division within the Department, as needed. Volunteers should be placed only in assignments or programs consistent with their knowledge, skills, interests, abilities and the needs of the Department. Student interns should be assigned to areas that meet the needs of both their educational program and the Department. Vendors will be assigned per the contract/agreement.

##### **308.8.1 COMPLIANCE**

Vendors, volunteers and student interns shall be required to adhere to all Department policies and procedures. Policies and procedures are available on the Department website and will be made available to each vendor, volunteer, and student intern upon appointment. The vendor, volunteer

## Fresno County Probation Department

### *Vendors, Volunteers and Student Interns*

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and student intern shall become thoroughly familiar with these policies as directed by the Chief Probation Officer or the authorized designee.

Whenever a rule, regulation, or guideline in this Custody Manual refers to regular Department personnel, it shall also apply to vendors, volunteers and student interns, unless by its nature it is inapplicable.

Vendors, volunteers and student interns are required by this Department to meet Department-approved training requirements as applicable to their assignments.

#### **308.9 TASK SPECIFIC TRAINING**

Task-specific training is intended to provide the required instruction and practice for vendors, volunteers and student interns to properly and safely perform their assigned duties. Training should correspond to the assignment.

Vendors, volunteers and student interns shall be provided with the policies of the Department and procedures applicable to their assignments.

Vendors, volunteers and student interns shall receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks and should receive ongoing training as deemed appropriate by their supervisors or the authorized designee.

Training should reinforce to vendors, volunteers and student interns that they shall not intentionally represent themselves as, or by omission give the impression that they are, Juvenile Correctional Officers or other full-time members of the Department. They shall always represent themselves as vendors, volunteers or student interns.

All vendors, volunteers and student interns shall comply with the standards of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

##### **308.9.1 STATE REQUIREMENTS**

The vendor, volunteer and student intern initial orientation shall include the following: safety and security issues and anti-discrimination policies.

#### **308.10 SUPERVISION**

Each vendor, volunteer and student intern must have a clearly identified supervisor who is responsible for direct management of that individual. This supervisor will be responsible for day-to-day management and guidance of the work of the vendor, volunteer or student intern and should be available for consultation and assistance.

Functional supervision of vendors, volunteers and student interns is the responsibility of the supervisor or the authorized designee in charge of their assigned duties. The following are some considerations that supervisors or the authorized designee should keep in mind while supervising vendors, volunteers and student interns:

- (a) Take the time to introduce vendors, volunteers and student interns to members on all levels.

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### *Vendors, Volunteers and Student Interns*

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- (b) Ensure vendors, volunteers and student interns have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give vendors, volunteers and student interns assignments or tasks that will utilize these valuable resources.
- (d) Ensure the work for student interns meets the needs of their educational program, while also meeting the needs of the Department.

#### 308.10.1 EVALUATIONS

Student interns may need evaluations as a requirement of their educational program.

#### 308.10.2 FITNESS FOR DUTY

No vendor, volunteer or student intern shall report for work or be at work when the individual's judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Vendors, volunteers and student interns shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes but is not limited to:

- (a) Driver's license.
- (b) Arrests.
- (c) Criminal investigations.
- (d) All law enforcement contacts.

#### 308.11 INFORMATION ACCESS

Volunteers and student interns should not have access to or be in the vicinity of criminal histories, investigative files, or information portals. Unless otherwise directed by a supervisor, the duties of the position, or Department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by Department policy and supervisory personnel.

A vendor, volunteer or student intern whose assignment requires the use of, or access to, confidential information will be required to be fingerprinted and have the fingerprints submitted to the California Department of Justice to obtain clearance. Vendors, volunteers and student interns working this type of assignment shall receive training in data practices and shall be required to sign a CLETS Employee/Volunteer Statement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing, or by any other means by the vendor, volunteer, or student intern is grounds for immediate dismissal and possible criminal prosecution.

Vendors, volunteers and student interns shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or

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### *Vendors, Volunteers and Student Interns*

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maintain that they represent the Department in such matters without permission from the proper Department personnel.

#### 308.11.1 RADIO AND DATABASE ACCESS USAGE

The supervisor or the authorized designee shall ensure that radio and database access training is provided for vendors, volunteers, and student interns whenever necessary.

#### **308.12 EQUIPMENT**

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a vendor, volunteer or student intern shall remain the property of the Department and shall be returned at the termination of service.

#### **308.13 TERMINATION OF SERVICES**

If a vendor or volunteer is the subject of a personnel complaint or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy. If a student intern is the subject of or is involved in an internal investigation, the coordinator of the educational program that sponsors the intern should be notified.

Vendors and volunteers are considered at-will and may be removed from service at the discretion of the Chief Probation Officer or the authorized designee, with or without cause. Vendors and volunteers shall have no property interest in their continued appointments. Vendors and volunteers may resign from service with the Department at any time. It is requested that vendors and volunteers who intend to resign provide advance notice and a reason for their decision.

