

Addenda 2

February 22, 2021

To: Prospective Proposers

From: Sherrie Antonio
Administrative Services Officer 1
Sacramento County Department of Airports

**Subject: Addenda # 2 - Request for Proposals Custodial Services
Sacramento International Airport**

Addenda # 2 to the Request for Proposals Custodial Services includes the answers to questions received by prior to and during the mandatory pre-proposal conference.

The Sacramento County Department of Airports (Department) received two hundred fourteen (214) questions in response to the RFP. Below is a list of all submitted questions along with the Department's responses and any supplementary attachments. Questions are represented in their original format exactly as they were submitted to the County. No spelling or grammatical corrections were made to any question.

-
- 1.** Is the agreement embedded in the RFP the standard County agreement?

Answer: The sample agreement that is part of the RFP is the standard Department agreement.

- 2.** We would like to request a copy of the current agreement and costs.

Answer: Please see Attachment A to this Addenda 2 for the requested documents.

- 3.** How many Janitorial Staff are currently in place to manage each facility?
(Manager, Supervisor, Leads and Janitors)

Answer: The current staffing information is below:

Terminal and Concourse B:	Terminal A:	Ancillary Buildings:
Project Manager 1	Supervisor 1	Custodians 7
Supervisor 3	Custodians 18	
Lead 8		
Custodian 82.4		
Utility Technician 10		

4. Employees work hours a Monday - Friday or 7days per week?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

5. Employee work hours are 7am-3pm?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

6. Does this contract require any bid bonds?

Answer: Not for this agreement.

7. Who is the current vendor and/or Monthly or Annual budget?

Answer: The current CONTRACTOR is Pride Industries. If staffing and hours are achieved; the current budgets are below. Please note that the current scope and what is requested are not the same.
Terminal and Concourse B = \$5,230,405
Terminal A midnight shift = \$ \$786,000/annually
Ancillary Buildings Days and Eves and includes the Rental Car facility = \$306,700.

8. Does this contract have prevailing wage requirements?

Answer: No.

9. Does this contract require any of the current employees in place with the current vendor be hired on with the new vendor?

Answer: Yes, the California Displaced Janitor Opportunity Act has certain requirements for the oncoming CONTRACTOR, outgoing CONTRACTOR and the awarding authority.

10. III. Project Scope

Can you please confirm if the county will be purchasing as well as providing?

- All cleaning supplies
- Disinfectants
- Paper towels
- Toilet paper
- Hand soap
- Seat cover paper products

If so, will the county be supplying the trash and recycling liners as well?

Answer: Yes to all.

11. A. GENERAL REQUIREMENTS

#4- CONTRACTOR employees shall submit to a background check.

CONTRACTOR shall pay for all fees for background checks and badging. - **What is the cost for the background checks required by the County? Will the county require background checks on pre-existing staff that is retained should the county change service providers?**

Answer: The cost is \$46.00 per fingerprint submission. Any existing staff that has already been cleared will not require a new fingerprint submission so long as their Criminal History Records Check is current at the time of the transition. Fingerprint submission is required annually for each employee.

12. B. CONSUMABLES AND SUPPLIES- Please provide a list of what consumables and supplies will or will not be ordered by the county and please confirm if county will also be purchasing?

1. Most consumables and supplies, including toilet paper, hand soap, paper towels, seat covers, cleaning supplies, etc., will be delivered and stocked at each custodial closet.
2. Supply ordering will be done through the COUNTY.

Answer: Most consumables listed in "Provided by COUNTY" will be automatically stocked in custodial closets and storages areas. Some items wherein the use is more project dependent (i.e. like stripper and wax) may require notifying COUNTY staff so they can place the order for the COUNTY to purchase.

Provided by the COUNTY:

- All cleaning supplies
- All cleaning agents (Disinfectants, General Purpose, Glass Cleaner, Floor wax and stripper, powder abrasive)
- Paper towels (for drying hands and "task-wipes" for cleaning)
- Toilet paper

- Hand soap
- Hand Sanitizer
- Seat cover paper products
- Feminine products and waste bags
- Trash bags

The following items are ordered, purchased and stocked by the CONTRACTOR:

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

13. G. CLEANING REQUIREMENTS AND STANDARDS

f. Dispenser: A mechanical device attached to a restroom wall or partition, which is used to dispense soap, towels, feminine hygiene products, toilet paper, toilet seat covers, etc. **Who is responsible for the replacement if dispenser is damaged?**

Answer: The COUNTY.

14. S. PENALTIES FOR FAILURE TO MEET STANDARDS: Has the current incumbent incurred any penalties in the last year? If so, how many and how much? What is the cure time allowed for service issues or failure to meet standards? 24 hours, 48 hours?

Answer: The current incumbent has not incurred any penalties in the last year.

Pages 21 of the RFP and page 19 of Exhibit A of the Agreement shall read:

S. PENALTIES FOR FAILURE TO MEET STANDARDS:

1. The CONTRACTOR acknowledges that COUNTY may impose financial penalties of up to \$1,000 per occurrence for CONTRACTOR'S failure to meet Performance Standards as set forth in this RFP, on a reoccurring basis or if the CONTRACTOR is provided with written notice of any failure to meet Performance Standards and CONTRACTOR is unresponsive to cure said deficiency within an appropriate timeframe. After three (3) violations of the same standard in a twelve (12_-month period, COUNTY reserves the right, at the sole discretion of the Director of Airports (Director), to seek any other remedies available for

default including termination of this Agreement. Unless otherwise agreed to by the COUNTY, CONTRACTOR must cure deficiency within 24 hours of when the COUNTY sent written notice.

