

**AMENDMENT NO. 5
TO
SUBORDINATE CONTRACT NO. MA-042-22010668
FOR
JANITORIAL SERVICES**

This Amendment (“Amendment No. 5”) to Contract No. MA-042-22010668 for Janitorial Services is made and entered into on 1st day of January, 2025 (“Effective Date”) between OMNI Enterprise Inc. (“Contractor”), with a place of business at 1420 E Edinger Ave., STE 111, Santa Ana, CA 92705-4816, and the County of Orange, a political subdivision of the State of California (“County”), through its Health Care Agency, with a place of business at 405 W. 5th Street, Suite 600, Santa Ana, CA 92701. Contractor and County may sometimes be referred to individually as “Party” or collectively as “Parties”.

RECITALS

WHEREAS, the County of Orange, through the County Procurement Office, and Contractor executed Regional Cooperative Agreement RCA-017-22010002 (“RCA”) for Janitorial Services, effective September 1, 2021 through August 31, 2026; and

WHEREAS, the Parties executed Subordinate Contract No. MA-042-22010668 for Janitorial Services, effective January 1, 2022 through December 31, 2024, in an aggregate amount not to exceed \$7,500,000 (“Contract”); and

WHEREAS, the Parties executed Amendment No. 1 to delete and replace Attachment A (Scope of Work) and Attachment C (Certification Regarding Anti-Lobbying) of the Contract with a new Attachment A (Scope of Work/Pricing) and Attachment C (Certification Regarding Anti-Lobbying), respectively, effective December 22, 2021; and

WHEREAS, the Parties executed Amendment No. 2 to delete and replace Attachment A (Scope of Work/Pricing) of the Contract with Revised Attachment A (Scope of Work/Pricing), effective February 1, 2022; and

WHEREAS, the Parties executed Amendment No. 3 to delete and replace Revised Attachment A (Scope of Work/Pricing) of the Contract with a new Revised Attachment A (Scope of Work/Pricing), effective June 1, 2022; and

WHEREAS, the Parties executed Amendment No. 4 to delete and replace Revised Attachment A (Scope of Work/Pricing) of the Contract with a new Revised Attachment A (Scope of Work/Pricing), effective January 1, 2023; and

WHEREAS, the Parties now desire to enter into this Amendment No. 5 to delete and replace Revised Attachment A (Scope of Work/Pricing) of the Contract with Attachment A-1 (Scope of Work) and to renew the Contract for a period of twenty (20) months for County to continue receiving and Contractor to continue providing the services set forth in the Contract.

NOW THEREFORE, Contractor and County agree to amend the Contract as follows:

1. The Contract is renewed for a period of twenty (20) months, effective January 1, 2025 through August 31, 2026 in an aggregate amount not to exceed \$7,500,000 for this renewal period, for a new cumulative total aggregate amount not to exceed \$15,000,000.
2. Revised Attachment A (Scope of Work/Pricing) of the Contract is deleted in its entirety and replaced with Attachment A-1 (Scope of Work).
3. Contractor shall continue to reference invoices with MA-042-22010668.

This Amendment No. 5 modifies the Contract, including all previous amendments, only as expressly set forth herein. Wherever there is a conflict in the terms or conditions between this Amendment No. 5 and the Contract, including all previous amendments, the terms and conditions of this Amendment No. 5 shall prevail. In all other respects, the terms and conditions of the Contract, including all previous amendments, not specifically changed by this Amendment No. 5 remain in full force and effect.

SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 5. If Contractor is a corporation, Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, the President, or any Vice President; 2) the second signature must be that of the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution or by-laws demonstrating the legal authority of the signature to bind the company.

Contractor: OMNI Enterprise Inc.

Dante Perez	President
_____ Print Name	_____ Title
<small>DocuSigned by:</small> <i>Dante Perez</i>	10/4/2024
_____ <small>Signature</small>	_____ Date
Dante Perez	Secretary
_____ Print Name	_____ Title
<small>DocuSigned by:</small> <i>Dante Perez</i>	10/4/2024
_____ <small>Signature</small>	_____ Date

County of Orange, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

_____ Print Name	Deputy Purchasing Agent
_____ Signature	_____ Title
_____ Signature	_____ Date

APPROVED AS TO FORM

Office of the County Counsel
Orange County, California

Brittany McLean	Deputy County Counsel
_____ Print Name	_____ Title
<small>Signed by:</small> <i>Brittany McLean</i>	10/4/2024
_____ <small>Signature</small>	_____ Date

**ATTACHMENT A-1
SCOPE OF WORK**

General Janitorial Services

	Program	Location
#1	Agency Operations Center (AOC)	8226 Marine Way, Irvine
#2	Agency Operations Center (AOC)	2228 Ritchey St, Santa Ana
#3	Warner Warehouse	1301 E. Warner Ave, Santa Ana
#4	HCA HQ	405 W. 5th St., Santa Ana

A. GENERAL DEFINITIONS

The Parties agree to the following terms and definitions, and to those terms and definitions that, for convenience, are set forth, elsewhere in this Contract.

1. Contract Coordinator: The designated member of County’s HCA/Facilities Services & Building Management staff charged with the general performance and coordination of this Contract.
2. Building Liaison or Designee: The County onsite person at each location designated to coordinate Contractor’s operations and ongoing facility operations and charged with onsite inspection and coordination of this Contract.
3. HCA Facilities: The portion of the total facility designated for HCA use and shown on facility layout.
4. Daily / Nightly: The period of the normal workweek, i.e., Monday through Sunday (7 days).
5. Weekly: Shall be per calendar week.
6. Monthly: Shall be per calendar month, regardless of the number of days in that month. All monthly tasks shall be performed during the first (1st) full week of that month.
7. Quarterly: Services to be performed every three (3) months, in the third (3rd) week of each quarter. Quarterly tasks shall be performed in the 1st, 4th, 7th and 10th months after the effective date of the Contract. Example: Contract begins November 1. First quarter is November through January. Quarterly tasks would be performed in the 3rd full week of November, February, May, and August.
8. Semi-Annual: Services to be performed every six (6) months in the fourth (4th) week of each semi-annual period. Semi-annual tasks shall be performed in the 1st and 7th months after the effective date of the Contract. Example: Contract begins November 1. First semi-

annual period is November through April. Semi-annual tasks would be performed in the 4th week of November and May.

