NOTICE OF AWARD OF CONTRACT

TO: MVLE INC.
7420 FULLERTON ROAD, SUITE 110
SPRINGFIELD, VA 22153

DATE ISSUED: JUNE 21, 2010
CURRENT REFERENCE NO: 127-10LW

CONTRACT TITLE: VOCATIONAL SERVICES
PRIOR REFERENCE NO: 167-09LW

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on JUNE 30, 2011.

This is the FIRST year award notice of a possible FIVE year contract.

The contract documents consist of the terms and conditions of Agreement No. 127-10LW, including any exhibits, attachments or amendments thereto.

CONTRACT PRICING:

REFER TO AMENDMENT 127-10LW

ATTACHMENTS:

AGREEMENT NO. 127-10LW

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<table>
<thead>
<tr>
<th>VENDOR CONTACT:</th>
<th>KENAN ADEN</th>
<th>VENDOR TEL. NO.:</th>
<th>703-569-3900</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR PAYMENT TERMS:</td>
<td>NET 30 DAYS</td>
<td>VENDOR FAX. NO.:</td>
<td>703-569-3932</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td><a href="mailto:kenan@mvre.org">kenan@mvre.org</a></td>
<td>TAX IDENTIFICATION NUMBER (EIN/SSN):</td>
<td>54-0901005</td>
</tr>
<tr>
<td>COUNTY CONTACT:</td>
<td>DON CONLEY</td>
<td>COUNTY TEL. NO.:</td>
<td>703-228-1704</td>
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<thead>
<tr>
<th>CONTRACT AUTHORIZATION</th>
<th>IVETTE GONZÁLEZ</th>
<th>DISTRIBUTION</th>
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<tr>
<td></td>
<td>8/21/10</td>
<td>VENDOR: 1</td>
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<tr>
<td>Procurement Officer</td>
<td></td>
<td>BID PACKAGE: 1</td>
</tr>
</tbody>
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THIS AGREEMENT is made, on the date of execution by the County, between MVLE, Inc., 7420 Fullerton Road, Suite 110, Springfield, VA 22153 (Contractor), a Virginia corporation authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia (County). The County and the Contractor, for the consideration hereinafter specified, agree as follows:

CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement, Exhibit A (Scope of Work), Exhibit B (Custodial Enclave Budget) and Exhibit C (Automobile Enclave Budget). Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement shall prevail over the other Contract Documents.

The Contract Documents set forth the entire Agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to this Agreement which is not contained in the Contract Documents, and that all terms and conditions with respect to this Agreement are expressly contained herein. The Contract Documents shall constitute the Contract.

SCOPE OF WORK
The Contractor agrees to perform the services described in the Contract Documents (alternatively, the "Work"). The primary purpose of the Work is to create and provide to the County custodial services and automobile cleaning/detailing services using Arlington County Department of Human Services clients with a primary diagnosis of Intellectual/Developmental Disabilities ("IDD"). The Contract Documents set forth the minimum Work estimated by the County and the Contractor to be necessary to complete the Work. It shall be the Contractor's responsibility, at the Contractor's sole cost, to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor's responsibility to manage the details and execution of its Work.

PROJECT OFFICER
The performance of the Contractor required by this Agreement is subject to the review and approval of the County Project Officer, who shall be appointed by the Director of the Arlington County Department of Human Services, or designee. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its Work under this Contract.
CONTRACT TERM
Work under this Agreement will commence on July 1, 2010 be completed no later than June 30, 2011 ("Initial Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance of the Contractor and with the concurrence of the Contractor, the County may, through issuance of a Notice Of Award, authorize continued operations of the Contractor under the same contract unit prices for not more than four additional twelve (12) month periods from July 1, 2011 to June 30, 2015 (Each period is referred to as "Subsequent Contract Term"). Notwithstanding anything herein to the contrary, the Contract Amount for each extension period shall be in an amount not to exceed the funds appropriated for the Contract by the County Board of Arlington County, Virginia for the Subsequent Contract Term.

CONTRACT AMOUNT
The County will pay the Contractor in accordance with the terms of the Payment paragraph and Exhibit A and B for the Contractor's completion of the Work described and required in the Contract Documents subject to the terms and conditions in those documents. The Contractor agrees that it shall complete the Work for the total Contract Amount specified in this section unless such amount is modified as provided in this Agreement. The Contract Amount includes all of Contractor's costs and fees (profit).

SERVICE CONTRACT WAGE REQUIREMENTS

A. LIVING WAGE
The Contractor shall comply with Section 4-103 of the Arlington County Purchasing Resolution, pertaining to service contract wages (referred to herein as "living Wage" provisions), during the performance of this Contract. All Clients and employees of the Contractor or any of its subcontractors working on County-owned or County-occupied property shall be paid an hourly wage no less than the hourly Living Wage rate published on the County's world-wide web site at the time of Contract execution. Effective July 1 of each year of the contract, the wages of Clients, employees of the Contractor and any of its subcontractors shall be adjusted to correspond to any adjusted Living Wage rate posted on the County's world-wide web site.

B. COMPLAINTS BY AGGRIEVED EMPLOYEES
Within six (6) months of the Contractor's failure to comply with the Living Wage provisions, an aggrieved Client or employee may file a complaint with the County's Purchasing Agent. If the Purchasing Agent, in his sole discretion, determines that the Contractor has paid any affected Client or employee a wage rate less than that required under the Living Wage provisions, the Contractor shall be liable to the employee for the amount of unpaid wage, plus interest at the judgment rate. The Contractor shall not discharge, reduce the compensation of, or otherwise retaliate against any Client or employee who files a compliant with the County's Purchasing Agent, or takes any other action to enforce the requirements of this clause.
C. ADDITIONAL COMPLIANCE REQUIREMENTS
At all times during the term of the Contract, the Contractor shall:

1. Post the current wage rate, in English and Spanish, in a prominent place at its offices and each location where its employees perform Services under this contract.

