ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF AWARD OF CONTRACT

TO: L.T. SERVICES
2815 HARTLAND DR., SUITE 300
FALLS CHURCH, VA 22043

DATE ISSUED: MARCH 22, 2011

CURRENT REFERENCE NO: 64-11LW

CONTRACT TITLE: DES - CUSTODIAL SERVICES - COURTS/POLICE BLDG.

PRIOR REFERENCE NO: 176-10LW

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

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective APRIL 1, 2011 and expires on MARCH 31, 2012.

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

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 64-08LW and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:

1) PRICING FOR THIS EXTENSION TERM REFLECTS A 1.5% INCREASE OVER THE PREVIOUS TERM PER CONTRACTOR’S LETTER DATED FEBRUARY 2, 2011.

2) PRICING FOR ENSUING RENEWAL TERMS BASED ON CPI-U FOR THE MONTH OF DECEMBER.

ATTACHMENTS:

1) CONTRACTOR LETTER DATED FEBRUARY 2, 2011
2) CONTRACTOR’S BID FORM
3) AMENDMENT NO. 1
4) SPECIFICATIONS EXCERPT

SERVICE CONTRACT WAGE REQUIREMENT: THIS CONTRACT SHALL BE PERFORMED IN ACCORDANCE WITH SECTION 4-103 OF THE ARLINGTON COUNTY PURCHASING RESOLUTION. 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 THEHourLY LIVING WAGE RATE PUBLISHED ON THE COUNTY’S WORLD-WIDE WEB SITE AT THE TIME OF CONTRACT EXECUTION

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 FAX. NO.: 703-698-8909

VENDOR PAYMENT TERMS: NET 30 DAYS
TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1237597
EMAIL ADDRESS: Michael.n@ltserviceisinc.com

COUNTY CONTACT: JAMES MENDITTO
COUNTY TEL. NO.: 703-228-4451

CONTRACT AUTHORIZATION

DATE: 3/22/11

Pamela Hayes
Assistant Purchasing Agent

DISTRIBUTION

VENDOR: 1
BID FOLDER: 2
February 2, 2011

Ashley Barnes
Contract Administrator
Arlington County
Office of the Purchasing Agent
#1 Court House Plaza, Suite 500
2100 Clarendon Boulevard
Arlington, Virginia 22201

Ref: Contract 176-10LW for Custodial Service at the Courts/Police Building

Dear Mr. Barnes

Thank you very much for proposing the renewal of the referenced contract for the period of April 1st, 2011 thru March 31, 2012.

We would like to request for the price increase base on the percentage change in the Department of Labor, Consumer Price Index, Unadjusted, All Items (CPI-U) for the twelve months period ending December 2010. The increase percentage is 1.5%.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CURRENT PRICE 04/01/10 - 03/31/11</th>
<th>RENEWED PRICE 04/01/11 - 03/31/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detention Facility</td>
<td>$ 37,005.72</td>
<td>$ 37,560.80</td>
</tr>
<tr>
<td>Courts/Police Facility</td>
<td>$ 387,834.00</td>
<td>$ 393,651.51</td>
</tr>
<tr>
<td>Day Porter</td>
<td>$ 18,502.80</td>
<td>$ 18,780.34</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 443,342.52</td>
<td>$ 449,992.65</td>
</tr>
</tbody>
</table>

Again thank you very much for extending the referenced contract. If you have any questions regarding this request for increase, please do not hesitate to contact us at (703)698-8838.

Sincerely,

Michael Nguyen
CEO

Attached: CPI-U index for the past twelve months ending December 2010
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 64-08LW

BID FORM

SUBMIT TWO SIGNED BID FORMS (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., February 26, 2008

FOR PROVIDING CUSTODIAL SERVICES PER THE TERMS, CONDITIONS AND
SPECIFICATIONS OF THIS SOLICITATION. Attach cost breakdown for prices
listed below.(Labor, supplies, equipment, overhead):

THE UNSIGNED 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>LOCATION</th>
<th>PRICE FIRST YEAR</th>
<th>PRICE SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETENTION FACILITY</td>
<td>$50,339.76</td>
<td>$52,101.65</td>
</tr>
<tr>
<td>COURTS/Police Facility</td>
<td>$391,146.36</td>
<td>$404,836.48</td>
</tr>
<tr>
<td>DAY PORTER</td>
<td>$16,779.96</td>
<td>$17,367.26</td>
</tr>
<tr>
<td>LOADING DOCK (DAY PORTER)</td>
<td>$16,779.96</td>
<td>$17,367.26</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$475,046.04</td>
<td>$491,672.63</td>
</tr>
</tbody>
</table>

HOURLY RATES FOR ADDITIONAL SERVICES:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PRICE FIRST YEAR</th>
<th>PRICE SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT MANAGER</td>
<td>$20.13/Hour</td>
<td>$20.83/Hour</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>$13.13/Hour</td>
<td>$13.73/Hour</td>
</tr>
<tr>
<td>CUSTODIAN</td>
<td>$16.13/Hour</td>
<td>$16.69/Hour</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

BIDDER’S NAME: 

L.T. SERVICES, INC.

64-08LW
41
DAY PERSONNEL:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PRICE FIRST YEAR</th>
<th>PRICE SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 HOURS, OCCASIONAL BASIS</td>
<td>16.13/ Hour</td>
<td>16.69/ Hour</td>
</tr>
<tr>
<td>4-8 HOURS, OCCASIONAL BASIS</td>
<td>16.13/ Hour</td>
<td>16.69/ Hour</td>
</tr>
<tr>
<td>4 HOURS, CONTINUAL BASIS</td>
<td>16.13/ Hour</td>
<td>16.69/ Hour</td>
</tr>
<tr>
<td>8 HOURS, CONTINUAL BASIS</td>
<td>16.13/ Hour</td>
<td>16.69/ Hour</td>
</tr>
<tr>
<td>TOTAL</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.).

