

CONTRACT MA-012-18011140
BETWEEN
COUNTY OF ORANGE
AND
GUADALUPE MEDINA DBA SANTA FE BUILDING MAINTENANCE
FOR
JANITORIAL SERVICES FOR OC COMMUNITY RESOURCES

This Contract, hereinafter referred to as (“Contract”), for professional services to provide janitorial services at OC Community Resources locations, made and entered into as of the date fully executed by and between Guadalupe Medina dba Santa Fe Building Maintenance, with a place of business at 15644 Palomino Dr., Chino Hills, CA 91709-5510, (hereinafter referred to as “Contractor”), and the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) with County and Contractor sometimes individually referred to as “Party” or collectively as “Parties”.

ATTACHMENTS

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

- Attachment A – Scope of Work
- Attachment B – Compensation/Payment Instructions
- Attachment C – Pricing
- Attachment D - Inventory of Specific Facility
- Attachment E – Staffing Plan
- Attachment F – Basis of Deductions

RECITALS

WHEREAS, Contractor responded to a Request for Proposal (“RFP”), for professional services to provide janitorial services at all Orange County Library locations as further set forth herein; and

WHEREAS, the Contractor responded and represented that its proposed services will meet or exceed the requirements and specifications of the RFP; and

WHEREAS, the County Board of Supervisors has authorized the Purchasing Agent or his designee to enter into a Contract to obtain janitorial services at all Orange County Library locations;

NOW, THEREFORE, the Parties mutually agree as follows:

ARTICLES

- 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, PARTIES specifically agree to waive any and all rights to request that an action be transferred for trial to another County.
- B. **Entire CONTRACT:** This CONTRACT, including all Attachments, which are attached hereto and incorporated herein by this reference, when accepted by the CONTRACTOR either in writing or by the shipment of any article

or other commencement of performance hereunder, 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 Purchasing Agent or his designee.

- C. **Amendments – Changes/Extra Work:** No alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by PARTIES; no oral understanding or CONTRACT not incorporated herein shall be binding on either of PARTIES; and no exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing.

CONTRACTOR shall make no changes to this CONTRACT without COUNTY's written consent. In the event that there are new or unforeseen requirements, COUNTY with CONTRACTOR's concurrence has the discretion to request official changes at any time without changing the intent of this CONTRACT.

If COUNTY-initiated changes or changes in laws or government regulations affect price, CONTRACTOR's ability to deliver services, or the project schedule, CONTRACTOR shall give COUNTY written notice no later than seven calendar days from the date the law or regulation went into effect or the date the change was proposed by COUNTY and CONTRACTOR was notified of the change. Such changes shall be agreed to in writing and incorporated into a CONTRACT amendment. Said amendment shall be issued by COUNTY-assigned Deputy Purchasing Agent (DPA), shall require the mutual consent of all PARTIES, and may be subject to approval by COUNTY Board of Supervisors. Nothing herein shall prohibit CONTRACTOR from proceeding with the work as set forth in this CONTRACT.

- D. **Taxes:** Unless otherwise provided herein or by law, price quoted includes California state sales or use tax.
- 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 description, or services that do not conform to the prescribed Scope of Work. 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 and within 30 calendar days upon the Auditor-Controller's receipt of an approved invoice submitted in accordance with the terms set forth herein, unless otherwise stated. The invoice must be verified and approved by the COUNTY's Project Coordinator and is subject to routine processing requirements of the COUNTY.

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

- G. **Warranty:** CONTRACTOR expressly warrants that goods/services covered by this CONTRACT are 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 INDEMNITEES as identified in Article "HH", and as more fully described in Article "HH", 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 "HH", 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, but not limited to, attorney's fees, costs and expenses.

I. **Assignment or Subcontracting:** 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 or subcontracted by CONTRACTOR without the express written consent of COUNTY. Any attempt by CONTRACTOR to assign, subcontract or transfer 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.

a. Transfers: CONTRACTOR shall not transfer, assign, or hypothecate (hereinafter referred to as "Transfer") any interest of CONTRACTOR in the CONTRACT without the prior written approval of COUNTY. CONTRACTOR shall give COUNTY 30 days' prior written notice of all proposed Transfers. CONTRACTOR shall not make any such Transfers for a period longer than the remaining term of the CONTRACT.

If COUNTY approves such Transfers, such approval does not constitute a waiver of any of the terms of the CONTRACT. All Transfer documents shall be consistent with the terms, covenants, and conditions of the CONTRACT, and in the event of any inconsistency, the provisions of this CONTRACT shall govern.

If CONTRACTOR is a corporation, an unincorporated association, or a partnership, Transfers include the acquisition by any person other than CONTRACTOR of any stock or interest in said corporation, unincorporated association, or partnership in the aggregate amount of 51% or more.

The failure by CONTRACTOR to obtain the prior written approval by COUNTY of any Transfer of the CONTRACT or any interest in the CONTRACT shall constitute a material breach of this CONTRACT by, and shall not confer any rights upon the transferee. Such failure shall be grounds for termination of this CONTRACT for default per Article K - Termination.

b.

Conditions of COUNTY Approval: COUNTY agrees that it will not arbitrarily withhold consent to any Transfer, but COUNTY may withhold consent at its sole discretion if any of the following conditions exist:

- i. CONTRACTOR, its successors or assigns are in default of any term, covenant or condition of this CONTRACT, whether notice of default has or has not been given by COUNTY.
- ii. The prospective assignee or transferee has not agreed in writing to keep, perform and be bound by all the terms, covenants, and conditions of this CONTRACT.
- iii. The prospective assignee or transferee is not financially capable or not experienced in performing the obligations of this CONTRACT, as determined by COUNTY.
- iv. All the terms, covenants and conditions of Transfer, including the consideration therefore, of any and every kind, have not been revealed in writing to COUNTY.
- v. Any construction required of CONTRACTOR as a condition of this CONTRACT has not been completed to the satisfaction of COUNTY.
- vi. CONTRACTOR has not provided COUNTY with a copy of all documents relating to the Transfer.

- c. **Bankruptcy Transaction:** If CONTRACTOR assumes this CONTRACT and proposes to assign the same pursuant to the provisions of the UNITED STATES BANKRUPTCY CODE, 11 U.S.C. §§101, *et seq.*, then notice of such proposed assignment shall be given to COUNTY.
- i. The name and address of proposed assignee,
 - ii. All of the terms and conditions of such offer, and
 - iii. Adequate assurance to COUNTY of the proposed assignee's future performance under the CONTRACT, including, without limitation, the assurance referred to in the United States Bankruptcy Code, 11 U.S.C. §365(b)(3).
 - iv. Any person or entity to which this CONTRACT is assigned pursuant to the provisions of the United States Bankruptcy Code, 11 U.S.C. §§101, *et seq.*, shall be deemed without further act or deed to have assumed all of the obligations arising under this CONTRACT on and after the date of such assignment. Any such assignee shall upon demand execute and deliver to COUNTY an instrument confirming such assumption.
- 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 all the penalties imposed for a violation of Anti-Discrimination Law or regulation, including but not limited to, Section 1720 et seq. of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law and those set forth in this CONTRACT, COUNTY has the right to terminate this CONTRACT without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any 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 obligations.
- 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. **Remedies Not Exclusive:** The remedies for breach set forth in this CONTRACT are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this CONTRACT does not preclude resort by either PARTY to any other remedies provided by law.
- N. **Independent CONTRACTOR:** CONTRACTOR shall be considered an independent CONTRACTOR and neither CONTRACTOR, employees nor anyone working for CONTRACTOR under this CONTRACT shall be considered an agent or an employee of COUNTY. Neither the CONTRACTOR, employees nor anyone working for CONTRACTOR under this CONTRACT shall qualify for workers' compensation or other fringe benefits of any kind through COUNTY.
- O. **Performance:** CONTRACTOR shall perform 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 CONTRACTOR under this CONTRACT. CONTRACTOR shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; 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; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.

P. **Insurance Provisions:** 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:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage	\$1,000,000 per occurrence

for owned, non-owned and hired vehicles

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/Purchasing or the agency/department purchasing 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.

- Q. **Bills and Liens:** CONTRACTOR shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. CONTRACTOR shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, CONTRACTOR shall promptly procure its release and, in accordance with the requirements of Article "HH", indemnify, defend, and hold COUNTY harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
- R. **Changes:** CONTRACTOR shall make no changes in the work or perform any additional work without the COUNTY'S specific written approval.
- S. **Change of Ownership:** CONTRACTOR agrees that if there is a change or transfer in ownership of CONTRACTOR'S business prior to completion of this CONTRACT, the new owners shall be required under terms of sale or other transfer to assume CONTRACTOR'S duties and obligations contained in this CONTRACT and complete them to the satisfaction of COUNTY.
- T. **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.

If either PARTY hereto shall be delayed or prevented from the performance of any act required hereunder by reason of acts of God, restrictive governmental laws or regulations or other cause without fault and beyond the control of the PARTY obligated (financial inability excepted), performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. However, nothing in this Article shall excuse CONTRACTOR from the prompt payment of any fees or other charge required of CONTRACTOR except as may be expressly provided elsewhere in this CONTRACT.

- U. **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.
- V. **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 "HH", 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.
- W. **Freight (F.O.B. Destination):** CONTRACTOR assumes full responsibility for all transportation, transportation scheduling, packing, handling, insurance, and other services associated with delivery of all products deemed necessary under this CONTRACT.
- X. **Pricing:** CONTRACT price, as more fully set forth in Attachment C – CONTRACTOR'S Pricing shall include full compensation for providing all required goods or services in accordance with required specifications, or when applicable, in the scope of services attached to this CONTRACT, and no additional compensation will be allowed therefore, unless otherwise provided for in this CONTRACT.
- Y. **Intentional left blank:**

- Z. **Terms and Conditions:** CONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this CONTRACT.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this CONTRACT into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. **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.
- CC. **Calendar Days:** Any reference to the word “day” or “days” herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. **Attorneys Fees:** In any action or proceeding to enforce or interpret any provision of this CONTRACT, or where any provision hereof is validly asserted as a defense, each PARTY shall bear its own attorney’s fees, costs and expenses.
- EE. **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 has 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 of 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 affect the purpose of the PARTIES and this CONTRACT.
- FF. **Authority:** PARTIES to this CONTRACT represent and warrant that this CONTRACT has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. **Employee Eligibility Verification:** 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. 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. CONTRACTOR shall retain all such documentation for all covered employees for the period prescribed by the law. CONTRACTOR shall indemnify, defend with counsel approved in writing by COUNTY, and hold harmless, COUNTY, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against CONTRACTOR or 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.
- HH. **Indemnification Provisions:** 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.

- II. **Audits/Inspection:** The 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 sub-contractor 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 surviving entity in a merger or acquisition or, in the event of liquidation, to the County's Project Manager.

ADDITIONAL TERMS AND CONDITIONS

1. **Scope of Services:** This CONTRACT, including Attachments, specifies the contractual terms and conditions by which CONTRACTOR shall provide the services, as described in Attachment A - Scope of Work, under a time and materials CONTRACT, as set forth herein.
2. **CONTRACT Term:** This CONTRACT will tentatively commence March 15, 2018, upon approval by the County and execution of all necessary signatures, and will continue for three (3) years from that date unless otherwise terminated as provided herein.

One (1)

This Contract may be renewed after first initial term by mutual agreement of both parties for ~~two (2)~~ additional one (1) year periods unless otherwise terminated by County.

The County does not have to give reason if it elects not to renew. Renewal periods are subject to approval by the County of Orange Board of Supervisors.

3. **Adjustments – Scope of Work:** No adjustments made to the scope of work will be authorized or paid for without prior written approval of COUNTY assigned DPA.
4. **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 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 terminated Contractor when the 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 (3) 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 (4) 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.

5. **Child Support Enforcement Requirements:** CONTRACTOR is required to comply with the child support enforcement requirements of COUNTY. Failure of CONTRACTOR to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the CONTRACT. Failure to cure such breach within 60 calendar days of notice from COUNTY shall constitute grounds for termination of the CONTRACT.
6. **Termination – Default:** If CONTRACTOR is in default of any of its obligations under this CONTRACT and has not commenced cure within ten days after receipt of a written notice of default from COUNTY and cured such default within the time specified in the notice, the COUNTY shall immediately be entitled to either commence resolution in accordance with this paragraph or to terminate this CONTRACT by giving written notice to take effect immediately. COUNTY, at its option, may terminate the CONTRACT wholly or partially by removing the entire region in which the location falls within. Default shall include failure to carry out any of the requirements of this CONTRACT, including, but not limited to not providing enough properly skilled workers or proper materials, persistently disregarding laws and or ordinances, not proceeding with the work as agreed to herein, or otherwise substantially violating any provision of this CONTRACT. Upon termination of the CONTRACT with CONTRACTOR, the COUNTY may begin negotiations with a third-party CONTRACTOR to provide goods and/or services specified in this CONTRACT.

The right of either party to terminate this CONTRACT hereunder shall not be affected in any way by its waiver of or failure to take action with respect to any previous default.

7. **Termination – Orderly:** After receipt of a termination notice from the County of Orange, the CONTRACTOR shall 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 plus 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 execution of the CONTRACT. In addition, each party will assist the other party in orderly termination of this CONTRACT and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.
8. **Termination – Convenience of the County:** The COUNTY may terminate performance of work under this CONTRACT for its convenience in whole, or, from time to time, in part if the user agency/department determines that a termination is in the COUNTY'S interest. The agency/department assigned buyer shall terminate the CONTRACT by delivering to the CONTRACTOR a written notice of termination specifying the extent of the termination and the effective date thereof. The parties agree that, as to the terminated portion of the CONTRACT, the CONTRACT shall be deemed to remain in effect until such time as the termination settlement, if any, is concluded and the CONTRACT shall not be void.

After receipt of a notice of termination and, except as directed by the assigned buyer, the CONTRACTOR shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause. The CONTRACTOR shall:

1. Stop work as specified in the notice of termination;
2. Place no further subcontracts or orders for materials; services, or facilities, except as necessary to complete the continued portion of the CONTRACT;
3. Terminate all orders and subcontracts to the extent they relate to the work terminated;
4. Settle all outstanding liabilities and termination settlement proposals arising from the termination of any subcontracts, the approval or ratification of which will be final for purposes of this clause;
5. As directed by the assigned buyer transfer title and deliver to the County (a) fabricated or un-fabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated, and (b) completed or partially completed plans, drawings, information, and other property that, if CONTRACT had been completed, would be required to be furnished to the COUNTY;
6. Complete performance of the work not terminated; and
7. Take any action that may be necessary or as the COUNTY may direct for the protection and preservation of the property related to this CONTRACT that is in the possession of the CONTRACTOR and in which the COUNTY has or may acquire an interest and to mitigate any potential damages or requests for CONTRACT adjustment or termination settlement to the maximum practical extent.

At the completion of the CONTRACTOR'S termination efforts, the CONTRACTOR may submit to the assigned buyer a list indicating quantity and quality of termination inventory not previously disposed of and request instructions for disposition of the residual termination inventory.

After termination the contractor shall submit a final termination settlement proposal to the user agency/department in a format acceptable to the County. The contractor shall submit the proposal promptly, but no later than 60 days from the effective date of the termination, unless extended in writing by the County upon written request of the contractor within the 90-day period. However, if the agency/department determines

that the facts justify it, a termination settlement proposal may be received and acted on after the expiration of the filing period or any extension.