2. Provide, within five (5) days of an employee’s request, a written statement of the then current required wage rate (using the same form provided in item 1);

3. Include the provisions of this “Service Contract Wage Requirements” clause in all subcontracts for work performed under this contract, so that the provisions of this clause are binding;

4. Submit, within five (5) working days of the end of each period, quarterly payroll reports in a form approved by the County Purchasing Agent to include copies of at least four (4) payroll reports for each quarter and two (2) copies of a payroll check for each employee working during the quarter.

D. CONTRACTOR RECORD KEEPING
The Contractor shall keep and preserve records which show wages and benefits provided to each employee assigned to perform services under this Contract for a period of three (3) years after the expiration or earlier termination of this Contract. The Contractor shall permit the County’s Purchasing Agent, or authorized representative, to examine and make copies of such records at reasonable times and without unreasonable interference with the business of the Contractor.

E. VIOLATIONS
Violation of any law, rule, or provision of this clause, as determined by the Purchasing Agent, shall be grounds for termination of this Contract and debarment of the Contractor from consideration for award of County

PAYMENT
The Contractor will be paid monthly. Within 10 days after the last day of each month the Contractor shall submit, for approval by the Project Officer, an invoice describing the total Work done, by Task, during the proceeding month. The Project Officer shall either approve the invoice or require corrections. The County will pay the Contractor within 30 days after the date of receipt of a correct (as determined by the Project Officer) invoice approved by the Project Officer. The amount paid shall be based on the estimate of the percentage of the total Work under each Task completed during the month, subject to the Project Officer's acceptance of the Work and the estimate. If the Contractor has been paid ninety percent (90%) of the Contract Amount for any Task and Work under that Task is not complete, the remaining amount due for that Task will be paid to the Contractor only after all Work on that Task is completed. The total amount paid for each Task shall not exceed the amount allocated for the Task, regardless of the number of hours spent or the amount of expenses incurred by the Contractor in the performance of the Work. The number of the Purchase Order by which authority shipments have been made or services performed shall appear on all invoices. Invoices shall be submitted in duplicate.
ADDITIONAL SERVICES
The Contractor shall not be compensated for any goods or services provided except those included in Exhibit B and C paid for by the Contract Amount unless those goods or services are covered by a written Amendment to this Agreement signed by the County and the Contractor and a County Purchase Order is issued covering the expected cost of such services.

Additional services agreed upon by the parties will be billed at the rates set forth in Exhibit B and C unless otherwise agreed.

REIMBURSABLE EXPENSES
No reimbursable expenses are allowed under this Agreement. The lump sum Contract Amount includes all costs of providing the services described in this Agreement to the County.

ARLINGTON COUNTY BUSINESS LICENSES
The Contractor must comply with the provisions of Chapter 11 (Business Licenses) of the Arlington County Code.

NON-DISCRIMINATION NOTICE
Arlington County does not discriminate against faith-based organizations.

COUNTY EMPLOYEES
No employee of Arlington County, Virginia shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom which is not available to the general public.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED
During the performance of this contract, the contractor agrees as follows:

A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an Equal Opportunity Employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. The contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits
discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.

E. The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Arlington County Resolution, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

INDEMNIFICATION
The Contractor covenants to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the "County" for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions in performance or nonperformance of its work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after Notice by the County, the Contractor fails or refuses to save, defend, hold harmless and/or indemnify the County, the Contractor shall be liable for and reimburse the County for any and all expenses, including but not limited to, reasonable attorneys fees incurred and settlements or payments made.
COUNTY PURCHASE ORDER REQUIREMENT
County purchases are authorized only if a County Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the order agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. Contractors providing goods or services without a signed County Purchase Order do so at their own risk. Please direct questions regarding this requirement to the Office of the Purchasing Agent at 703-228-3410.

ADJUSTMENTS FOR CHANGE IN SCOPE
The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. Within ten (10) days after any change or event which the Contractor believes calls for more compensation, the Contractor must provide to the Project Officer a proposal which sets forth the amount of additional compensation claimed, together with the basis therefor and supportive documentation for the amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.

FAILURE TO DELIVER
In case of failure by the Contractor to deliver goods or services in accordance with the Contract Documents, the County, after oral or written notice, may procure the same or similar goods or services from other sources and the Contractor shall be liable for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have pursuant to this Contract or under law. The County shall be entitled to offset such costs against any sums owed by the County to the Contractor.

ETHICS IN PUBLIC CONTRACTING
This Contract incorporates by reference Article 9 of the Arlington County, Virginia, Purchasing Resolution, as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act, the Virginia Governmental Frauds Act, and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Virginia Code, as amended. The Contractor certifies that its offer is made without collusion or fraud and that it has not
offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

LIABILITY
The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the Contractor, that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the County, that make performance impossible or illegal, unless otherwise specified in the Contract.

ASSIGNMENT
The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this Contract, without the prior written consent of the County.

APPLICABLE LAW
This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia and the venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing the Work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

AUTHORITY TO TRANSACT BUSINESS
Any firm or entity submitting a bid or proposal in response to this solicitation must be authorized to transact business in the Commonwealth of Virginia. THIS SAME REQUIREMENT SHALL APPLY TO ALL FIRMS, REGARDLESS OF THE LEGAL FORM OF THE ENTITY. The proper legal name of the firm or entity must be written in the space provided on the Bid Form or Proposal Form. The County may require a firm to provide documentation (preferably from a governmental entity) prior to award which: 1) clearly identifies the complete name and legal form of the firm or entity (i.e. corporation, partnership, etc.), and 2) establishes that the firm or entity is authorized to transact business in the Commonwealth of Virginia. Failure of a firm to provide such documentation shall be grounds for cancellation of the award.