15. U. PARKING AREAS: Please provide cost of parking and what times the county charges parking for the contractors employees?

Answer: Cost is per badged employee is \$15 per month. The number of badged employees is determined at the middle of each month. For example: the January 2021 parking bill would be calculated by the number of active badges on Jan 15, 2021 multiplied by \$15.

16. 6. All lifts required for exterior window cleaning shall be provided by the CONTRACTOR.-What is the highest point for window cleaning and what is the frequency? 1x a year?

Answer: The top of the highest windows is at Terminal B and is approximately 77 feet from the ground.

Pages 12 of the RFP and page 10 of Exhibit A of the Agreement shall read:

- i. Window Cleaning: The CONTRACTOR is responsible for the cleaning of all interior and exterior windows following the guidelines set forth above in glass cleaning. All exterior and interior window cleaning that cannot be reached by pole or ladder is performed no less than once a year and from ground-based lifts. Tying off to the building for fall protection is not allowed until the COUNTY develops an operating procedures outline sheet. The CONTRACTOR shall ensure that all staff who utilize the lifts are trained and certified for each specific lift. Additional window cleaning that requires lifts may be requested as needed.

17. Y. BACKGROUND CHECKS, FINGERPRINTING, AIRPORT BADGE TESTING: What are the cost associated with the badging requirements? Is the county also requiring a Custom Seal? Will the service provider be working in the customs areas? There is no mention of a bond required for this RFP, will the County require a performance bond/bid bond?

Answer: The cost is \$46.00 for fingerprinting and, once badged, the cost is \$15 per badge for parking. There is no additional monetary cost to obtain a Custom Seal however; any unescorted access into the Federal Inspection Station (FIS) will require a Custom Seal. The COUNTY does not require a performance/bid bond for this Agreement. This Agreement does include work in the FIS area.

18. BB. WASTE DISPOSAL STANDARDS: Since the contractor will be transporting trash- please provide information where trash compactor areas are located and how far away from the building are the locations.

Answer: Compactors are located in Terminals A, B and Concourse B.

- Dumpsters are located within 400 feet of several ancillary buildings including:
 - Airfield Maintenance Trailer, Airfield Maintenance Building, Electricians Trailer and.
- the CNG Station Physical Plant Maintenance Building A dumpster is located at the Central Warehouse.
- The East Electrical Vault, The Rental Car Facility and Operations Building do not have a compactor or dumpster and would need to be taken away. The closest compactor / dumpster is .7 miles away from the furthest building, which is the Rental Car Facility.

19. CC. RECYCLING PROGRAM COLLECTION STANDARDS: Who will be responsible for ordering and purchasing these liners?

Answer: The COUNTY.

20. DD. CLEANING / PORTERING SERVICES ("PORTERING"): How many current FT and PT Day Porters is the County currently utilizing for the Airport? Has this amount increased due to Covid-19?

Answer: Terminal B, Concourse B, the Ancillary Buildings and the Rental Car Facility have 70 FT and 1 PT custodians assigned during days and evening shift. Terminal A has 18 custodians assigned during evening shift. The amount of required staffing has not changed.

21. 13. Public Art: CONTRACTOR is responsible to clean all artwork per the cleaning requirements and standards as described in this RFP. What is the required cleaning for the artwork? Dusting or detailed cleaning? Will the county provide SOW for public art and type of materials of the piece? Are these art pieces located outside of the secured terminal?

Answer: There are many different types of artwork both on the secure and non-secure areas with surfaces ranging from tile and Terrazzo flooring, brightwork, glass, plastic, fabric and canvas. Any cleaning beyond the specifications for similar surfaces will be completed by an artwork conservator contracted by the COUNTY.

22. Is the County requiring that the holding rooms/Gate Areas be serviced for contractor? Please provide SOW information for these areas if included.

Answer: Boarding areas / hold rooms / gate areas (all the same areas) are serviced by the CONTRACTOR and all surfaces are included in the cleaning specifications.

23. Please provide flooring type in the auxiliary locations

Answer: The flooring types are below:

- The East Electrical Vault = VCT
- The Rental Car Facility = Tile
- Operations Building = Carpet
- Central Warehouse = Carpet in office, concrete in warehouse area 138 on map.
- Airfield Maintenance Trailer = VCT in main area with carpet in offices
- Airfield Maintenance Building = VCT
- Electricians Trailer = Carpet
- CNG Station = Tile
- Physical Plant = Carpet and VCT

24. Is it possible to be provided with your Fee Schedule in an excel document?

Answer: No, The Fee Schedule shown in the RFP and Sample CONTRACT is not a spreadsheet.

25. Since each location is invoiced separately, is the County requiring a separate fee schedule for each location?

Answer: No

26. Is a recording of this walk available?

Answer: No recording is available, but a copy of the slides used is available as Attachment B to this Addenda 2.

27. Union or Non-union?

Answer: The Department does not require union representation or affiliation, however addenda 1 was posted on February 5, 2021 that adds a requirement to the RFP proposal submittal to include a statement regarding union affiliation.

28. What are the current pain points you are experiencing today?

Answer: Reacting to the fluctuating high use of the facility upon flight arrivals throughout the day and night is always a challenge.

29. Can you post the current staffing and contract prices in the addenda?

Answer: The current staffing is as follows:

Terminal and Concourse B:	Terminal A:	Ancillary Buildings:
Project Manager 1	Supervisor 1	Custodians 7
Supervisor 3	Custodians 18	
Lead 8		
Custodian 82.4		
Utility Technician 10		

If staffing and hours are achieved; the current budgets are below. Please note that the current scope and what is requested are not the same.

