NOTICE OF AWARD OF CONTRACT

TO: LT SERVICES, INC.
2815 HARTLAND ROAD, SUITE 300
FALLS CHURCH, VA 22043

DATE ISSUED: JULY 25, 2011
CURRENT REFERENCE NO: 527-12LW

CONTRACT TITLE: DES - CUSTODIAL SERVICES - WFCB
PRIOR REFERENCE NO: 159-10LV

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 in accordance with the response submitted by you on July 25, 2011. The contract term covered by this Notice of Award is effective AUGUST 1, 2011 and expires on JULY 31, 2012.

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

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 159-10LV and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:

1) REFER TO CONTRACTOR’S BID FORM.

2) PRICING FIRM FOR FIRST 24 MONTHS. PRICE ADJUSTMENTS FOR EXTENSION OPTIONS THEREAFTER BASED ON FEBRUARY CPI-U.

ATTACHMENTS:

1) CONTRACTOR’S BID FORM
2) AMENDMENT NO. 1
3) INVITATION TO BID NO. 159-10LV

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: MICHAEL NGUYEN
VENDOR TEL. NO.: 703-698-8838
VENDOR PAYMENT TERMS: NET 30 DAYS
VENDOR FAX. NO.: 703-698-8909
TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1237597
EMAIL ADDRESS: MICHAEL.N@LTSSERVICESINC.COM
COUNTY TEL. NO.: 703-228-4451
COUNTY CONTACT: JAMES MENDITTO

CONTRACT AUTHORIZATION

Maryam Zahory
Procurement Officer

DATE: 7/25/2011

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 159-10LN

BID FORM PAGE 1 OF 5

SUBMIT TWO SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., JULY 6, 2010

FOR PROVIDING CUSTODIAL SERVICES - WATER POLLUTION CONTROL PLANT PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the county's website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

<table>
<thead>
<tr>
<th></th>
<th>1st YEAR CHARGE</th>
<th>2nd YEAR CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operations Control Building</td>
<td>$29,377.55</td>
<td>$30,258.87</td>
</tr>
<tr>
<td>2. Maintenance Building</td>
<td>$27,555.00</td>
<td>$28,381.75</td>
</tr>
<tr>
<td>3. Gravity Filter Building</td>
<td>$5,517.10</td>
<td>$5,682.87</td>
</tr>
<tr>
<td>4. Dewatering Building</td>
<td>$4,242.04</td>
<td>$4,369.29</td>
</tr>
<tr>
<td>5. Preliminary Treatment Building</td>
<td>$5,517.35</td>
<td>$5,682.87</td>
</tr>
<tr>
<td>6. Hypo Building</td>
<td>$5,517.35</td>
<td>$5,682.87</td>
</tr>
<tr>
<td>7. Blower Building</td>
<td>$4,242.03</td>
<td>$4,369.29</td>
</tr>
<tr>
<td>8. BID TOTAL</td>
<td>$81,968.76</td>
<td>$84,427.81</td>
</tr>
<tr>
<td>9. CUSTODIAN HOURLY RATE FOR ADDITIONAL SERVICE</td>
<td>$18.00 HR</td>
<td>$18.54 HR</td>
</tr>
</tbody>
</table>

BIDDER NAME: LT Services, Inc.
10. Did the bidder submit documentation of experience as required on page 8?  
   Yes  X  No ______

11. Did the bidder submit its proposed staffing plan as required on page 8?  
   Yes  X  No ______

12. Did the bidder submit its quality control program information as required on 
   page 9? Yes  X  No ______

13. Did the bidder submit its payroll documentation as required on page 9? 
   Yes  X  No ______

14. Did the bidder submit a list of green chemicals/equipment as required on page 
   9? Yes  X  No ______

15. Did the bidder submit safety training program documentation as required on 
   page 9? Yes  X  No ______

16. Supply List:

   COMPLETE THE FOLLOWING AS PART OF THE BID FORM. THE CONTRACTOR IS 
   ADVISED THAT THE LISTS ARE BY NO MEANS EXHAUSTIVE AND THAT THE 
   RESPONSIBILITY OF PROVIDING THE SUPPLIES AND EQUIPMENT NECESSARY AND 
   ESSENTIAL FOR PERFORMING WORK SPECIFIED UNDER THE CONTRACT RESTS WITH 
   THE CONTRACTOR. ALL CHEMICALS AND PAPER PRODUCTS MUST MEET GREEN SEAL 
   REQUIREMENTS OUTLINED IN BID SPECIFICATIONS.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BRAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. PLASTIC TRASH CAN LINERS</td>
<td>JR Plastics 100% recycled Low Density</td>
</tr>
<tr>
<td>b. PAPER TOWELS (RECYCLED)</td>
<td>Bay West</td>
</tr>
<tr>
<td>c. TWO-Ply TOILET PAPER (RECYCLED)</td>
<td>EcoSoft</td>
</tr>
<tr>
<td>d. HAND SOAP</td>
<td>Alterra General Purpose Hand Soap</td>
</tr>
<tr>
<td>e. TOILET SEAT COVERS</td>
<td>Bay West</td>
</tr>
<tr>
<td>f. CLEANER, GLASS/WINDOW</td>
<td>Johnson Diverse Butchers</td>
</tr>
<tr>
<td>g. CLEANER, BATHROOM</td>
<td>Daycon Envirox</td>
</tr>
<tr>
<td>h. CLEANER, BOWL</td>
<td>Johnson Diverse Butcher</td>
</tr>
<tr>
<td>i. CLEANER, MULTI-PURPOSE</td>
<td>Johnson Diverse Butcher</td>
</tr>
<tr>
<td>j. FLOOR CARE, STRIPPER</td>
<td>Johnson Wax Professional</td>
</tr>
<tr>
<td>k. FLOOR CARE, FINISH</td>
<td>Johnson Wax Professional</td>
</tr>
<tr>
<td>l. FLOOR CARE, SEALER</td>
<td>Johnson Wax Professional</td>
</tr>
<tr>
<td>m. FLOOR CARE, POLISH</td>
<td>Johnson Wax Professional</td>
</tr>
<tr>
<td>n. METAL POLISH</td>
<td>Daycon Enviroshe</td>
</tr>
</tbody>
</table>

BIDDER NAME: LT Services, Inc.
### BID FORM PAGE 3 OF 5

<table>
<thead>
<tr>
<th>Item</th>
<th>Manufacturer</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. VACUUMS, COMMERCIAL GRADE, 1.5 HP MINIMUM</td>
<td>Windsor</td>
<td>7</td>
</tr>
<tr>
<td>b. WET/DRY VACUUM</td>
<td>Powr-Flight</td>
<td>7</td>
</tr>
<tr>
<td>c. BACKPACK VACUUM</td>
<td>Pro-Team</td>
<td>3</td>
</tr>
<tr>
<td>d. FLOOR SCRUB MACHINE</td>
<td>Windsor</td>
<td>2</td>
</tr>
<tr>
<td>e. FLOOR BUFF MACHINE, HI SPEED</td>
<td>Windsor</td>
<td>2</td>
</tr>
<tr>
<td>f. FLOOR BUFF MACHINE, LO SPEED</td>
<td>Centaur</td>
<td>2</td>
</tr>
<tr>
<td>g. CARPET STEAM CLEANER</td>
<td>Powr-Flight</td>
<td>1</td>
</tr>
<tr>
<td>h. BROOMS, INDOOR/OUTDOOR</td>
<td>Rubbermaid</td>
<td>10</td>
</tr>
<tr>
<td>i. DUST PAN</td>
<td>Rubbemaid</td>
<td>10</td>
</tr>
<tr>
<td>j. MOP, WET</td>
<td>Impact</td>
<td>7</td>
</tr>
<tr>
<td>k. MOP, DUST, TREATED</td>
<td>ABCO</td>
<td>7</td>
</tr>
<tr>
<td>l. BUCKET</td>
<td>Rubbermaid</td>
<td>7</td>
</tr>
<tr>
<td>m. WRINGER</td>
<td>Rubbermaid</td>
<td>7</td>
</tr>
<tr>
<td>n. WET FLOOR SIGNS</td>
<td>Rubbermaid</td>
<td>30</td>
</tr>
</tbody>
</table>

**BIDDER NAME:** LT Services, Inc.

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THE CONTRACTOR IS ADVISED THAT THE LISTS ARE BY NO MEANS EXHAUSTIVE AND THAT THE RESPONSIBILITY OF PROVIDING THE SUPPLIES AND EQUIPMENT NECESSARY AND ESSENTIAL FOR PERFORMING WORK SPECIFIED IN THE CONTRACT RESTS WITH THE CONTRACTOR.
### BID FORM PAGE 4 OF 5

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MANUFACTURER</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>o. MOBILE TRASH CAN WITH CADDY</td>
<td>Rubbermaid</td>
<td>4</td>
</tr>
<tr>
<td>p. SPECIAL HIGH CLEANING EQUIP</td>
<td>Unger</td>
<td>5</td>
</tr>
<tr>
<td>q. DUSTERS, LAMBS WOOL OR EQUIV</td>
<td>Lambskin Specialty</td>
<td>7</td>
</tr>
<tr>
<td>r. COMMODE BRUSH</td>
<td>Wilen</td>
<td>20</td>
</tr>
<tr>
<td>s. WINDOW CLEANING UTENSILS</td>
<td>Unger</td>
<td>7</td>
</tr>
</tbody>
</table>

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED.

AUTHORIZED SIGNATURE

[Signature]

PRINT NAME AND TITLE  Michael Nguyen, CEO

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED):  Christopher Cao  TEL. NO.: (703) 675-3319

E-MAIL ADDRESS:  Christopher.cao@ltservicesinc.com

SUBMITTED BY:  (LEGAL NAME OF FIRM)  LT Services, Inc.

ADDRESS:  2815 Hartland Road, Suite 300

CITY/STATE/ZIP:  Falls, Church, VA 22043

 TELEPHONE NO:  (703) 698-8838  FAX NO:  (703) 698-8909

TAX ID NUMBER (EIN/SSN):  54-1237597

THIS FIRM IS A:   ☑ CORPORATION,  ☐ GENERAL PARTNERSHIP,  ☐ LIMITED PARTNERSHIP,  ☐ UNINCORPORATED ASSOCIATION,  ☐ LIMITED LIABILITY COMPANY,  ☐ SOLE PROPRIETORSHIP

61

159-10LN
<table>
<thead>
<tr>
<th>IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS STATUS</td>
</tr>
</tbody>
</table>

SCOPE OF SERVICES

BACKGROUND
The intent of this Invitation to Bid is to establish a Contract with one firm to provide custodial services at the Arlington County Water Pollution Control (WPC) Plant for a two (2) year period. The Contract may be extended for three (3) additional one-year periods upon mutual agreement of the County and the Contractor.

The WPC Plant is comprised of seven (7) different buildings:

1. Operations Control Building, 3402 South Glebe Road
2. Maintenance Building, 3111 South Glebe Road
3. Gravity Filter Buildings, 3324 South Glebe Road
4. Dewatering Building, 3208 South Glebe Road
5. Preliminary Treatment Building, 3139 Fern Street
6. Hypo Building, 3304 South Glebe Road
7. Blower Building, 3404 South Glebe Road

Access to the facility is not available to the general public. No site tour other than a site tour conducted as a part of the pre-bid conference will be authorized.

I. GENERAL REQUIREMENTS

A. 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) shall be approved by the County. All paper products must compatible with existing dispensers.

B. The Contractor shall clean the WPC Plant between 8:00 a.m. and 5:00 p.m., unless otherwise stated in this specification, Monday through Friday except on the following County-observed holidays:

New Year's Day          Columbus Day
Lee/Jackson/King Day    Veterans Day
Washington's Birthday   Thanksgiving (2-Day Holiday)
Memorial Day            Independence Day
Christmas Day           Labor Day

The County may also designate other County-observed holidays.

C. A copy of the complete specifications, including the Technical Specifications and Performance Standards, shall be kept in the Contractor's office area.

The Contractor shall ensure that all its employees understand these specifications. If the employee is unable to read
English but is literate in another language, the Contractor shall provide translations in the appropriate language. A copy of any translations shall be provided by the Contractor to the County's Project Officer.

II. CONTRACTOR'S EMPLOYEES - GENERAL

A. The Contractor shall provide the County a full list of employees designated to perform services under this contract with their full name and social security number within ten (10) days of award of the contract. This list shall be updated monthly. The list shall include any back-up custodians who may work in the WPC Plant to replace regularly scheduled staff. The Contractor agrees to immediately remove any employee the County determines to be unacceptable. The name of any new employee shall be provided the County Project Officer no more than five (5) days following employee's hire.

B. The Contractor's employees shall wear uniforms that clearly identify the Contractor's company name and employee's name at all times during the performance of services under this contract. Additionally, the Contractor shall provide each employee with an identification badge, which includes a photograph of the employee and Contractor's telephone number, to be worn at all times. This requirement shall apply upon entering County property and at all times while on duty.

C. The County will provide to the contract cleaning staff County ID's. These ID's must be worn at all times when staff are in County facilities. When Contractor employees leave employment of the Contractor the ID must be returned to the County within one (1) business day and before a new ID is issued to the new employee. If an access card is lost, the contractor will be responsible for paying a $25 fee to replace the access card.

D. All employees of the Contractor, before being allowed to work on premises, must sign a form consenting to the random search of all items (i.e. coats, packages, purses, etc.) brought into or taken from the County building by employees.

E. The Contractor shall require its employees to follow all security procedures required by the County.

F. The Contractor shall notify the County's Project Officer either by phone or in writing when a temporary change in a management or supervisory employee occurs and provide the name of the replacement employee.

G. The Contractor shall notify the County's Project Officer in writing within thirty (30) days before a permanent change in management or supervisor occurs and provide the name of their replacement for County approval.

H. Background Check
   Within thirty (30) calendar days after award of the contract,
a minimum of two (2) custodians employed by the Contractor must obtain background check approval from the Arlington County Sheriff. The background check form to be completed by each custodian will be issued by the County Project Officer. Processing the form normally takes one week. Once the person is cleared the employee can begin working. Contractors are encouraged to have back up staff cleared in case regular staff are off or leave employment.

III. CONTRACTOR’S EMPLOYEES - OFFSITE AREA MANAGER

A. The Offsite Area Manager (OAM) shall submit to the County Project Officer by close of business each Monday a weekly report containing a list of all problems encountered over the week; projects completed; maintenance issues; daily inspection summaries, time cards, and an overall summary of week's activities.

B. The OAM shall be able to communicate in and understand English (both verbal and written). The OAM must be able to respond to the needs communicated by the County's Project Officer.

C. The OAM shall be responsible for all keys assigned, and for the security of the building. If the OAM or any of the Contractor's employees lose any keys, the Contractor shall be liable for the total cost of re-keying the entire area of the WPC Plant affected.

G. The OAM shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:

1. Contractor's employees who are under the influence of alcohol or drugs will not be permitted in the facility.

2. No loud or boisterous conduct.

3. Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets at any time.

4. Contractor's employees shall not use or tamper with office machines, equipment or County employee property at any time.

5. Contractor's employees shall not use the County's business telephones at any time. Public pay telephones, which are located throughout the facility, may be used if necessary.

6. Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants, or any other person unless said person is an authorized working Contractor employee.

7. The OAM shall report any adverse conditions (leaky faucets, stopped toilets and drains, broken fixtures, light
bulbs out, damage to walls, odors, etc.), as well as any unusual happenings in the building, to the County’s Project Officer daily.

8. The OAM shall conduct weekly inspections of the facility to ensure compliance with the contract.

The County’s Quality Assurance Program (inspections and evaluations) is not a substitute for Contractor Quality Control Program. The County’s Q/A effort does not relieve the Contractor from the responsibility of satisfactorily performing the services specified in the Contract.

IV. CONTRACTOR’S EMPLOYEES - CUSTODIANS

The Contractor shall employ a sufficient number of experienced Custodians to adequately perform all the specified duties and services, including Custodians specially trained in maintaining the following: wood, brass, marble and other stone surfaces; various types of tile and carpeting; and other premium surface materials. Unless otherwise stated in these specifications, their hours shall be between 8:00 am and 5:00 pm Monday through Friday. They shall become familiar with the schedule of cleaning within their assigned areas.

A. The Contractor shall provide appropriate custodial staff to complete sixteen (16) hours of cleaning per day to perform specified duties and services during the facilities normal hours of operation (8:00 am until 5:00 pm). Custodians shall be instructed by the OAM regarding the schedule of cleaning within their assigned area(s).

B. Training: The Contractor shall be responsible for all specialty and routine training of its employees. Written documentation certifying such training shall be provided to the County’s Project Officer upon request. The Contractor shall train its employees on Right-to-Know laws, blood-borne pathogens and any other training necessary to meet OSHA and Federal Regulations.

C. The County reserves the right to require the removal of any employee of the Contractor from the building at any time that in the determination of the County Project Officer is incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment is contrary to consistent good relations with the County or the general public. The OAM shall remove the employee from the WPC premises at the direction of the County.

V. EQUIPMENT

Space will be provided by the County for all equipment supplied by the Contractor which remains on the job site during the term of the contract.

1. Contractor shall furnish equipment, be responsible for the inventory and keep all equipment clean to accomplish the work.
2. Equipment shall be equipped with all necessary protective padding to prevent damage to building finishes and tenant property.

3. Equipment shall comply with all safety requirements and function properly at all times. Equipment shall be maintained per manufacturer recommendations and meet all OSHA requirements.

4. Contractor shall ensure its employees are provided necessary safety protection required while using motorized equipment.

5. The Contractor will be required to indicate on the Bid Form the manufacturer and amount of equipment that they have available for use under the Contract.

VI. SUPPLIES
Supplies shall be made available to the County's Project Officer for inspection and approval. A Custodial closet will be provided for the storage of all supplies (chemicals, solvents, paper goods, etc.) furnished by the Contractor. All supplies shall be appropriate for the jobs and be of no harm to finishes. The Contractor shall furnish all supplies necessary and as required below including but not limited to:

1. All paper products (toilet paper double ply, paper towels) shall contain 100% recycled content and a minimum of 30% post consumer recycled content and manufactured without the additional use of elemental chlorine or chlorine compounds. Paper products shall be approved by the County and provided by the Contractor.