ACCESSIBILITY OF WEB SITE
If any work performed under this contract results in design, development, maintenance or responsibility for content and/or format of any County websites, or County’s presence on other party websites, the Contractor shall perform such work in compliance with the requirements
set forth in the U.S. Department of Justice document entitled
"Accessibility of State and Local Government Websites to People with
Disabilities." The document is located at:
http://www.ada.gov/websites2.htm

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED
In accordance with §2.2-4311.1 of the Virginia Code, the Contractor
acknowledges that it does not, and shall not during the performance of
the contract for goods and services in the Commonwealth, knowingly
employ an unauthorized alien as defined in the federal Immigration

ANTITRUST
By entering into this Contract, the Contractor conveys, sells, assigns
and transfers to the County all rights, title, and interest in and to
all causes of action the Contractor may now have or hereafter acquire
under the antitrust laws of the United States or the Commonwealth of
Virginia, relating to the goods or services purchased or acquired by
the County under said Contract.

RELATION TO COUNTY
The Contractor will be legally considered as an independent contractor
and neither the Contractor nor its employees will, under any
circumstances, be considered employees, servants or agents of the
County. The County will not be legally responsible for any negligence
or other wrongdoing by the Contractor, its employees, servants or
agents. The County will not withhold payments to the Contractor for
any federal or state unemployment taxes, federal or state income taxes,
Social Security tax, or any other amounts for benefits to the
Contractor. Further, the County will not provide to the Contractor any
insurance coverage or other benefits, including Workers' Compensation,
normally provided by the County for its employees.

ARLINGTON COUNTY PURCHASING RESOLUTION
The Contract is governed by the applicable provisions of the Arlington
County Purchasing Resolution. The time limit for final written decision
by the County Manager in the event of a contractual dispute, as that
term is defined in the Purchasing Resolution, is fifteen (15) days.
Procedures for considering contractual claims, disputes, administrative
appeals, and protests are contained in the Purchasing Resolution,
incorporated herein by reference, and available upon request from the
Office of the Purchasing Agent.

ARBITRATION
It is expressly agreed that nothing under the Contract shall be subject
to arbitration, and any references to arbitration are expressly deleted
from the Contract.
PATENTS AND ROYALTIES
The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its officers, officials, departments, agencies, agents, and employees (collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, for or on account of any trademark, copyright, patented or unpatented invention, process, or article manufactured or used in the performance of this Contract, including its use by the County. If the Contractor uses any design, device, or materials covered by letters patent or copyright, it is mutually agreed and understood, without exception, that the Contract price includes all royalties or costs arising from the use of such design, device, or materials in any way involved with the work.

CONFIDENTIALITY AND RETURN OF RECORDS
The Contractor agrees that all findings, memoranda, correspondence, documents or records of any type, whether written or oral, and all documents generated by the Contractor or its subcontractors as a result of the County's request for services under this Contract, are confidential records ("Record" or "Records"), and neither the Records nor their contents shall be released by the Contractor, its subcontractors, or other third parties; nor shall their contents be disclosed to any person other than the Project Officer or designee. The Contractor agrees that all oral or written inquiries from any person or entity regarding the status of any Record generated as a result of the existence of this Contract shall be referred to the Project Officer or designee for response. At the County's request, the Contractor shall deliver all Records to the Project Officer, including "hard copies" of computer records, and at the County's request, shall destroy all computer records created as a result of the County's request for services under this Contract.

The Contractor agrees to include the provisions of this section as part of any Contract or Agreement the Contractor enters into with subcontractors or other third parties for work related to work pursuant to this Agreement.

No termination of this Agreement shall have the effect of rescinding, terminating or otherwise invalidating this section.

PAYMENT OF SUBCONTRACTORS
The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or
b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

AUDIT
The Contractor agrees to retain all books, records and other documents related to this procurement for at least five (5) years after final payment, or until audited by the County, whichever is sooner. The County or its authorized agents shall have full access to and the right to examine any of the above documents during this period. If the Contractor wishes to destroy or dispose of records (including confidential records to which the County does not have ready access) after the County's audit but within five (5) years after final payment, the Contractor shall notify the County at least thirty (30) days prior to such disposal, and if the County objects, shall not dispose of the records.

PROJECT STAFF
The County will, throughout the Contract Term and any renewal term, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the County reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees, and employees of any of its subcontractors, shall be solely the responsibility of the Contractor.

SUPERVISION BY CONTRACTOR
The Contractor shall at all times enforce strict discipline and good order among the workers performing under this Contract, and shall not employ on the work any person not reasonably proficient in the work assigned.

SAFETY
The Contractor shall comply with, and ensure that the Contractor's personnel and subcontracted personnel comply with, all current
applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry, the Federal Environmental Protection Agency Standards and the applicable standards of the Virginia Department of Environmental Quality.

The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Contractor and subcontractor(s).

The Contractor shall identify to the County Project Officer at least one on-site person who is the Contractor's competent, qualified, and authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent, qualified and authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's personnel from the work site.

The Contractor shall provide to the County, at the County's request, a copy of the Contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

**CONTRACT EXTENSION WITH PRICE ADJUSTMENTS NEGOTIATED UP TO CPI-U**

The Contract unit price(s) shall remain firm for the first twelve (12) months of the Contract Term. The Contract unit price(s) for each ensuing Contract year, if the County elects to extend the Contract, shall be negotiated by the County and the Contractor. Increases in the price(s) for ensuing years shall not exceed the percentage of change in the U.S. Department of Labor, Consumer Price Index, All Items, Unadjusted, Urban Areas (CPI-U) for the twelve (12) month period ending in January of each Contract Year.

