

**SUBORDINATE CONTRACT MA-080-25010820**

**FOR**

**JANITORIAL SERVICES**

**BETWEEN**

**OC PUBLIC WORKS**

**AND**

**OMNI ENTERPRISE INC.**



**SUBORDINATE CONTRACT MA-080-25010820  
FOR  
JANITORIAL SERVICES  
WITH  
OMNI ENTERPRISE INC.**

THIS Subordinate Contract MA-080-25010820 for Janitorial Services (“Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California (“County”) and Omni Enterprise Inc., with a place of business at 1420 E Edinger Ave., Ste 111, Santa Ana, CA 92705 (“Contractor”) with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties.”

**ATTACHMENTS**

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

Attachment A - Scope of Work

Attachment B – Contractor’s Pricing

Attachment C – Schedule of Deductions

Attachment D – Vendor Clearance Process

Attachment E – County of Orange Regional Cooperative Agreement RCA-017-22010002

**RECITALS**

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

WHEREAS, County and Contractor desire to enter into Contract MA-080-25010820 for Janitorial Services pursuant to the Scope of Work, Pricing, Terms and Conditions of the RCA; and,

WHEREAS, Contractor agrees to provide Janitorial Services to the County in accordance with the Specifications, Pricing, Terms and Conditions of the RCA, incorporated herein by reference; and,

WHEREAS, County agrees to pay Contractor the fees as further set forth in the RCA; and,

NOW, THEREFORE, the Parties mutually agree as follows:

**ARTICLES**

1. **Scope of Contract:** This Subordinate Contract specifies the contractual terms and conditions by which the Contractor shall provide Janitorial Services in accordance with the RCA.
2. **Term of Contract:** This Subordinate Contract shall commence on April 1, 2025 through and including August 31, 2026, unless otherwise terminated as provided herein. This Subordinate Contract shall continue to be in effect and continue to incorporate the pricing, and terms and conditions of RCA, regardless of whether RCA terminates prior to the expiration or termination of this Subordinate Contract.
3. **Compensation & Payment:** Contractor agrees to provide Janitorial Services at the fixed rates set forth in the RCA.

4. **Not-To-Exceed Limit:** The total amount of this Contract shall not exceed \$391,752.68. The County shall have no obligation to pay any sum in excess of this amount unless authorized by written amendment signed by the Parties.
5. **Expenditure Limit:** The Contractor shall notify the County Project Manager in writing when expenditures reach 75 percent of the dollar limit on the Subordinate Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Subordinate Contract unless an amendment to cover those costs has been issued.
6. **Termination:** In addition to any other remedies or rights it may have by law and under the Terms and Conditions of the RCA, County has the right to terminate this Contract without penalty. Termination may be immediate for cause or after thirty (30) days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, or any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation under this Contract but shall have no effect on the RCA.

In the event of change of control, to the extent necessary, Contractor shall provide reasonably requested assistance in the transferring of services.

7. **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 Parties' Project Managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Omni Enterprise, Inc.  
Attn: Dante Perez  
1420 E Edinger Ave., Ste 111  
Santa Ana, CA 92705  
Phone: 714-801-4092  
Email: [Omniclean@gmail.com](mailto:Omniclean@gmail.com)

County: OC Public Works/OC Facilities-Maintenance  
Attn: Robert Kmetz  
1143 East Fruit Street  
Santa Ana, CA 92701  
Phone: (714) 667-3281  
Email: [Robert.Kmetz@ocpw.ocgov.com](mailto:Robert.Kmetz@ocpw.ocgov.com)

cc: OC Public Works/Procurement Services  
Attn: Eve Lee  
601 North Ross Street  
Santa Ana, CA 92701  
Phone: 714-667-9669  
Email: [Eve.Lee@ocpw.ocgov.com](mailto:Eve.Lee@ocpw.ocgov.com)

8. **Payment – Invoicing Instructions:** The Contractor will provide an invoice on the Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor

will leave an invoice with each delivery. Each invoice will have a number and will include the following information:

- A. Contractor's name and address
- B. Contractor's remittance address, if different from "A" above
- C. Contractor's Taxpayer ID Number
- D. Name of County Agency/Department
- E. Delivery/Service address
- F. Master Agreement (MA) or Purchase Order (PO) number
- G. Agency/Department's Account Number
- H. Date of invoice
- I. Product/Service description, quantity, and prices
- J. Sales tax, if applicable
- K. Freight/Delivery charges, if applicable
- L. Total

Invoices and support documentation are to be forwarded to:

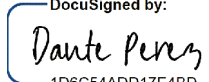
OC Public Works/OC Facilities Operations  
Attn: Facilities Operations PMT Admin  
601 N. Ross Street, 2<sup>nd</sup> Floor  
Santa Ana, CA 92701  
Email: [facops@ocpw.ocgov.com](mailto:facops@ocpw.ocgov.com)


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

**Signature Page Follows**

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date following their respective signatures.

OMNI ENTERPRISE INC.\*

<small>DocuSigned by:</small>  <small>1D6C54ADD17E4BD...</small>	Dante Perez	President	2/3/2025   11:23 AM PST
Signature	Name	Title	Date


<small>DocuSigned by:</small>  <small>1D6C54ADD17E4BD...</small>	Dante Perez	Secretary	2/3/2025   11:23 AM PST
Signature	Name	Title	Date

COUNTY OF ORANGE, A political subdivision of the State of California  
COUNTY AUTHORIZED SIGNATURE:

Signature	Name	Title	Date
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APPROVED AS TO FORM:  
County Counsel

By: 

<small>Signed by:</small>  <small>C88031248AC049C...</small>	Deputy
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Name: william Ninh  
Date: 2/3/2025 | 12:04 PM PST

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

## ATTACHMENT A SCOPE OF WORK

### I. GENERAL SCOPE OF WORK

Contractor shall, throughout the length of the Contract, provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform janitorial services at the County Facility, 401 West Civic Center Drive, Santa Ana, in a professional, systematic and thorough manner. These services shall include, but are not limited to, cleaning, washing windows (interior/exterior), vacuuming, sweeping, dusting, hard surface floor buffing, stripping, waxing and shampooing carpets and emergency clean-ups.

