

CONTRACT MA-080-21010808

FOR

JANITORIAL SERVICES AT VARIOUS LOCATIONS

BETWEEN

OC PUBLIC WORKS

AND

JJ PROPERTY MAINTENANCE NETWORK, INC.



**CONTRACT MA-080-21010808
WITH
JJ PROPERTY MAINTENANCE NETWORK, INC.
FOR
JANITORIAL SERVICES AT VARIOUS LOCATIONS**

THIS CONTRACT MA-080-210108008 for Janitorial Services at Various Locations ("Contract") is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, ("County") and JJ Property Maintenance Network, Inc., with a place of business at 41 E. Orange Grove Blvd. Suite 102, Pasadena, CA 91103 ("Contractor"), with a County and Contractor sometimes referred to as "Party" or collectively as "Parties."

ATTACHMENTS

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference in this Contract:

Attachment A – Scope of Work

Attachment B – Payment/Compensation

RECITALS

WHEREAS, Contractor and County are entering into this Contract for Janitorial Services at Various Locations under a firm fixed fee Contract; and,

WHEREAS, County solicited Contract for Janitorial Services at Various Locations as set forth herein, and Contractor represented that it is qualified to provide Janitorial Services at Various Locations to the County as further set forth here; and,

WHEREAS, Contractor agrees to provide Janitorial Services at Various Locations to the County as further set forth in the Scope of Work, attached hereto as Attachment A; and,

WHEREAS, County agrees to pay Contractor based on the schedule of fees set forth in Payment/Compensation, attached hereto as Attachment B; and,

WHEREAS, the County Board of Supervisors has authorized the Procurement Officer or designee to enter into a Contract for Janitorial Services at Various Locations with the Contractor; and,

NOW, THEREFORE, the Parties mutually agree as follows:

DEFINITIONS

DPA shall mean the Deputy Purchasing Agent assigned to this Contract.

ARTICLES

General Terms and Conditions:

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree

to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.

- B. **Entire Contract:** This Contract contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Procurement Officer or designee.
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- E. **Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- F. **Acceptance Payment:** Unless otherwise agreed to in writing by County; 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- G. **Warranty:** Contractor expressly warrants that the goods covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in **article "Y"** below, and as more fully described in **article "Y,"** harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent,

proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in **article “Y”** below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney’s fees.

- I. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days’ written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.
- L. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers’ compensation or other fringe benefits of any kind through County.
- N. **Performance Warranty:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County’s satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.
- O. **Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor’s expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition,

all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

1. In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
2. Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
3. The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

Coverage

Minimum Limits

Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

1. An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
2. A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, agents and employees*** or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a "Severability of Interests" clause also known as a "Separation of Insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Procurement or the agency/department procurement division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

P. **Changes:** Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.

Q. **Change of Ownership/Name, Litigation Status, Conflicts with County Interests:**

Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract, and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- R. **Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- S. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- T. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of **article "Y,"**) below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- U. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- V. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- W. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.
- X. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State

statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

- Y. **Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.
- Z. **Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify the Contractor's records before final payment is made.

Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.

Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this Contract shall be forwarded to the County's project manager.

- AA. **Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.
- BB. **Expenditure Limit:** The Contractor shall notify the County of Orange assigned DPA in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

Additional Terms and Conditions:

1. **Scope of Contract:** This Contract specifies the contractual terms and conditions by which the County will procure Janitorial Services at Various Locations from Contractor as further detailed in the Scope of Work, identified and incorporated herein by this reference as "Attachment A".
2. **Term of Contract:** The initial term of this Contract shall become effective March 1, 2021 and shall continue for three (3) year(s), unless otherwise terminated as provided herein. This Contract may be renewed as set forth in Article 3 below.
3. **Renewal:** This Contract may be renewed by mutual written agreement of both Parties for *two* (2) additional *one* (1) year term(s). The County does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors.
4. **Adjustments – Scope of Work:** No adjustments made to the Scope of Work will be authorized without prior written approval of the County assigned DPA.
5. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
 - a. Terminate the Contract immediately, pursuant to Section K herein;
 - b. Afford the Contractor written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
 - c. Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
 - d. Offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.
6. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
7. **Conflict of Interest – Contractor's Personnel:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor's employees, agents, and subcontractors associated with accomplishing work and services hereunder. The Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers from acting in the best interests of the County.
8. **Conflict of Interest – County Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.

9. **Contractor's Project Manager and Key Personnel:** Contractor shall appoint a Project Manager to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This Project Manager shall be subject to approval by the County and shall not be changed without the written consent of the County's Project Manager, which consent shall not be unreasonably withheld.

The Contractor's Project Manager shall be assigned to this project for the duration of the Contract and shall diligently pursue all work and services to meet the project time lines. The County's Project Manager shall have the right to require the removal and replacement of the Contractor's Project Manager from providing services to the County under this Contract. The County's Project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within five (5) business days after written notice by the County's Project Manager. The County's Project Manager shall review and approve the appointment of the replacement for the Contractor's Project Manager. The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under the Contract.

10. **Contractor Personnel – Reference Checks:** The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to adequately perform the work under this Contract. Contractor's employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.
11. **Contractor's Expense:** The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract. The County will not provide free parking for any service in the County Civic Center.
12. **Contractor Personnel – Uniform/Badges/Identification:** The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility under this Contract.

All Contractor's employees shall be required to wear uniforms, badges, or other means of identification which are to be furnished by the Contractor and must be worn at all times while working on County property. The assigned DPA must be notified in writing, within seven (7) days of notification of award of Contract of the uniform and/or badges and/or other identification to be worn by employees prior to beginning work and notified in writing seven (7) days prior to any changes in this procedure.

13. **Contractor's Records:** The Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by the Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three (3) years after final payment is received from the County. Storage of records in another county will require written approval from the County of Orange assigned DPA.
14. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the County are expressly stated in the Contract.

15. **Cooperative Agreement:** The provisions and pricing of this Contract will be extended to other California local or state governmental entities. Governmental entities wishing to use the pre-negotiated prices and terms in this Contract will be responsible for issuing their own purchase documents/contracts, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any contract entered into with another department or entity that is entered into and incorporates by reference the pre-negotiated prices and terms of this Contract a contractual clause that will hold harmless the County of Orange from all claims, demands, actions or causes of actions of every kind resulting directly or indirectly, arising out of, or in any way connected with the use of this Contract. Failure to do so will be considered a material breach of this Contract by Contractor and grounds for immediate Contract termination. Departments or entities making use of the pre-negotiated prices and terms of this Contract are responsible for obtaining all certificates of insurance and bonds required when entering into their own contract. The Contractor is responsible for providing each cooperative entity a copy of the Contract upon request by the cooperative entity. The County of Orange makes no guarantee of usage by other users of this Contract.

The Contractor shall be required to maintain a list of the cooperative entities using this Contract. The list shall report dollar volumes spent annually and shall be provided on an annual basis to the County, at the County's request.

16. **Safety and Loss Prevention Resource Manual:** CONTRACTOR shall comply with the COUNTY'S Safety and Loss Prevention Resource Manual and submit a copy of their Injury and Illness Prevention Program (IIPP) to the Project Manager prior to the start of the project. The IIPP shall meet the minimum requirement of California Code of Regulations, Title 8, Section 1509 or 3203. CONTRACTOR shall submit other safety programs that pertain to the type of job that will be performed on site.
17. **Data – Title To:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
18. **Default – Reprourement Costs:** In case of Contract breach by Contractor, resulting in termination by the County, the County may procure the goods and/or services from other sources. If the cost for those goods and/or services is higher than under the terms of the existing Contract, Contractor will be responsible for paying the County the difference between the Contract cost and the price paid, and the County may deduct this cost from any unpaid balance due the Contractor. The price paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.
19. **Disputes – Contract:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's Project Manager and the County's Project Manager, as specified in Article 26 "Notices," such matter shall be brought to the attention of the County DPA by way of the following process:
- a. The Contractor shall submit to the agency/department assigned DPA a written demand for a final decision regarding the disposition of any dispute between the parties arising under,

related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.

- b. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.

Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County DPA or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. Nothing in this section shall be construed as affecting the County's right to terminate the Contract for cause or termination for convenience as stated in Article K herein.

- 20. **Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
- b. Establish a drug-free awareness program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide as required by Government Code Section 8355(a)(3) that every employee who works under this Contract:
 - i. Will receive a copy of the company's drug-free policy statement; and
 - ii. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:

- 1. The Contractor has made false certification, or

2. The Contractor violates the certification by failing to carry out the requirements as noted above.

21. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County of Orange is required to file in accordance with subdivision (a) of Section 6041A of the Internal Revenue Code for services received from a “service provider” to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subarticle B.2 as “an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at
http://www.edd.ca.gov/Employer_Services.htm

22. **Emergency/Declared Disaster Requirements:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the Contractor shall apply to serving the County’s needs regardless of the circumstances. If the Contractor is unable to supply the goods/services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the goods/services from the Contractor’s supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.
23. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as project manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary, and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor’s reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by the Contractor after County approval thereof, County approval of Contractor’s reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
24. **Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11246 entitled, “Equal Employment Opportunity” as amended by Executive Order 11375 and as

supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

25. **News/Information Release:** The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's Project Manager.
26. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing with a copy provided to the assigned DPA, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: JJ Property Maintenance Network, Inc.
Attn: Jose Javier Benitez
41 E. Orange Grove Blvd. Suite 102
Pasadena, CA 91103
Phone: (626) 405-0985
Email: JavierB@jj-property.com

County's Project Manager: OC Public Works/OC Facilities
Attn: Jonathan Blackwell
1143 E. Fruit Street
Santa Ana, CA 92701
Phone: (714) 667-4944
Email: Jonathan.Blackwell@ocpw.ocgov.com

cc: OC Public Works/Procurement Services
Attn: Nicholas Murray, County DPA
601 North Ross Street
Santa Ana, CA 92701
Phone: 714-667-1659
Email: Nicholas.Murray@ocpw.ocgov.com

27. **Precedence:** The Contract documents consist of this Contract and its exhibits and attachments. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the recitals and articles of this Contract, and then the exhibits and attachments.
28. **Termination – Orderly:** After receipt of a termination notice from the County of Orange, the Contractor may submit to the County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than 60 days from the effective date of the termination, unless one or more extensions in writing are granted by the County upon written request of the Contractor. Upon termination County agrees to pay the Contractor for all services performed prior to termination which meet the requirements of the Contract, provided, however, that such compensation combined with previously paid compensation shall not exceed the total compensation set forth in the Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of performance of the Contract.
29. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximations. The Contractor agrees to supply services and/or commodities requested, as needed by the County of Orange, at rates/prices listed in the Contract, regardless of quantity requested.
30. **Usage Reports:** The Contractor shall submit usage reports on an annual basis to the assigned DPA of the County of Orange user agency/department. The usage report shall be in a format specified by the user agency/department and shall be submitted 90 days prior to the expiration date of the contract term, or any subsequent renewal term, if applicable.
31. **County of Orange Local Small Business Preference Requirements:** Contractor certifies it is in compliance with County of Orange Local Small Business Preference requirements at the time this contract is executed.
32. **Project Manager, County:** The County shall appoint a project manager to act as liaison between the County and the Contractor during the term of this Contract. The County's project manager shall coordinate the activities of the County staff assigned to work with the Contractor.

The County's project manager shall have the right to require the removal and replacement of the Contractor's project manager and key personnel. The County's project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within three (3) business days after written notice from the County's project manager. The County's project manager shall review and approve the appointment of the replacement for the Contractor's project manager and key personnel. Said approval shall not be unreasonably withheld. The County is not required to provide any additional information, reason or rationale in the event it requires the removal of Contractor's Project Manager from providing further services under the Contract.

33. **Registration of Employers:** All employers, successor employers, contractors, and subcontractors ("employers") must comply with the requirements of the Property Service Workers Protection Act (Labor Code Section 1420-1434), pertaining to registration of employers. This project is subject to

compliance monitoring and enforcement by the Department of Industrial Relations. Contractor shall furnish proof of current and valid registration pursuant to Labor Code Section 1425.

34. **Displaced Janitor Opportunity Act:** Chapter 4.5 (commencing with Section 1060) to Part 3 of Division 2 of the California Labor Code, relating to employment is the Displaced Janitor Opportunity Act. The Displaced Janitor Opportunity Act applies to Contracts entered into on or after January 1, 2002.

The Displaced Janitor Opportunity Act requires janitorial and building maintenance Contractors and subcontractors that employ 25 persons or more to retain, for a period of 60 days, certain employees who were employed at that site by the previous Contractor or subcontractor. This act further requires that employees retained under the act's provisions for that 60-day period be offered continued employment if their performance during that 60-day period is satisfactory.

The awarding authority shall notify a Contractor when a Contract has been terminated or will be terminated and shall indicate whether another service Contract will be awarded in its place and, if so, shall identify the name and address of the successor Contractor. The terminated Contractor shall, within three working days after receiving that notification, provide to the successor Contractor the name, date of hire, and job classification of each employee employed at the site or sites covered by the terminated service Contract. If the terminated Contractor has not learned the identity of the successor Contractor, the terminated Contractor shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor Contractor as soon as the successor Contractor has been selected. The requirements of this paragraph shall be equally applicable to all subcontractors of a terminated Contractor.

