

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

FACILITY MOB	SIZE	SQUARE FEET (INSIDE)		SQUARE FEET (OUTSIDE)	TOTAL AREA (SQ. FT) TO BE CLEANED	AVERAGE NUMBER OF EMPLOYEES	AVERAGE DAILY NUMBER OF CLIENTS	NUMBER OF RESTROOMS
		TILE	CARPET/OTHER					
Manchester Office Bldg	Multi-story	56,758	30,000 Carpet 26,758 Hard Surface	1,141	56,899	450	700-800	21

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

HOURS FOR MOB	MON	TUES	WED	THURS	FRI	SAT	SUN
A. Regular hours facility is open to public and employees	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 5:00 p.m.	7:00 a.m. 2:00 p.m.	---
B. Day Porter Hours	8:00 a.m. 5:00 p.m.	8:00 a.m. 5:00 p.m.	8:00 a.m. 5:00 p.m.	8:00 a.m. 5:00 p.m.	8:00 a.m. 5:00 p.m.	--	--
C. Hours the facility is available for Contractor to provide service.	6:00 p.m. 2:00 a.m.	6:00 p.m. 2:00 a.m.	6:00 p.m. 2:00 a.m.	6:00 p.m. 2:00 a.m.	6:00 p.m. 2:00 a.m.	3:00 p.m. 2:00 a.m.	--

5. **SEVEN OAKS DAM** ***** Service start date May 1, 2010 *****
32330 Santa Ana Canyon Road, Highland
Mondays, Fridays, Corporate Building
Wednesdays, Portables and Butler building

I. RESTROOMS:

Daily:

- Clean and refill soap, towel, toilet tissue, sanitary napkins, paper cups, and toilet seat cover dispensers. Sufficient extra supplies shall be provided to last until next servicing.
- Thoroughly clean, disinfect and deodorize all surfaces (to include underneath) of toilets, urinals, wash bowls, sanitary napkins dispensers, and lavatory tops with an approved germicidal cleaner and/or acid base chemical able to remove any water deposits or stains.
- Clean and polish mirrors.
- Sweep and wet mop all tile and concrete floors with an approved germicidal cleaner.

- E. Empty and clean waste paper containers and change waxed bag in sanitary napkin disposal receptacles.
- F. Remove graffiti from walls, doors, and partitions.
- G. Unstop common toilet stoppages with plunger.
- H. Spot clean all doors, handles, partitions, windows and walls.
- I. Thoroughly clean and disinfect shower floors, walls and fixtures.
- J. Dust and wipe down all wood trim.
- K. Notify CONTRACT Inspector of any major repairs; utilize the message clipboard inside of an assigned Janitor closet.

Weekly:

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

Quarterly:

- A. Machine scrub with light buffing pad. Disinfect floors with an approved germicidal cleaner. This shall include, but not be limited to, removal of all discoloration and material build-up in/on grout and around fixtures. Seal all concrete floors with a minimum of two (2) coats of sealer.
- B. Clean vents, including removal of vent plate and brushing and vacuuming around and into duct.

II. SHOWER ROOM:

- A. Thoroughly clean and disinfect the shower's bench, walls and floors.
- B. Clean tile walls and grout area between tile with approved non abrasive cleansers.
- C. Sweep and wet mop the shower room floor daily with approved germicidal cleanser.
- D. Clean shower room door interior and exterior of any markings.
- E. Clean and polish all chrome fixtures.
- F. Remove cobwebs from ceiling and along walls of shower room.

III. OFFICE, CONFERENCE ROOMS AND BUILDING AREAS:

- A. Sweep all concrete floor areas prior to mopping with a sweeping compound.

- B. Empty ALL waste baskets and trash containers and carry trash to designated area. Change liners which are soiled or torn.
- C. Shake out all entry rugs.
- D. Clean and polish drinking fountain and tile display.
- E. Clean outside all entrance and exit areas, and clean and service ash trays and sand urns.
- F. Keep custodial closet clean and orderly.
- G. Remove all graffiti.
- H. Vacuum all carpeted floors and entry rugs, and remove any spots.
- I. Clean and mop all concrete and tile floors.
- J. "Detail sweep" all areas.
- K. Clean all areas soiled by spills.
- L. Clean table tops, sink, appliances and counters in employee kitchen/lunch room.
- M. Remove marks and spots from resilient floors in corridors and traffic lanes. Mop with neutral cleaner all concrete and tile floors.
- N. Sweep sidewalks, porches, ramps, and exterior steps.
- O. Clean all computer, electronic equipment and chairs.
- P. Dust all interpretive displays these may be very sensitive to touch.