Terminal and Concourse B = \$5,230,405

Terminal A midnight shift = \$ \$786,000/annually

Ancillary Buildings Days and Eves and includes the Rental Car facility = \$306,700.

30. Why are you going out to bid?

Answer: The purpose of this RFP is to consolidate the Airport's multiple current cleaning service agreements into one comprehensive agreement.

31. Are you happy with the current service?

Answer: This RFP is not a reflection on any current service. The purpose of this RFP is to consolidate the Airport's multiple current cleaning service agreements into one comprehensive agreement.

32. Will you be providing wage rates of current service provider?

Answer: The loaded rates are included in the current contract, which is included as an addendum. Individual wage rates for each contracted staff member will need attained according to the California Displaced Janitor Opportunity Act.

33. Will the presentation be sent out to the bidders?

Answer: The presentation is included as Attachment B to this Addenda 2 but will not be sent to any companies or individuals directly. It is each prospective proposer's responsibility to check the Airport website for relevant updates and any addenda that may be posted.

34. Set aside preference?

Answer: There is no set aside preference for this CONTRACT

- 35.** In terms of pain points, what challenges are you faced with the cleaning services?

Answer: Reacting to the fluctuating high use of the facility upon flight arrivals throughout the day and night is always a challenge.

- 36.** Are you Awarding 1 contract or multiple contracts?

Answer: One agreement will be awarded.

- 37.** For the Terminal A and RAC coverage by the County from 7am-3pm, does the Contractor pickup coverage at 3PM for day portering and continue night cleaning until 7am the next day?

Answer: Yes.

- 38.** Are joint ventures allowed to bid?

Answer: The Department will accept/consider proposals from any responsible bidder that meets the minimum qualifications as outlined in the RFP.

- 39.** On page 45 of the RFP, subsection X. Statement of Qualifications, Section D and Section E (named Proposed Management and Operations Plan) each have identical criteria. Is section E no longer needed, and thus the rest of the proposal sections lettering will adjust due to this elimination?

Answer: Yes, Section X Statement of Qualifications, paragraph E PROPOSED MANAGEMENT PLAN is removed from the RFP and paragraphs F – I are renumbered accordingly.

- 40.** Back to Pat's question: Pride (incumbent) is Union but is Union a requirement for the new contract?

Answer: The Department does not require union representation or affiliation; however Addenda 1 was posted on February 5, 2021 that adds a requirement to the RFP proposal submittal to include a statement regarding union affiliation.

- 41.** Are there preference program requirements for small businesses?

Answer: The general goal is 3%. There are no specific requirement preference program requirements for small businesses for this agreement.

- 42.** Please clarify what janitorial supply the county will provide vs. what the contractor is required to provide?

Answer: Most consumables listed in "Provided by COUNTY" will be automatically stocked in custodial closets and storages areas. Some items wherein the use is more project dependent (i.e. like stripper and wax) may require notifying COUNTY staff so they can place the order for the COUNTY to purchase.

Provided by the COUNTY:

- All cleaning supplies
- All cleaning agents (Disinfectants, General Purpose, Glass Cleaner, Floor wax and stripper, powder abrasive)
- Paper towels (for drying hands and "task-wipes" for cleaning)
- Toilet paper
- Hand soap
- Hand Sanitizer
- Seat cover paper products
- Feminine products and waste bags
- Trash bags

The following items are ordered, purchased and stocked by the CONTRACTOR:

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

- 43.** Do you allow for subcontracting for the glass cleaning?

Answer: Yes but invoicing must be in line with the proposed Fee Schedule.

- 44.** Can we have an appendix in our proposal that does not count against the page limit, to include audited financial documentation/balance sheets to meet the criteria of Section G. Financial Background Information?

Answer: Yes.

- 45.** We heard the answer for no bid bond. Is a Performance Bond or Surety required?

Answer: Not for this agreement.

- 46.** is there a SBE/DBE/WMBE requirement or goal?

Answer: The Department's general goal is 3% but there is no specific requirement for this agreement.

- 47.** Does the current numbers you provided include the glass cleaning?

Answer: No.

- 48.** Any prevailing wage requirement?

Answer: No.

- 49.** Have you had any reductions in staff due to Covid?

Answer: The COUNTY did not reduce staffing or ask the current CONTRACTOR to reduce staff due to COVID-19.

- 50.** Understanding that all answered questions will be sent on the 22nd, will there be a consideration for an extension for the due date of March 5th?

Answer: The deadline to submit proposals cannot be extended.

- 51.** Does an existing "hazard pay" premium apply to the present work being performed

Answer: CONTRACTOR's staff that are represented and perform custodial duties, along with their immediate supervision receive a premium for working at Sacramento International Airport while the COVID-19 declared state of emergency exists. CONTRACTOR's staff that are not represented and perform custodial duties do not receive the premium. Once the declaration is lifted, the additional pay will end.

- 52.** May we have the name and contact information for the Union Organization?.

Answer: Yes, the Union representing the Pride staff is SEIU-USWW. Please visit [SEIU-USWW.org](https://seiu-usww.org) or call (510) 437-8104.

- 53.** Under the Displaced Janitor Opportunity Act, we will need names, seniority dates and pay rates of existing staff.

Answer: Pursuant to California Labor Code Section 1061(a)(2), if the terminated CONTRACTOR has not learned the identity of the successor CONTRACTOR, if any, the terminated CONTRACTOR shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor CONTRACTOR as soon as that CONTRACTOR has been selected.

If, based on the selection of the winning CONTRACTOR, the requirements of the Displaced Janitor Opportunity Act are triggered, the COUNTY will ensure it is in compliance with the act.