Services shall commence on the effective day of the Contract unless otherwise designated by the Project Manager or approved designee. Within 10 days of the effective date of the Contract, Contractor shall provide a mutually agreeable schedule to the County Project Manager or designee for services. Contractor shall notify the County Project Manager or designee of any deviation from the schedule.

### II. DEFINITIONS

- A. **Daily:** Shall mean the period of normal work week, i.e., Monday through Friday, including Saturdays, Sunday and when necessary or so designated.
- B. **Weekly:** Shall mean per calendar week (Sunday – Saturday)
- C. **Bi -Weekly:** Shall mean every two weeks. It shall be per calendar month regardless of the number of days in the month.
- D. **Monthly:** Shall be per calendar month regardless of the number of days in that month. All work to be performed on a monthly basis shall be performed during the first full week of that month.
- E. **Quarterly:** Shall be every three (3) months. All work to be performed on a quarterly basis shall be performed during the second full week of the first month of that quarter. The first quarter shall commence upon the effective date of the Contract and all subsequent quarters shall commence on three (3) month intervals thereafter.
- F. **Annual:** Shall be once (1) per year. The first annual period shall commence upon the effective date of the Contract and all subsequent annual periods shall commence on one (1) year intervals thereafter. All work to be performed on an annual basis shall be performed during the fourth full week of the first month of the Contract year.
- G. **Day Porter:** Shall be Contractor employee, located on-site for the purpose of providing immediate attention during normal working hours, to perform the Contract related services, including, but not limited to, the removal of hazards such as spills or broken glass, emergency clean-ups, (plumbing and roof leaks) refilling supplies and general facility upkeep.
- H. **Dirt:** Particles of sand, soil, grit, pebbles, mud, dust, fuzz, tar, liquid stains, ashes, etc.
- I. **Damp Mopping:** Cleaning floor surfaces after sweeping and dust mopping to pick up any remaining dust or dirt, utilizing a clean mop, clean water, all purpose floor cleaner (and a disinfectant where required by the scope of work) with a dry-wrung out mop.

- J. **Disinfect:** To completely flood the fixture, floor, etc, with a germicidal disinfectant, to allow soaking, rinsing and cleaning as directed by manufacturer's instructions.
- K. **Spray Buffing:** A process used to eliminate heel marks, scuffs in high traffic areas and to restore the hard surface floor to a uniform appearance using a floor machine and soft buffing pad. Sweeping or dust mopping and damp mopping must occur before this procedure is done.
- L. **Carpet Cleaning:** Shampooing carpets with the deep dirt extraction (steam cleaning) method per manufactures recommendations.
- M. **Dust Mopping:** Removing dirt and debris from floor surfaces by use of a dust mop.
- N. **Easily Movable Items:** Any furniture, waste receptacles, chairs, etc., that weigh 50 pounds or less or can be moved by one person.
- O. **Emergency Clean-ups:** Cleaning up water from roof leaks and plumbing leaks.
- P. **Floor Maintenance:** The tasks of sweeping, dust mopping, damp mopping, wet mopping, scrubbing, stripping, sealing, waxing, dry buffing or spray buffing to maintain floors in a neat, clean, orderly and safe state.
- Q. **Glass:** All exposed glass or glass surfaces that are not considered windows, including all Lucite, plastic or any transparent materials, including mirrors and entrance doors.
- R. **High Glass:** Glass walls, elevators and partitions with lower edge or upper edge that is at least six feet above the ground.
- S. **Neat/Clean:** Orderly, tidy and free from dirt, stains, dust and debris.
- T. **Scrubbing (hard surface floors):** Cleaning floor surfaces, after sweeping or dust mopping, applying an all-purpose detergent with a mop and then agitating the detergent with a floor scrubber or slow buffing machine, followed by using a mop to rinse the area two or more times with clean water, picking-up residue with a wet-vacuum.
- U. **Sealing (hard surface floors):** After stripping and using a neutral cleaner, two coats of sealant are applied to protect and seal the floor surface.
- V. **Spray Buffing (hard surface floors):** A process used to clean, eliminate heal marks, scuffs in high traffic areas using a buffing pad, floor machine and spray buffing chemical, leaving a uniform thin coat of non-skid wax. Sweeping or dust mopping and damp mopping must occur before this procedure is done.
- W. **Stairways/Stairwell/Staircase:** One or more flights of stairs, including the steps, risers and landings to pass from one level to another, a flight of stairs with the supporting framework, casings and handrails, the vertical shaft in which stairs are located. NOTE: All Stair wells shall receive floor maintenance.
- X. **Stripping (hard surface floors):** Using a stripping pad, scrubbing machine or floor machine and a stripping solution (alkaline solution) that breaks up and emulsifies the old wax on the floor including the edges, followed by rinsing with a neutralizer agent and rinsing the area two or more times with clean water (a wet vacuum shall be used to pick up stripper) leaving the floor clean with no wax build-up.



- Y. **Sweeping:** Removing all dirt and debris from floor surfaces by using a brush broom or dust mop.
- Z. **Walk-Off Mats:** Mats made of various materials that are located inside and outside building entrances and throughout the building.
- AA. **Waxing:** Applying manufacturer recommended thin coats of non-skid floor wax solution that protects the hard surface floors and is non-slippery and leaves a glossy and uniform appearance.
- BB. **Wet Mopping:** Thoroughly cleaning hard floor surfaces after sweeping or dust mopping, utilizing clean water and an all purpose detergent solution (and disinfectant where required by the Contract Scope of Work).
- CC. **Windows:** Includes all interior glass and windows, glass partitions inside and outside, trophy/display cases, directory boards, wall mirrors, door windows, doors and adjacent trim, including escalator glass (if applicable). After interior glass and windows have been cleaned there shall be no traces of film, dirt, smudges and water spots or other foreign matter left on the windows and sills. Includes all exterior glass and windows. After exterior glass and windows have been cleaned, exterior frames and interior frames, casing sills and glass shall be free of all traces of film, dirt, smudges and water spots or other foreign matter.

### III. CONTROL OF WORK

The County Project Manager or designee shall decide any and all questions which may arise as to the acceptability of the janitorial services performed, the manner and rate of performance, interpretation of the specifications, and/or the acceptable fulfillment of the Contract by the Contractor. The County Project Manager or approved designee shall also direct the inspection/administration of the work and decide questions regarding compensation.