Windows:

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

Window Sills and Frames:

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

Monthly:

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

- E. Clean around rubbish disposal area.

Quarterly:

- A. Wash all waste baskets and rubbish containers, wipe down, and replace plastic liners. Replace liners more frequently if soiled or damaged.
- B. Brush and clean ceiling vents and grills, including removal of vent plate and vacuuming around and into duct. Remove dust that accumulates on top of the air conditioning and heating ducts. An eight foot (8') ladder shall be required to clean the top of ducts effectively. Vacuuming would be the best method for removing dust so as not to spread dust to other parts of the facility.
- C. Cleaning of all wood window sills, frames, doors and door jams. See cleaning supplies for type of cleanser and oil finish.
- D. Strip all concrete floors, wax and buff (or apply approved non-buff floor finish).
- E. Shampoo and pile lift all carpets and entry rugs or deep clean by pressure extraction process and pile lift, as specified by Procurement and Scheduling Supervisor.
- F. Immediately following carpet cleaning apply a protective chemical such as Scotchguard or equal as approved by Contract Manager.
- G. Dumpsters and other trash containers are provided for disposal of trash. CONTRACTOR shall provide containers on wheels, or other similar methods, to move trash from one part of the building to another. Under no circumstances shall trash containers or other equipment be slid on the floor. Contractor shall not recycle trash or store recycled material on the premises.

IV. CUSTODIAL CLOSETS

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

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

V. BUILDING COORDINATORS FOR THE SEVEN OAKS FACILITY:

Jessie Prado (714) 955-0257

VI. DESCRIPTION OF FACILITY TO BE SERVICED

FACILITY 7 Oaks	SQ. FT. INSIDE BUILDING			SQ. FT. OUTSIDE BUILDING	TOTAL TO BE CLEANED	AVG. NO. COUNTY EMPLOYEES	AVG. NO. CUSTOMERS PER DAY
	HARD SURFACE	CARPET	OTHER				
Corporate Bldg	550	3675	--	--	4225	6	6
Portables & Butler Bldg	3500	2580	--	--	6080	3	3

VII. OPERATIONAL HOURS OF SERVICED FACILITY

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

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

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

6. SUMMARY DAILY SERVICE HOURS/MINIMUM NUMBER OF WORKERS**I. Minimum number of daily service hours (including Day Porter for MOB)**

Service Hours	Fruit St Complex	MOB	7 OAKS
Mon	11	24	3
Tue	11	24	--
Wed	11	24	3
Thu	11	24	--

Service Hours	Fruit St Complex	MOB	7 OAKS
Fri	11	24	3
Sat	--	--	--
Sun	--	--	--

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

Number of Workers	Fruit St Complex	MOB	7 OAKS
Mon	2	3	1
Tue	2	3	--
Wed	2	3	1
Thu	2	3	--
Fri	2	3	1
Sat	--	--	--
Sun	--	--	--

**ATTACHMENT B
CONTRACTOR PRICING**

- I. COMPENSATION:** This is an all-inclusive, firm fixed-price Contract between the County and Contractor for Janitorial Services, as set forth in Attachment A, "Scope of Work".

The Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, insurance, bonds, vehicles, equipment, tools, materials, overhead, travel, etc. 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 the Contractor of all its duties and obligations hereunder. The Contractor shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work. The County shall not pay any sum in excess of the total contract amount or fixed-prices specified below, unless work is authorized by Amendment in accordance with articles "29" and "44" of the County Contract Terms and Conditions.

- II. FEES AND CHARGES:** County will pay the following prices in accordance with the provisions of this Contract.

