

Amendment Specifications

In consideration for Ax9 Security, Inc (“Contractor”) providing security services at the Concord Library, San Pablo Library, and Pittsburg Library on Sundays during the newly adjusted open hours, to the Contra Costa County Library (“County”), the contract between the Contractor and County, dated July 1, 2025 (“Contract”), is hereby amended, as follows:

1. **Concord Library.** The County Librarian, or designee, shall provide Contractor at least 10 days’ advance written notice of a change in security service hours at the Concord Library. As of the date specified in the County Librarian’s, or designee’s, written notice to the Contractor, Section I(A)(2) (Concord Library) of the Form L-3 (Service Plan) in the Contract shall be deemed deleted and replaced with new Section I(A)(2), to read:

“2. **Concord Library.** Contractor shall provide security officer services at the Concord Library located at 2900 Salvio Street, Concord, California, 94519, during library open hours as well as fifty (50) minutes prior to opening and fifteen (15) minutes after closing Monday through Saturday. Contractor shall also provide security officer services at the Concord Library on Sundays as described below in Section I(C).

The Concord Library’s weekly hours open to the public are:

| Concord Library | Open | | Closed |
|-----------------|----------|----|---------|
| Monday | 10:00 AM | to | 8:00 PM |
| Tuesday | 10:00 AM | to | 8:00 PM |
| Wednesday | 10:00 AM | to | 6:00 PM |
| Thursday | 10:00 AM | to | 6:00 PM |
| Friday | 9:00 AM | to | 5:00 PM |
| Saturday | 9:00 AM | to | 5:00 PM |
| Sunday | 12:00PM | to | 5:00PM |

Security officer services must be provided during the following hours:

| Concord Library | Security Officer Shift Start Time | | Security Officer Shift End Time |
|-----------------|-----------------------------------|----|---------------------------------|
| Monday | 9:10 AM | to | 8:15 PM |
| Tuesday | 9:10 AM | to | 8:15 PM |
| Wednesday | 9:10 AM | to | 6:15 PM |
| Thursday | 9:10 AM | to | 6:15 PM |
| Friday | 8:10 AM | to | 5:15 PM |

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| Saturday | 8:10 AM | to | 5:15 PM |
| Sunday | 11:30AM | to | 5:30PM |

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2. **San Pablo Library.** The County Librarian, or designee, shall provide Contractor at least 10 days’ advance written notice of a change in security service hours at the San Pablo Library. As of the date specified in the County Librarian’s, or designee’s, written notice to the Contractor, Section I(A)(3) (San Pablo Library) of the Form L-3 (Service Plan) in the Contract shall be deemed deleted and replaced with new Section I(A)(3), to read:

“3. **San Pablo Library.** Contractor shall provide security officer services at the San Pablo Library located at 13751 San Pablo Ave, San Pablo, CA, 94806, during library open hours as well as fifteen (15) minutes prior to opening and fifteen (15) minutes after closing Monday through Saturday. Contractor shall also provide security officer services at the San Pablo Library on Sundays, as described below in Section I(C).

The San Pablo Library’s weekly hours open to the public are:

| San Pablo Library | Open | | Closed |
|-------------------|----------|----|---------|
| Monday | 10:00 AM | to | 8:00 PM |
| Tuesday | 10:00 AM | to | 8:00 PM |
| Wednesday | 10:00 AM | to | 6:00 PM |
| Thursday | 10:00 AM | to | 6:00 PM |
| Friday | 9:00 AM | to | 5:00 PM |
| Saturday | 9:00 AM | to | 5:00 PM |
| Sunday | 12:00 PM | to | 5:00 PM |

Security officer services must be provided during the following hours:

| San Pablo Library | Security Officer Shift Start Time | | Security Officer Shift End Time |
|-------------------|-----------------------------------|----|---------------------------------|
| Monday | 9:45 AM | to | 8:15 PM |
| Tuesday | 9:45 AM | to | 8:15 PM |
| Wednesday | 9:45 AM | to | 6:15 PM |
| Thursday | 9:45 AM | to | 6:15 PM |
| Friday | 8:45 AM | to | 5:15 PM |
| Saturday | 8:45 AM | to | 5:15 PM |
| Sunday | 11:30 AM | to | 5:30 PM |