- A. Licenses: Contractor shall supply all licenses and permits required to perform this work in accordance with local restrictions and shall pay all fees resulting there from.
- B. Changes: Changes in the areas serviced and/or specifications may be necessary during the term of this Contract. Changes in the Contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of the County and Contractor. Changes may be authorized by County's Project Manager in accordance with the Section XXIII "Additional Work" below, or authorized by amendment in accordance with Articles 24 and 39 of the County Contract Terms and Conditions.

### IV. BUILDING SECURITY

- A. Keys: County will issue such keys and/or key cards as necessary for access to the service locations. Contractor shall assume full responsibility for theft or loss of said keys/key cards and shall pay for re-keying all locks operated by the issued keys. Keys shall not be duplicated.
- B. Security System: The work area may be protected by limited access security systems. An initial access code number may be issued to the Contractor by the County. Thereafter, all costs for changing the access code due to changes in personnel or required substitution of Contracts shall be paid by the Contractor and may be deducted from payments due or to become due to the Contractor. Furthermore, any alarms originating from the Contractor's operations shall also be paid by the Contractor and may be deducted from payments due or to become due to the Contractor.



- C. Facility Security: Contractor shall keep all doors locked while working in the building and doors shall not be propped open. Keys shall not be left in the doors. Contractor shall not admit a person into the building that is not a direct employee of the Contractor and not actively engaged in performance of the work. Contractor shall restrict access to the designated buildings and designated parking area. At no time shall the Contractor or its employees enter other areas of the facility not specifically included in this contract for janitorial services. The Contractor shall check all windows and doors for proper closure and locking, extinguish all lights except master security lighting and then reactivate the security system (if applicable) prior to leaving the facility.
- D. Damage: Contractor shall immediately report all damage conditions and occurrences to the local police department or the Orange County Sheriff and to the OC Public Works/Central Utility Facility (714-834-3244), including broken windows, vandalism, and/or other facility damage.

**V. CONTRACTOR'S RESPONSIBILITIES**

- A. Background/Security: All personnel engaged in performance of this work shall be employees of the Contractor and as such shall be warranted to possess sufficient experience and security records to perform this work. Contractor shall research the employment and police records of each employee and shall maintain a copy of that research.
- B. Health: All personnel shall be in good health and free of contagious diseases. Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use or presence of alcohol or drugs on the premises or in the building.
- C. Identification/Uniforms: All personnel shall wear uniforms, furnished by the Contractor, at all times during the performance of this work. The Contractor's supervisor may wear a badge in lieu of a uniform.
- D. Conduct: No person(s) shall be employed for this work who is found to be incompetent, disorderly, troublesome, under the influence of alcohol or drugs, who fails or otherwise refuses to perform the work properly and acceptably, or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed on this job.
- E. Supervision: Contractor shall provide a supervisor or foreman who shall be present at all times during Contract operations, and who shall be responsible for both conduct and workmanship. The said supervisor or foreman shall be able to speak and write effectively and fluently in English.
- F. Training: Contractor shall have an ongoing training program for its entire staff. Contractor shall provide only personnel that have been fully trained for performance of this work. Supervisors shall have been trained in supervision as well as technical training in janitorial services.
- G. Vehicles: Contractor owned or leased vehicles to provide transportation and parking fees (if applicable) to meet the Contract specifications.
- H. Schedule: Within 10 days of the effective date of the Contract, Contractor shall provide a mutually agreeable schedule to the County Project Manager or designee for the monthly, quarterly and annual cleaning. Any deviation from this schedule must be approved by the County Project Manager or approved designee.

**VI. CONSERVATION OF UTILITIES**

Contractor shall make sure Contractor's employees practice utilities conservation. Contractor shall be responsible for operation under conditions that prevent the waste of utilities to include the following:

- A. Lights shall be used only in the areas where work is actually being performed and turned off when the area has been cleaned.
- B. Employees shall not adjust mechanical equipment controls for heating, ventilation or air condition systems.

**VII. CONTRACTOR'S OFFICE/EMERGENCY**

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

**VIII. PROTECTION AND RESTORATION**

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

**IX. RESTRICTIONS**

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

**X. MATERIALS**

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

- A. Equipment: Wet and dry HEPA vacuum cleaners, (dry HEPA vacuums to have attached magnets), carpet extractors, janitorial carts, ladders, floor scrubbers, buffers/polishers and carpet pile lifter.
- B. Tools: Brooms, mops, mop presses, dustless sweeping tools, buckets, sponges, squeegees, buffing and stripping pads and hand floor stripping tools.

- C. Supplies: Floor, glass, tile, and carpet cleaners (Manufactures Recommended); floor wax strippers, sealers, furniture, tile and metal waxes/polishes, wood restorer, acid base cleaners, disinfectants, deodorant blocks, sand for sand urns/ash trays, plastic trash can liners and antibacterial hand soap.
- D. Paper Supplies: Toilet tissue, paper towels, toilet seat covers, sanitary napkins, and sanitary napkin receptacle liners that fit into the installed dispensers.
- E. Dispensers: Paper towel, toilet paper, sanitary napkin dispenser, toilet seat cover dispensers and soap dispensers. Contractor must ensure that supplies match the size requirements of the installed dispensers.

## XI. QUALITY OF CLEANING MATERIALS/SUPPLIES

### A. Quality, Safety and Effectiveness

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

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

### B. Environmentally Preferable (Green) Products and Specifications

#### 1. Janitorial Cleaners & Products

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

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

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

#### a. Hard Surface/General-Purpose Cleaning Products

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

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

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-146, [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)

Green Seal GS-37 & GS-34, [www.greenseal.org/](http://www.greenseal.org/)

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

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

b. Biologically-Based Cleaning and Degreasing Compounds

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

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

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-110, [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)

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

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

c. Disinfectants and Disinfecting Cleaners

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

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

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-146, [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)

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

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

d. Carpet & Upholstery Cleaners

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

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

Environmentally Preferable Product Standards:

EcoLogo Standard CCD-148, [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)

Green Seal GS-37, [www.greenseal.org/](http://www.greenseal.org/)

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

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

e. Floor-Care Products

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

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

Environmentally Preferable Product Standards:

i. EcoLogo Standard CCD-147 [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)

ii. Green Seal GS-40, [www.greenseal.org/](http://www.greenseal.org/)

iii. EPA Design for the Environment (DfE) Program, [www.epa.gov/dfe](http://www.epa.gov/dfe)

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

- f. Cleaning chemicals must be certified through one of these agencies and must remain certified for the duration of the contract. Products that are not listed through one of these certification agencies are prohibited as part of this cleaning contract. Contractor must provide proof of agency certification if the product is not listed on the certification agency's website.
- g. **Material Safety Data Sheets (MSDS)** must be provided for both ready-to-use products and concentrate, if provided in concentrated form. Contractor must provide changes to any products and/or product lists used as part of this contract. These changes must be submitted in writing to the Project Manager or approved designee, along with any new MSDS. Noncompliant chemicals must be removed immediately from the building.