THIS BID FORM MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID WILL BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE: CHUNG DUONG, PRESIDENT

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

NAME (PRINTED): CHUNG DUONG
TEL. NO.: (703) 688-9839

E-MAIL ADDRESS: CHUNG@LTSERVICESINC.COM

SUBMITTED BY: (LEGAL NAME OF FIRM) L.T. SERVICES, INC.
ADDRESS: 2815 HARTLAND ROAD, SUITE 300
CITY/STATE/ZIP: FALLS CHURCH, VA 22043
TELEPHONE NO: (703) 688-9838 FAXIMILE NO: (703) 688-9808
TAX ID NUMBER (EIN/SSN): 54-1237597

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

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? YES [ ] NO [X]

BIDDER STATUS: ☐ MINORITY OWNED [X] ☐ WOMAN OWNED: [ ] NEITHER [ ]
BID FORM ATTACHMENT 3

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>TRASH COLLECTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECEPTACLE EMPTYING/CLEANING</td>
<td>RECEPTACLE</td>
<td>$0.46</td>
</tr>
<tr>
<td>MISCELLANEOUS TRASH COLLECTION</td>
<td>100 SQ. FT</td>
<td>$0.46</td>
</tr>
<tr>
<td>RECEPTACLE CLEANING &amp; DISINFECTING</td>
<td>RECEPTACLE</td>
<td>$3.30</td>
</tr>
<tr>
<td>RESTROOM CLEANING AND SERVICING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIXTURE CLEANING AND DISINFECTING</td>
<td>FIXTURE</td>
<td>$1.45</td>
</tr>
<tr>
<td>STALL PARTITION CLEANING</td>
<td>PARTITION</td>
<td>$1.45</td>
</tr>
<tr>
<td>MIRROR AND CHROME CLEANING</td>
<td>FIXTURE</td>
<td>$0.98</td>
</tr>
<tr>
<td>TILE DE-SCALING</td>
<td>100 SQ. FT</td>
<td>$0.32</td>
</tr>
<tr>
<td>GROUT CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.32</td>
</tr>
<tr>
<td>CERAMIC TILE FLOOR/WALL CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.32</td>
</tr>
<tr>
<td>RESTROOM SERVICING</td>
<td>FIXTURE</td>
<td>$1.45</td>
</tr>
<tr>
<td>VENDING CONCESSION (DISPENSERS)</td>
<td>FIXTURE</td>
<td>$38.94</td>
</tr>
<tr>
<td>FLOOR MAINTENANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWEEPING/DUST MOPPING</td>
<td>100 SQ. FT</td>
<td>$0.09</td>
</tr>
<tr>
<td>REMOVING GUM/TAR ETC.</td>
<td>100 SQ. FT</td>
<td>$0.06</td>
</tr>
<tr>
<td>SPOT MOPPING</td>
<td>100 SQ. FT</td>
<td>$0.28</td>
</tr>
<tr>
<td>MOPPING</td>
<td>100 SQ. FT</td>
<td>$0.83</td>
</tr>
<tr>
<td>SPRAY BUFFING</td>
<td>100 SQ. FT</td>
<td>$0.32</td>
</tr>
<tr>
<td>STRIPPING AND REFINISHING</td>
<td>100 SQ. FT</td>
<td>$2.94</td>
</tr>
<tr>
<td>CARPET MAINTENANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VACUUMING</td>
<td>100 SQ. FT</td>
<td>$0.42</td>
</tr>
<tr>
<td>SPOT CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.42</td>
</tr>
<tr>
<td>SHAMPOOING</td>
<td>100 SQ. FT</td>
<td>$2.94</td>
</tr>
<tr>
<td>HORIZONTAL SURFACE CLEANING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPOT CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>DUSTING</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>DAMP WIPING</td>
<td>100 SQ. FT</td>
<td>$0.30</td>
</tr>
<tr>
<td>VERTICAL SURFACE CLEANING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPOT CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>DUSTING</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>DAMP WIPING</td>
<td>100 SQ. FT</td>
<td>$0.30</td>
</tr>
<tr>
<td>WALL SCRUBBING</td>
<td>100 SQ. FT</td>
<td>$0.90</td>
</tr>
<tr>
<td>BASEBOARD CLEANING</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>DRINKING FOUNTAIN CLEANING/DISINFECTING</td>
<td>FOUNTAIN</td>
<td>$4.92</td>
</tr>
<tr>
<td>HIGH DUSTING/CLEANING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEANING VENTS, GRILL</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>CLEANING LIGHT FIXTURES, DIFFUSERS</td>
<td>100 SQ. FT</td>
<td>$0.45</td>
</tr>
<tr>
<td>VENETIAN BLIND CLEANING</td>
<td>BLIND</td>
<td>$2.60</td>
</tr>
</tbody>
</table>

BIDDER'S NAME: L.T. SERVICES, INC.
<table>
<thead>
<tr>
<th>Service</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riser and Threshold Cleaning</td>
<td>Flight</td>
<td>$1.74</td>
</tr>
<tr>
<td>Handrail Cleaning</td>
<td>Flight</td>
<td>$0.56</td>
</tr>
<tr>
<td>Elevator Cab Cleaning</td>
<td>Cab</td>
<td>$24.94</td>
</tr>
<tr>
<td>Outside Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Collection and Removal</td>
<td>100 sq. ft</td>
<td>$0.05</td>
</tr>
<tr>
<td>Sweeping</td>
<td>100 sq. ft</td>
<td>$0.09</td>
</tr>
<tr>
<td>Policing</td>
<td>100 sq. ft</td>
<td>$0.06</td>
</tr>
<tr>
<td>Window and Glass Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Window Cleaning</td>
<td>Window</td>
<td>$2.49</td>
</tr>
<tr>
<td>Doors, Partitions, Display Cases</td>
<td>Frame</td>
<td>$1.45</td>
</tr>
</tbody>
</table>

BIDDER'S NAME: L.T. SERVICES, INC.
BID FORM ATTACHMENT 4

SUPPLY LIST

THE CONTRACTOR SHALL COMPLETE THE FOLLOWING UPON AWARD OF CONTRACT. 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:

SUPPLY LIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>BRAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLASTIC TRASH CAN LINERS</td>
<td>Webster</td>
</tr>
<tr>
<td>PAPER TOWELS (RECYCLED)</td>
<td>Bay West</td>
</tr>
<tr>
<td>TWO-Ply TOILET PAPER (RECYCLED)</td>
<td>Bay West</td>
</tr>
<tr>
<td>HAND SOAP</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>TOILET SEAT COVERS</td>
<td>Protec Inc.</td>
</tr>
<tr>
<td>CLEANER, GLASS/WINDOW</td>
<td>Envizox</td>
</tr>
<tr>
<td>CLEANER, BATHROOM</td>
<td>Envizox</td>
</tr>
<tr>
<td>CLEANER, BOWL</td>
<td>Envizox</td>
</tr>
<tr>
<td>CLEANER, MULTI-PURPOSE</td>
<td>Envizox</td>
</tr>
<tr>
<td>FLOOR CARE, STRIPPER</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>FLOOR CARE, FINISH</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>FLOOR CARE, SEALER</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>FLOOR CARE, POLISH</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>METAL POLISH</td>
<td>Terand Industry</td>
</tr>
<tr>
<td>FURNITURE CARE, POLISH (VINYL)</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>FURNITURE CARE, POLISH (WOOD)</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>CARPET SPOT/STAIN REMOVER</td>
<td>Envizox</td>
</tr>
<tr>
<td>STEAM &amp; CARPET CLEANER</td>
<td>Cartex</td>
</tr>
<tr>
<td>DISINFECTANT</td>
<td>Envizox</td>
</tr>
<tr>
<td>TILE CLEANER</td>
<td>Envizox</td>
</tr>
<tr>
<td>GUM REMOVER</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>DUST MOP TREATMENT</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>WOOD CLEANER</td>
<td>Golden Star</td>
</tr>
<tr>
<td>PORCELAIN CLEANER</td>
<td>Envizox</td>
</tr>
<tr>
<td>STAINLESS STEEL CLEANER</td>
<td>Abel Industry</td>
</tr>
<tr>
<td>BRASS POLISH</td>
<td>Delta Industry</td>
</tr>
</tbody>
</table>

**BID FORM ATTACHMENT 5**

**EQUIPMENT LIST**

THE CONTRACTOR SHALL COMPLETE THE FOLLOWING UPON AWARD OF CONTRACT. 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>ESCALATOR CLEANING MACHINE (provide evidence of ownership with bid)</td>
<td>Clearmaster</td>
<td>1</td>
</tr>
<tr>
<td>VACUUMS, COMMERCIAL GRADE, 1.5 HP MINIMUM</td>
<td>Windsor/Sanitaire</td>
<td>8</td>
</tr>
<tr>
<td>WET/DRY VACUUM</td>
<td>Powr Flite</td>
<td>1</td>
</tr>
<tr>
<td>BACKPACK VACUUM</td>
<td>Pro Team</td>
<td>5</td>
</tr>
<tr>
<td>FLOOR SCRUB MACHINE</td>
<td>Abel</td>
<td>2</td>
</tr>
<tr>
<td>FLOOR BUFF MACHINE, HI SPEED</td>
<td>Abel</td>
<td>2</td>
</tr>
<tr>
<td>FLOOR BUFF MACHINE, LO SPEED</td>
<td>Abel</td>
<td>0</td>
</tr>
<tr>
<td>CARPET STEAM CLEANER</td>
<td>Windsor</td>
<td>1</td>
</tr>
<tr>
<td>BROOMS, INDOOR/OUTDOOR</td>
<td>Zimco</td>
<td>15</td>
</tr>
<tr>
<td>DUST PAN</td>
<td>Rubbermaid</td>
<td>20</td>
</tr>
<tr>
<td>MOP, WET</td>
<td>Seco</td>
<td>15</td>
</tr>
<tr>
<td>MOP, DUST, TREATED</td>
<td>Seco</td>
<td>15</td>
</tr>
<tr>
<td>BUCKET</td>
<td>Rubbermaid</td>
<td>15</td>
</tr>
<tr>
<td>WRINGER</td>
<td>Rubbermaid</td>
<td>15</td>
</tr>
<tr>
<td>WET FLOOR SIGNS</td>
<td>Rubbermaid</td>
<td>20</td>
</tr>
<tr>
<td>MOBILE TRASH CAN WITH CADDY</td>
<td>Rubbermaid</td>
<td>10</td>
</tr>
<tr>
<td>SPECIAL HIGH CLEANING EQUIP</td>
<td>Rubbermaid</td>
<td>1</td>
</tr>
<tr>
<td>DUSTERS, LAMBS WOOL OR EQUIV</td>
<td>Zimco</td>
<td>20</td>
</tr>
<tr>
<td>COMMODE BRUSH</td>
<td>Rubbermaid</td>
<td>20</td>
</tr>
<tr>
<td>WINDOW CLEANING UTENSILS</td>
<td>Jiceinstein</td>
<td>2</td>
</tr>
</tbody>
</table>

**BIDDER’S NAME:** L.T. Servias, Inc.
NOTICE OF AWARD OF CONTRACT
AMENDMENT NO. 1

TO: L.T. SERVICES
2815 HARTLAND DR., SUITE 300
FALLS CHURCH, VA 22043

DATE ISSUED: JUNE 9, 2010

CURRENT reference No.: 176-10lw

contract TITLE: Custodial Services - Courts/Police Bldg.

Prior Reference No.: 231-09lw

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.

1) REPLACE STAFFING LEVELS WITH THE HOURS BELOW:
Contract Manager 8 hours (12:00pm to 9:00pm)
Day Porter 4 hours
Detention Facility 8 hours (4 day, 4 evening)
Courts/Police 76 hours (20 day, 56 evening)
Total 96 hours

2) REFER TO THE AMENDED ATTACHMENTS A & B REFLECTING REDUCTION IN SERVICE.

CONTRACT PRICING:
NO CHANGE IN PRICING

ATTACHMENTS:
1) AMENDED ATTACHMENT A
2) AMENDED ATTACHMENT B

SERVICE CONTRACT WAGE REQUIREMENT: THIS CONTRACT SHALL BE PERFORMED IN ACCORDANCE WITH SECTION 4-103 OF THE ARLINGTON COUNTY PURCHASING RESOLUTION. 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

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

VENDOR CONTACT: CHUNG DUONG
VENDOR PAYMENT TERMS: NET 30 DAYS
TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1237597
EMAIL ADDRESS: chungd@ltservicesinc.com

COUNTY CONTACT: JAMES MENDITTO
COUNTY TEL. NO.: 703-228-4451

VENDOR TEL. NO.: 703-298-8838
VENDOR FAX. NO.: 703-298-8909

CONTRACT AUTHORIZATION
Pamela Hayes
6/9/10
Assistant Purchasing Agent

DISTRIBUTION
VENDOR: 1
BID FOLDER: 1
REvised ATTACHMENT A
176-10LW AMENDMENT NO. 1

HOURLS OF SERVICE BY FLOOR

Detention Facility
Two people from 5:00 p.m. to 9:00 p.m.

Basement
Police locker rooms (male & female) - Clean between 9:30 a.m. - 12:00 noon.

All other areas evening or night services to begin at 5:00 p.m.

First Floor/Lobby
Law Library after 5:00 p.m.

Evening services to include buffing of tiled floors to begin at 5:00 p.m.