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3. **Pittsburg Library.** The County Librarian, or designee, shall provide Contractor at least 10 days' advance written notice of a change in security service hours at the Pittsburg Library. As of the date specified in the County Librarian's, or designee's, written notice to the Contractor, Section I(A) of the Form L-3 (Service Plan) in the Contract shall be deemed amended by adding new subsection 7 (Pittsburg Library) immediately following subsection 6 (Trespass Services), to read:

“7. Pittsburg Library. Contractor shall provide security officer services at the Pittsburg Library located at 80 Power Avenue, Pittsburg, CA, 94565 during library open hours on Sundays as described below in Section I(C).

The Pittsburg Library's weekly hours open to the public are:

| Pittsburg Library | Open | | Closed |
|-------------------|----------|----|---------|
| Monday | 10:00 AM | to | 8:00 PM |
| Tuesday | 10:00 AM | to | 8:00 PM |
| Wednesday | 10:00 AM | to | 6:00 PM |
| Thursday | 10:00 AM | to | 6:00 PM |
| Friday | 9:00 AM | to | 5:00 PM |
| Saturday | 9:00 AM | to | 5:00 PM |
| Sunday | 12:00 PM | to | 5:00 PM |

Security officer services must be provided during the following hours:

| Pittsburg Library | Security Officer Shift Start Time | | Security Officer Shift End Time |
|-------------------|-----------------------------------|----|---------------------------------|
| Sunday | 11:30 AM | to | 5:30 PM |

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4. **Self-Sunday Services.** The County Librarian, or designee, shall provide Contractor at least 10 day's advance written notice of a change in security service hours on Self-Service Sundays at the Concord, San Pablo, and Pittsburg Libraries. As of the date specified in the County Librarian's, or designee's, written notice to the Contractor, Section I(C) of the Form L-3 (Service Plan) of the Contract shall be deemed deleted and replaced with new Section I(C), to read:

“C. Self-Service Sundays at the Concord, San Pablo, and Pittsburg Libraries. Contractor shall schedule one security officer each at the Concord, San Pablo, and Pittsburg Libraries during the hours specified in Sections I(A)(2), I(A)(3), and I(A)(7) for Self-Service Sundays. Self-Service Sundays are the Library's self-service operating hours during which no regular library staff will be on site (“Self-Service Sundays”). During Self-Service Sundays, the assigned security officer shall comply with the following duties and expectations at the Concord, San Pablo, and Pittsburg Libraries:

1. Arrive thirty (30) minutes prior to the library opening and leave thirty (30) minutes after

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the library closes.

2. Remain on premises during the entire Self-Service Sunday shift. County shall pay Contractor a meal penalty fee (“Meal Penalty”) at the rates set forth in Section II (Payment Provisions) for every 30-minute lunch period taken on premises, which shall only occur once per shift regardless of the length of the shift, and in addition to the hourly rate.
3. Enter through the building’s designated Sunday staff entrance.
4. Disable the building’s entry alarm using a code provided by Library staff.
5. Turn on all lights in the public areas of the building before public hours begin.
6. Close and lock gates to secure the staff area.
7. Before public hours begin and after public hours conclude, walk through the interior of the building to confirm no issues or irregularities. Report any issues or irregularities to the Library on-call manager by telephoning the manager at the contact number listed in the Self-Service Sundays Security Manual, which is provided by the Library and located in a binder at each Self-Service Sundays library.
8. Check the exterior perimeter of the building, including the entry pin pad, and clear pathways of any loitering persons, debris, or obstructions.
9. Check that library equipment is in working condition (e.g. self-check and catalog computer/tablet, self-service pin pad, receipt printers)
10. Be familiar with the Contra Costa County Library’s Patron Conduct Policy, which is attached hereto as Attachment A.
11. Be familiar with the Self-Service Sundays Security Manual, which is provided by the Library and located in a binder at each Self-Service Sundays library.
12. During public hours, walk the interior of building at least two times per hour. Check that all aisles and walkways are clear of debris and obstructions.
13. During public hours, walk the exterior of building at least one time each hour. Check that all pathways are clear of loitering people, debris, and obstruction.
14. For the duration of the shift, continually report any new or developing issues or irregularities, including but not limited to, power outages, Wi-Fi outages, plumbing or electrical issues, to the Library on-call manager by telephoning the manager at the contact number listed in the Self-Service Sundays Security Manual.
15. In the event that a security officer observes a behavior that disturbs the normal functioning of the library location, the security officer shall follow the protocol described in Section I(B)(5), above.
16. Place out of order signs on library equipment as needed (signs will be provided by the