9. Work Week/Schedule: Work week is Monday through Sunday. Work schedule is the days and times below that services under this Contract are to be performed in each County facility. Work schedule may be changed upon mutual written agreement by both Parties.

B. GENERAL RESPONSIBILITIES

1. Performance Standards

The Contract specifications define the minimum tasks and frequency deemed acceptable by County. Contractor shall schedule its operations to meet or exceed these requirements and put forth a level of effort to provide a thorough cleaning of the facilities, not merely a surface cleaning.

Contractor shall maintain County's health care facilities in a safe, healthful, and hospital-like condition at all times. Specifically:

- a. Floors shall be waxed and buffed for a high gloss shine. Floors and partitions shall be matte shine cleaned when they are soiled to prevent accumulations.
- b. Carpeted floors shall be completely and thoroughly vacuumed.
- c. Windows shall be cleaned to where all film, smudges and streaks are removed.
- d. Restrooms and exam rooms shall be cleaned, polished and sanitized.

2. Deficient Performance

Contractor shall maintain a log at the reception area and shall record deficiencies and corrections, to include date, nature of deficiency, and corrective action taken. The janitorial specifications and work schedule shall be maintained in the primary closet in English language and any other language understood by Contractor's employees.

The Building Liaison or designee at each location and/or the Contract Coordinator shall inspect and assess the quality of the work. County reserves the right to deduct from payments due or to become due to Contractor for incomplete or deficient performance. The amount of such deductions shall be based on the extent of the unsatisfactory work and the cost factors established in the Contract. A copy of the inspection record with the associated deduction calculation will be furnished to Contractor.

Payment deductions (in this section and other sections of this Attachment) are not an acceptable alternative to performance. Repetitive deductions shall be sufficient grounds for remedial action including termination.

3. Control of Work

The Contract Coordinator shall be responsible for the determination of the quality and acceptability of the work performed, the manner and rate of performance, interpretation of the specifications, and/or the acceptable fulfillment of the Contract by Contractor.

Contractor shall be responsible for all work performed under this Contract. Contractor shall provide supervision necessary to ensure that the work is performed in

accordance with the standards and requirements set forth herein. Contractor shall ensure a supervisor or foreperson is present at all times during Contract operations.

4. Licenses

Contractor shall supply all licenses and permits required to perform this work in accordance with local restrictions and shall pay all fees resulting therefrom.

5. Changes

Changes in the areas serviced and/or the specifications may be necessary during the term of the Contract. Changes in the Contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of County and Contractor. All such changes shall be initiated by the Contract Coordinator only and shall be processed in writing through the Deputy Purchasing Agent. HCA Building Liaisons or designees shall not initiate any such changes.

C. MATERIALS

1. Supplies

Contractor shall furnish, at its sole expense, all supplies required to perform this work, which shall include, but not be limited to:

- a. Cleaners: Floor, glass, tile and carpet cleaners; floor wax, strippers and sealers; tile, metal and furniture waxes/polishes; disinfectants and deodorant blocks; trash can liners and hand soap.
- b. Paper Supplies: Toilet tissue, toilet seat covers, paper towels, sanitary napkins, tampons, and other disposable menstrual products, sanitary napkin disposal bags.

Contractor shall stock each restroom with sufficient supplies to last until the next service. Contractor shall provide additional stock in a custodial closet for emergency purposes. Contractor shall post and maintain a log to monitor emergency supply usage.

Contractor shall notify the Building Liaison or designee when any dispensers are damaged and need repair, and when additional dispensers are needed due to demand. Contractor shall not leave additional supplies on counters, toilet backs or the floor.

Failure to provide adequate supplies is considered deficient performance and is subject to payment deductions. Deductions may include the cost of incomplete service and the cost of service and/or supplies from an alternate source. Repetitive deductions will be sufficient grounds for remedial action including termination.

2. Equipment

Contractor shall furnish, at its sole expense, all equipment and tools required to perform this work, which shall include, but not be limited to:

- a. Equipment: Wet and dry vacuum cleaners (dry vacuums to have attached magnets and HEPA filters with hose and wand to allow for vent grille and furniture vacuuming), janitorial carts, ladders, floor washers, buffers/polishers and carpet pile lifter.

- b. Tools: Brooms, dustpan, mops, mop presses, dustless (KEX) sweeping tools, buckets, sponges, scouring pads, squeegees, rags, hazardous waste spill kits, caution/wet floor signs, toilet plunger, closet auger, water house and spray nozzle.

3. Quality

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. Substitutions to specific products must be approved by the Contract Coordinator. A list of proposed products shall be submitted for approval prior to the start of work. Changes during the term of the Contract shall be submitted for approval prior to the start of use. Contractor may submit multiple products in each category.

a	Toilet tissue:	Employee Restrooms:	2-ply, Crown	
b	Paper Towels:	C-fold 937, by Crown Zellerbac		
c	Seat Covers:	Shieldor		
d	Hand Soap:	Powdered:	Luron or Boraxo MD-7	
		Liquid:	RTU or Solar	
d	Hand Soap:	Hands Free Foam:	TBD	
e	Cleaner:	All Purpose Germicidal	Echo Lab or Ascend (for hospital use)	
f	Floor Finishes (Commercial quality):	Stripper:	Waxie W-400	
		Sealer:	Waxie W-300	
		Wax:	Johnson's Complete	
		Spray Buff:	Johnson's Snapback	
g	Plastic Liners:	For trash and rubbish containers:		
		12x8x24	15x9x24	15x9x33 shall be 1 mil
		16x14x37	23x10x40	23x17x48 shall be 1.4 mil

Contractor shall comply with OSHA's Hazard Communication Standard 29 CFR 1910.1200 and post copies of Safety Data Sheets (SDS) for all hazardous chemicals used in each custodial closet and mobile workstation; and clearly label the contents of all secondary bottles or containers.