Second Floor
Evening services to include floor buffing, cleaning of holding cells and mental commitment areas after 5:00 p.m.

Third Floor
Courtrooms, associated office areas and holding cells after 5:00 p.m.

Evening services to include buffing of tiled floors to begin at 5:00 p.m.

Fourth Floor
Juvenile & Domestic Relations clerical staff areas between 2:30 p.m. and 4:00 p.m.

Intake Office areas from 2:30pm to 4:00 p.m.

Evening services to include buffing of tiled floors to begin at 5:00 p.m.

Fifth Floor
Evening services to include buffing of tiled floors to begin at 5:00 p.m.

Evening services to be performed in probation, clerical staff areas

Sixth Floor
Except for Record Room and Public areas this floor must be cleaned between 7:30 a.m. and 9:30 a.m.

Evening services to include buffing of tiled floors to begin at 5:00 p.m.

Seventh Floor
Evening services to include buffing of tiled floors to begin at 5:00 p.m.

ECC area cleaned from 1:00pm to 4:00pm

Eighth Floor
Evening services to include buffing of tiled floors to begin at 5:00 p.m.
Police training room after 5:00pm

Ninth Floor
Evening services to include buffing of tiled floors to begin at 5:00 p.m. on entire floor
Sheriff's area cleaned after 5:00pm

Tenth Floor
Evening services to include buffing of tiled floors to begin at 5:00 p.m. on entire floor.
Clean entire floor after 5:00pm

Eleventh Floor
Same as Tenth Floor
Courtrooms cleaned after 5:00 p.m.

Twelfth Floor
Lobby and Public areas only after 5:00pm
Evening services to include buffing the tile floors after 5:00pm

Thirteenth Floor
Supply areas and maintenance office after 5:00 p.m.
Locker room cleaned after 5:00pm

Stairwells
After 5:00 p.m.

Public Rest Rooms
Day and Evening services

Elevators & Escalators
Evenings after 5:00 p.m.

Day Porter (Exterior)
Four hours daily Mon - Fri between the hours of 7:00 am and 11:00 am.

Saturday Services include:

Police locker rooms men/women G-1 level
Roll call room 1st floor
Kitchenette /bathroom 1st floor
Training room 8th floor
ECC bathrooms/trash collection

Grounds Maintenance
Outside Pressure Washing (Pavers and Sidewalk): M-W-F
Pressure washer provided by the county
Pressure washing all pavers/ sidewalks after 5:00pm
Clean statue: M-F
Use water hose and wash pavers (Water Trees): T/TH
Lobbies and Public Areas

Daily (After Business Hours):

1. Tile floors will be swept, mopped, and burnished.
2. Wash all entrance doors, glass doors and glass walls.
3. Trash receptacles emptied, wiped clean inside and outside, trash removed to dumpster. New clear trash receptacle liners to be replaced when needed.
4. Carpet vacuumed, spot cleaned with spot or stain remover
5. Spot clean walls weekly.

Periodic:

1. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted weekly and washed quarterly.
2. Carpet extracted annually.
3. Mini-blinds to be dusted monthly and washed quarterly.
4. Tile floors stripped and refinished annually.
5. Dust and wash the light fixtures quarterly.
6. 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. Weekly

Elevators, Escalators and Corridors:

Daily (After Business Hours):

1. Tile floors will be swept, mopped, and burnished.
2. Polish all bright metal fixtures, handrails and surfaces.
3. Custodian's equipment/supply closet will be kept neat and clean.
4. Clean and disinfect water fountains.
5. Spot clean partition glass.
6. Spot clean walls and both sides of doors.
7. Clean passenger elevator door tracks and doors and machine clean escalator treads and tracks.
8. Brass escalator partitions will be wiped down.
9. Carpet vacuumed, spot cleaned with spot or stain remover.
10. Dust furnishings, low ledges, rails, molding and vents.

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.
5. Dust walls, high ledges, sills, rails, metal trim, molding and ceiling vents weekly and washed quarterly.

C.

Offices, Work Areas, Court Rooms (including Jury Assembly Room):

Daily (After Business Hours):

1. All trash receptacles emptied, wiped clean, trash removed to trash room. New trash receptacle clear liners to be replaced as needed.
2. Tile floors are dust mopped, spot mopped.
3. Clean tables and ledges.
4. Tile floors swept, mopped, and burnished. (COURTROOMS/JURY ASSEMBLY ROOM ONLY)
5. Carpets vacuumed, spot cleaned with spot or stain remover. (COURTROOMS/JURY ASSEMBLY ROOM ONLY)
Three times per week (Monday, Wednesday, Friday):

1. Tile floors will be swept and mopped.
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.

Twice per week (Tuesday, Thursday):

1. Carpet vacuumed, spot cleaned with spot or stain remover.
2. Clean doors and kick plates, both sides.
3. Spot clean walls and partition glass.
4. Tile floors will be burnished.

Periodic:

1. Carpets extracted annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
2. Door frames, window frames, diffusers, and return vents dusted weekly.
3. Glass partitions, corridor walls, transom glass, interior partitions, including interior movable office partitions and molding are to be washed monthly.
4. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted weekly and washed quarterly.
5. Mini-blinds to be dusted monthly and washed quarterly.
6. Wooden desks, tables and consoles polished weekly.
7. Tile floors stripped and refinished annually.

D. Rest Rooms and Locker Rooms:

Daily:

1. Trash receptacles are to be emptied and trash removed to trash room.
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 burnish. 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 partitioning, weekly.

2. Wash floor drains weekly.

3. Tile floors
   a. Tile floors will be buffed twice per week.
   b. Tile floors machine scrubbed quarterly 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 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 quarterly.
7. Tops of lockers in locker rooms will be wiped down weekly.

E. Meeting and Conference Rooms:

Daily (After Business Hours):

1. Trash receptacles to be emptied, wiped clean with damp cloth and trash removed to dumpster. New trash receptacle liners to be replaced when needed.

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

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

4. Tile floors are dust mopped, spot mopped.

Twice per week (Tuesday, Thursday):

1. 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.

2. Tile floors will be mopped and burnished.

Periodic:

1. Carpets extracted annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)

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

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

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

5. Mini-blinds to be dusted monthly and washed quarterly.

6. Wooden desks, tables and consoles polished weekly.

7. Tile floors stripped and refinished annually.
F. Snack Room:

Daily (After Business Hours):

1. Tile floors will be dust mopped and damp mopped.
2. Counter and/or table areas will be wiped down.
3. Trash receptacles emptied, trash removed to trash room and new trash receptacle liners to be replaced when necessary.