A successor Contractor shall retain for a 60-day transition employment period employees who have been employed by the terminated Contractor for the preceding four months or longer at the site or sites unless the Contractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated Contract.

The successor Contractor shall make a written offer of employment to each employee, as required by this section, in the employee's primary language or another language in which the employee is literate. That offer shall state the time within which the employee must accept that offer, but in no case may that time be less than 10 days. The successor Contractor or successor subcontractor is not required to pay the same wages or offer the same benefits as were provided by the prior Contractor or subcontractor.

If at any time the successor Contractor determines that fewer employees are needed to perform services than the terminated Contractor, the successor Contractor shall retain employees by seniority within the job classification.

The successor Contractor shall provide a list of its employees that indicates which of these employees were employed at the site by the terminated Contractor and a list of any of the terminated Contractor's employees who were not retained by the successor Contractor, stating the reason these employees were not retained. During the 60-day transition employment period, the successor Contractor shall maintain a preferential list of eligible covered employees not retained by the successor Contractor from which the successor Contractor shall hire additional employees.

During the initial 60-day transition employment period, the successor Contractor shall not discharge any employee retained pursuant to this section without cause. At the end of the transition employment period, a successor Contractor shall provide a written performance evaluation to each employee. The successor Contractor shall offer the employee continued employment if the employee's performance during the transition period is satisfactory. Any employment after the 60-

day transition employment period shall be at-will employment under which the employee may be terminated without cause.

35. **Safety Data Sheets (SDS):** The Contractor is required to provide a completed Safety Data Sheet (SDS) for each hazardous substance provided to the County under the Contractor's Contract with the County. This includes hazardous substances that are not directly included in the Contract but are included in the goods or services provided by the Contractor to the County. The provision of the SDSs must be in accordance with the requirements of California Labor Code Sections 6380 through 6399, General Industry Safety Order Section 5194, and Title 8, California Code of Regulations. The SDSs for each substance must be sent to the place of shipment or provision of goods/service.
36. **Mandatory Kick-Off Meeting:** Upon award of the contract, the awarded vendor(s) may be required to attend a kick-off meeting with County representatives to discuss important information related to the scope of work, the contract, and the invoice payment process. A quarterly check-in meeting may be required to review any issues with the contract.

Signature Page follows

Signature Page

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first above written.

JJ PROPERTY MAINTENANCE NETWORK, INC.,

<u>Jose Javier Benitez</u>	Jose Javier Benitez	CEO/President	11/17/2020
Signature	Name	Title	Date

<u>Serafica Benitez</u>	Serafica Benitez	Secretary	11/17/2020
Signature	Name	Title	Date

COUNTY OF ORANGE, A political subdivision of the State of California

COUNTY AUTHORIZED SIGNATURE:

		Deputy Purchasing Agent	
Signature	Name	Title	Date

APPROVED AS TO FORM:

County Counsel

By: Mark Sanchez
Deputy

Name: Mark Sanchez

Date: 11/17/2020

* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signee to bind the corporation.

ATTACHMENT A
CONTRACT SPECIFICATIONS
JANITORIAL SERVICES VARIOUS LOCATIONS

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1.0 GENERAL SCOPE OF WORK

Contractor shall, throughout the length of the Contract, provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform janitorial services in a professional, systematic and thorough manner for the listed facility. These services shall include, but are not limited to, cleaning, washing windows (interior/exterior), vacuuming, sweeping, dusting, hard surface floor buffing, stripping, waxing and shampooing carpets and emergency clean-ups.

Each service period, as listed in the definitions below, will commence on the effective day of the Contract unless otherwise designated by the Contract Manager or his/her designee. Contractor shall provide a mutual agreeable calendar to the Contract Manager or his/her designee and the Building Coordinator for weekly, biweekly, monthly, quarterly, semi-annual and annual service items within 10 days of the effective date of the Contract. Contractor shall notify the Contract Manager or his designee and the Building Coordinator of any deviation from the schedule.

1.1. Minimum Requirements:

Contractor must have the financial stability to provide the services specified in this Contract for a period of 2 (two) months, as first payment will not be due for 2 months in accordance with Attachment B, Section VI.

2.0 **DEFINITIONS**

2.1 County: The County of Orange.

2.2 OC Public Works: An agency of the County government which is comprised for the purposes of this Contract as the OC Public Works/Facilities Operations.

2.3 County Project Manager: The person supervising the Contract located at OC Public Works/Facilities Operations. This person will be administrating the Contract.

2.4 Contract Inspector: Person inspecting the facility with the Contractor and Building Coordinator.

2.5 Building Coordinator: The person located on site who will be in charge of inspection and coordinating the special activities related to this Contract.

2.6 Daily: Shall include the period of normal work week, i.e., Monday through Friday, including Saturdays Sunday, when necessary or so designated.

2.7 Weekly: Shall be per calendar week.

2.8 By Weekly: Every two Weeks. It shall be per calendar month regardless of the number of days in the month.

2.9 Monthly: Shall be per calendar month regardless of the number of days in that month. All work to be performed on a monthly basis shall be performed during the first full week of that month.

2.10 Quarterly: Shall be every three (3) months. All work to be performed on a quarterly basis shall be performed during the second full week of the first month of that quarter. The first quarter shall commence upon the effective date of the Contract and all subsequent quarters shall commence on three (3) month intervals thereafter.

2.11 Semi-Annually: Shall be every six (6) months. All work to be performed on a semi-annual basis shall be performed during the third full week of the first month of the semi-annual period. The first semi-annual period shall commence upon the effective date of the Contract and all subsequent semi-annual periods shall commence on six (6) months intervals thereafter.

2.12 Annual: Shall be once (1) per year. All work to be performed on an annual basis shall be performed during the fourth full week of the first month of the year. The first annual period shall commence upon the effective date of the Contract and all subsequent annual periods shall commence on one (1) year intervals thereafter.

2.13 Day Porter: Shall be Contractor employee, located on-site for the purpose of providing immediate attention during normal working hours to perform the Contract related services, including, but not limited to, the removal of hazards such as spills or broken glass,

emergency clean-ups, (plumbing and roof leaks) refilling supplies and general facility upkeep.

- 2.14 Damp Mopping: Cleaning floor surfaces after sweeping and dust mopping to pick up any remaining dust or dirt, utilizing a clean mop, clean water, all purpose floor cleaner (and a disinfectant where required by the scope of work) with a dry-wrung out mop.
- 2.15 Dirt: Particles of sand, soil, grit, pebbles, mud, dust, fuzz, tar, liquid stains, ashes, etc.
- 2.16 Disinfect: To completely flood the fixture, floor, etc., with a germicidal disinfectant, to allow soaking, rinsing and cleaning as directed by manufacturer's instructions.
- 2.17 Spray Buffing: A process used to eliminate heel marks, scuffs in high traffic areas and to restore the hard surface floor to a uniform appearance using a floor machine and soft buffing pad. Sweeping or dust mopping and damp mopping must occur before this procedure is done.
- 2.18 Carpet Cleaning: Shampooing carpets with the deep dirt extraction (steam cleaning) method per manufactures recommendations.
- 2.19 Dust Mopping: Removing dirt and debris from floor surfaces by use of a dust mop.
- 2.20 Easily Movable Items: Any furniture, waste receptacles, chairs, etc., that weigh 50 pounds or less or can be moved by one person.
- 2.21 Emergency Clean-ups: Cleaning up water from roof leaks and plumbing leaks.
- 2.22 Floor Maintenance: The tasks of sweeping, dust mopping, damp mopping, wet mopping, scrubbing, stripping, sealing, waxing, dry buffing or spray buffing to maintain floors in a neat, clean, orderly and safe state.
- 2.23 Glass: All exposed glass or glass surfaces that are not considered windows, including all Lucite, plastic or any transparent materials, including mirrors and entrance doors.
- 2.24 High Glass: Glass walls, elevators and partitions with lower edge or upper edge that is at least six feet above the ground.
- 2.25 Neat/Clean: Orderly, tidy and free from dirt, stains, dust and debris.
- 2.26 Professional: Conforming to the technical or ethical standards of a profession; displaying the conduct, appearance and qualities that characterize or mark a profession; possessing skill, experience and competence in a profession.
- 2.27 Scrubbing (hard surface floors): Cleaning floor surfaces, after sweeping or dust mopping, applying an all-purpose detergent with a mop and then agitating the detergent with a floor scrubber or slow buffing machine, followed by using a mop to rinse the area two or more times with clean water, picking-up residue with a wet-vacuum.
- 2.28 Sealing (hard surface floors): After stripping and using a neutral cleaner, two coats of sealant are applied to protect and seal the floor surface.
- 2.29 Showers Dressing Rooms (Sheriffs Locker Room): Showers are located in the Sheriffs area only.

- 2.30 Spray Buffing (hard surface floors): A process used to clean, eliminate heel marks, scuffs in high traffic areas using a buffing pad, floor machine and spray buffing chemical, leaving a uniform thin coat of non-skid wax. Sweeping or dust mopping and damp mopping must occur before this procedure is done.
- 2.31 Stairways/Stairwell/Staircase: One or more flights of stairs, including the steps, risers and landings to pass from one level to another, a flight of stairs with the supporting framework, casings and handrails, the vertical shaft in which stairs are located.

Note: All stairwells shall receive floor maintenance.
- 2.32 Stripping (hard surface floors): Using a stripping pad, scrubbing machine or floor machine and a stripping solution (alkaline solution) that breaks up and emulsifies the old wax on the floor including the edges, followed by rinsing with a neutralizer agent and rinsing the area two or more times with clean water (a wet vacuum shall be used to pick up stripper) leaving the floor clean with no wax build-up.
- 2.33 Sweeping: Removing all dirt and debris from floor surfaces by using a brush broom or dust mop.
- 2.34 Walk-Off Mats: Mats made of various materials that are located inside and outside building entrances and throughout the building.
- 2.35 Waxing: Applying manufacturer recommended thin coats of non-skid floor wax solution that protects the hard surface floors and is non-slippery and leaves a glossy and uniform appearance.
- 2.36 Wet Mopping: Thoroughly cleaning hard floor surfaces after sweeping or dust mopping, utilizing clean water and an all-purpose detergent solution (and disinfectant where required by the Contract specifications).
- 2.37 Windows: Includes all interior glass and windows, glass partitions inside and outside, trophy/display cases, directory boards, wall mirrors, door windows, doors and adjacent trim, including escalator glass (if applicable). After interior glass and windows have been cleaned there shall be no traces of film, dirt, smudges and water spots or other foreign matter left on the windows and sills. Includes all exterior glass and windows, After exterior glass and windows have been cleaned, exterior frames and interior frames, casing sills and glass shall be free of all traces of film, dirt, smudges and water spots or other foreign matter.

3.0 **CONTROL OF WORK**

The Building Coordinator and the Contract Manager or his/her designee shall decide any and all questions which may arise as to the quality of acceptability of the work performed, the manner and rate of performance, interpretation of the specifications, and/or the acceptable fulfillment of the Contract by the Contractor. The Building Coordinator, Contract Inspector and the Contract Manager or his designee shall also direct the inspection/administration of the work and decide questions regarding compensation.

- 3.1 Licenses: Contractor shall supply all licenses and permits required to perform this work in accordance with local restrictions and shall pay all fees resulting there from.
- 3.2 Changes: Changes in the areas serviced and/or specifications may be necessary during the term of this Contract. Changes in the Contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of the County and Contractor.

Changes may be authorized by County's Project Manager in accordance with the Item 15.0 "Additional Work" below, or authorized by amendment in accordance with Articles 23 and 38 of the County Contract Terms and Conditions.

4.0 BUILDING SECURITY

- 4.1 Keys: County will issue such keys (key cards) as necessary for access to the work area. Contractor shall assume full responsibility for theft or loss of said keys and shall pay for re-keying all locks operated by these keys. Keys shall not be duplicated. Daily key pick up at the Manchester Office Building shall be from the day person on duty at Juvenile Hall (331 City Drive) and shall be returned each shift to day/ night duty officer.
- 4.2 Security System: The work area may be protected by limited access security systems. An initial access code number will be issued to the Contractor by the County. Thereafter, all costs for changing the access code due to changes in personnel or required substitution of Contracts shall be paid by the Contractor and may be deducted from payments due or to become due to the Contractor. Furthermore, any alarms originating from the Contractor's operations shall also be paid by the Contractor and may be deducted from payments due or to become due to the Contractor.
- 4.3 Facility Security: Contractor shall keep all doors locked while working in the building and doors shall not be propped open. Keys shall not be left in the doors. Contractor shall not admit a person into the building that is not a direct employee of the Contractor and not actively engaged in performance of the work. Contractor shall restrict access to the designated buildings and designated parking area.
- At no time shall the Contractor or its employees enter other areas of the facility not specifically included in this contract for janitorial services. The Contractor shall check all windows and doors for proper closure and locking, extinguish all lights except master security lighting and then reactivate the security system (if applicable) prior to leaving the facility.
- 4.4 Damage: Contractor shall immediately report all conditions and occurrences out of the norm to the Orange County Sheriff (9-911) and the OC Public Works/Central Utility Facility (714-834-3244) to include broken windows, vandalism, and/or other facility damage.