2. Cleaning Supplies
   a. Cleaning supplies shall be Green Seal Standard (GS-37) approved or California Code of Regulation low VOC. Some chemicals approved by the County can be waived of this requirement (floor finish, stripper). The County must approve use and storage of all cleaning products in the facility prior to use.

   b. Mixing of all cleaning chemical concentrates and water shall be completed in a designated area approved by the County Project Officer.

   c. Material Safety Data Sheets (MSDS) for all chemicals and solvents used by the Contractor shall be provided to the County's Project Officer for approval. A copy of the MSDS sheets must be on site and updated at all times. Sufficient supplies shall be maintained on the job site at all times and made available to the Contractor's employees for use in performance of the required services.

3. Labeling of Supplies/Chemicals
   The Contractor shall purchase and issue all chemicals in their
original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this Contract. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State and County laws, ordinances, rules and regulations.

4. Slip Resistance
The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery floors shall be corrected immediately upon discovery.

VII. SPECIAL REQUIREMENTS

A. Inclement Weather
The Contractor shall provide custodial services in inclement weather. In the event the County closes the Water Pollution Control Plant due to inclement weather the Contractor shall be relieved of its responsibility for cleaning during the closure. However, the Contractor shall provide services the next day that the WPC Plant is open, and if the closing occurs on a Friday or a day preceding a holiday, the Contractor shall provide services over the weekend or holiday at no additional cost to the County.

B. Special or Emergency Cleaning
When the OAM is directed by the County's Project Officer to clean an area for a special occasion or an emergency situation, the Contractor shall furnish all labor and supervision as required to fulfill the order. The number of persons on the special/emergency cleaning crew shall be approved in advance by the County's Project Officer. The Contractor will be paid for special or emergency cleaning services based on the hourly rates for additional services submitted on the Bid Form.

C. Contractor's Plan of Operation
Prior to Contract award, the Contractor shall submit to the County Project Officer a complete plan of its operations, including but not limited to the following:

1. Number of employees assigned to each area;

2. Name, address, and telephone number of assigned Contract supervisor;

3. Schedule of cleaning functions including dates for other than nightly functions that will be performed during the period of the contract; and

4. Example of inspection forms and procedures on how inspections will be conducted.
5. Material Safety Data Sheets for all applicable supplies (chemicals, solvents, etc.) to be furnished by the Contractor prior to use.

6. A detailed periodic work plan.

D. Contractor Quality Control Program

1. The Contractor shall establish a complete quality control program to assure the requirements of the Contract are provided as specified. A draft Quality Control Plan (QCP) shall be submitted with the Bid Form. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the County's Project Officer point out the deficiencies. The program shall include but not be limited to the following:

a. An inspection system tailored to the specific facilities covering all services stated in the tasks and frequencies segment of the Contract (refer to sections IX and X). The Contractor shall devise a checklist for use during the performance of the work. The checklist must be signed and dated to indicate the time inspection was completed. It is not permissible for the person who performs the work to inspect and accept that work.

b. An on-site file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the County Project Officer upon request during the term of the Contract.

2. Failure by the Contractor to implement the approved plan and pursue it diligently from the commencement of the Contract may be considered grounds for termination of the contract. Services to be rendered under this Contract are subject to County inspection, both during and after completion of the tasks. The County's inspection and evaluation process is NOT a substitute for Quality Control by the Contractor.

3. The Contractor shall remove all recycling materials from the inside of the buildings to one (1) designated location outside the buildings. The designated location and schedule for frequency of pickups will be provided by the County.

VIII. METHOD OF PAYMENT AND CONSEQUENCE OF FAILURE TO PERFORM SERVICES

Payment shall be monthly in arrears, each month's payment being 1/12th of the annual rate bid subject to any adjustments allowed by this specification. The County reserves the right to reduce the monthly payment for unsatisfactory performance in accordance with rates set out in the Schedule of Prices for Building Cleaning Deductions (See Attachment #2).
The County's Project Officer or designee may inspect at any
time for compliance with the terms of the Contract. The
Contractor will receive written notice of deficiencies by copy
of the inspection reports, or validated complaint letters:

A. Prior to charging damages/deductions;

B. When the Contractor's performance is unsatisfactory or
deductions are to be charged, a Janitorial Contract
Discrepancy Report (Attachment #1) shall be issued by the
County's Project Officer. The Contractor shall legibly
reply in writing within 24 hours explaining:

1. The reasons for the unsatisfactory performance;
2. The corrective action(s) to be taken;
3. Procedures to be implemented to prevent
recurrence.

C. The County will provide a time clock and time cards for the
purpose of tracking hours worked by the Contractor. These
documents will be reviewed by the Project Officer to ensure
the Contractor is providing at least the minimum number of
hours required by this contract. If the hours do not meet
the minimum number without a reasonable explanation (sick
days of two (2) or fewer per week) then the County will
deduct from that months invoice the hours short x $12.75.
If the County finds that the time cards have been punched
without the staff having worked the hours a $250 deduction
shall be taken from the Contractor for each incident.

D. During the first three (3) months of the Contract, the OAM
shall meet once per week on-site with the County Project
Officer and informally on a daily basis with the County's
Project Officer and other designated County staff as
necessary for the purpose of discussing performance. The
meetings shall be documented by the County Project Officer
or designee. The Contractor shall state in writing any
disagreement with the minutes.

E. After the first three (3) months of the Contract, the OAM
shall meet twice a month (formally) and daily (informally)
with the County's Project Officer and other designated
County officials for the purpose of discussing performance
as requested by either party.

F. The County reserves the right to terminate the contract for
nonperformance if service is deemed unacceptable or not in
accordance with the specifications. The County shall be
the sole judge of nonperformance under the contract.
IX. TECHNICAL SPECIFICATIONS AND PERFORMANCE STANDARDS

PART I
TECHNICAL SPECIFICATIONS

A. Paper and Trash Collection

All trash and paper shall be removed and deposited at the dumpster sites.

1) Receptacle Emptying and Cleaning

All trash receptacles shall be emptied according to schedule. All receptacles shall be relined with clean plastic liners.

2) Miscellaneous Trash and Paper Collection

All trash and paper left in corridors or near trash receptacles and obviously intended as trash shall be collected and removed to the designated dumpster. Any questionable item shall be verified as intended for disposal before it can be disposed.

3) Receptacle Cleaning and Disinfecting

According to schedule, trash receptacles shall be thoroughly cleaned and disinfected, such cleaning to include any rigid liners within receptacles. Care shall be taken to thoroughly dry metal parts to prevent rust.

B. Restroom Cleaning and Servicing

PART II
PERFORMANCE STANDARDS

A. Paper and Trash Collection

1) Receptacle Emptying and Cleaning

Receptacles shall be kept clean and odor free. Trash and paper shall not be allowed to accumulate in hallways or overflow receptacles. Dumpster sites shall be kept clean and orderly. Trash shall not be allowed to blow around grounds. Spills resulting from collection process shall be promptly cleaned.

2) Miscellaneous Trash and Paper Collection

Trash and paper left in hallways, corridors, etc. or placed beside receptacles shall be collected and removed according to specific instructions made by the County of the Contractor.

3) Receptacle Cleaning and Disinfecting

Receptacles shall be free from dirt, food, or beverage soils and odors.
Restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Servicing shall be accomplished to assure adequacy of supplies and hygienic condition of restrooms.

1) **Fixture Cleaning and Disinfecting**

Fixtures including toilet bowls, hand basins and urinals shall be cleaned according to schedule. Special care shall be paid to floor and wall mounting brackets and sealants so as not allow accumulations of dirt, urine and other soils.

2) **Stall Partition Cleaning**

Stall partitions and partitions between urinals shall be cleaned according to schedule.

3) **Mirror and Chrome Cleaning**

Mirrors, chrome and other metal trim shall be cleaned and polished according to schedule. Included shall be metal supply dispensers, metal door pushes, metal light switches. Abrasive cleaners shall not be used.

4) **Tile De-scaling**

1) **Fixture Cleaning and Disinfecting**

Fixtures shall present a clean, shining appearance free from dust, spots, stains, rust, mildew, soap residues, mineral deposits, organic material, etc. Wall and floor brackets and other fixture junctures shall be free of accumulations of dirt and urine.

2) **Stall Partition Cleaning**

Graffiti shall be scrubbed or wiped off as soon after detection as possible. Graffiti which can not be removed by normal cleaning procedures shall be reported immediately to the County Project Officer. Stall and urinal partitions shall present a clean appearance free from water streaks, stains, soil, or other unsightly omissions, and free from dust on top edges.

3) **Mirror and Chrome Cleaning**

Mirrors, chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, and other omissions and shall present a high shine.

4) **Tile De-scaling**
According to the schedule, tile floors, stalls, etc. in restrooms shall be cleaned of all scale, mineral deposits and soap residues with an appropriate chemical cleaning solution. Extreme care shall be exercised to avoid damaging fixtures, metal pipes, chrome, etc.

5) Grout Cleaning

Grouting and sealants shall be cleaned according to schedule with an appropriate chemical cleaning agent. Care shall be exercised to prevent damage to tile and any loose or broken grouting shall be reported to the County Project Officer.

6) Ceramic Tile Floor/Wall Cleaning

Ceramic tile floors and walls shall be thoroughly scrubbed with a heavy duty disinfectant/detergent solution. Extreme care shall be exercised to avoid excessive flooding of the area.

7) Restroom Servicing

Restrooms shall be serviced according to schedule and as frequently as necessary to assure sufficiency of supplies and hygienic condition.

Extra supplies shall be left when necessary to assure sufficiency between cleaning and servicing.

Tile floors and walls shall be cleaned of all scale, mineral deposits and soap residues and shall be thoroughly rinsed and dried to present a uniformly clean appearance.

5) Grout Cleaning

Grout and other sealants shall be scrubbed clean and present a uniformly clean and hygienic appearance.

6) Ceramic Tile Floor/Wall Cleaning

Ceramic Tile floors and walls shall be thoroughly cleaned, rinsed and dried to present a uniformly clean appearance.

7) Restroom Servicing

Hand towels, soap, toilet tissues, toilet seat covers and deodorant air fresheners shall be stocked in appropriate dispensers in quantities adequate to ensure sufficiency between cleaning and servicing.
1) **Sweeping/Dust Mopping**

Floors shall be swept or dust mopped according to the schedule to present a clean and orderly appearance at all times. Sweeping compounds shall not be used on finished floors.

2) **Removing Gum/Tar Etc.**

Surface accumulations of chewing gum, tar, hardened dirt and other soil that cannot be removed by other means such as mopping, sweeping, dust mopping, shall be scraped and then removed. Care shall be taken to avoid damage to floor tiles or finish.

3) **Spot Mopping**

According to the schedule and as needed, spills, spots and stains shall be damp mopped to assure a uniformly clean appearance. Spilled materials such as alcohol or other chemicals may result in stains which penetrate floor finishes. In these instances, floors shall receive a light coat of finish to repair the damage and present a uniform appearance.

4) **Mopping**

Floors shall be damp or wet mopped according to the schedule to maintain a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Disks of cardboard or plastic shall be placed under or around furniture legs to prevent rust stains.

1) **Sweeping/Dust Mopping**

Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, expansion joints, and other places inaccessible to the broom or dust mop.

2) **Removing Gum/Tar Etc.**

All gum, tar, and other soils shall be removed as soon as they are discovered.

3) **Spot Mopping**

Spills, spots, and stains shall be mopped up to assure a uniformly clean appearance.

4) **Mopping**

Mopped floors shall be free from streaks, spots, stains, smears, mop strands and other unsightly appearance.
5) Spray Buffing

This procedure shall be employed according to the schedule to ensure a high gloss, non-slippery finish on all floors, to repair and refurnish worn areas of finish and to remove heel and scuff marks. Extreme care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, furnishings with the floor machine, replace all furniture.

6) Stripping and Refinishing

This procedure shall be employed according to schedule to remove accumulations of dirt, finish, discolorations, stains, and rust spots from finished floors. Flooding of floors with stripping solution or rinse water shall be avoided at all times. Extreme caution shall be exercised to prevent splashing of walls, baseboards or furnishings. Any furnishings moved in order to accomplish the procedure shall be replaced to proper position when work is completed. Also, floors shall be re-waxed according to schedule with a sealer and some coats of slip-resisting floor finish. Floors must be clean and free from scuff marks, stains, rust, dirt, gum, tar, old finish, etc. before finish is applied. Coats shall be applied with adequate time for drying allowed between coats. DRY STRIPPING PROCEDURES SHALL NOT BE USED WITHIN THE BUILDING.

5) Spray Buffing

Floors shall have a uniform high shine and be free of streaks, scuff marks, and other unsightly appearance.

6) Stripping and Refinishing

Floors shall be stripped of layers of soiled finish, heel marks and scuffs, discolorations, and stains. After thorough rinsing, floors shall be ready for application of new or additional finish. Sealer and coats of finish shall be properly applied to floor. Finished or refinished floors shall present a uniform shire and shall not have buildups of finish along edges or in corners. Overlapping finish marks shall not be apparent and all omissions shall be blended in with additional coatings to assure uniformity.
D. Carpet Care

Carpets shall be vacuumed, spot cleaned, and shampooed to remove accumulations of dust, dirt, stains, and soil according to the schedule.

1) Vacuuming

Carpets shall be vacuumed according to schedule. Close attention shall be paid to corners, edges, and areas that are inaccessible to the machine. Appropriate hand tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed and any furniture moved and replaced.

2) Spot Cleaning

Carpets shall be spot cleaned as necessary to remove gum, tar, grease, spills, spots, stains, etc. A solvent cleaner may be used provided that it is safe and does not cause fading or discoloration. Aerosol chewing gum remover may be used with a putty knife, but careful attention shall be paid to avoid damaging carpet fibers.

D. Carpet Care

Carpets shall present a uniformly clean appearance at all times free from spots, stains, chewing gum, tar, grease, litter etc. Any tears, rips, burns, or indelible stains shall be reported for repairs or replacement.

1) Vacuuming

Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be free from lint, debris strings, loose carpet stands and the pile shall stand erect.

2) Spot Cleaning

Carpets shall be kept free from chewing gum, candy spills, spots, grease, food and beverage stains, water marks, etc. Indelible stains which cannot be removed by spotting and shampooing procedures shall be reported. Water leaks or beverage spills shall be cleaned up as soon as they are discovered. Gum and tar shall be removed as soon as they are discovered.
3) Shampooing

This procedure shall be employed according to schedule to ensure a clean and uniform appearance and to prolong the life of the carpeting. This complete carpet cleaning and involved the use of one of several proven carpet cleaning techniques (rotary brush extraction, dry extraction, steam extraction, etc.) to thoroughly clean carpet. The choice of which technique to use is the prerogative of the Contractor. Care must be taken to avoid damaging carpet fibers irrespective of the method of carpet cleaning employed.

E. Horizontal Surface Cleaning

Horizontal surface cleaning shall be interpreted to mean those surfaces and objects not high enough to require the use of ladder (below 72") that comprise the furnishings and structures of the facility including but not limited to office furniture (desks, chairs, tables, file cabinets), counter tops, ledges, rails, display cases and the tops of those cases, typewriters, telephones, etc.

1) Spot Cleaning

This procedure is a form of policing areas for dirt, smudges, smears, graffiti, fingerprints, spills, splashes, etc. It shall be accomplished according to schedule and as a matter of good housekeeping practice, on a continuing basis.

2) Dusting

Carpets which have been shampooed shall present a uniformly clean appearance with no evidence of surface soils or spotting, the pile shall stand erect and the color shall be bright.

E. Horizontal Surface Cleaning

1) Spot Cleaning

Surfaces which have been spot cleaned shall be free from smudges, fingerprints, dirt, splashes, graffiti, smears, spills, etc. and shall present a uniformly clean appearance.

2) Dusting
Dusting shall be accomplished according to schedule. Care shall be exercised to avoid damaging painted or wooden surfaces and "lightening" of the cleaned areas. Appropriate cleaning agents shall be used and shall be tested in inconspicuous areas before general use.

Appropriate cleaning agents, polishes, cloths, etc shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to keep dust dispersion to a minimum.

3) **Damp Wiping**

Damp wiping or washing to horizontal surfaces shall be accomplished according to the schedule. Appropriate cleaning agents shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to avoid damage to wood or painted surfaces.

F. **Vertical Surface Cleaning**

Vertical surface cleaning shall be interpreted to mean those surfaces not high enough to require the use of a ladder (below 72") that comprise the furnishings and structure of the facility and shall include but not be limited to walls, doors, gates, baseboards, table and desk legs and sides, sides of file cabinets, frames, pictures, wall hangings, maps, signs, ventilation louvers, etc.

Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.

3) **Damp Wiping**

Surfaces that have been damp wiped shall be free from dirt, streaks, spots, stains, cobwebs, smudges, fingerprints, smears etc. and shall present a uniformly clean appearance. Water marks or spots shall be wiped clean and dry.

F. **Vertical Surface Cleaning**

1) **Spot Cleaning**

1) **Spot Cleaning**
<table>
<thead>
<tr>
<th>Procedure same as in E, 1).</th>
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</thead>
<tbody>
<tr>
<td><strong>2) Dusting</strong></td>
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<tr>
<td>Procedure same as in E, 2).</td>
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<tr>
<td><strong>3) Damp Wiping</strong></td>
</tr>
<tr>
<td>Procedure same as in E, 3).</td>
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<tr>
<td><strong>4) Wall Scrubbing</strong></td>
</tr>
<tr>
<td>This procedure shall be accomplished according to schedule. Appropriate cleaning agents shall be employed according to the type and composition of the wall. Disinfectant agents shall be used on restroom walls.</td>
</tr>
<tr>
<td><strong>5) Baseboard Cleaning</strong></td>
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<tr>
<td>Baseboards shall be cleaned according to schedule and after all stripping, scrubbing, and refinishing procedures as necessary.</td>
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</table>

<table>
<thead>
<tr>
<th>Same standards as in E, 1).</th>
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<td>Same standards as in E, 3).</td>
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<tr>
<td><strong>4) Wall Scrubbing</strong></td>
</tr>
<tr>
<td>Walls shall be totally cleaned and well rinsed and shall be free from graffiti, dirt, splashes, soap residues, fingerprints, etc. and shall present a uniformly clean appearance.</td>
</tr>
<tr>
<td><strong>5) Baseboard Cleaning</strong></td>
</tr>
<tr>
<td>Baseboards shall be free from splashes, dirt, cobwebs, finish buildups, streaks, crevice accumulations of dirt, etc.</td>
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<thead>
<tr>
<th>G. Drinking Fountain Cleaning and Disinfecting</th>
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<tbody>
<tr>
<td>Drinking fountains shall be cleaned according to schedule. All surfaces shall be cleaned with an appropriate disinfectant/detergent solution, wiped thoroughly dry and polished. All trash and debris (gum and food wrappers, etc.) shall be removed. Plumbing problems shall be reported to the maintenance staff for corrective action.</td>
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<tr>
<th>G. Drinking Fountain Cleaning and Disinfecting</th>
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</thead>
<tbody>
<tr>
<td>Drinking fountains shall be free from trash and debris (gum and food wrappers, etc.) dirt, fingerprints, smudges, streaks, spots and stains. Wall areas around the fountains shall be free from water spots and streaks.</td>
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</tbody>
</table>

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<tr>
<th>H. High Dusting/Cleaning</th>
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<tbody>
<tr>
<td>High surfaces shall be interpreted to mean those surfaces and objects high enough to require the use of ladder (above 72&quot;) which comprise</td>
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<tr>
<th>H. High Dusting/Cleaning</th>
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<tbody>
<tr>
<td>High surfaces and objects shall be free from dirt, lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc. and shall</td>
</tr>
</tbody>
</table>
the structure and furnishing of the facility and shall include but are not limited to wall/ceiling junctures, light fixtures, ventilation louvers, overhead signs, sills, ledges, etc.