Periodic:

1. Tile floors will be burnished two (2) times per week.
2. All surfaces 96 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.
3. Trash receptacles wiped clean inside and outside weekly.
4. Tile floors stripped and refinished annually.

G. Trash Room:

Daily (After Business Hours):

1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.

Periodic:

1. Trash carts will be wiped clean inside and out with a germicidal cleaner weekly.
2. Any ledges in trash room will be dusted weekly.
3. Floors will be stripped and refinished annually.
4. Walls will be spot cleaned.
H. Stairwells:

Twice per week (Tuesday, Thursday):

1. Police for paper and other trash and clean spills.
2. Spot clean walls.

Periodic:

1. Sweep and damp mop weekly.
2. Wipe all doors and door knobs weekly.
4. Wash hand rails monthly.
I. **SCOPE OF WORK:**

A. **Requirements:**

1. 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, feminine products, liquid soap, and chemicals) must be approved by the County.

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

2. The Contractor shall clean the Justice Center between 7:00 a.m. and 12:00 midnight, unless otherwise stated in other sections of this specification, Monday through Friday except on the following observed holidays:

   New Year's Day
   Martin Luther King Day
   Washington's Birthday
   Memorial Day
   Independence Day
   Labor Day
   Columbus Day
   Veterans Day
   Thanksgiving (2-Day Holiday)
   Christmas Eve (1/2-Day)
   Christmas Day

3. A listing of hours, tasks and frequencies is included in Attachment A. The Contractor shall perform the task for each area or item at the frequencies specified.

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

   The Contractor is responsible for assuring 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.

5. **Contractor's Employees:**

   a. **General Requirements:**

      1) The Contractor shall screen all applicants and employ only qualified employees who are skilled in the performance of their duties and acceptable to the County. Minimum personnel
qualifications are as follows:

Contract Manager - Three years of experience  
Contract Supervisor - Eighteen months experience  
Custodian/day personnel - six months experience

A list of all employees designated to perform services under this contract shall be provided to the County within 10 days of award of the contract. The Contractor agrees to immediately remove any employee the County reasonably determines to be unacceptable. The name of any new employee shall be provided the County no more than ten days following employee's hire.

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

3) 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 building by employees of the Contractor.

4) The Contractor agrees to instruct its employees to follow all reasonable security procedures requested by the County.

5) The Contractor agrees to provide the County a list of employees with their full name and social security number. This list shall be updated monthly.

6) 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.

7) The Contractor shall notify the County's Project Officer, in writing, when a permanent change in management or supervisory employee occurs and provide the name of their replacement.
b. **Contract Manager:** The Contractor shall assign a full-time, on-site Contract Manager who shall report as required, Monday through Friday, between the hours of 12:00 noon until 9:00 p.m., to the County's Project Officer for communication and coordination of the custodial functions and quality control. The Contract Manager shall: inspect all areas of the building covered by this contract each day for the purpose of ensuring quality workmanship and compliance with the contract; note discrepancies and complaints; and correct deficiencies in the work.

A weekly report containing a list of all problems encountered over the week; projects completed; maintenance issues; daily inspection summary; and an overall summary of week's activities shall be submitted to the County's Project Officer by 12:00 noon each Friday.

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

2) The Contract Manager shall be responsible for all keys assigned to unlock spaces, and for the security of the building. If the Contract Manager 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 Justice Center affected.

3) The Contract Manager shall be responsible for the conduct and performance of the Contractor's employees, and compliance with the following rules:

   a) Contractor's employees who are under the influence of alcohol or drugs will not be permitted in the Justice Center. Contractor's employees appearing to be under the influence of alcohol or drugs, as determined by the County's Project Officer, will be reported to the Contract Manager who will be responsible for taking the appropriate action including removal of the employee from the Justice Center;

   b) No loud or boisterous conduct will be permitted;
c) Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets at any time;

d) Contractor's employees shall not use or tamper with office machines, equipment or County employee personal property at any time;

e) 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.

f) The 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.

c. **Contract Supervisor:**

1) The Contractor shall assign at least one (1) qualified supervisor (Contract Supervisor) to physically supervise the Contractor's employees at all times. The Contractor's supervisor(s) shall report directly to Contractor's Contract Manager for communication and coordination of the custodial functions and to ensure adherence to the cleaning schedules.

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.

2) The Supervisor shall be able to communicate in and understand English (both verbal and written). The Supervisor must be able to respond to the needs communicated by the County's Project Officer in the absence of the Contract Manager.

3) The Supervisor shall report any adverse conditions (leaky faucets, stopped toilets and drains, broken fixtures, etc.), as well as any unusual happenings in the building, to the Contractor's Contract Manager.

4) Supervisor will conduct daily inspections of all facilities to ensure compliance with the contract.
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 5:30 p.m. and 10:00 p.m., Monday through Friday. They shall become familiar with the schedule of cleaning within their assigned areas.
e. **Day Personnel:** The Contractor shall employ a sufficient number of permanent day personnel trained to perform specified duties and services during the Justice Center's normal hours of operation (7:00 a.m. until 4:00 p.m.). Day Personnel shall be instructed by the appropriate Supervisor regarding the schedule of cleaning within their assigned area(s).

f. **Day Porter:** A uniformly dressed, Day Porter shall be on duty four (4) hours per day performing utility services to the exterior perimeter of the Justice Center. The porter shall be knowledgeable about proper use of pressure washing equipment and appropriate methods of removing embedded foreign substances (i.e., chewing gum) from paving surfaces.

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

The County reserves the right to require the removal of any employee of the Contractor from the building at any time who 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 Contractor's representative who has supervisory authority over the employee in question shall remove the employee from the Justice Center's premises at the direction of the County.

6. **Equipment and Supplies:**

a. **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.

All necessary cleaning equipment including an escalator cleaning machine (Cimex, or approved equivalent), power driven floor scrubbing machines, back pack vacuums, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, etc. needed for the performance of the work of this Contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind and no equipment shall be used which is harmful to the buildings or their contents. The Contractor will be required to indicate on the "Supply List" and
"Equipment List" (Attachments 4 and 5) in the Pricing Schedule, the manufacturer and amount of equipment that they have available for use under the Contract.

b. **Supplies:** A Custodian's closet on most floors and a storage area on the 13th floor containing approximately 1,500 square feet will be provided for the storage of all supplies (chemicals, solvents, paper goods, etc.) furnished by the Contractor.