- 54.** Has the current provider been fined for lack of performance in the last year? If so, how many fines and what is the cure rate to correct service issues?

Answer: The current incumbent has not incurred any penalties in the last year.

Pages 21 of the RFP and page 19 of Exhibit A of the Agreement shall read:

S. PENALTIES FOR FAILURE TO MEET STANDARDS:

1. The CONTRACTOR acknowledges that COUNTY may impose financial penalties of up to \$1,000 per occurrence for CONTRACTOR'S failure to meet Performance Standards as set forth in this RFP, on a reoccurring basis or if the CONTRACTOR is provided with written notice of any failure to meet Performance Standards and CONTRACTOR is unresponsive to cure said deficiency within an appropriate timeframe. After three (3) violations of the same standard in a twelve (12_-month period, COUNTY reserves the right, at the sole discretion of the Director of Airports (Director), to seek any other remedies available for default including termination of this Agreement. Unless otherwise agreed to by the COUNTY, CONTRACTOR must cure deficiency within 24 hours of when the COUNTY sent written notice.

- 55.** What other services in the current contract was included to this RFP windows? pressure washing?

Answer: Windows that require a lift, exterior walls, and the Terminal A evening shift.

- 56.** Is contractor responsible for the escalator tread cleaning and providing the machines as well?

Answer: The CONTRACTOR is responsible for the escalator tread cleaning. There is a Department owned machine available for the CONTRACTOR's use.

- 57.** Seniority dates are essential for vacation benefits. Names can be numbers that correlate to true list otherwise room for false staffing information

Answer: Pursuant to California Labor Code Section 1061(a)(2), if the terminated CONTRACTOR has not learned the identity of the successor CONTRACTOR, if any, the terminated CONTRACTOR shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor CONTRACTOR as soon as that CONTRACTOR has been selected.

If, based on the selection of the winning CONTRACTOR, the requirements of the Displaced Janitor Opportunity Act are triggered, the COUNTY will ensure it is in compliance with the act.

- 58.** Do you happen to have a date the Union Roster will be posted for all bidders to be reviewed?

Answer: Not at this time. Pursuant to California Labor Code Section 1061(a)(2), if the terminated CONTRACTOR has not learned the identity of the successor CONTRACTOR, if any, the terminated CONTRACTOR shall provide that information to the awarding authority, which shall be responsible for providing that information to the successor CONTRACTOR as soon as that CONTRACTOR has been selected.

If, based on the selection of the winning CONTRACTOR, the requirements of the Displaced Janitor Opportunity Act are triggered, the COUNTY will ensure it is in compliance with the act.

- 59.** Will The county provide Vehicles to get to the other Faculties or will the awarded Bidder provide Vehicles?

Answer: No, the COUNTY will not provide vehicles.

- 60.** Will the County be waiting until the 22nd to post answers to questions that were already submitted prior to this call? Or will you be releasing as they come in?

Answer: Yes.

- 61.** You mentioned the RFP was created to have one contractor perform all of the work. How does this impact the present agreement between the Airport Authority and Pride Industries?

Answer: The current agreement between the Department and Pride will terminate on June 30, 2021; a new agreement will become effective as of July 1, 2021.

- 62.** If there is any Union information that we can't get beforehand that affects pricing, can the awarded bidder negotiate those discrepancies after contract award?

Answer: No.

- 63.** Regarding the budgeted cost shared per area - does that include all services that will be consolidated into this one contract? Or was that cost, the current contract with Pride which may not include all services within this RFP?

Answer: The previous stated costs did not include window cleaning, Terminal A evening shift or building exterior walls.

- 64.** We are assuming Pride will be allowed to bid?

Answer: The Department will accept/consider proposals from any responsible bidder that meets the minimum qualifications as outlined in the RFP.

- 65.** Billing is for actual hours worked applied to the respective Bill Rate?

Answer: Yes.

- 66.** Will you be providing a list of certified MSBE companies that can be reached out to?

Answer: We do not maintain a list but firms can be searched here <https://dot.ca.gov/programs/civil-rights/dbe-search>

- 67.** If Pride's contract ends June 30th and contractor retention applies, then how will the existing CBA be addressed with Pride's covered employees? Collective Bargaining Agreement between Pride and the SEIU

Answer: The California Displaced Janitor Opportunity Act requires that each existing employee be made a written offer of employment by the new CONTRACTOR, it does not require the new CONTRACTOR to pay the same wages or offer the same benefits as were provided by the prior CONTRACTOR. To be clear, the CBA between Pride and SEIU is not transferable to the new CONTRACTOR.

68. Are you open to a cost plus or charge by airport volume arrangement

Answer: No.

69. Will certified MBE/SBE need to be certified within California? Or will out of state certifications be allowed as well?

Answer: Yes, certification shall be done in California. DBE certification is done through Caltrans please visit [Disadvantaged Business Enterprises \(DBE\) | Caltrans](#) for more information.

70. So we should base proposals based on passenger traffic of 6.5 million or 23 million... affects day staff

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

71. 2019 was 13.1M passengers, 2020 approx. 5.5M passengers, are we to build a plan & proposal for full passenger use at 13M passengers or a modified passenger count?

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

72. Is the 40-page limit, front and back, requiring double-sided submission? And is that then 40 pages front and back or 80 pages front and back?

Answer: The page limit is a maximum of 40 pages front and back. This equates to 80 total typed pages, or 40 physical pieces of paper.

73. Sherrie, will you be able to provide the cost sheets in an excel format?

Answer: No, The Fee Schedule shown in the RFP and Sample CONTRACT is not a spreadsheet.