The contractor and the County may agree upon the whole or any part of the amount to be paid because of the termination. The amount may include a reasonable allowance for profit on work done, including a reasonable amount for accounting, legal, clerical and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data, and storage, transportation and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory. However, the agreed amount may not exceed the total contract price as reduced by (a) the amount of payment previously made and (b) the contract price of work not terminated. The contract shall be amended and the contractor paid the agreed amount.

If the contractor and the County fail to agree on the whole amount to be paid because of the termination of work, the County shall pay the contractor the amounts determined by the County as follows, but without duplication of any amounts agreed on as set forth above:

1. The contract price for completed supplies or services accepted by the County (or sold or acquired) not previously paid for, adjusted for any savings of freight and other charges; and
2. Except for normal spoiling and except to the extent that the County expressly assumes the risk of loss, the County shall exclude from the amounts payable to the contractor the fair value, as determined by the agency/department, of property that is destroyed, lost, stolen, or damaged so as to become undeliverable to the County.

The contractor shall use generally accepted accounting principles and sound business practices in determining all costs claimed, agreed to, or determined under this clause. Such costs shall be allocable to the terminated contract or portion thereof, allowable under applicable laws, regulations, generally accepted accounting principles and good business judgment and objectively reasonable.

The contractor shall have the right to appeal, under the County's protest procedure, any determination made by the County, except that if the contractor failed to submit the termination settlement proposal within the time provided and failed to request a time extension, there is no right of appeal.

In arriving at the amount due the contractor under this clause, there shall be deducted:

1. All payment to the contractor under the terminated portion of this contract;
2. Any claim which the County has against the contractor under this or any other contract; and
3. The agreed price for or proceeds of sale of materials, supplies, or other things acquired by the contractor or sold under the provisions of this clause and not recovered by or credited to the County.

If the termination is partial, the contractor may file a proposal with the agency/department for an equitable adjustment of the price(s) of the continued portion of the contract. The agency/department shall make any equitable adjustment agreed upon. Any proposal by the contractor for an equitable adjustment under this clause shall be requested within 30 days from the effective date of termination unless extended in writing by the agency/department.

The County may:

1. Under the terms and conditions it prescribes, make partial payment and payments against costs incurred by the contractor for their terminated portion of the contract, if the County believes that the total of these payments will not exceed the amount to which the contractor will be entitled; and
2. If the total payments exceed the amount finally determined to be due, the contractor shall repay the excess to the County upon demand.

In determining the amount payable to the contractor and notwithstanding any other provision, if it appears that the contractor would have sustained a loss on the entire contract had it been completed, the County shall allow no profit and shall reduce the settlement to reflect the indicated rate of loss.

Unless otherwise provided in this contract or by statute, the contractor shall maintain all records and documents relating to the terminated portion of this contract for three years after final settlement. This includes all books and other evidence bearing on the contractor's costs and expenses under this contract. The contractor shall make these records and documents available to the County, at the contractor's office, at all reasonable times, without any direct charge. If approved by the County, photographs, microphotographs, electronic storage, or other authentic reproductions may be maintained instead of original records and documents.

9. **Conditions Affecting Work:** 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 CONTRACTOR to do so will not relieve CONTRACTOR from responsibility for successfully performing the work without additional cost to the COUNTY. 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 COUNTY are expressly stated in the CONTRACT.
10. **Conflict of Interest – CONTRACTOR's Personnel:** CONTRACTOR shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of COUNTY. This obligation shall apply to CONTRACTOR; CONTRACTOR's employees, agents, and relatives; sub-tier contractors; and third parties associated with accomplishing work and services hereunder. CONTRACTOR's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of COUNTY.
11. **Conflict of Interest – COUNTY Personnel:** COUNTY's Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. CONTRACTOR shall not, during the period of this CONTRACT, employ any COUNTY employee for any purpose.
12. **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.
13. **Contingent Fees:** CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this CONTRACT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of CONTRACTOR or bona fide established commercial or selling agencies maintained by CONTRACTOR for the purpose of securing business.

For breach or violation of this warranty, COUNTY shall have the right to terminate this CONTRACT in accordance with the termination clause and at its sole discretion to deduct from the CONTRACT price or

consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee from CONTRACTOR.

14. **Disputes - CONTRACT:** 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 CONTRACTOR's Project Manager and COUNTY's Project Coordinator, such matter shall be brought to the attention of the COUNTY's Purchasing Agent by way of the following process:
- a. CONTRACTOR shall submit to OC Community Resource's 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 COUNTY, on its own initiative, has already rendered such a final decision.
 - b. CONTRACTOR's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the CONTRACT, 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 CONTRACTOR believes the COUNTY is liable.
 - c. Pending the final resolution of any dispute arising under, related to, or involving this CONTRACT, CONTRACTOR agrees to diligently proceed with the performance of this CONTRACT, including the delivery of goods and/or provision of services. CONTRACTOR's failure to diligently proceed shall be considered a material breach of this CONTRACT.

Any final decision of COUNTY shall be expressly identified as such, shall be in writing, and shall be signed by COUNTY's Purchasing Agent or his designee. If COUNTY fails to render a decision within 90 days after receipt of CONTRACTOR's demand, it shall be deemed a final decision adverse to CONTRACTOR's contentions. COUNTY's final decision shall be conclusive and binding regarding the dispute unless CONTRACTOR commences action in a court of competent jurisdiction to contest such decision within 90 days following the date of COUNTY's final decision or one year following the accrual of the cause of action, whichever is later.

15. **CONTRACTOR's Expense:** CONTRACTOR will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on COUNTY sites during performance of work and services under this CONTRACT. COUNTY will not provide free parking for any service on COUNTY property.
16. **CONTRACTOR's Personnel:** 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 anticipated under this CONTRACT and possess sufficient experience and/or education to perform the services requested by COUNTY. CONTRACTOR's employees assigned to this CONTRACT must meet character standards as demonstrated by background investigation and reference checks, coordinated by COUNTY.
17. **CONTRACTOR's Project Manager and Key Personnel:** CONTRACTOR shall appoint a Project Manager to direct CONTRACTOR's efforts in fulfilling CONTRACTOR's obligations under this CONTRACT. This Project Manager shall be subject to approval by COUNTY and shall not be changed without the written consent of COUNTY's Project Coordinator, which consent shall not be unreasonably withheld.

CONTRACTOR's Project Manager and CONTRACTOR personnel shall be assigned to this CONTRACT for the duration of this CONTRACT and shall diligently pursue all work and services to meet CONTRACT time lines. COUNTY's Project Coordinator shall have the right to require the removal and replacement of CONTRACTOR's Project Manager from providing services to COUNTY under this CONTRACT. COUNTY's Project Coordinator shall notify CONTRACTOR in writing of such action. CONTRACTOR shall accomplish the removal within three (3) business days after written notice by COUNTY's Project Coordinator.

COUNTY's Project Coordinator shall review and approve the appointment of the replacement for CONTRACTOR's Project Manager. COUNTY is not required to provide any additional information, reason or rationale in the event it elects to request the removal of CONTRACTOR's Project Manager from providing services to COUNTY under this CONTRACT.

18. **CONTRACTOR's Power and Authority:** CONTRACTOR warrants that it has the full power and authority to grant the rights herein granted and will hold COUNTY hereunder harmless from and against any loss, cost, liability and expense, including reasonable attorney fees, arising out of any breach of this warranty. Further, CONTRACTOR avers that it will not enter into any arrangement with any third party which might abridge any rights of COUNTY under this CONTRACT.
19. **CONTRACTOR's Responsibility:** CONTRACTOR shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other commodities/services furnished by CONTRACTOR under this CONTRACT. CONTRACTOR shall perform such professional services as may be necessary to accomplish the work required to be performed under and in accordance with this CONTRACT.

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.
20. **COUNTY's Project Coordinator:** COUNTY shall appoint a Project Coordinator, as specified in Article 44 - Notices, to act as liaison between COUNTY and CONTRACTOR during the term of this CONTRACT. COUNTY's Project Coordinator shall coordinate the activities of COUNTY staff assigned to work with CONTRACTOR.
21. **Default – Reprourement Costs:** In case of default by CONTRACTOR, COUNTY may procure services from other sources. If the cost for those services is higher than under this CONTRACT, CONTRACTOR will be responsible for paying COUNTY the difference between CONTRACT cost and price paid, and COUNTY may deduct this cost from any unpaid balance due CONTRACTOR. The price paid by 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.
22. **Equal Employment Opportunity:** CONTRACTOR shall comply with U.S. Executive Order 11426 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. 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, 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. 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. 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.

23. **Expenditure Limit:** CONTRACTOR shall notify COUNTY Project Coordinator in writing when expenditures against CONTRACT reach 75% of the dollar limit on the CONTRACT. COUNTY will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the CONTRACT unless an amendment to cover those costs has been issued.
24. **Firm Price Quotes:** Prices quoted herein shall be firm for the period of CONTRACT.
25. **Gratuities:** CONTRACTOR warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by CONTRACTOR or any agent or representative of CONTRACTOR to any officer or employee of COUNTY with a view toward securing the CONTRACT or securing favorable treatment with respect to any determinations concerning the performance of the CONTRACT. For breach or violation of this warranty, COUNTY shall have the right to terminate CONTRACT, either in whole or in part, and any loss or damage sustained by COUNTY in procuring on the open market any services which CONTRACTOR agreed to supply shall be borne and paid for by CONTRACTOR. The rights and remedies of COUNTY provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.
26. **Hazardous Conditions:** Whenever CONTRACTOR's operations create a condition hazardous to the public, the CONTRACTOR shall provide flagmen and furnish, erect and maintain control devices as are necessary to prevent accidents or damage or injury to the public at CONTRACTOR's expense and without cost to COUNTY. CONTRACTOR shall comply with COUNTY directives regarding potential hazards.

Emergency lights and traffic cones must also be readily available at all times and must be used in any hazardous condition. Emergency traffic cones must be placed in front of and behind vehicles to warn oncoming traffic.

Signs, lights, flags and other warning and safety devices shall conform to the requirements set forth in Chapter 5 of the current traffic manual, traffic control for construction and maintenance work zones, published by the state of California Department of Transportation.
27. **Headings Not Controlling:** Headings used in the CONTRACT are for reference purposes only and shall not be considered in construing this CONTRACT.
28. **Interpretation of CONTRACT:** In the event of a conflict or question involving the provisions of any part of this CONTRACT, interpretation and clarification as necessary shall be determined by COUNTY's assigned buyer. If disagreement exists between CONTRACTOR and COUNTY's assigned buyer in interpreting the provision(s), final interpretation and clarification shall be determined by COUNTY's Purchasing Agent or his designee.
29. **Ownership of Documents:** COUNTY has permanent ownership of all directly connected and derivative materials produced under this CONTRACT by CONTRACTOR. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become, and remain, the sole property of COUNTY, may be used by COUNTY as it may require without additional cost to COUNTY, and shall be turned over to COUNTY upon demand. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by CONTRACTOR for any other purpose without the express written consent of COUNTY. All materials, documents, data or information, including copies, must be returned to COUNTY at the end of this CONTRACT.
30. **Precedence:** CONTRACT documents consist of this CONTRACT 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 Attachments.
31. **Reports/Meetings:** CONTRACTOR shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this CONTRACT. COUNTY's Project Coordinator and CONTRACTOR's Project Manager will meet on reasonable notice to discuss CONTRACTOR's performance and progress under this CONTRACT. If requested, CONTRACTOR's Project Manager and other project

personnel shall attend all meetings. CONTRACTOR shall provide such information that is requested by COUNTY for the purpose of monitoring progress under this CONTRACT.

32. **Stop Work:** COUNTY may, at any time, by written stop work order to CONTRACTOR, require CONTRACTOR to stop all or any part of the work called for by this CONTRACT for a period of 90 working days after the stop work order is delivered to CONTRACTOR and for any further period to which PARTIES may agree. The stop work order shall be specifically identified as such and shall indicate it is issued under this clause. Upon receipt of the stop order, CONTRACTOR shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the stop work order during the period of work stoppage. Within a period of 90 working days after a stop work order is delivered to CONTRACTOR or within any extension of that period to which PARTIES shall have agreed, COUNTY shall either:
- a. Cancel the stop work order; or
 - b. Terminate CONTRACT immediately in whole or in part in writing as soon as feasible. COUNTY is not required to provide 30 days notice of the termination of the CONTRACT to CONTRACTOR if a stop work has been issued.
33. **Subcontracting:** No performance of this Contract or any portion thereof may be subcontracted by the Contractor without the express written consent of the County. Any attempt by the Contractor to subcontract any performance of this Contract without the express written consent of the County shall be invalid and shall constitute a breach of this Contract.

In the event that the Contractor is authorized by the County to subcontract, this Contract shall take precedence over the terms of the Contract between Contractor and subcontractor, and shall incorporate by reference the terms of this Contract. The County shall look to the Contractor for performance and indemnification and not deal directly with any subcontractor. All work performed by a subcontractor must meet the approval of the County of Orange.

34. **Validity:** 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.
35. **Waiver of Rights:** The failure of COUNTY or CONTRACTOR to insist upon strict performance of any of the terms, covenants or conditions of this CONTRACT shall not be deemed a waiver of any right or remedy that COUNTY or CONTRACTOR may have, and shall not be deemed a waiver of the right to require strict performance of all the terms, covenants and conditions of the CONTRACT thereafter, nor a waiver of any remedy for the subsequent breach or default of any term, covenant or condition of this CONTRACT. Any waiver, in order to be effective, must be signed by the PARTY whose right or remedy is being waived.
36. **Cooperative Agreement:** The provisions and pricing of this contract will be extended to other political sub-divisions and County of Orange Agencies/departments. Political sub-divisions and County of Orange agencies/departments wishing to use this contract will be responsible for issuing their own purchase documents/price agreements, providing for their own acceptance, and making any subsequent payments. These entities 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. The cooperative entities are responsible for obtaining all certificates of insurance required. 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 County of Orange may authorize the loading of this agreement into an electronic commerce system.

The contractor shall be required to maintain a list of the cooperatively participating County agencies/departments and other political sub-divisions that have used this contract. The list shall report dollar volumes spent quarterly and annually and shall be provided on a quarterly basis to the County lead agency.

37. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the COUNTY's Project Coordinator and CONTRACTOR's Project Manager 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.

For Contractor: Guadalupe Medina dba Santa Fe Building Maintenance
 Attn: Irineo Nuno
 15644 Palomino Dr.
 Chino Hills, CA 91709-5510
 Phone: 909-606-2756
 Email: santafebldmain@aol.com

For County: OCCR Systems & Resource Mgmt. Division
 Attn: James Eros
 1501 E. St. Andrew Place
 Santa Ana, CA 92705-4930
 Phone: 714-566-3082
 Email: james.eros@occr.ocgov.com

OCCR Purchasing & Contract Services
Attn: Loren Gibel
1770 N. Broadway
Santa Ana, CA 92706
Phone: (714) 480-2836
Email: loren.gibel@occr.ocgov.com

SIGNATURE PAGE

The Parties hereto have executed this Contract on the dates shown opposite their respective signatures below.

GUADALUPE MEDINA DBA SANTA FE BUILDING MAINTENANCE:

<u>Guadalupe Medina</u>	<u>Owner</u>
Print Name	Title
<u>Guadalupe Medina</u>	<u>01/18/2018</u>
Signature	Date
<u>Irineo Nuno</u>	<u>General Manager</u>
Print Name	Title
<u>Irineo Nuno</u>	<u>01/18/18</u>
Signature	Date

* (Pursuant to California Corporations Code Section 313, the signatures of two corporate officials are required to bind the corporation, one from each of the following two groups: 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 signator to bind the corporation.