The Contractor shall furnish all supplies necessary for the work of this Contract. They include but are not limited to:

1) Toilet Paper shall be commercial grade, double ply and as approved by the County.

2) Paper towels shall be semi-bleached, multi-fold as approved by the County.

3) Wax such as Johnson's Floor Finish (25% solid) or equivalent.

4) Amphyol Spray disinfectant or approved equal.

5) Red Hand Soap, as distributed by Crown Supply or approved equivalent.

Supplies shall be made available to the County's Project Officer for inspection and approval. Material Safety Data Sheets must be provided to the County's Project Officer for all chemicals and solvents used by the Contractor. 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.

The County has installed dispensers for feminine products (sanitary napkins and tampons) in the rest rooms and locker rooms. The dispensers are set for a $.25 charge. The Contractor shall provide a sufficient supply of the appropriate type of feminine products for such dispensers. The Contractor shall replenish the supply in all dispensers as necessary and collect and retain any deposited coins. The County reserves the right to install additional dispensers if it determines, in its sole discretion, that such dispensers are necessary. The Contractor will not be responsible for replenishing the supply in damaged dispensers, however the Contractor shall notify the County Project Officer immediately when it discovers any such damage.
c. **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.

d. **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.

e. **Germicidal Properties:** The Contractor shall not use a germicidal disinfectant that does not bear the Environmental Protection Agency (EPA) Registration Number.

**Note:** Paper supplies and hand soap will be stored in an area that will make them readily available during the day for replacement by County staff.

B. **Special Requirements:**

1. **Inclement Weather:**

   The Contractor shall provide custodial services in inclement weather. In the event the County closes the Justice Center to the public due to inclement weather the Contractor shall be relieved of its responsibility for cleaning the Justice Center during the period of time the Justice Center is closed. However, the Contractor shall provide services the next day that the Justice Center 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.

   The Day Porter assigned to “Outside Cleaning” shall be available to assist County Staff in snow removal and spreading sand, as necessary, on sidewalks and the Justice Center deck areas.
2. Special or Emergency Cleaning:

When the Contract Manager or Supervisor 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, as set forth in the Contract.

3. Contractor's Plan of Operation:

Within thirty (30) days after award of the contract, the Contractor shall submit to the County's Project Officer a complete plan of its operations, including but not limited to the following:

a. Number of employees assigned to each area;

b. Name, address, and telephone number of assigned Contract Manager and Supervisor(s);

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

d. Example of inspection forms and procedures on how inspections will be conducted.

e. Material Safety Data Sheets for all applicable supplies (chemicals, solvents, etc.) to be furnished by the Contractor.

f. The Contractor will provide a detailed periodic work plan. The plan will be required within thirty (30) days of Contract award. Submission shall be made to the County's Project Officer.

4. Contractor Quality Control Program:

a. 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 to the County's Project Officer for review and approval prior to start of Contract. 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. This QCP is of paramount importance. The program shall include, but not limited to the following:
1) An inspection system which is tailored to the specific facilities and which covers all services stated in the tasks and frequencies segment of the Contract. 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. The Contractor and his supervisors who will complete inspections should be identified by title and type of inspection each is authorized to perform.

2) 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, upon request, during the term of the Contract.

b. 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.

VI. 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/nonperformance in accordance with rates set out in the Schedule of Prices for Building Cleaning Deductions (SEE Attachment #3).

The County's Project Officer, or designee, may inspect at any time for compliance with the terms of the Contract. The Contractor shall receive written notice of deficiencies by copy of the inspection reports, or validated complaint letters:

A. Prior to charging liquidated damages/deductions;

B. Whenever nonperformance exists, or unsatisfactory services are performed. The Contractor shall be conclusively presumed to have actual knowledge of work not performed and that notices shall not be a prerequisite for withholding payment for non-performed and unsatisfactory services.
C. When the Contractor's performance in unsatisfactory or deductions are to be charged, a Janitorial Contract Discrepancy Report (SEE Attachment #2) shall be issued by the County's Project Officer. The Contractor shall reply, in legible 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 a recurrence.

D. During the first three (3) months of the Contract, the Contractor's Project Manager shall meet twice a month (formally) and daily (informally) with the County's Project Officer and other designated County officials as necessary for the purpose of discussing performance. The meetings shall be documented. It is the responsibility of the Contractor to state in writing any disagreement with the minutes.

E. After the first three (3) months of the Contract, the Contractor's Project Manager 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 date of termination shall be stated in a written notice to the Contractor. The County shall be the sole judge of nonperformance under the contract.
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.

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.
B. Restroom Cleaning and Servicing

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 other enough 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.

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 Manager. 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 or servicing.

4) **Tile De-scaling**

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 or 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,

C. Floor Maintenance

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, smear, 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.

5) **Spray Buffing**

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

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.
attention shall be paid to avoid damaging carpet fibers.

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.

3) Shampooing

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.
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**

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.

2) **Dusting**

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**
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.

1) Spot Cleaning
   Procedure same as in E, 1).

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 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.

H. High Dusting/Cleaning

High surfaces and objects shall be free from dirt, lint, cobwebs, grease, grime, streaks, spots, stains, insects, etc. and shall 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.
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. Care shall be taken to prevent damages to eight the slats or the tapes that support them.

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 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.

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 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.

K. Escalators

Escalators shall present a uniformly clean appearance and be
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.

K. **Escalators**

Escalators shall be cleaned according to the schedule.

1) **Escalator Tracks**

All dirt and debris shall be machine cleaned from escalator tracks.

2) **Handrailings**

Procedure same as in J, 2.

3) **Escalator Side Panels**

All side panel surfaces shall be cleaned according to the particular specification that relates to the type of surface.

L. **Outside Cleaning**

Entire grounds covering parking areas, access roads, loading docks, lawns, flower and shrub beds shall be cleaned according to schedule.

1) **Paper and Trash Collection**

Same standards as in A, 2.

2) **Sidewalks**

Sidewalks shall be free from gum, uniformly clean in appearance and free from obstructions.

3) **Policing**

Policing efforts shall be judged according to their timeliness and effectiveness in presenting an overall clean appearance.
2) Sidewalks

Entrance ways, sidewalks, and loading dock shall be hosed down and pressure washed according to schedule to present a clean and orderly appearance at all times.

3) Policing

 Entire grounds covering parking areas, access roads, loading dock, lawns, flower and shrub beds shall be policed according to schedule to present a tidy appearance at all times free of litter, trash, debris and other unsightly omissions.

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 according to schedule. It

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
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 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

Same standards as in M, 2).