5.0 CONTRACTOR'S RESPONSIBILITIES

- 5.1 Background/Security: All personnel engaged in performance of this work shall be employees of the Contractor and as such shall be warranted to possess sufficient experience and security records to perform this work. Contractor shall research the employment and police records of each employee and shall maintain a copy of that research.
- 5.2 Health: All personnel shall be in good health and free of contagious diseases. Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use or presence of alcohol or drugs on the premises or in the building.
- 5.3 Identification: All personnel shall wear uniforms, furnished by the Contractor, at all times during the performance of this work. The Contractor's supervisor may wear badges in lieu of uniforms.

- 5.4 Conduct: No person(s) shall be employed for this work who is found to be incompetent, disorderly, troublesome, under the influence of alcohol or drugs, who fails or otherwise refuses to perform the work properly and acceptably, or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed on this job.
- 5.5 Supervision: Contractor shall provide a supervisor or foreman who shall be present at all times during Contract operations, and who shall be responsible for both conduct and workmanship. The said supervisor or foreman shall be able to communicate effectively in both written and oral English.
- 5.6 Training: Contractor shall have an ongoing training program for its entire staff. Contractor shall provide only personnel that have been fully trained for performance of this work. Supervisors shall have been trained in supervision as well as technical training in janitorial services.
- 5.7 Vehicles: Contractor owned or leased vehicles to provide transportation and parking fees to meet the Contract specifications.
- 5.8 Schedule: Within the first two weeks of the Contract, the Contractor shall prepare a schedule for the monthly, quarterly, semi-annual and annual cleaning. The schedule shall be given to the Building Coordinator and the Contract Manager or his designee. Any deviation from this schedule must be approved by Building Coordinator or the Contract Manager.

6.0 CONSERVATION OF UTILITIES

- 6.1 Contractor shall make sure Contractor's employees practice utilities conservation. Contractor shall be responsible for operation under conditions that prevent the waste of utilities to include the following:
- 6.1.1 Lights shall be used only in the areas where work is actually being performed and turned off when the area has been cleaned.
- 6.1.2 Employees shall not adjust mechanical equipment controls for heating, ventilation or air condition systems.

7.0 CONTRACTOR'S OFFICE/EMERGENCY

The Contractor shall maintain an office in Orange County with a telephone communications system for twenty-four (24) hour emergency notification. All calls are to be returned within one (1) hour. Emergency response to the site will be no more than two (2) hours.

8.0 PROTECTION AND RESTORATION

The Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of the County, at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to original in all aspects.

9.0 RESTRICTIONS

- 9.1 General: Contractor's personnel shall not disturb papers on desks, open drawers or cabinets, use radios, computers, television sets, coffee pots, stoves, microwaves, or refrigerators, nor shall they tamper with any personal or County property.
- 9.2 Telephones: Telephones shall not be used by the Contractor or its employees for personal or business reasons with the following exception(s):
- 9.2.1 To report need of medical aid, fire or need of law enforcement, dial 9-911.
- 9.2.2 Any calls to numbers other than those above will be considered a violation of this Contract and grounds for immediate termination.
- 9.3 Radios: The Contractor or its employees shall not use any of the two-way radios or special telecommunications equipment under any circumstances. No exceptions will be made to this rule. Violation is grounds for immediate termination of this Contract, as well as punitive action.

10.0 MATERIALS

Contractor shall furnish at its expense all equipment, tools, supplies and dispensers to perform this work. The equipment, tools, supplies and dispensers shall include but not be limited to:

- 10..1 Equipment: Wet and dry HEPA vacuum cleaners, (dry HEPA vacuums to have attached magnets), carpet extractors, janitorial carts, ladders, floor scrubbers, buffers/polishers and carpet pile lifter.
- 10..2 Tools: Brooms, mops, mop presses, dustless sweeping tools, buckets, sponges, squeegees, buffing and stripping pads and hand floor stripping tools.
- 10..3 Supplies: Floor, glass, tile, and carpet cleaners (Manufactures Recommended); floor wax strippers, sealers, furniture, tile and metal waxes/polishes, wood restorer, acid base cleaners, disinfectants, deodorant blocks, sand for sand urns/ash trays, plastic trash can liners and antibacterial hand soap.
- 10..4 Paper Supplies: Toilet tissue, paper towels, toilet seat covers, sanitary napkins, and sanitary napkin receptacle liners.
- 10..5 Dispensers: Paper towel, toilet paper, sanitary napkin dispenser, toilet seat cover dispensers and soap dispensers.

11.0 QUALITY OF CLEANING MATERIALS/SUPPLIES

11.1 Quality, Safety and Effectiveness

All cleaning supplies, materials and tools used in the performance of this Contract shall be of good commercial quality, suitable for the purpose intended and will not present unsafe conditions for the Public or County employees. All cleaning materials/supplies shall provide results necessary to provide the high standards of cleanliness required under this Contract. All cleaning processes used shall meet high standards of safety and effectiveness for commercial applications in high traffic areas and shall not damage the facilities being cleaned. The County shall have the right to prohibit the use of any process, material, supply or tool which may damage County property or which may be a risk to employees, the public or others using County facilities.

Note: The Contractor shall post copies of MSDS (Material Safety Data Sheets) for all chemicals used in each custodial closet in compliance with OSHA's Hazard Communication Standard 29 CFR 1910.1200. This shall include labeling the contents of all secondary type plastic bottles or containers.

11.2 Environmentally Preferable (Green) Products and Specifications

11.2.1 Janitorial Cleaners & Products

Janitorial Cleaners and Products are divided into the following classifications: Hard surface/General-Purpose Cleaners; Biologically-based Cleaning and Degreasing Compounds; Disinfectants and Disinfecting Cleaners; Carpet & Upholstery Cleaners; and Floor-Care Products. These classifications cover products ranging from bathroom, carpet and upholstery, general purpose, window/glass, disinfectant, and industrial cleaners.

Contractor must purchase products in compliance with the maximum allowable Volatile Organic Compound content, under the California Code of Regulations (Article 2 Section 94509, Title 17). The current level of VOC content for this product category is 30%. Products must, at a minimum, meet this VOC requirement. Product performance should meet industry acceptable performance standards. All products must be compliant with California OSHA requirements.

Since improper use can affect the performance of green cleaning products, Contractor should provide training to maintenance staff on the proper use of the products. Training is considered essential for successful implementation.

11.2.1.1 Hard surface/General-Purpose Cleaning products

Hard surface cleaning products are used to remove both organic and inorganic soils from a variety of hard surfaces including plastic, glass, ceramic, metal, porcelain, rubber, leather, wood and stone. These products include bathroom cleaners, boat and bilge cleaners, cooking appliance cleaners, degreasers, dish cleaners, industrial cleaners, vehicle cleaners for household and institutional use, window and glass cleaners, and cleaning products with low potential for environmental illness.

The County defines an environmentally preferable hard surface/general-purpose cleaning product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-146, www.ecologo.org/en/greenproducts/

Green Seal GS-37 & GS-34, www.greenseal.org/

EPA Design for the Environment (DfE) Program, www.epa.gov/dfc

All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.

11.2.1.2 Biologically-based Cleaning and Degreasing Compounds

These are products used to remove soils from a variety of surfaces including plastic, glass, ceramic, metal, porcelain, rubber, leather, wood, and stone; can include the following product types: cleaners, biobased-general facility maintenance cleaners, cleaners, biobased cleaners all of which are generally 100 percent biodegradable and non-toxic.

The County defines an environmentally preferable biologically-based cleaning and degreasing product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-110, www.ecologo.org/en/greenproducts/

EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.

11.2.1.3 Disinfectants and Disinfecting Cleaners

Disinfectant cleaners are defined as liquid one-step cleaning and disinfecting products used in offices, schools, hospitals and retail settings. Disinfectant products covered under this document are also known as hard-surface disinfectants or low-level disinfectants, and serve to kill pathogenic microorganisms (bacteria, fungi) on hard non-porous surfaces

The County defines an environmentally preferable disinfectant or disinfecting cleaner as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-146, www.ecologo.org/en/greenproducts/

EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.

11.2.1.4 Carpet & Upholstery Cleaners

Carpet & upholstery cleaners include the following product types: carpet spot and stain removers, cleaners-carpet, fabrics and other woven materials.

The County defines an environmentally preferable carpet and upholstery cleaners as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-148, www.ecologo.org/en/greenproducts/

Green Seal GS-37, www.greenseal.org/

EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.

11.2.1.5 Floor-Care Products

Floor-care products include the following product types: floor finish, neutralizers, restorers, sealers, strippers.

The County defines an environmentally preferable floor-care product as one that is certified through one of the following agencies or has demonstrable evidence that it possesses the same attributes and standards of a certified product:

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-147 www.ecologo.org/en/greenproducts/

Green Seal GS-40, www.greenseal.org/

EPA Design for the Environment (DfE) Program, www.epa.gov/dfe

All products must comply with the standards set forth in the California Code of Regulations (Article 2 Section 94509, Title 17) and be California OSHA compliant.

Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Contractor must provide proof of agency certification if the product is not listed on the certification agency's website.

Material Safety Data Sheets (MSDS) must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Contractor must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the Project Manager or approved designee, along with any new MSDS. Noncompliant chemicals must be removed immediately from the building.

11.3 Paper Products

11.3.1 Janitorial Paper Products

11.3.1.1 Paper products that are environmentally preferable are found on the following agency product lists and standards:

EcoLogo, www.ecologo.org/en/greenproducts/

Green Seal, www.greenseal.org/

Conservatree, www.conservatree.com

Forest Stewardship Council (FSC) chain of custody certification,
<https://us.fsc.org/chain-of-custody-certification.201.htm>

Chlorine Free Products Association's Totally Chlorine-free (TCF)
and/or Processed Chlorine-free (PCF) marks,
<http://www.chlorinefreeproducts.org/>

11.3.1.2 Chlorine-free or less-chlorinated paper products are preferential. The following language on labels and in catalogs addresses the level of chlorine used in the production process:

- A. Unbleached
- B. Bleached without chlorine or chlorine derivatives
- C. Totally chlorine-free (TCF). This applies to virgin paper fiber that is unbleached or processed without chlorine or chlorine derivatives.
- D. Processed chlorine-free (PCF) applies to recycled paper fiber that is unbleached or bleached without chlorine or chlorine derivatives; however, since some of the waste paper being recycled may previously have been bleached with chlorine, recycled paper products labeled PCF cannot be labeled TCF. If the final product contains any virgin fiber, then that fiber must be TCF.
- E. Elemental chlorine-free (ECF) paper fiber is bleached with chlorine derivatives that produce fewer dioxins than elemental chlorine.

11.3.1.3 The following products meet the minimum standards established for performance of this work. Specific product names have been used to represent an acceptable product in each category. Contractor may utilize products of his choice which are equal to those stated:

- A. Toilet tissue: White, 2 ply, facial quality non recycled, compact, reference Waxie Catalog number 850240 or Scott brand. **For the O & M Complex Only – 9” Jr. Jumbo Roll;**
- B. Paper towels: White, 1 ply, C-fold, Envision, Pacific Blue or equal. **O & M Complex Only – 8” rolls, standard size compatible with Simplicity mechanical hands-free roll towel dispenser and automatic towel dispenser 8 x 8 and a stub roll, multi fold paper towels;**
- C. Seat Covers: Waxie 851530 or equal;
- D. Hand soap: Powdered – Luron, Boraxo MD-7, or a “green” product; Liquid -- non-abrasive, antibacterial; Waxie (Green) 380204;

- E. All purpose cleaner (with a germicidal disinfectant): Simple Green, Maintex or Guardian or equal;
- F. Feminine napkins: Kotex or equal;
- G. Wood Cleaning: Any “Green” product
- H. Floor finishes: (commercial quality)
 - Stripper: Non ammoniated, Waxie W-400 stripper,
 - Sealer: 16 percent solids, Waxie W-300 sealer
 - Wax: 16-17 percent solids, Johnson's Complete Wax
 - Spray Buff: Johnson's Snapback
 - Sweeping Compound: Green Wax – Waxie 910240
- I. Plastic liners for waste and rubbish containers:

Size:	2 x 8 x 24	1 mil.
	16 x 14 x 37	1.4 mil.
	15 x 9 x 24	1 mil.
	23 x 10 x 40	1.4 mil.
	15 x 9 x 33	1 mil.
	23 x 17 x 48	1.4 mil.
	23 x 17 x 48	1 mil.

12.0 **CONTRACTOR’S PERFORMANCE**

The Contract specifications define the minimum level of service and frequency deemed acceptable. It is intended that the Contractor shall schedule its operations to meet or exceed these requirements. It is further intended that the Contractor shall put forth a level of effort to provide a thorough cleaning of the facility, not merely surface cleaning. Specifically, thorough high and low dusting of all areas as described in the scope of work, floors shall be thoroughly swept, mopped, waxed and buffed for a gloss shine, carpeted floors are to spot cleaned, carpeted floors shall be completely and thoroughly vacuumed and deep extraction shampooed, (leaving no dirt, gum, stains or any another substance in the carpet) glass entrance doors, exterior/interior windows shall be cleaned to where all traces of film, dirt, smudges, streaks and water spots are removed, spot cleaning of smudges, smears, grease marks. Etc. from walls, doors, including handles, push bars, kick plates, light switches and electrical outlet cover plates and the restroom facilities are to be cleaned, sanitized and fixtures polished to approach the sanitary levels of a hospital.