If the Contractor and the County do not agree on a price using the procedure set forth above by the thirtieth (30th) day prior to the end of the initial Contract Term or the end of ensuing renewal term or terms, the County will terminate the Contract whether or not the County has previously elected to extend the term. The Contract unit price(s) changed as a result of this procedure shall become effective on the anniversary date of the Contract and shall be binding on the Contractor for the ensuing renewal term or terms.
REPORT STANDARDS
Reports or written material prepared by the Contractor in response to the requirements of this Contract shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the Contract requirements shall be borne by the Contractor.

When submitting documents to the County, The Contractor shall comply with the following guidelines:

- All submittals and copies shall be printed on at least 30% recycled-content and/or tree free paper;
- All copies shall be double-sided;
- Report covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of report pages (reports with glued bindings that meet all other requirements are acceptable);
- The use of plastic covers or dividers should be avoided; and
- Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided.

ADJUSTMENTS FOR CHANGE IN SCOPE
The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. Within ten (10) days after any change or event which the Contractor believes calls for more compensation, the Contractor must provide to the Project Officer a proposal which sets forth the amount of additional compensation claimed, together with the basis therefor and supportive documentation for the amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.
NONAPPROPRIATION
All funds for payments by the County under this Contract are subject to
the availability of an annual appropriation for this purpose by the
County Board of Arlington County. In the event of nonappropriation of
funds by the County Board of Arlington County for the goods or services
provided under this Contract or substitutes for such goods or services
which are as advanced or more advanced in their technology, the County
will terminate the Contract, without termination charge or other
liability to the County, on the last day of the then current fiscal
year or when the appropriation made for the then current year for the
services covered by this Contract is spent, whichever event occurs
first. If funds are not appropriated at any time for the continuation
of this Contract, cancellation will be accepted by the Contractor on
thirty (30) days prior written notice, but failure to give such notice
shall be of no effect and the County Board of Arlington County shall
not be obligated under this Contract beyond the date of termination.

TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE
The Contract shall remain in force for the Contract Term or Subsequent
Contract Term(s) and until the County determines that all requirements
and conditions have been satisfactorily met: the County has accepted
the Work, and thereafter until the Contractor has met all requirements
and conditions relating to the Work under the Contract Documents,
including warranty and guarantee periods. However, the County shall
have the right to terminate this Contract sooner if the Contractor is
in breach or default or has failed to perform satisfactorily the Work
required, as determined by the County in its discretion.

If the County determines that the Contractor has failed to perform
satisfactorily, then the County will give the Contractor written Notice
of such failure/s and the opportunity to cure such failure/s at least
fifteen (15) days before termination of the Contract takes effect
(“Cure Period”). If the Contractor fails to cure within the Cure
Period or as otherwise specified in the Notice, the Contract is
terminated for the Contractor’s failure to provide satisfactory
Contract performance. Upon such termination, the Contractor may apply
for compensation for Contract services satisfactorily performed by the
Contractor and allocable to the Contract and accepted by the County
prior to such termination unless otherwise barred by the Contract
(“Termination Costs”). Such request for Termination Costs, with all
supporting documentation, must be submitted to the County Project
Officer within fifteen (15) days after the expiration of the Cure
Period. The County may accept or reject, in whole or in part, the
application for Termination Costs and notify the Contract of same within
a reasonable time thereafter.

If the County terminates the Contract for default or breach of any
Contract provision or condition, then the termination shall be
immediate after Notice from the County to the Contractor (unless the
County in its discretion provides for an opportunity to cure) and the
Contractor shall not be permitted to seek Termination Costs.

Upon any termination pursuant to this section, the Contractor shall be
liable to the County for all costs incurred by the County after the
effective date of termination including costs required to be expended
by the County to complete the Work covered by the Contract, including
costs of delay in completing the Project or the cost of repairing or correcting any unsatisfactory or non-compliant work. Such costs shall be either subtracted from any amount due the Contractor or shall be promptly paid by the Contractor to the County upon demand by the County. Additionally, and notwithstanding any provision in this Contract to the contrary, the Contractor is liable to the County (and the County shall be entitled to recover) all damages to which the County is entitled by this Contract or by law, including and without limitation, direct damages, indirect damages, consequential damages, delay damages, replacement costs, refund of all sums paid by the County to the Contractor under the Contract and all attorney fees and costs incurred by the County to enforce any provision of this Contract.

Except as otherwise directed by the County, the Contractor shall stop Work on the date of receipt of Notice of the termination or other date specified in the Notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

In the event any termination for cause, default, or breach shall be found to be improper or invalid by any court of competent jurisdiction then such termination shall be deemed to have been a termination for convenience.

**TERMINATION FOR THE CONVENIENCE OF THE COUNTY**

The performance of work under this Contract may be terminated by the Purchasing Agent in whole or in part whenever the Purchasing Agent shall determine that such termination is in the County's best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective. The Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination and any other termination costs as negotiated by the parties, but no amount shall be allowed for anticipatory profits.

After receipt of a notice of termination and except as otherwise directed, the Contractor shall stop all work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to the County; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

**REQUIREMENTS CONTRACT (ESTIMATED QUANTITIES)**

During the Contract Term, the Contractor will furnish all of the items or services described in the Contract Documents if so requested by the County. The Contractor understands and agrees that this is a requirements contract and the County will have no obligation to the
Contractor if no items or services are required or requested by the County. Any quantities which are included in the Contract Documents are the present expectations of those who are planning for the County for the period of the contract. The amount is only an estimate and the Contractor understands and agrees that the County is under no obligation to the Contractor to buy any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that the County may require services in excess of the estimated annual Contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices in this Contract.