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

Loren Gibel <u>Cathy To</u>	Deputy Purchasing Agent <u>Purchasing Manager</u>
Print Name	Title
<u>Cathy To</u>	<u>3/13/18</u>
Signature	Date

APPROVED AS TO FORM
Office of the County Counsel
County of Orange, California

<u>Carolyn S. Frost</u>	<u>01/17/18</u>
Deputy County Counsel	Date

ATTACHMENT A

SCOPE OF WORK

I. SCOPE OF WORK

- A. **Scope of Work** This scope of work is for Janitorial Services CONTRACT for OC Community Resources and its facilities on a 24/7/365 days a year basis and includes weekends. This includes but is not limited to labor, materials, supplies, and equipment listed and not listed under the scope of work.
- B. Labor shall be based on total number of hours worked per shift, each day. Materials and supplies will be of high quality, medium cost, and meet COUNTY’s Contract Administrator approval. Equipment must be new industrial grade and meet COUNTY’s Contract Administrator’s approval. CONTRACTOR will have 10 days from notification to change any labor, materials, supplies, and equipment not approved by COUNTY Contract Administrator.
- C. The County, at its option, may add or delete location(s) at any time during the term of the contract upon written notice to the Contractor.

II. INTRODUCTION

- A. The square footage is an estimate and may not be accurate.
- B. An average of customers per day for calendar year 2016.

III. LOCATIONS AND SQUARE FOOTAGE CLEANING BREAKDOWN

Existing Buildings	Carpeted Flooring Sqft.	Hard Surface Flooring Sqft.	Outside Building Sqft.	Total Sqft.	Customers Per Day - 2016
Aliso Viejo Library	18,627	1,773	7,646	28,046	941
Brea Library	9,834	166	400	10,400	523
Costa Mesa – Donald Dungan	7,650	200	100	7,950	552
Costa Mesa – Mesa Verde	5,002	1,456	380	6,838	398
Costa Mesa Technical	2,000	375	50	2,425	186
Dana Point Library	10,448	1,666	2,827	14,941	515
El Toro Library	12,816	524	600	13,940	572
Foothill Ranch Library	10,721	1,477	7,419	19,617	426
Fountain Valley Library	14,834	166	400	15,400	580
Garden Grove – Chapman	4,900	380	770	6,050	354
Garden Grove Regional Library	17,669	3,815	590	22,074	1,098
Garden Grove – Tibor Rubin	4,700	580	770	6,050	138

Irvine – Heritage Park Library	17,600	2,700	0	21,000	1,317
Irvine – Katie Wheeler Library	10,494	680	826	12,000	687
Irvine – University Park Library	10,520	620	5,440	16,580	950
La Habra Library	12,790	2,210	150	15,150	595
La Palma Library	5,030	1,300	100	6,430	363
Ladera Ranch Library	9,000	500	0	9,500	710
Laguna Beach Library	10,040	250	300	10,590	474
Laguna Niguel Library	13,075	1,675	1,000	15,750	447
Library of the Canyons	150	15,356		15,506	100 (est)
Los Alamitos – Rossmoor Library	8,840	1,260	300	10,400	481
OCCR Headquarters	40,271	3,667	1,000	44,938	120
OCPL Headquarters	35,994	30,112	500	66,606	
Rancho Santa Margarita Library	15,963	337	2,500	18,800	1,166
San Clemente Library	8,877	1,635	400	10,912	683
San Juan Capistrano Library	11,358	642	200	12,200	714
Seal Beach – Mary Wilson Library	9,834	166	400	10,400	391
Stanton Library	5,800	90	100	5,990	335
Tustin Library	26,960	2,654	0	29,614	1,537
Westminster Library	13,461	3,700	200	17,361	1,097
Totals	385,258	74,379	35,368	495,705	18,350

IV. CONTRACTOR REQUIREMENTS

CONTRACTOR shall:

- A. Have staff available 24 hours a day, 7 days a week, 365 days per year to respond to as needed work from OC Community Resources Contract Administrator or designee.
- B. Make immediate changes to any existing schedules as determined by the COUNTY Contract Administrator at no additional cost to improve efficiency.
- C. Perform all work in a manner that will minimize inconvenience to the employees and the public.
- D. Provide adequate signage advising the public when custodial work is performed and where safety is concerned.

- E. Be 100% operational within 30 days of CONTRACT execution. This will include but not be limited to supplies, equipment, labor, management, badging, documentation, records, and any other operational recordkeeping devices.

IV. STAFFING

CONTRACTOR shall:

- A. Provide a staffing plan.
- B. Provide a table of tasks and frequencies.
- C. Provide Operational Project Manager, and Shift Supervisors who are dedicated to the CONTRACT.
- D. Provide Supervisors and Managers that proficiently read, write, and speak English. All janitorial staff will be able to converse in English for business purposes.
- E. Replace any personnel including but not limited to management and supervision that COUNTY Contract Administrator does not approve of within 24 hours from notification.
- F. Provide and maintain adequate full time and backup supervision that are badged and equally qualified in all respects to assume the responsibilities of supervision in the event of absenteeism.
- G. Provide and maintain an adequate number of English speaking day porters and backups that can communicate with staff in English both verbally and written.
- H. Have the day porter respond to OCCR issues as reported directly by OCCR onsite personnel. The janitor contacted will make every effort to resolve the issue. In the event the janitor cannot perform a cleanup, the janitor will immediately inform their supervisor to resolve the issue.
- I. Most calls are generated through the OCCR Maintenance Service Desk. The Service Desk will inform the County Contract Administrator of requests they receive and will record the call. The County Contract Administrator or OCCR Maintenance service desk will notify the supervisor. The supervisor will contact the County Contract Administrator and OCCR Maintenance service desk to inform them when the issue is resolved.
- J. Have all personnel properly trained, knowledgeable, with the ability and authority to respond to or be assigned to any janitorial calls. In the event of a biohazard call, Contractor will submit a summary report of actions taken.

V. UNIFORMS

CONTRACTOR will:

- A. Ensure that all staff is in uniform when working at facilities. Uniforms will consist of long or short sleeve shirts, polo or button-up shirts embroidered with company name or another style approved by the Contract Administrator.

VI. TELEPHONE SERVICE

CONTRACTOR will:

- A. Provide contact phone numbers to OCCR Contract Administrator to contact a manager, supervisor, or staff members so that they can resolve any custodial maintenance issue, 24 hours a day, 7 days a week, 365 days a year.
- B. Provide a single phone number for a 24 hour service line.

IV. RESPONSE TIMES

CONTRACTOR will:

- A. Respond to all custodial issues within two (2) hours of notification and completely resolve the issue as quickly as possible. If an issue cannot be resolved in two (2) hours, the Contract Administrator must be notified immediately.

V. SUPPLIES

CONTRACTOR will:

- A. Be responsible to purchase, maintain, and supply dispensed consumable products and other supplies. Consumable products dispensed will be defined as soap, paper towels, toilet paper, feminine hygiene products, toilet seat covers, trash can liners, , urinal cakes, urinal screens, urinal splash guards, and carpet guards (Scotch Guard or equivalent).
- B. All products will be approved by COUNTY Contract Administrator prior to use.
- C. Roll paper will be of proper size to fit and dispense properly from existing roll paper towel dispensers.
- D. Tri-fold paper towels will be the maximum size to fit and dispense properly from existing facility dispensers properly.
- E. Toilet paper will be 2-ply in all areas. Toilet paper will be the maximum size that can fit and dispense properly from existing dispensers.
- F. Standard toilet seat covers.
- G. Hand soap will be mildly scented and be of similar viscosity as the existing soap.
- H. Feminine hygiene products will be of proper size to be dispensed and CONTRACTOR will be responsible for maintaining the machines and be able to collect the money from the coin boxes.
- I. Hospital grade disinfectant cleaner effective against a broad spectrum of bacteria and is virucidal to use on bodily fluid stains (i.e. blood, urine, feces, etc.)
- J. Other supplies to be provided by CONTRACTOR, including but not limited to:
Hand soaps, Buffing Pads, Carpet Cleaners, Deodorizers, Disinfectants, Emulsifiers, Floor Cleaners, Glass Cleaners, Graffiti Removal Cleaners, Gum Removers, Large Trash Can Liners, Marble & Stone Cleaners, Metal Cleaners, Pathogen Neutralizers, Powdered Cleansers, Scrubbing Pads, Small Trash Can Liners, Soaps, Spot Removers, Stain Removers and Waxes.

VII. EQUIPMENT

CONTRACTOR will:

- A. Be responsible to provide, maintain, and have on hand an adequate supply of equipment necessary to perform janitorial service, including but not limited to:
Brooms, Dust Mops, Dusters, Carpet Extractors, High Pressure Washers, Hoses, Ladders, Lifts, Mop Buckets, Mop Ringers, Mops, Pile Lifters, Rags, Scaffolding, Scouring Pads, Scrub Brushes, Sponges, Squeegees, HEPA Vacuums

VIII. RECORDS

CONTRACTOR will:

- A. Make Available upon request payroll records from a payroll company or certified payroll each month prior to or with monthly invoicing.

IV. SAFETY DATA SHEET (SDS) RECORDS

CONTRACTOR will:

- A. Provide SDS records of all chemicals to be used at all OC Community Resources in the performance of custodial services outlined in this Scope of Work. OCCR Contract Administrator will approve all chemicals used.
- B. Post copies of the SDS sheets in a conspicuous space in the custodial area as required by OSHA hazard communications standard 29 CFR 1910.1200.
- C. Not change or modify existing SDS without prior authorization from COUNTY Contract Administrator throughout the term of the CONTRACT.

IX. RUNOFF CONTAINMENT

No chemicals or water runoff will be allowed into the storm drains.

X. PERFORMANCE SPECIFICATIONS

CONTRACTOR will:

- A. Provide full services for all of OCCR facilities on a continuous and as needed basis. Day porter services will be performed between 11:00 am and 4:00 pm or per the schedule when the facility serves the public and thorough cleaning will be performed between 30 minutes after close and 5:00 am. CONTRACTOR will perform any janitorial function that is required to provide and maintain clean facilities.
- B. Inspect, note, keep records, and report any maintenance items as they occur to the OCCR Maintenance Service Desk.
- C. Instruct each individual janitor to inspect respective areas and perform appropriate cleaning services to maintain the cleanliness of the facilities.
- D. Inspect, sift sand, and replace sand, and spot clean trash receptacles and cigarette urns.
- E. Provide and apply anti-slip products as requested by COUNTY Contractor Administrator.
- F. Unstop toilets using plunger as discovered or reported. If toilet is still non-functional, CONTRACTOR will report it to the COUNTY Contract Administrator or if not reached the OCCR Maintenance Service Desk.
- G. Make every attempt to remove non-etched graffiti and stickers as discovered or reported. If graffiti cannot be removed, CONTRACTOR will report it to the COUNTY Contract Administrator or if not reached the OCCR Maintenance Service Desk. CONTRACTOR is responsible for the removal of all interior graffiti.
- H. Add water to floor drains nightly to prevent sewer odors from entering building.

- I. Maintain the cleanliness of the carpet seven (7) days a week. This includes but is not limited to gum,

stain, and spot removal, extractions, pile lifting, and vacuuming on a continuous and scheduled basis. Perform nightly extractions consisting of spot or spill removal in all areas that is carpeted regardless of volume or quantity.

- J. Use of bonnet machines for carpet care is prohibited.
- K. Perform carpet care per manufacture specification. Most facilities use Tandus products and need to meet Carpet & Rug Institute standards.
- L. Pile lift and vacuum Carpet daily with HEPA filtered vacuum.
- M. Clean and polish all stainless steel.
- N. Clean and polish floor surfaces.
- O. Clean restroom floors each day. (All facilities)
- P. Strip, clean, and polish all restroom floors on a 90 day cycle. (All facilities)
- Q. Clean and polish all hard surface flooring on a 90 day cycle. (All facilities)
- R. Strip, clean, and polish all linoleum floors on a 90 day cycle. (All facilities)
- S. Strip, clean, and polish all ceramic tile floors on a 90 day cycle. (All facilities)
- T. Clean elevator daily. (All facilities)

IV. PERIODIC CLEANING ITEMS

CONTRACTOR will:

- A. Provide high cleaning above 30 feet once per year in the month of July. High cleaning will include but not be limited to vacuuming and washing until clean.
- B. Provide linear vent and HVAC diffuser cleaning twice per year in the months of July and January. Cleaning includes but is not limited to vacuuming, washing, and metal polishing. Walls immediately around the vent will also be included.
- C. Provide carpet extractions, spot cleaning, gum removal four times per year to all buildings.
- D. Clean and polish all glass inside and outside of all outer buildings twice a year.
- E. Clean refrigerators on the inside and outside on a monthly basis.
- F. Clean all fabric furniture semi-annually in the library branches.
- G. Spot clean all fabric, plastic and wood furniture quarterly in the library branches
- H. Clean all fabric furniture in the office buildings annually

XI. ADDITIONAL SERVICES

CONTRACTOR will:

- A. Submit supplemental proposals for work not called for under the fixed price portion of the Scope of Work, including, but not limited to additional work, and any similar type of work not stated elsewhere in this Scope of Work.
 - 1. COUNTY reserves the right to use alternative sources for completion of work, other than basic services, to obtain competitive proposals for additional services.

2. If COUNTY Contract Administrator authorizes work by an alternate source or authorizes CONTRACTOR to subcontract the work; 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. In such cases CONTRACT may be adjusted accordingly.
- B. Continue to provide services covered under this CONTRACT that is not affected by work provided by an alternate source.
 - C. Agree to respond immediately to all COUNTY requests for emergency situations.

XII. QUALITY ASSURANCE

A. Consequences of CONTRACTOR’S Failure to Perform Required Services

CONTRACTOR will perform Scope of Work requirements as described herein. COUNTY will apply one or more of the surveillance methods mentioned below and will deduct an amount from CONTRACTOR’S invoice or otherwise withhold payment for unsatisfactory or non-performed work. COUNTY reserves the right to change surveillance methods at any time during the CONTRACT without notice to CONTRACTOR.

B. Surveillance Methods

COUNTY may apply surveillance methods (Security Cameras) to determine CONTRACTOR compliance. These include, but are not limited to: Routine inspection, random sampling without extrapolated deductions, these include, but are not limited to and planned sampling, incidental inspections and validated customer complaints as supplemental surveillance methods. When using these surveillance methods, deductions will be taken for all observed defects.

C. Procedures in the case of unsatisfactory or non-performed work, COUNTY may:

1. Give CONTRACTOR written notice of observed deficiencies prior to deducting for unsatisfactory or non-performed work and/or assessing Scheduled Deductions. Such written notice will not be a prerequisite for withholding payment for non-performed work. COUNTY may specify, as provided for below, that Scheduled Deductions can be assessed against CONTRACTOR. Such Scheduled Deductions are to compensate COUNTY for administrative costs and other expenses resulting from the unsatisfactory or non-performed work.
2. At its option, allow CONTRACTOR an opportunity to re-perform the unsatisfactory or non-performed work, at no additional cost to COUNTY. Corrective action must be completed within 24 hours of notice. The original inspection results of CONTRACTOR’S work will not be modified upon re-inspection. However, CONTRACTOR will be paid for satisfactorily re-performed work.
3. Deduct from CONTRACTOR’S invoice all amounts associated with the unsatisfactory or non-performed work at the prices set out in the Basis of Deductions or provided by other provisions of CONTRACT, unless CONTRACTOR is required to re-perform and satisfactorily complete the work.
4. At its option, perform the work by COUNTY personnel or by other means. COUNTY will reduce the amount of payment to CONTRACTOR, by the amount paid to any COUNTY personnel (based on wages, retirement and fringe benefits) plus material, or by the actual costs incurred to accomplish the work by other means. If the actual costs cannot be readily determined, the prices set out in the schedule will be used as the basis for the deduction.