Contractor shall at all times provide adequate supervision of Contractor’s employees to ensure complete and satisfactory performance of all work in accordance with the terms of this Contract.

13.0 **SCHEDULE OF DEDUCTIONS**

The Schedule of Deductions, as specified in Attachment B, will aid the County in understanding the cost allocation for the different items that the Contractor will be performing under this Contract. Contractor’s associated cost for each service task identified is specified in the Schedule of Deductions.

In the event that the County finds, in a scheduled or random inspection, that the Contractor has not completed the services in accordance with the Contract requirements, monetary deductions will be made against monthly invoices in accordance with Schedule of Deductions section. Be advised that the amount of the invoice deduction for an individual service may exceed the amount listed in the Schedule of Deductions.

14.0 **SERVICES TO BE PROVIDED**

The Contractor shall, as a minimum, perform the following services:

- 14.1 Trash. Contractor shall remove daily all trash from the entire facility or and other specific areas designated by the Building Coordinator. Contractor shall empty all exterior trash cans from all entrances and exits. All trash shall be disposed of in the trash dumpsters and /or other trash containers that are provided for disposal of trash.

Contractor shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor.

Contractor shall not recycle trash or store recycled bottles and cans on the premises.

Contractor shall install plastic trash liners for each trash can. This includes trash cans in all rooms, offices, common areas, halls, coffee break-lunch rooms, sheriff security offices and other areas of the buildings where trash cans are located. The liners shall be appropriate for the trash can for which they are used and shall be changed daily or as required by the Building Coordinator.

Contractor shall install sanitary napkin receptacle liners in all women's restrooms in the facility. The liners shall be changed daily or as required by the Building Coordinator.

- 14.2 Building Entrance and Atriums. Must be kept clean and free of dust, debris, cobwebs and bird droppings on a daily basis.

- 14.3 Maintain Floors. All hard surface floors shall receive floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, wet mopping, dry buffing, spray buffing, stripping, scrubbing, sealing, and waxing as required to achieve the stated results below. After receiving floor maintenance, the entire floor shall have a uniform coating of nonskid floor finish, have a uniform glossy appearance and be free of scuff marks, heel marks and other stains and discoloration.

All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles and easily moveable items shall be moved to maintain the floors.

All moved items shall be returned to their proper positions when all floor maintenance operations have been completed. Wax is to be applied only to floor surfaces that have been cleaned.

- 14.4 Sweep/Dust Mop Floors. All accessible floor areas shall be swept or dust mopped daily. After the floor has been swept and/or dust mopped, the entire floor surface, including stationary objects, corners and abutments, shall be free of litter, cobwebs, dust and debris. Chairs, trash receptacles, plants and any other move able object shall be moved or tilted in order to sweep underneath.

- 14.5 Mop Floors. All accessible floor areas shall be damp and/or wet mopped daily. Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. Wood floors shall not be damp or wet mopped.
- 14.6 Sweep and damp mop floors – difficult to reach areas. Contractor shall thoroughly sweep and damp mop floors, including areas that daily sweeping and damp mopping does not reach, including wall edges, around furniture and cabinets, and under desks and all moveable office furniture.
- 14.7 Dry/Spray Buff Floors. All floors shall be cleaned to eliminate heel marks, scuffs, and small amounts of dirt using a buffing pad, floor machine, and spray bottle mixture of diluted floor finish and detergent, leaving a uniform, thin coat of non-skid wax. *Sweeping and wet mopping must occur before this procedure.*
- 14.8 Gym/Shower Mats. Mats located in the Sheriffs shower and Gym.
- 14.9 Strip, Scrub, Seal, and Wax Floors. All hard floors shall be stripped, scrubbed, sealed, and waxed as necessary to maintain a uniform, glossy appearance. Contractor shall perform all tasks associated with the stripping, sealing, and waxing of the floor surfaces. Non-skid wax shall be used. A uniform, glossy appearance and shall be free of scuff marks, heel marks, wax build-up and other stains and discoloration.
- 14.10 Remove Trash. All trash containers (interior and exterior) shall be emptied at the frequencies stated herein and containers returned to their initial locations. Boxes, cans, and papers placed near a trash receptacle and marked “TRASH” shall be removed. Soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. All debris or liquids remaining in a trash receptacle must be removed and the trash receptacle cleaned. Trash shall be disposed of in plastic bags secured with bag ties. Contractor shall pick up any trash that may fall onto the facility or grounds during the removal of such trash. The trash shall be deposited in the nearest outside trash collection point. Dirty trash receptacles shall be washed inside and out and shall be odor free.
- 14.11 Empty and Clean Public Ash Trays and Urns. Contractor shall empty all public ashtrays and urns and wipe with a cloth. Ashtrays will be washed with a cleaning solution and wiped dry as required to remove odor and stains. All public urns will be cleaned (debris removed) and the sand replaced, as needed.
- 14.12 Perform Low Dusting. All dust, lint, litter, cobwebs and dry soil shall be removed from the horizontal surfaces of chairs, file cabinets, conference tables, and other types of furniture and equipment and from horizontal ledges, window sills, hand rails, baseboards, air conditioning vents, etc., to a line seven feet above the top of the floor level.
- 14.13 Perform High Dusting. Contractor shall provide high dusting, removing all dust, lint, litter, and dry soil from surfaces higher than seven feet above the top of the floor surface. Air conditioning grills, where installed, shall be high dusted.
- 14.14 Clean and Polish Interior Glass, Mirrors, and Glass/Mirrored Surfaces. The cleaning of glass and mirrors includes all glass partitions, walls, doors, mirrors and adjacent trim with a lower edge below seven feet. Glass that extends higher than seven feet shall not be

included. After glass cleaning, there shall be no traces of film, dirt, smudges, water or other foreign matter. Both sides of glass partitions, walls and doors are to be cleaned.

- 14.15 Clean and Polish Other Interior Glass. Trophy/display cases, directory boards and other interior glass not addressed above shall also be cleaned. After glass cleaning there shall be no traces of film, dirt, smudges, water or other foreign matter.
- 14.16 Clean Drinking Fountains. All porcelain and polished metal surfaces of drinking fountains shall be cleaned, including the orifices and drain, as well as exterior surfaces of the fountains. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale and other obvious soil.
- 14.17 Clean Elevators. All Public Elevators and Freight Elevators. Contractor shall remove all marks, (writing on walls, graffiti) dirt, smudges, scuffs, miscellaneous food and trash and any other foreign matter from the elevator floor, walls and ceiling.
- 14.18 Clean Stairways. All floor surfaces on the stairways shall be cleaned and all lint, dust, dirt, cobwebs and debris removed. Grease and grime shall be removed from metal or rubber stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs and other foreign matter from adjoining stairwell walls to provide and maintain a clean, uniform appearance.
- 14.19 Vacuum Carpets, Rugs and Mats. All carpeted floors, including hallway carpets, area and throw rugs and mats shall be vacuumed daily with a *HEPA-VAC vacuum* and shall be free of all visible litter and soil. Any spots shall be removed by carpet manufacturer's approved methods as soon as noticed. Chairs, trash receptacles and easily moveable items shall be moved to in order to vacuum underneath the carpets and rugs. All moved items shall be returned to their proper positions when all of the carpet and rug maintenance operations have been completed. All tears, burns and raveling shall be brought to the attention of the Building Coordinator.
- 14.20 Vacuum carpets and rugs and difficult to reach areas. Contractor shall thoroughly vacuum carpets and rugs with a *HEPA-VAC vacuum*; including areas that daily vacuuming does not reach, including wall edges, around furniture and cabinets and under desks and all moveable office furniture.
- 14.21 Spot Clean Carpets. Contractor shall immediately spot clean or shampoo carpets that are stained over an area of two square feet or less.
- 14.22 Carpet Cleaning. Contractor shall clean all the carpets with the deep extraction method of carpet cleaning and with the manufacture of the carpet recommended cleaning solution. All carpets shall be free of dirt, (*Bonnet buffing method of cleaning carpet is not acceptable.*)
- 14.23 Vacuum and Clean Walk-Off Mats. Contractor shall vacuum and clean interior and exterior walk-off mats with a *HEPA-VAC vacuum*. After vacuuming or cleaning, mats shall be free of all visible lint, litter and soil. Carpet style mats and entrance mats shall be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed-down and then dried to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.

- 14.24 General Spot Cleaning. Contractor shall perform spot cleaning on a continual basis. Spot cleaning includes, but is not limited to, the removing or cleaning of smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces, including all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break areas, and drinking fountains. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil.
- 14.25 Dust Blinds, Window Sills and Draperies. All blinds, window sills and draperies shall be cleaned to be free of dust, lint and spider webs.
- 14.26 Clean Upholstered Furniture. Contractor shall vacuum and spot clean upholstered furniture so that after cleaning all dust, lint, dirt, debris, stains, gum and all foreign substances are removed. Contractor shall spot clean with a product specifically designed for upholstered furniture.

15.0 **ADDITIONAL WORK**

- 15.1 Upon County request, Contractor shall submit supplemental proposals for Additional Work not called for under the Scope of Work of this Contract. Contractor must obtain County's Project Manager's written approval prior to commencing any additional work. Examples included but not limited to:
 - 15.1.1 Special clean-up after an event
 - 15.1.2 Additional carpet cleaning
 - 15.1.3 Additional floor waxing
 - 15.1.4 Clean-up around the outside of the building
 - 15.1.5 Additional cleaning of windows
 - 15.1.6 Removal of large amounts of packing material
 - 15.1.7 Clean up the water in a restroom from an overflowing sink/toilet
 - 15.1.8 Install an additional toilet paper/paper towel dispenser
- 15.2 If County authorizes work by an alternate source, Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period.
- 15.3 Upon completion of any additional work, whether by Contractor or an alternative source, County's Project Manager or designee and Contractor will inspect the finished product at no additional cost to County. Upon mutual acceptance of the additional work, Contractor shall again be responsible for all services originally covered under this Contract and the work performed under this section.

16.0 **COUNTY OF ORANGE HOLIDAYS OBSERVED FOR THIS CONTRACT**

Independence Day, July 5, 2021
Labor Day, September 6, 2021
Columbus Day, October 11, 2021 (*Law Library will be open*)
Veteran's Day, November 11, 2021
Thanksgiving Day, November 25, 2021
Friday after Thanksgiving Day, November 26, 2021
Christmas Day (Observed), December 24, 2021
New Year's Day (Observed), December 31, 2021
Martin Luther King Day, January 17, 2022
Lincoln's Birthday, (Sunday), February 12, 2022

President's Day, February 21, 2022
Memorial Day, May 30, 2022

16.1 Additional closures, Law Library only:

Christmas Eve, December 24, 2022
New Year's Eve, December 31, 2022
Cesar Chavez Day, March 31, 2021

17.0 **LOCATIONS**

17.1 **FRUIT STREET COMPLEX**

OC Facilities, 1143 East Fruit Street, Santa Ana
OC Fleet Services, 1102 East Fruit Street, Santa Ana
OC Construction, 1152 East Fruit Street, Santa Ana

17.1.1. **FRUIT STREET COMPLEX, RESTROOMS AND SHOWERS**

17.1.1.1. **Daily** (Monday through Friday)

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.
- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors, and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of water deposits, dirt, streaks, and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.
- D. Thoroughly damp clean and disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall-mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- E. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.

- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
- G. Remove trash. Empty and clean (wipe down as needed with an approved all-purpose cleaner) the waste paper containers. Empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

17.1.1.2. **Weekly**

- A. Clean and wet-wipe (with an approved disinfectant) walls and around plumbing fixtures, toilet compartment partitions, soap dispensers, partition doors, and door hardware, including removal of graffiti.
- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions, window sills and lockers.

Note: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in the toilets are unacceptable.

17.1.1.3. **Monthly**

- A. Machine scrub and disinfect all of the restrooms with an approved germicidal cleaner. Seal restrooms floors with a minimum of two coats of sealer. Wipe down all walls with an approved disinfect and machine scrub and disinfect floors with an approved hospital cleaner.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).

- D. Clean door jambs, removing all finger prints and surface grime.

17.1.2. ALL OTHER BUILDING AND SERVICE AREAS, FRUIT STREET COMPLEX:

17.1.2.1. Daily (Monday through Friday)

- A. Sweep all of the building's hard surface areas with the Kex System of dustless sweeping cloths or a similar type of dustless sweeping system.
- B. Mop all hard surface floors in break room areas. Spot clean all soiled areas on the remainder of the hard surface floors.
- C. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, hallways, offices, Stores Warehouse and entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable).
- D. Spot clean glass entrance doors inside and out, including the metal frame.
- E. Remove trash clean around rubbish disposal area and public ashtrays and urns. Change trash can liners as needed.
- F. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- G. Clean outside all entrances, ramps, stairs, dock and exit areas, empty trash containers, and clean and empty the cigarette urns. (Replace sand in urn as needed)
- H. Keep custodial closet clean and orderly.
- I. Clean table tops and counters in employee's lounges, all administrative conference rooms and counsel areas, etc.
- J. Remove all Graffiti.
- K. Attend to coffee stations, wipe counters and clean sinks.
- L. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- M. Fill paper towel dispensers in employee's lounges and coffee stations.
- N. Clean the picnic tables located by the Shops and the rear entrance to Facilities Operations and the public tables located by building 6 and the table and chairs located by building 1 at Construction Road Flood and Planning Department facility.