4. Trash

Contractor shall remove all trash from the buildings daily, unless stated otherwise, dependent on scope of work for each location. Dumpsters and other trash containers are provided for disposal of trash and area surrounding dumpsters is to be kept clean and clear of debris.

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 moved by sliding them on the floor.

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

D. SECURITY**1. Building Security**

Contractor shall keep all exterior doors closed and locked at all times while working in the building.

Contractor shall not admit any person (especially children or relatives), except authorized subcontractors, into the building that is not a direct employee of Contractor and actively engaged in performance of work under this Contract.

Contractor shall limit its activities to the designated buildings, offices and parking areas. At no time shall Contractor enter other areas of the building not specifically designated for Janitorial Services under this Contract.

Contractor shall not eat, drink, touch or disturb any County or personal materials, equipment or tests in any work or laboratory area.

Contractor shall check all windows and doors for proper closure and locking, extinguish all lights except master security lighting, activate the security system (if applicable), upon leaving the building. Contractor shall leave the building at the time prescribed by the Building Liaison or designee. If Contractor fails to leave at the time prescribed, and overtime costs are incurred as a result, County reserves the right to deduct from payments due or to become due, any overtime costs incurred by the security guard. Contractor shall be responsible for paying such overtime costs.

2. Building Keys/Badges

County shall issue such building keys/badges as necessary for access to the work areas. Contractor shall assume full responsibility for theft or loss of said building keys/badges. Contractor shall notify Building Liaison or designee of missing keys/badges immediately. Contractor shall immediately return building keys/badges upon request by County.

Contractor shall reimburse County the total cost for replacement of lost and unreturned building keys/badges and/or re-keying of all locks operated by those building keys/badges, as deemed necessary by County. Contractor shall not duplicate said building keys/badges.

3. Security System

The work areas may be protected by access security systems, which may only be activated/deactivated by the on-site security guard or Building Liaison or designee.

Any costs incurred for false alarms originating from Contractor's operations shall be paid by Contractor to County. County reserves the right to deduct administrative costs for such charges from payments due or become due to Contractor.

4. Damage

Contractor shall immediately report all abnormal conditions and occurrences, to include broken windows, vandalism and/or other building damage, to the Building Liaison or designee.

E. CONTRACTOR RESPONSIBILITIES**1. Employees**

- a. Background/Security: Contractor shall conduct a background check, to include, but not limited to, employment and police records, for each employee that will provide services under this Contract and shall maintain a copy of the background check results. Contractor shall ensure only employees with janitorial experience and clear criminal records provide services under this Contract. All employees engaged in performance of this work, except authorized subcontractors, shall be employees of Contractor.
- b. Training: Contractor shall train each employee prior to starting work on this Contract. Training shall include basic janitorial service on buildings where services will be provided. Contractor shall ensure supervisors and forepersons also receive training in facility inspection and supervision.

For health clinic or laboratory settings, Contractor's training programs shall include training on basic janitorial service, on these specific facilities, on these specific Contract requirements and on appropriate procedures and cautions for a health clinic and laboratory. Training shall include information on Tuberculosis, Blood Borne Pathogens, Bio-Hazardous Waste and other related health care topics. County shall provide information on these topics upon request. Contractor's supervisors shall also receive training in facility inspection and supervision.

- c. Supervision: Contractor shall provide a supervisor and/or foreperson who shall be present at all times during Contract operations. Supervisors and/or forepersons shall be responsible for the quality of the work performed and the conduct of employees and authorized subcontractors. Supervisors and/or forepersons shall be able to communicate effectively with employees and County staff in both written and oral English.
- d. Conduct: No Contractor employee shall be allowed to perform work under this Contract who is found to be incapable, under the influence of drugs or alcohol, or who fails or otherwise refuses to perform the work. Any Contractor employee found by County to be incapable of performing the work shall be immediately removed by Contractor from providing services under this Contract and not re-employed on this Contract. The County's Project Manager reserves the right to reject Contractor's personnel assigned to this Contract.
- e. Uniforms/Identification: All employees shall wear uniforms with name tags, furnished by Contractor, at all times during the performance of this work. Contractor and/or its area supervisor may wear badges in lieu of uniforms. Contractor employees shall wear clean uniforms daily.
- f. Health: Contractor's employees providing work under this Contract shall be in good health and free of contagious disease, drugs and alcohol. Contractor shall not allow any person(s) under the influence of drugs or alcohol on the premises or in

any of the buildings. Contractor shall not allow the use of any drugs or alcohol on the premises or in any of the buildings.

2. Records

- a. Contractor shall maintain accurate records on each employee, to include name, classification, actual hours worked, actual wages paid, and any benefits paid. Contractor shall maintain employee records for a period of not less than three (3) years following the termination or expiration of the Contract.
- b. Contractor's employee records shall be subject to inspection by County and the State of California Division of Labor Law Enforcement, or their authorized representatives, in accordance with the provisions of Section 1776 of the Labor Code.
- c. Contractor agrees to permit County's Auditor-Controller, HCA/Facilities Services, or their authorized representatives, access during normal working hours to all books, accounts, records, reports, files and/or other papers or property of Contractor for the purpose of auditing any aspect of performance under this Contract.