74. Fed ex accepted at the address?

Answer: Yes.

75. Please confirm that there are no bonds due with this proposal? – Bid, Performance, Payment, etc.

Answer: Not for this agreement.

76. Is there a DBE/SBE/WMBE requirement or goal for this contract?

Answer: The Department's general goal is 3% but there is no specific requirement for this agreement.

77. If so, what certification is acceptable for SMF from the DBE/SBE/WMBE?

Answer: Certification shall be done in California. DBE certification is done through Caltrans please visit [Disadvantaged Business Enterprises \(DBE\) | Caltrans](#) for more information.

78. Is there a current DBE/SBE/WMBE partner as part of the current custodial services contract?

Answer: No

79. How often do the employee airport badges need renewed and what are the associated costs?

Answer: The cost is \$46.00 per fingerprint submission. Any existing staff that has already been cleared will not require a new fingerprint submission so long as their Criminal History Records Check is current at the time of the transition. Fingerprint submission is required annually for each employee.

80. What are the costs associated with employee parking?

Answer: Cost is per badged employee is \$15 per month. The number of badged employees is determined at the middle of each month. For example: the January 2021 parking bill would be calculated by the number of active badges on Jan 15, 2021 multiplied by \$15.

81. Please confirm what janitorial supply/consumables will be provided by SMF or the Contractor? Does SMF have historical spend relating to supplies?

Answer: Most consumables listed in "Provided by COUNTY" will be automatically stocked in custodial closets and storages areas. Some items wherein the use is more project dependent (i.e. like stripper and wax) may require notifying COUNTY staff so they can place the order for the COUNTY to purchase.

Provided by the COUNTY:

- All cleaning supplies
- All cleaning agents (Disinfectants, General Purpose, Glass Cleaner, Floor wax and stripper, powder abrasive)
- Paper towels (for drying hands and "task-wipes" for cleaning)
- Toilet paper

- Hand soap
- Hand Sanitizer
- Seat cover paper products
- Feminine products and waste bags
- Trash bags

The following items are ordered, purchased and stocked by the CONTRACTOR:

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

82. Has the custodial staff size been reduced due to COVID related passenger volume reductions?

Answer: The COUNTY did not reduce staffing or ask the current CONTRACTOR to reduce staff due to COVID-19.

83. Due to the COVID related reduction in passenger volume, is it advisable for the Contractor to provide a staffing and pricing plan based on the reduced passenger volume or would SMF like to see a plan based on 2019 passenger volume? To better illustrate a true pricing schedule, is it acceptable to provide two pricing schedules – 1 for current reduced traffic, and 1 for full projected traffic?

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

84. What passenger volume does the County project for the next 5 years?

Answer: Here is an estimate that is subject to change:

CY2020 - 5.6 million pax
 CY2021 - 6.8 million pax
 CY2022 - 9.0 million pax
 CY2023 - 10.5 million pax
 CY2024 - 12.2 million pax

85. Please confirm that the contractor will only be responsible for renting a lift to conduct exterior glass cleaning and the Airport will be providing lift's at no expense for all other glass cleaning and high dusting?

Answer: The CONTRACTOR is responsible for renting a lift to conduct exterior glass cleaning. The COUNTY will provide lifts for all interior glass and high dusting at no expense to the CONTRACTOR. The CONTRACTOR must maintain proper insurance as required in the agreement and pay for the cost of any training of CONTRACTOR's staff. It is the responsibility of the CONTRACTOR to ensure all staff are trained and certified to use the County owned lifts.

86. Please share the current staffing including management and custodians?

Answer: The current staffing information is below:

Terminal and Concourse B:	Terminal A:	Ancillary Buildings:
Project Manager 1	Supervisor 1	Custodians 7
Supervisor 3	Custodians 18	
Lead 8		
Custodian 82.4		
Utility Technician 10		

87. Due to COVID, custodians are being paid a \$3/hr hazard pay premium, is there an end date projected when this premium will be removed?

Answer: CONTRACTOR's staff that are represented and perform custodial duties, along with their immediate supervision receive a premium for working at Sacramento International Airport while the COVID-19 declared state of emergency exists. CONTRACTOR's staff that are not represented and perform custodial duties do not receive the premium. Once the declaration is lifted, the additional pay will end.

88. The cost of services per area and staff counts shared during the pre-bid meeting, does this include all services included in the current RFP?

Answer: No.

89. Will the County consider extending the Proposal Due Date?

Answer: No.

90. Have there been contract performance fines assessed by the County to the current provider?

Answer: No.

91. Can the County share a floor map plan along with square footage by floor type?

Answer: See attachments E, F, G & H to the RFP.

92. How many vehicles does the current Provider have for the purposes of this contract? Make/Model?

Answer: Pride reports that they utilize four (4) vehicles. 1 Chevy truck with Crew Cab, 1 Chevy Silverado 2 door, 1 Chevy Silverado 2 door long bed, 1 Chevy Van Express with lift on back

93. How much is employee parking?

Answer: Cost is per badged employee is \$15 per month. The number of badged employees is determined at the middle of each month. For example: the January 2021 parking bill would be calculated by the number of active badges on Jan 15, 2021 multiplied by \$15.

94. How much is Local and Use Tax for this contract?

Answer: The current sales tax in Sacramento County is 7.75%

95. Are there expenses associated with the on-site janitorial office, such as a lease?

Answer: No.

96. Is the contractor responsible for coordinating the service and cost of sharps removal from the Airport?

Answer: Sharps and biohazard removal from the Airport is performed by others. CONTRACTOR will be required to collect sharps containers from locations throughout the facilities and store them in approved locations. On scheduled pickup days, CONTRACTOR is required to escort and/or meet vendor and exchange used biohazard containers for new.