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

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.
ATTACHMENT A
HOURS OF SERVICE BY FLOOR

Detention Facility
Basement Lobby

One person cleaning from 7:30 a.m. to 11:30 a.m. and two people from 5:30 p.m. to 9:30 p.m.

Basement

Police locker rooms (male & female) - Clean between 8:00 a.m. - 10:00 a.m.

Lobby, Public areas and snack rooms to be policed throughout day (day personnel)

All other areas evening or night services to begin at 5:30 p.m.

First Floor/Lobby

Law Library after 5:30 p.m.

Lobby and Public areas day personnel

Evening services to include buffing of tiled floors to begin at 5:30 p.m.

Second Floor

Lobby and Public areas day personnel

Evening services to include floor buffing, cleaning of holding cells and mental commitment areas after 5:30 p.m.

Third Floor

Lobby and Public areas day personnel

Courtrooms, associated office areas and holding cells after 5:30 p.m.

Evening services to include buffing of tiled floors to begin at 5:30 p.m.

Fourth Floor

Lobby and Public areas day personnel

Juvenile & Domestic Relations clerical staff areas between 3:00 p.m. and 5:00 p.m.

Intake Office areas after 5:30 p.m.

Evening services to include buffing of tiled floors to begin at 5:30 p.m.

Fifth Floor

Lobby and Public areas day personnel

Evening services to include buffing of tiled floors to begin at 5:30 p.m.

Evening services to be performed in probation, doctors and clerical staff areas

Sixth Floor

Except for Record Room and Public areas this floor must be cleaned between 7:30 a.m. and 9:30 a.m.
Lobby and Public areas day personnel

Evening services to include buffing of tiled floors to begin at 5:30 p.m.

**Seventh Floor**
Lobby and Public areas only, day personnel and evening services to include buffing of tiled floors to begin at 5:30 p.m.

**Eighth Floor**
same as Seventh Floor

**Ninth Floor**
Lobby and Public areas day personnel

Evening services to include buffing of tiled floors to begin at 5:30 p.m. on entire floor

**Tenth Floor**
Lobby and Public areas day personnel

Evening services to include buffing of tiled floors to begin at 5:30 p.m. on entire floor except for mechanical rooms

**Eleventh Floor**
Same as Tenth Floor except shell areas

Courtrooms after 5:30 p.m.

**Twelfth Floor**
Lobby and Public areas only

**Thirteenth Floor**
Supply areas and maintenance office after 5:30 p.m.

**Stairwells**
After 5:30 p.m.

**Public Rest Rooms**
Day personnel and evening services

**Elevators & Escalators**
Day personnel and evenings after 5:30 p.m.

**Partitioning Construction**
As needed

**Day Porter (Exterior)**
Four hours daily, Mon - Fri, between the hours of 7:00 a.m. and 11:00 a.m.

**Loading Dock Porter (Interior)**
Four hours daily, Mon - Fri, between the hours of 11:00 a.m. and 3:00 p.m.
Attachment B

FREQUENCIES OF TASKS BY LOCATION
FULL SERVICE COVERAGE OPTION

A. Lobbies and Public Areas

Daily (During Business Hours):

1. Clean bright metal fixtures, rails and/or surfaces with a damp cloth, as required.
2. Clean and mop any spills as they occur.
3. Remove trash from receptacles to trash room and replace liners in receptacles.

Daily (After Business Hours):

1. Tile floors will be swept, damp mopped and burnished.
2. Carpet vacuumed, spot cleaned with spot or stain remover.
3. Spot clean walls.
4. Wash all entrance doors, glass doors and glass walls.
5. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 72 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.
6. Trash receptacles emptied, wiped clean inside and outside, trash removed to dumpster. New clear trash receptacle liners to be installed.

Periodic:

1. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted weekly and washed quarterly.
2. Carpet extracted quarterly.
3. Mini-blinds to be dusted monthly and washed quarterly.
4. Tile floors stripped and refinished semi-annually.
5. Dust and wash the light fixtures monthly.
6. All surfaces 72 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.
B. Elevators, Escalators and Corridors:

Daily (During Business Hours):

1. Clean bright metal fixtures, handrails and/or surfaces with a damp cloth, as required.
2. Clean and disinfect water fountains.
3. Clean and mop any spills as they occur.

Daily (After Business Hours):

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 and machine clean escalator treads and tracks.
7. Carpet vacuumed, spot cleaned with spot or stain remover.
8. Clean ceiling grids and tracks in elevators.
9. Custodian's equipment/supply closet will be kept neat and clean.

Periodic:

1. Wash and polish fire extinguishers, and other bright metal semi-annually.
2. Dust and wash light fixtures monthly.
3. Brass escalator partitions will be wiped down three times per week with a damp cloth.
4. Carpet extracted quarterly. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
5. Tile floors stripped and refinished semi-annually.
6. Dust walls, high ledges, sills, rails, metal trim, molding and ceiling vents weekly and washed quarterly.
C. Offices, Work Areas and Court Rooms:

Daily (After Business Hours):

1. All trash receptacles emptied, wiped clean, 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 72 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

3. Clean doors and kick plates, both sides.

4. Spot clean walls and partition glass.

5. Tile floors in Court Rooms are dust mopped, damp mopped and buffed nightly. Offices and work areas floors are buffed three times per week.

Periodic:

1. Carpet vacuumed, spot cleaned with spot or stain remover three (3) times per week and extracted semi-annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)

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

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

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

5. Mini-blinds to be dusted monthly and washed quarterly.

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

7. Tile floors stripped and refinished semi-annually.

8. All surfaces 72 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.

D. Rest Rooms and Locker Rooms:

Daily (During Business Hours):

1. Trash receptacles are to be emptied and trash removed to trash room.

2. Wash basins and vanity areas will be washed, using a germicidal disinfectant.

4. Spot clean and wipe all commodes and urinals with a disinfectant soap as needed throughout the day.

5. Damp mop tile floors using a disinfectant soap to remove spills or other accidents as they occur throughout the day.

6. Replenish hand soap, towels, toilet seat covers and tissue as needed.

7. Complete "Rest Room Inspection Report," posted in each rest room, upon each inspection (minimum of two daily).

Daily (After Business Hours):

1. Trash receptacles are to be emptied and trash removed to trash room.

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 burnish. 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 partitioning, weekly.

2. Wash floor drains weekly.

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

b) Tile floors machine scrubbed quarterly 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 quarterly.

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

E. Meeting and Conference Rooms:

Daily (After Business Hours):

1. Trash receptacles to be emptied, wiped clean with damp cloth and 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.