1) **Cleaning vents, Grills, Etc.**

Ventilation louvers, grills, panels, etc shall be cleaned according to schedule by damp wiping, dusting, washing, or vacuuming as appropriate and with appropriate cleaning agents.

2) **Cleaning Light Filter**

Removable light filters (egg crates, diffusers, etc.) shall be taken down, cleaned, and replaced according to schedule using appropriate cleaning agents care shall be taken to prevent cracking or breaking these somewhat delicate structures.

I. **Cleaning Venetian Blinds**

Venetian blinds are used as a means of blocking or controlling passage of light and sunshine through windows. Blinds shall be cleaned according to schedule by any of the industry accepted methods, dusting, damp wiping, vacuuming, hand washing or washing by use of an ultrasonic cleaning machine.

J. **Elevator/Stairway Cleaning**

Elevators and stairways shall be cleaned according to schedule.

1) **Riser and Threshold Cleaning**

Risers and thresholds shall be cleaned according to the schedule. Attention shall be present an overall clean appearance.

1) **Cleaning Vents, Grills, Etc.**

Cleaned vents, grills, etc. shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.

2) **Cleaning Light Filters**

Same standards as in paragraph H, 1).

I. **Cleaning Venetian Blinds**

Cleaned Venetian blinds especially the slats and tapes that support them shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

J. **Elevator/Stairway Cleaning**

Cleaned elevator and stairway shall present a uniformly clean appearance.

1) **Riser and Threshold Cleaning**

All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from
paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas.

2) **Hand Rail Cleaning**

Hand rails of elevators and stairways shall be cleaned according to the schedule by dusting and/or damp wiping with appropriate cleaning agents.

3) **Elevator Cab Cleaning**

All surfaces within the cab, ceilings, walls, tracks, and doors at each landing. Bright metal, vertical surfaces, and floors shall all be cleaned according to the particular specification that relates to the type of cleaning to be accomplished.

M. **Window and Glass Cleaning**

Windows and glass shall be cleaned according to schedule. Cleaning solution used must not be harmful to metal trim, rubber gaskets, or putty holding glass in place. All spills, splashes and drips shall be wiped clean and dry from surrounding walls, floors, and furnishings. Cleaning shall be scheduled and performed as to provide the least inconvenience to building occupants. All cleaning must be done in compliance with safety and other local laws and regulations.

1) **Interior Window Cleaning**

Interior entrance windows below 72" in height shall be cleaned on the inside

trash, both in open areas and in inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be buildup of finish or accumulations of dirt in layers of finish.

2) **Hand Rail Cleaning**

Hand rails shall be free from fingerprints, dirt, smears, smudges, splashes, spots, stains, streaks, and other unsightly omissions and shall present a uniformly clean appearance.

3) **Elevator Cab Cleaning**

All surface of elevator cab and other parts of the elevator shall be thoroughly cleaned and shall conform to the standards outlined for each surface i.e. floors, walls, metal, horizontal and vertical surfaces, etc.

M. **Window and Glass Cleaning**

Drips, spills, splashes and the like which result from the process of cleaning windows and glass shall be cleaned up as soon as possible.

1) **Interior Window Cleaning**

Windows shall be free from dirt, grime, smears, fingerprints, smudges, water spots, or streaks
according to schedule. It is anticipated that some special equipment may be needed to perform some of the tasks. The Contractor shall provide the special equipment needed.

2) Doors, Partitions and Display Case Cleaning

All glass doors, partitions, and display cases shall be cleaned according to schedule. Metal trim shall be included in the cleaning process.

N. Brass Cleaning

Brass surfaces shall be cleaned according to the schedule by dusting and/or damp wiping with a soft cloth. At no time shall cleaning agents be used.

O. Utility Work

This category of job specification refers to those chores that are deemed necessary to be performed from time to time when the need arises for them to be performed.

1) Emergency Janitorial Services

Emergency services may include but are not limited to cleaning up spills, leaks, floods, sickness, animal wastes, breakage, etc. In the event an emergency situation is of such magnitude that regularly scheduled tasks cannot be accomplished, the County Project Officer shall be so informed.

2) Special Jobs

film and chemical residues. Metal trim, bases, edges, and frames shall be wiped clean and dry.

2) Doors, Partitions, and Display Case Cleaning

Glass shall be free from dirt, grime, smears, fingerprints, smudges, water spots or streaks, film and chemical residues. Metal trim, bases, edges, and frames shall be wiped clean and dry.

N. Brass Cleaning

Brass surfaces shall be free from fingerprints, dirt, smears, smudges, splashes, spots, stains, streaks, and other unsightly omissions and shall present a uniformly clean appearance.

O. Utility Work

Unspecified.

1) Emergency Janitorial Services

Emergency services shall be judged according to the nature of the procedure (i.e. separate standards apply to each function) and on the responsiveness to the situation.

2) Special Jobs
X. FREQUENCIES OF TASKS BY LOCATION

A. Lobbies and Public Areas

Daily

1. Clean bright metal fixtures, rails and/or surfaces with a damp cloth, as required.

2. Remove trash from receptacles and replace liners in receptacles according to the schedule provided.

3. Spot clean entrance glass doors inside and outside

4. Spot clean hard surface floors

5. Sweep debris from carpet areas

Three x per week; (Monday, Wednesday, Friday)

1. Tile floors will be swept, damp mopped and burnished /spray buff.

2. Carpet vacuumed, spot cleaned with spot or stain remover.

3. Spot clean walls.

Weekly

1. Wash all entrance doors, glass doors and glass walls.

2. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

3. Trashcan wiped clean inside and outside

4. Clean walls in elevator lobbies (remove finger prints, smires ,exe.)

5. Graffiti removal as needed
Periodic:

1. Ceiling vents dusted every two weeks and washed quarterly.
2. Carpet extracted yearly.
3. Mini-blinds to be dusted monthly and washed quarterly.
4. Tile floors stripped and refinished yearly. Non-wax floors (brick) which will be scrubbed monthly.
5. Dust and wash the light fixtures monthly.

B. Elevators and Corridors:

Daily

1. Clean and polish bright metal fixtures, handrails and/or surfaces with a damp cloth.
2. Clean and disinfect water fountains.

Three x per week: (Monday, Wednesday, Friday)

1. Tile floors dust mopped, damp mopped and burnished.
2. Spot clean partition glass.
3. Spot clean walls and both sides of doors.
4. Polish all bright metal fixtures, handrails and surfaces.
5. Dust furnishings, low ledges, rails, molding and vents.
6. Clean passenger elevator door tracks and doors
7. Carpet vacuumed, spot cleaned with spot or stain remover.
8. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.
9. Graffiti removal as needed.

Periodic:

1. Wash and polish fire extinguishers and other bright metal semi-annually.
2. Dust and wash light fixtures monthly.
3. Carpet extracted annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
4. Tile floors stripped and refinished annually. Non wax floors (brick) will be scrubbed monthly.

5. Dust walls, high ledges, sills, rails, metal trim, molding and ceiling vents every two weeks and washed semi annually.

C. Offices, Work Areas

Daily
1. All trash receptacles emptied trash removed to trash room. New trash receptacle clear liners to be installed.

2. All surfaces of furniture, picture frames, office equipment, window sills, door panels, radiators, and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

Periodic:
1. Three times per week clean glass doors/doors and kick plates, both sides.

2. Three times per week Spot clean walls and partition glass.

3. Offices and work areas floors will be dust mopped and mopped 3x per week and buffed twice per week.

4. Offices and work areas floors will be buffed twice per week.

5. Carpet vacuumed, spot cleaned with spot or stain remover three times per week and extracted annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)

6. Door frames, window frames, diffusers, and return vents dusted weekly.

7. Glass partitions, corridor walls, transom glass, interior partitions, including interior movable office partitions and molding are to washed monthly.

8. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted bi weekly and washed quarterly.

9. Mini-blinds to be dusted bi-weekly and washed quarterly.

10. Wooden desks, tables and consoles are to be cleaned and polished weekly.

11. Tile floors/wood floors stripped and refinished annually.

12. All upholstery will be extracted annually.
D. Rest Rooms and Locker Rooms:

Daily:

1. Trash receptacles are to be emptied.

2. Wash all trash receptacles, including sanitary napkin disposal receptacles, with a germicidal disinfectant.

3. Wash basins and vanity areas will be washed, using a germicidal disinfectant. This will include the underside of basins and pipe fixtures.

4. Mirrors will be washed.

5. Wipe all partitions, ledges, sills, rails, vents, doors (both sides) with damp cloth.

6. Spot clean walls. Use disinfectant cloth in area of commodes and urinals. Shower walls will be washed using a germicidal disinfectant to remove mildew, soap scum and other mineral buildup.

7. Clean and wipe all commodes and urinals with a disinfectant soap inside and outside.

8. Damp mop tile floors using a disinfectant soap and scrub floors under and around commodes, vanities and all corners are to be cleaned.

9. Replenish hand soap, paper towels, toilet seat covers, and tissue which are furnished by the Contractor.

10. Wipe down all wooden benches in locker room areas.

Periodic:

1. Wash walls with a disinfectant soap, including partitions, weekly.

2. Wash floor drains weekly.

3. a) Tile floors will be buffed twice per week.

b) Tile floors machine scrubbed monthly with ceramic disinfectant and grout cleaners and the entire project is to be completed within one (1) month period in the entire building. (NOTE: Wash outside of commodes and urinals as well as all fixtures with a disinfectant soap after the tile floors are machine scrubbed.)

c) Floors to be stripped and refinished semi-annually.

4. Scrub area under all commodes and bottom of walls with a deck brush once weekly.
5. Wash ceiling, light fixtures and wall vents monthly.

6. All walls in the locker rooms will be thoroughly wiped down with disinfectant monthly.

7. Tops of lockers in locker rooms will be wiped down weekly.

E. Meeting and Conference Rooms:

Daily

1. Trash receptacles to be emptied, trash removed to dumpster. New trash receptacle liners to be installed.

2. Tables, desk tops, chair legs, and other furniture wiped clean with damp cloth.

3. Spot clean walls, glass walls, doors and kick plates.

Periodic

4. Three times per week (Monday Wednesday, Friday) Carpet and fabric furniture vacuumed; carpet spot cleaned with spot or stain remover; and furniture spot cleaned with a mild solution of shampoo and water. Carpets will be extracted annually.

5. Three times per week (Monday Wednesday, Friday) All surfaces of furniture, picture frames, office equipment, window sills, door panels, radiators, and any other surfaces up to 96 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry.

6. All upholstery will be extracted, annually

F. Lunch Room:

Daily

1. Counter and table areas will be wiped down.

2. Trash receptacles emptied, trash removed to trash room and new Trash receptacle liners installed.

3. Restock consumables

Periodic:

1. Three times per week Tile floors will be swept, dust mopped, damp mopped.

2. Tile floors will be twice per week burnished.

3. Trash receptacles wiped clean inside and outside weekly.

4. Non wax floors will be machine scrubbed monthly.

5. Tile floors stripped and refinished annually.

H. Stairwells:
Weekly:
1. Police for paper and other trash and clean spills.
2. Spot clean walls.
3. Sweep and damp mop.
4. Wipe all doors and door knobs.
5. Spray buff floor landings.
6. Wash hand rails.

Periodic:
1. Non wax floors will be machine scrubbed monthly
2. Strip and wax floor landings annually

I. Lab

Daily:
1. Dust mop floor
2. Remove trash from receptacles
3. Wipe down counters that have been identified by lab staff

Periodic:
1. Buff floors three times a week
2. Non wax floors will be scrubbed monthly
3. Strip and refinish the floors annually

J. Recycling
Whenever necessary:
1. Empty large paper recycling containers into bin provided by the county
2. Breakdown cardboard boxes and place them in the cardboard trash container provided by the county.
3. Remove bagged recycled soda cans to the area designated by the county.

K. Partitions Construction
Periodic:
Re-arrangement of partitions is done frequently. When an area of construction is completed, the cleaning contractor, upon the request of the County’s Project Officer, will clean the floors, baseboard, walls,
glass, doors, etc to restore the area to a high level of appearance and maintain on a continuing basis thereafter.

Note: This is not to be considered "Special or Emergency" cleaning as provided for in Item III, B. 2 contained in the base specification, but is considered routine and a trade-off for any period of time the area cannot be serviced according to the specifications due to construction. Bids shall include cleaning of all areas, even those affected by construction now and after contract commencement.
NOTICE OF CONTRACT AMENDMENT

TO: L.T. SERVICES, INC.
2815 HARTLAND RD., STE 300
FALLS CHURCH, VA 22043

DATE ISSUED: JULY 25, 2011

CURRENT REFERENCE NO: 159-10LW

CONTRACT TITLE: DES - CUSTODIAL SERVICES - WPCB

AMENDMENT NO: 1

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

The above referenced contract is amended as follows:

ADD LOCATION AT 2900 S. EADS STREET TO THIS CONTRACT PER CONTRACTOR’S PROPOSAL ATTACHED BASED ON THE SPECIFICATIONS, TERMS AND CONDITIONS OF THIS CONTRACT.

MARYAM LAHORY
PROCUREMENT OFFICER

7/25/11 VENDOR:
DATE
BID FOLDER: 1
Arlington County
Ms. Francisca Flores
1400 N. Uhle Street
Arlington, VA 22201
C/C : Gerry Watkins (Arlington Water Pollution)
C/C : Gregory Bruno (Arlington Water Pollution)

Re: Provide cleaning service at the Building 2900 South Eads Street

Dear Ms. Francisca Flores,

Thank you very much for the opportunity to submit our proposal for providing a cleaning service at Building 2900 South Eads Street. We will clean part of the warehouse office and 01 restroom. Service will be on Monday, Wednesday and Friday for 2 hours each day. Supplies, equipment, labor and supervision included

> Total service price : $126.00 per week

Please do not hesitate to contact us at (703) 675-3319 if you require additional information. Thank you for your consideration. We look forward to doing business with you.

Sincerely,

Christopher Cao
Project Manager
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
SUITE 500, 2100 CLARENDON BOULEVARD
ARLINGTON, VA 22201
(703) 228-3410

INVITATION TO BID NUMBER 159-10LW

SEALED BIDS WILL BE RECEIVED IN HAND IN THE OFFICE OF THE BID CLERK, IN
SUITE 511, 2100 CLARENDON BOULEVARD, ARLINGTON, VA 22201, UNTIL 3:00
P.M. ON THE 6TH DAY OF JULY, 2010 FOR:

THE PROVISION OF CUSTODIAL SERVICES AT THE ARLINGTON COUNTY WATER
POLLUTION CONTROL PLANT LOCATED AT 3402 SOUTH GLEBE ROAD, ARLINGTON,
VIRGINIA WHICH IS COMPRISED OF SEVEN BUILDINGS FOR UP TO A FIVE-YEAR
PERIOD.

At time, date and place above, bids will be publicly opened.

AN ADVANCE NONREFUNDABLE FEE OF $5.00 IS REQUIRED FOR EACH HARD COPY
SET OF THE SOLICITATION DOCUMENTS.

A prebid conference will be held at 10:00 a.m., June 18, 2010 at the
Arlington County Water Pollution Control Plant, 3151 South Fern Street,
Arlington, Virginia. Parking around the Water Pollution Control Plant
is limited and available parking spaces cannot be guaranteed.
Attendees may bring a maximum of two (2) representatives to the prebid
conference. BECAUSE THE COUNTY CONSIDERS IT CRITICAL THAT ALL BIDDERS
OBTAIN A CLEAR UNDERSTANDING OF THE BID REQUIREMENTS, ATTENDANCE AT THE
PREBID CONFERENCE IS MANDATORY AND A PREREQUISITE FOR SUBMITTING A BID.
Bids will be accepted only from those bidders who are represented at
The conference. Minutes of the pre-bid conference will not be recorded
Or published. Bidders arriving after the start of the prebid
Conference may not be recorded as in attendance.

Arlington County reserves the right to reject any and all bids, cancel
this solicitation, and to waive any informalities or irregularities in
procedure. Arlington County does not discriminate against faith-based
organizations.

Arlington County, Virginia
Office of the Purchasing Agent

Mr. Ashley Barnes
Buyer
abarnes@arlingtonva.us
INSTRUCTIONS TO BIDDERS

1. ADDITIONAL INFORMATION
All questions relating to this solicitation shall be submitted in writing to Mr. Ashley Barnes in the Office of the Purchasing Agent, at abarnes@arlingtonva.us.

NO QUESTIONS WILL BE CONSIDERED IF THEY ARE SUBMITTED WITHIN THE SEVEN (7) CALENDAR DAYS IMMEDIATELY PRECEDING THE DEADLINE FOR RECEIPT OF BIDS.

If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal amendment only. Bidders are cautioned that any written or oral representations made by any County representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Office of the Purchasing Agent. For determination as to whether an oral or written representation of any County representative or other person requires that an amendment be issued, contact Mr. Ashley Barnes in the County Purchasing Office at abarnes@arlingtonva.us.

2. COMPETITION INTENDED
It is the County’s intent that this solicitation promotes competition. It shall be the bidder’s responsibility to advise Arlington County if any language, requirements or specifications restrict or limit the purchase to a single source. Such notification must be received by the Arlington County Purchasing Agent not later than fifteen (15) calendar days prior to the date and time set for bid opening. A review of such notifications will be made and the bidder notified of the results of the review.

