

**EXHIBIT A**

**STATEMENT OF WORK**

**NARCOTICS AND NARCOTIC PARAPHERNALIA  
DISPOSAL SERVICES**

## TABLE OF CONTENTS

<b><u>PARAGRAPH</u></b>	<b><u>PAGE</u></b>
<b>1.0 SCOPE OF WORK.....</b>	<b>1</b>
<b>2.0 SPECIFIC WORK REQUIREMENTS .....</b>	<b>1</b>
2.1 Compliance Standards .....	1
2.2 Guidelines for Services Provided .....	1
2.3 Performance and Safety Requirements .....	2
2.4 Recording and Documentation.....	2
2.5 Inspection Request .....	2
<b>3.0 CONTRACTOR’S RESPONSIBILITIES.....</b>	<b>3</b>
3.1 Materials and Equipment.....	3
3.2 Training .....	3
3.3 Contractor’s Office .....	3
<b>4.0 HOURS/DAY OF WORK.....</b>	<b>3</b>
<b>5.0 WORK LOCATION .....</b>	<b>3</b>
<b>6.0 AS-NEEDED WORK .....</b>	<b>4</b>
<b>7.0 QUALITY CONTROL .....</b>	<b>4</b>
<b>8.0 QUALITY ASSURANCE PLAN .....</b>	<b>5</b>
8.1 As-Needed Meetings.....	5
8.2 County Observations.....	5

## **ATTACHMENTS**

- 1 Central Property and Evidence (CPE) Location Map**

# STATEMENT OF WORK (SOW)

## 1.0 SCOPE OF WORK

- 1.1 Contractor must provide on-site narcotics and narcotic paraphernalia disposal services (Services) for the Los Angeles County (County) Sheriff's Department (Department) Narcotics Bureau at Central Property and Evidence (CPE). Services will be required quarterly, or as-needed, as determined by the Department at its sole discretion.
- 1.2 This Statement of Work (SOW) defines the tasks and responsibilities of Contractor providing Services for the Department. Contractor must collect, destroy, dispose, and transport narcotics and narcotic paraphernalia as described throughout this SOW.

## 2.0 SPECIFIC WORK REQUIREMENTS

### 2.1 Compliance Standards

Contractor must maintain all required permits and licenses to engage in the destruction of narcotics and narcotic paraphernalia, and adhere to the following federal, state, and local laws and regulations, as it relates to the handling of narcotics and narcotic paraphernalia:

- a. Drug Enforcement Administration (DEA) regulations as outlined in 21 CFR Part 1300-1399.
- b. California Health and Safety Code-Division 10 (Controlled Substances Act).
- c. Resource Conservation and Recovery Act (RCRA) requirements for hazardous waste disposal.
- d. Environmental Protection Agency (EPA) guidelines pertaining to disposal of hazardous materials.
- e. Occupational Safety and Health Administration (OSHA) standards for handling hazardous substances.

### 2.2 Guidelines for Services Provided

Contractor must provide Services as described below:

- a. Destroying 5,000 pounds of narcotics and narcotic paraphernalia within an eight-hour work period, and/or 16,000 pounds within a three-day work period.
- b. Responding to CPE as listed in Paragraph 5.0 (Work Location) of this SOW, for the collection of all narcotics and narcotic paraphernalia.
- c. Utilizing an environmentally safe method for neutralizing and destroying narcotics and narcotic paraphernalia at CPE.
- d. Storing and transporting narcotic waste in sealed containers and transporting narcotic waste in a secured vehicle. Contractor's secured vehicle must be compliant with federal and state regulations for the disposal of controlled and

illicit substances, and designated for the off-site, legal disposal of hazardous waste.

- e. Documenting all processes, including chain of custody, destruction certificates, and all receipts and manifests involved in the process. Contractor must provide copies of the destruction certificates to County Project Manager via e-mail.
- f. Preparing an emergency response plan for handling any incidents while providing Services (e.g., spills, exposure, or accidents).

### **2.3 Performance and Safety Requirements**

Contractor must utilize industry safety guidelines and best practices, including, but not limited to the following:

- a. Ensuring personnel involved in collection, destruction, disposal, and transportation of narcotics are at least 18 years of age.
- b. Ensuring the use of appropriate personal protective equipment (PPE) at all times during the collection, destruction, disposal, and transportation phases. All employees must wear safety and protective gear according to OSHA standards.
- c. Ensuring secure operating procedures are in place, so unauthorized individuals do not access narcotics or narcotic paraphernalia.
- d. Maintaining updated safety data sheets on all narcotics and narcotic paraphernalia disposed of by Contractor, which includes the details of exposure and dangers of the narcotics.

### **2.4 Recording and Documentation**

2.4.1 Contractor must affix surveillance cameras inside all containment areas during destruction and disposal Services, and provide the County with a secure, private platform to view live-stream recordings.

2.4.2 Contractor must submit records of all completed Work to County Project Manager, including video and audio recordings, reports, and any written documentation produced as a result of providing Services.