D. Re-performance

Re-performance by CONTRACTOR does not waive COUNTY'S right to terminate for nonperformance and all other remedies for default as may be provided by law.

E. Estimating the Price of Non-Performed or Unsatisfactory Work

In accordance with the "Consequences of CONTRACTOR'S Failure to Perform Required Services", deductions may be taken for non-performed or unsatisfactory work. In the event the price of non-performed or unsatisfactory work cannot be determined from the prices set out in the Basis of Deductions, or on the basis of the actual cost to COUNTY, estimated methods may be used. Engineered Performance Standards (EPS) or other estimating sources may be utilized to estimate the cost of non-performed work or the costs that would be incurred in remedying unsatisfactory work. COUNTY may estimate the cost using wage rate and fringe benefits included in the wage determinations included in this CONTRACT. COUNTY may estimate CONTRACTOR'S overhead and profit rates and estimates of material costs, if applicable.

F. Consequence of CONTRACTOR'S Ongoing Performance Deficiencies.

COUNTY, at its option, may terminate a region from the CONTRACT for CONTRACTOR'S ongoing performance deficiencies at a specific location within that region.

XIII. BUILDING SECURITY

Keys and Access Badges

County will issue such keys and access badges as necessary for access to the work area. Contractor will assume full responsibility for theft or loss of said keys and will pay for re-keying all locks operated by these keys. Keys will not be duplicated. A fifty dollars (\$50.00) charge will be incurred for the loss or misplacement of any access badges, in order to pay for replacement of the badges(s) and a charge of up to five hundred dollars (\$500.00) will be incurred in the event the building needs to be re-keyed.

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 Contractor's personnel or required substitution of Contracts will 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 will also be paid by the Contractor and may be deducted from payments due or to become due to the Contractor.

Facility Security

Contractor will keep all doors locked while working in the building. Keys will not be left in the doors. Contractor will not admit any person into the building who is not a direct employee of the Contractor and not actively engaged in performance of the work. This includes friends, family members, and children. Contractor will restrict access to the designated buildings and designated parking area.

At no time will the Contractor or its employees enter other areas of the facility not specifically included in this Contract for janitorial services. The Contractor will check all windows and doors for proper closure and locking, extinguish all lights except master security lighting, and reactivate the security system (if applicable) prior to leaving the facility.

Damage

Contractor will immediately report all conditions and occurrences out of the norm including: broken windows, vandalism, and/or other facility damage, to the Orange County Sheriff.

RESTRICTIONS

General: Contractor's personnel will not disturb papers on desks, open drawers or cabinets, use radios, television sets, coffee pots, stoves or refrigerators, nor will they tamper with any personal or county property.

Telephones: Telephones will not be used by the Contractor or its employees for personal or business reasons with the following exceptions:

- A. Notification to the Orange County Sheriff of damage as required in this Contract.
- B. To report need of medical aid, fire or need of law enforcement (use 8-911 number.)

Any calls to numbers other than those above will be considered a violation of this Contract and grounds for immediate termination.

WORK DESCRIPTIONS

The Custodial/Janitorial Services contractor is responsible for the cleanliness and sanitation of the building. The description of each service area, below, is to be used as a guideline for the Custodial/Janitorial Services contractor. The description does not attempt to describe every detail or feature of the facility that is to be maintained by the Custodial/Janitorial Services contractor.

Entrances

Mats and Carpet – Will be free of spots, stains, gum, dirt and debris without causing damage. They will appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces will also be free of dust, soil, and cleaner residue.

Glass and Metal Surfaces – Will appear streak-free, film-free and uniformly clean. This will include the elimination of dust and soil from the sills and ledges and heat registers.

Floors – Will be free of dust, dried-soil, gum, spots, stains and debris. Floors will appear visibly and uniformly smooth and clean. This will include the elimination of dust streaks and cleaner residue.

Walls and Fixtures – Will be free of dust, dried-soil and soil without causing damage. These surfaces will appear visibly and uniformly clean. This will include the elimination of film streaks and cleaner residue.

Waste Containers – Contents will be removed from waste containers and can liners replaced. Inside and outside of the container will be cleaned and disinfected. Containers will appear visibly and uniformly clean. This will include the elimination of streaks, foodstuff and the presence of any offensive odor emitting from the container.

Stairwells

Rails and Walls – Will be free of dust and dried-soil without causing damage. These surfaces will appear visibly and uniformly clean and disinfected. This will include the elimination of film, streaks, standing water, cleaner residue, or film.

Steps and Landings – Will be free of dust, dried soil, gum, stains, and debris. These surfaces will appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film

Restrooms

Dispensers – Will be free of dust, dried-soil, and mold without causing damage. These surfaces will appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This will include the elimination of polish residue. Dispensers will be refilled when required with proper expendable supply item and dispense properly.

Hardware – Will be free of dust, soil, mold and scale without causing damage. Bright work will appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This will include the elimination of polish residue.

Sinks – Will be free of dust, mold, soil, cleaner residue and soap film without causing damage. They will appear visibly and uniformly clean and polished-dry. This will include the elimination of streaks, embedded soil and film, and water spots.

Mirrors – Will be free of dust and soil. Mirrors and surrounding metal framework will appear streak-free, film-free, and uniformly clean.

Toilets, Toilet Seats, and Urinals – Will be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures will appear visibly and uniformly clean, disinfected and polished-dry. This will include the elimination of streaks, film and water spots.

Partitions – Will be free of dust, soil and graffiti without causing damage. Partitions will appear visibly and uniformly clean, disinfected, and polished-dry. This will include the elimination of streaks and film.

Waste Containers – Contents will be removed from the waste containers and can liner replaced. Inside and outside of the container will be cleaned and disinfected. Containers will appear visibly and uniformly clean. This will include the elimination streaks, foodstuff, and the presence of any offensive odor emitting from the container.

Walls and Doors – Will be free of dust, soil, spots and stains without causing damage. These surfaces will appear visibly and uniformly clean and disinfected. This will include the elimination of film, streaks, and cleaner residue. Ceramic wall and wainscots, metal kick plates, handles and push plates on doors will also be polished-dry.

Floors and Baseboards – Will be free of dust, soil, gum, stains and debris. Floors will appear visibly and uniformly clean and disinfected. This will include the elimination of dust streaks, lint, standing water, cleaner residue and film.

Air Vents – Will be free of dust and soil without causing damage. This also pertains to the air distribution units and exhaust vents. They will appear visibly and uniformly clean.

Offices

Furniture and Equipment – Will be free of dust, dried-soil and soil without causing damage. They will appear visibly and uniformly clean. This will include the elimination of cleaner residue, streaks and film. Fabric furniture will be free of spots, stains, gum, dirt and debris without causing damage.

Telephones – Will be free of dust and soil. They will appear visibly and uniformly clean and polished-dry.

Walls and Doors – Will be free of dust, dried-soil and soil without causing damage. These surfaces will appear visibly and uniformly clean. This will include the elimination of film, streaks, and cleaner residue.

Waste Containers – Contents will be removed from waste containers and can liners replaced. Inside and outside of

the container will be cleaned and disinfected. Containers will appear visibly and uniformly clean. This will include the elimination streaks, foodstuff, and the presence of any offensive odor emitting from the container.

Partitions – Will be free of dust, soil and graffiti without causing damage. Partitions will appear visibly and uniformly clean. This will include the elimination of streaks, film and cleaner residue.

Floors, Carpets and Baseboards – Will be free of dust, dried-soil, soil, gum, spots, stains and debris. Floors and carpet will appear visibly and uniformly smooth and clean. This will include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

Windows

Glass – Will be free of dust and soil without causing damage. This also applies to adjoining sills, blinds, and framework. They will appear visibly and uniformly clean. This will include the elimination of streaks, film, and cleaner residue. All windows must be fully cleaned.

Janitor Closets and Storerooms

Shelves – Will be free of dust, dried-soil and soil. They will appear visibly and uniformly clean. Supplies and equipment will be stocked and organized neatly on shelves. All spray bottles must be labeled and all spray cans must have tops to comply with safety regulations.

Janitor Carts – Will be free of dust, dried soil, and soil. They will appear visibly and uniformly clean. Supplies and equipment stored on janitor carts will also be free of dust and soil and organize neatly.

Walls – Will be free of dust, dried-soil, and soil without causing damage. They will appear visibly and uniformly clean. This will include the elimination of film, streaks, and cleaner residue.

Utility Sinks – Will be free of dust, soil, cleaner residue and soap film. Utility sinks will appear visibly and uniformly clean. This will include the elimination of streaks, embedded soil, and film and water spots. Bright work will be cleaned, de-scaled and polished.

Floors – Will be free of dust, dried-soil, gum, spots, stains and debris. Floors will appear visibly and uniformly smooth and clean. This will include the elimination of dust streaks, lint, standing water, cleaner residue and film

DEFINITION OF TERMS

Biohazard: refer to biological substances that pose a threat to the health of living organisms, primarily that of humans. This can include medical waste, bodily fluids or samples of a microorganism, virus or toxin (from a biological source) that can affect human health.

Buff: Remove all marks using floor machine equipment with polishing pad to maintain floor luster.

Carpet Extraction: Shampoo carpeting using hot water extraction machine method.

Clean: Remove all dirt, stains and marks with approved cleaner.

Daily: Work to be performed each and every day of the week.

Damp Mop: Remove all surface dirt and stains with mop and warm water containing detergent or floor cleaner as

required.

Damp Wipe: Remove surface dirt with damp cloth.

Disinfect: To cleanse in order to destroy disease and germs.

Disinfectant: A germicidal cleaner for germ control.

Dust: Remove all loose dirt and debris. Specially treated cloths will be used.

Machine Strip: Remove all surface dirt, stains, and wax with warm water, floor cleaner or germicidal disinfectant; dry with vacuum or mop.

Mop: Remove all surface dirt and stains with a mop and warm water containing floor cleaner or germicidal disinfectant.

One Day: 24 clock hours

Polish: Machine polish or rub with dry cloth.

Refinish: Apply proper floor coating (wax on polish or sealer) and buff.

Sanitize: To cleanse free from dirt and bacteria.

Scrub: Remove all dirt, stains and marks with an approved cleaner using a floor machine equipped with scrubbing pad.

Strip: Remove all accumulation of old floor finish, all surface dirt, stains and marks. Rinse and dry.

Sweep/Dust Mop: Remove all loose dirt and litter with dustless-type sweeping tools on smooth concrete, tiled, and terrazzo floor; in places difficult to sweep, use hair floor brush or vacuum on other hard floors.

Vacuum: Remove all surface and embedded dirt, dust and debris using a vacuum cleaner.

Wash: Remove all dirt, stains, and marks with approved cleaner; rinse and dry.

Wax: Apply appropriate number of coats of approved floor finish.

DAY PORTER DUTIES – SPECIFIED LOCATIONS

1. Day Porter assigned will have the ability to speak and read English clear enough to communicate with all building staff.
2. Day Porter will report to assigned staff person each day as scheduled to obtain special instructions or a list of areas that may need cleaning during the service time.
3. Day Porter will carry a cellphone/pager and respond immediately to library staff.
4. Day Porter will report to building staff prior to leaving and review items they completed.
5. Fill all dispensers with paper and soap products as needed.
6. Clean and mop up any spills in all restrooms at the facility as necessary.
7. Unclog toilets and clean up any leftover spills. If they are unable to handle clog, they will notify building staff.
8. Day Porter will put out signs at each entrance to the restrooms when they are working in each restroom.

9. Day Porter will notify employer each day of any outstanding items that need repair or cleaned, so that the night cleaning crew can complete those items that evening.
10. Empty trash cans as needed.
11. Clean patio furniture and concrete areas as needed or directed by staff.
12. Services are for the entire facility including any Friends of the Library bookstore at the building.
13. Clean and polish drinking fountains daily.
14. Detail lobby daily, including entry glass and floors.
15. Wipe and clean all counters and table tops.
16. Clean staff break room daily – no cleaning of dishes or refrigerator.
17. Monitor for vandalism, reporting any to building staff or to inform employer for night cleaning crew to clean if necessary.
18. Pick-up all trash and debris daily on the exterior entry ways with a broom and dust pan.
19. Sweep floors outside front entry and patios daily.
20. Clean outside ash urns daily.
21. Perform extra work as requested by Contract Administrator or assigned building supervisor such as Branch Manager or Site Supervisor.
22. Inspect carpet and spot clean if necessary.

Day Porter duties are not intended to replace existing janitorial contract services. The above duties are in addition to any other specified contract duties

ATTACHMENT B

COMPENSATION/PAYMENT INSTRUCTIONS

1. **COMPENSATION:** - This is an all-inclusive firm, fixed fee Contract between County and Contractor for all services provided in Attachment A, Scope of Work.

Total contract amount not to exceed ~~\$2,400,519.84~~ \$3,755,519.84

Contractor agrees to accept the specified compensation as set forth in Attachment C, Pricing, as full remuneration for performing all services and furnishing all staffing, labor, tax, shipping, freight, insurance requirements, and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services and for performance by Contractor of all its duties and obligations hereunder. Contractor will only be compensated as set forth herein below for work performed in accordance with the Scope of Work. County will have no obligation to pay any sum in excess of total Contract amount specified herein unless authorized by amendment in accordance with County Contract Terms and Conditions.

2. **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 will be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

3. **CONTRACTOR'S EXPENSE:** The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, online research services, 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.

Contractor will bill for the actual number of hours worked. Contractor will notify County in advance if any task requires an additional time commitment to complete. County approval is required before Contractor can work additional hours/time on the project.

4. **PAYMENT TERMS:** Invoices are to be submitted in arrears, after services have been completed, to the address specified below. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange. Invoices will 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 will cover services and/or goods not previously invoiced. The Contractor will reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

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

5. **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 MA-012-18011140
- f. Service Date
- g. Description of Services
- h. Total
- i. Taxpayer ID number

Invoices and support documentation are to be forwarded to:

County of Orange
OC Community Resources
Attention: Accounts Payable
1770 N Broadway, 4th Floor
Santa Ana, CA 92706

The County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment. 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.

- 6. Payment (Electronic Funds Transfer (EFT)):** The County of Orange offers contractors 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 an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the agency/department representative listed in the bid. Upon completion of the form, please mail, fax or email to the address or phone listed on the form.

7. FEES AND CHARGES

COUNTY will pay the following fees in accordance with the provisions of this CONTRACT.

The fixed price shall include all requirements and expenses related to the performance of work and services set forth in the Scope of Work.

Payment terms: Payment shall be made in accordance with the provisions of this CONTRACT regardless of the number of days in the month:

ATTACHMENT C
PRICING

The Contract price bid per month, for each contract year, for janitorial services shall include full compensation for providing all labor including state minimum wage increases, materials, equipment and incidentals required for the janitorial services as specified in these specifications and no additional compensation will be allowed therefore.

BID ITEMS/PRICING:

A. REGULAR SERVICES:

Monthly price to perform work in accordance with specifications.