17.1.2.2. Weekly

- A. Thoroughly vacuum with a hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.
- B. “Detail sweep” all hard surface floors with a neutral cleaner, including corners and edges.
- C. Spot clean carpet, mats and rugs.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames *under 6ft. high*; all surfaces to be left in a clean and dust-free condition. Spot clean as necessary
- E. Sweep and mop key shop, office and entry. (Must be completed between the hours of 12:00 Noon to 4:00 pm)
- F. Buff all resilient tile floors in all of the facilities except the key shop at the OC Public Works/Facilities 1143 E. Fruit St.
- G. Sweep sidewalks, porches, ramps, exterior steps dock and building entrances.
- H. Clean front, top, sides and inside of microwave ovens.
- I. Disinfect all phones.

17.1.2.3. **Every Two Weeks**

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames over 6ft. high; all surfaces to be left in a clean and dust-free condition. Spot clean as necessary.
- B. Spot clean walls and partitions, including partition glass.
- C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.

17.1.2.4. **Monthly**

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- B. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- C. Spot clean upholstered furniture including Naugahyde and other plastic-covered furniture.
- D. Dust blinds window sills and draperies. (If applicable)

- E. Clean and remove all marks and stains from counters and partitions.
- F. Buff resilient tile floors in key shop office, entry, and storage warehouse offices.
- G. Clean all base boards with a damp cloth.

17.1.2.5. **Quarterly**

- A. Strip all hard surface floors, including the key shop and seal and wax floors. Also, Strip the cement floors in the entrances and the areas surrounding the shop offices, break room, tool room and Stores Warehouse. Provide more frequent spot floor finish correction when requested by the Contract Manager or Contract Inspector.
- B. Beginning prior to the **fifth week** (and semiannually thereafter) of the Contract, vacuum with a HEPA filter vacuum and shampoo carpets. All cleaning and shampooing of the carpets shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is **not** acceptable) using the carpet cleaning method per the manufactures recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.
- C. Clean and disinfect all telephones and door hardware.
- D. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- E. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- F. Brush and clean ceiling vents and grills, doors, walls and partition surfaces and door vents; remove grill to clean inside vents.
- G. Dust venetian blinds (if applicable).

17.1.2.6. **Semi-Annually**

Clean all glass windows, partitions and glass entrance doors inside and outside. Glass entrance doors and windows shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.

17.1.2.7. **Annually**

- A. Clean and polish all wood, metal, Formica type furniture, counters, and partitions.
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

17.1.3. CUSTODIAL CLOSETS

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closet and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection.

Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state fire marshal approved containers. All containers shall be properly labeled as to contents. If any toxic material must be stored, it shall be appropriately labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors.

The floor/wall sinks, whether porcelain or stainless steel is to be kept clean, and polished at all times. Bottles and cans shall not be stored in the custodial closets.

17.1.4. FRUIT STREET COMPLEX, SERVICE AREA INFORMATION

Areas to be serviced: OC Facilities
1143 East Fruit Street
Santa Ana, CA 92701
OC Fleet Services
1102 East Fruit Street
Santa Ana, CA 92701
OC Construction
1152 East Fruit Street
Santa Ana, CA 9270

Type of facility: Reception Areas
Staff Offices
Staff Break Rooms
Staff Restrooms
Conference Rooms
Modular Buildings
Garage Offices
Laboratories
Storage Areas
Key Shop
Storage Warehouse

Volume of Usage:	Reception Area:	Moderately Heavy
	Staff Offices:	Moderate
	Staff Break Room:	Moderate
	Staff Restrooms:	Moderately Heavy
	Conference Room:	Moderately Heavy
	Laboratories:	Heavy

Storage Areas: Moderate
 Key Shop: Moderate
 Storage Warehouse: Moderately Heavy
 Modular Buildings: Moderate

17.1.5. FRUIT STREET COMPLEX, DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY Fruit St. Complex	SQ. FT. INSIDE BUILDING			TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMER PER DAY
	HARD SURFACE	CARPET	OTHER			
OC Facilities Maintenance	12,280	6,975	--	19,255	150	25
OC Fleet Services	8,000	--	--	8,000	18	--
OC Planning Construction etc.	26,594	2,312	--	28,911	80	--

Note: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.

17.1.6. FRUIT STREET COMPLEX, OPERATIONAL HOURS OF SERVICED FACILITY

OPERATIONAL HOURS Fruit St. Complex	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	--	--

17.1.7. FRUIT STREET COMPLEX, HOURS FOR JANITORIAL SERVICE

HOURS FOR SERVICE Fruit St. Complex	MON	TUE	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--
B. Key Shop - buffing, sweeping, mopping & waxing	12:00 pm to 4:00 pm	12:00 pm to 4:00 pm	12:00 pm to 4:00 pm	12:00 pm to 4:00 pm	12:00 pm to 4:00 pm	--	--

17.2 LAW LIBRARY

515 N. Flower Street, Santa Ana

17.2.1 RESTROOMS**17.2.1.1. Daily (Sunday through Friday)**

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies

do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.

- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of deposits, dirt, streaks and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to0.. remove any water deposits or stains.
- D. Thoroughly damp clean and disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall-mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- E. De-scale toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings.
- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
- G. Remove trash. Empty and clean (wipe down as needed with an approved all-purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

17.2.1.2. Weekly

- A. Clean and wet-wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers, door hardware, including removal of graffiti.

- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions, window sills and lockers.
- E. NOTE: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in toilet bowls are not acceptable.

17.2.1.3. Monthly

- A. Machine scrub and disinfect floors with an approved hospital cleaner. Seal all ceramic floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).
- D. Clean door jambs, removing all finger prints and surface grime.

17.2.2 ALL OTHER BUILDING AND SERVICE AREAS:

17.2.2.1. Daily (Sunday through Friday)

- A. Sweep all of the building's hard surface floors with the Kex System of dustless sweeping cloths or a similar type of dustless weeping system
- B. Thoroughly vacuum with a Hepa-Filter vacuum all carpeted floors, elevators, entry rugs and mats and remove any spots (including stairs).
- C. Mop all hard surface floors in break rooms and elevators. Spot clean the remainder hard surface floors.
- D. Dust all furniture (including table tops), accessories, ledges, door jams and all other horizontal surfaces under 6 feet. Dust all empty book shelves from Floor A through Floor 5. All surfaces to be left in a clean dust-free condition. Spot clean as necessary. Reading room table tops and Public Computer table tops shall be cleaned with Johnsons Citrus Stride.
- E. Spot clean glass entrance doors inside and out (including the metal).

- F. Empty all waste baskets and other trash containers and clean around rubbish disposal area and public ash trays and urns. Change liners as needed.
- G. Dispose of trash in designated area.
- H. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- I. Fill paper towel dispensers in employee lounges, conference rooms.
- J. Clean all areas soiled by spills.
- K. Remove all Graffiti.
- L. Clean table tops in employee's lounge.
- M. Attend to coffee stations, wipe counters and clean sink.
- N. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- O. Wipe all smudges, marks and fingerprints from stair railings and spiral glass stair case leading down to Floor A.
- P. Wipe down interior and exterior elevator doors, wipe down cab walls and disinfect call buttons and plates utilizing an approved germicidal cleaner and soft cloth.
- Q. Keep custodial closet clean and orderly. Store all custodial supplies in the assigned cabinets.

17.2.2.2. Weekly

- A. Thoroughly vacuum with a Hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.
- B. Detail sweep and damp mop all hard surface floors with a neutral cleaner, including corners and edges
- C. Remove marks and spots from carpets and from resilient floors in corridors and traffic lanes. Mop all resilient tiles with a neutral cleaner.
- D. Spray buff all tile floors including lobbies, Level A, break rooms.
- E. Sweep sidewalks, entrances, porches, ramps, exterior front steps and building entrances. Empty trash containers, clean and service ash trays and sand urns.
- F. Clean front, top, sides and inside of microwave oven.

- G. Clean and disinfect all phones.

17.2.2.3. Every Two Weeks

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, door jams, shelves, lamps, and other office furniture, partitions, ledges, partition frames *over 6ft. high*. Dust tops of all book shelves from Floor A through Floor 5.
- B. Thoroughly clean the walls and partitions, including glass partitions, glass stair case, handrails and inside out side of the entrance doors.
- C. Clean kick marks, finger marks, and other spots from doors,
- D. Thoroughly clean the elevator doors inside and outside and inside of elevator car, including the light shields.

17.2.2.4. Monthly

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- B. Remove spots and marks from all resilient floors.
- C. Sweep lobby entrances, porches, and sidewalks.
- D. Dust bookcases and book shelves, including tops on all floors.
- E. Spot clean Naugahyde and other plastic-covered furniture.
- F. Dust blinds window sills and draperies.
- G. Thoroughly clean and remove all marks and stains from counters and partitions.
- H. Clean and polish all interior metal fixtures and surfaces, including door push kick

17.2.2.5. Quarterly

- A. Scrub all resilient floors and wax and buff or apply non-buff floor finish (and provide more frequent spot floor finish correction when requested by the Contract Administrator or the Building Coordinator).
- B. Beginning prior to the **fifth week** (and semi-annually thereafter) of the Contract, vacuum with a Hepa- vacuum and shampoo carpets and mats. All shampooing of the carpets and mats shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufactures recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet

wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.

- C. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- D. Brush and clean ceiling vents and grills, door, wall, and partition surfaces, and door vents; remove grill to clean inside vents (if requested).
- E. Dust venetian blinds (if applicable).

17.2.2.6. Semi-Annually

- A. Thoroughly clean all glass entrance doors, windows, partitions inside and outside including the glass stair case going down to Level A. After windows have been cleaned, exterior frame casings, sills, windows and glass stair case shall be free of all traces of film, dirt, smudges, water and other foreign matter.
- B. Vacuum the tops of all of the books from Floor A through Floor 5 with a HEPA Filter vacuum cleaner.
- C. Wash Naugahyde or plastic-covered furniture.
- D. Clean venetian blinds (if applicable).
- E. Vacuum drapes (if applicable).

17.2.2.7. Annually

- A. Clean and polish all wood, metal, Formica-type counters, furniture, partitions including the reading room chairs and tables. Reading room table tops and computer table tops are to be cleaned with Johnsons Citrus Stride and polished with Johnson Professional Linobase and 2 coats of Johnson Wax Professional Carefree Mate or Taski Vision Matte and applied according to the manufactures recommendations. (NO SUBSTITUES)
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

17.2.3 **CUSTODIAL CLOSETS**

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closet and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection.

Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state fire marshal approved containers. All containers shall be properly labeled as to contents. If any toxic material must be stored, it shall be appropriately labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors.

The floor/wall sinks, whether porcelain or stainless steel is to be kept clean, and polished at all times. Bottles and cans shall not be stored in the custodial closets.

17.2.4 LAW LIBRARY, SERVICE AREA INFORMATION

Area to be serviced: Law Library
515 N. Flower St.
Santa Ana,, CA 92703

Type of facility: Reception Area
Staff Offices
Staff Break Room
Book Shelves and Reading Areas
Public Restrooms
Staff Restrooms
Conference Room

Volume of Usage: Reception Area/Heavy
Staff Offices/Moderate
Staff Break Room/Moderate
Public Restrooms/Heavy
Staff Restrooms/Moderate
Conference Room/Moderately Heavy

17.2.5 LAW LIBRARY, DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
Law Library	26,860	23,010	-0-	-0-	49,370	16	400

Note: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.

17.2.6 LAW LIBRARY, OPERATIONAL HOURS OF SERVICED FACILITY

Operations Law Library	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	8:00 am to 6:00 pm	8:00 am to 6:00 pm	8:00 am to 6:00 pm	8:00 am to 6:00 pm	8:00 am to 5:00 pm	--	--

17.2.7 LAW LIBRARY, HOURS FOR JANITORIAL AND DAY PORTER SERVICE

Hours For Service Law Library	MON	TUE	WED	THUR	FRI	SAT	SUN
Regular hours facility is available to provide service	9:00 pm to 2:00 am	9:00 pm to 2:00 am	9:00 pm to 2:00 am	9:00 pm to 2:00 am	7:30 pm to 1:30 am	--	6:00 pm to 12:00 am
Day Porter	11:30 am to 3:30 pm	11:30 am to 3:30 pm	11:30 am to 3:30 pm	11:30 am to 3:30 pm	11:30 am to 3:30 pm	--	--

17.2.8 DAY PORTER

The Orange County Public Law Library requires a Day Porter to be at the facility for four hours per day, Monday through Friday. Day Porter shall be the Contractor's employee, located on-site for the purpose of providing immediate attention during normal working hours to Contract-related services, including, but not limited to, the removal of hazards such as spills or broken glass, plumbing leaks, roof leaks, refilling supplies, and general facility upkeep.

A. Hours Of Service

The Day Porter shall work Monday through Friday, 11:30 a.m. to 3:30 p.m., with one 15-minute break during the shift. The break should be taken near the midpoint of the afternoon.

B. Attendance

Contractor shall provide full Day Porter service during all of the hours designated for the performance of this work and shall provide suitable substitutes if the regular staff is unavailable. ***All of the work performed by the Day Porter shall be in addition to, and not a substitute for, any regular night time custodial operations.*** Substitute staff shall have the same basic skills and responsibilities as the regular day porter.