**INSURANCE REQUIREMENTS**

The Contractor shall provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force the coverage below prior to the start of any Work under this Contract. The Contractor agrees to maintain such insurance until the completion of this Contract. All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia and acceptable to the County. The minimum insurance coverage shall be:

Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.

Commercial General Liability - $1,000,000 combined single limit coverage with $1,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.

Additional Insured - Arlington County, its officers, elected and appointed officials, and employees shall be named as an additional insured in the Contractor's Commercial General Liability policy; evidence of the Additional Insured endorsement shall be typed on the certificate.

Cancellation - All insurance policies required hereunder shall be endorsed to include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until thirty (30) days prior written notice has been given to the Purchasing Agent, Arlington County, Virginia."
Contract Identification - The insurance certificate shall state this Contract's number and title.

Business Automobile Liability - $500,000 Combined Single Limit ( Owned, non-owned and hired).

The Contractor shall carry Professional Liability insurance which will pay for injuries arising out of errors or omissions in the rendering, or failure to render professional services or perform Work under the contract, in the amount of $1,000,000.

The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted Work.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work.
The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self insurance for all or any part of the insurance required, provided that the alternative coverages are submitted to and acceptable to the County.

NONEXCLUSIVITY OF REMEDIES
All remedies available to the County under this contract are cumulative and no such remedy shall be exclusive of any other remedy available to the County at law or in equity.

AMENDMENTS
This Contract shall not be amended except by written amendment executed by persons duly authorized to bind the Contractor and the County.

SEVERABILITY
The sections, paragraphs, sentences, clauses and phrases of this Contract are severable, and if any phrase, clause, sentence, paragraph or section of this Contract shall be declared invalid by the valid judgement or decree of a court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Contract.

HEADINGS
Headings are intended only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this Agreement.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

MVLE, INC.

TAXPAYER ID NUMBER, 54-0901005

AUTHORIZED SIGNATURE: [Signature]

NAME AND TITLE: RICHARD D. WARREN, JR.
Purchasing Agent

DATE: 6/21/10

AUTHORIZED SIGNATURE: April Pinch-Keeler

NAME AND TITLE: April Pinch-Keeler
President, MVLE, Inc.

DATE: 6/11/2010
AGREEMENT NO. 127-10LW

SCOPE OF SERVICES

EXHIBIT A

I. GENERAL BACKGROUND

The Contractor shall hire for performance of this contract the Clients of Arlington County Department of Human Services identified by the County Project Officer.

The Contractor shall provide all cleaning supplies, tools, and equipment required to perform the work covered by this contract. The Contractor will use Green supplies in performance under this Agreement. The cost for such supplies, tools, and equipment are included in the contract rates.

The Contractor shall provide, for the Clients on the Custodial Cleaning crews, transportation to the work site(s). The Contractor is not required to transport the Clients on the Automobile Cleaning/Detailing crew.

The Contractor shall allow the County Project Officer and/or designee to interview Contractor’s staff intended to perform supervisory functions under this contract. The County may reject appointment of personnel whose qualifications are not adequate. The Contractor shall notify the County Project Officer if approved supervisory staff is being replaced, and allow for County’s interview of such newly appointed staff.

The County reserves the right to change the scope of work as follows:

- If changes in the Custodial program are desired by the County, the County shall negotiate with the Contractor for an adjusted price. If negotiations fail, the County reserves the right to rebid the Custodial program.

- If changes in Automobile Cleaning/Detailing program are desired by the County, the County shall negotiate with the Contractor for an adjusted price. If negotiations fail, the County reserves the right to rebid the Automobile Cleaning/Detailing program.

The Contractor shall perform the Custodial services at the following locations:

- Woodmont Center
  2422 North Fillmore Street (DHS occupied spaces only).

- Dawson Terrace
  2133 North Taft Street

- Glen Carlyn Hall
  5111 South 4th Street
• Ballston Commons Mall (One Store)
  4238 Wilson Blvd, Store 2176

The Contractor shall perform the Automobile Cleaning/Detailing services at the following location:

Arlington County Equipment Bureau
2701 S. Taylor Street

The County recognizes that there may be times, such as staff in-service training days, snow emergencies or unforeseen illnesses or absences, which will preclude the Contractor from obtaining full day time coverage at the assigned work sites. Should such a situation occur, the Contractor shall make arrangements for clients transportation. The Contractor also shall notify immediately the County Project Officer and supervisor(s) of the affected site(s) to discuss plans and negotiate arrangements for alternate service coverage. The Contractor shall make all efforts to obtain service coverage or to make arrangements to cover service priorities and emergencies.

II. CONTRACT TERM AND CONTRACT RATES

The Contract unit rates for the first year of the Contract term (Initial Contract Term) will remain firm for the entire Initial Contract Term. If the County elects to extend the Contract beyond the second year of the Initial Contract Term, the Contract unit prices shall be negotiated by the County and the Contractor. Increases in the rates for each ensuing year (Subsequent Contract Term) shall not exceed the percentage of change in the U.S. Department of Labor, Consumer Price Index, All Items, Unadjusted, Urban Areas (CPI-U) for the twelve (12) month period ending in January of each Subsequent Contract year.

If the Contractor and the County do not agree on Contract unit rates using the procedure set forth above by the sixty-sixth (66th) day prior to the end of the Initial Contract Term or sixty (60) days prior to the end of each Subsequent Contract Term, the County will terminate the Contract whether or not the County has previously elected to extend the term. The Contract unit price(s) changed as a result of this procedure shall become effective on the anniversary date of the Contract and shall be binding on the Contractor for the Subsequent Contract Term.