3. BID FORM SUBMISSION
The Bid Form is provided in the solicitation. One (1) fully-completed Bid Form with an original longhand signature, and a second copy, which may be a photocopy of the signed original (two (2) copies total), shall be submitted by hand, in a sealed envelope or package, to the Office of the Bid Clerk, Suite 511, 2100 Clarendon Boulevard, Arlington, Virginia, 22201, no later than the date and time deadline specified in the Invitation to Bid above. Timely submission is solely the responsibility of the bidder. Bid Forms received after the specified date and time will be rejected. The exterior of the envelope or package shall indicate the name of the bidder, the scheduled bid opening date and time, and the number of the Invitation to Bid. Bid Forms received in the Office of the Bid Clerk after the time and date specified in the Invitation to Bid will not be opened or considered. Bids submitted by facsimile will not be accepted.

A bidder’s failure to submit a bid with a fully-completed Bid Form, using the Bid Form provided in this solicitation, shall be cause for rejection of that bidder’s bid. A bid will be rejected if its corresponding Bid Form is not signed in the designated space by a person authorized to legally bind the bidder. Modification of or additions to any portion or terms of the solicitation may be cause for
rejection of the bid; however, Arlington County reserves the right to
decide, on a case by case basis, in its sole discretion, whether or not
to reject such a bid as nonresponsive. As a precondition to bid
acceptance, Arlington County may, in its sole discretion, request that
the bidder withdraw or modify nonresponsive portions of a bid which do
not affect quality, quantity, price, or delivery. Bids and all
documents related to this solicitation submitted to Arlington County by
a bidder or a prospective bidder shall, upon receipt by Arlington
County, become the property of the County.

4. **BIDDER CERTIFICATION**
Submission of a signed Bid Form is certification by the respective
bidder that it will accept any award made to it as a result of the
submission.

5. **EXCEPTIONS**
Bidders taking exception to any part or section or term of this
solicitation, including, by way of illustration and not limitation, the
Agreement, the Specifications, the General Terms and Conditions, the
Special Conditions, and any attachments or references hereto or
thereto, shall indicate such exceptions on the Bid Forms. Failure to
indicate any exceptions shall be interpreted as the bidder's intent to
fully comply with the solicitation as written. However, conditional or
qualified bids with such exceptions, unless specifically allowed in
this solicitation, are subject to rejection in whole or in part as
nonresponsive.

6. **NOT USED**

7. **ERRORS IN EXTENSION**
Where the unit price and the extension price are at variance, the unit
price will prevail.

8. **DISCOUNTS**
Payment discounts contingent on payment of invoices within a stipulated
period of time will be accepted as a component of a bid, but will not
be considered by Arlington County when evaluating bid prices or when
making an award.

9. **EXPENSES INCURRED IN PREPARING BID**
Arlington County accepts no responsibility for any expense incurred by
any bidder in the preparation and presentation of a bid.

10. **BIDDER INVESTIGATIONS**
Before submitting a bid, each bidder must make all investigations and
examinations necessary to ascertain all conditions and requirements
affecting the full performance of the contract and to verify any
representations made by Arlington County that the bidder will rely
upon. No pleas of ignorance of such conditions and requirements
resulting from failure to make such investigations and examinations
will relieve the successful bidder from its obligation to comply in
every detail with all provisions and requirements of the contract
documents or will be accepted as a basis for any claim whatsoever for
any monetary consideration on the part of the successful bidder.
11. INCOMPLETE DOCUMENTS
Each bidder is responsible for having determined the accuracy and completeness of the solicitation documents upon which it relied in making its bid, and having notified the Arlington County Purchasing Agent immediately upon discovery of an apparent inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering in the solicitation documents.

If a potential bidder downloaded an electronic version of the solicitation documents, that potential bidder is responsible for determining the accuracy and completeness of the electronic documents.

If the successful bidder proceeds with any activity that may be affected by an inaccuracy, error in, or omission in the solicitation documents of which it is aware but has not notified the Arlington County Purchasing Agent, the bidder hereby agrees to perform any activity described in the missing or incomplete documents at no additional cost to Arlington County.

12. QUALIFICATION OF BIDDERS
Each bidder may be required, before the award of contract, to show to the complete satisfaction of the Purchasing Agent that it has the necessary facilities, ability, and financial resources to furnish the service or material specified herein in a satisfactory manner. Each bidder may also be required to show past history and references which will enable the Purchasing Agent to be satisfied as to the bidder’s qualifications. Failure to qualify according to the foregoing requirements will justify bid rejection by Arlington County.

13. DEBARMENT STATUS
The bidder shall certify, in the space provided on the Bid Form, whether or not it is currently debarred from submitting bids to Arlington County, Virginia, or any other state or political subdivision, and whether or not it is an agent of any person or entity that is currently debarred from submitting bids to Arlington County, Virginia, or any other state or political subdivision. An affirmative response will be considered grounds for rejection of the bid.

14. ALTERNATE BID
Bidders who have other items they wish to offer in lieu of or in addition to what is required by this solicitation shall submit a separate bid clearly marked "ALTERNATE BID". Alternate bids will be automatically deemed nonresponsive and will not be considered for award. Such bids will, however, be examined prior to awarding the contract contemplated herein and may result in either cancellation of all bids in order to permit rewriting of the solicitation to include the alternate item in a rebid or the alternate item may be considered for future requirements.

15. NONCONFORMING TERMS AND CONDITIONS
If a bidder submits with its bid alternate terms and conditions that do not conform to the terms and conditions in this solicitation, the bid
will be subject to rejection as nonresponsive. Arlington County reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid prior to a determination by the County of nonresponsiveness as a result of the submission of nonconforming terms and conditions.

16. INFORMALITIES
Arlington County has the right to waive minor defects or variations from the exact requirements of the solicitation in a bid insofar as those defects or variations do not affect the price, quality, quantity, or delivery schedule of the services being procured. If insufficient information is submitted for Arlington County to properly evaluate the bid by a bidder; Arlington County has the right to require such additional information as it may deem necessary after the bid opening time and date, provided that the information requested does not change the price, quality, quantity, or delivery schedule for the services being procured.

17. ARLINGTON COUNTY BUSINESS LICENSES
The successful bidder must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this solicitation, contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

18. AUTHORITY TO TRANSACT BUSINESS
Any firm or entity submitting a bid 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 and the identification number issued to the bidder by the State Corporation Commission must be written in the space provided on the Bid Form. Any bidder that is not required to be authorized to transact business in the Commonwealth shall include in its bid a statement describing why the bidder is not required to be so authorized. The County may require a firm to provide documentation 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 by the State Corporation Commission to transact business in the Commonwealth of Virginia. Failure of a prospective and/or successful bidder to provide such documentation shall be grounds for rejection of the bid or cancellation of the award.

19. NOT USED

20. BID WITHDRAWAL
No bid can be withdrawn after it is filed unless the bidder makes a request in writing to Arlington County prior to the time set for the opening of bids or unless Arlington County fails to award or issue a notice of intent to award the bid within ninety (90) days after the date fixed for opening bids.
21. **WITHDRAWAL OF BID FROM CONSIDERATION**

A bidder may withdraw its bid from consideration if the price of the bid is substantially lower than other bids due solely to a mistake therein, provided the bid is submitted in good faith, the mistake is a clerical mistake as opposed to a judgment mistake, and is actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the bid, which unintentional error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. No partial withdrawals of bids will be permitted after the time and date set for the bid opening. The bidder must give notice in writing to the Arlington County Purchasing Agent of a claim of right to withdraw a bid and provide all original work papers, documents and other materials used in the preparation of the bid sought to be withdrawn, within two (2) business days after the date of bid opening. A bid may be withdrawn if the bidder makes its request in writing to the County Purchasing Agent prior to the time set for the opening of bids, or if Arlington County fails to award or issue a notice of intent to award the bid within ninety (90) days after the date fixed for opening bids.

22. **PARKING**

At most Arlington County government facilities, parking for contractors' vehicles is not provided by Arlington County. A contractor is responsible for the payment of any parking charges or fines resulting from illegal parking at any of the worksite(s). Arlington County offers the "ParkSmart" card, a prepaid debit card that can be used at 2,800 specially-marked parking meters in Arlington County. ParkSmart cards may be purchased at Arlington County Commuter Services Commuter Stores, the Arlington County Treasurer's Office, or online at http://www.commuterdirect.com/. For more information on the use of this payment device, visit http://www.parkarlington.com/ or call 703-228-7433.

23. **REQUIREMENTS CONTRACT AND ACKNOWLEDGEMENT**

Bidders acknowledge that the contract that will be entered into as a result of this solicitation will be a requirements contract. Arlington County will have no obligation to the successful bidder if no items or services are required. Any quantities which are included in this solicitation are the present expectations of those who are planning for Arlington County for the period of the contract. The amount is only an estimate and each bidder understands and agrees that Arlington County is under no obligation to the successful bidder 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. Each bidder further understands that Arlington 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.

24. **TRADE SECRETS OR PROPRIETARY INFORMATION**

Trade secrets or proprietary information that is submitted by a bidder or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection 4-101(2) of the Arlington County Purchasing Resolution shall not be subject to
public disclosure under the Virginia Freedom of Information Act. However, the bidder or contractor must invoke the protection of this subsection prior to or upon submission of the data or other materials, and must identify clearly and in writing, on the Bid Form, the data or other materials to be protected and state the reasons why protection is necessary.

25. **INTEREST IN MORE THAN ONE BID AND COLLUSION**
Multiple bids received in response to this solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one (1) bid for a solicitation both as a bidder and as a subcontractor for another bidder will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two (2) or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

26. **LIVING WAGE CONTRACT**
If this solicitation and resulting contract is subject to the Service Contract Wage ("Living Wage") provisions covered under Article 4-103 of the Arlington County Purchasing Resolution, all employees of a contractor or subcontractor working on County-owned or County-occupied property shall be an hourly wage no less than the Living Wage published on the County's website (Refer to Section 58 under Contract Terms and Conditions for further details specific to this solicitation/contract.)

27. **BEST VALUE APPROACH**
This solicitation is issued under the "Best Value" approach, as it is defined in the Arlington County Purchasing Resolution. Under this approach, in determining the "lowest responsible bidder", the County may consider, in addition to price, any of the following:

a. The ability, capacity, skill and financial resources of the bidder to perform the contract or provide the service required;

b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;

c. Experience and references;

d. Employee training;

e. Quality control;

f. Suitability of equipment, supplies and chemicals;

g. Whether the bidder complies with Service Contract Wage requirements set forth in the Special Conditions section below.
28. **BEST VALUE BID SUBMISSION REQUIREMENTS**
Bidders shall provide the following information with their bids in the same order and using the same titles as shown:

**Section A - Fully executed Bid Form**

**Section B - Experience**
Bidders shall submit evidence of experience for both the firm and its staff as required below. Such information shall clearly identify the experience and qualifications in performing the type of work specified this solicitation. All information provided shall include a description of the project(s) identified, the name and telephone number of a responsible contact person who can verify the information provided, and the identification of the prior employer(s) for each identified project.

The Contractor shall not use subcontractors.

1. **Firm Experience**
Bidder shall have a minimum of three (3) years experience in providing contracted janitorial services in Federal, State or Local government facilities. References shall be provided by the Bidder for three (3) current contracts of similar size and scope to the County's contract, located within a one hundred (100) mile radius of Arlington County.

2. **Principal Staff Experience**
The OAM shall be a current employee of the bidder. The OAM shall have a minimum of two (2) years experience supervising similar size account(s).

3. **Line Staff Experience**
Proposed line staff shall be qualified employees, skilled in the performance of their duties, and with a minimum of six (6) month's experience performing those duties.

**Section C - Line Staff and Staffing Requirements:**
The Bidder shall submit its proposed staffing plan for this contract which shall at a minimum include sixteen (16) hours of work daily.

All buildings under this contract shall be serviced Monday-Friday. The entire building shall be cleaned unless specified below:

**Service Locations:**
1. Operations Control Building, 3402 South Glebe Road
2. Maintenance Building, 3111 South Glebe Road
3. Gravity Filter Buildings, 3324 South Glebe Road (1 Bathroom)
4. Dewatering Building, 3208 South Glebe Road (Control room, 2 bathrooms, lab, elevator, stairwell, hallways)
5. Preliminary Treatment Building, 3139 Fern Street (Lunch room, 2 bathrooms, Control room, hallway, stairwell)
6. Hypo Building, 3304 South Glebe Road (2 bathrooms)
7. Blower Building, 3404 South Glebe Road (1 bathroom)
The Bidder shall provide a description of how the proposed hours will be broken out by specialty (restroom, zone, floor cleaners, etc.) for each staffing plan option.

Section D - Quality Control Program:
Bidder shall submit information regarding its QCP which includes use of weekly inspection forms and customer feedback as follows:

1. The Bidder shall provide one (1) month documentation (in the form of weekly inspection forms that are submitted to a project manager as well as any internal inspections performed by the Bidder) for each of its references provided under section III.A.1.

2. The Bidder shall describe how, or in what form, customer feedback is solicited.

Section E - Payroll Records
The Bidder shall submit a copy of its payroll documentation as proof that they are capable of complying with the Living Wage document requirements outlined in this solicitation.

Section F - Green Chemicals/Equipment
Bidders shall submit a detailed list of green chemicals and equipment on the Bid Form they will use under this contract using additional pages if necessary. Provide a detailed list by building as to where the equipment will be located.

Section G - Safety
Bidders shall provide documentation of the types of safety training programs they offer to their line staff employees including but not limited to blood-borne pathogens, equipment safety training, chemical safety training, and OSHA training. Proof of employee attendance, types of trainings, and who conducted the trainings shall be submitted.

Once the County has evaluated each bid based on the above criteria a site visit/interview and site visits to selected references on the highest rated company may be conducted.

29. BEST VALUE AWARD PROCESS
At the time of the bid opening, a Bid Evaluation Form, enclosed in a sealed envelope, will be made a public record. The Bid Evaluation Form shall include criteria applicable to the contract anticipated by this solicitation, weighed according to the value of those criteria under this solicitation.

For each bid received, and for each criterion listed, County staff will assign a number of points reflecting, in their sole opinion, the degree by which the bid satisfies each criterion. The assigned number of points will then be multiplied by the weight assigned to each criterion. A sum of the resulting numbers will identify the bid which represents the best value under this solicitation. Once this has been
completed and prior to formal award a site visit/interview and site visits to selected references for the bid identified as the best value under this solicitation may be conducted.

30. INSURANCE REQUIREMENTS
Each bidder must review the insurance requirements section carefully with its insurance agent or broker prior to submitting a bid to ensure they can provide the specific coverage requirements and limits applicable to this solicitation. If the bidder is not able to meet the insurance requirements of the solicitation, alternate insurance coverage satisfactory to Arlington County may be considered. Written requests for consideration of alternate coverage must be received by the County Purchasing Agent at least ten (10) working days prior to the date set for receipt of bids. If the County denies the request for alternate coverage, the coverage required by the Insurance Requirements section must be provided. If the County permits alternate coverage, an amendment to the Insurance Checklist will be issued prior to the time and date set for receipt of bids.
SCOPE OF SERVICES

BACKGROUND
The intent of this Invitation to Bid is to establish a Contract with one firm to provide custodial services at the Arlington County Water Pollution Control (WPC) Plant for a two (2) year period. The Contract may be extended for three (3) additional one-year periods upon mutual agreement of the County and the Contractor.

The WPC Plant is comprised of seven (7) different buildings:

1. Operations Control Building, 3402 South Glebe Road  
2. Maintenance Building, 3111 South Glebe Road  
3. Gravity Filter Buildings, 3324 South Glebe Road  
4. Dewatering Building, 3208 South Glebe Road  
5. Preliminary Treatment Building, 3139 Fern Street  
6. Hypo Building, 3304 South Glebe Road  
7. Blower Building, 3404 South Glebe Road

Access to the facility is not available to the general public. No site tour other than a site tour conducted as a part of the pre-bid conference will be authorized.

I. GENERAL REQUIREMENTS

A. 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) shall be approved by the County. All paper products must compatible with existing dispensers.

B. The Contractor shall clean the WPC Plant between 8:00 a.m. and 5:00 p.m., unless otherwise stated in this specification, Monday through Friday except on the following County-observed holidays:

New Year's Day  
Lee/Jackson/King Day  
Washington's Birthday  
Memorial Day  
Christmas Day  

Columbus Day  
Veterans Day  
Thanksgiving (2-Day Holiday)  
Independence Day  
Labor Day

The County may also designate other County-observed holidays.

C. A copy of the complete specifications, including the Technical Specifications and Performance Standards, shall be kept in the Contractor's office area.

The Contractor shall ensure that all its employees understand these specifications. If the employee is unable to read
English but is literate in another language, the Contractor shall provide translations in the appropriate language. A copy of any translations shall be provided by the Contractor to the County's Project Officer.

II. CONTRACTOR'S EMPLOYEES - GENERAL
A. The Contractor shall provide the County a full list of employees designated to perform services under this contract with their full name and social security number within ten (10) days of award of the contract. This list shall be updated monthly. The list shall include any back-up custodians who may work in the WPC Plant to replace regularly scheduled staff. The Contractor agrees to immediately remove any employee the County determines to be unacceptable. The name of any new employee shall be provided the County Project Officer no more than five (5) days following employee's hire.

B. The Contractor's employees shall wear uniforms that clearly identify the Contractor's company name and employee's name at all times during the performance of services under this contract. Additionally, the Contractor shall provide each employee with an identification badge, which includes a photograph of the employee and Contractor's telephone number, to be worn at all times. This requirement shall apply upon entering County property and at all times while on duty.

C. The County will provide to the contract cleaning staff County ID's. These ID's must be worn at all times when staff are in County facilities. When Contractor employees leave employment of the Contractor the ID must be returned to the County within one (1) business day and before a new ID is issued to the new employee. If an access card is lost, the contractor will be responsible for paying a $25 fee to replace the access card.

D. All employees of the Contractor, before being allowed to work on premises, must sign a form consenting to the random search of all items (i.e. coats, packages, purses, etc.) brought into or taken from the County building by employees.

E. The Contractor shall require its employees to follow all security procedures required by the County.

F. The Contractor shall notify the County's Project Officer either by phone or in writing when a temporary change in a management or supervisory employee occurs and provide the name of the replacement employee.