C. Supervision

1. The Day Porter will report to and be supervised by the Building Manager. Contractor shall inspect Day Porter's work on a weekly basis.
2. Day porter shall sign in and sign out with the designated Building Manager at the beginning and end of each shift.
3. The Building Manager will prepare a list of regular tasks for their respective Day Porter and a corresponding schedule based upon anticipated work to be performed during the day. If the Building Manager does not prepare a list of duties, it will be the Contractor's responsibility to establish a daily schedule. The schedules will contain designated times for the day porter to return to their respective Building Manager to obtain any additional special assignments that might develop during the day.

D. Required Clothing and Identification

Day porter shall wear a uniform furnished by the Contractor (closed toe shoes, long pants, polo shirt) and shall wear an easy to read name badge.

E. Communication

Contractor shall furnish a cell phone for the Day Porter, ensuring they can respond immediately when contacted by their respective Building Manager.

F. Basic Skills

Day Porter shall:

1. Be knowledgeable of general custodial practices, including correct and appropriate application of all chemicals and use of all cleaning machines and tools, including all Contractor-provided tools.
2. Be able to speak and write effectively and fluently in English.
3. Possess general maintenance skills.
4. Work productively, unsupervised, and with a minimum of direction.
5. Immediately respond to all requests by their respective Building Manager. For immediate health and safety hazards, Day Porter should take immediate action, with or without direction from the Building Manager or other staff. Additionally, Day Porter shall: Regularly, at least two times daily, inspect and service the employee restrooms on the first floor, inspect and service the third floor public restrooms at least five times a day or more if needed, to ensure that the floors and walls remain clean and free from debris, graffiti and all dispensers are full.

Note: When mopping restroom floors during the day a wet floor sign must be placed in front of the restroom doors.

6. Regularly, at least two times a day, inspect and clean all public hallways, corridors, entrances and exits to remove any and all accumulations, dirt, or debris and to clean-up any spills.
7. Clean threshold of doors and elevators, clean elevator call buttons and panels, clean elevator.
8. Keep entry glass doors and frames in a clean condition.
9. Keep outside building entrances clean and free of dust, debris, cobwebs, and bird droppings.
10. Inform the Building Manager of any repairs needed that are not minor or require expert skills or special tools. When appropriate, day porter shall take necessary actions to prevent further damage or limit hazard, until repair personnel arrive, such as turning off water, power, etc.
11. Report any building or equipment deficiencies to the Building Manager. Give a full description of the needed work, its location, and any additional information that will aid in the prompt and economical repair of said deficiency. Post signs or barricades to restrict access and inform clients/personnel of hazards, as appropriate.

12. Move furniture, boxes, supplies, etc. as required, up to 50 pounds in weight.

17.3 **(Removed)**

17.4 **COUNTY OPERATIONS CENTER (COC)**
1300 South Grand Avenue, Buildings A, B, & C, Santa Ana

17.4.1 **RESTROOMS AND SHOWERS**

17.4.1.1 Daily (Monday through Friday)

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.
- B. Clean and polish mirrors and faucets.
- C. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors, and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of water deposits, dirt, streaks, and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.
- D. Thoroughly damp clean and disinfect all surfaces of the partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted soap dispenser, urinals and toilets. Remove all graffiti. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- E. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.
- F. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.

- G. Remove trash. Empty and clean (wipe down as needed with an approved all-purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
- H. Add water and disinfectant to all floor drains.
- I. Unstop common toilet stoppages with plunger.

17.4.1.2 Weekly

- A. Clean and wet-wipe with an approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers and door hardware, including removal of graffiti.
- B. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- C. Clean pull bars.
- D. Dust tops of partitions, window sills and lockers.

Note: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in the toilets are unacceptable.

17.4.1.3 Monthly

- A. Wipe down all walls with an approved disinfect and machine scrub and disinfect floors with an approved germicidal cleaner. Seal all ceramic floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct, if requested.
- C. Dust venetian blinds (if applicable).
- D. Clean door Jambs, removing all finger prints and surface grime.

17.4.2 ALL OTHER BUILDING AND SERVICE AREAS:**17.4.2.1 Daily (Monday through Friday)**

- A. Sweep all of the building's hard surface areas, including elevators with the *Kex* System of dustless sweeping cloths or a similar type of dustless sweeping system.
- B. Mop all hard surface floors with a natural cleaner in the break room areas. Spot clean all soiled areas of the remainder of the hard surface floors.
- C. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, mats, hallways, offices, elevators and entry rugs, and remove any spots in the carpet (including stairs if applicable).
- D. Spot clean glass entrance doors inside and out, including the metal frame.
- E. Empty all waste baskets and other trash containers and clean around rubbish disposal area and public ash trays and sand urns. Change trash can liners as needed.
- F. Dispose of trash in designated area.
- G. Clean and polish all drinking fountains, both inside and outside the building, if applicable.
- H. Clean outside all entrances and exit areas, (including the ramp along building A and dock area by building B) empty trash containers, and clean and empty the cigarette urns. (Replace sand in urn as needed)
- I. Keep custodial closet clean and orderly.
- J. Clean table tops and counters in employee's lounges, all administrative conference rooms and counsel areas, etc.
- K. Remove all Graffiti.
- L. Attend to coffee stations, wipe counters and clean sinks.
- M. Spot wipe smudges, marks, and fingerprints from doors and light switches within reach.
- N. Fill paper towel dispensers in employee's lounges and coffee stations.
- O. Clean picnic tables and empty trash and sand urns in the patio between Building B & C and outside building C.
- P. Clean all stair wells and handrails including those from the basement to the upper levels.

- Q. Wipe down interior and exterior elevator doors, wipe down cab walls and disinfect call buttons and plates utilizing an approved germicidal cleaner and soft cloth.

17.4.2.2 Weekly

- A. Thoroughly vacuum with a Hepa-filter vacuum cleaner, all carpeted areas including corners and edges in areas which normal vacuuming does not reach.
- B. “Detail sweep” all hard surface floors and mop with a neutral cleaner, including corners and edges.
- C. Spot clean carpet, mats and rugs.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames under 6ft. high. All surfaces to be left in a clean and dust-free condition. Spot clean as necessary.
- E. Buff all resilient tile floors.
- F. Bonnet Buff all carpets in lobbies and traffic lanes. The quarterly carpet cleaning shall be cleaned with the deep extraction method of cleaning.
- G. Sweep sidewalks, porches, ramps, and exterior steps.
- H. Clean front, top, sides and inside of microwave ovens.
- I. Disinfect all phones.

17.4.2.3 Every Two Weeks:

- A. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, door jams and partition frames *over 6ft. high*. All surfaces are to be left in a clean and dust-free condition. Spot clean as necessary.
- B. Spot clean walls and partitions, including partition glass.
- C. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, and staircases.

17.4.2.4 Monthly:

- A. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- B. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.

- C. Spot clean upholstered furniture including Naugahyde and other plastic-covered furniture.
- D. Dust blinds window sills and draperies. (If applicable)
- E. Clean and remove all marks and stains from counters and partitions.
- F. Clean all base boards with a damp cloth.

17.4.2.5 Quarterly:

- A. Strip all hard surface floors, wax and buff. Provide more frequent spot floor finish correction when requested by the Contract Administrator or Contract Inspector.
- B. Beginning prior to the **fifth week** (and semi-annually thereafter) of the Contract, vacuum with a Hepa-filter vacuum and shampoo carpets. All cleaning and shampooing of the carpets shall be accomplished by deep extraction, (Bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufacturer's recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations.
- C. Clean and disinfect all telephones and door hardware.
- D. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- E. Vacuum upholstered furniture and wipe clean all metal and wood furniture.
- F. Brush and clean ceiling vents and grills, doors, walls and partition surfaces and door vents; remove grill to clean inside vents.
- G. Dust Venetian blinds (if applicable).

17.4.2.6 Semi-Annually:

Clean all glass windows, partitions and glass entrance doors inside and outside. Surfaces shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.

17.4.2.7 Annually:

- A. Clean and polish all wood, metal, Formica-type furniture, counters, and partitions.
- B. Vacuum all drapes (if applicable).
- C. Vacuum and wash venetian blinds (if applicable).

17.4.2.8 Other Duties:

On Election Days, an additional custodian will be needed for the Registrar of Voters. The custodian starts at 12:00 noon and usually finishes with the dismissal of the Election Day staff; between 12:00 AM and 1:00AM for local elections and between 2:00 AM and 3:00 AM for statewide and national elections.

17.4.3 **CUSTODIAL CLOSETS**

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closet and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection.

Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state fire marshal approved containers. All containers shall be properly labeled as to contents. If any toxic material must be stored, it shall be appropriately labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors.

The floor/wall sinks, whether porcelain or stainless steel is to be kept clean, and polished at all times. Bottles and cans shall not be stored in the custodial closets.

17.4.4 **BUILDING COORDINATORS FOR THE COUNTY OPERATIONS CENTER**

BUILDING A

2nd Floor

Neil Jessen
714-567-7341

Publishing Services

Kevin Hatanaka
714-470-9886

Records Center

Rey Concepcion
714-834-6818

BUILDING B

OC Community Services

Francis Barton
714-480-6475

BUILDING C

Registrar of Voters

David Goulding
714-567-7934

Public Administrator/Public Guardian

Edgar Castillo
714-567-7509

17.4.5 **SERVICE AREA INFORMATION, COUNTY OPERATIONS CENTER**

1300 South Grand Avenue Santa Ana

BUILDING A

CEO/County Procurement Office, Publishing Services, Records Center

BUILDING B
OC Community Services
Registrar of Voters/Public Administrator/Public Guardian
BUILDING C

Type of facility: Reception Areas
 Staff Offices
 Staff Break Rooms
 Staff Restrooms
 Conference Rooms
 Storage Areas
 Storage Warehouse
 Outside Patio tables & Chairs

Volume of Usage: Reception Area/Moderately Heavy
 Staff Offices/Moderate
 Staff Break Room/Moderate Heavy
 Staff Restrooms/Moderately Heavy
 Conference Room/Moderately Heavy
 Storage Areas/Moderate
 Storage Warehouse/Moderately Heavy
 Outside Patio Tables & Chairs/Moderately Heavy

17.4.6 DESCRIPTION/HOURS OF OPERATION/HOURS FOR JANITORIAL SERVICES

COC BUILDING A	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
CEO Purchasing and Publishing Services	10,000	30,000	--	Ramp & Dock 1500	41,500	66	25
COC BUILDING A OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	--	--
COC BUILDING A HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

COC BUILDING B	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
OC Community Services	10,000	40,000	400 Patio		54,000	93	200-250
COC-BUILDING B OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN

Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	Closed	Closed
COC BUILDING B HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

COC BUILDING C	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
Registrar of Voters and Public Administrator	10,000	25,000	---	Patio 400	35,400	25	200-250
COC BUILDING C OPERATIONS	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	6:00 am to 6:00 pm	--	--
SPECIAL HOURS FOR ELECTIONS	--	12:00 pm to 4:00 am	--	--	--	--	--

COC BUILDING C HOURS FOR JANITORIAL SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is available to provide Service	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	6:00 pm to 12:00 am	--	--

Note: The preceding area measurements for the building(s) and are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications.

17.5 (Removed)

17.6 (Removed)

17.7 SEVEN OAKS DAM (7 OAKS)
32330 Santa Ana Canyon Road, Highland
Mondays, Fridays, service Corporate Building
Wednesdays, service Portables and Butler building

17.7.1 RESTROOMS:

17.7.1.1 Daily:

- A. Clean and refill soap, towel, toilet tissue, sanitary napkins, paper cups, and toilet seat cover dispensers. Sufficient extra supplies shall be provided to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilets, urinals, wash bowls, sanitary napkins dispensers, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors.
- D. Sweep and wet mop all tile and concrete floors with an approved germicidal cleaner.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls.
- I. Thoroughly clean and disinfect shower floors, walls and fixtures.
- J. Dust and wipe down all wood trim.
- K. Notify CONTRACT Inspector of any major repairs; utilize the message clipboard inside of an assigned Janitor closet.

17.7.1.2 Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Wash all ceramic tile walls.

17.7.1.3 Quarterly:

- A. Machine scrub with light buffing pad. Disinfect floors with an approved germicidal cleaner. This shall include, but not be

limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all concrete floors with a minimum of two (2) coats of sealer.

- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct.

17.7.2 SHOWER ROOM:

- 17.7.2.1 Thoroughly clean and disinfect the shower's bench, walls and floors.
- 17.7.2.2 Clean tile walls and grout area between tile with approved non-abrasive cleansers.
- 17.7.2.3 Sweep and wet mop the shower room floor daily with approved germicidal cleanser.
- 17.7.2.4 Clean shower room door interior and exterior of any markings.
- 17.7.2.5 Clean and polish all chrome fixtures.
- 17.7.2.6 Remove cobwebs from ceiling and along walls of shower room.