3. Restrictions

- a. General: Contractor or its employees or subcontractors shall not disturb any papers on desks, open drawers or cabinets. Contractor's employees shall not use any County equipment or materials to include, but not limited to, computers, copy machines, fax machines.
- b. Telephones: Contractor or its employees or subcontractors shall not use any County telephone unless directed otherwise, with the following exceptions:
 - i. To notify Orange County Sheriff of damage as required by this Contract; or
 - ii. To report the need for medical aid, fire or law enforcement in which case 911 should be called.
- c. Radios: Contractor or its employees or subcontractors shall not use any of the County's two-way radios or special tele-communication equipment unless directed otherwise. Any use of County equipment, materials of radios and telephones shall be considered a violation of the Contract and grounds for immediate Contract termination for cause and potential punitive action.

4. Protection / Restoration

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

F. SPECIAL REQUIREMENTS

1. Carpet Cleaning

Proper and timely carpet maintenance and cleaning is critical to the life and appearance of the carpet. Contractor shall be aware and knowledgeable of the equipment, materials and methods required to maintain the carpet in all buildings.

Contractor shall (a) be thoroughly trained by the carpet manufacturer or similar knowledgeable professional and shall strictly comply with the manufacturer's directions and requirements or (b) shall employ a subcontractor that is thoroughly trained by the carpet manufacturer and shall strictly comply with the manufacturer's directions and requirements in the maintenance and cleaning of this carpet. Failure to provide employees or subcontract staff who are knowledgeable of these requirements or who fail to comply with these requirements is grounds for termination for cause.

2. Inspection/Supervision

Contractor and/or designated supervisor shall conduct a weekly inspection of the building to ensure that all work is being performed in accordance with the Contract requirements and that the quality of work being performed meets or exceeds acceptable standards for a building as specified by County. Contractor shall prepare a written report detailing any deficient work observed during the inspection and the proposed corrective action and schedule. A copy of the inspection report shall be submitted to the designated Building Liaison or designee no later than the next working day after the inspection. Contractor shall be prepared to review that inspection report with the Building Liaison or designee and to walk through the facility to verify the contents of the inspection report and actual conditions. Contractor shall immediately initiate action to correct any and all deficiencies identified in the report.

Failure to provide the required inspection report and/or record the deficiencies on the inspection report may result in deductions based on the inspection/supervision payment item. Failure to initiate immediate corrective action on any deficiency may result in deductions based on the item of work. Repeated failure to provide the report or initiate corrective action may result in additional administrative action or termination of the Contract.

County reserves the right for the Building Liaison or designee to conduct a separate inspection of the building. The results of the inspection (incomplete work, inadequate work or special needs) and requested corrective action shall be recorded and posted in the janitor's closet. Contractor's employees are required to review any such reports on a daily basis, initiate immediate corrective action and sign off of the report when the item has been corrected. Contractor shall record the number of items reported and items completed on the weekly inspection report that is submitted to County.

G. CUSTODIAL CLOSET

1. 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.
2. 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, sink, 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.

H. DAYPORTER

Day Porter shall be 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.

1. Hours Of Service

- a. The Day Porter shall work per schedules of County.

2. Attendance

- a. 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.

3. Supervision

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

4. Required Clothing and Identification: The Day Porter shall wear a uniform furnished by Contractor (closed toe shoes, long pants, polo shirt) and shall wear an easy to read name badge.

5. Communication: Contractor shall furnish a cell phone for the Day Porter, ensuring they can respond immediately when contacted by the Building Liaison or designee.

6. Basic Skills

The Day Porter shall:

- a. 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.
- b. Able to speak and write effectively and fluently in English.

- c. Possess general maintenance skills including replacement of light bulbs, minor repairs to furniture, touch up painting, hanging of bulletin boards/white boards and repair minor plumbing issues.
- d. Work productively, unsupervised, and with minimal direction.
- e. Immediately respond to all requests by their respective Building Liaison or designee. For immediate health and safety hazards, Day Porter should take immediate action, with or without direction from the on-site program managers or other staff.

7. Daily

- a. Regularly, at least three times daily, inspect and service all restrooms and kitchen areas, to ensure that the floors, counters and walls remain clean and free from debris, trash receptacles are emptied, and all dispensers are full.
 - b. When mopping restroom floors during the day, a wet floor sign must be placed in front of the restroom doors.
 - c. Regularly, at least two times a day, inspect and clean all public hallways, corridors, entrances and exits to remove any and all accumulations of dirt, or debris and to clean-up any spills. Day Porter shall clean all ashtrays and sand urns.
 - d. Clean interior and exterior of glass doors in the main reception area.
 - e. Keep outside building entrances clean and free of dust, debris, cobwebs, and bird droppings.
8. Inform the on-site program managers 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.
- a. Report any building or equipment deficiencies to the on-site Building Liaison or designee. 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.

I. SERVICES TO BE PROVIDED

1. Contractor shall, **as a minimum**, perform the following services:
 - a. **Trash**. Remove daily, all trash from the entire facility or and other specific areas designated by the Building Liaison or designee. Contractor shall empty all exterior trash cans from all entrances and exits.
 - i. All trash shall be disposed of in the trash dumpsters and/or other trash containers that are provided for disposal of trash.
 - ii. 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.

- iii. Shall not recycle trash or store recycled bottles and cans on the premises.
 - iv. Install plastic trash liners for each trash can. This includes trash cans in all rooms, offices, common areas, halls, coffee break-lunch rooms, Sheriff's security office 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 County.
 - v. Install sanitary napkin receptacle liners and/or disposable menstrual products in all women's restrooms in the facility. The liners shall be changed daily or as required by County.
- b. Building Entrance. Must be kept clean and free of dust, debris, cobwebs and bird droppings on a daily basis.
- c. 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.
- i. 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.
 - ii. 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.
- d. 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 moveable object shall be moved or tilted in order to sweep underneath.
- e. 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.
- f. 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.