NORTH REGION - Amount per Month

	Year 1	Year 2	Year 3	Year 4	Year 5
1 Brea Library	\$919.11	\$1,011.02	\$1,162.68	\$1,337.08	\$1,537.64
2 Garden Grove – Chapman Library	\$833.13	\$916.45	\$1,053.91	\$1,212.00	\$1,393.80
3 Garden Grove – Regional Library	\$2,388.65	\$2,627.52	\$3,021.65	\$3,474.90	\$3,996.13
4 Garden Grove – Tibor Rubin Library	\$775.47	\$853.02	\$980.96	\$1,128.11	\$1,297.33
5 La Habra Library	\$1,675.44	\$1,842.99	\$2,119.43	\$2,437.35	\$2,802.95
6 La Palma Library	\$775.47	\$853.02	\$980.96	\$1,128.11	\$1,297.33
7 Los Alamitos – Rossmoor Library	\$990.43	\$1,089.47	\$1,252.89	\$1,440.83	\$1,656.95
8 Seal Beach Mary Wilson Library	\$1,268.45	\$1,395.30	\$1,604.59	\$1,845.28	\$2,122.07
9 Stanton Library	\$838.52	\$922.37	\$1,060.72	\$1,219.83	\$1,402.80
10 Westminster Library	\$1,867.47	\$2,054.22	\$2,362.36	\$2,716.71	\$3,124.21
TOTAL MONTHLY - ALL NORTH LOCATIONS	\$12,332.14	\$13,565.37	\$15,600.16	\$17,940.19	\$20,631.22

CENTRAL REGION - Amount per Month

1 Costa Mesa – Donald Dungan Library	\$1,005.10	\$1,105.62	\$1,271.46	\$1,462.18	\$1,681.50
2 Costa Mesa – Mesa Verde Library	\$1,005.10	\$1,105.62	\$1,271.46	\$1,462.18	\$1,681.50
3 Costa Mesa Technical Library	\$707.31	\$778.05	\$894.76	\$1,028.97	\$1,183.31
4 El Toro Library	\$1,374.49	\$1,511.94	\$1,738.73	\$1,999.54	\$2,299.47
5 Foothill Ranch Library	\$1,819.10	\$2,001.01	\$2,301.16	\$2,646.33	\$3,043.29
6 Fountain Valley Library	\$1,819.10	\$2,001.01	\$2,301.16	\$2,646.33	\$3,043.29
7 Irvine Heritage Park Library W/Day Porter	\$3,612.88	\$3,974.17	\$4,570.29	\$5,255.84	\$6,044.22
8 Irvine Katie Wheeler Library	\$1,801.54	\$1,981.70	\$2,278.95	\$2,620.79	\$3,013.92
9 Irvine University Park Library	\$1,801.54	\$1,981.70	\$2,278.95	\$2,620.79	\$3,013.92
10 OCCR Headquarters W/Day Porter	\$5,779.78	\$6,357.76	\$7,311.42	\$8,408.14	\$9,669.36
11 OC Public Library Headquarters W/Day Porter	\$5,349.84	\$5,884.83	\$6,767.54	\$7,782.68	\$8,950.08
12 Library Of The Canyons	\$1,853.25	\$2,038.57	\$2,242.42	\$2,466.84	\$2,713.52
13 Tustin Library W/Day Porter	\$4,117.40	\$4,529.13	\$5,208.51	\$5,989.79	\$6,888.25
TOTAL MONTHLY -ALL CENTRAL LOCATIONS	\$32,046.43	\$35,251.11	\$40,436.81	\$46,390.40	\$53,225.63

SOUTH REGION - Amount per Month

	Aliso Viejo Library W/Day Porter	\$3,690.38	\$4,059.42	\$4,668.34	\$5,368.59	\$6,173.88
1	Dana Point Library	\$1,311.44	\$1,442.58	\$1,658.97	\$1,907.82	\$2,193.99
2	Ladera Ranch Library	\$1,289.81	\$1,418.79	\$1,631.61	\$1,876.35	\$2,157.80
3	Laguna Beach Library	\$1,289.81	\$1,418.79	\$1,631.61	\$1,876.35	\$2,157.80
4	Laguna Niguel Library	\$1,781.87	\$1,960.06	\$2,254.07	\$2,592.18	\$2,981.00
5	Rancho Santa Margarita Library	\$1,569.40	\$1,726.34	\$1,985.29	\$2,283.09	\$2,625.55
6	San Clemente Library	\$1,612.39	\$1,773.64	\$2,039.68	\$2,345.62	\$2,697.47
7	San Juan Capistrano Library	\$1,440.42	\$1,584.47	\$1,822.14	\$2,095.45	\$2,409.77
8	TOTAL MONTHLY - ALL SOUTH LOCATIONS	\$13,985.53	\$15,384.08	\$17,691.69	\$20,345.45	\$23,397.27

TOTAL MONTHLY - ALL LOCATIONS	\$58,364.10	\$64,200.56	\$73,728.66	\$84,676.04	\$97,254.12
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Increase/Decrease rate per day if 1 day per week is added or deleted to the regular scheduled service days.
 (Decreases in excess of one (1) day will be negotiated).

Increase/Decrease - Amount Per Day	Year 1	Year 2	Year 3	Year 4	Year 5
1 Aliso Viejo Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
2 Brea Library - Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
3 Costa Mesa-Donald Dungan – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
4 Costa Mesa-Mesa Verde – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
5 Costa Mesa Technical library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
6 Dana Point Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
7 El Toro Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
8 Foothill Ranch Library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
9 Fountain Valley Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
10 Garden Grove – Chapman – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
11 Garden Grove – Regional – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
12 Garden Grove – Tibor Rubin – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
13 Irvine Heritage Park Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
14 Irvine Katie Wheeler Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
15 Irvine University Park library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
16 La Habra Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
17 La Palma Library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
18 Ladera Ranch Library – Days Per Week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
19 Laguna Beach Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
20 Laguna Niguel Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
21 Library of the Canyons – Days Per Week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
22 Los Alamitos-Rossmoor Library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
23 OC Community Resources HQ - Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
24 OC Public Library HQ - Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
25 Rancho Santa Margarita Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50

26	San Clemente Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
27	San Juan Capistrano Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
28	Seal Beach Mary Wilson Library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
29	Stanton Library – Days per week: 5	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
30	Tustin Library – Days per week: 7	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50
31	Westminster Library – Days per week: 6	\$48.50	\$48.50	\$48.50	\$48.50	\$48.50

ADDITIONAL SERVICES

Amount Per Hour (2 Hour Minimum)	Year 1	Year 2	Year 3	Year 4	Year 5
As Needed Services Labor Rate	\$43.65	\$48.50	\$53.35	\$58.20	\$63.05
Day Porter Labor Rate	\$23.77	\$24.74	\$26.68	\$28.62	\$30.56

B. DEDUCTIONS - Aliso Viejo Library

Year 1

Restrooms	\$1,107.12	/month
Floor Cleaning & Spray Buffing	\$36.90	/month
Floor Waxing & Stripping	\$36.90	/month
Carpet Cleaning	\$184.52	/month
Window Cleaning	\$105.69	/month
Trash Removal	\$1,217.71	/month
General Dusting & Cleaning	\$1,001.54	/month

TOTAL OF DEDUCTIONS.....\$3,690.38 /month

Year 2

Restrooms	\$1,217.83	/month
Floor Cleaning & Spray Buffing	\$40.59	/month
Floor Waxing & Stripping	\$40.59	/month
Carpet Cleaning	\$202.97	/month
Window Cleaning	\$116.26	/month
Trash Removal	\$1,339.47	/month
General Dusting & Cleaning	\$1,101.70	/month

TOTAL OF DEDUCTIONS.....\$4,059.42 /month

Year 3

Restrooms	\$1,400.49	/month
Floor Cleaning & Spray Buffing	\$46.69	/month
Floor Waxing & Stripping	\$46.69	/month
Carpet Cleaning	\$233.42	/month
Window Cleaning	\$133.70	/month
Trash Removal	\$1,540.40	/month
General Dusting & Cleaning	\$1,266.96	/month

TOTAL OF DEDUCTIONS.....\$4,668.34 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Brea Library

Year 1

Restrooms	\$275.71	/month
Floor Cleaning & Spray Buffing	\$9.20	/month
Floor Waxing & Stripping	\$9.20	/month
Carpet Cleaning	\$45.96	/month
Window Cleaning	\$26.33	/month
Trash Removal	\$303.28	/month
General Dusting & Cleaning	\$249.45	/month

TOTAL OF DEDUCTIONS.....\$ 919.11 /month

Year 2

Restrooms	\$303.32	/month
Floor Cleaning & Spray Buffing	\$10.11	/month
Floor Waxing & Stripping	\$ 10.11	/month
Carpet Cleaning	\$50.55	/month
Window Cleaning	\$28.95	/month
Trash Removal	\$333.60	/month
General Dusting & Cleaning	\$274.38	/month

TOTAL OF DEDUCTIONS.....\$1,011.02 /month

Year 3

Restrooms	\$348.80	/month
Floor Cleaning & Spray Buffing	\$11.63	/month
Floor Waxing & Stripping	\$11.63	/month
Carpet Cleaning	\$58.13	/month
Window Cleaning	\$33.30	/month
Trash Removal	\$383.64	/month
General Dusting & Cleaning	\$315.54	/month

TOTAL OF DEDUCTIONS.....\$1,162.68 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Costa Mesa – Donald Dungan Library

Year 1

Restrooms	\$301.53	/month
Floor Cleaning & Spray Buffing	\$10.05	/month
Floor Waxing & Stripping	\$10.05	/month
Carpet Cleaning	\$50.26	/month
Window Cleaning	\$28.79	/month
Trash Removal	\$331.65	/month
General Dusting & Cleaning	\$272.77	/month

TOTAL OF DEDUCTIONS.....\$1,005.10 /month

Year 2

Restrooms	\$331.68	/month
Floor Cleaning & Spray Buffing	\$11.06	/month
Floor Waxing & Stripping	\$11.06	/month
Carpet Cleaning	\$55.28	/month
Window Cleaning	\$31.66	/month
Trash Removal	\$364.82	/month
General Dusting & Cleaning	\$300.06	/month

TOTAL OF DEDUCTIONS.....\$1,105.62 /month

Year 3

Restrooms	\$381.43	/month
Floor Cleaning & Spray Buffing	\$12.72	/month
Floor Waxing & Stripping	\$12.72	/month
Carpet Cleaning	\$63.57	/month
Window Cleaning	\$36.41	/month
Trash Removal	\$419.53	/month
General Dusting & Cleaning	\$345.07	/month

TOTAL OF DEDUCTIONS.....\$1,271.46 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Costa Mesa – Mesa Verde Library

Year 1

Restrooms	\$301.53	/month
Floor Cleaning & Spray Buffing	\$10.05	/month
Floor Waxing & Stripping	\$10.05	/month
Carpet Cleaning	\$50.26	/month
Window Cleaning	\$28.79	/month
Trash Removal	\$331.65	/month
General Dusting & Cleaning	\$272.77	/month

TOTAL OF DEDUCTIONS.....\$1,005.10 /month

Year 2

Restrooms	\$331.68	/month
Floor Cleaning & Spray Buffing	\$11.06	/month
Floor Waxing & Stripping	\$11.06	/month
Carpet Cleaning	\$55.28	/month
Window Cleaning	\$31.66	/month
Trash Removal	\$364.82	/month
General Dusting & Cleaning	\$300.06	/month

TOTAL OF DEDUCTIONS.....\$1,105.62 /month

Year 3

Restrooms	\$381.43	/month
Floor Cleaning & Spray Buffing	\$12.72	/month
Floor Waxing & Stripping	\$12.72	/month
Carpet Cleaning	\$63.57	/month
Window Cleaning	\$36.41	/month
Trash Removal	\$419.53	/month
General Dusting & Cleaning	\$345.07	/month

TOTAL OF DEDUCTIONS.....\$1,271.46 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Costa Mesa Technical Library

Year 1

Restrooms	\$212.44	/month
Floor Cleaning & Spray Buffing	\$ 7.29	/month
Floor Waxing & Stripping	\$7.29	/month
Carpet Cleaning	\$35.37	/month
Window Cleaning	\$20.25	/month
Trash Removal	\$233.39	/month
General Dusting & Cleaning	\$191.27	/month

TOTAL OF DEDUCTIONS.....\$707.31 /month

Year 2

Restrooms	\$233.41	/month
Floor Cleaning & Spray Buffing	\$7.78	/month
Floor Waxing & Stripping	\$7.78	/month
Carpet Cleaning	\$38.91	/month
Window Cleaning	\$22.28	/month
Trash Removal	\$256.73	/month
General Dusting & Cleaning	\$211.16	/month

TOTAL OF DEDUCTIONS.....\$778.05 /month

Year 3

Restrooms	\$268.44	/month
Floor Cleaning & Spray Buffing	\$8.94	/month
Floor Waxing & Stripping	\$8.94	/month
Carpet Cleaning	\$44.74	/month
Window Cleaning	\$25.63	/month
Trash Removal	\$295.24	/month
General Dusting & Cleaning	\$242.83	/month

TOTAL OF DEDUCTIONS.....\$894.76 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Dana Point Library

Year 1

Restrooms	\$393.43	/month
Floor Cleaning & Spray Buffing	\$13.11	/month
Floor Waxing & Stripping	\$13.11	/month
Carpet Cleaning	\$65.57	/month
Window Cleaning	\$37.56	/month
Trash Removal	\$432.74	/month
General Dusting & Cleaning	\$355.91	/month

TOTAL OF DEDUCTIONS.....\$1,311.44 /month

Year 2

Restrooms	\$432.78	/month
Floor Cleaning & Spray Buffing	\$14.42	/month
Floor Waxing & Stripping	\$14.42	/month
Carpet Cleaning	\$72.13	/month
Window Cleaning	\$41.31	/month
Trash Removal	\$476.01	/month
General Dusting & Cleaning	\$391.51	/month

TOTAL OF DEDUCTIONS.....\$1,442.58 /month

Year 3

Restrooms	\$497.70	/month
Floor Cleaning & Spray Buffing	\$16.59	/month
Floor Waxing & Stripping	\$16.59	/month
Carpet Cleaning	\$82.94	/month
Window Cleaning	\$47.51	/month
Trash Removal	\$547.41	/month
General Dusting & Cleaning	\$450.24	/month

TOTAL OF DEDUCTIONS.....\$1,658.97 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - El Toro Library

Year 1

Restrooms	\$412.36	/month
Floor Cleaning & Spray Buffing	\$ 13.74	/month
Floor Waxing & Stripping	\$ 13.74	/month
Carpet Cleaning	\$68.72	/month
Window Cleaning	\$39.36	/month
Trash Removal	\$453.53	/month
General Dusting & Cleaning	\$373.02	/month

TOTAL OF DEDUCTIONS.....\$1,374.49 /month

Year 2

Restrooms	\$453.56	/month
Floor Cleaning & Spray Buffing	\$15.12	/month
Floor Waxing & Stripping	\$15.12	/month
Carpet Cleaning	\$75.60	/month
Window Cleaning	\$43.30	/month
Trash Removal	\$498.89	/month
General Dusting & Cleaning	\$410.34	/month

TOTAL OF DEDUCTIONS.....\$1,511.94 /month

Year 3

Restrooms	\$521.61	/month
Floor Cleaning & Spray Buffing	\$17.39	/month
Floor Waxing & Stripping	\$17.39	/month
Carpet Cleaning	\$86.94	/month
Window Cleaning	\$49.80	/month
Trash Removal	\$573.73	/month
General Dusting & Cleaning	\$471.88	/month

TOTAL OF DEDUCTIONS.....\$1,738.73 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Foothill Ranch Library