17.7.3 OFFICE, CONFERENCE ROOMS AND BUILDING AREAS:

- 17.7.3.1 Sweep all concrete floor areas prior to mopping with a sweeping compound.
- 17.7.3.2 Empty ALL waste baskets and trash containers and carry trash to designated area. Change liners which are soiled or torn.
- 17.7.3.3 Shake out all entry rugs.
- 17.7.3.4 Clean and polish drinking fountain and tile display.
- 17.7.3.5 Clean outside all entrance and exit areas, and clean and service ash trays and sand urns.
- 17.7.3.6 Keep custodial closet clean and orderly.
- 17.7.3.7 Remove all graffiti.
- 17.7.3.8 Vacuum all carpeted floors and entry rugs, and remove any spots.
- 17.7.3.9 Clean and mop all concrete and tile floors.
- 17.7.3.10 "Detail sweep" all areas.
- 17.7.3.11 Clean all areas soiled by spills.
- 17.7.3.12 Clean table tops, sink, appliances and counters in employee kitchen/lunch room.

17.7.3.13 Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all concrete and tile floors.

17.7.3.14 Sweep sidewalks, porches, ramps, and exterior steps.

17.7.3.15 Clean all computer, electronic equipment and chairs.

17.7.3.16 Dust all interpretive displays these may be very sensitive to touch.

17.7.3.17 Windows:

All interior and exterior windows must be cleaned once every two weeks. An eight (8') ladder is required to clean the windows effectively

17.7.3.18 Window Sills and Frames:

The window sills and frames must be wiped clean of all debris or spotting caused by window cleaning.

17.7.3.19 Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes.
- B. Dust bookcases and book shelves.
- C. Spot clean Naugahyde and other plastic covered furniture.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, ledges, and partition frames.
- E. Clean around rubbish disposal area.

17.7.3.20 Quarterly:

- A. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- B. Brush and clean ceiling vents and grills, including removal of vent plate and vacuuming around and into duct. Remove dust that accumulates on top of the air conditioning and heating ducts. An eight foot (8') ladder shall be required to clean the top of ducts effectively. Vacuuming would be the best method for removing dust so as not to spread dust to other parts of the facility.
- C. Cleaning of all wood window sills, frames, doors and door jams. See cleaning supplies for type of cleanser and oil finish.
- D. Strip all concrete floors, wax and buff (or apply approved non-buff floor finish).

- E. Shampoo and pile lift all carpets and entry rugs or deep clean by pressure extraction process and pile lift, as specified by Procurement and Scheduling Supervisor.
- F. Immediately following carpet cleaning apply a protective chemical such as Scotchgard or equal as approved by Contract Manager.
- G. Dumpsters and other trash containers are provided for disposal of trash. CONTRACTOR shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

17.7.4 CUSTODIAL CLOSETS

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closet and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection. Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state fire marshal approved containers. All containers shall be properly labeled as to contents. If any toxic materials must be stored, it shall be labeled with name and proper antidotes.

All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors. The floor/wall sinks, whether porcelain or stainless steel is to be kept clean, and polished at all times. Quality of cleaning materials and supplies to be provided: All cleaning supplies, materials, and tools used in the performance of this Contract shall be good commercial quality, suitable for the purpose intended, and provide results necessary to provide the high standards of cleanliness required under this Contract. All cleaning processes used shall meet high standards of safety and effectiveness for commercial applications in high traffic areas and shall not damage the facilities being cleaned. The County shall have the right to prohibit the use of any process, material, supply, or tool which may damage County property or which may be a risk to employees, the public, or others using County Facilities.

17.7.5 BUILDING COORDINATORS FOR THE SEVEN OAKS FACILITY:

Primary Contact: Jessie Prado (714) 955-0257

Secondary Contact: OCPW Main Office – (714) 955-0200

17.7.6 DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY 7 Oaks	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
Corporate Bldg	550	3675	--	--	4225	6	6

FACILITY 7 Oaks	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
Portables & Butler Bldg	3500	2580	--	--	6080	3	3

17.7.7 OPERATIONAL HOURS OF SERVICED FACILITY

OPERATIONS 7 Oaks	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	--	--
Number of employees	6	6	6	6	6	--	--

17.7.8 HOURS FOR SERVICE: (Minimum hours of service 3 hours a day, 3 times a week)

HOURS FOR SERVICE 7 Oaks	SUN	MON	TUE	WED	THUR	FRI	SAT
Hours facility is available for service	--	6:00 pm to 9:00 pm	--	6:00 pm to 9:00 pm	--	6:00 pm to 9:00 pm	--

17.8 OC PUBLIC WORKS/OPERATIONS AND MAINTENANCE (O&M COMPLEX)

2301 North Glassell Street, Orange

222 East Bristol Lane, Orange (includes Warehouse)

Warehouse portion of 2245 North Glassell Street, Orange

17.8.1 O & M COMPLEX2301 North Glassell - **Ground Floor****17.8.1.1 RESTROOMS:****17.8.1.1.1 Daily:**

- A. Clean and refill soap, towel, toilet tissue, and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.

- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls
- I. Notify Contract Inspector of any major repairs; utilize the message clipboard inside of an assigned janitor closet.
- J. Clean and mop all tile floors. Floors should have a clean and streak free appearance when dry after mopping.

17.8.1.1.2 Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Hose out all restroom trash can interior.
- D. Clean walls behind sink and around soap dispenser.

17.8.1.1.3 Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.1.2 BUILDING AND SERVICE AREAS:**17.8.1.2.1 Daily:**

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, hallways, offices, entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable).
- D. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- E. Restock paper towel dispenser in the employee's kitchen and break areas.
- F. Clean and wipe down all sinks using an approved germicidal cleaner.
- G. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- H. Spot clean glass on doors, glass partitions, and interiors of windows.
- I. Any interior doors found to be closed or locked indicate no entry and rooms are not to be serviced.
- J. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.
- K. Dumpsters and other trash containers are provided for disposal of trash. Contractor shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor. Contractor shall not recycle trash or store recycled material on the premises

17.8.1.2.2 Weekly:

- A. Clean and mop all tile floors.
- B. "Detail sweep" all areas.

- C. Clean all areas soiled by spills.
- D. Remove all graffiti.
- E. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring.
- F. Wipe tabletop and countertop in employee break room.
- G. Mop employee break and small supply rooms

17.8.1.2.3 Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic covered furniture (conference room).
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and insides of exterior windows.
- H. Office areas locked by occupants are to be bypassed. Occupant will be responsible for cleaning.

17.8.1.2.4 Quarterly:

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).
- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement and Scheduling Supervisor. Immediately following carpet cleaning apply a protective chemical such as *Scotchgard* or equal as approved by department.

- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.
- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.
- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.

17.8.1.2.5 Bi-annually:

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

17.8.2 **O & M COMPLEX**
2301 North Glassell - **Second Floor**

17.8.2.1 **RESTROOMS:**

17.8.2.1.1 Daily:

- A. Clean and refill soap, towel, toilet tissue and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner. Flooring shall have a clean appearance with no residual streaking after drying.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.

H. Spot clean all doors, handles, partitions, windows and walls

I. Notify Contract Inspector of any major repairs; utilize a message clipboard inside janitor's closet.

17.8.2.1.2 Weekly:

A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.

B. Add water and disinfectant to all floor drains.

C. Hose out all restroom trash can interior.

D. Clean walls behind sink and around soap dispenser.

17.8.2.1.3 Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.2.2 **ELEVATORS**

17.8.2.2.1 Daily:

A. Clean and disinfect call buttons and plate utilizing approved germicidal cleaner and a soft cloth.

B. Clean and disinfect wall rails and paneling utilizing an approved germicidal cleaner and a soft cloth

C. Wipe down all stainless-steel surfaces with an approved stainless steel cleaner using soft cloths

D. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors and remove any spots in the carpet.

17.8.2.2.2 Quarterly:

Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Contract Manager; immediately following carpet cleaning, apply a protective chemical such as Scotchgard or equal as approved by department.

17.8.2.3 STAIRWAY AND RECEPTION AREA**17.8.2.3.1 Daily:**

- A. Wipe down banister railing with an approved germicidal cleaner and a soft cloth
- B. Clean all areas soiled by spills.
- C. Remove any and all trash.
- D. Wipe down all stainless steel surfaces with an approved stainless steel cleaner using soft cloths.
- E. Sweep and wet mop all tiled floors.
- F. Spot clean glass entry doors to remove finger prints and smudges.
- G. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, hallways, offices, entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable)

17.8.2.3.2 Monthly:

Tile floors – machine scrub and disinfect floors with an approved cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.2.3.3 Quarterly:

- A. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Project Manager.
- B. Immediately following carpet cleaning apply a protective chemical such as Scotchgard or equal as approved by department.
- C. Dust all high ledges in the two story atrium area of reception
- D. Wipe down all wooden railings with an approved wood treatment using soft cloths.

17.8.2.4 SERVICE STAIRWAY**17.8.2.4.1 Daily:**

- A. Wipe down hand railing using an approved germicidal cleaner and a soft cloth.
- B. Spot clean walls and doors.
- C. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, hallways, offices, entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable).

17.8.3 BUILDING AND SERVICE AREAS:**17.8.3.1 Daily:**

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- D. Thoroughly vacuum with a hepa-filter vacuum, all carpeted floors, hallways, offices, entry rugs, mats and remove any spots in the carpet. (Including stairs if applicable).
- E. Restock paper towel dispenser in the employee's kitchen and break areas.
- F. Clean and wipe down all sinks using an approved germicidal cleaner.
- G. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- H. Spot clean glass on doors, glass partitions, and interiors of windows.
- I. Clean and mop all tile floors. Floors should have a clean and streak free appearance when dry after mopping.
- J. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.
- K. Dumpsters and other trash containers are provided for disposal of trash. Contractor shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor.

Contractor shall not recycle trash or store recycled material on the premises.

17.8.3.2 **Weekly:**

- A. Clean and mop all tile floors.
- B. Detail-sweep all areas.
- C. Clean all areas soiled by spills.
- D. Remove all graffiti.
- E. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring

17.8.3.3 **Monthly:**

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic upholstered furniture.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, mini blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices.
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and insides of exterior windows.
- H. Office areas locked by occupants are to be bypassed. Occupant will be responsible for cleaning.

17.8.3.4 **Quarterly:**

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).
- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement and Scheduling Supervisor. Immediately following carpet cleaning apply a protective chemical such as Scotchgard or equal as approved by department.

- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.
- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.
- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- F. Perform fabric cleaning on all chairs in storm center, large conference room, and small conference room.
- G. Apply approved furniture wax and polish meeting tables in the Storm Center, Large Conference Room, and Small Conference Room.

17.8.3.5 **Bi-annually**

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

17.8.4 **O & M COMPLEX -**
222 Bristol Lane, Orange (includes Warehouse)

17.8.4.1 **RESTROOMS:**

17.8.4.1.1 **Daily:**

- A. Clean and refill soap, towel, toilet tissue, and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner.

- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls
- I. Notify Contract Inspector of any major repairs; utilize the message clipboard inside of janitor closet.

17.8.4.1.2 Weekly:

- A. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Hose out all restroom trash can interior.
- D. Clean walls behind sink and around soap dispenser.

17.8.4.1.3 Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.5 “MUSTER” ROOM AND SHOWER AREA:

17.8.5.1 Daily:

Clean and mop floors. Floors should have a clean and streak free appearance when dry after mopping.

17.8.5.2 Weekly:

- A. Shower area: clean and wet-wipe down walls around plumbing fixtures, partitions, any partition doors, and door hardware, with an approved germicidal cleaner.
- B. Add water and disinfectant to all floor drains.
- C. Dust tops of lockers.

17.8.5.3 Monthly:

Strip resilient tile floors, wax and buff (or apply approved non-buff floor finish – 2 coats minimum)

17.8.5.4 Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.6 ALL OTHER SERVICE AREAS:**17.8.6.1 Daily:**

- A. Sweep all building areas with the Kex System of dustless sweeping cloths.
- B. Empty ALL waste baskets and trash containers and carry trash to designated areas. Change all soiled or torn liners.
- C. Clean tabletops and counters in employee kitchen/lunch room and break areas.
- D. Restock paper towel dispenser in the employee's kitchen and break areas.
- E. Clean and wipe down all sinks using an approved germicidal cleaner.
- F. Clean and wipe down all drinking fountains using an approved germicidal cleaner.
- G. Spot clean glass on doors, glass partitions, and interiors of windows.
- H. Any interior doors found to be closed or locked indicate no entry and rooms are not to be serviced.
- I. Refrigerators and oven interiors are for the convenience of County employees and their responsibility to maintain.
- J. Dumpsters and other trash containers are provided for disposal of trash. Contractor shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

17.8.6.2 Weekly:

- A. Vacuum all carpeted floors and entry rugs three times a week on Monday, Wednesday and Friday, and remove any spots.
- B. Clean and mop all tile floors.
- C. “Detail sweep” all areas.
- D. Clean all areas soiled by spills.
- E. Remove all graffiti.
- F. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all resilient tile flooring.

17.8.6.3 Monthly:

- A. Remove spots and marks from resilient floors other than corridors and traffic lanes
- B. Dust bookcase and book shelves.
- C. Spot clean Naugahyde and other plastic covered furniture.
- D. Dust desks, chairs, tables, telephones, file cabinets, window sills, blinds, shelves, lamps, and other office furniture, partitions, ledges, and partition frames in all offices
- E. Clean and polish all interior door and partition glass, both sides.
- F. Clean around rubbish disposal area
- G. Dust all window frames on interior doors, windows, and framing inside of exterior windows.