97. Are there any service areas that have accessible time restrictions within the contract?

Answer: See attachments G and H to the RFP.

98. Sherrie is it possible to get a breakdown of the flooring surfaces by type and sq ft? I see the RFP document in the prints provided only show the 'clean shaded areas' to determine equipment and staff productivity it is truly necessary to see the number of sq ft by flooring surface type.

Answer:

Terminal B	Floor Material	Approximate sq. ft.
	Concrete	159,000
	Carpet	19,000
	VCT	3,000
	Tile	4,000
	Terrazzo	186,000
Concourse B		
	Concrete	42,000
	Carpet	107,000
	VCT	12,000
	Terrazzo	94,000
Terminal A		
	Concrete	33,500
	Carpet	100,000
	VCT	3,000
	Tile	51,000
	LVT	7,000
Airfield Maintenance Bldg		
	VCT	2,000
	Concrete	3,500
	Tile	500
Airfield Maintenance Trailer		
	VCT	1,800
	Carpet	1,200
Central Warehouse		
	Concrete	3,600
	VCT	2,000
	Carpet	2,400
CNG Station		
	Tile	200
East Electrical Vault Restroom		
	VCT	100
Electrician's Trailer		
	Carpet	2,000
	VCT	400
Operations Bldg.		

	Carpet	17,500
	Tile	1,000
	VCT	1,500
Physical Plant Maintenance Bldg.		
	Tile	1,000
	Carpet	12,900
	VCT	1,000
	Concrete	100
Rental Car Terminal Facility		
	Tile	11,200
	Concrete	2,200
	Carpet	1,600

99. On page 41, it states that "A digital pdf copy..." is required with our proposal submission.

- a) Should the PDF copy be emailed? If so, should it be emailed to Sherrie Antonio?
- b) If so, what is the maximum size file that the recipient email will accept?

Answer: Email will not be accepted for the digital PDF copy. Please include the digital PDF copy on a portable media device (such as a flash drive) and include it with the hard copies of the proposal.

100. The requirements for "FINANCIAL BACKGROUND INFORMATION...Describe ownership of the proposing entity; and Bank, trade and personal references" are listed on page 46 and again on page 47. Does the County require the information to be provided in both sections?

Answer: No, just once is enough.

101. Do the following count towards the 80-page restriction:

- Table of Contents
- tabs
- Forms/Attachments (Fee Schedule)
- Transition plan
- Financials: Balance sheet, income statements, and interim balance sheets and income statements
- Bank, trade and personal references
- Sample reports (p. 46)
- Equipment & Supply List (p. 47)
- Fee Structure (p. 47)
- 4 references (p. 47)
- Safety Plan
- Operations Plan
- Staffing Plan

Answer: Reference Page 42, Section D Page Limit. In addition to the six (6) items listed as not included in the page limit, the Financial Background Information is no longer counted against the 40-page limit.

102. On p. 45 of the RFP, "D. PROPOSED MANAGEMENT AND OPERATIONS PLAN" is listed twice. The first labeled as D. and then again as E. May we omit the duplicate requirement in our response?

Answer: Yes, Section X Statement of Qualifications, paragraph E PROPOSED MANAGEMENT PLAN is removed from the RFP and paragraphs F – I are renumbered accordingly.

103. The "Fee Schedule" is listed as a requirement in both sections X and XIV. Does the County require these responses in both sections?

Answer: No. Please include the proposed Fee Schedule in section XIV and ensure it follows the guidelines in Attachment D (Fee Schedule).

104. On p. 42 of the RFP, it states that the County is requiring that we provide our response on 8.5x11 paper. For charts with a lot of information, such as the Transition Plan, may we submit on 11x17 size paper?

Answer: To allow PROPOSERS the opportunity to present information effectively, the Transition Plan (page 47) and the Proposed 24/7 multiple shift staffing schedule (page 46) may be submitted on 11X17 sized paper. No other information can be included on these pages that does not conform to the 8.5X11 requirement. For example: If you only need one side to show the proposed shift schedule, you can only use 8.5X11 inches of the other side without going against the page limit.

105. For the page limit restriction:

- a) Are you requiring the response submission to be double-sided or is that optional?
- b) You're allowing 80 pages of information single-sided or 40 pages with information printed on both sides, correct?

Answer: The page limit is a maximum of 40 pages front and back. This equates to 80 total typed pages, or 40 physical pieces of paper.

106. For any sections that do not apply to the page limit, may we move them to the end in an "Appendices" section?

Answer: No. See page 48

107. For the unbound copy submission, does the County prefer it a binder or clipped with a binder clip?

Answer: The County does not have a preference on how the unbound reproducible copy is submitted, as long as it remains in order and good condition while in transport.

108. Is the incumbent staff unionized? Is so, can you provide the name/contact of the Union?

Answer: Yes, the Union representing the Pride staff is SEIU-USWW. Please visit [SEIU-USWW.org](https://seiu-usww.org) or call (510) 437-8104.

109. Attachment J - Given that this is a public bid and anyone can request a copy of the submission, may we omit the owner's social security number and his personal phone? May we substitute our Fed Tax ID #, office address & business phone number?

Answer: All submissions are subject to Public Records Act Requests. Protecting an individual's identity from potential theft is permissible. Removing information that would obfuscate the COUNTY's ability to do its due diligence is not permissible.

110. On page 46 of the RFP, for the 'personal references' requirement, who is the County requiring the personal references on as Flagship is a Corporation and not a Sole Proprietor?