Year 1

Restrooms	\$545.73	/month
Floor Cleaning & Spray Buffing	\$18.19	/month
Floor Waxing & Stripping	\$18.19	/month
Carpet Cleaning	\$90.96	/month
Window Cleaning	\$52.10	/month
Trash Removal	\$600.25	/month
General Dusting & Cleaning	\$493.69	/month

TOTAL OF DEDUCTIONS.....\$1,819.10 /month

Year 2

Restrooms	\$600.30	/month
Floor Cleaning & Spray Buffing	\$20.01	/month
Floor Waxing & Stripping	\$20.01	/month
Carpet Cleaning	\$100.05	/month
Window Cleaning	\$57.31	/month
Trash Removal	\$660.27	/month
General Dusting & Cleaning	\$543.06	/month

TOTAL OF DEDUCTIONS.....\$2,001.01 /month

Year 3

Restrooms	\$690.36	/month
Floor Cleaning & Spray Buffing	\$23.01	/month
Floor Waxing & Stripping	\$23.01	/month
Carpet Cleaning	\$115.06	/month
Window Cleaning	\$65.90	/month
Trash Removal	\$759.31	/month
General Dusting & Cleaning	\$624.52	/month

TOTAL OF DEDUCTIONS.....\$2,301.16 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Fountain Valley Library

Year 1

Restrooms	\$545.73	/month
Floor Cleaning & Spray Buffing	\$18.19	/month
Floor Waxing & Stripping	\$18.19	/month
Carpet Cleaning	\$90.96	/month
Window Cleaning	\$52.10	/month
Trash Removal	\$600.25	/month
General Dusting & Cleaning	\$493.69	/month

TOTAL OF DEDUCTIONS.....\$1,819.10 /month

Year 2

Restrooms	\$600.30	/month
Floor Cleaning & Spray Buffing	\$20.01	/month
Floor Waxing & Stripping	\$20.01	/month
Carpet Cleaning	\$100.05	/month
Window Cleaning	\$57.31	/month
Trash Removal	\$660.27	/month
General Dusting & Cleaning	\$543.06	/month

TOTAL OF DEDUCTIONS.....\$2,001.01 /month

Year 3

Restrooms	\$690.36	/month
Floor Cleaning & Spray Buffing	\$23.01	/month
Floor Waxing & Stripping	\$23.01	/month
Carpet Cleaning	\$115.06	/month
Window Cleaning	\$65.90	/month
Trash Removal	\$759.31	/month
General Dusting & Cleaning	\$624.52	/month

TOTAL OF DEDUCTIONS.....\$2,301.16 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Garden Grove - Chapman Library

Year 1

Restrooms	\$249.94	/month
Floor Cleaning & Spray Buffing	\$8.33	/month
Floor Waxing & Stripping	\$8.33	/month
Carpet Cleaning	\$41.66	/month
Window Cleaning	\$23.86	/month
Trash Removal	\$274.91	/month
General Dusting & Cleaning	\$226.11	/month

TOTAL OF DEDUCTIONS.....\$833.13 /month

Year 2

Restrooms	\$274.93	/month
Floor Cleaning & Spray Buffing	\$9.17	/month
Floor Waxing & Stripping	\$9.17	/month
Carpet Cleaning	\$45.82	/month
Window Cleaning	\$26.25	/month
Trash Removal	\$302.40	/month
General Dusting & Cleaning	\$248.72	/month

TOTAL OF DEDUCTIONS.....\$916.45 /month

Year 3

Restrooms	\$316.16	/month
Floor Cleaning & Spray Buffing	\$10.54	/month
Floor Waxing & Stripping	\$10.54	/month
Carpet Cleaning	\$52.70	/month
Window Cleaning	\$30.19	/month
Trash Removal	\$347.75	/month
General Dusting & Cleaning	\$286.02	/month

TOTAL OF DEDUCTIONS.....\$1,053.91 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Garden Grove Regional Library

Year 1

Restrooms	\$716.59	/month
Floor Cleaning & Spray Buffing	\$23.89	/month
Floor Waxing & Stripping	\$23.89	/month
Carpet Cleaning	\$119.44	/month
Window Cleaning	\$68.41	/month
Trash Removal	\$788.17	/month
General Dusting & Cleaning	\$648.26	/month

TOTAL OF DEDUCTIONS.....\$2,388.65 /month

Year 2

Restrooms	\$788.25	/month
Floor Cleaning & Spray Buffing	\$26.28	/month
Floor Waxing & Stripping	\$26.28	/month
Carpet Cleaning	\$131.38	/month
Window Cleaning	\$75.25	/month
Trash Removal	\$867.00	/month
General Dusting & Cleaning	\$713.09	/month

TOTAL OF DEDUCTIONS.....\$2,627.52 /month

Year 3

Restrooms	\$906.48	/month
Floor Cleaning & Spray Buffing	\$30.22	/month
Floor Waxing & Stripping	\$30.22	/month
Carpet Cleaning	\$151.09	/month
Window Cleaning	\$86.54	/month
Trash Removal	\$997.04	/month
General Dusting & Cleaning	\$820.06	/month

TOTAL OF DEDUCTIONS.....\$3,021.65 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Garden Grove Tibor Rubin Library

Year 1

Restrooms	\$232.64	/month
Floor Cleaning & Spray Buffing	\$7.75	/month
Floor Waxing & Stripping	\$7.75	/month
Carpet Cleaning	\$38.77	/month
Window Cleaning	\$22.21	/month
Trash Removal	\$255.88	/month
General Dusting & Cleaning	\$210.46	/month

TOTAL OF DEDUCTIONS.....\$775.47 /month

Year 2

Restrooms	\$253.98	/month
Floor Cleaning & Spray Buffing	\$8.53	/month
Floor Waxing & Stripping	\$8.53	/month
Carpet Cleaning	\$44.59	/month
Window Cleaning	\$24.43	/month
Trash Removal	\$281.46	/month
General Dusting & Cleaning	\$231.50	/month

TOTAL OF DEDUCTIONS.....\$853.02 /month

Year 3

Restrooms	\$294.29	/month
Floor Cleaning & Spray Buffing	\$9.81	/month
Floor Waxing & Stripping	\$9.81	/month
Carpet Cleaning	\$49.05	/month
Window Cleaning	\$28.09	/month
Trash Removal	\$232.69	/month
General Dusting & Cleaning	\$266.23	/month

TOTAL OF DEDUCTIONS.....\$980.96 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Irvine – Heritage Park Library

Year 1

Restrooms	\$1,083.86	/month
Floor Cleaning & Spray Buffing	\$36.13	/month
Floor Waxing & Stripping	\$36.13	/month
Carpet Cleaning	\$180.64	/month
Window Cleaning	\$103.47	/month
Trash Removal	\$1,192.13	/month
General Dusting & Cleaning	\$980.51	/month

TOTAL OF DEDUCTIONS.....\$3,612.88 /month

Year 2

Restrooms	\$1,192.26	/month
Floor Cleaning & Spray Buffing	\$39.74	/month
Floor Waxing & Stripping	\$39.74	/month
Carpet Cleaning	\$198.70	/month
Window Cleaning	\$113.82	/month
Trash Removal	\$1,311.34	/month
General Dusting & Cleaning	\$1,078.56	/month

TOTAL OF DEDUCTIONS.....\$3,974.17 /month

Year 3

Restrooms	\$1,371.08	/month
Floor Cleaning & Spray Buffing	\$45.71	/month
Floor Waxing & Stripping	\$45.71	/month
Carpet Cleaning	\$228.51	/month
Window Cleaning	\$130.89	/month
Trash Removal	\$1,508.05	/month
General Dusting & Cleaning	\$1,240.35	/month

TOTAL OF DEDUCTIONS.....\$4,570.29 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Irvine – Katie Wheeler Library

Year 1

Restrooms	\$540.46	/month
Floor Cleaning & Spray Buffing	\$18.01	/month
Floor Waxing & Stripping	\$18.01	/month
Carpet Cleaning	\$90.07	/month
Window Cleaning	\$51.59	/month
Trash Removal	\$594.45	/month
General Dusting & Cleaning	\$488.94	/month

TOTAL OF DEDUCTIONS.....\$1,801.54 /month

Year 2

Restrooms	\$594.51	/month
Floor Cleaning & Spray Buffing	\$19.82	/month
Floor Waxing & Stripping	\$19.82	/month
Carpet Cleaning	\$99.09	/month
Window Cleaning	\$56.75	/month
Trash Removal	\$653.90	/month
General Dusting & Cleaning	\$537.82	/month

TOTAL OF DEDUCTIONS.....\$1,981.70 /month

Year 3

Restrooms	\$683.69	/month
Floor Cleaning & Spray Buffing	\$22.79	/month
Floor Waxing & Stripping	\$22.79	/month
Carpet Cleaning	\$113.95	/month
Window Cleaning	\$65.27	/month
Trash Removal	\$751.98	/month
General Dusting & Cleaning	\$618.49	/month

TOTAL OF DEDUCTIONS.....\$2,278.95 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Irvine – University Park Library

Year 1

Restrooms	\$540.46	/month
Floor Cleaning & Spray Buffing	\$18.01	/month
Floor Waxing & Stripping	\$18.01	/month
Carpet Cleaning	\$90.07	/month
Window Cleaning	\$51.59	/month
Trash Removal	\$594.45	/month
General Dusting & Cleaning	\$488.94	/month

TOTAL OF DEDUCTIONS.....\$1,801.54 /month

Year 2

Restrooms	\$594.51	/month
Floor Cleaning & Spray Buffing	\$19.82	/month
Floor Waxing & Stripping	\$19.82	/month
Carpet Cleaning	\$99.09	/month
Window Cleaning	\$56.75	/month
Trash Removal	\$653.90	/month
General Dusting & Cleaning	\$537.82	/month

TOTAL OF DEDUCTIONS.....\$1,981.70 /month

Year 3

Restrooms	\$683.69	/month
Floor Cleaning & Spray Buffing	\$22.79	/month
Floor Waxing & Stripping	\$22.79	/month
Carpet Cleaning	\$113.95	/month
Window Cleaning	\$65.27	/month
Trash Removal	\$751.98	/month
General Dusting & Cleaning	\$618.49	/month

TOTAL OF DEDUCTIONS.....\$2,278.95 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - La Habra Library

Year 1

Restrooms	\$502.63	/month
Floor Cleaning & Spray Buffing	\$16.75	/month
Floor Waxing & Stripping	\$16.75	/month
Carpet Cleaning	\$83.77	/month
Window Cleaning	\$47.99	/month
Trash Removal	\$552.84	/month
General Dusting & Cleaning	\$454.71	/month

TOTAL OF DEDUCTIONS.....\$1,675.44 /month

Year 2

Restrooms	\$552.90	/month
Floor Cleaning & Spray Buffing	\$18.43	/month
Floor Waxing & Stripping	\$18.43	/month
Carpet Cleaning	\$92.15	/month
Window Cleaning	\$52.79	/month
Trash Removal	\$608.12	/month
General Dusting & Cleaning	\$500.17	/month

TOTAL OF DEDUCTIONS.....\$1,842.99 /month

Year 3

Restrooms	\$635.83	/month
Floor Cleaning & Spray Buffing	\$21.19	/month
Floor Waxing & Stripping	\$21.19	/month
Carpet Cleaning	\$105.97	/month
Window Cleaning	\$60.70	/month
Trash Removal	\$699.34	/month
General Dusting & Cleaning	\$575.20	/month

TOTAL OF DEDUCTIONS.....\$2,119.43 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - La Palma Library

Year 1

Restrooms	\$232.64	/month
Floor Cleaning & Spray Buffing	\$7.75	/month
Floor Waxing & Stripping	\$7.75	/month
Carpet Cleaning	\$38.77	/month
Window Cleaning	\$22.21	/month
Trash Removal	\$255.88	/month
General Dusting & Cleaning	\$210.46	/month

TOTAL OF DEDUCTIONS.....\$775.47 /month

Year 2

Restrooms	\$255.92	/month
Floor Cleaning & Spray Buffing	\$8.53	/month
Floor Waxing & Stripping	\$8.53	/month
Carpet Cleaning	\$42.65	/month
Window Cleaning	\$24.43	/month
Trash Removal	\$281.46	/month
General Dusting & Cleaning	\$231.50	/month

TOTAL OF DEDUCTIONS.....\$853.02 /month

Year 3

Restrooms	\$294.29	/month
Floor Cleaning & Spray Buffing	\$9.81	/month
Floor Waxing & Stripping	\$9.81	/month
Carpet Cleaning	\$49.05	/month
Window Cleaning	\$28.09	/month
Trash Removal	\$323.69	/month
General Dusting & Cleaning	\$266.23	/month

TOTAL OF DEDUCTIONS.....\$980.96 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Ladera Ranch Library

Year 1

Restrooms	\$384.99	/month
Floor Cleaning & Spray Buffing	\$12.90	/month
Floor Waxing & Stripping	\$12.90	/month
Carpet Cleaning	\$66.44	/month
Window Cleaning	\$36.94	/month
Trash Removal	\$425.60	/month
General Dusting & Cleaning	\$350.04	/month

TOTAL OF DEDUCTIONS.....\$1,289.81 /month

Year 2

Restrooms	\$425.64	/month
Floor Cleaning & Spray Buffing	\$14.19	/month
Floor Waxing & Stripping	\$14.19	/month
Carpet Cleaning	\$70.94	/month
Window Cleaning	\$40.63	/month
Trash Removal	\$458.15	/month
General Dusting & Cleaning	\$385.05	/month

TOTAL OF DEDUCTIONS.....\$1,418.79 /month

Year 3

Restrooms	\$489.49	/month
Floor Cleaning & Spray Buffing	\$16.32	/month
Floor Waxing & Stripping	\$16.32	/month
Carpet Cleaning	\$81.58	/month
Window Cleaning	\$46.72	/month
Trash Removal	\$538.38	/month
General Dusting & Cleaning	\$442.81	/month

TOTAL OF DEDUCTIONS.....\$1,631.61 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Laguna Beach Library

Year 1

Restrooms	\$386.94	/month
Floor Cleaning & Spray Buffing	\$12.90	/month
Floor Waxing & Stripping	\$12.90	/month
Carpet Cleaning	\$64.50	/month
Window Cleaning	\$36.94	/month
Trash Removal	\$425.60	/month
General Dusting & Cleaning	\$350.03	/month

TOTAL OF DEDUCTIONS.....\$1,289.81 /month

Year 2

Restrooms	\$425.64	/month
Floor Cleaning & Spray Buffing	\$14.19	/month
Floor Waxing & Stripping	\$14.19	/month
Carpet Cleaning	\$70.94	/month
Window Cleaning	\$40.63	/month
Trash Removal	\$468.15	/month
General Dusting & Cleaning	\$385.05	/month

TOTAL OF DEDUCTIONS.....\$1,418.79 /month

Year 3

Restrooms	\$489.49	/month
Floor Cleaning & Spray Buffing	\$16.32	/month
Floor Waxing & Stripping	\$16.32	/month
Carpet Cleaning	\$81.58	/month
Window Cleaning	\$46.72	/month
Trash Removal	\$538.38	/month
General Dusting & Cleaning	\$442.81	/month

TOTAL OF DEDUCTIONS.....\$1,631.61 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Laguna Niguel Library

Year 1

Restrooms	\$534.57	/month
Floor Cleaning & Spray Buffing	\$17.82	/month
Floor Waxing & Stripping	\$17.82	/month
Carpet Cleaning	\$89.09	/month
Window Cleaning	\$51.03	/month
Trash Removal	\$587.96	/month
General Dusting & Cleaning	\$483.58	/month