C. Paper Products

- 1. Janitorial Paper Products: Facilities have a high demand for paper supplies. Contractor must ensure that supplies match size requirements of the installed dispensers.
  - a. Paper products that are environmentally preferable are found on the following agency product lists and standards:
    - i. EcoLogo, [www.ecologo.org/en/greenproducts/](http://www.ecologo.org/en/greenproducts/)
    - ii. Green Seal, [www.greenseal.org/](http://www.greenseal.org/)
    - iii. Conservatree, [www.conservatree.com](http://www.conservatree.com)
    - iv. Forest Stewardship Council (FSC) chain of custody certification, <http://www.fscus.org/>
    - v. Chlorine Free Products Association's Totally Chlorine-free (TCF) and/or Processed Chlorine-free (PCF) marks, <http://www.chlorinefreeproducts.org/>
  - b. Chlorine-free or less-chlorinated paper products are preferential. The following language on labels and in catalogs addresses the level of chlorine used in the production process:
    - i. Unbleached
    - ii. Bleached without chlorine or chlorine derivatives
    - iii. Totally chlorine-free (TCF). This applies to virgin paper fiber that is unbleached or processed without chlorine or chlorine derivatives.
    - iv. Processed chlorine-free (PCF) applies to recycled paper fiber that is unbleached or bleached without chlorine or chlorine derivatives; however, since some of the waste paper being

recycled may previously have been bleached with chlorine, recycled paper products labeled PCF cannot be labeled TCF. If the final product contains any virgin fiber, then that fiber must be TCF.

- v. Elemental chlorine-free (ECF) paper fiber is bleached with chlorine derivatives that produce fewer dioxins than elemental chlorine.
- c. The following products meet the minimum standards established for performance of this work. Specific product names have been used to represent an acceptable product in each category. Contractor may utilize products of his choice which are equal to those stated:
  - i. Toilet tissue: White, 2 ply, facial quality non recycled, compact, reference Waxie Catalog number 850240 or Scott brand;
  - ii. Paper towels: White, 1 ply, C-fold, Envision, Pacific Blue or equal;
  - iii. Seat Covers: Shieldor or equal;
  - iv. Hand soap: Powdered – Luron, Boraxo MD-7, or a “green” product; Liquid -- non-abrasive, antibacterial; Waxie (Green) 380204;
  - v. All purpose cleaner (with a germicidal disinfectant): Simple Green, Maintex or Guardian or equal;
  - vi. Feminine napkins: Kotex or equal;
  - vii. Wood Cleaning: Any “Green” product
  - viii. Floor finishes: (commercial quality)
    - Stripper: Non ammoniated, Waxie W-400 stripper,
    - Sealer: 16 percent solids, Waxie W-300 sealer
    - Wax: 16-17 percent solids, Johnson's Complete Wax
    - Spray Buff: Johnson's Snapback
    - Sweeping
    - Compound: Green Wax – Waxie 910240
  - ix. Plastic liners for waste and rubbish containers:
 

Size:	2x8x24.....1 mil.	16x14x37.....1.4 mil.
	15x9x24.....1 mil.	23x10x40.....1.4 mil.
	15x9x33.....1 mil.	23x17x48.....1.4 mil.



23x17x48.....1 mil.

## **XII. CONTRACTOR'S PERFORMANCE**

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

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

## **XIII. SCHEDULE OF DEDUCTIONS**

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

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

## **XIV. SERVICES TO BE PROVIDED**

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

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

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.

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

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

Install sanitary napkin receptacle liners in all women's restrooms in the facility. The liners shall be changed daily or as required by the County.

- B. Building Entrance. Must be kept clean and free of dust, debris, cobwebs and bird droppings on a daily basis.
- C. Maintain Floors. All hard surface floors shall receive floor maintenance. Floor maintenance includes sweeping, dust mopping, damp mopping, wet mopping, dry buffing, spray buffing, stripping, scrubbing, sealing, and waxing as required to achieve the stated results below. After receiving floor maintenance, the entire floor shall have a uniform coating of nonskid floor finish, have a uniform glossy appearance and be free of scuff marks, heel marks and other stains and discoloration.
- All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles and easily moveable items shall be moved to maintain the floors.
- All moved items shall be returned to their proper positions when all floor maintenance operations have been completed. Wax is to be applied only to floor surfaces that have been cleaned.
- D. Sweep/Dust Mop Floors. All accessible floor areas shall be swept or dust mopped daily. After the floor has been swept and/or dust mopped, the entire floor surface, including stationary objects, corners and abutments, shall be free of litter, cobwebs, dust and debris. Chairs, trash receptacles, plants and any other move able object shall be moved or tilted in order to sweep underneath.
- E. Mop Floors. All accessible floor areas shall be damp and/or wet mopped daily. Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. Wood floors shall not be damp or wet mopped.
- F. Sweep and Damp Mop Floors – Difficult to Reach Areas. Contractor shall thoroughly sweep and damp mop floors, including areas that daily sweeping and damp mopping does not reach, including wall edges, around furniture and cabinets, and under desks and all moveable office furniture.
- G. Dry/Spray Buff Floors. All floors shall be cleaned to eliminate heal marks, scuffs, and small amounts of dirt using a buffing pad, floor machine, and spray bottle mixture of diluted floor finish and detergent, leaving a uniform, thin coat of non-skid wax. ***Sweeping and wet mopping must occur before this procedure.***
- H. Strip, Scrub, Seal, and Wax Floors. All hard floors shall be stripped, scrubbed, sealed, and waxed as necessary to maintain a uniform, glossy appearance. Contractor shall perform all tasks associated with the stripping, sealing, and waxing of the floor surfaces. Non-skid wax shall be used. A uniform, glossy appearance and shall be free of scuff marks, heel marks, wax build-up and other stains and discoloration.
- I. Remove Trash. All trash containers (interior and exterior) shall be emptied at the frequencies stated herein and containers returned to their initial locations. Boxes, cans, and papers placed near a trash receptacle and marked “TRASH” shall be removed. Soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. All debris or liquids remaining in a trash receptacle must be removed and the trash receptacle cleaned. Trash shall be disposed of in plastic bags secured with bag ties. Contractor shall pick up any trash that may fall onto the facility or grounds during the removal of such trash. The

trash shall be deposited in the nearest outside trash collection point. Dirty trash receptacles shall be washed inside and out and shall be odor free.