#### **308.14 ISSUED DATE**

- 02/18/2022



Exhibit G

FRESNO COUNTY SHERIFF'S OFFICE  
JAIL DIVISION POLICIES AND PROCEDURES

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TITLE: HOSTAGE SITUATIONS  
FILE: HOSTAGE

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NO: B-130

EFFECTIVE DATE: 12-18-89                      REVISED: 08-06-90, 12-25-94, 05-06-96, 09-01-99,  
12-01-10  
AUTHORITY: Sheriff M. Mims              APPROVED BY: Assistant Sheriff T. Gattie  
REFERENCE: California Code of Regulations, Title 15, Section 1029(a)(7)(B) and  
Penal Code Section 236.

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PURPOSE:

The purpose of this policy is to establish procedures which provide for the resolution of a hostage-taking incident while preserving the safety of staff, public, inmates, and hostages, and maintaining facility security.

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POLICY:

The Fresno County Sheriff's Office Jail Division maintains a **NO HOSTAGE FACILITY** and will not consider bargaining with hostage takers for ANY reason.

It is the policy of the Fresno County Sheriffs Office Jail Division that once any staff member is taken hostage, they immediately lose their authority and any orders issued by that person will not be followed regardless of their rank or status.

It is the policy of the Fresno County Sheriffs Office Jail Division that the primary responsibility of all staff members in a hostage situation is to protect every person involved, if possible, from serious injury or death.

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PROCEDURES:

I. DEFINITION

**HOSTAGE SITUATION:** any staff member, citizen or inmate held against their will by another person for the purpose of escape, monetary gain or any reason which may place an individual in danger of losing life or suffering serious injury.

II. NOTIFICATIONS. CONTAINMENT AND CONTROL OF THE SITUATION

- A. Emergency procedures and notifications shall be implemented as per Emergency Planning procedures (B-101/FILE: EMERGENCY).
- B. The Watch Commander will notify the Patrol Watch Commander and apprise them of the incident. The Patrol Watch Commander may be requested to activate the Crisis Negotiations Team (CNT), outside support agencies, equipment, personnel, and

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dispatch a detective to the scene for the crime report.

III. DURING NEGOTIATIONS

- A. While at the scene, the CNT members will conduct all verbal or written communications between the hostage taker(s) and the Incident Commander. CNT will immediately notify the Incident Commander of any changes in the following situations:
  - 1. Hostage status
  - 2. Incident changes and developments
  - 3. Hostage taker demands
  - 4. Any and all pertinent information concerning the incident
- B. Staff members at the scene not actively involved with negotiations will not act or speak out to the hostage taker(s) or hostages.
- C. The Tactical Commander will formulate a plan to take the necessary actions, using the appropriate force, to terminate the hostage situation in the event negotiations fail. Hostage safety will be of paramount concern.

IV. HOSTAGE SURVIVAL STRATEGIES

- A. If taken hostage, it is important to make the transition from being a victim to being a survivor. The following are not strict rules that must be rigidly followed, but rather general guidelines. There will always be exceptions.
  - 1. Regain/maintain composure. Try to be calm, focused and clear-headed at all times. Do not stand out from other hostages. Drawing unnecessary attention increases the chance of being singled out and victimized.
  - 2. Maintain a low-key, unprovocative posture. Overt resistance is usually counterproductive in a hostage situation.
    - a. Remain calm and follow instructions. Comply with the hostage takers when at all possible.
    - b. Be stoic. Maintain an outward face of acceptance of adversity with dignity. Avoid open displays of cowardice and fear. Inmates will view frailty and feebleness as weakness, which may lead to victimization.
    - c. Do not antagonize, threaten or aggravate the hostage takers. Avoid saying "no", or arguing with the hostage takers. Do not act authoritative. The hostage takers

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- must make it known that they are in charge.
- d. Eye contact may be regarded as a challenge; make eye contact with the hostage takers sparingly.
  - e. Fight off basic instincts, such as anger and hostility. Be polite and remain alert. Speak normally and don't complain.
3. Hostages should try to establish a level of rapport or communication with their captors in attempt to get the captors to recognize them as human beings.
- 4.
- a. Find a mutual ground, an association with the hostage takers. Foster communication on non-threatening topics (e.g., family, hobbies, sports, interests).
  - b. Use the captors' first names, if known. However, if hostage takers are attempting to conceal their identity, do not give any indication that they are recognized.
  - c. Listen actively to the captors' feelings and concerns, but never praise, participate in, or debate their "cause". If they want to talk about their cause, act interested in their viewpoints. Avoid being overly solicitous, which may be viewed as patronizing or insincere.
  - d. Do not befriend the inmates; such an attempt will likely result in exploitation.
  - e. Try asking for items that will increase personal comfort. Make requests in a reasonable, low-key manner.
5. Be prepared to be isolated and disoriented.
- a. Do not talk to other hostages. The hostage takers may think a plot is being formed.
  - b. Develop mind games to stimulate thinking and maintain mental alertness.
6. Be tolerant of fellow hostages. Just as each person has different reactions to stress, each individual will have different methods of coping as a hostage. Some methods are not effective and may endanger the group, or be annoying to other hostages (e.g., constant talking). Try to help these people cope in other ways.
7. Gather intelligence. Hostages should take in and store as much detail, about their captors as possible without drawing attention to their efforts. Make mental notes and attempt to gather the following information: identification of the ring leader,

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the number of hostage takers, the type of weapons they are using, their tactics, location within the area, etc.