- g. 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.*
- h. 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.
- i. 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 marked "TRASH" shall be removed. Soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. All debris or liquids remaining near a trash receptacle and 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.

- o. 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.
- p. 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, sills and ceiling.
- q. 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.
- r. 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 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 Liaison or designee
- s. 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.
- t. Spot Clean Carpets. Contractor shall immediately spot clean or shampoo carpets that are stained over an area of two square feet or less.
- u. 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.*)
- v. 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.
- w. 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.

- x. Dust Blinds, Window Sills and Draperies. All blinds, window sills and draperies shall be cleaned to be free of dust, lint and spider webs.
- y. 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.

In addition to the general requirements/services identified above, Contractor is responsible for the location-specific requirements/services identified below.

Location #1: 8226 Marine Way, Irvine

Work Week/Schedule: Work week is Wednesday, once per week. Work schedule is the day(s) below that services under this Contract are to be performed in the County facility. Work schedule may be changed upon mutual written agreement by both Parties.

<u>Address</u>	<u>Facility</u>	<u>Work Schedule</u>
8226 Marine Way	AOC Warehouse	Wednesday

PROPOSED SERVICE HOURS:

	MON	TUE	WED	THU	FRI	SAT	SUN
Minimum Number of Workers			2				
Minimum Number of Service Hours			8				

(4 Hours per worker)

A. GENERAL RESPONSIBILITIES

(Below are the minimum standards that can increase in frequency if activated for emergency use to coordinate medical/health resources during an event that impacts County’s healthcare delivery system.)

1. Office Areas (Once per week)

- a. Empty and clean all trash cans, replace liners for all trash cans, take waste to bin Offices, Main office area, Breakrooms

- b. Mop and sweep all uncarpeted areas-Door entrances, Hallways, Bathrooms. Sweep and Mop/dry tile floor. Mop/dry polish resilient (vinyl) flooring
 - c. Vacuum all carpeted areas in offices, lobby and doorways
 - d. Hand dust office furniture, fixtures and all other horizontal surfaces
 - e. Remove finger marks and smudges from doors, door frames, around light switches
 - f. Wash, clean, disinfect and dry polish water fountains, Breakroom- Microwave, Coffee pots, Coffee Makers, Toasters, Drawers, Organize, Wipe chairs
 - g. Clean sink and wipe down tables and counters in all break areas
 - h. Wipe clean and polish metal and bright work
 - i. Dust in place picture frames, charts, graphs, wall hangings/ Hallway/Entrance
 - j. Spot clean wall marks/ Hallways/ Entrance/ Offices/ Doors
 - k. Sweep front door outside/ Disinfect area/ Polish glass/ Vacuum rugs
2. Restrooms (Once per week)
- a. Clean and damp mop floors with germicidal cleanser
 - b. Wash/polish all mirrors, bright work and enameled surfaces
 - c. Wash and sanitize all basins, bowls, urinals and toilet seats with germicidal Cleanser
 - d. Dust, clean, and wash where necessary, all dividing walls, tile walls, dispensers
 - e. Empty, replace liners for all trash cans and sanitize all trash cans with germicidal cleanser and replace sanitary napkin disposals
 - f. Re-Stock SUPPLIES/ every restroom
 - g. Clean restroom shower. 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
3. Semi-Monthly (Twice per month)
- a. Dust mini blinds in offices

- b. Vacuum HVAC vents, High moldings, areas not reached by nightly or weekly cleaning
- c. Spot treat uncarpeted floors, remove marks
- d. Wash all partitions, tile walls and enamel surfaces
- e. Vacuum all louvers (screens), vents and light fixtures
- f. Polish Interior windows/ frames/ 6 large windows/ small glass on doors

4. Quarterly

- a. Clean ceiling light diffusers
- b. Vacuum carpet with a HEPA-vacuum and shampoo as needed. 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 shall 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.

Location #2: 2228 Ritchey Street, Santa Ana

Work Week/Schedule: Work week is Tuesday and Thursday, twice per week. Work schedule is the day(s) below that services under this Contract are to be performed in the County facility. Work schedule may be changed upon mutual written agreement by both Parties.

<u>Address</u>	<u>Facility</u>	<u>Work Schedule</u>
2228 Ritchey Street	AOC Warehouse	Tuesday & Thursday

PROPOSED SERVICE HOURS:

	MON	TUE	WED	THU	FRI	SAT	SUN
Minimum Number of Workers		2		2			
Minimum Number of Service Hours		16		16			

(8 hours per worker)

B. GENERAL RESPONSIBILITIES

(Below are the minimum standards that can increase in frequency if activated for emergency use to coordinate medical/health resources during an event that impacts County's healthcare delivery system.)

1. Office Areas (Twice per week / 7:00 A.M. – 3:00 P.M)
 - a. Empty and clean all trash cans, replace liners for all trash cans, take waste to bin Offices, Main office area, breakrooms
 - b. Mop and sweep all uncarpeted areas-Door entrances, Hallways, Bathrooms. Sweep and Mop/dry tile floor. Mop/dry polish resilient (vinyl) flooring
 - c. Vacuum all carpeted areas in offices, lobby and doorways
 - d. Hand dust office furniture, fixtures and all other horizontal surfaces
 - e. Remove finger marks and smudges from doors, door frames, around light switches
 - f. Wash, clean, disinfect and dry polish water fountains, Breakroom- Microwave, Coffee pots, Coffee Makers, Toasters, Drawers, Organize, Wipe chairs
 - g. Clean sink and wipe down tables and counters in all break areas
 - h. Wipe clean and polish metal and bright work
 - i. Dust in place picture frames, charts, graphs, wall hangings/ Hallway/Entrance
 - j. Spot clean wall marks/ Hallways/ Entrance/ Offices/ Doors
 - k. Sweep front door outside/ Disinfect area/ Polish glass/ Vacuum rugs
2. Restrooms (Twice per week / 7:00 A.M. – 3:00 P.M)
 - a. Clean and damp mop floors with germicidal cleanser
 - b. Wash/polish all mirrors, bright work and enameled surfaces
 - c. Wash and sanitize all basins, bowls, urinals and toilet seats with germicidal cleanser
 - d. Dust, clean, and wash where necessary, all dividing walls, tile walls, dispensers
 - e. Empty, replace liners for all trash cans and sanitize all trash cans with germicidal cleanser and replace sanitary napkin disposals
 - f. Re-Stock SUPPLIES/ every restroom
 - g. Clean restroom shower. 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 disinfectant chemical to stop mildew from building up on the shower curtains