G. The Contractor shall notify the County's Project Officer in Writing within thirty (30) days before a permanent change in management or supervisor occurs and provide the name of their replacement for County approval.

H. Background Check
   Within thirty (30) calendar days after award of the contract,
a minimum of two (2) custodians employed by the Contractor must obtain background check approval from the Arlington County Sheriff. The background check form to be completed by each custodian will be issued by the County Project Officer. Processing the form normally takes one week. Once the person is cleared the employee can begin working. Contractors are encouraged to have back up staff cleared in case regular staff are off or leave employment.

III. CONTRACTOR'S EMPLOYEES - OFFSITE AREA MANAGER
A. The Offsite Area Manager (OAM) shall submit to the County Project Officer by close of business each Monday a weekly report containing a list of all problems encountered over the week; projects completed; maintenance issues; daily inspection summaries, time cards, and an overall summary of week's activities.

B. The OAM shall be able to communicate in and understand English (both verbal and written). The OAM must be able to respond to the needs communicated by the County's Project Officer.

C. The OAM shall be responsible for all keys assigned, and for the security of the building. If the OAM or any of the Contractor's employees lose any keys, the Contractor shall be liable for the total cost of re-keying the entire area of the WPC Plant affected.

G. The OAM shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:

1. Contractor's employees who are under the influence of alcohol or drugs will not be permitted in the facility.

2. No loud or boisterous conduct.

3. Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets at any time.

4. Contractor's employees shall not use or tamper with office machines, equipment or County employee property at any time.

5. Contractor's employees shall not use the County's business telephones at any time. Public pay telephones, which are located throughout the facility, may be used if necessary.

6. Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants, or any other person unless said person is an authorized working Contractor employee.

7. The OAM shall report any adverse conditions (leaky faucets, stopped toilets and drains, broken fixtures, light
bulbs out, damage to walls, odors, etc.), as well as any unusual happenings in the building, to the County's Project Officer daily.

8. The OAM shall conduct weekly inspections of the facility to ensure compliance with the contract.

The County's Quality Assurance Program (inspections and evaluations) is not a substitute for Contractor Quality Control Program. The County's Q/A effort does not relieve the Contractor from the responsibility of satisfactorily performing the services specified in the Contract.

IV. CONTRACTOR'S EMPLOYEES - CUSTODIANS
The Contractor shall employ a sufficient number of experienced Custodians to adequately perform all the specified duties and services, including Custodians specially trained in maintaining the following: wood, brass, marble and other stone surfaces; various types of tile and carpeting; and other premium surface materials. Unless otherwise stated in these specifications, their hours shall be between 8:00 am and 5:00 pm Monday through Friday. They shall become familiar with the schedule of cleaning within their assigned areas.

A. The Contractor shall provide appropriate custodial staff to complete sixteen (16) hours of cleaning per day to perform specified duties and services during the facilities normal hours of operation (8:00 am until 5:00 pm). Custodians shall be instructed by the OAM regarding the schedule of cleaning within their assigned area(s).

B. Training: The Contractor shall be responsible for all specialty and routine training of its employees. Written documentation certifying such training shall be provided to the County's Project Officer upon request. The Contractor shall train its employees on Right-to-Know laws, blood-borne pathogens and any other training necessary to meet OSHA and Federal Regulations.

C. The County reserves the right to require the removal of any employee of the Contractor from the building at any time that in the determination of the County Project Officer is incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment is contrary to consistent good relations with the County or the general public. The OAM shall remove the employee from the WPC premises at the direction of the County.

V. EQUIPMENT
Space will be provided by the County for all equipment supplied by the Contractor which remains on the job site during the term of the contract.

1. Contractor shall furnish equipment, be responsible for the inventory and keep all equipment clean to accomplish the work.
2. Equipment shall be equipped with all necessary protective padding to prevent damage to building finishes and tenant property.

3. Equipment shall comply with all safety requirements and function properly at all times. Equipment shall be maintained per manufacturer recommendations and meet all OSHA requirements.

4. Contractor shall ensure its employees are provided necessary safety protection required while using motorized equipment.

5. The Contractor will be required to indicate on the Bid Form the manufacturer and amount of equipment that they have available for use under the Contract.

VI. SUPPLIES
Supplies shall be made available to the County's Project Officer for inspection and approval. A Custodial closet will be provided for the storage of all supplies (chemicals, solvents, paper goods, etc.) furnished by the Contractor. All supplies shall be appropriate for the jobs and be of no harm to finishes. The Contractor shall furnish all supplies necessary and as required below including but not limited to:

1. All paper products (toilet paper double ply, paper towels) shall contain 100% recycled content and a minimum of 30% post consumer recycled content and manufactured without the additional use of elemental chlorine or chlorine compounds. Paper products shall be approved by the County and provided by the Contractor.

2. Cleaning Supplies
   a. Cleaning supplies shall be Green Seal Standard (GS-37) approved or California Code of Regulation low VOC. Some chemicals approved by the County can be waived of this requirement (floor finish, stripper). The County must approve use and storage of all cleaning products in the facility prior to use.

   b. Mixing of all cleaning chemical concentrates and water shall be completed in a designated area approved by the County Project Officer.

   c. Material Safety Data Sheets (MSDS) for all chemicals and solvents used by the Contractor shall be provided to the County's Project Officer for approval. A copy of the MSDS sheets must be on site and updated at all times. Sufficient supplies shall be maintained on the job site at all times and made available to the Contractor's employees for use in performance of the required services.

3. Labeling of Supplies/Chemicals
The Contractor shall purchase and issue all chemicals in their
original containers. Materials that require precautionary
warnings shall have affixed to all containers such labels or
markings as are prescribed by law, regulatory agencies or this
Contract. Markings or labeling of materials containing
hazardous or toxic substance or wastes shall be in accordance
with all Federal, State and County laws, ordinances, rules and
regulations.

4. Slip Resistance
The Contractor shall verify that all floor finishes, seals,
spray buff solutions and other such chemicals applied to non-
carpeted floors provide adequate protection against slippery
floors. Any observed instances of slippery floors shall be
corrected immediately upon discovery.

VII. SPECIAL REQUIREMENTS

A. Inclement Weather
The Contractor shall provide custodial services in inclement
weather. In the event the County closes the Water Pollution
Control Plant due to inclement weather the Contractor shall be
relieved of its responsibility for cleaning during the closure.
However, the Contractor shall provide services the next day
that the WPC Plant is open, and if the closing occurs on a
Friday or a day preceding a holiday, the Contractor shall
provide services over the weekend or holiday at no additional
cost to the County.

B. Special or Emergency Cleaning
When the QAM is directed by the County's Project Officer to
clean an area for a special occasion or an emergency situation,
the Contractor shall furnish all labor and supervision as
required to fulfill the order. The number of persons on the
special/emergency cleaning crew shall be approved in advance by
the County's Project Officer. The Contractor will be paid for
special or emergency cleaning services based on the hourly
rates for additional services submitted on the Bid Form.

C. Contractor's Plan of Operation
Prior to Contract award, the Contractor shall submit to
the County Project Officer a complete plan of its operations,
including but not limited to the following:

1. Number of employees assigned to each area;

2. Name, address, and telephone number of assigned Contract
   supervisor;

3. Schedule of cleaning functions including dates for other
   than nightly functions that will be performed during the
   period of the contract; and

4. Example of inspection forms and procedures on how
   inspections will be conducted.
5. Material Safety Data Sheets for all applicable supplies (chemicals, solvents, etc.) to be furnished by the Contractor prior to use.

6. A detailed periodic work plan.

D. Contractor Quality Control Program

1. The Contractor shall establish a complete quality control program to assure the requirements of the Contract are provided as specified. A draft Quality Control Plan (QCP) shall be submitted with the Bid Form. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the County's Project Officer point out the deficiencies. The program shall include but not be limited to the following:

   a. An inspection system tailored to the specific facilities covering all services stated in the tasks and frequencies segment of the Contract (refer to sections IX and X). The Contractor shall devise a checklist for use during the performance of the work. The checklist must be signed and dated to indicate the time inspection was completed. It is not permissible for the person who performs the work to inspect and accept that work.

   b. An on-site file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the County Project Officer upon request during the term of the Contract.

2. Failure by the Contractor to implement the approved plan and pursue it diligently from the commencement of the Contract may be considered grounds for termination of the contract. Services to be rendered under this Contract are subject to County inspection, both during and after completion of the tasks. The County’s inspection and evaluation process is NOT a substitute for Quality Control by the Contractor.

3. The Contractor shall remove all recycling materials from the inside of the buildings to one (1) designated location outside the buildings. The designated location and schedule for frequency of pickups will be provided by the County.

VIII. METHOD OF PAYMENT AND CONSEQUENCE OF FAILURE TO PERFORM SERVICES

Payment shall be monthly in arrears, each month's payment being 1/12th of the annual rate bid subject to any adjustments allowed by this specification. The County reserves the right to reduce the monthly payment for unsatisfactory performance in accordance with rates set out in the Schedule of Prices for Building Cleaning Deductions (See Attachment #2).
The County's Project Officer or designee may inspect at any time for compliance with the terms of the Contract. The Contractor will receive written notice of deficiencies by copy of the inspection reports, or validated complaint letters:

A. Prior to charging damages/deductions;

B. When the Contractor's performance is unsatisfactory or deductions are to be charged, a Janitorial Contract Discrepancy Report (Attachment #1) shall be issued by the County's Project Officer. The Contractor shall legibly reply in writing within 24 hours explaining:

1. The reasons for the unsatisfactory performance;
2. The corrective action(s) to be taken;
3. Procedures to be implemented to prevent recurrence.

C. The County will provide a time clock and time cards for the purpose of tracking hours worked by the Contractor. These documents will be reviewed by the Project Officer to ensure the Contractor is providing at least the minimum number of hours required by this contract. If the hours do not meet the minimum number without a reasonable explanation (sick days of two (2) or fewer per week) then the County will deduct from that months invoice the hours short x $12.75. If the County finds that the time cards have been punched without the staff having worked the hours a $250 deduction shall be taken from the Contractor for each incident.

D. During the first three (3) months of the Contract, the OAM shall meet once per week on-site with the County Project Officer and informally on a daily basis with the County's Project Officer and other designated County staff as necessary for the purpose of discussing performance. The meetings shall be documented by the County Project Officer or designee. The Contractor shall state in writing any disagreement with the minutes.

E. After the first three (3) months of the Contract, the OAM shall meet twice a month (formally) and daily (informally) with the County's Project Officer and other designated County officials for the purpose of discussing performance as requested by either party.

F. The County reserves the right to terminate the contract for nonperformance if service is deemed unacceptable or not in accordance with the specifications. The County shall be the sole judge of nonperformance under the contract.
**IX. TECHNICAL SPECIFICATIONS AND PERFORMANCE STANDARDS**

**PART I: TECHNICAL SPECIFICATIONS**

**A. Paper and Trash Collection**

All trash and paper shall be removed and deposited at the dumpster sites.

1) **Receptacle Emptying and Cleaning**

All trash receptacles shall be emptied according to schedule. All receptacles shall be relined with clean plastic liners.

2) **Miscellaneous Trash and Paper Collection**

All trash and paper left in corridors or near trash receptacles and obviously intended as trash shall be collected and removed to the designated dumpster. Any questionable item shall be verified as intended for disposal before it can be disposed.

3) **Receptacle Cleaning and Disinfecting**

According to schedule, trash receptacles shall be thoroughly cleaned and disinfected, such cleaning to include any rigid liners within receptacles. Care shall be taken to thoroughly dry metal parts to prevent rust.

**B. Restroom Cleaning and Servicing**

**PART II: PERFORMANCE STANDARDS**

**A. Paper and Trash Collection**

1) **Receptacle Emptying and Cleaning**

Receptacles shall be kept clean and odor free. Trash and paper shall not be allowed to accumulate in hallways or overflow receptacles. Dumpster sites shall be kept clean and orderly. Trash shall not be allowed to blow around grounds. Spills resulting from collection process shall be promptly cleaned.

2) **Miscellaneous Trash and Paper Collection**

Trash and paper left in hallways, corridors, etc. or placed beside receptacles shall be collected and removed according to specific instructions made by the County of the Contractor.

3) **Receptacle Cleaning and Disinfecting**

Receptacles shall be free from dirt, food, or beverage soils and odors.
Restrooms shall be cleaned with proper dilutions of disinfectant/detergent cleaning products to control disease-causing organisms and to prevent odors. Servicing shall be accomplished to assure adequacy of supplies and hygienic condition of restrooms.

1) **Fixture Cleaning and Disinfecting**

   Fixtures including toilet bowls, hand basins and urinals shall be cleaned according to schedule. Special care shall be paid to floor and wall mounting brackets and sealants so as not allow accumulations of dirt, urine and other soils.

2) **Stall Partition Cleaning**

   Stall partitions and partitions between urinals shall be cleaned according to schedule.

3) **Mirror and Chrome Cleaning**

   Mirrors, chrome and other metal trim shall be cleaned and polished according to schedule. Included shall be metal supply dispensers, metal door pushes, metal light switches. Abrasive cleaners shall not be used.

4) **Tile De-scaling**

1) **Fixture Cleaning and Disinfecting**

   Fixtures shall present a clean, shining appearance free from dust, spots, stains, rust, mildew, soap residues, mineral deposits, organic material, etc. Wall and floor brackets and other fixture junctures shall be free of accumulations of dirt and urine.

2) **Stall Partition Cleaning**

   Graffiti shall be scrubbed or wiped off as soon after detection as possible. Graffiti which can not be removed by normal cleaning procedures shall be reported immediately to the County Project Officer. Stall and urinal partitions shall present a clean appearance free from water streaks, stains, soil, or other unsightly omissions, and free from dust on top edges.

3) **Mirror and Chrome Cleaning**

   Mirrors, chrome, and other metal trim shall be free from water marks, streaks, soil, stains, graffiti, and other omissions and shall present a high shine.

4) **Tile De-scaling**
According to the schedule, tile floors, stalls, etc. in restrooms shall be cleaned of all scale, mineral deposits and soap residues with an appropriate chemical cleaning solution. Extreme care shall be exercised to avoid damaging fixtures, metal pipes, chrome, etc.

5) Grout Cleaning

Grouting and sealants shall be cleaned according to schedule with an appropriate chemical cleaning agent. Care shall be exercised to prevent damage to tile and any loose or broken grouting shall be reported to the County Project Officer.

6) Ceramic Tile Floor/Wall Cleaning

Ceramic tile floors and walls shall be thoroughly scrubbed with a heavy duty disinfectant/detergent solution. Extreme care shall be exercised to avoid excessive flooding of the area.

7) Restroom Servicing

Restrooms shall be serviced according to schedule and as frequently as necessary to assure sufficiency of supplies and hygienic condition.

Extra supplies shall be left when necessary to assure sufficiency between cleaning and servicing.

Tile floors and walls shall be cleaned of all scale, mineral deposits and soap residues and shall be thoroughly rinsed and dried to present a uniformly clean appearance.

5) Grout Cleaning

Grout and other sealants shall be scrubbed clean and present a uniformly clean and hygienic appearance.

6) Ceramic Tile Floor/Wall Cleaning

Ceramic Tile floors and walls shall be thoroughly cleaned, rinsed and dried to present a uniformly clean appearance.

7) Restroom Servicing

Hand towels, soap, toilet tissues, toilet seat covers and deodorant air fresheners shall be stocked in appropriate dispensers in quantities adequate to ensure sufficiency between cleaning and servicing.

C. Floor Maintenance
1) **Sweeping/Dust Mopping**

Floors shall be swept or dust mopped according to the schedule to present a clean and orderly appearance at all times. Sweeping compounds shall not be used on finished floors.

2) **Removing Gum/Tar Etc.**

Surface accumulations of chewing gum, tar, hardened dirt and other soil that cannot be removed by other means such as mopping, sweeping, dust mopping, shall be scraped and then removed. Care shall be taken to avoid damage to floor tiles or finish.

3) **Spot Mopping**

According to the schedule and as needed, spills, spots and stains shall be damp mopped to assure a uniformly clean appearance. Spilled materials such as alcohol or other chemicals may result in stains which penetrate floor finishes. In these instances, floors shall receive a light coat of finish to repair the damage and present a uniform appearance.

4) **Mopping**

Floors shall be damp or wet mopped according to the schedule to maintain a uniformly clean appearance. Care shall be taken to avoid splashing walls, baseboards, furnishings, etc. Disks of cardboard or plastic shall be placed under or around furniture legs to prevent rust stains.

1) **Sweeping/Dust Mopping**

Floors shall present a clean and orderly appearance with no loose dirt or debris in evidence including in corners, expansion joints, and other places inaccessible to the broom or dust mop.

2) **Removing Gum/Tar Etc.**

All gum, tar, and other soils shall be removed as soon as they are discovered.

3) **Spot Mopping**

Spills, spots, and stains shall be mopped up to assure a uniformly clean appearance.

4) **Mopping**

Mopped floors shall be free from streaks, spots, stains, smears, mop strands and other unsightly appearance.
5) Spray Buffing

This procedure shall be employed according to the schedule to ensure a high gloss, non-slippery finish on all floors, to repair and refurnish worn areas of finish and to remove heel and scuff marks. Extreme care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, furnishings with the floor machine, replace all furniture.

6) Stripping and Refinishing

This procedure shall be employed according to schedule to remove accumulations of dirt, finish, discolorations, stains, and rust spots from finished floors. Flooding of floors with stripping solution or rinse water shall be avoided at all times. Extreme caution shall be exercised to prevent splashing of walls, baseboards or furnishings. Any furnishings moved in order to accomplish the procedure shall be replaced to proper position when work is completed. Also, floors shall be re-waxed according to schedule with a sealer and some coats of slip-resisting floor finish. Floors must be clean and free from scuff marks, stains, rust, dirt, gum, tar, old finish, etc. before finish is applied. Coats shall be applied with adequate time for drying allowed between coats. DRY STRIPPING PROCEDURES SHALL NOT BE USED WITHIN THE BUILDING.

5) Spray Buffing

Floors shall have a uniform high shine and be free of streaks, scuff marks, and other unsightly appearance.

6) Stripping and Refinishing

Floors shall be stripped of layers of soiled finish, heel marks and scuffs, discolorations, and stains. After thorough rinsing, floors shall be ready for application of new or additional finish. Sealer and coats of finish shall be properly applied to floor. Finished or refinshed floors shall present a uniform shire and shall not have buildups of finish along edges or in corners. Overlapping finish marks shall not be apparent and all omissions shall be blended in with additional coatings to assure uniformity.
D. Carpet Care

Carpets shall be vacuumed, spot cleaned, and shampooed to remove accumulations of dust, dirt, stains, and soil according to the schedule.