III. SCOPE OF WORK

CUSTODIAL SERVICES
The Contractor shall furnish all labor, supervision, equipment, materials, and supplies necessary to perform custodial services EXCEPT all restroom dispensers, light bulbs and fluorescent tubes. All materials provided by the Contractor (such as, by way of illustration and not limitation, paper towels, toilet paper, toilet seat covers, liquid soap, and chemicals) must be approved by the County.

All paper products must be made of recycled material and be compatible with existing dispensers.
All Chemicals must be "Green Seal" standards (GS37) approved. Some chemicals can be waived of this requirement with the County’s approval.

All work shall be performed in an efficient manner and shall meet the highest standards for the type service being performed.

The Contractor(s) shall provide custodial services at:

- **Woodmont Center** - 2 hours, 5 days per week
- **Dawson Terrace** - 2 hours, 5 days per week
- **Glen Carlyn Hall** - 1 hour, 5 days per week
- **Ballston Commons Mall** - 1 hour, 5 days per week

The Contractor shall perform the services at the above locations, Monday - Friday, 8:30 am - 2:30 pm.

**Partial supply list for above locations:**
- Paper towels
- Large trash bags
- Small trash bags
- Liquid disinfectant cleaner
- Window/Glass cleaner
- Liquid soap
- Toilet paper

**PERSONNEL FOR THE CUSTODIAL CREW**

The Contractors shall provide the necessary staff to accomplish the performance of the specified work. The Contractor’s cleaning crew members shall receive supervision by the Contractor’s staff. The Contractor shall manage all personnel matters for the supervisory staff and cleaning crew members including evaluation, time studies, monitoring of work performance, disciplinary action, and wages.

The Contractor shall ensure that cleaning crew members receive training on appropriate cleaning techniques and use of chemical and germicidal agents.

Arlington County shall have the option to interview the Contractor’s site supervisors prior to the implementation of the contract.

Arlington County reserves the right to request changes in staff if deemed necessary.

All Clients in the crew must be residents of Arlington County. Clients from other jurisdictions will only be served with the written permission of the DHS County Project Officer and if such an admission does not displace an Arlington DHS client.

The Custodial crew shall consist of not more than five (5) clients working per day and not more than six (6) clients in total including clients working on a part time basis.
WORK REQUIREMENTS - CUSTODIAL

The following is a description of services to be provided by the Contractor at all specified sites.

Restrooms
Restrooms shall be cleaned daily to include:

- Disinfecting all toilet bases, bowls, seats and rims.
- Disinfecting all urinals including bases, sides and rims.
- Disinfecting all tile areas, floors, and walls.
- Washing all mirrors.
- Washing all hand basins and hardware.
- Replenishing hand soap, paper towels, toilet paper, and toilet seat covers.
- Washing walls behind toilets and under urinals.
- Damp wiping all booths, shelves, and partitions.
- Bowl brush shall be used on toilet bowls, passage traps, flush holes, and under rims.
- Restroom floors will be machine scrubbed monthly.

Entrance Areas
Entrance areas and lobbies shall be cleaned thoroughly on each site visit. This includes cleaning and polishing of glass and metal surfaces in lobbies, shelves, counters, etc.

Dust Mopping
All non-carpeted areas shall be dust mopped each site visit with a chemically treated dust mop.

Dusting
All surfaces should be dusted twice per week. (up to 84" in height).

Spot Cleaning
All hand prints and spots shall be removed from doors, walls and light switches each site visit.

Vacuuming
All carpet shall be vacuumed on each site visit.

Water Fountains
Water fountains shall be cleaned and polished on each site visit.

Waste Paper Containers
Waste paper baskets shall be emptied on each site visit. Liners shall be replaced when needed. Containers shall be washed at least quarterly, more often if needed.

Stairways and Landings
All stairways and landings shall be swept, dust mopped, or vacuumed on twice per week. Railings and ledges shall be dusted once a week.

Glass Partitions and Doors
All glass doors and partitions shall be cleaned of smudges and fingerprints on each site visit.

Trash Collection:
All trash receptacles shall be collected and disposed of in the dumpsters provided by the County on each site visit. The area directly surrounding the dumpster shall be cleaned during trash collection times. (County staff will ensure that the dumpsters are emptied according to contract schedule). The cost for dumpster pick up as per schedule is the responsibility of the County.

Hard Surface Floors
The hard surface floors will be mopped daily and buffed once per week. All hard surface floors will be stripped, sealed and refinished every 12 months. The contractor will provide the Arlington County Contract Manager a schedule for when this work will be completed. The contract manager will inspect and approve work completed by the contractor.

Carpet Cleaning
Carpets will be vacuumed daily. Spot cleaning of carpet will be completed as necessary using the proper carpet spotting methods. All carpet areas will be extracted every 12 months. The contractor will provide the Arlington County Contract Manager a schedule for when this work will be completed. The contract manager will inspect and approve work completed by the contractor.

Recycling Support
Support recycling efforts at all locations by:
- Moving centrally located "Mixed Paper" recycling bins to pickup containers located at the facility.
- Placing all cardboard in cardboard recycling containers.
- Moving centrally located bottle and can containers to pick up containers located at the facility.