3. Semi-Monthly (Twice per month)

- a. Dust mini blinds in offices
- b. Vacuum HVAC vents, High moldings, areas not reached by nightly or weekly cleaning
- c. Spot treat uncarpeted floors, remove marks
- d. Wash all partitions, tile walls and enamel surfaces
- e. Vacuum all louvers (screens), vents and light fixtures
- f. Polish Interior windows/ frames/ 6 large windows/ small glass on doors

4. Quarterly

- a. Clean ceiling light diffusers
- b. Vacuum carpet with a HEPA-vacuum and shampoo as needed. 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 shall 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.

Location #3: 1301 E. Warner Ave., Santa Ana

Work Week/Schedule: Work week is Sunday, once per week. Work schedule is the day(s) below that services under this Contract are to be performed in the County facility. Work schedule may be changed upon mutual written agreement by both Parties.

Address Facility Work Schedule
1301 E. Warner Ave. Warner Warehouse Sunday

PROPOSED SERVICE HOURS:

	MON	TUE	WED	THU	FRI	SAT	SUN
Minimum Number of Workers							1
Minimum Number of Service Hours							5

A. GENERAL RESPONSIBILITIES

1. Weekly (Once per week)

- a. Clean two (2) single restrooms.
- b. Remove trash from the restrooms.
- c. Refill soap, towel, toilet tissue and toilet seat covers. Sufficient extra supplies shall be stocked so that supplies do not run out.
- d. Clean and polish mirrors and faucets, clean and disinfect all surfaces of the wash bowls, toilet bowls and urinals.
- e. Sweep and mop floors using approved germicide cleaner.
- f. Add water and disinfectant to all floor drains.

Location #4: 405 W. 5th St., Santa Ana

Work Week/Schedule: Work week is Monday through Friday. Work schedule is the day(s) below that services under this Contract are to be performed in the County facility. Work schedule may be changed upon mutual written agreement by both Parties.

<u>Address</u>	<u>Facility</u>	<u>Work Schedule</u>
405 W. 5th St.	HCA HQ	Monday- Friday

PROPOSED SERVICE HOURS FOR NIGHT CUSTODIAN CLEANING:

	MON	TUE	WED	THU	FRI	SAT	SUN
Minimum Number of Workers	4	4	4	4	4		
Minimum Number of Service Hours	30	30	30	30	30		

PROPOSED SERVICE HOURS FOR DAY PORTER:

	MON	TUE	WED	THU	FRI	SAT	SUN
Minimum Number of Workers	1	1	1	1	1		

Minimum Number of Service Hours	8	8	8	8	8		
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A. GENERAL RESPONSIBILITIES

1. Restrooms

a. Daily (Monday through Friday)

- i. Clean and refill soap, towel, toilet tissue, sanitary napkins, and/or disposable menstrual products, 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.
- ii. Clean and polish mirrors and faucets.
- iii. 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 deposits, dirt, streaks, and odors. Disinfect using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains.
- iv. 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 daily. Disinfect surfaces using an approved germicidal cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
- v. 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.
- vi. Sweep and wet mop floors, using approved germicidal cleaner, including corners, coves, behind entry doors, 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.
- vii. 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.

- viii. Wipe down all stainless steel surfaces with an approved stainless steel cleaner using soft clothes.
- ix. Add water and disinfectant to all floor drains.
- x. Unstop common toilet stoppages with plunger.

b. Weekly

- i. 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.
- ii. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- iii. Clean pull bars.
- iv. Dust tops of partitions, window sills and lockers.

c. Monthly

- i. Wipe down all walls with an approved disinfect and machine scrub and disinfect the floors in the men's and women's restrooms. Seal restrooms floors with a minimum of two coats of sealer.
- ii. Clean vents, removing vent plate to clean and brushing and vacuuming around and into duct.
- iii. Dust Venetian blinds (if applicable).
- iv. Clean door jambs, removing all finger prints and surface grime.

2. All Other Areas

a. Daily (Monday through Friday)

- i. Sweep all of the hard surface floors in both buildings, with the Kex System of dustless sweeping cloths or a similar type of dustless sweeping system.
- ii. Mop all hard surface floors with a neutral cleaner, including the break rooms, lobbies, and corridors. Remove marks and spots from the hard surface floors in the public Reception/Waiting Room. Spot clean all soiled areas in the remainder of the hard surface floors.
- iii. Thoroughly vacuum with a Hepa-Filter vacuum, all carpeted floors, hallways, offices, lobbies, elevators and entry rugs. Spot clean all carpets, rugs and mats.