17.8.6.4 Quarterly:

- A. Strip all resilient floors, wax and buff (or apply approved non-buff floor finish).
- B. Shampoo and pile-lift all carpets and entry rugs or deep clean by pressure extraction process and pile-lift, as specified by Procurement Supervisor. Immediately following carpet cleaning apply a protective chemical such as Scotchgard or equal as approved by department.
- C. Wipe down all wooden ledges with an approved wood treatment using soft cloths.
- D. Wipe down all wooden doors with an approved wood treatment using soft cloths.

- E. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- F. Perform fabric cleaning on all chairs in conference room.

17.8.6.5 **Bi-annually:**

- A. Clean all exterior wall windows inside and out, including window seals and ledges.
- B. Remove all spots and marks from window ledges caused by window cleaning.

17.8.7 **2245 NORTH GLASSELL - WAREHOUSE AREA**

17.8.7.1 **RESTROOMS:**

17.8.7.1.1 **Daily:**

- A. Clean and refill soap, towel, toilet tissue and toilet seat cover dispensers. Sufficient extra supplies shall be provided (left on facility grounds) to last until next servicing.
- B. Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilet, wash bowl, sanitary napkins dispenser, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- C. Clean and polish mirrors, clean soap and towel dispensers.
- D. Sweep and wet mop all tile floors with an approved germicidal cleaner. Flooring shall have a clean appearance with no residual streaking after drying.
- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls

- I. Notify Contract Inspector of any major repairs; utilize a message clipboard inside janitor's closet.

17.8.7.1.2 Weekly:

- E. Clean and wet-wipe down walls around plumbing fixtures, toilet compartment partitions, partition doors, and door hardware, with an approved germicidal cleaner.
- F. Add water and disinfectant to all floor drains.
- G. Hose out all restroom trash can interior.
- H. Clean walls behind sink and around soap dispenser.

17.8.7.1.3 Quarterly:

Machine scrub and disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all ceramic floors with a minimum of two (2) coats of sealer.

17.8.7.2 **ALL OTHER SERVICE AREAS:**

17.8.7.2.1 Daily:

- A. Clean small meeting room.

17.8.8 **CUSTODIAL CLOSETS:**

The Contractor shall keep all tools, equipment, and supplies left on the job site in the janitor's storage closets and not in any other part of the building. The janitor's closet shall be kept in a neat and orderly manner at all times and shall become part of the regular inspection. Any and all flammable liquids shall be kept off premises. Rags and other flammable solids shall be kept in state Fire Marshall approved containers. All containers shall be properly labeled as to contents. If any toxic materials must be stored, it shall be labeled with name and proper antidotes. All buckets, wringers, mop sinks, and other tools and equipment shall be kept clean and free of objectionable odors. The floor/wall, sink, whether porcelain or stainless steel is to be kept clean, and polished at all times.

17.8.9 **BUILDING COORDINATORS:**

O&M Complex

2301 North Glassell – Ground Floor

Primary Contact: Christine Knapp (714) 955-0632

Secondary Contact: Maria Tamez (714) 955-0603

2301 North Glassell – Second Floor

Primary Contact: Lori Hanson (714) 955-0231

Secondary Contact: Ligia Godinez (714) 955-0307

222 East Bristol Lane (includes warehouse)

Primary Contact: Anna Watts (714) 955-0109

Secondary Contact: Anthony Lee Bong (714) 955-0112

2245 North Glassell – Warehouse Area

Primary Contact: Bryan Pastor (714) 955-0662

Secondary Contact: James Fortuna (714) 955-0680

17.8.10 DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY O & M COMPLEX	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
2301 N Glassell GROUND FLOOR	2500	18063	--	--	20563	75	50
2301 N Glassell LOBBY ELEVATOR 2ND FLOOR REAR STAIRS	2000	18063	--	--	20063	180	50
222 Bristol	6000	14000	--	--	20000	50	100
2245 Glassell O&M WAREHOUSE RESTROOM & MEETING ROOM	682	0			682	75	40

17.8.11 OPERATIONAL HOURS OF FACILITY

O & M COMPLEX	MON	TUES	WED	THURS	FRI	SAT	SUN
Regular hours facility is open to public and employees	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm	6:00 am to 4:30 pm
Number of employees	305	305	305	305	305	305	305

17.8.12 HOURS FOR JANITORIAL SERVICE

Hours facility is available for service	MON	TUE	WED	THUR	FRI	SAT	SUN
O & M COMPLEX	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	6:00pm to 10:00 pm	--	--

18.0 SUMMARY DAILY SERVICE HOURS/MINIMUM NUMBER OF WORKERS**18.1 Minimum number of daily service hours.**

Service Hours	Fruit St Complex	Law Library	COC	7 OAKS	O & M Complex
Mon	11	16	18	3	12
Tue	11	16	18	--	12
Wed	11	16	18	3	12
Thu	11	16	18	--	12
Fri	11	16	18	3	12
Sat	--	--	--	--	--
Sun	--	--	--	--	--

- 18.2 Minimum number of workers (includes 1 Supervisor): Note -- Contractor is expected to provide the required level of service regardless of actual hours listed. The listed hours does not include the required monthly, quarterly, semi-annual and annual services.

Number of Workers	Fruit St Complex	Law Library	COC	7 OAKS	O & M Complex
Mon	2	3	3	1	3
Tue	2	3	3	--	3
Wed	2	3	3	1	3
Thu	2	3	3	--	3
Fri	2	3	3	1	3
Sat	--	--	--	--	--
Sun	--	3	--	--	--

19.0 BEST MANAGEMENT PRACTICES (BMP):

- 19.1 Contractor shall conduct operations under this Contract so as to assure that pollutants do not enter municipal storm drain systems which systems are comprised of, but are not limited to curbs and gutters that are part of the street systems ("Stormwater Drainage System"), and to ensure that pollutants do not directly impact "Receiving Waters" (as used herein, Receiving Waters include, but are not limited to, rivers, creeks, streams, estuaries, lakes, harbors, bays and oceans).
- 19.2 The Santa Ana and San Diego Regional Water Quality Control Boards have issued National Pollutant Discharge Elimination System (NPDES) permits ("Stormwater Permits") to the County of Orange, and to the Orange County Flood Control District (District) and cities within Orange County, as co-permittees (hereinafter collectively

referred to as "County Parties") which regulate the discharge of urban runoff from areas within the County of Orange, including the Premises under this Contract. The County Parties have enacted water quality ordinances that prohibit conditions and activities that may result in polluted runoff being discharged into the Stormwater Drainage System.

- 19.3 To assure compliance with the Stormwater Permits and water quality ordinances, the County Parties have developed a Drainage Area Management Plan (DAMP) which includes a Local Implementation Plan (LIP) for each jurisdiction that contains Best Management Practices (BMPs) that parties using properties within Orange County must adhere to. As used herein, a BMP is defined as a technique, measure, or structural control that is used for a given set of conditions to manage the quantity and improve the quality of stormwater runoff in a cost effective manner. These BMPs are found within the County's LIP in the form of Model Maintenance Procedures and BMP Fact Sheets (the Model Maintenance Procedures and BMP Fact Sheets contained in the DAMP/LIP shall be referred to hereinafter collectively as "BMP Fact Sheets") and contain pollution prevention and source control techniques to eliminate non-stormwater discharges and minimize the impact of pollutants on stormwater runoff.
- 19.4 BMP Fact Sheets shall include but shall not be limited to the following which may be viewed for municipal activities and downloaded at www.ocwatersheds.com/documents/bmp/municipalactivities:
- FF-2 Building Maintenance and Repair
- 19.5 These BMP Fact Sheets may be modified during the term of the Contract; and County's Project Manager shall provide Contractor with any such modified BMP Fact Sheets.
- 19.6 Contractor shall, throughout the term of this Contract, comply with the BMP Fact Sheets as they exist now or are modified, and shall comply with all other requirements of the Stormwater Permits, as they exist at the time this Contract commences or as the Stormwater Permits may be modified. Contractor agrees to maintain current copies of the BMP Fact Sheets on the job sites throughout the term of this Contract. The BMPs applicable to uses authorized under this Contract must be performed as described within all applicable BMP Fact Sheets.
- 19.7 Contractor may propose alternative BMPs that meet or exceed the pollution prevention performance of the BMP Fact Sheets. Any such alternative BMPs shall be submitted to the County's Project Manager for review and approval prior to implementation.
- 19.8 County's Project Manager may visit the job sites and/or review Contractor's records at any time to assure that activities conducted on the job sites comply with the requirements of this section. Contractor may be required to implement a self-evaluation program to demonstrate compliance with the requirements of this section.

**ATTACHMENT B
CONTRACTOR'S PRICING****I. FEES AND CHARGES:** Payment shall be made in accordance with the provisions of this Contract.**A. Total Monthly Cost**

Service Description	Fruit St Complex	Law Library	COC	7 OAKS	O & M Complex
General Janitorial Cost per Month	\$3,087	\$1,414	\$4,071	\$666	\$1,649
Hours/ Month	190	87	251	42	102
Floors Cost per Month	\$588	\$257	\$784	\$98	\$588
Hours/ Month	24	11	32	4	24
Supervision Cost per Month	\$221.00	\$153.00	\$297.50	\$34.00	\$110.50
Hours/ Month	13	9	18	2	7
Insurance/ Benefits for above per Month	\$607.00	\$210.60	\$559.60	\$116.40	\$220.00
Monthly Cost for Supplies, Tools and Equipment	\$450.00	\$698.90	\$750.00	\$100.60	\$298.50
Monthly Cost for Indirect Expenses & Profit	\$100.00	\$100.00	\$74.90	\$40.00	\$90.00
Carpet Cleaning	\$588.00	\$257.00	\$964.00	\$98.00	\$588.00
Window Cleaning	\$270.00	\$270.00	\$313.00	\$50.00	\$150.00
Semi-Annual Cleaning Tops of Books		\$257			
Bi-Weekly & Three times Weekly services					
Day Porter		\$1,397.50			
Total Monthly Cost	\$5,911.00	\$5,015.00	\$7,814.00	\$1,203.00	\$3,694.00

B. Schedule of Deductions (Total Monthly Deductions):

In accordance with Attachment “A”, Section 13.0; the County reserves the right to deduct from the payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the extent of the unsatisfactory work. A copy of the inspection record with associated deduction calculation will be furnished to the Contractor.

Service Task	Fruit St Complex	Law Library	COC	7 OAKS	O & M Complex
Restrooms	\$1,543.50	\$707.00	\$2,035.50	\$333.00	\$824.50
Floor Cleaning & Spray Buffing	\$221.00	\$153.00	\$297.50	\$34.00	\$110.50
Floor waxing & stripping	\$588.00	\$257.00	\$784.00	\$138.00	\$523.00
Trash Removal	\$1,543.50	\$1,009.50	\$2,035.50	\$333.00	\$824.50
General Dusting & Cleaning	\$1,157.00	\$707.00	\$1,384.50	\$217.00	\$673.50
Carpet Cleaning	\$588.00	\$257.00	\$964.00	\$98.00	\$588.00
Window Cleaning	\$270.00	\$270.00	\$313.00	\$50.00	\$150.00
Semi-Annual Cleaning Tops of Books		\$257.00			
Day Porter		\$1397.50			
Total Monthly Deductions (<i>must be equal to total monthly cost</i>)	\$5,911.00	\$5,015.00	\$7,814.00	\$1,203.00	\$3,694.00

C. Monthly Total: \$ 23,637.00

D. Annual Total: \$ 283,644.00

E. Additional Work: Any additional services not listed in the Contract must be approved by the County Project Manager or designee in accordance with Attachment “A”; Section 15.0.

F. TOTAL CONTRACT AMOUNT SHALL NOT EXCEED: \$ 1,050,000

II. PRICE INCREASES/DECREASES: No price increases will be permitted during the first term of the Contract. The County requires documented proof of cost increases on Contracts prior to any price adjustment. A minimum of 180-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. All price decreases will automatically be extended to the County of Orange. The County may enforce, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor’s profit will not be allowed.

III. FIRM DISCOUNT AND PRICING STRUCTURE: Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of

equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

IV. CONTRACTOR'S EXPENSE: The Contractor will be responsible for all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.

V. PAYMENT TERMS: Invoices are to be submitted in arrears, after goods have been received. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange. Invoices shall be verified and approved by the County and subject to routine processing requirements. The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction.

Billing shall cover goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods not provided, or when goods do not meet the contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items involved or billed under this contract and shall not be construed as acceptance of any part of the goods.

VI. INVOICING INSTRUCTIONS: The Contractor will provide an invoice on the Contractor's letterhead. Each invoice will have a unique number and will include the following information:

- A. Contractor's name and address
- B. Contractor's remittance address, if different from (A), above
- C. Name of County agency/department
- D. Delivery/service address
- E. Contract number
- F. Service Date
- G. Description of Services
- H. Total
- I. Taxpayer ID number

Invoices and support documentation are to be forwarded as follows:

OC Public Works/Facility Operations
Attn: Accounts Payable
1143 East Fruit Street
Santa Ana, CA

Contractor has the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive Electronic Remittance Advice with the payment details via email. An email address will need to be provided to the County via an EFT Authorization Form. To request a form, please contact the DPA.