8. Maintain hope. Depending on the circumstances, resolution of hostage situations can be a lengthy process.
- B. Stay away from doors and windows through which rescue teams may enter or shoot. If a rescue is attempted, drop to the floor and keep hands in view.
- C. If there is a chance to escape, the hostage should be certain of their success.
  1. Balance the likely payoff of any behavior with the possible consequences. Hostage takers may use violence or death to teach a lesson.
  2. Realize that Central Control will not open any doors for anyone.
- D. Hostages should be aware of the "Stockholm Syndrome", whereby hostages begin to show sympathy toward their captors. Hostages who develop Stockholm Syndrome often view the captor as giving life by simply not taking it. Such hostages often misinterpret a lack of abuse as kindness and may develop feelings of appreciation for the perceived benevolence.

## **THE PRISON RAPE ELIMINATION (PREA) ACT**

All contractors must comply with the Prison Rape Elimination (PREA) Act as stated below:

The Contractor shall comply with all Prison Rape Elimination (PREA) Act standards for juvenile correctional facilities. Training will be provided by Probation at no charge to the Contractor. The Contractor will ensure that all staff assigned to work at the Juvenile Justice Campus (JJC) undergo a pre-employment Live Scan and criminal background security clearance by the Probation Department at no charge to the Contractor. No alcoholic beverages/drugs will be brought into any facility. Nor will anyone under the influence of alcoholic beverages or drugs be allowed inside. In the event of any disturbance inside the facilities, the Contractor's employees will immediately follow the orders of the Facility Administrator or his/her designees.

The Contractor shall comply with all Probation Department Policies and Procedures. In the event of a dispute involving the County staff and the contract employee, the on-duty Facility Administrator will have the final decision." **INFORMATION ON THE PRISON RAPE ELIMINATION ACT CAN BE FOUND HERE:** <http://www.prearesourcecenter.org/>

## **BACKGROUND INVESTIGATIONS AND IDENTIFICATION (ID) BADGES**

### **Background Investigations**

Prior to the beginning of any services, one (1) background check may be required for every member of the Contractor's personnel providing services to a building location for the life of the agreement. The background check may be required before access is given to any County facility/property. Clearance will only be granted after a successful background check, completed by the County of Fresno Sheriff's Department. Background checks provided by any agency other than the County of Fresno Sheriff's Department will not be accepted.

The current cost of a background check is \$52 per person. This cost will be incurred by the Contractor. One check covering the cost of background checks for all employees shall be made payable to: Sheriff, County of Fresno. The Contractor will be notified regarding the result of background checks. Those that are accepted will report to County of Fresno Security to have their photo taken and ID badge issued.

Background checks are done on a first-come, first serve basis between the hours of 7:00 a.m and 12:00 noon. Monday through Friday. The process takes approximately 20 minutes time. The amount of time it takes to receive the result of background checks varies from one day to a month (or longer), dependent upon the individual's history.

Individuals who are cleared through this process are entered into the Department of Justice database. Their records are flagged and the County of Fresno Sheriff's Department is notified if the person is ever arrested in the future.

When required by County, applicants' background checks must be approved prior to entering any County facility. Approval will not be granted to any individual possessing any of the following circumstances:

1. They have been convicted of a felony, or any crime involving moral turpitude, or carrying or possessing a dangerous weapon.
2. They have ever been charged with a felony or are currently under investigation for a felony.
3. They are charged with or convicted of any crime committed in or at a correctional institution.
4. They are currently on parole or probation or are a sentenced inmate at any correctional facility.
5. They have been refused a license as a private investigator or had such license revoked.
6. They have fraudulently represented themselves, their credentials, their employment or their criminal or arrest record on their application.
7. Make omissions or false statements on their application.
8. They have no valid reason for entering a facility.
9. Their admission into a facility could represents a threat to security, staff or inmate safety.
10. Further information regarding the criteria for background check clearance, including an appeal for process for someone who may be denied clearance is available upon request.

## **Exhibit I**

### **Identification (ID) Badges**

The Contractor's employees will be issued a badge that must be worn and be visible at all times during performance of work in any County building to identify the wearer as an individual who is authorized to enter County facilities.

1. ID badges will be given only after successfully completing the background investigation. ID badges will be issued when the photo is taken. If electronic access to any County facility is required, activation of the badge may take an additional 48 hours to complete.
2. The wearer will not escort or bring any other individuals into any County facilities. County issued ID badges are for the exclusive use of the individual named and pictured on the badge.
3. All ID badges will remain the property of the County and are returnable upon demand or upon the expiration of the contract. The Contractor will be responsible for collecting all ID badges issued and turning them in to the County Security Office when a contract ends or when an employee leaves employment. The Contractor will assume all responsibility for their employee's use of and the return of the County ID badges.

The ID badges will only be issued to individuals passing the Background check. Each individual will need to present themselves in person with a valid, clean, and legible copy of a Driver's license or State issued Identification Card to receive an ID badge.