A. Total Monthly Cost

Service Description	Fruit St Complex	MOB	7 OAKS*
General Janitorial Cost per Month	\$1,733.00	\$2,600.00	\$141.00
Hours/ Month	217	325	17
Floors Cost per Month	\$385.00	\$390.00	\$71.00
Hours/ Month	42	41	8
Supervision Cost per Month	\$197.00	\$200.00	\$36.00
Hours/ Month	22	22	4
Day Porter per Month	n/a	\$2,093.00	n/a
Insurance/ Benefits for above per Month	\$409.00	\$562.00	\$44.00

Service Description	Fruit St Complex	MOB	7 OAKS*
Monthly Cost for Supplies, Tools and Equipment	\$712.00	\$953.00	\$113.00
Monthly Cost for Indirect Expenses & Profit	\$86.00	\$123.00	\$12.00
Carpet Cleaning	\$21.00	\$21.00	\$4.00
Window Cleaning	\$10.00	\$220.00	\$10.00
TOTAL MONTHLY COST	\$3,553.00	\$7,162.00	\$431.00

* Start date for 7 Oaks is May 1, 2010

B. Schedule of Deductions (Total Monthly Deductions)

In accordance with Attachment "A", Section 2, Item XI; the County reserves the right to deduct from the payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the extent of the unsatisfactory work. A copy of the inspection record with associated deduction calculation will be furnished to the Contractor.

Service Task	Fruit St Complex	MOB	7 OAKS
Restrooms	\$730.00	\$1,034.00	\$87.00
Floor Cleaning & Spray Buffing	\$290.00	\$277.00	\$35.00
Floor waxing & stripping	\$290.00	\$277.00	\$35.00
Trash Removal	\$730.00	\$1,034.00	\$87.00

Service Task	Fruit St Complex	MOB	7 OAKS
General Dusting & Cleaning	\$1,460.00	\$2,067.00	\$172.00
Carpet Cleaning	\$35.00	\$33.00	\$4.00
Window Cleaning	\$18.00	\$347.00	\$11.00
Day Porter		\$2,093.00	
TOTAL Monthly Deductions	\$3,553.00	\$7,162.00	\$431.00

C. Total Cost Per Year: ~~\$133,752~~ 157,824

D. Additional Work:

Any additional services not listed in the Contract must be approved by the County Project Manager in accordance with Attachment "A", Section 2, item XIII

Additional Work shall not exceed \$ 1,000

E. Total Contract Amount Shall Not Exceed: ~~\$134,752~~ 158,824

III. PRICE INCREASES/DECREASES: No price increases will be permitted during the first period of the Contract. All price decreases will automatically be extended to the County. The County requires bona fide proof of cost increases on Contracts prior to any price adjustment. A minimum of one hundred twenty (120) days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The County may enforce, adjust, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the Contract. Adjustments increasing the Contractor's profit will not be allowed.

IV. FIRM DISCOUNT AND PRICING STRUCTURE: Contractor guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. Contractor agrees that no price increases shall be passed along to the County during the term of this Contract not otherwise specified and provided for within this Contract.

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

**EXHIBIT 2
 VENDOR CLEARANCE PROCESS**

ORANGE COUNTY PROBATION DEPARTMENT
 909 N. Main St., Suite 1
 Santa Ana, CA. 92701
 (METERED PARKING IS AVAILABLE)

VENDOR CLEARANCE PROCESS

All individuals who perform work in Probation Department facilities or on Probation Department property are required to undergo and pass a background investigation, including being fingerprinted. The background investigation process takes a minimum of two weeks to complete.

Note: A number of situations will prevent you from clearing this process including, but not limited to: current or recent grant of probation or parole; active warrant for your arrest, or pending criminal matters.

To begin the clearance process you must:

1. Call and make an appointment with:
 - **Norma Martinez (714) 569-2182**
2. On the day of your appointment, report to street level reception at the Santa Ana Office.
3. Bring the following required identification with you to your appointment:
 - Government issued picture identification (i.e. driver's license)
 - Valid Social Security Card (a photocopy is not acceptable)

(Note: If you do not have the required identification, you will not be permitted to proceed with the clearance process.)

Do not contact the Probation Department for clearance results. The results will be forwarded to the Probation Department's project coordinator and you will be notified.