- J. Empty and Clean Public Ash Trays and Urns. Contractor shall empty all public ashtrays and urns and wipe with a cloth. Ashtrays will be washed with a cleaning solution and wiped dry as required to remove odor and stains. All public urns will be cleaned (debris removed) and the sand replaced, as needed.
- K. Perform Low Dusting. All dust, lint, litter, cobwebs and dry soil shall be removed from the horizontal surfaces of chairs, file cabinets, conference tables, and other types of furniture and equipment and from horizontal ledges, window sills, hand rails, baseboards, air conditioning vents, etc., to a line seven feet above the top of the floor level.
- L. Perform High Dusting. Contractor shall provide high dusting, removing all dust, lint, litter, and dry soil from surfaces higher than seven feet above the top of the floor surface. Air conditioning grills, where installed, shall be high dusted.
- M. Clean and Polish Interior Glass, Mirrors, and Glass/Mirrored Surfaces. The cleaning of glass and mirrors includes all glass partitions, walls, doors, mirrors and adjacent trim with a lower edge below seven feet. Glass that extends higher than seven feet shall not be included. After glass cleaning, there shall be no traces of film, dirt, smudges, water or other foreign matter. Both sides of glass partitions, walls and doors are to be cleaned.
- N. Clean and Polish Other Interior Glass. Trophy/display cases, directory boards and other interior glass not addressed above shall also be cleaned. After glass cleaning there shall be no traces of film, dirt, smudges, water or other foreign matter.
- O. Clean Drinking Fountains. All porcelain and polished metal surfaces of drinking fountains shall be cleaned, including the orifices and drain, as well as exterior surfaces of the fountains. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale and other obvious soil.
- P. Clean Elevators. All Public Elevators and Freight Elevators. Contractor shall remove all marks, (writing on walls, graffiti) dirt, smudges, scuffs, miscellaneous food and trash and any other foreign matter from the elevator floor, walls, sills and ceiling.
- Q. Clean Stairways. All floor surfaces on the stairways shall be cleaned and all lint, dust, dirt, cobwebs and debris removed. Grease and grime shall be removed from metal or rubber stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs and other foreign matter from adjoining stairwell walls to provide and maintain a clean, uniform appearance.
- R. Vacuum Carpets, Rugs and Mats. All carpeted floors, including hallway carpets, area and throw rugs and mats shall be vacuumed daily with a *HEPA-VAC vacuum* and shall be free of all visible litter and soil. Any spots shall be removed by carpet manufacturer's approved methods as soon as noticed. Chairs, trash receptacles and easily moveable items shall be moved to in order to vacuum underneath the carpets and rugs. All moved items shall be returned to their proper positions when all of the carpet and rug maintenance operations have been completed. All tears, burns and raveling shall be brought to the attention of the Site Coordinator or approved alternate.
- S. Vacuum Carpets and Rugs and Difficult to Reach Areas. Contractor shall thoroughly vacuum carpets and rugs with a *HEPA-VAC vacuum*; including areas that daily vacuuming does not reach, including wall edges, around furniture and cabinets and under desks and all moveable office furniture.

- T. Spot Clean Carpets. Contractor shall immediately spot clean or shampoo carpets that are stained over an area of two square feet or less.
- U. Carpet Cleaning. Contractor shall clean all the carpets with the deep extraction method of carpet cleaning and with the manufacture of the carpet recommended cleaning solution. All carpets shall be free of dirt. *(Bonnet buffing method of cleaning carpet is not acceptable.)*
- V. Vacuum and Clean Walk-Off Mats. Contractor shall vacuum and clean interior and exterior walk-off mats with a *HEPA-VAC vacuum*. After vacuuming or cleaning, mats shall be free of all visible lint, litter and soil. Carpet style mats and entrance mats shall be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed-down and then dried to remove soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.
- W. General Spot Cleaning. Contractor shall perform spot cleaning on a continual basis. Spot cleaning includes, but is not limited to, the removing or cleaning of smudges, fingerprints, marks, streaks, spills, etc., from washable surfaces, including all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates and fixtures. Germicidal detergent shall be used in restrooms, locker rooms, showers, break areas, and drinking fountains. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil.
- X. Dust Blinds, Window Sills and Draperies. All blinds, window sills and draperies shall be cleaned to be free of dust, lint and spider webs.
- Y. Clean Upholstered Furniture. Contractor shall vacuum and spot clean upholstered furniture so that after cleaning all dust, lint, dirt, debris, stains, gum and all foreign substances are removed. Contractor shall spot clean with a product specifically designed for upholstered furniture.

#### **XV. COUNTY OBSERVED HOLIDAYS**

**Independence Day**, Thursday, July 4, 2024  
**Labor Day**, Monday, September 2, 2024  
**Columbus Day**, Monday, October 14, 2024  
**Veteran's Day**, Monday, November 11, 2024  
**Thanksgiving Day**, Thursday, November 28, 2024  
**Friday after Thanksgiving Day**, November 29, 2024  
**Christmas Day**, Wednesday, December 25, 2024  
**New Year's Day**, Wednesday, January 1, 2025  
**Martin Luther King Day**, Monday, January 20, 2025  
**Lincoln's Birthday**, Wednesday, February 12, 2025  
**President's Day**, Monday, February 17, 2025  
**Memorial Day**, Monday, May 26, 2025