- iv. Clean entrance glass doors, inside and outside, including the metal frame. Clean reception windows and glass partitions.
- v. Empty all waste receptacles and clean around rubbish disposal areas and public ashtrays and urns inside and outside the building. Change trash can liners as needed and wash receptacles as needed.
- vi. Clean and polish all drinking fountains, both inside and outside the building, with an approved germicidal.
- vii. Restock paper towels and soap dispensers in the break areas and coffee bars.
- viii. Clean sinks and wipe down table tops and counters in all employees' break areas and coffee bars using an approved germicidal cleaner.
- ix. Wipe down all lounges, all administrative conference rooms, meeting rooms and counsel areas, etc. with an approved germicidal cleaner.
- x. Wipe down interior and exterior elevator doors, wipe down cab walls and disinfect call buttons, clean sills and plates utilizing an approved germicidal cleaner and soft cloth.
- xi. Clean and dust all office furniture, fixtures, ledges and all other horizontal surfaces in the lobby and waiting area.
- xii. Sweep and spot mop stairways and stairwells and clean the handrails.
- xiii. Straighten chairs in employee lounges, conference rooms.
- xiv. Fill paper towel dispensers in employee lounges, break rooms, and coffee stations.
- xv. Sweep sidewalks, entrances, porches, ramps and exterior steps.
- xvi. Spot wipe smudges, marks, and fingerprints and graffiti from doors, door handles, door frames, light switches within reach.
- xvii. Attend to coffee stations, wipe counters and clean sinks.
- xviii. Clean and remove all finger marks, smudges and graffiti from doors, door handles door frames, around light switches, glass doors partitions and kick plates.
- xix. Keep janitor closets clean and orderly.

b. Weekly

- i. Thoroughly vacuum with a hepa-filter vacuum cleaner, all carpeted areas in the offices, lobbies, corridors elevators, including corners, behind doors, and edges in areas which normal vacuuming does not reach.

- ii. Detail sweep and damp mop all hard surface floors with a neutral cleaner, including corners and edges. Remove marks and spots and spray buff all tile/resilient floors.
- iii. Spot clean all wall marks.
- iv. Wipe down all furniture, counter tops and tables in the public reception/waiting areas using an approved germicidal cleaner with a soft cloth. Move all of the furniture and sweep and mop the floor.
- v. Dust desks, chairs, tables, telephones, file cabinets, window sills, shelves, lamps, and other office furniture, partitions, baseboards, picture frames, ledges, door jams and partition frames. All surfaces to be left in a clean and dust-free condition. Spot clean as necessary.
- vi. Sweep sidewalks, porches, ramps and exterior steps. Sweep and damp mop, lobby entrances, porches, steps and sidewalks.
- vii. Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.
- viii. Disinfect all phones.

c. Bi-Weekly

- i. Spot clean walls and partitions, including partition glass.
- ii. Clean kick marks, finger marks, and other spots from doors, door facings, walls, woodwork, staircases and the public built in benches.
- iii. Thoroughly sweep and mop all hard surface floor stairwells and stairways and clean the hand rails.
- iv. Thoroughly vacuum all carpeted stairwells and stairways and clean the hand rails.

d. Monthly

- i. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- ii. Perform high dusting. Brush and vacuum all vents, grills and door vents; remove grill to clean inside vents.
- iii. Dust all window sills, draperies and mini-blinds within the premises.
- iv. Clean and remove all marks and stains from counters and partitions.
- v. Clean all metal and wood furniture.
- vi. Scrub and wax all tile/resilient floors.

- vii. Spot clean upholstered furniture.
- viii. Clean all base boards with a damp cloth.

e. Semi-Annually

- i. Clean ceiling light diffusers.
- ii. Clean carpet in high traffic areas (corridors, near lunchroom, etc.) and other areas as needed.
- iii. Clean and polish all woodwork, including, but not limited to wood panels, railings, Formica-type furniture, counters, and partitions, if applicable.
- iv. Clean interior walls, as needed.
- v. Strip and wax/buff tile/resilient floors.

f. Annually

- i. Clean carpet throughout premises.

3. **As-Needed Services:** Services below shall be provided on an “as needed” / “as requested” basis with no guarantee of usage and in accordance to RCA-017-22010002, Attachment A – Scope of Work and Attachment B – Compensation and Pricing.

a. Quarterly

- i. Floor Waxing & Stripping: Strip all hard surface floors, wax and buff floors. Provide more frequent spot floor finish correction when requested by the County Project Manager or designee.
- ii. Carpet Cleaning: Vacuum carpet with a HEPA-vacuum and shampoo. 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 shall 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.
- iii. Window Cleaning: Clean interior and exterior windows for both facilities when requested by the County Project Manager or designee; after windows have been cleaned, exterior frame casings, sills and glass shall be free of all traces of film, dirt, smudges, water and other foreign matter.

b. Annually

- i. Clean and Polish: Contractor shall clean and polish all wood, metal, and Formica-type furniture, counters, and partitions.
- ii. Vacuum Drapes: Contractor shall vacuum all drapes, if applicable.
- iii. Vacuum Blinds: Contractor shall vacuum all Venetian and/or blinds, if applicable.

4. Day Porter

- a. This facility requires one Day Porter to be in attendance for eight hours per day, Monday through Friday. The Day Porter shall be Contractor's employee, located on-site for the purpose of providing immediate attention during normal working hours for 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.

b. Hours Of Service

- i. The Day Porter shall work Monday through Friday between 7:00 a.m. and 4:00 p.m. Lunch shall be one (1) hour and shall be taken between the hours of 11:30 a.m. and 1:30 p.m. and coordinated by the County Project Manager or designee. The breaks should be taken near the midpoint of the morning and afternoon.

c. Attendance

- i. 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.

d. Supervision

- i. The Day Porter will report to and be supervised by the County Project Manager or designee. Contractor shall inspect Day Porter's work on a weekly basis.
- ii. Day Porter shall sign in and sign out with the County Project Manager or designee at the beginning and end of each shift.
- iii. The County Project Manager or designee will prepare a list of regular tasks for the Day Porter and a corresponding schedule based upon anticipated work to be performed during the day. If the County Project Manager or designee does not prepare a list of

duties, it is Contractor's responsibility to establish a daily schedule. The schedule will contain designated times for the Day Porter to return to their respective County Project Manager or designee to obtain any additional special assignments that might develop during the day.