### **2.5 Inspection Request**

Contractor must conduct a pre-site inspection for the County at CPE, prior to the first on-site destruction, at a Day and time mutually agreeable by the County and Contractor. County Project Manager will inspect the site area to identify any items or areas that could be utilized to increase on-site production and reduce any delays on the Days of destruction. This pre-site inspection must be conducted at no additional cost to the County.

### **3.0 CONTRACTOR'S RESPONSIBILITIES**

#### **3.1 Materials and Equipment**

- 3.1.1 Contractor is responsible for the purchase of all materials, equipment, PPE, and vehicles required to perform the Services described in this SOW.
- 3.1.2 The County will not provide electricity outlets, generators, water hoses, hookups, or any other utility or equipment necessary for Contractor to provide Services.

#### **3.2 Training**

- 3.2.1 Prior to providing Services under the Contract, all employees must be trained in their assigned tasks and in the safe handling of all equipment. Equipment must be checked daily for safety.
- 3.2.2 Contractor must provide continuing in-service training for all employees providing Services under the Contract.
- 3.2.3 Contractor must train and certify personnel in hazardous materials handling compliance, and documentation requirements.

#### **3.3 Contractor's Office**

Contractor must maintain an office with a telephone in the company's name where Contractor conducts business. The office must be staffed during the hours of 7:00 a.m. to 7:00 p.m. (Pacific Time), Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about Contractor's performance of the Contract. When the office is closed, an answering service must be provided to receive calls. Contractor must respond to calls received by the answering service within 24 hours of receipt of the call.

### **4.0 HOURS/DAY OF WORK**

- 4.1 Contractor has no guarantee of Work under the Contract. Contractor will be utilized on a quarterly and/or as-needed basis, as determined by the Department at its sole discretion.
- 4.2 Every quarter, Contactor must work with County Project Manager to schedule a Day and time for on-site destruction.
- 4.3 Contractor's Work hours may vary, depending on the needs of the Department. Generally, Work hours are from 8:00 a.m. to 5:00 p.m. (Pacific Time), Monday through Friday.
- 4.4 Contractor may be required to provide Services on weekends or [County-recognized holidays](#), at the sole discretion of the County.

### **5.0 WORK LOCATION**

- 5.1 Contactor must provide on-site Services at the following County facility:

Central Property and Evidence (CPE) Unit

14201 Telegraph Road  
Whittier, California 90604

- 5.2 The County will remain on-site to provide adequate security during the collection and destruction processes.
  - 5.2.1 Contractor must provide Services on the lot located immediately in front of CPE as described in Attachment 1 (CPE Location Map) to this SOW. Contractor's vehicle and equipment for on-site destruction must fit and operate within the described measurements.
- 5.3 The County may, at its sole discretion, require Contractor to provide Services at additional County facilities.

**6.0 AS-NEEDED WORK**

- 6.1 County Project Manager may authorize Contractor to perform as-needed Work when the need for such Work arises out of extraordinary incidents.
- 6.2 Prior to performing any as-needed Work, Contractor must prepare and submit a written description of the Work with an estimate of labor and time. If the as-needed Work exceeds Contractor's estimate, County Project Manager must approve the excess cost.
  - 6.2.1 In no instance, will Contractor commence Work prior to the County's written authorization.
- 6.3 All as-needed Work must commence on the established specified date. Contractor must proceed diligently to complete said Work within the time allotted.

**7.0 QUALITY CONTROL**

Contractor must establish and utilize a comprehensive Quality Control Plan (QCP) to ensure the County receives a consistently high level of Service throughout the Term of the Contract. The QCP must be submitted to County Project Manager for review. The QCP must include, but is not be limited, to the following:

- a. Method of monitoring to ensure that Contract requirements are being effectively and efficiently met.
- b. A record of all inspections conducted by Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, must be provided to the County upon request.
- c. Contractor must respond to complaints, specific to the Services being provided under the Contract, within 24-hours of notification of the complaint, as applicable. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint. The total cost incurred by the County will be deducted from Contractor's monthly invoice.

## **8.0 QUALITY ASSURANCE PLAN**

The County will evaluate Contractor's performance under the Contract no less frequently than on an annual basis. Contractor must make itself available to the County or its agents during business hours for any monitoring reviews. Such monitoring will include assessing Contractor's compliance with all Contract terms and conditions and performance standards. Contractor's deficiencies, which the County determines are significant or continuing and which may place performance of the Contract in jeopardy if not corrected, will be reported to the County's Board of Supervisors (Board) and listed in the appropriate Contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistently with corrective measures, the County may terminate the Contract or impose other penalties as specified in the Contract for Quality Assurance.

### **8.1 As-Needed Meetings**

During the Term of the Contract, Contractor Project Manager must be available to meet and confer with County Project Manager, as necessary, in person or by phone. Contractor will be notified by County Project Manager, three Days prior to the meeting, as to the date, time, and location (if applicable), of the meeting.

### **8.2 County Observations**

In addition to Department contracting staff, other County personnel may observe performance, activities, and review documents relevant to the Contract at any time during business hours (from Monday through Friday, 8:00 a.m. to 5:00 p.m.). However, these personnel may not unreasonably interfere with Contractor's performance.