#### **XVI. LOCATION:**

- A. County Facility – 401 West Civic Center Drive, Santa Ana
  - 1. Restrooms

- a. Daily (Monday through Friday)
- i. Clean and refill soap, towel, toilet tissue, sanitary napkins, sanitary disposal bags and toilet seat cover dispensers. Contractor shall ensure restrooms are stocked so that supplies do not run out. Sufficient extra supplies shall be stored in designated areas on site and provided to last until next servicing. Deodorizing blocks shall be used in all toilets and urinals.
  - ii. Clean and polish mirrors and faucets.
  - iii. Thoroughly damp clean and disinfect all surfaces of the wash bowls, toilet bowls, urinals, sanitary napkin dispensers, showers, shower mats, soap dispensers, plumbing fixtures, partitions, dispensers, doors, walls, seating, floors, and other such surfaces, using a germicidal detergent. After cleaning, all surfaces will be left free of deposits, dirt, streaks, and odors. Disinfect using an CDC approved disinfectant cleaner and acid-based chemical to remove any water deposits or stains.
  - iv. Thoroughly damp clean and disinfect all surfaces of partitions, stalls, stall doors, entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall-mounted soap dispenser, urinals and toilets. Remove all graffiti daily. Disinfect surfaces using an CDC approved disinfectant cleaner and acid-based chemical to remove any water deposits or stains in the toilets.
  - v. De-scale showers, toilet bowls and urinals. After de-scaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, rust stains and rings. Spray shower curtains with an approved mildew disinfect chemical to stop mildew from building up on the shower curtains.
  - vi. Sweep and wet mop floors, using an CDC approved disinfectant cleaner, including corners, coves, behind entry doors, and difficult to reach areas. After sweeping and mopping, the entire surface, including the grout, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Easily moveable items shall be tilted or moved aside to sweep and damp mop underneath.
  - vii. Remove trash. Empty and clean (wipe down as needed with an approved all-purpose cleaner) the waste paper containers and empty and change waxed bags in sanitary napkin disposal receptacles.
  - viii. Wipe down all stainless steel surfaces with an approved stainless steel cleaner using soft clothes.
  - ix. Add water and disinfectant to all floor drains.
  - x. Unstop common toilet stoppages with plunger.

b. Weekly

- i. Clean and wet-wipe with a CDC approved disinfectant all of the walls and around plumbing fixtures, toilet compartment partitions, partition doors, soap dispensers, and door hardware, including removal of graffiti.
- ii. Clean all exposed plumbing and remove hard water deposits from all chrome fixtures.
- iii. Clean pull bars.
- iv. Dust tops of partitions, window sills and lockers.

**Note: Toilets and urinals shall be cleaned using an acid base cleaner to remove lime deposits and to prevent alkaline buildup in the traps. Wire-formed bowl brushes are prohibited due to the marks left on porcelain, but pumice stones are acceptable. Rings in toilets bowls are not acceptable.**

c. Monthly

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

2. All Other Buildings and Service Areasa. Daily (Monday through Friday)

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



## Attachment A

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

b. Weekly

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



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

c. Bi-Weekly

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

d. Monthly

- i. Wash all interior and exterior waste baskets and rubbish containers and wipe down and replace plastic liners.
- ii. Perform high dusting. Brush and vacuum all vents, grills and door vents; remove grill to clean inside vents.
- iii. Dust all window sills, draperies and mini-blinds within the premises.
- iv. Clean and remove all marks and stains from counters and partitions.
- v. Clean all metal and wood furniture..
- vi. Spot clean upholstered furniture.
- vii. Clean all base boards with a damp cloth.

e. Quarterly

- i. Strip all resilient floors, wax and buff, or apply approved non-buff floor finish.
- ii. Vacuum carpet with a HEPA-vacuum and shampoo. All cleaning and shampooing of the carpets shall be accomplished by deep extraction (bonnet buffing method of cleaning carpets is not acceptable) using the carpet cleaning method per the manufacturer's recommendations. After shampooing and appropriate drying, the carpet area will be free of stains, dirt, browning, (carpet wicking) or any other discoloration. Chairs, trash containers, plastic chair protectors and easily movable items shall be moved to clean carpets underneath and then returned to their original locations
- iii. Clean and polish all wood, including, but not limited to wood panels, railings, Formica-type furniture, counters, and partitions, if applicable.
- iv. Clean interior walls, as needed.
- v. Vacuum upholstered furniture.

f. Semi - Annual

- i. Clean all interior glass windows, partitions and glass entrance doors. When finished cleaning the glass entrance doors and windows (including window ledges), they shall be free of traces of film, dirt, smudges, water spots or any other foreign substance.

3. Day Porter

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

a. Hours Of Service

The Day Porter shall work Monday through Friday between 8:00 a.m. and 5:00 p.m. Lunch should be between 11:30 a.m. and 1:30 p.m. and coordinated by the County Project Manager or designee. The breaks should be taken near the midpoint of the morning and afternoon.

b. Attendance

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

c. Supervision

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

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

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

f. Basic Skills

The Day Porter shall:

- i. Be knowledgeable of general custodial practices, including correct and appropriate application of all chemicals and use of all cleaning machines and tools, including all Contractor-provided tools.
- ii. Able to speak and write effectively and fluently in English.
- iii. Possess general maintenance skills.
- iv. Work productively, unsupervised, and with minimal direction.
- v. Immediately respond to all requests by the County Project Manager or designee. For immediate health and safety hazards, the Day Porter should take immediate action with or without direction from the County Project Manager or designee or other staff.

g. Daily:

- i. Continuously inspect, monitor, and clean the building lobby and the client waiting area.

- ii. Inspect all restrooms at least twice a day. Check and fill toilet tissue, seat covers and towel dispensers. Inspect and service public restrooms three times a day.
- iii. Clean threshold of doors and elevators, clean elevator call buttons and panels, clean elevator.
- iv. Keep entry glass doors and frames in a clean condition.
- v. Maintain exterior grounds, especially by the building entrances. Pick up any trash there or in the parking lot and landscaped areas.
- vi. Maintain and keep clean cigarette urns and refill sand, as needed.
- vii. Building entrances should be maintained, kept clean and free of dust, debris, cobwebs, and bird droppings. Public telephone, signage, water fountains and lighting fixtures are to be kept clean.
- viii. Keep trash enclosure clean.
- ix. Attend to emergency situations such as toilet overflows, spills, etc,
- x. Clean excess water on the restroom counters and floors.
- xi. Empty trashcans and replace trashcan liners.
- xii. Attend to minor plumbing emergencies, (clogged toilets, etc.)
- xiii. Perform other janitorial functions as requested by the Facility Manager.
- xiv. Contractor to clean the following surfaces where (applicable) of each work area by HEPA vacuuming and wet wiping with a CDC approved cleaning solution that is effective against COVID 19:
  - a. Exterior steps and handrails.
  - b. Exterior doors, door frames and handles.
  - c. Interior windows and window handles.
  - d. Bathroom and kitchen fixtures, drinking fountains, accessible surfaces of appliances, and electrical outlets.