COUNTY RESPONSIBILITIES CUSTODIAL CREW

The County will provide the following:

- Keys for the buildings and interior offices.
- Notification to the Contractor of any moves or changes in the scope of work needed at the facilities.
- Extermination services of contract sites.
- Clean windows inside and outside at contract sites annually.
- Service and maintain lighting at all contract sites. The Contractor’s staff shall notify County site supervisor(s) when any bulbs need replacement and will make every effort to identify materials needed for repair, i.e., a ladder, type of bulbs, etc.
COMPENSATION CUSTODIAL CREW
The Contractor shall compensate the Clients for, at the minimum, a five (5) hour workday at commensurate hourly wages, based on individual time studies. Time studies shall be completed at least twice a year by Contractor’s supervising staff in accordance with Department of Labor standards. Compensation for travel time shall be computed in accordance with Department of Labor standards. The Contractor shall continue to use the competitive hourly wages for the Custodial Worker I position, based on the annual labor market surveys completed by Arlington County’s Human Resources Department, and the Living Wage established by Arlington County.

The Contractor shall submit to the County Project Officer a client-specific service data by the tenth of each month for services provided to and accepted by the County. Clients in the Custodial and enclave will be funded at current group supported employment rates established under separate contracts.

The Contractor shall submit to the County Project Officer a monthly invoice, by the tenth of each month for services provided under this contract in accordance with negotiated prices itemizing prices for the Custodial enclave.

AUTOMOBILE CLEANING/DETAILING SERVICES
The Contractor shall perform the services at Arlington County Equipment Bureau, Monday - Friday, 8:00 am - 2:00 pm.

Duties:
Full interior cleaning of county vehicles in accordance with the Arlington County Equipment Bureau standards identified below each work day and removal of trash and unwanted debris from the parking lot of the Arlington County Equipment Bureau once per week.

Description:
Under the supervision of professional staff, workers will detail County vehicles during the Daily Schedule identified below. In the event of inclement weather or any other condition that preclude workers from detailing vehicles, workers will perform the following light cleaning duties in the break room and specified work areas: wipe tables and sinks, sweep, dispose of trash from waste baskets, and clean windows. Trash, cigarette butts, leaves, and other unwanted debris shall be cleaned from the parking lot surrounding the main Arlington County Equipment Bureau building each week. All trash and cigarette cans on the exterior of the building shall be emptied each week.

PERSONNEL AUTOMOBILE CLEANING/DETAILING
The Contractor shall provide necessary staffing to accomplish the scope of work. The crew will receive supervision from the Contractor’s staff.

The Contractor shall ensure that Service Assistants receive training in appropriate cleaning techniques and use of chemical agents.

Arlington County shall have the option to interview the Contractor’s site supervisors prior to the implementation of the contract.

Arlington County reserves the right to request changes in staff if deemed necessary.
All Clients in the crew must be residents of Arlington County. Clients from other jurisdictions will only be served with the written permission of the DHS County Project Officer and if such an admission does not displace an Arlington DHS client.

The Automobile Cleaning/Detailing crew shall consist of not more than three (3) clients per day and not more than four (4) clients in total including clients working on a part time basis.

The supervisor of the Automobile Cleaning/Detailing crew must remain with the clients throughout the day. The supervisor and all crew members shall wear bright colored safety vests while performing debris removal and cleaning tasks in the Arlington County Equipment Bureau parking lot. The supervisor shall maintain visual contact with the crew members and keep all crew members close enough to reasonably ensure their safety at all times while performing debris removal and cleaning tasks in the Arlington County Equipment Bureau parking lot. The supervisor shall also be responsible for the Client’s safety and well being until all of them have departed the County facility for the day.

The Contractor’s supervisory staff will be required to drive County owned vehicles in and out of the garage bay located at the Arlington County Equipment Bureau. Due to this requirement, the Contractor must have garage keeper’s liability, as well as workers compensation insurance.

**WORK REQUIREMENTS - AUTOMOBILE CLEANING/DETAILING**

**Daily Schedule**

08:00 - 08:30 am  Staff arrives 8:00/ Clients arrive 8:00-8:30
08:30 - 11:00 am  First work session
11:00 - 11:30 am  Lunch
11:30 - 1:00 pm   Second work session
1:00 - 1:10 pm    Afternoon break
1:10 - 1:45 pm    Third work session
1:45 - 2:00 pm    Clean up/prepare for departure
2:00 pm           Clients depart

The crew shall clean the parking lot of the main Arlington County Equipment Bureau building weekly. This may take up to four and one half (4.5) hours per week depending on need. The schedule for cleaning the parking lot shall be determined by the supervisor unless there is a specific need determined by the Business Manager of the Arlington Equipment Bureau or his representative.

**Pre-wash Vehicle:** The supervisor shall drive the vehicle through the County’s Vehicle Wash facility prior to perform any detailing (weather permitting).

**Clean Windows:** Spray and wipe exterior and interior windows with window cleaner, removing all smudges and fingerprints.

**Interior of Doors and Dash:** All interior doors, visors, and dashboards will be dusted and wiped down with Armor All to maintain a clean appearance.

**Vacuuming:** Front and rear interior of each vehicle.
Door wells and Door jams: Will be wiped down and cleaned.

Tires: Will be sprayed and wiped with Armor All or similar product.

Trash: Accumulated in car wash bay will be disposed of at end of each working day.

Grounds Debris Removal: Walk parking lots on all sides of main Arlington County Equipment Bureau building and remove/dispose of trash, cigarette butts, leaves, sand and other unwanted debris once per week.

Empty Trash and Cigarette Cans: empty all trash cans on exterior of building (not including dumpsters) once per week.

**COMPENSATION AUTOMOBILE CLEANING/DETAILING**
The Contractor shall compensate the Clients for, at the minimum, a five (5) hour workday at commensurate hourly wages, based on individual time studies. Time studies shall be completed at least twice a year by Contractor's supervising staff in accordance with Department of Labor standards. The Contractor shall continue to use the competitive hourly wages for the Service Assistant II position, based on the annual labor market surveys completed by Arlington County's Human Resources Department, and the Living Wage established by Arlington County.