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Library and located in the Self-Service Sundays Security Manual).

17. At closing time, check all areas internal areas of the building to confirm that everyone has left the library.
18. Complete a DAR at the end of the shift, prior to leaving for the day.
19. At the end of the shift, prior to leaving, turn off all lights in building and lock all exterior-facing doors.
20. At the end of the shift, prior to leaving, turn on the building's entry alarm.

21. Confirm all building entrances are secured and locked before leaving the building. Once out of the building, reconfirm all building entrances are locked.”

5. **Notification of Late or Absent Officers.** Section I(D)(2) of the Form L-3 (Service Plan) is hereby deleted and replaced with a new Section I(D)(2), to read:

“2. Notify the assigned library location manager or designated person in charge at or before the beginning of the regularly scheduled shift if a regularly assigned officer will be absent or late, and inform Library staff of relevant details regarding a substitute security officer, including the name and anticipated arrival time of the substitute security officer. This notification shall be made by telephoning the library manager or person in charge of the affected location at the phone number listed below:

- i. Concord Library: 925-646-5109
- ii. Martinez Library: 925-646-9921
- iii. Pittsburg Library: 925-427-8441
- iv. San Pablo Library: 510-374-3999
- v. Walnut Creek Library: 925-977-3355”

6. **Payment Provisions.** Section II of the Form L-3 (Service Plan) is hereby deleted and replaced with new Section II, to read:

“**II. Payment Provisions.** In consideration for Contractor’s performance of services under this Contract, the County will pay Contractor pursuant to the procedure outlined in Section 2 of the Form P-1 (Payment Provisions), and according to the following hourly rate schedule, for all services actually performed by the Contractor’s security officer personnel, not to exceed a total Contract Payment Limit of \$1,510,000 during the term of this Contract:

A. Effective Date of this Contract, through December 31, 2025:

- | | |
|-----------------------------------|----------------------------|
| i. Regular Hourly Rate: | \$34.10 |
| ii. Overtime/Holiday Hourly Rate: | \$51.15 |
| iii. “On-Call” Hourly Rate: | \$34.10 (six hour minimum) |
| iv. Meal Penalty | \$34.10 per penalty |

B. January 1, 2026, through December 31, 2026:

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- i. Regular Hourly Rate: \$35.12
- ii. Overtime/Holiday Hourly Rate: \$52.68
- iii. "On-Call" Hourly Rate: \$35.12 (six hour minimum)
- iv. Meal Penalty \$35.12 per penalty

C. January 1, 2027, through December 31, 2027:

- i. Regular Hourly Rate: \$36.17
- ii. Overtime/Holiday Hourly Rate: \$54.26
- iii. "On-Call" Hourly Rate: \$36.17 (six hour minimum)
- iv. Meal Penalty \$36.17 per penalty

D. January 1, 2028, through December 31, 2028:

- i. Regular Hourly Rate: \$37.26
- ii. Overtime/Holiday Hourly Rate: \$55.88
- iii. "On-Call" Hourly Rate: \$37.26 (six hour minimum)
- iv. Meal Penalty \$37.26 per penalty

All other terms of the Contract, not changed by this amendment shall remain unchanged and in full force and effect.

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