**Note:** *When mopping restroom floors during the day, a wet floor sign must be placed in front of the restroom doors. Also, on rainy days, a wet floor sign is to be placed in the lobby area.*

- h. Inform the County Project Manager or designee of any repairs needed that are not minor or require expert skills or special tools. When appropriate, Day Porter shall take necessary actions to prevent further damage or limit hazard, until repair personnel arrive, such as turning off water, power, etc.

- i. Report any building or equipment deficiencies to the County Project Manager or designee. Give a full description of the needed work, its location, and any additional information that will aid in the prompt and economical repair of said deficiency. Post signs or barricades to restrict access and inform clients/personnel of hazards, as appropriate.
- j. Move furniture, boxes, supplies, etc. as required, up to 50 pounds in weight.

**B. Custodial (Janitor's) Closets**

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

**XVII. SUPPLIES**

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

**XVIII. AREA MEASUREMENTS FOR JANITORIAL SERVICES**

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

Facility	Bldg Size	Square Feet (Inside)		Total Area (Sq. Ft) to be Cleaned	Avg. No. County Employees	Avg. No. Clients Per Day
		Tile	Carpet/ Other			
401 W. Civic Center Dr.	10 Floors*	9,356	66,475 Carpet	75,831	400	50

Floor	SQ.FT.
Basement	6,098
1st Floor	8,700
3 <sup>rd</sup> Floor	1,087
4 <sup>th</sup> Floor	9,991
5th Floor	9,991
6th Floor	9,991
7th Floor	9,991
8th Floor	9,991
9 <sup>th</sup> Floor	9,991

10 <sup>th</sup> Floor	9,991
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\* Note: The 401 W. Civic Center facility is a 10-floor office building, however only the 1<sup>st</sup> floor, and 5<sup>th</sup> thru 9<sup>th</sup> floors require janitorial service.

# **XIX. OPERATIONAL HOURS/HOURS OF DAY PORTER AND JANITORIAL SERVICES**

County Facility, 401 West Civic Center Drive

Hours	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Regular hours facility is open to public and employees	6:00 a.m. 6:00 p.m.	6:00 a.m. 6:00 p.m.	6:00 a.m. 6:00 p.m.	6:00 a.m. 6:00 p.m.	6:00 a.m. 6:00 p.m.	---	---
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.	---	---
Evening hours facility is available for Contractor to provide janitorial service.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	6:00 p.m. 3:00 a.m.	---	---

# **XX. SUMMARY OF DAILY SERVICE HOURS/MINIMUM NUMBER OF WORKERS**

- A. Minimum Number of Daily Service Hours (including Day Porter). Note: Contractor is expected to provide the required level of daily service regardless of hours listed. The listed hours do not include the required monthly, quarterly and annual services. If Contractor does not work the minimum daily service hours per day, Contractor shall be deducted the cost for the general cleaning and dusting.

Day of the Week	Service Hours
Mon	39
Tue	39
Wed	39
Thu	39
Fri	39
Sat	-0-
Sun	-0-

- B. Minimum number of workers (includes 1 Supervisor and Day Porter).

Day of the Week	Number of Workers
Mon	6
Tue	6
Wed	6
Thu	6
Fri	6
Sat	-0-

<b>Day of the Week</b>	<b>Number of Workers</b>
Sun	-0-

**XXI. SECURITY REQUIREMENTS**

The County operates and provides services for the Probation Facilities. Contractors and their employees who perform services in these facilities will be required to pass a security screening process and to adhere to strict operation policies. These policies have been designed with the primary purpose of ensuring a safe and secure environment for all involved.

Contractor personnel, who will be used to perform contracted services, will be required to pass a background check before receiving clearance to enter the facilities. Refer to Attachment D, Vendor Clearance Process, in regards to obtaining Probation Department security clearance. BACKGROUND APPOINTMENTS MUST BE SET-UP IN ADVANCE BEFORE STARTING TO WORK.

All forms required shall be filled out thoroughly and accurately. Omissions or false statements, regardless of the nature or magnitude, may be grounds for denying clearance. When clearance is denied the County does not, nor is it obligated to, give reason why clearance has been denied.

Contractor acknowledges that Contractor employees who attempt to enter a secured facility, who have not passed the background check; who have falsified information on their forms; or who have outstanding wants or warrants may be delayed and/or detained by Sheriff's personnel and/or Probation personnel. With the exception of demands related to the performance of the contract, Contractor and his employees will comply with all directions and orders issued by the Probation Department's personnel. (Issues relating to the performance of contracted services shall be at the direction of the Contract Contractor or County Project Manager.) In rare occurrences, workers may be asked to leave the facility prior to the completion of their work, or they may be detained within a facility until an incident is resolved.

1. Contractor shall ensure that:
  - A. All vehicles parked on site shall be locked and thoroughly secured at all times.
  - B. All tools and materials shall remain in possession of the user at all times and shall never be left unattended.
  - C. All lost or misplaced tools shall be reported immediately to the security staff or escort personnel.
  - D. All materials, especially those materials that could be used to inflict injury such as nails, wire, wood, etc. shall be continuously cleaned up and removed from the work site as work progresses.
2. Workers shall:
  - A. Have no contact, either verbal or physical, with internees in the facility.

Specifically:

1. Not give names or addresses to internees.



2. Not receive any names or addresses from internees.
  3. Not disclose the identity of any internee to anyone outside the facility.
  4. Not give any materials to internees, especially cigarettes, matches, tools, etc.
  5. Be aware that failure to comply with these requirements is a criminal act and can result in prosecution.
- B. Plan their activities to minimize the number of times they must enter and exit a facility. i.e., transport all tools, equipment and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.
  - C. Arrive at the site no more than fifteen (15) minutes prior to the scheduled time or no more than fifteen (15) minutes after the scheduled time.
  - D. Be aware that if delay or cancellation is necessary, immediately contact the designated on-site Building Coordinator and/or the Site Supervisor.
  - E. Report to the Control Desk or on-site Building Coordinator upon arrival at the job site. Control will ensure that the work area is clear and ready for work to begin. Follow any special security requirements issued by the on-site Coordinator.
  - F. Report to the Control Desk or the on-site site Building Coordinator when leaving the facility, either temporarily or at the end of the workday.
  - G. Immediately report all accidents, spills, damage, unusual conditions and/or unusual activities to the on-site Building Coordinator.
  - H. Securely close and check all doors to ensure that they are tightly closed and locked.