Answer: Please provide this information for the proposing entity and any joint venture or affiliate entities.

111. Per the requirement on page 3 of Exhibit B, it states "Any deductibles or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by the County." Is this required in the proposal response or is this only if awarded the contract?

Answer: This is required if awarded the agreement.

112. The SMF passenger count was 13.2M in 2019 and 5.6M in 2020. Our staffing and overall pricing models are driven by airport activity. Does SMF want respondents to plan for 13M passengers or a lower estimate?

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

113. Staffing question - SJC Airport recently went through a similar RFP process as SMF. SJC had similar variations to passenger counts due to Covid as

did SMF. Thus, for their RFP process they had all bidders propose at 300k average monthly passengers, 3.6M annual passengers for the purpose of receiving comparable proposals. Does SMF have a targeted passenger count you want respondents to base our proposals?

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

114. Do the budgets stated on the call of \$5.2M, \$786k and \$306k include the new window requirement cost for windows above 10 feet?

Answer: No.

115. Who currently cleans the windows above 10 feet?

Answer: Universal Window Cleaning.

116. The rfp states that County Staff service the RAC & Terminal A from 7am-3pm daily. Do County Staff cover all 7 days per week? The vendors are to start coverage at 3PM if day coverage is required in the building?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

117. Is their going to be a Minority and/or Small Business requirement? if so, %? Will the participation level be scored in the evaluation?

Answer: The Department's general goal is 3% but there is no specific requirement for this agreement.

118. Would you publish a list of DBE/ACDBE Vendors who attended the Pre-Meeting?

Answer: We do not maintain a list but firms can be searched here <https://dot.ca.gov/programs/civil-rights/dbe-search>

119. Are there any DBE/ACBDE contractors working on the project now? If so, would the County provide the Company name(s)?

Answer: No

120. What is the mandated % for DBE/ACDBE?

Answer: The Department's general goal is 3% but there is no specific requirement for this agreement.

121. Page 37, restroom frequency - is there a minimum service frequency established by SMF for the 1st and 2nd shifts? If so, how often?

Answer: The CONTRACTOR will determine frequencies to meet or exceed the standard.

122. The initial contract term is 5 years – Are we to provide pricing for the 1st Contract year effective 7/1/2021-6/30/2022?

Answer: The proposal must include pricing for each of the five (5) years in the term of the agreement.

123. How are wage & benefit changes handled in years 2 through 5 of the term with regard to pricing?

Answer: The proposal must include pricing for each of the five (5) years in the term of the agreement. It is up to each PROPOSER to calculate each year's rate and how it is formulated/determined. In addition, each July 1 is the beginning of the next year of the CONTRACT and is when billable rates change as per the Fee Schedule.

124. Are there any Airport Fees or Concession charges applied to the County Contract for the Janitorial Services? Or is SMF contract exempt?

Answer: There are parking fees, badging fees and possible IT related charges if COUNTY services are used.

125. What is the parking cost per employee? How many staff currently have parking passes vs. public transportation?

Answer: Cost is per badged employee is \$15 per month. The number of badged employees is determined at the middle of each month. For example: the January 2021 parking bill would be calculated by the number of active badges on Jan 15, 2021 multiplied by \$15. The COUNTY does not monitor users of public transportation by employer.

126. What is the badging cost per employee per year?

Answer: The cost is \$46.00 per fingerprint submission. Any existing staff that has already been cleared will not require a new fingerprint submission so long as their Criminal History Records Check is current at

the time of the transition. Fingerprint submission is required annually for each employee.

127. Per RFP page 18, the County will provide all Chemicals and Paper Products. Who provides soaps, liners, urinal screens, mats, deodorizers, hand sanitizers, etc.?

Answer:

Most consumables listed in "Provided by COUNTY" will be automatically stocked in custodial closets and storages areas. Some items wherein the use is more project dependent (i.e. like stripper and wax) may require notifying COUNTY staff so they can place the order for the COUNTY to purchase.

Provided by the COUNTY:

- All cleaning supplies
- All cleaning agents (Disinfectants, General Purpose, Glass Cleaner, Floor wax and stripper, powder abrasive)
- Paper towels (for drying hands and "task-wipes" for cleaning)
- Toilet paper
- Hand soap
- Hand Sanitizer
- Seat cover paper products
- Feminine products and waste bags
- Trash bags

The following items are ordered, purchased and stocked by the CONTRACTOR:

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

128. Contractor provides all equipment, but, may have access to SMF Lifts for high reach work and escalator cleaning machines, correct?

Answer: The COUNTY will provide lifts for all interior glass and high dusting at no expense to the CONTRACTOR. The CONTRACTOR must maintain proper insurance as required in the agreement and pay for the cost of any training of CONTRACTOR's staff. It is the responsibility of the CONTRACTOR to ensure all staff are trained and certified to use the County owned lifts.

129. Fee Question clarifications - We are trying to clarify where you want the FEE responses in the Requested response format order. That is, RFP pg. 47, IX. Fee Structure, here you are asking only for Hourly Bill Rates? Pg. 47-48 XIV. Proposal Cost & Scope, B. Fee Schedule, here you want the Attachment A Format, correct? Pg. 46, G2 Proposer shall provide a Fee Schedule, what are you asking for here, something different from the Attachment A asked for in XIV. B.?

Answer: For the purposes of this RFP and CONTRACT, the only Fee Schedule to be submitted is Attachment D *Fee Schedule Example*. Ensure all columns are included and filled out completely, and that pricing is projected for the entire five years of the CONTRACT. This is what will be evaluated and makes up 20% of the score. It must be the last section of your 40 page PROPOSAL.