e. Required Clothing and Identification:

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

f. Communication:

- i. Contractor shall furnish a cell phone for the Day Porter, ensuring they can respond immediately when contacted by the County Project Manager or designee.

g. Basic Skills -The Day Porter shall:

- i. 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.
- ii. Able to speak and write effectively and fluently in English.
- iii. Possess general maintenance skills.
- iv. Work productively, unsupervised, and with minimal direction.
- v. Immediately respond to all requests by the County Project Manager or designee. For immediate health and safety hazards, the Day Porter should take immediate action with or without direction from the County Project Manager or designee or other staff.

h. Daily:

The Day Porter shall:

- i. Continuously inspect, monitor, and clean the building lobby and the client waiting area.
- ii. Inspect all restrooms at least twice a day. Check and fill toilet tissue, seat covers and towel dispensers. Inspect and service public restrooms three times a day.
- iii. Clean threshold of doors and elevators, clean elevator call buttons and panels, clean elevator.

- iv. Keep the first-floor windows (interior and exterior) and entry glass doors and frames in a clean condition.
- v. Maintain exterior grounds, especially by the building entrances. Pick up any trash there or in the parking lot and landscaped areas.
- vi. Maintain and keep clean cigarette urns and refill sand, as needed.
- vii. Building entrances should be maintained, kept clean and free of dust, debris, cobwebs, and bird droppings. Public telephone, signage, water fountains and lighting fixtures are to be kept clean.
- viii. Keep trash enclosure clean.
- ix. Attend to emergency situations such as toilet overflows, spills, etc.
- x. Clean excess water on the restroom counters and floors.
- xi. Empty trashcans and replace trashcan liners.
- xii. Attend to minor plumbing emergencies, (clogged toilets, etc.)
- xiii. Perform other janitorial functions as requested by County.
- xiv. Inform the County Project Manager or designee 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.
- xv. Report any building or equipment deficiencies to the County Project Manager or designee. 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.
- xvi. Move furniture, boxes, supplies, etc. as required, up to 50 pounds in weight.

NOTE: WHEN MOPPING RESTROOM FLOORS DURING THE DAY, A WET FLOOR SIGN MUST BE PLACED IN FRONT OF THE RESTROOM DOORS. ALSO, ON RAINY DAYS, A WET FLOOR SIGN IS TO BE PLACED IN THE LOBBY AREA

i. Custodial (Janitor's) Closets

- i. 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 to be stored in the custodial closets.

j. Supplies

- i. Contractor shall furnish and have readily available to the Day Porter all cleaning supplies, cleaning tools and equipment, (including a wet-vacuum and dry HEPA-VAC vacuum) and paper products required for performance of this work. These items will be stored in the custodial (janitor's) closets.

5. AREA MEASUREMENTS FOR JANITORIAL SERVICES

The following area measurements for the facility are approximate. There may be variations due to relocation of partitions or other modifications.

Facility	Bldg. Size	Square Feet (Inside)		Total Area (Sq. Ft) to be Cleaned	Number of Employees		Average Daily Number Of Clients	Number Of Restrooms
		Tile	Carpet/ Other		Avg.	Max.		
405 West 5 th Street	7 Floors	10,000	110,788 Carpet	120,788	400 40% Male 60% Female	425	50	12

6. OPERATIONAL HOURS/HOURS OF DAY PORTER AND JANITORIAL SERVICES

405 West 5th Street

Hours	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Regular hours facility is open to public and employees	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	---	---
Day Porter hours (with 1 Hour Lunch between 11:30 a.m. and 1:30 p.m.)	7:00 a.m. 4:00 p.m.	7:00 a.m. 4:00 p.m.	7:00 a.m. 4:00 p.m.	7:00 a.m. 4:00 p.m.	7:00 a.m. 4:00 p.m.	---	---
Evening hours facility is available for Contractor to provide janitorial service.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	---	---

7. SECURED FACILITY REQUIREMENTS

- a. Background Checks: All personnel to be employed in performance of the work under this Contract shall be subject to a background check and clearance, as authorized under the law, prior to their entering a secured facility. Failure of any employee to pass the background check shall not be the responsibility of County and shall not constitute an increase in the cost to County.
- b. Contractor shall prepare and submit an information form to the County Project Manager or designee for all persons who will be working on or who will need access to the facility.
- c. The information form will be provided by the County Project Manager or designee, upon request, and will be screened by County.
- d. The information forms shall be thoroughly and accurately completed. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance.
- e. No person shall be employed on this work that has not received prior clearance from County.
- f. County need not give a reason clearance is denied.
- g. All backups must also be cleared by County to work at secured facilities.

8. ADDITIONAL WORK:

- a. Upon County request, Contractor shall submit supplemental proposals for additional work covering Janitorial Services not specifically called for under the Scope of Work of this Contract. Contractor must obtain County Project Manager’s written approval for the hours to be worked and hourly rates prior

to commencing any additional work. Examples included but not limited to:

- i. Special clean-up after an event
 - ii. Additional carpet cleaning
 - iii. Additional floor waxing
 - iv. Additional clean-up around the outside of the building
 - v. Additional cleaning of windows
 - vi. Removal of large amounts of packing material
 - vii. Clean up the water in a restroom from an overflowing sink/toilet
 - viii. Install an additional toilet paper/paper towel dispenser
- b. County reserves the right to obtain supplemental proposals for Janitorial Services from, and use, alternate sources for completion of the additional work and to utilize the data provided under this Contract to obtain necessary services.
- c. 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.
- d. Contractor shall continue to provide services to all areas not affected by work provided by alternate sources.

County reserves the right to change, add or cancel services as outlined in RCA-017-22010002, Attachment A – Scope of Work.

No material adjustments made to the Scope of Work will be authorized without County's prior written approval. Non-material adjustments may be made with the written approval of the DPA.