TOTAL OF DEDUCTIONS.....\$1,781.87 /month

Year 2

Restrooms	\$588.01	/month
Floor Cleaning & Spray Buffing	\$19.60	/month
Floor Waxing & Stripping	\$19.60	/month
Carpet Cleaning	\$98.00	/month
Window Cleaning	\$56.13	/month
Trash Removal	\$646.76	/month
General Dusting & Cleaning	\$531.95	/month

TOTAL OF DEDUCTIONS.....\$1,960.06 /month

Year 3

Restrooms	\$676.22	/month
Floor Cleaning & Spray Buffing	\$22.54	/month
Floor Waxing & Stripping	\$22.54	/month
Carpet Cleaning	\$112.70	/month
Window Cleaning	\$64.55	/month
Trash Removal	\$743.77	/month
General Dusting & Cleaning	\$611.74	/month

TOTAL OF DEDUCTIONS.....\$2,254.07 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Library of the Canyons

Year 1

Restrooms	\$550.32	/month
Floor Cleaning & Spray Buffing	\$20.42	/month
Floor Waxing & Stripping	\$102.10	/month
Carpet Cleaning	\$10.21	/month
Window Cleaning	\$58.45	/month
Trash Removal	\$536.90	/month
General Dusting & Cleaning	\$574.82	/month

TOTAL OF DEDUCTIONS.....\$1,853.25 /month

Year 2

Restrooms	\$605.32	/month
Floor Cleaning & Spray Buffing	\$22.46	/month
Floor Waxing & Stripping	\$112.31	/month
Carpet Cleaning	\$11.23	/month
Window Cleaning	\$64.32	/month
Trash Removal	\$590.59	/month
General Dusting & Cleaning	\$632.34	/month

TOTAL OF DEDUCTIONS.....\$2,038.57 /month

Year 3

Restrooms	\$665.85	/month
Floor Cleaning & Spray Buffing	\$24.70	/month
Floor Waxing & Stripping	\$123.54	/month
Carpet Cleaning	\$12.35	/month
Window Cleaning	\$70.75	/month
Trash Removal	\$650.72	/month
General Dusting & Cleaning	\$694.51	/month

TOTAL OF DEDUCTIONS.....\$2,242.42 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Los Alamitos - Rossmoor Library

Year 1

Restrooms	\$297.13	/month
Floor Cleaning & Spray Buffing	\$9.90	/month
Floor Waxing & Stripping	\$9.90	/month
Carpet Cleaning	\$49.52	/month
Window Cleaning	\$28.36	/month
Trash Removal	\$326.81	/month
General Dusting & Cleaning	\$268.80	/month

TOTAL OF DEDUCTIONS.....\$990.43 /month

Year 2

Restrooms	\$326.84	/month
Floor Cleaning & Spray Buffing	\$10.89	/month
Floor Waxing & Stripping	\$10.89	/month
Carpet Cleaning	\$54.48	/month
Window Cleaning	\$31.20	/month
Trash Removal	\$359.49	/month
General Dusting & Cleaning	\$295.68	/month

TOTAL OF DEDUCTIONS.....\$1,089.47 /month

Year 3

Restrooms	\$375.87	/month
Floor Cleaning & Spray Buffing	\$12.53	/month
Floor Waxing & Stripping	\$12.53	/month
Carpet Cleaning	\$62.64	/month
Window Cleaning	\$35.88	/month
Trash Removal	\$413.41	/month
General Dusting & Cleaning	\$340.02	/month

TOTAL OF DEDUCTIONS.....\$1,252.89 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - OC Community Resources Headquarters

Year 1

Restrooms	\$1,733.92	/month
Floor Cleaning & Spray Buffing	\$57.80	/month
Floor Waxing & Stripping	\$57.80	/month
Carpet Cleaning	\$288.99	/month
Window Cleaning	\$165.53	/month
Trash Removal	\$1,907.14	/month
General Dusting & Cleaning	\$1,568.60	/month

TOTAL OF DEDUCTIONS.....\$5,779.78 /month

Year 2

Restrooms	\$1,907.33	/month
Floor Cleaning & Spray Buffing	\$63.57	/month
Floor Waxing & Stripping	\$63.57	/month
Carpet Cleaning	\$317.89	/month
Window Cleaning	\$182.09	/month
Trash Removal	\$2,097.85	/month
General Dusting & Cleaning	\$1,725.46	/month

TOTAL OF DEDUCTIONS.....\$6,357.76 /month

Year 3

Restrooms	\$2,193.41	/month
Floor Cleaning & Spray Buffing	\$73.12	/month
Floor Waxing & Stripping	\$73.12	/month
Carpet Cleaning	\$365.57	/month
Window Cleaning	\$209.40	/month
Trash Removal	\$2,412.53	/month
General Dusting & Cleaning	\$1,984.27	/month

TOTAL OF DEDUCTIONS.....\$7,311.42 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - OC Public Library Headquarters

Year 1

Restrooms	\$1,604.95	/month
Floor Cleaning & Spray Buffing	\$ 53.50	/month
Floor Waxing & Stripping	\$53.50	/month
Carpet Cleaning	\$267.50	/month
Window Cleaning	\$153.22	/month
Trash Removal	\$1,765.27	/month
General Dusting & Cleaning	\$1,451.91	/month

TOTAL OF DEDUCTIONS.....\$5,349.84 /month

Year 2

Restrooms	\$1,765.45	/month
Floor Cleaning & Spray Buffing	\$58.85	/month
Floor Waxing & Stripping	\$58.85	/month
Carpet Cleaning	\$294.24	/month
Window Cleaning	\$168.54	/month
Trash Removal	\$1,941.79	/month
General Dusting & Cleaning	\$1,597.11	/month

TOTAL OF DEDUCTIONS.....\$5,884.83 /month

Year 3

Restrooms	\$2,030.26	/month
Floor Cleaning & Spray Buffing	\$67.68	/month
Floor Waxing & Stripping	\$67.68	/month
Carpet Cleaning	\$338.37	/month
Window Cleaning	\$193.83	/month
Trash Removal	\$2,233.07	/month
General Dusting & Cleaning	\$1,836.67	/month

TOTAL OF DEDUCTIONS.....\$6,767.54 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Rancho Santa Margarita Library

Year 1

Restrooms	\$470.81	/month
Floor Cleaning & Spray Buffing	\$15.69	/month
Floor Waxing & Stripping	\$15.69	/month
Carpet Cleaning	\$78.47	/month
Window Cleaning	\$44.95	/month
Trash Removal	\$517.85	/month
General Dusting & Cleaning	\$425.93	/month

TOTAL OF DEDUCTIONS.....\$1,569.40 /month

Year 2

Restrooms	\$517.89	/month
Floor Cleaning & Spray Buffing	\$17.27	/month
Floor Waxing & Stripping	\$17.27	/month
Carpet Cleaning	\$86.32	/month
Window Cleaning	\$49.44	/month
Trash Removal	\$569.63	/month
General Dusting & Cleaning	\$468.52	/month

TOTAL OF DEDUCTIONS.....\$1,726.34 /month

Year 3

Restrooms	\$595.58	/month
Floor Cleaning & Spray Buffing	\$19.86	/month
Floor Waxing & Stripping	\$19.86	/month
Carpet Cleaning	\$99.26	/month
Window Cleaning	\$56.86	/month
Trash Removal	\$655.08	/month
General Dusting & Cleaning	\$538.80	/month

TOTAL OF DEDUCTIONS.....\$1,985.29 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - San Clemente Library

Year 1

Restrooms	\$483.79	/month
Floor Cleaning & Spray Buffing	\$16.12	/month
Floor Waxing & Stripping	\$16.12	/month
Carpet Cleaning	\$80.62	/month
Window Cleaning	\$46.18	/month
Trash Removal	\$532.04	/month
General Dusting & Cleaning	\$437.60	/month

TOTAL OF DEDUCTIONS.....\$1,612.39 /month

Year 2

Restrooms	\$532.10	/month
Floor Cleaning & Spray Buffing	\$17.73	/month
Floor Waxing & Stripping	\$17.73	/month
Carpet Cleaning	\$88.68	/month
Window Cleaning	\$50.80	/month
Trash Removal	\$585.24	/month
General Dusting & Cleaning	\$481.35	/month

TOTAL OF DEDUCTIONS.....\$1,773.64 /month

Year 3

Restrooms	\$611.91	/month
Floor Cleaning & Spray Buffing	\$20.40	/month
Floor Waxing & Stripping	\$20.40	/month
Carpet Cleaning	\$101.99	/month
Window Cleaning	\$58.41	/month
Trash Removal	\$673.02	/month
General Dusting & Cleaning	\$553.55	/month

TOTAL OF DEDUCTIONS.....\$2,039.68 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - San Juan Capistrano Library

Year 1

Restrooms	\$432.13	/month
Floor Cleaning & Spray Buffing	\$14.40	/month
Floor Waxing & Stripping	\$14.40	/month
Carpet Cleaning	\$72.02	/month
Window Cleaning	\$41.25	/month
Trash Removal	\$475.29	/month
General Dusting & Cleaning	\$390.92	/month

TOTAL OF DEDUCTIONS.....\$1,440.42 /month

Year 2

Restrooms	\$475.36	/month
Floor Cleaning & Spray Buffing	\$15.84	/month
Floor Waxing & Stripping	\$15.84	/month
Carpet Cleaning	\$79.22	/month
Window Cleaning	\$45.38	/month
Trash Removal	\$522.82	/month
General Dusting & Cleaning	\$430.01	/month

TOTAL OF DEDUCTIONS.....\$1,584.47 /month

Year 3

Restrooms	\$546.65	/month
Floor Cleaning & Spray Buffing	\$18.22	/month
Floor Waxing & Stripping	\$18.22	/month
Carpet Cleaning	\$91.10	/month
Window Cleaning	\$52.19	/month
Trash Removal	\$601.24	/month
General Dusting & Cleaning	\$494.52	/month

TOTAL OF DEDUCTIONS.....\$1,822.14 /month

NOTE: Total cost of deductions should equal monthly bid price.

B. DEDUCTIONS - Seal Beach Mary Wilson Library

Year 1

Restrooms	\$380.53	/month
Floor Cleaning & Spray Buffing	\$12.69	/month
Floor Waxing & Stripping	\$12.69	/month
Carpet Cleaning	\$63.42	/month
Window Cleaning	\$36.33	/month
Trash Removal	\$418.55	/month
General Dusting & Cleaning	\$344.25	/month

TOTAL OF DEDUCTIONS.....\$1,268.45 /month

Year 2

Restrooms	\$418.60	/month
Floor Cleaning & Spray Buffing	\$13.95	/month
Floor Waxing & Stripping	\$13.95	/month
Carpet Cleaning	\$69.76	/month
Window Cleaning	\$39.96	/month
Trash Removal	\$460.40	/month
General Dusting & Cleaning	\$378.67	/month

TOTAL OF DEDUCTIONS.....\$1,395.30 /month

Year 3

Restrooms	\$481.38	/month
Floor Cleaning & Spray Buffing	\$16.04	/month
Floor Waxing & Stripping	\$16.04	/month
Carpet Cleaning	\$ 80.23	/month
Window Cleaning	\$45.96	/month
Trash Removal	\$529.46	/month
General Dusting & Cleaning	\$425.47	/month

TOTAL OF DEDUCTIONS.....\$1,604.59 /month

NOTE: Total cost of deductions should equal monthly bid price

B. DEDUCTIONS - Stanton Library

Year 1

Restrooms	\$251.56	/month
Floor Cleaning & Spray Buffing	\$8.38	/month
Floor Waxing & Stripping	\$8.38	/month
Carpet Cleaning	\$41.92	/month
Window Cleaning	\$24.02	/month
Trash Removal	\$276.68	/month
General Dusting & Cleaning	\$227.57	/month

TOTAL OF DEDUCTIONS.....\$838.52 /month

Year 2

Restrooms	\$276.72	/month
Floor Cleaning & Spray Buffing	\$9.22	/month
Floor Waxing & Stripping	\$9.22	/month
Carpet Cleaning	\$46.11	/month
Window Cleaning	\$26.41	/month
Trash Removal	\$304.35	/month
General Dusting & Cleaning	\$250.33	/month

TOTAL OF DEDUCTIONS.....\$922.37 /month

Year 3

Restrooms	\$318.20	/month
Floor Cleaning & Spray Buffing	\$10.61	/month
Floor Waxing & Stripping	\$10.61	/month
Carpet Cleaning	\$53.04	/month
Window Cleaning	\$30.38	/month
Trash Removal	\$350.01	/month
General Dusting & Cleaning	\$287.88	/month

TOTAL OF DEDUCTIONS.....\$1,060.72 /month

NOTE: Total cost of deductions should equal monthly bid price

B. DEDUCTIONS - Tustin Library

Year 1

Restrooms	\$1,235.22	/month
Floor Cleaning & Spray Buffing	\$41.18	/month
Floor Waxing & Stripping	\$41.18	/month
Carpet Cleaning	\$205.87	/month
Window Cleaning	\$117.92	/month
Trash Removal	\$1,358.60	/month
General Dusting & Cleaning	\$1,117.43	/month

TOTAL OF DEDUCTIONS.....\$4,117.40 /month

Year 2

Restrooms	\$1,358.74	/month
Floor Cleaning & Spray Buffing	\$45.29	/month
Floor Waxing & Stripping	\$45.29	/month
Carpet Cleaning	\$226.46	/month
Window Cleaning	\$129.72	/month
Trash Removal	\$1,494.47	/month
General Dusting & Cleaning	\$1,229.17	/month

TOTAL OF DEDUCTIONS.....\$4,529.13 /month

Year 3

Restrooms	\$1,562.54	/month
Floor Cleaning & Spray Buffing	\$52.09	/month
Floor Waxing & Stripping	\$52.09	/month
Carpet Cleaning	\$260.43	/month
Window Cleaning	\$149.18	/month
Trash Removal	\$1,718.64	/month
General Dusting & Cleaning	\$1,413.55	/month

TOTAL OF DEDUCTIONS.....\$5,208.51 /month

NOTE: Total cost of deductions should equal monthly bid price

B. DEDUCTIONS - Westminster Library

Year 1

Restrooms	\$560.25	/month
Floor Cleaning & Spray Buffing	\$18.67	/month
Floor Waxing & Stripping	\$18.67	/month
Carpet Cleaning	\$93.37	/month
Window Cleaning	\$53.49	/month
Trash Removal	\$616.20	/month
General Dusting & Cleaning	\$506.82	/month

TOTAL OF DEDUCTIONS.....\$1,867.47 /month

Year 2

Restrooms	\$616.26	/month
Floor Cleaning & Spray Buffing	\$20.54	/month
Floor Waxing & Stripping	\$20.54	/month
Carpet Cleaning	\$102.71	/month
Window Cleaning	\$58.83	/month
Trash Removal	\$677.83	/month
General Dusting & Cleaning	\$557.50	/month

TOTAL OF DEDUCTIONS.....\$2,054.22 /month

Year 3

Restrooms	\$708.72	/month
Floor Cleaning & Spray Buffing	\$23.62	/month
Floor Waxing & Stripping	\$23.62	/month
Carpet Cleaning	\$118.12	/month
Window Cleaning	\$67.66	/month
Trash Removal	\$779.50	/month
General Dusting & Cleaning	\$641.12	/month

TOTAL OF DEDUCTIONS.....\$2,362.36 /month

NOTE: Total cost of deductions should equal monthly bid price

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	Noon -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: COSTA MESA LIBRARY/DONALD DUNGAN

