

ATTACHMENT 1

STATEMENT OF WORK

1. INTRODUCTION

The Superior Court of California, County of Ventura is issuing this Request for Proposal to solicit proposals from highly qualified vendors to install blinds and roller shades on windows located in the court wing side of the Hall of Justice courthouse.

2. SCOPE OF WORK

The selected vendor shall provide the following products and services:

- Design, supply, and install interior white vertical retractable blinds with roller shades for 75 windows located in 43 rooms spread across on four floors of the courthouse.
- Remove, haul away, and dispose existing window curtains offsite.
- Work to be performed during non-court hours on weekends, court holidays, and/or nights.
- Ensure public hallways and corridors outside of each room are kept clean and clear of hazards at all times.
- Ensure furniture, fixtures, and flooring are properly protected from debris and damage during installation.
- Ensure each room is cleaned of debris, cleared of tools, equipment, supplies, and material; and furniture returned to their original positions prior to the start of each court day.

3. TECHNICAL REQUIREMENTS

The blinds and shades should meet the following minimum requirements:

- Made of high-quality material that is durable, weather-resistant, and easy to maintain.
- Easy to operate and effectively reduce heat and glare.
- Roller shades should provide between 3% and 15% shading, that is the level of sun blockage.
- Include 5 to 10 years of manufacturer's warranty and 1 to 3 years installation warranty.

Specific window locations, measurements, and quantifies are provided in the table below. The selected vendor is responsible for confirming the measurements of each window prior to ordering and installing the blinds and shades.

| Floor | Room Number | Window Measurement | | Number of Blinds and Shades per Window | Number of Windows |
|-------|-------------|--------------------|-------------------|--|-------------------|
| | | Width | Height | | |
| 1st | 1010 | 12 FT 4 INCHES | 6 FT 6 INCHES | 2 | 1 |
| | 1028 | 16 FT | 6 FT 5 1/2 INCHES | 2 | 1 |
| | 1032 | 16 FT | 6 FT 5 1/2 INCHES | 2 | 3 |
| | 1040 | 16 FT | 6 FT 5 1/2 INCHES | 2 | 3 |

RFP TITLE: HOJ COURT WING WINDOW COVERINGS**RFP #: 2526-292**

| | | | | | |
|-------------------------|------|----------------|--------------------|---|----|
| | 1044 | 16 FT | 6 FT 5 1/2 INCHES | 2 | 1 |
| | 1046 | 12 FT 4 INCHES | 6 FT 5 INCHES | 2 | 1 |
| | 1048 | 16 FT | 6 FT 6 INCHES | 2 | 2 |
| 2nd | 2004 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 2006 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 2008 | 16 FT | 5 FT 7 INCHES | 2 | 2 |
| | 2011 | 15 FT | 5 FT 8 INCHES | 2 | 1 |
| | 2012 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 2016 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 2020 | 6 FT 2 INCHES | 5 FT 8 INCHES | 2 | 1 |
| | | 6 FT 2 INCHES | 1 FT 10 1/2 INCHES | 1 | 1 |
| | 2024 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 2028 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 2036 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 2040 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 2044 | 6 FT 2 INCHES | 5 FT 8 INCHES | 2 | 1 |
| | | 6 FT 2 INCHES | 1 FT 10 1/2 INCHES | 1 | 1 |
| | 2046 | 16 FT | 5 FT 7 INCHES | 2 | 2 |
| 3rd | LR | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3004 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3006 | 32 FT | 5 FT 7 INCHES | 4 | 1 |
| | | 15 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3010 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3014 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 3018 | 15 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3023 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3026 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 3034 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 3038 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3042 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 3044 | 16 FT | 5 FT 7 INCHES | 2 | 2 |
| 4th | 4003 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 4008 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 4014 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 4018 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 4022 | 12 FT 3 INCHES | 8 FT | 3 | 1 |
| | 4026 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 4030 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 4038 | 16 FT | 5 FT 7 INCHES | 2 | 3 |
| | 4042 | 16 FT | 5 FT 7 INCHES | 2 | 1 |
| | 4046 | 12 FT 4 INCHES | 8 FT | 3 | 1 |
| | 4048 | 16 FT | 5 FT 7 INCHES | 2 | 2 |
| Total Number of Windows | | | | | 75 |