1) Vacuuming

Carpets shall be vacuumed according to schedule. Close attention shall be paid to corners, edges, and areas that are inaccessible to the machine. Appropriate hand tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments. Bags shall be emptied or cleaned regularly. Walk-off mats shall also be vacuumed and any furniture moved and replaced.

2) Spot Cleaning

Carpets shall be spot cleaned as necessary to remove gum, tar, grease, spills, spots, stains, etc. A solvent cleaner may be used provided that it is safe and does not cause fading or discoloration. Aerosol chewing gum remover may be used with a putty knife, but careful attention shall be paid to avoid damaging carpet fibers.

D. Carpet Care

Carpets shall present a uniformly clean appearance at all times free from spots, stains, chewing gum, tar, grease, litter etc. Any tears, rips, burns, or indelible stains shall be reported for repairs or replacement.

1) Vacuuming

Vacuumed carpets shall present a uniformly clean appearance both in open spaces and in inaccessible areas under and around furnishings, in corners and along edges. Carpets shall be free from lint, debris strings, loose carpet stands and the pile shall stand erect.

2) Spot Cleaning

Carpets shall be kept free from chewing gum, candy spills, spots, grease, food and beverage stains, water marks, etc. Indelible stains which cannot be removed by spotting and shampooing procedures shall be reported. Water leaks or beverage spills shall be cleaned up as soon as they are discovered. Gum and tar shall be removed as soon as they are discovered.
3) Shampooing

This procedure shall be employed according to schedule to ensure a clean and uniform appearance and to prolong the life of the carpeting. This complete carpet cleaning and involved the use of one of several proven carpet cleaning techniques (rotary brush extraction, dry extraction, steam extraction, etc.) to thoroughly clean carpet. The choice of which technique to use is the prerogative of the Contractor. Care must be taken to avoid damaging carpet fibers irrespective of the method of carpet cleaning employed.

E. Horizontal Surface Cleaning

Horizontal surface cleaning shall be interpreted to mean those surfaces and objects not high enough to require the use of ladder (below 72") that comprise the furnishings and structures of the facility including but not limited to office furniture (desks, chairs, tables, file cabinets), counter tops, ledges, rails, display cases and the tops of those cases, typewriters, telephones, etc.

1) Spot Cleaning

This procedure is a form of policing areas for dirt, smudges, smears, graffiti, fingerprints, spills, splashes, etc. It shall be accomplished according to schedule and as a matter of good housekeeping practice, on a continuing basis.

2) Dusting

1) Spot Cleaning

Surfaces which have been spot cleaned shall be free from smudges, fingerprints, dirt, splashes, graffiti, smears, spills, etc. and shall present a uniformly clean appearance.

2) Dusting

Carpets which have been shampooed shall present a uniformly clean appearance with no evidence of surface soils or spotting, the pile shall stand erect and the color shall be bright.
Dusting shall be accomplished according to schedule. Care shall be exercised to avoid damaging painted or wooden surfaces and "lightening" of the cleaned areas. Appropriate cleaning agents shall be used and shall be tested in inconspicuous areas before general use.

Appropriate cleaning agents, polishes, cloths, etc shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to keep dust dispersion to a minimum.

3) **Damp Wiping**

Damp wiping or washing to horizontal surfaces shall be accomplished according to the schedule. Appropriate cleaning agents shall be used according to the type and composition of the structure or object. Any items or furnishings moved during the procedure shall be replaced to the proper position. Care shall be taken to avoid damage to wood or painted surfaces.

**F. Vertical Surface Cleaning**

Vertical surface cleaning shall be interpreted to mean those surfaces not high enough to require the use of a ladder (below 72") that comprise the furnishings and structure of the facility and shall include but not be limited to walls, doors, gates, baseboards, table and desk legs and sides, sides of file cabinets, frames, pictures, wall hangings, maps, signs, ventilation louvers, etc.

Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. If treated dust cloths are used, there shall be no oil streaks left on the surface.

3) **Damp Wiping**

Surfaces that have been damp wiped shall be free from dirt, streaks, spots, stains, cobwebs, smudges, fingerprints, smears etc. and shall present a uniformly clean appearance. Water marks or spots shall be wiped clean and dry.

**F. Vertical Surface Cleaning**

1) **Spot Cleaning**
2) Dusting
Procedure same as in E, 2).

3) Damp Wiping
Procedure same as in E, 3).

4) Wall Scrubbing
This procedure shall be accomplished according to schedule. Appropriate cleaning agents shall be employed according to the type and composition of the wall. Disinfectant agents shall be used on restroom walls.

5) Baseboard Cleaning
Baseboards shall be cleaned according to schedule and after all stripping, scrubbing, and refinishing procedures as necessary.

G. Drinking Fountain Cleaning and Disinfecting
Drinking fountains shall be cleaned according to schedule. All surfaces shall be cleaned with an appropriate disinfectant/detergent solution, wiped thoroughly dry and polished. All trash and debris (gum and food wrappers, etc.) shall be removed. Plumbing problems shall be reported to the maintenance staff for corrective action.

H. High Dusting/Cleaning
High surfaces shall be interpreted to mean those surfaces and objects high enough to require the use of ladder (above 72") which comprise

Same standards as in E, 1).

2) Dusting
Same standards as in E, 2).

3) Damp Wiping
Same standards as in E, 3).

4) Wall Scrubbing
Walls shall be totally cleaned and well rinsed and shall be free from graffiti, dirt, splashes, soap residues, fingerprints, etc. and shall present a uniformly clean appearance.

5) Baseboard Cleaning
Baseboards shall be free from splashes, dirt, cobwebs, finish buildups, streaks, crevice accumulations of dirt, etc.

G. Drinking Fountain Cleaning and Disinfecting
Drinking fountains shall be free from trash and debris (gum and food wrappers, etc.) dirt, fingerprints, smudges, streaks, spots and stains. Wall areas around the fountains shall be free from water spots and streaks.

H. High Dusting/Cleaning
High surfaces and objects shall be free from dirt, lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc. and shall
the structure and furnishing of the facility and shall include but are not limited to wall/ceiling junctures, light fixtures, ventilation louvers, overhead signs, sills, ledges, etc.

1) **Cleaning vents, Grills, Etc.**

Ventilation louvers, grills, panels, etc. shall be cleaned according to schedule by damp wiping, dusting, washing, or vacuuming as appropriate and with appropriate cleaning agents.

2) **Cleaning Light Filter**

Removable light filters (egg crates, diffusers, etc.) shall be taken down, cleaned, and replaced according to schedule using appropriate cleaning agents. Care shall be taken to prevent cracking or breaking these somewhat delicate structures.

I. **Cleaning Venetian Blinds**

Venetian blinds are used as a means of blocking or controlling passage of light and sunshine through windows. Blinds shall be cleaned according to schedule by any of the industry accepted methods, dusting, damp wiping, vacuuming, hand washing or washing by use of an ultrasonic cleaning machine.

J. **Elevator/Stairway Cleaning**

Elevators and stairways shall be cleaned according to schedule.

1) **Riser and Threshold Cleaning**

Risers and thresholds shall be cleaned according to the schedule. Attention shall be present an overall clean appearance.

1) **Cleaning Vents, Grills, Etc.**

Cleaned vents, grills, etc. shall be free from dirt, accumulated dust, cobwebs, and shall present an overall clean appearance.

2) **Cleaning Light Filters**

Same standards as in paragraph H, 1).

I. **Cleaning Venetian Blinds**

Cleaned Venetian blinds especially the slats and tapes that support them shall be free from dirt, accumulated dust, cobwebs, etc. and shall present an overall clean appearance.

J. **Elevator/Stairway Cleaning**

Cleaned elevator and stairway shall present a uniformly clean appearance.

1) **Riser and Threshold Cleaning**

All gum, tar, grease, and other soils shall be removed. Risers and thresholds shall be free from
paid to inaccessible areas such as corners and edges and appropriate tools shall be employed to clean these areas.

2) **Hand Rail Cleaning**

Hand rails of elevators and stairways shall be cleaned according to the schedule by dusting and/or damp wiping with appropriate cleaning agents.

3) **Elevator Cab Cleaning**

All surfaces within the cab, ceilings, walls, tracks, and doors at each landing. Bright metal, vertical surfaces, and floors shall all be cleaned according to the particular specification that relates to the type of cleaning to be accomplished.

M. **Window and Glass Cleaning**

Windows and glass shall be cleaned according to schedule. Cleaning solution used must not be harmful to metal trim, rubber gaskets, or putty holding glass in place. All spills, splashes and drips shall be wiped clean and dry from surrounding walls, floors, and furnishings. Cleaning shall be scheduled and performed as to provide the least inconvenience to building occupants. All cleaning must be done in compliance with safety and other local laws and regulations.

1) **Interior Window Cleaning**

Interior entrance windows below 72" in height shall be cleaned on the inside.

trash, both in open areas and in inaccessible areas such as corners and along edges. If finish is used on stairway risers, there shall not be buildup of finish or accumulations of dirt in layers of finish.

2) **Hand Rail Cleaning**

Hand rails shall be free from fingerprints, dirt, smears, smudges, splashes, spots, stains, streaks, and other unsightly omissions and shall present a uniformly clean appearance.

3) **Elevator Cab Cleaning**

All surface of elevator cab and other parts of the elevator shall be thoroughly cleaned and shall conform to the standards outlined for each surface i.e. floors, walls, metal, horizontal and vertical surfaces, etc.

M. **Window and Glass Cleaning**

Drips, spills, splashes and the like which result from the process of cleaning windows and glass shall be cleaned up as soon as possible.

1) **Interior Window Cleaning**

Windows shall be free from dirt, grime, smears, fingerprints, smudges, water spots, or streaks.
according to schedule. It is anticipated that some special equipment may be needed to perform some of the tasks. The Contractor shall provide the special equipment needed.

2) Doors, Partitions and Display Case Cleaning

All glass doors, partitions, and display cases shall be cleaned according to schedule. Metal trim shall be included in the cleaning process.

N. Brass Cleaning

Brass surfaces shall be cleaned according to the schedule by dusting and/or damp wiping with a soft cloth. At no time shall cleaning agents be used.

O. Utility Work

This category of job specification refers to those chores that are deemed necessary to be performed from time to time when the need arises for them to be performed.

1) Emergency Janitorial Services

Emergency services may include but are not limited to cleaning up spills, leaks, floods, sickness, animal wastes, breakage, etc. In the event an emergency situation is of such magnitude that regularly scheduled tasks cannot be accomplished, the County Project Officer shall be so informed.

2) Special Jobs

film and chemical residues. Metal trim, bases, edges, and frames shall be wiped clean and dry.

2) Doors, Partitions, and Display Case Cleaning

Glass shall be free from dirt, grime, smears, fingerprints, smudges, water spots or streaks, film and chemical residues. Metal trim, bases, edges, and frames shall be wiped clean and dry.

N. Brass Cleaning

Brass surfaces shall be free from fingerprints, dirt, smears, smudges, splashes, spots, stains, streaks, and other unsightly omissions and shall present a uniformly clean appearance.

O. Utility Work

Unspecified.

1) Emergency Janitorial Services

Emergency services shall be judged according to the nature of the procedure (i.e. separate standards apply to each function) and on the responsiveness to the situation.
Special cleaning for special functions cleaning of an area after repairs or refurbishing, restocking soap/towel dispensers in kitchens, break rooms, waiting/reception rooms, etc.

X. FREQUENCIES OF TASKS BY LOCATION

A. Lobbies and Public Areas

Daily

1. Clean bright metal fixtures, rails and/or surfaces with a damp cloth, as required.

2. Remove trash from receptacles and replace liners in receptacles according to the schedule provided.

3. Spot clean entrance glass doors inside and outside

4. Spot clean hard surface floors

5. Sweep debris from carpet areas

Three x per week: (Monday, Wednesday, Friday)

1. Tile floors will be swept, damp mopped and burnished /spray buff.

2. Carpet vacuumed, spot cleaned with spot or stain remover.

3. Spot clean walls.

Weekly

1. Wash all entrance doors, glass doors and glass walls.

2. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

3. Trashcan wiped clean inside and outside

4. Clean walls in elevator lobbies (remove finger prints, smires ,exe.)

5. Graffiti removal as needed
Periodic:

1. Ceiling vents dusted every two weeks and washed quarterly.
2. Carpet extracted yearly.
3. Mini-blinds to be dusted monthly and washed quarterly.
4. Tile floors stripped and refinished yearly. Non-wax floors (brick) which will be scrubbed monthly.
5. Dust and wash the light fixtures monthly.

B. Elevators and Corridors:

Daily

1. Clean and polish bright metal fixtures, handrails and/or surfaces with a damp cloth.
2. Clean and disinfect water fountains.

Three x per week; (Monday, Wednesday, Friday)

1. Tile floors dust mopped, damp mopped and burnished.
2. Spot clean partition glass.
3. Spot clean walls and both sides of doors.
4. Polish all bright metal fixtures, handrails and surfaces.
5. Dust furnishings, low ledges, rails, molding and vents.
6. Clean passenger elevator door tracks and doors.
7. Carpet vacuumed, spot cleaned with spot or stain remover.
8. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.
9. Graffity removal as needed.

Periodic:

1. Wash and polish fire extinguishers and other bright metal semi-annually.
2. Dust and wash light fixtures monthly.
3. Carpet extracted annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
4. Tile floors stripped and refinished annually. Non wax floors (brick) will be scrubbed monthly.

5. Dust walls, high ledges, sills, rails, metal trim, molding and ceiling vents every two weeks and washed semi annually.

C. Offices, Work Areas

Daily
1. All trash receptacles emptied trash removed to trash room. New trash receptacle clear liners to be installed.

2. All surfaces of furniture, picture frames, office equipment, window sills, door panels, radiators, and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

Periodic:
1. Three times per week clean glass doors/doors and kick plates, both sides.

2. Three times per week Spot clean walls and partition glass.

3. Offices and work areas floors will be dust mopped and mopped 3x per week and buffed twice per week.

4. Offices and work areas floors will be buffed twice per week.

5. Carpet vacuumed, spot cleaned with spot or stain remover three times per week and extracted annually. (Note: All doors and baseboards must be washed and polished after carpet is extracted.)

6. Door frames, window frames, diffusers, and return vents dusted weekly.

7. Glass partitions, corridor walls, transom glass, interior partitions, including interior movable office partitions and molding are to washed monthly.

8. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted bi weekly and washed quarterly.

9. Mini-blinds to be dusted bi-weekly and washed quarterly.

10. Wooden desks, tables and consoles are to be cleaned and polished weekly.

11. Tile floors/wood floors stripped and refinished annually.

12. All upholstery will be extracted annually.
D.

Rest Rooms and Locker Rooms:

Daily:

1. Trash receptacles are to be emptied.

2. Wash all trash receptacles, including sanitary napkin disposal receptacles, with a germicidal disinfectant.

3. Wash basins and vanity areas will be washed, using a germicidal disinfectant. This will include the underside of basins and pipe fixtures.

4. Mirrors will be washed.

5. Wipe all partitions, ledges, sills, rails, vents, doors (both sides) with damp cloth.

6. Spot clean walls. Use disinfectant cloth in area of commodes and urinals. Shower walls will be washed using a germicidal disinfectant to remove mildew, soap scum and other mineral buildup.

7. Clean and wipe all commodes and urinals with a disinfectant soap inside and outside.

8. Damp mop tile floors using a disinfectant soap and scrub floors under and around commodes, vanities and all corners are to be cleaned.

9. Replenish hand soap, paper towels, toilet seat covers, and tissue which are furnished by the Contractor.

10. Wipe down all wooden benches in locker room areas.

Periodic:

1. Wash walls with a disinfectant soap, including partitions, weekly.

2. Wash floor drains weekly.

3. a) Tile floors will be buffed twice per week.

b) Tile floors machine scrubbed monthly with ceramic disinfectant and grout cleaners and the entire project is to be completed within one (1) month period in the entire building. (NOTE: Wash outside of commodes and urinals as well as all fixtures with a disinfectant soap after the tile floors are machine scrubbed.)

c) Floors to be stripped and refinished semi-annually.

4. Scrub area under all commodes and bottom of walls with a deck brush once weekly.
5. Wash ceiling, light fixtures and wall vents monthly.

6. All walls in the locker rooms will be thoroughly wiped down with disinfectant monthly.

7. Tops of lockers in locker rooms will be wiped down weekly.

E. Meeting and Conference Rooms:

Daily

1. Trash receptacles to be emptied, trash removed to dumpster. New trash receptacle liners to be installed.

2. Tables, desk tops, chair legs, and other furniture wiped clean with damp cloth.

3. Spot clean walls, glass walls, doors and kick plates.

Periodic

4. Three times per week (Monday Wednesday, Friday) Carpet and fabric furniture vacuumed; carpet spot cleaned with spot or stain remover; and furniture spot cleaned with a mild solution of shampoo and water. Carpets will be extracted annually.

5. Three times per week (Monday Wednesday, Friday) All surfaces of furniture, picture frames, office equipment, window sills, door panels, radiators, and any other surfaces up to 96 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry.

6. All upholstery will be extracted, annually

F. Lunch Room:

Daily

1. Counter and table areas will be wiped down.

2. Trash receptacles emptied, trash removed to trash room and new Trash receptacle liners installed.

3. Restock consumables

Periodic:

1. Three times per week Tile floors will be swept, dust mopped, damp mopped.

2. Tile floors will be twice per week burnished.

3. Trash receptacles wiped clean inside and outside weekly.

4. Non wax floors will be machine scrubbed monthly

5. Tile floors stripped and refinished annually.

H. Stairwells:
Weekly:
1. Police for paper and other trash and clean spills.
2. Spot clean walls.
3. Sweep and damp mop.
4. Wipe all doors and door knobs.
5. Spray buff floor landings.
6. Wash hand rails.

Periodic:
1. Non wax floors will be machine scrubbed monthly
2. Strip and wax floor landings annually

I. Lab

Daily:
1. Dust mop floor
2. Remove trash from receptacles
3. Wipe down counters that have been identified by lab staff

Periodic:
1. Buff floors three times a week
2. Non wax floors will be scrubbed monthly
3. Strip and refinish the floors annually

J. Recycling
Whenever necessary:
1. Empty large paper recycling containers into bin provided by the county
2. Breakdown cardboard boxes and place them in the cardboard trash container provided by the county.
3. Remove bagged recycled soda cans to the area designated by the county.