**XXII. ADDITIONAL WORK:**

- A. Upon County request, Contractor shall submit supplemental proposals for Additional Work not called for under the Scope of Work of this Contract. Contractor must obtain County's Project Manager's written approval prior to commencing any additional work. Examples included but not limited to:
  1. Special clean-up after an event
  2. Additional carpet cleaning
  3. Additional floor waxing
  4. Clean-up around the outside of the building
  5. Additional cleaning of windows
  6. Removal of large amounts of packing material
  7. Clean up the water in a restroom from an overflowing sink/toilet
  8. Install an additional toilet paper/paper towel dispenser
- B. If County authorizes work by an alternate source, Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period.

- C. Upon completion of any additional work, whether by Contractor or an alternative source, County's Project Manager or designee and Contractor will inspect the finished product at no additional cost to County. Upon mutual acceptance of the additional work, Contractor shall again be responsible for all services originally covered under this Contract and the work performed under this section.

## ATTACHMENT B CONTRACTOR'S 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, 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 C and P 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.

### Contractor's Cost Summary/Pricing

	Number of Employees	Total Hours per Month	Cost per Month
<b>1. Daily Service Crew</b>	<b>4</b>	<b>528</b>	<b>\$13,099.68</b>
<b>2. Working Supervisor</b>	<b>1</b>	<b>132</b>	<b>\$3,594.36</b>
<b>3. Day Porter</b>	<b>1</b>	<b>198</b>	<b>\$4,672.80</b>
<b>4. Floor Crew</b>	<b>3</b>	<b>40</b>	<b>\$1,089.20</b>

A. **Total Monthly Fixed Price:**.....\$ 22,456.04

B. **Additional Work:** Any additional services not listed in the Contract must be approved by the County Project Manager in accordance with Attachment "A", Section XXII.

Additional Work not to exceed:.....\$ 5,000.00/ Per Year

C. **TOTAL CONTRACT AMOUNT SHALL NOT EXCEED:** .....\$ 391,752.68

- III. SCHEDULE OF DEDUCTIONS:** The Schedule of Deduction, attached hereto as Attachment C, will aid the County in understanding the cost allocation for the different items that the Contractor will be performing under this Contract. Contractor's associated cost for each service task identified is specified in the Schedule of Deductions.

**Attachment A**

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

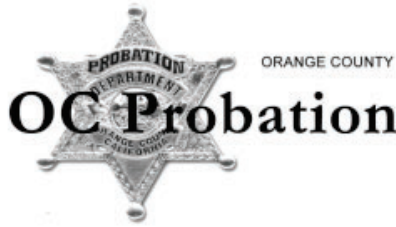
### ATTACHMENT C SCHEDULE OF DEDUCTIONS

**Performance:** 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.

A. **Monthly Services** *(Total Price is same as Attachment B, Section II.A.)*

<b>Monthly Service Tasks</b>	<b>Total Deduction for Each Item</b>
Restrooms	\$ 4,863.85
Paper Supplies	\$ 3500.00
Floor Cleaning & Spray Buffing	\$ 692.19
Trash Removal	\$ 5,900.00
General Cleaning & Dusting	\$ 3000.00
Day Porter	\$ 4,500.00
Total Monthly Deductions ( = Total Monthly Price)	\$ 22,456.04

## ATTACHMENT D VENDOR CLEARANCE PROCESS



**DANIEL HERNANDEZ**  
CHIEF PROBATION OFFICER

TELEPHONE: (714) 569-2000

1055 N. MAIN STREET, 5<sup>TH</sup> FLOOR  
SANTA ANA, CA 92701

MAILING ADDRESS:  
P.O. BOX 10260  
SANTA ANA, CA 92711-0260

### VENDOR BACKGROUND APPOINTMENT INFORMATION 1535 EAST ORANGEWOOD AVE. ANAHEIM, CA. 92805

All individuals who perform work in Probation Department facilities or on Probation Department property are required to undergo and pass a security clearance that includes being fingerprinted.

**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, use of false or altered documents, or dishonesty when providing requested information.**

On the day of your appointment, report to:

**Orange County Probation Department – North County Field Services Office  
1535 EAST ORANGEWOOD AVE., ANAHEIM CA. 92805**

Entering the Building – use the stairs adjacent to the ramp in front of the building. Provide a photo ID to the security officer and explain you are here for a background clearance appointment. To ensure a rapid security screening do not bring any weapons and/or tools that may be deemed as weapons to your appointment. Once inside the building, check in with the receptionist and ask for **Pina Cairns** at **714-937-4715**.

Bring the following **required** documents with you to your appointment:

- California driver's license or ID; **no copies will be accepted.**
- Social Security Card; **no copies will be accepted.**
- Documents that establish employment authorization (**whichever applies below**):
  - **If born in the U.S.,** bring original birth certificate or U.S. passport; **no copies, abstracts, or hospital-issued certificates will be accepted; no passports from U.S. Territories: American Samoa, Swain Islands, and Northern Mariana Islands will be accepted.**
  - **If you became an American Citizen,** bring original U.S. Certificate of Naturalization or U.S. passport; **no copies will be accepted.**
  - **If you are not an American Citizen, bring original and valid U.S. Permanent Resident Card (Green Card) or original and valid Employment Authorization Document (Work Permit); **no copies will be accepted.****

Please bring employer's business card to the appointment.

**All documents need to be original and valid. Only the documents listed above will be accepted.**

**If you do not have the required documents, you will not be permitted to proceed with the clearance process.**

The results will be provided to your employer once the background is complete.

To request a background appointment please email: Prob-ContractBackgrounds@prob.ocgov.com

**ATTACHMENT E**

**County of Orange Regional Cooperative Agreement RCA-017-22010002**

**(See Separate Attachment)**