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
Costa Mesa	0	7,650	Ceramic 100 Quarry 100	100	7,950	11	552

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

II. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	12N -5P
B. Hours facility open to public and employees							

III. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: COSTA MESA/MESA VERDE

Type of facility: Public Library
 Library Stacks
 Staff Offices
 Staff Break Room
 Public Restrooms
 Employee Restrooms
 Reading Areas

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
CM / Mesa Verde	805	5,002	651	380	6,838	14	398

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUE S	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	12N -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: COSTA MESA TECHNOLOGY

Type of facility: Public Library
 Library Stacks
 Staff Offices
 Public/Employee Restroom
 Reading Areas
 Computer Area

Volume of Usage: Library Stacks Moderate
 Staff Offices Moderate
 Computer Area Moderate
 Public/Employee Restroom Moderate
 Reading Areas Moderate

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
Costa Mesa Technology	375	2,000	-0-	50	2,425	4	186

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	Closed	1 P -9P	1 P -9P	1 P -9P	10A -5P	10A -5P	Closed
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours is available to provide service	Closed	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: DANA POINT LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Book Store

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
Dana Point	485	10,448	1,181	2827	14,941	15	515

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -6P	10A -5P	10A -5P	12 Noon -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	6:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: EL TORO LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Friends of the Library Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
El Toro	524	12,816	0	600	13,940	26	575

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	Noon -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: FOUNTAIN VALLEY LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Book Store

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
Fountain Valley	66	14,834	100	400	15,400	17	580

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -6P	10A -5P	10A -5P	Closed
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	6:30P -5A	5:30P -5A	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: GARDEN GROVE/CHAPMAN LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Patio

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
GG/Chapman	0	4,900	380	770	6,050	8	354

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	12N-8P	12N-8P	10A-6P	10A-6P	Closed	10A-5P	Closed
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	8:30P-5A	8:30P-5A	6:30P-5A	6:30P-5A	Closed	5:30P-5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: GARDEN GROVE/REGIONAL LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Bldg	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
GG/Regional	3,000	17,669	815 Friends Room	590	22,074	27	1,098

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	Noon -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: GARDEN GROVE/TIBOR RUBIN LIBRARY

Type of facility: Public Library
 Library Stacks Public Restrooms
 Staff Offices Employee Restrooms
 Staff Break Room Reading Areas

Volume of Usage: Library Stacks Moderate
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
GG/West	0	4,700	580	770	6,050	6	138

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	12N -8P	12N -8P	10A -6P	10A -6P	Closed	10A -5P	Closed
B. Special Hours facility Is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	8:30P -5A	8:30P -5A	6:30P -5A	6:30P -5A	Closed	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: IRVINE/ HERITAGE PARK LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

DAY PORTER SERVICE

Number of Workers: One (1)
 Service Days: Monday through Friday (5 days per week)
 Service Hours: 2 hours per day within times of 1:00 PM – 4:00 PM (To be approved by Contract Administrator)

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
Heritage Park	500	17,600	Tile 800 Quarry 1,200 Other 200	0	21,000	39	1,317

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

IV. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	12N -5P
B. Hours facility is open to public and employees							

V. **HOURS FOR SERVICE:**

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: **IRVINE/KATIE WHEELER BRANCH LIBRARY**
 13109 Old Myford Rd.
 Irvine, CA 92602-2305

Type of facility: **Public Library – 3 levels**
 Library Stacks
 Staff Offices
 Staff Break Rooms/Kitchens
 Inside Public Restrooms
 Outside Public Restrooms
 Employee Restrooms
 Conference Rooms
 Friends Book Store

Volume of Usage: Library Stacks
 Staff Offices
 Staff Break Rooms/Kitchens
 Public Restrooms
 Employee Restrooms
 Conference Rooms
 Friends Book Store

Average Customers per Day (2016): 687

II. FACILITY DESCRIPTION:

AREA A- FIRST LEVEL (Katie Wheeler Library) Main Lobby, Handicap ramp, Outside Public Restrooms

Facility Wheeler	Sq. Ft. Inside Building:			Outside Public Restrooms	Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees
	Ceramic Tile	Carpet	Other				
Area A	260	3,493	0	72	826	4,651	8

AREA B- SECOND LEVEL (Katie Wheeler Library)

Facility Wheeler	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees
	Resilient Tile	Carpet	Other			
Area B	0	3,332	0	Included in Area A	3,332	5

AREA C- BASEMENT LEVEL, Elevator Cab, Friends Bookstore

Facility Wheeler	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees
	Ceramic Tile	Carpet	VCT			
Area C	144	3,669	204	Included in Area A	4,017	4

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires Additional information, they may take any measurements desired at the job walk or by appointment.
 Facility Inventory - Janitorial Contract

III. FACILITY OPERATIONS: Katie Wheeler Library

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. hours facility is open to public and employees	10 AM - 9 PM	10 AM - 9 PM	10 AM - 9 PM	10 AM - 9 PM	10 AM - 5 PM	10 AM - 5 PM	12NOON - 5 PM
B. Hours facility Is open to public and employees							

IV. HOURS FOR SERVICE: (Katie Wheeler Library)

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: IRVINE UNIVERSITY PARK LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Heavy
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
Irvine Unv Park	0	10,520	620	5,440	16,580	15	950

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

II. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A-9P	10A-9P	10A-6P	10A-6P	10A-5P	10A-5P	Noon-5P
B. Hours facility is open to public and employees							

III. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P-5A	9:30P-5A	6:30P-5A	6:30P-5A	5:30P-5A	5:30P-5A	5:30P-5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LA HABRA LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Room

Volume of Usage:
 Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
La Habra	385	12,790	Quarry Tile 1,825	150	15,150	12	595

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

IV. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -8P	10A -8P	10A -8P	10A -8P	10A -5P	10A -5P	Noon -5P
B. Hours facility is open to public and employees							

V. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	8:30P -5A	8:30P -5A	8:30P -5A	8:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LA PALMA LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
La Palma	1,300	5,030	0	100	6,430	8	363

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

II. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	12N -8P	12N -8P	12N -8P	12N -8P	Closed	10A -5P	Closed
B. Special Hours facility Is open to public and employees							

III. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	8:30P -5A	8:30P -5A	8:30P -5A	8:30P -5A	Closed	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LADERA RANCH

Type of facility: Public Library
 Library Stacks
 Staff Offices
 Public Restrooms
 Reading Areas

Volume of Usage: Library Stacks Moderate
 Staff Offices Moderate
 Public Restrooms Moderate
 Reading Areas Moderate
 *Multipurpose Room Moderate

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Patrons Per Day
	Resilient Tile	Carpet	Other				
Ladera	500	9000	-0-	-0-	9500	8 regular 3 pages	710

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

*Occasional programs not cleaned on a daily basis.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -8P	10A -8P	10A -8P	10A -8P	Closed	10A -5P	Closed
B. Special Hours facility Is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	8:30P -5A	8:30P -5A	8:30P -5A	8:30P -5A	Closed	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LAGUNA BEACH LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Book Store-Bottom Level

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
Laguna	150	10,040	100	300	10,590	12	474

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

IV. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -8P	10A -8P	10A -8P	10A -6P	10A -5P	10A -5P	Closed
B. Hours facility is open to public and employees							

V. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is available to provide service	8:30P -5A	8:30P -5A	8:30P -5A	6:30P -5A	5:30P -5A	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LAGUNA NIGUEL

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends Book Store

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderate
 Friends Book Store Moderate

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
Laguna Niguel	1,675	13,075	0	Patios Entrance Porches 1000	15,750	21	447

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	12N -5P
B. Hours facility is open to public and employees							

III. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LIBRARY OF THE CANYONS (Under Construction)

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Multi-Purpose Rooms
 Staff Break Room

Volume of Usage: Library Stacks Light
(estimated) Staff Offices Light
 Staff Break Room Light
 Public Restrooms Moderate
 Employee Restrooms Light
 Multi-Purpose Rooms Moderate

VI. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
Library of the Canyons	14,214	150	1,042	100	15506	8	100 (estimated)

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	1P -8P	12N -6P	1P -8P	12N -6P	Closed	10A -5P	Closed
B. Special Hours facility Is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	8:30P -5A	6:30P -5A	8:30P -5A	6:30P -5A	Closed	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: LOS ALAMITOS/ROSSMOOR

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
LAR	1,010	8,840	250	300	10,400	13	481

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

II. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	12N -9P	12N -9P	10A -6P	Closed	10A -5P	10A -5P	Closed
B. Special Hours facility Is open to public and employees							

III. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	6:30P -5A	Closed	5:30P -5A	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: OCCR HEADQUARTERS

Type of facility: Four (4) story office Building
 Administrative Offices
 Public Restrooms
 Public Counter
 Two (2) Elevators

Volume of Usage:	Public Reception	Heavy
	Public Restroom	Heavy
	Employee Restroom	Moderately Heavy
	(22 toilets, 8 urinals)	Moderately Heavy
	Staff Offices	Moderately Heavy
	Staff Breakroom	Moderate
	Conference Rooms	Moderate
	Stairwells	Moderate/Low
	Showers (2)	Low

DAY PORTER SERVICE

Number of Workers: One (1)
 Service Days: Monday through Friday (5 days per week)
 Service Hours: 2 hours per day: 11:00 PM – 1:00 PM

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
OCCR HQ	3,667	40,271	0	1,000	44,938	190	120

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

IV. FACILITY OPERATIONS:

V.

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	6A-5:30P	6A-5:30P	6A-5:30P	6A-5:30P	6A-5:30P	Closed	Closed
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	6:00P -5A	6:00P -5A	6:00P -5A	6:00P -5A	6:00P -5A	Closed	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: OCPL HEADQUARTERS

Type of facility: Office Building – 2 levels

Library Stacks	Employee Restrooms
Staff Offices	Conference Rooms
Staff Break Rooms/Kitchens	Warehouse

Volume of Usage:	Library Stacks	Moderate
	Staff Offices	Moderate
	Staff Break Rooms/Kitchens	Moderate
	Employee Restrooms	Heavy
	Warehouse	Moderate
	Conference Rooms	Moderate

DAY PORTER SERVICE

Number of Workers: One (1)
 Service Days: Monday through Friday (5 days per week)
 Service Hours: 2 hours per day: 11:00 PM – 1:00 PM

II. FACILITY DESCRIPTION:

AREA A- FIRST LEVEL (OCPL)

Facility HQ	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees
	Resilient Tile	Carpet	Other			
Area A	17,974	19,459	10,000	500	47,933	100

AREA B- SECOND LEVEL, MAIN LOBBY, STAIRCASES

Facility HQ	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees
	Resilient Tile	Carpet	Other			
Area B	2,138	16,535		Included in Area A	18,673	66

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.
 Facility Inventory - Janitorial Contract

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	5A -9P	5A -9P	5A -9P	5A -9P	5A -6P	Closed	Closed
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Regular hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	6:30P -5A	Closed	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: RANCHO SANTA MARGARITA LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Book Store

Volume of Usage:
 Library Stacks Moderately Heavy
 Staff Offices Moderate
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderately Heavy
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Resilient Tile	Carpet	Other				
RSM	337	15,963	0	2,500	18,800	25	1,166

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	Closed
B. Hours facility is open to public and employees							

VI. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	Closed

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: SAN CLEMENTE LIBRARY

Type of facility: Public Library
 Library Stacks
 Staff Offices
 Staff Break Room
 Public Restrooms
 Employee Restrooms
 Reading Areas
 Book Store

Volume of Usage:
 Library Stacks
 Staff Offices
 Staff Break Room
 Public Restrooms
 Employee Restrooms
 Reading Areas
 Book Store
 Moderately Heavy
 Moderate
 Moderate
 Moderately Heavy
 Moderate
 Moderately Heavy
 Moderate

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
San Clemente	875	8,877	760	Patios, Entrance Porches 400	10,912	18	683

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	Noon -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

V. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

INVENTORY OF SPECIFIC FACILITY

1. SERVICE INFORMATION:

Area to be serviced: WESTMINSTER LIBRARY

Type of facility: Public Library
 Library Stacks Employee Restrooms
 Staff Offices Reading Areas
 Staff Break Room Community Room
 Public Restrooms Friends of the Library Room

Volume of Usage: Library Stacks Moderately Heavy
 Staff Offices Moderately Heavy
 Staff Break Room Moderate
 Public Restrooms Moderately Heavy
 Employee Restrooms Moderate
 Reading Areas Moderately Heavy
 Community Room Moderate
 Friends of Library Room Moderately Heavy

II. FACILITY DESCRIPTION:

Facility	Sq. Ft. Inside Building Resilient			Sq. FT. Outside Building	Total To be Cleaned	Avg. No. County Employees	Avg. No. Customers Per Day
	Tile	Carpet	Other				
Westminster	0	13,461	3,700 Friends Room	200	17,361	20	1097

NOTE: The preceding area measurements for the building(s) are provided solely for informational purposes. There may be minor variations due to relocation of partitions or other modifications. If the Contractor requires additional information, they may take any measurements desired at the job walk or by appointment.

III. FACILITY OPERATIONS:

FACILITY OPERATION	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	10A -9P	10A -9P	10A -9P	10A -9P	10A -5P	10A -5P	12P -5P
B. Hours facility is open to public and employees							

IV. HOURS FOR SERVICE:

HOURS FOR SERVICE	MON	TUES	WED	THUR	FRI	SAT	SUN
A. Hours facility is available to provide service	9:30P -5A	9:30P -5A	9:30P -5A	9:30P -5A	5:30P -5A	5:30P -5A	5:30P -5A

ATTACHMENT E
STAFFING PLAN

1. Primary Staff to perform Contract duties:

Name	Classification/Title
Guadalupe Medina	Company Owner
Irineo Nuno	General Manager (Contract Manager/QC Manager)
TBD	On- Site Supervisor

2. Alternate staff (for use only if primary staff are not available):

Name	Classification/Title
Eduardo Flores	Supervisor
Rogelio Rodriguez	Supervisor

Substitution or addition of Contractor’s key personnel in any given category or classification shall be allowed only with prior written approval of the County Project Manager.

The Contractor may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/class required. Assignment of additional key personnel shall be subject to County Project Manager approval. County reserves the right to have any of Contractor personnel removed from providing services to County under this Contract. County is not required to provide any reason for the request for removal of any Contractor personnel.

Contractor will provide adequate Night Cleaning Crew personal and Day Porters to adequately fulfill all requirements of this contract.

Contractor will provide Specialty Cleaning Crew responsible for performing all specialty tasks such as Machine Scrubbing, Re-waxing, Carpet Cleaning, Floor Buffing, etc.

Contractor will provide for custodial absentees for any reasons such as illness, emergencies, unavailability and or circumstances not under the employee control.

**ATTACHMENT F
BASIS OF DEDUCTIONS**

I. Basis of Deductions for OCCR headquarters and OC Public Libraries facilities

Prices shown in the “Basis of Deductions” will be utilized in conjunction with the “Failure to Perform Required Services” clause in making deductions to the Contract price for defective work.

These administrative deductions will be made on top of deductions based upon the severity of the deficiency and shall be imposed as follows:

		FREQUENCY	TOTAL PRICE
Janitorial	Administration Costs	Each Instance	\$100.00
Janitorial	Deficiencies found during Inspections	Each Instance	\$100.00
Janitorial	Non-responsiveness	Each Instance	\$100.00
Janitorial	Insufficient Reporting	Each Instance	\$50.00
Janitorial	Non-HEPA vacuum found in a facility	Each Instance	\$100.00
Janitorial	Insufficient or Unacceptable Supplies	Each Instance	\$100.00