K. Partitions Construction
Periodic:
Re-arrangement of partitions is done frequently. When an area of construction is completed, the cleaning contractor, upon the request of the County's Project Officer, will clean the floors, baseboard, walls,
glass, doors, etc to restore the area to a high level of appearance and maintain on a continuing basis thereafter.

Note: This is not to be considered "Special or Emergency" cleaning as provided for in Item III, B. 2 contained in the base specification, but is considered routine and a trade-off for any period of time the area cannot be serviced according to the specifications due to construction. Bids shall include cleaning of all areas, even those affected by construction now and after contract commencement.
1. **CONTRACT DOCUMENTS**

The "Contract Documents" consist of the bid of the successful bidder (hereinafter "Contractor"), and Arlington County (hereinafter "County") Invitation to Bid No. 159-10LW.

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 the parties' agreement which is not contained in the Contract Documents. The Contract Documents may be referred to herein as the "Contract" or "Agreement".

2. **CONTRACT TERM**

Work under this Agreement will commence on **AUGUST 1, 2010**, and be completed no later than **JULY 31, 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 this contract for not more than FOUR (4) additional twelve (12) month periods from **AUGUST 1, 2011** to **JULY 31, 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.

3. **CONTRACT AMOUNT**

Unless otherwise provided in the Contract Documents, the Contractor shall provide the services covered in the County's Invitation to Bid No. 159-10LW for the amount provided in the Bid of the Contractor (Contract Amount). The Contractor agrees that the total payment for all tasks described under this Agreement will not exceed the Contract Amount, regardless of the number of hours spent in the performance of the tasks, unless such amount is modified as provided in this Agreement. The Contract Amount includes all of Contractor's costs and fees (profit).

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

The Contract unit price(s) shall remain firm for the Initial Contract Term. The Contract unit price(s) for each Subsequent Contract Term, 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 **February** of each year of the Contract.

If the Contractor and the County do not agree on a price using the procedure set forth above by the thirtieth (30th) calendar day prior to the end of the Initial Contract Term or any 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) that 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.

5. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer ("Project Officer") who shall be appointed by the Director of the Arlington County department or agency requesting the work under the Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work under the Contract Documents.

6. PROJECT STAFF
The Project Officer will, throughout the Initial Contract Term and Subsequent Contract Term, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the Project officer 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.

7. 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 notify the Project Officer in writing of this belief within ten (10) calendar days after any change or event occurs. The Contractor's notice must provide to the Project Officer 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.

8. PAYMENT TERMS
Payment terms will be recorded by the County as Net thirty (30) days. The County will pay the Contractor within thirty (30) calendar days after the date of receipt of a correct (as determined by the Project Officer) invoice approved by the Project Officer describing completed work which is reasonable and allocable to the Contract, or the date of receipt of the entire order, or the date of acceptance of the Work which meets the Contract requirements, whichever is later. Payments will be made by the County for services furnished, delivered, inspected, and accepted upon receipt of invoices submitted on the date delivery of service, subject to applicable payment terms. The number
of the purchase order by which authority services have been performed shall appear on all invoices. Invoices shall be submitted in duplicate. Unless otherwise specified herein, payment shall not be made prior to delivery and acceptance of the entire Work by the County.

9. **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) calendar 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 8.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 as those contained herein 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.

10. **NON-APPROPRIATION**
   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 non-appropriation of funds by the County Board of Arlington County for the services provided under this Contract or substitutes for such 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 shall not be obligated under this Contract beyond the date of termination specified in the County's written notice.
11. **REQUIREMENTS CONTRACT (ESTIMATED QUANTITIES)**

During the Initial Contract Term or any Subsequent 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 set forth in this Contract.

12. **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 services without a signed County purchase order do so at their own risk. The Contractor should direct questions regarding this requirement to the Office of the Purchasing Agent at 703-228-3410.

13. **WARRANTY**

All material provided to the County shall be fully guaranteed by the Contractor against factory defects. Any defects which may occur as the result of either faulty material or workmanship by the manufacturer within the period of the manufacturer's standard warranty shall be corrected by the Contractor at no expense to Arlington County. The Contractor shall make evidence of all manufacturers' warranties available upon demand. All work is guaranteed by the Contractor against defects resulting from the use of inferior or faulty materials or workmanship for one (1) year from the date of final acceptance of the work by the County in addition to and irrespective of any manufacturer's or supplier's warranty. No date other than the date of final acceptance may be established to govern the effective date of the guaranty, unless that date is agreed upon by the County and the Contractor in a signed writing.

14. **INSPECTION, ACCEPTANCE AND TITLE**

Inspection and acceptance of materials by the County will be at the delivery location in Arlington County, Virginia, and within ten (10) calendar days of delivery unless otherwise provided for in the Contract. The County will not inspect, accept, or pay for any materials stored off-site by the Contractor.

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Title and risk of loss or damage to all items shall be the responsibility of the Contractor until acceptance by the County. The County’s right of inspection shall not be deemed to relieve the Contractor of its obligation to ensure that all articles, materials and supplies are consistent with specifications and instructions and are fit for their intended use. The County reserves the right to conduct any tests or inspections it may deem advisable to assure that materials conform to the specifications.

No materials shall be purchased by the Contractor or any subcontractor subject to any chattel mortgage or under a conditional sale or other agreement by which an interest is retained by the seller. The Contractor warrants that it has good title to, and that it will require all subcontractors to warrant that they have good title to, all materials for which the Contractor invoices for payment.

15. WORK SITE DAMAGES
Any damage to property, whether owned by the County or others, resulting from the Work performed under this Contract shall be repaired or replaced to the County’s satisfaction at the Contractor’s expense.

16. CLEANING UP
The Contractor shall remove, as frequently as necessary, all refuse, rubbish, scrap materials and debris from any and all work sites to the extent that the trash is the result of the Contractor’s operations, to the end that any and all work sites shall present a neat, orderly, and workmanlike appearance at all times. At completion of the Work, but before final acceptance, the Contractor shall remove all surplus material, falsework, temporary structures including foundations thereof, and debris of every nature resulting from the Contractor’s operations or resulting from any activity on the site related to the Contractor’s operations and put the site in a neat, orderly condition; if the Contractor fails to so, the County shall have the right to remove the surplus material, falsework, temporary structures including foundations thereof, and debris, put the site in a neat, orderly condition, and charge the cost to the Contractor. The County shall be entitled to offset such cost against any sums owed by the County to the Contractor under this Contract.

17. DISPOSAL OF PACKING MATERIALS
The Contractor shall be responsible for all costs associated with the immediate removal of all packing materials and cartons and legal disposal of such material off-site. No County building containers shall be used for such trash or debris. Failure to adhere to this requirement will result in the County contracting for removal and disposal of packing material and cartons left by the Contractor. By accepting this award, the Contractor agrees that all costs of County removal and disposal of packing materials and cartons left by the Contractor will be deducted from the final payment due to the Contractor. Similarly, any damage to walls, floors, carpeting or any other County-owned or County-controlled property caused by the Contractor or the Contractor’s agents during service provision, delivery, setup or equipment installation shall be repaired or caused to be repaired by the County at the Contractor’s expense with all costs of the repair deducted from the Contractor’s final payment unless such
repairs are made by the Contractor within ten (10) days of the date of damage to the satisfaction of the County.

18. **OSHA REQUIREMENTS**

The Contractor certifies that all material supplied or used under this Contract meets all Occupational Safety and Health Administration requirements, both Federal and those of the Commonwealth of Virginia; and further certifies that, if the material delivered or used in the performance of the Work is found to be deficient in any of the applicable state or federal occupational safety and health requirements, all costs necessary to bring the material into compliance with the requirements shall be borne by the Contractor.

19. **HAZARDOUS MATERIALS**

Arlington County is subject to the Hazard Communication Standard, 29 CFR § 1910.1200 ("Standard"). The Contractor agrees that it will provide or cause to be provided Material Safety Data Sheets required under the Standard for all hazardous materials supplied to the County or used in the performance of the Work. Such Material Safety Data Sheets shall be delivered to the County no later than the time of actual delivery of any hazardous materials to the County or use of such material in the performance of work under the Contract by the Contractor or its subcontractors, whichever occurs first. Container labeling that meets the requirements of the Standard shall be appropriately affixed to the shipping or internal containers. The County reserves the right to refuse shipments of hazardous materials not appropriately labeled, or when Material Safety Data Sheets have not been received prior to or at the time of receipt of the shipment for use by the County or for use by the Contractor in the performance of the Contract, or whenever the material is delivered in a manner inconsistent with any applicable law or regulation. The Contractor shall comply with all federal, state, and local laws governing toxic and hazardous materials.

20. **HAZARDOUS WASTE GENERATOR/HAZARDOUS WASTE DISPOSAL**

The County and the Contractor shall be listed as co-generators. The Contractor assumes all duties pertaining to the waste generator, including signing the Waste Shipment Record ("WSR") and manifest. The Contractor shall supply the County Project Officer with the executed original Owner’s Copy of the WSR, as required by applicable regulatory agencies within thirty-five (35) days from the time the waste was accepted by the initial waste transporter, and prior to request for final payment. A separate WSR shall be submitted for each shipment to the disposal site.

Delayed Waste Shipment Records: The Contractor shall report in writing to the EPA Region III office within forty-five (45) days if an executed copy of the WSR is not received from the operator of the disposal site. The report to the EPA regional office shall include a copy of the original WSR and a cover letter signed by the Contractor stating the efforts taken to locate the hazardous waste shipment and the results of those efforts.

Temporary Hazardous Waste Storage Prohibited: The Contractor shall not temporarily store hazardous waste unless pre-approved by the County.
If so approved, hazardous waste stored off-site in a temporary facility shall be monitored and records shall be kept on the number of containers, size, and weight. The Contractor shall inform the County when the hazardous waste is to be transported to the final disposal site. The County has the right to inspect the temporary site at any time. The Contractor shall submit copies of all relevant manifests, WSRs, and landfill receipts to the County Project Officer prior to the request for final payment. All paperwork shall be signed by the Contractor and disposal site operator as required.

21. **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.

22. **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.

23. **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 federal or Virginia law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary or related 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 the 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 $10,000.00, so that these provisions will apply to each subcontractor or vendor.

24. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**

In accordance with § 2.2-4311.1 of the Code of Virginia, 1950, as amended, the Contractor acknowledges that it does not, and shall not during the performance of this Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

25. **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 marijuana or any other controlled substance 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 $10,000.00 relating to this Contract, 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 by Arlington County, 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.

26. **UNSATISFACTORY WORK**
If any of the work done, or material or equipment provided, by the Contractor is unsatisfactory to the County, the Contractor shall, on being notified by the County, immediately remove at the Contractor's expense such unsatisfactory work or material or equipment and replace the same with work or material or equipment satisfactory to the County and, in the event the Contractor fails within fifteen (15) days after receipt of written notice to remove improper or unsuitable work or material or equipment and replace it with suitable and satisfactory work or material or equipment, the County shall have the right, but not the obligation, to remove the rejected work or material or equipment and replace it with proper work or material or equipment at the expense of the Contractor. This paragraph applies during the Contract term and during any warranty or guarantee period. The County shall be entitled to offset such expense against any sums owed by the County to the Contractor under this Contract.

27. **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 Contractor 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 Contactor 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.

28. **TERMINATION FOR THE CONVENIENCE OF THE COUNTY**

The performance of work under this Contract may be terminated by the County 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.

29. **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.

30. ETHICS IN PUBLIC CONTRACTING
This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as any Virginia 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 (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.), and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended ($ 18.2-438 et seq.). 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.

31. COUNTY EMPLOYEES
No employee of the County 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.

32. FORCE MAJEURE
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 fires, riots, rebellions, natural disasters, wars, or an act of God beyond the control of the Contractor and outside the scope of the Contractor's then-current disaster plan that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, or an act of God beyond the control of the County that make performance impossible or illegal, unless otherwise specified in the Contract.
33. AUTHORITY TO TRANSACT BUSINESS
The Contractor shall remain authorized to transact business in the
Commonwealth of Virginia during the Initial Term and any Subsequent
Contract Term(s) of this Contract.

34. RELATION TO THE 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 from payments to the Contractor
any federal or state unemployment taxes, federal or state income taxes,
Social Security tax, or any other amounts for benefits to the
Contractor or its employees, servants or agents. Furthermore, 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.

35. 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 services purchased or acquired by the County
under this Contract.

36. INTELLECTUAL PROPERTY INDEMNIFICATION
The Contractor warrants and guarantees that no intellectual property
rights (including copyright, patent, mask work and trademark) of third
parties are infringed or in any manner involved in or related to the
services provided hereunder.

The Contractor covenants to save, defend, hold harmless, and indemnify
the County, and all of its officers, officials, departments, agencies,
agents, and employees 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.

37. COPYRIGHT
The Contractor hereby irrevocably transfers, assigns, sets over and
conveys to the County all right, title and interest, including the sole
exclusive and complete copyright interest, in any and all copyrightable
works created pursuant to this Agreement. The Contractor further
agrees to execute such documents as the County may request to effect
such transfer or assignment.

Further, the Contractor agrees that the rights granted to the County by
this paragraph are irrevocable. Notwithstanding anything else in this
Agreement, the Contractor's remedy in the event of termination of or
dispute over the terms of this Agreement shall not include any right to
rescind, terminate or otherwise revoke or invalidate in any way the
rights conferred pursuant to the provisions of this paragraph.
Similarly, no termination of this Agreement shall have the effect of
rescinding, terminating or otherwise invalidating the rights acquired
pursuant to the provisions of this "Copyright" paragraph.

The use of subcontractors or third parties in developing or creating
input into any copyrightable materials produced as a part of this
Agreement is prohibited unless the County approves the use of such
subcontractors or third parties in advance and such subcontractors or
third parties agree to include the provisions of this paragraph as part
of any contract they enter into with the Contractor for work related to
work pursuant to this Agreement.

38. OWNERSHIP, CONFIDENTIALITY, AND RETURN OF RECORDS
The Contract confers no rights to the Contractor of ownership nor any
rights or interests to use or to disclose the County's data or inputs.

The Contractor agrees that all drawings, specifications, blueprints,
data, information, findings, memoranda, correspondence, documents or
records of any type, whether written or oral or electronic and all
documents generated by the Contractor or its subcontractors as a result
of the County's request for services under this Contract, are the
exclusive property of the County ("Record" or "Records"), and all such
Records shall be provided to and/or returned to County upon completion,
termination, or cancellation of this Contract. The Contractor shall
not use, willingly allow, or cause such materials to be used for any
other purpose other than performance of all obligations under the
Contract without the written consent of the County. Additionally,
Contractor agrees that the Records are confidential 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.

39. 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 thirty percent (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.

40. AUDIT
The Contractor agrees to retain all books, records and other documents related to this Contract 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.

41. 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.

42. AMENDMENTS
Unless otherwise specified herein, this Contract shall not be amended except by written amendment executed by persons duly authorized to bind the Contractor and the County.

43. PURCHASING RESOLUTION
The Contract is governed, in part, by all applicable provisions of the Arlington County Purchasing Resolution.

44. DISPUTE 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
Arlington County 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. The Contractor shall not cause a delay
in the Work pending a decision of the Project Officer, County Manager,
County Board, or a court.

45. **APPLICABLE LAW, FORUM, VENUE, AND JURISDICTION**
This Contract and the work performed hereunder shall be governed in all
respects by the laws of the Commonwealth of Virginia, and the
jurisdiction, forum, and venue for any litigation with respect hereto
shall be in the Circuit Court for Arlington County, Virginia, and in no
other court. In performing its work under this Contract, the
Contractor shall comply with applicable federal, state, and local laws,
ordinances and regulations.

46. **ARBITRATION**
It is expressly agreed that nothing under the Contract shall be subject
to arbitration, and that any references to arbitration are expressly
deleted from the Contract.

47. **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.

48. **NO WAIVER**
The failure of either party to exercise in any respect a right provided
for in this Contract shall not be deemed to be a subsequent waiver of
the same right or any other right.

49. **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
judgment 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.

50. **NO WAIVER OF SOVEREIGN IMMUNITY**
Notwithstanding any other provision of this Contract, nothing in this
Contract or any action taken by the County pursuant to this Contract
shall constitute or be construed as a waiver of either the sovereign or
governmental immunity of the County. The parties intend for this
provision to be read as broadly as possible.

51. **SURVIVAL OF TERMS**
In addition to the section in this Contract which specifically state
that the term or paragraph survives the expiration of termination of
this Contract, the following sections if included in this Contract also
survive: INDENIFICATION; RELATION TO COUNTY; CONFIDENTIALITY AND
RETURN OF RECORDS; AUDIT; COPYRIGHT; INTELLECTUAL PROPERTY
INDENIFICATION; AND WARRANTY.
52. HEADINGS
The section headings in this Contract are inserted only for convenience
and are not to be construed as part of this contract or a limitation on
the scope of the particular section to which the heading refers.

53. NOTICES
Unless otherwise provided herein, all notices and other communications
hereunder shall be deemed to have been given when made in writing and
either (a) delivered in person, (b) delivered to an agent, such as an
over night or similar delivery service, or (c) deposited in the United
States mail, postage prepaid, certified or registered, addressed as
follows:

TO THE CONTRACTOR: REFER TO BID FORM OF CONTRACTOR

TO THE COUNTY:

The County Project Officer (refer to section headed Project
Officer under the Contract Terms and Conditions section
(Contractor shall request address from Project Officer):

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

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

55. 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 the County’s presence on other party’s
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.” That document is located at:

56. HIPAA COMPLIANCE
The Contractor shall comply with all applicable legislative and
regulatory requirements of privacy, security, and electronic
transaction components of the Health Insurance portability and
Accountability Act of 1996 ("HIPAA"). The Contractor shall be
designated a business associate pursuant and will be required to
execute an Arlington County Business Associate Agreement pursuant to 45
C.F.R. §164.502(e) and §164.504(e).