4. 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.

G. Snack Room:

Daily (After Business Hours):

1. Tile floors will be swept, dust mopped and damp mopped.

2. Counter and/or table areas will be wiped down.

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

Periodic:

1. Tile floors will be burnished three (3) times per week.

2. All surfaces 72 inches in height (high dusting) from floor will be
dusted, using commonly practiced methods within the cleaning service
industry, weekly.

3. Trash receptacles wiped clean inside and outside weekly.

4. Tile floors stripped and refinished semi-annually.
G. Trash Room:

Daily (After Business Hours):

1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.

2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.

3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.

4. Walls will be spot cleaned.

Periodic:

1. Trash carts will be wiped clean inside and out with a germicidal cleaner weekly.

2. Any ledges in trash room will be dusted weekly.

3. Floors will be stripped and refinished semi-annually.

H. Stairwells:

Daily (After Business Hours):

1. Police for paper and other trash and clean spills.

2. Spot clean walls.

Periodic:

1. Sweep and damp mop weekly.

2. Wipe all doors and door knobs weekly.


4. Wash hand rails monthly.

I. Partitioning 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.
ATTACHMENT C

FREQUENCIES OF TASKS BY LOCATION
REDUCED SERVICE OPTION

A. Lobbies and Public Areas

Daily (During Business Hours):

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

2. Clean and mop any spills as they occur.

3. Remove trash from receptacles to trash room and replace liners in receptacles.

Daily (After Business Hours):

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

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

3. Spot clean walls.

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

5. All surfaces of furniture and panels, picture frames, office equipment, window sills, door panels and any other surfaces within 72 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

6. Trash receptacles emptied, wiped clean inside and outside, trash removed to dumpster. New clear trash receptacle liners to be installed.

Periodic:

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

2. Carpet extracted quarterly.

3. Mini-blinds to be dusted monthly and washed quarterly.

4. Tile floors stripped and refinished semi-annually.

5. Dust and wash the light fixtures monthly.

6. All surfaces 72 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.
B. Elevators, Escalators and Corridors:

Daily (During Business Hours):

1. Clean bright metal fixtures, handrails and/or surfaces with a damp cloth, as required.
2. Clean and disinfect water fountains.
3. Clean and mop any spills as they occur.

Daily (After Business Hours):

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 and machine clean escalator treads and tracks.
7. Carpet vacuumed, spot cleaned with spot or stain remover.
8. Clean ceiling grids and tracks in elevators.
9. Custodian's equipment/supply closet will be kept neat and clean.

Periodic:

1. Wash and polish fire extinguishers, and other bright metal semi-annually.
2. Dust and wash light fixtures monthly.
3. Brass escalator partitions will be wiped down three times per week with a damp cloth.
4. Carpet extracted quarterly. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
5. Tile floors stripped and refinished semi-annually.
6. Dust walls, high ledges, sills, rails, metal trim, molding and ceiling vents weekly and washed quarterly.

C. Offices, Work Areas and Court Rooms:
Every Other Day (After Business Hours):

1. All trash receptacles emptied, wiped clean, 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 72 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

3. Clean doors and kick plates, both sides.

4. Spot clean walls and partition glass.

5. Tile floors in Court Rooms are dust mopped, damp mopped and buffed.

6. Carpet vacuumed, spot cleaned with spot or stain remover three (3) times per week.

Periodic:

1. Carpet vacuumed, spot cleaned with spot or stain remover three (3) times per week and extracted semi-annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)

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

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

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

5. Mini-blinds to be dusted monthly and washed quarterly.

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

7. Tile floors stripped and refinished semi-annually.

8. All surfaces 72 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.

9. 7:00 a.m. to 9:00 a.m., Wednesday and Friday, newspaper and other debris will be removed from the Courtroom benches.

10. Offices and work area floors are buffed weekly.

11. Carpet extracted semi-annually. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)
D. Rest Rooms and Locker Rooms:

Daily (During Business Hours):

1. Trash receptacles are to be emptied and trash removed to trash room.

2. Wash basins and vanity areas will be washed, using a germicidal disinfectant.


4. Spot clean and wipe all commodes and urinals with a disinfectant soap as needed throughout the day.

5. Damp mop tile floors using a disinfectant soap to remove spills or other accidents as they occur throughout the day.

6. Replenish hand soap, towels, toilet seat covers and tissue as needed.

7. Complete "Rest Room Inspection Report," posted in each rest room, upon each inspection (minimum of two daily).

Daily (After Business Hours):

1. Trash receptacles are to be emptied and trash removed to trash room.

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 burnish. 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 partitioning, weekly.

2. Wash floor drains weekly.

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

   b) Tile floors machine scrubbed quarterly 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 quarterly.

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

E. Meeting and Conference Rooms:

Every Other Day (After Business Hours):

1. Trash receptacles to be emptied, wiped clean with damp cloth and 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.

4. Carpet vacuumed and spot cleaned with spot or stain remover.

5. Tile floors spray buffed.

Periodic:

1. Fabric furniture vacuumed and spot cleaned with a mild solution of shampoo and water monthly.

F. Holding Cells:

Every Other Day:

1. Sweep and mop floor.

2. Toilets and sinks are cleaned and paper products restocked.
3. Spot clean walls and doors throughout cell.
4. Clean glass

**G. Snack Room:**

**Every Other Day (After Business Hours):**

1. Tile floors will be swept, dust mopped and damp mopped.
2. Counter and/or table areas will be wiped down.
3. Trash receptacles emptied, trash removed to trash room and new trash receptacle liners installed.

**Periodic:**

1. Tile floors will be burnished weekly.
2. All surfaces 72 inches in height (high dusting) from floor will be dusted, using commonly practiced methods within the cleaning service industry, weekly.
3. Trash receptacles wiped clean inside and outside weekly.
4. Tile floors stripped and refinished semi-annually.

**G. Trash Room:**

**Daily (After Business Hours):**

1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.
4. Walls will be spot cleaned.

**Periodic:**

1. Trash carts will be wiped clean inside and out with a germicidal cleaner weekly.
2. Any ledges in trash room will be dusted weekly.
3. Floors will be stripped and refinished semi-annually.
H. **Stairwells:**

**Weekly (After Business Hours):**

1. Police for paper and other trash and clean spills.
2. Spot clean walls.

**Periodic:**

1. Sweep and damp mop weekly.
2. Wipe all doors and door knobs weekly.
4. Wash hand rails monthly.

I. **Partitioning Construction - Periodic:**

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