The current Living Wage for Arlington County is $12.75 per hour.

The Contractor shall submit to the County Project Officer a monthly invoice and client-specific service data by the tenth of each month for services provided to and accepted by the county. Clients in the Automobile Cleaning/Detailing enclave will be funded at current group supported employment rates established under separate contracts.

The Contractor shall submit to the County Project Officer a monthly invoice, by the tenth of each month for services provided under this contract in accordance with negotiated prices itemizing prices for the Automobile Cleaning/Detailing enclave.
### AGREEMENT NO. 127-10LW

#### EXHIBIT B

**CUSTODIAL ENCLAVE BUDGET**

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Funding Source</th>
<th>Daily Rate</th>
<th>Utilisation</th>
<th>Number of Clients</th>
<th>Annual Revenue</th>
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<tr>
<td>Group Supported Employment</td>
<td>Arlington MedWaiver</td>
<td>62.64</td>
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**Total**

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**Total**

$86,515.03

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<th>TOTAL ANNUAL REVENUE</th>
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<td>$86,515.03</td>
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## Custodial Enclave Budget

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<thead>
<tr>
<th>Job Title</th>
<th>Number of employees</th>
<th>% of time dedicated to Custodial Enclave</th>
<th>Annual Salary (for all in job title)</th>
<th>Annual Fringe (for all in job title)</th>
<th>Annual Cost</th>
<th>Other Staff Related Expenses (please list)</th>
<th>Annual Cost</th>
<th>Total</th>
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<tr>
<td>Custodian</td>
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<td>100%</td>
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<td>Urinal Blocks</td>
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<td>Vacuum Bags</td>
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<td>Microfiber wipes- pink, blue, yellow</td>
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<td>Latex-free gloves</td>
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<th>Other equipment</th>
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<tr>
<td>Putty Knife</td>
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<td>Lobby Dustpan/Broom</td>
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<th>Other Expenses (please list)</th>
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<td>Strip &amp; Wax sub-contract</td>
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</tr>
<tr>
<td>Rehabilitation Contract Expenses (PLEASE SEE ATTACHED)</td>
<td>$86,515.03</td>
</tr>
<tr>
<td>Total</td>
<td>$88,765.03</td>
</tr>
</tbody>
</table>

| Start up expenses                                         | $0.00       |
| On-going operational expenses                             | $164,721.81 |
| Total                                                    | $164,721.81 |

| FUND REQUESTED UNDER CURRNT EFF/CONTRACT for Services     | $179,216.78  |

*For details pertaining to this expense, please refer to contract 8009-111833-31 for Rehabilitation Services*

**BIDDER'S NAME:** MWLE, INC.
### AGREEMENT NO. 127-1014W

#### EXHIBIT C

**VEHICLE DETAILING ENCLAVE BUDGET**

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Funding Source</th>
<th>Rate</th>
<th>Utilisation</th>
<th>Number of Clients</th>
<th>Annual Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Supported Employment</td>
<td>Arlington MedWaiver</td>
<td>82.44</td>
<td>2%</td>
<td>2</td>
<td>$36,696.94</td>
</tr>
<tr>
<td>Group Supported Employment</td>
<td>Arlington Local 1D</td>
<td>97.17</td>
<td>95%</td>
<td>1</td>
<td>$23,039.11</td>
</tr>
</tbody>
</table>

**Total** $59,736.05

<table>
<thead>
<tr>
<th>Other revenue (please list)</th>
<th>Annual Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/A</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**On-going revenue** $59,736.05

**Time limited revenue** $0.00

**TOTAL ANNUAL REVENUE** $59,736.05
# VEHICLE DETAILING ENCLAVE BUDGET

<table>
<thead>
<tr>
<th>Job title</th>
<th>Number of employees within job title</th>
<th>% of time dedicated to Custodial Enclave</th>
<th>Annual Salary (for all in job title)</th>
<th>Annual fringe (for all in job title)</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Carwash Attendant</td>
<td>3</td>
<td>100%</td>
<td>$51,445.02</td>
<td>$3,912.59</td>
<td>$55,357.61</td>
</tr>
<tr>
<td>2 Job Coach</td>
<td>1</td>
<td>17%</td>
<td>$5,029.30</td>
<td>$384.72</td>
<td>$5,414.02</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$60,771.63</strong></td>
</tr>
</tbody>
</table>

**Other staff related expenses (please list)**

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Supplies (please list those not included in Attachment A)**

<table>
<thead>
<tr>
<th>Listed on Attachment A</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Supplies</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$780.00</strong></td>
</tr>
</tbody>
</table>

**Equipment (please list those not included in Attachment A)**

<table>
<thead>
<tr>
<th>Listed on Attachment A</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Equipment</td>
<td></td>
</tr>
<tr>
<td><strong>Safety Vests</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$223.04</strong></td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Vehicle type</th>
<th>Vehicle Year</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Other Transportation costs (please list)**

<table>
<thead>
<tr>
<th></th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Other Expenses (please list)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Garage Keeper’s Insurance</td>
<td>$2,350.00</td>
</tr>
<tr>
<td>2 Rehabilitation Contract Expenses (PLEASE SEE ATTACHED)</td>
<td>$259,736.05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$262,086.05</strong></td>
</tr>
</tbody>
</table>

**Start up expenses**

<table>
<thead>
<tr>
<th>On-going operational expenses</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$123,560.72</td>
<td></td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td><strong>$123,560.72</strong></td>
</tr>
</tbody>
</table>

**Funds requested under current RFP/contract for Services**

$65,824.67

*For details pertaining to this expense, please refer to contract 1008-911632-31 for Rehabilitation Services*

BIDDER’S NAME: MVLE, INC.