57. NOT USED
58. **SERVICE CONTRACT WAGE REQUIREMENTS**

a. **LIVING WAGE**

The County has determined that the provisions of Section 4-103 of the Arlington County Purchasing Resolution (Service Contract Wage provisions, herein referred to as "Living Wage" provisions) are applicable to this Contract. Therefore, 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 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 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 employee may file a complaint with the County’s Purchasing Agent. If the Purchasing Agent determines that the Contractor has paid any affected 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 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 (refer to Exhibit A);

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) above;

3. Include the provisions of this clause in all subcontracts for work performed under this contract, so that the provisions of this clause are binding; and

4. Submit, within five (5) working days of the end of each period, quarterly payroll reports, and a completed Arlington County Contractor Living Wage Quarterly Compliance Report (refer to Exhibit B.) 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 contracts.

59. 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 and upon any contract extension. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated in the Contract Documents. 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:

a. 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.

b. Commercial General Liability - $1,000,000 combined single limit coverage with $2,000,000 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.

c. Business Automobile Liability - $1,000,000 Combined Single Limit (Owned, non-owned and hired).

d. Additional Insured - Arlington County, its officers, elected and appointed officials, employees, and agents shall be named as an additional insured in the Contractor’s Commercial General Liability policy and Intellectual Property policy; evidence of the Additional Insured endorsement shall be typed on the certificate.
e. 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 or non-renewal until thirty (30) days prior written notice has been given to the Purchasing Agent, Arlington County, Virginia." If there is a material change or reduction in coverage the Contractor shall notify the Purchasing Agent immediately upon Contractor's notification from the insurer. Any policy on which the Contractor has received notification from an insurer that the policy has or will be cancelled or materially changed or reduced must be replaced consistent with the terms of this Agreement, and the County notified of the replacement, in such a manner that there is no lapse in coverage.

f. Any insurance coverage that is placed as a "claims made" policy must remain valid and in force, or the Contractor must obtain an extended reporting endorsement consistent with the terms of this Agreement, until the applicable statute of limitations has expired, such date as determined to begin running from the date of the Contractor's receipt of final payment.

g. Contract Identification - The insurance certificate shall state this Contract's number and title.

The Contractor must disclose the amount of deductible applicable to the General Liability, Automobile Liability, Professional Liability, Intellectual Property or any other policies, if any. The County reserves the right to request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible. Thereafter, at its option, the County may require a lower deductible, or that funds equal to the deductible be placed in escrow, a certificate of self-insurance, collateral, or other mechanism in the amount of the deductible to ensure protection for the County.

The Contractor shall require all subcontractors to maintain during the term of this agreement, Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation insurance in the same manner as specified for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance to the County immediately upon request.

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 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.

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. The Contractor must provide its most recent actuarial report and provide a copy of its self insurance resolution to determine the adequacy of the insurance funding.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 159-10LW

BID FORM PAGE 1 OF 5

SUBMIT TWO SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., JULY 6, 2010

FOR PROVIDING CUSTODIAL SERVICES - WATER POLLUTION CONTROL PLANT PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the county's website (http://www.arlingtonva.us/purchasing) is subject to an important disclaimer which must be acknowledged online before the documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County by either of the methods described above, and documents obtained from all other sources.

<table>
<thead>
<tr>
<th></th>
<th>1ST YEAR CHARGE</th>
<th>2ND YEAR CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Operations Control Building</td>
<td>$___________</td>
</tr>
<tr>
<td>2.</td>
<td>Maintenance Building</td>
<td>$___________</td>
</tr>
<tr>
<td>3.</td>
<td>Gravity Filter Building</td>
<td>$___________</td>
</tr>
<tr>
<td>4.</td>
<td>Dewatering Building</td>
<td>$___________</td>
</tr>
<tr>
<td>5.</td>
<td>Preliminary Treatment Building</td>
<td>$___________</td>
</tr>
<tr>
<td>6.</td>
<td>Hypo Building</td>
<td>$___________</td>
</tr>
<tr>
<td>7.</td>
<td>Blower Building</td>
<td>$___________</td>
</tr>
<tr>
<td>8.</td>
<td>BID TOTAL</td>
<td>$___________</td>
</tr>
</tbody>
</table>

9. CUSTODIAN HOURLY RATE FOR ADDITIONAL SERVICE $___________ HR $___________ HR

BIDDER NAME: ____________________________

58
159-10LW
BID FORM PAGE 2 OF 5

10. Did the bidder submit documentation of experience as required on page 8?  
Yes_______  No_______

11. Did the bidder submit its proposed staffing plan as required on page 8?  
Yes_______  No_______

12. Did the bidder submit its quality control program information as required on page 9?  Yes_______  No_______

13. Did the bidder submit its payroll documentation as required on page 9?  
Yes_______  No_______

14. Did the bidder submit a list of green chemicals/equipment as required on page 9?  Yes_______  No_______

15. Did the bidder submit safety training program documentation as required on page 9?  Yes_______  No_______

16. Supply List:  

COMPLETE THE FOLLOWING AS PART OF THE BID FORM. THE CONTRACTOR IS ADVISED THAT THE LISTS ARE BY NO MEANS EXHAUSTIVE AND THAT THE RESPONSIBILITY OF PROVIDING THE SUPPLIES AND EQUIPMENT NECESSARY AND ESSENTIAL FOR PERFORMING WORK SPECIFIED UNDER THE CONTRACT RESTS WITH THE CONTRACTOR. ALL CHEMICALS AND PAPER PRODUCTS MUST MEET GREEN SEAL REQUIREMENTS OUTLINED IN BID SPECIFICATIONS.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BRAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>PLASTIC TRASH CAN LINERS</td>
</tr>
<tr>
<td>b.</td>
<td>PAPER TOWELS (RECYCLED)</td>
</tr>
<tr>
<td>c.</td>
<td>TWO-Ply TOILET PAPER (RECYCLED)</td>
</tr>
<tr>
<td>d.</td>
<td>HAND SOAP</td>
</tr>
<tr>
<td>e.</td>
<td>TOILET SEAT COVERS</td>
</tr>
<tr>
<td>f.</td>
<td>CLEANER, GLASS/WINDOW</td>
</tr>
<tr>
<td>g.</td>
<td>CLEANER, BATHROOM</td>
</tr>
<tr>
<td>h.</td>
<td>CLEANER, BOWL</td>
</tr>
<tr>
<td>i.</td>
<td>CLEANER, MULTI-PURPOSE</td>
</tr>
<tr>
<td>j.</td>
<td>FLOOR CARE, STRIPPER</td>
</tr>
<tr>
<td>k.</td>
<td>FLOOR CARE, FINISH</td>
</tr>
<tr>
<td>l.</td>
<td>FLOOR CARE, SEALER</td>
</tr>
<tr>
<td>m.</td>
<td>FLOOR CARE, POLISH</td>
</tr>
<tr>
<td>n.</td>
<td>METAL POLISH</td>
</tr>
</tbody>
</table>

BIDDER NAME:________________________
17. Equipment List

THE CONTRACTOR IS ADVISED THAT THE LISTS ARE BY NO MEANS EXHAUSTIVE AND THAT THE RESPONSIBILITY OF PROVIDING THE SUPPLIES AND EQUIPMENT NECESSARY AND ESSENTIAL FOR PERFORMING WORK SPECIFIED IN THE CONTRACT RESTS WITH THE CONTRACTOR:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MANUFACTURER</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. VACUUMS, COMMERCIAL GRADE, 1.5 HP MINIMUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. WET/DRY VACUUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. BACKPACK VACUUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. FLOOR SCRUB MACHINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. FLOOR BUFF MACHINE, HI SPEED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. FLOOR BUFF MACHINE, LO SPEED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. CARPET STEAM CLEANER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. BROOMS, INDOOR/OUTDOOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. DUST PAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. MOP, WET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. MOP, DUST, TREATED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. BUCKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. WRINGER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. WET FLOOR SIGNS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BIDDER NAME: ____________________________
<table>
<thead>
<tr>
<th>ITEM</th>
<th>MANUFACTURER</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>o. MOBILE TRASH CAN WITH CADDY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>p. SPECIAL HIGH CLEANING EQUIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>q. DUSTERS, LAMBS WOOL OR EQUIV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>r. COMMODE BRUSH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>s. WINDOW CLEANING UTENSILS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): ___________________________ TEL. NO.: ___________________________

E-MAIL ADDRESS: ___________________________

SUBMITTED BY: (LEGAL NAME OF FIRM)

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.: ___________________________ FACSIMILE NO.: ___________________________

TAX ID NUMBER (EIN/SSN):

THIS FIRM IS A: ● INSERT NAME OF STATE __________________________
   ___ CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP,
   ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY,
   ___ SOLE PROPRIETORSHIP

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<table>
<thead>
<tr>
<th>IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS STATUS:</td>
</tr>
</tbody>
</table>
ATTACHMENT 1

JANITORIAL CONTRACT DISCREPANCY REPORT

SAMPLE OF REPORT TO BE COMPLETED BY COUNTY PERSONNEL WHEN CONTRACT DISCREPANCIES OR OTHER PROBLEMS OCCUR WHICH REQUIRE FORMAL RESOLUTION.

BUILDING ADDRESS: ____________________________ BUILDING NAME: __________________

TO: __________________________________________

FROM: ________________________________________, COUNTY PROJECT OFFICER

REPORT DATE: ________________

<table>
<thead>
<tr>
<th>DISCREPANCY OR PROBLEM: (DESCRIBE IN DETAIL; ATTACH SUPPORTING DOCUMENT; INCLUDE REFERENCE TO SPECIFICATION REQUIREMENT; AND ATTACH CONTINUATION SHEET IF NECESSARY).</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: ____________________________ SIGNATURE: ____________________________ DATE: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND/OR ACTIONS TO PREVENT RECURRENCE: (CITE APPLICABLE EXISTING OR NEW QUALITY CONTROL PROGRAM OR PROCEDURES; AND ATTACH CONTINUATION SHEET IF NECESSARY).</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: ____________________________ SIGNATURE: ____________________________ DATE: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTY EVALUATION AND ACTION: (PARTIAL OR FULL ACCEPTANCE, REJECTION, PAYMENT DEDUCTION, CURE NOTICE, SHOW CAUSE, TERMINATION, OTHER: ATTACH CONTINUATION SHEET IF NECESSARY).</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: ____________________________ SIGNATURE: ____________________________ DATE: ____________</td>
</tr>
</tbody>
</table>

REPRESENTATIVE: ____________________________

COUNTY PROJECT OFFICER: ____________________________

DATE: ____________
## ATTACHMENT 2

### SCHEDULE OF PRICES FOR BUILDING CLEANING DEDUCTIONS

These are the deductive amounts to be deducted from any forthcoming contract payment to the contractor when contract discrepancies are discovered by county inspection personnel.

<table>
<thead>
<tr>
<th>Technical Specifications</th>
<th>Unit</th>
<th>Deduct Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. TRASH COLLECTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. RECEPTACLE EMPTYING/CLEANING</td>
<td>RECEPTACLE</td>
<td>$1.00</td>
</tr>
<tr>
<td>B. MISCELLANEOUS TRASH COLLECTION</td>
<td>100 SQ. FT.</td>
<td>$1.00</td>
</tr>
<tr>
<td>C. RECEPTACLE CLEANING &amp; DISINFECTING</td>
<td>RECEPTACLE</td>
<td>$2.30</td>
</tr>
<tr>
<td><strong>2. RESTROOM CLEANING AND SERVICING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. FIXTURE CLEANING AND DISINFECTING</td>
<td>FIXTURE</td>
<td>$2.45</td>
</tr>
<tr>
<td>B. STALL PARTITION CLEANING</td>
<td>PARTITION</td>
<td>$2.45</td>
</tr>
<tr>
<td>C. MIRROR AND CHROME CLEANING</td>
<td>FIXTURE</td>
<td>$1.98</td>
</tr>
<tr>
<td>D. TILE DE-SCALING</td>
<td>100 SQ. FT.</td>
<td>$1.00</td>
</tr>
<tr>
<td>E. GROUT CLEANING</td>
<td>100 SQ. FT.</td>
<td>$1.00</td>
</tr>
<tr>
<td>F. CERAMIC TILE FLOOR/WALL CLEANING</td>
<td>100 SQ. FT.</td>
<td>$1.00</td>
</tr>
<tr>
<td>G. RESTROOM SERVICING</td>
<td>FIXTURE</td>
<td>$2.45</td>
</tr>
<tr>
<td>H. VENDING CONCESSION (DISPENSERS)</td>
<td>FIXTURE</td>
<td>$45.00</td>
</tr>
<tr>
<td><strong>3. FLOOR MAINTENANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. SWEEPING/DUST MOPPING</td>
<td>100 SQ. FT.</td>
<td>$10.00</td>
</tr>
<tr>
<td>B. REMOVING GUM/TAR ETC.</td>
<td>100 SQ. FT.</td>
<td>$0.75</td>
</tr>
<tr>
<td>C. SPOT MOPPING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>D. MOPPING</td>
<td>100 SQ. FT.</td>
<td>$15.00</td>
</tr>
<tr>
<td>E. SPRAY BUFFING</td>
<td>100 SQ. FT.</td>
<td>$10.00</td>
</tr>
<tr>
<td>F. STRIPPING AND REFINISHING</td>
<td>100 SQ. FT.</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>4. CARPET MAINTENANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. VACUUMING</td>
<td>100 SQ. FT.</td>
<td>$15.00</td>
</tr>
<tr>
<td>B. SPOT CLEANING</td>
<td>100 SQ. FT.</td>
<td>$3.00</td>
</tr>
<tr>
<td>C. SHAMPOOING</td>
<td>100 SQ. FT.</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>5. HORIZONTAL SURFACE CLEANING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. SPOT CLEANING</td>
<td>100 SQ. FT.</td>
<td>$1.45</td>
</tr>
<tr>
<td>B. DUSTING</td>
<td>100 SQ. FT.</td>
<td>$1.45</td>
</tr>
<tr>
<td>C. DAMP WIPING</td>
<td>100 SQ. FT.</td>
<td>$3.00</td>
</tr>
<tr>
<td><strong>6. VERTICAL SURFACE CLEANING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. SPOT CLEANING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>B. DUSTING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>C. DAMP WIPING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>D. WALL SCRUBBING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>E. BASEBOARD CLEANING</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>7. DRINKING FOUNTAIN CLEANING/DISINFECTING</strong></td>
<td>FOUNTAIN</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>8. HIGH DUSTING/CLEANING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. CLEANING VENTS, GRILL</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
<tr>
<td>B. CLEANING LIGHT FIXTURES, DIFFUSERS</td>
<td>100 SQ. FT.</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
**ATTACHMENT 2**

**SCHEDULE OF PRICES FOR BUILDING CLEANING DEDUCTIONS**

These are the deductive amounts to be deducted from any forthcoming contract payment to the contractor when contract discrepancies are discovered by county inspection personnel.

<table>
<thead>
<tr>
<th>Technical Specifications</th>
<th>Unit</th>
<th>Deduct Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Venetian Blind Cleaning</td>
<td>Blind</td>
<td>$2.60</td>
</tr>
<tr>
<td>10. Elevator and Stairway Cleaning</td>
<td>Flight</td>
<td>$1.74</td>
</tr>
<tr>
<td>A. Riser and Threshold Cleaning</td>
<td>Flight</td>
<td>$0.58</td>
</tr>
<tr>
<td>B. Handrail Cleaning</td>
<td>CAB</td>
<td>$28.94</td>
</tr>
<tr>
<td>C. Elevator Cab Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Outside Cleaning</td>
<td>100 Sq. Ft.</td>
<td>$0.05</td>
</tr>
<tr>
<td>A. Trash Collection and Removal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Sweeping</td>
<td>100 Sq. Ft.</td>
<td>$0.09</td>
</tr>
<tr>
<td>C. Policing</td>
<td>100 Sq. Ft.</td>
<td>$0.06</td>
</tr>
<tr>
<td>12. Window and Glass Cleaning</td>
<td>Window</td>
<td>$12.00</td>
</tr>
<tr>
<td>A. Interior Window Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Doors, Partitions, Display Cases</td>
<td>Frame</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
(EXHIBIT A)

WAGE NOTICE

THE HOURLY RATE FOR EMPLOYEES OF CERTAIN ARLINGTON COUNTY SERVICE CONTRACTORS WORKING ON COUNTY-OWNED OR COUNTY-OCCUPIED PROPERTY SHALL NOT BE LOWER THAN

$12.75 PER HOUR

REFERENCE: ARLINGTON COUNTY PURCHASING RESOLUTION SECT. 4-103

FOR INFORMATION CONTACT:

ARLINGTON COUNTY
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA 22201
703-228-3410
AVISOS de SALARIO MINIMO

EL SALARIO MINIMO POR HORA PARA LOS EMPLEADOS DE ALGUNOS CONTRATISTAS QUE TRABAJAN EN UNA PROPIEDAD O BIEN INMUEBLE del GOBIERNO DEL CONDADO de ARLINGTON O CUALQUIER OTRA PROPIEDAD QUE SEA HABITADA/OCUPADA POR OFICINAS DEL GOBIERNO DEL CONDADO DE ARLINGTON SE HA ESTABLECIDO QUE EL SALARIO MINIMO SERÁ DE:

$12.75 POR HORA

REFERENCIA: SECCION 4-103, DE LA RESOLUCION DE LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. (ARLINGTON COUNTY PURCHASING RESOLUTION SECTION 4-103)

PARA MAS INFORMACIÓN SIRVASE LLAMAR A:

LA OFICINA DEL AGENTE DE COMPRAS DEL CONDADO DE ARLINGTON. 703-228-3410.

PARA INFORMACION EN PERSONA DIRIJA SE A:

2100 CLARENDON BOULEVARD, OFFICINA No 500 ARLINGTON, VA 22201
(EXHIBIT B)

ARLINGTON COUNTY
CONTRACTOR LIVING WAGE QUARTERLY COMPLIANCE REPORT

Quarter: _______________ to _______________

Contract Number: ___________________________ Date: ______

Company Name and Address: ______________________________________

Authorized Signature: ______________ Printed Name: ___________

In order to audit your firm's compliance with Service Contract Wage (Living Wage) provisions of the Arlington County Purchasing Resolution, please complete the following report and submit to Arlington County, Office of the Purchasing Agent, 2100 Clarendon Boulevard, Suite #500, Arlington, Virginia 22201. This report shall be submitted every (3) months during the Contract Term. All personnel of the Contractor and any of its subcontractors working on Arlington County property, or Arlington County occupied property, shall be listed.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TOTAL HOURS THIS QUARTER</th>
<th>HOURLY WAGE</th>
<th>GROSS EARNINGS ON THIS CONTRACT</th>
</tr>
</thead>
<tbody>
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By signing this form, the above-listed company certifies that the information provided is accurate and complete.