130. I would like clarification if the airport RFP is Union or Non-Union? I know Pride is currently using union employees, but you stated on the call it was a non-union bid. We are concerned that if we submit pricing at non-union wages, other companies will be submitting union prices.

Answer: The Department does not require union representation or affiliation, however addenda 1 was posted on February 5, 2021 that adds a requirement to the RFP proposal submittal to include a statement regarding union affiliation.

131. UNION/STAFFING - In efforts to get information regarding the staff that we must inherit under the Janitor Act, the Union is insisting that we sign an agreement that would in effect force us to unionize our other accounts in California. Experience has also taught us that when there is this much resistance requesting information, accuracy is sub-par. Is there any way that you can specify man hours and total wages as a fixed number so that all vendors bid on the same wage/labor/hour total? This will level the playing field with the understanding that you will negotiate with your chosen vendor.

Answer: The current loaded rates being charged by Pride Industries for every job class are included in the current CONTRACT that is provided as attachment A to this addenda 2. The California Displaced Janitor Opportunity Act does not require unions to provide information on their members. It is the responsibility of the Terminated Contractor to provide the information on their staff. The information is provided to the successor contractor once they are identified.

132. 2. Please clarify what chemicals and disposable supplies you will be providing and what we will? Floor stripper and finish, shampoo, buffing pads, mops, rags, paper products, hand soap, disinfectant stations, plastic bags, kotex/tampons, urinal blocks, PPE, gas for pressure washers, disinfectants, general cleaning agents, carpet spotter, etc...

Answer:

Most consumables listed in "Provided by COUNTY" will be automatically stocked in custodial closets and storages areas. Some items wherein the use is more project dependent (i.e. like stripper and wax) may require notifying COUNTY staff so they can place the order for the COUNTY to purchase.

Provided by the COUNTY:

- All cleaning supplies
- All cleaning agents (Disinfectants, General Purpose, Glass Cleaner, Floor wax and stripper, powder abrasive)
- Paper towels (for drying hands and "task-wipes" for cleaning)
- Toilet paper
- Hand soap
- Hand Sanitizer
- Seat cover paper products
- Feminine products and waste bags
- Trash bags

The following items are ordered, purchased and stocked by the CONTRACTOR:

Provided by CONTRACTOR

- All PPE (Uniforms, footwear, eyewear, masks, face shields, gloves, hearing protection, first aid kits, eye wash, SDS, etc.)
- All cleaning and support equipment including consumables for the equipment (fuel, filters, pads, vacuum bags)
- All non-powered equipment (mops and mop heads, buckets, dusters, all brushes, brooms and dust pans, rolling barrels, caddys, etc.)
- All tools

133. 3. What travel population should we prepare our proposals on? 6.5 million? Travel population plays a key role in the day staff size for restroom care.

Answer: The proposal should be based on the full passenger count. Passenger count information is available on our website at <https://sacramento.aero/scas/about/reports>.

134. 4. Please clarify the current staff size of the areas/vendors you are combining. Without accurate staff size (labor hours, seniority, wages, benefits and other (parking/travel costs, uniform allowance, covid/sick day accruals, etc...), vendor proposal will be skewed to avoid loss from inherited staff. We have not been able to get a copy of the existing collective bargaining agreement but, suggest you do and look for managements right to determine staff size as service contractors generally do not have the ability to downsize staff.

Answer: The current staffing information is below:

Terminal and Concourse B:	Terminal A:	Ancillary Buildings:
Project Manager 1	Supervisor 1	Custodians 7
Supervisor 3	Custodians 18	
Lead 8		
Custodian 82.4		
Utility Technician 10		

In addition, the loaded rates being charged by Pride Industries in the current CONTRACT are provided in addendum 1.

135. Can we have an appendix in our proposal that does not count against the page limit, to include audited financial documentation/balance sheets to meet the criteria of Section G. Financial Background Information?

Answer: Yes.

136. On page 45 of the RFP, subsection X. Statement of Qualifications, Section D and Section E (named Proposed Management and Operations Plan) each have identical criteria. Is section E no longer needed, and thus the rest of the proposal sections lettering will adjust due to this elimination?

Answer: Yes, Section X Statement of Qualifications, paragraph E PROPOSED MANAGEMENT PLAN is removed from the RFP and paragraphs F – I are renumbered accordingly.

137. In regard to the page limit, please confirm, are we allowed to submit 40 pages single-sided, or 40 pages double-sided (80 pages of total text)?

Answer: The page limit is a maximum of 40 pages front and back. This equates to 80 total typed pages, or 40 physical pieces of paper.

138. On page 190 of the RFP under the Buy American Preference it states the bidder must complete and submit the Buy America certification included herein with their bid or offer. The County will reject as nonresponsive any bid or offer that does not include a completed Certificate of Buy American Compliance. Is there a specific Buy America certification form that the County wishes to be submitted? If so, where is that form located?

Answer: If the custodial service entity wanted to perform any kind of build out of their occupied space, it would be a requirement and the reason it's in the agreement. If no anticipated construction or build out is anticipated it can be waived/removed.

139. Currently, PRIDE Industries services the rental car facilities and ancillary buildings multiple times during day and swing shift hours. On page 18 under scheduling 1. it states that the county will be providing these services 7am to 3pm. Does that mean that the awarded vendor will not need to provide the day porter services at these locations?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

140. Currently the county provides the services for Terminal A from 2:30pm to 10:30pm, This was not clarified on the RFP. Could we please receive confirmation as to who will be providing these services in the new RFP?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

141. Can you please confirm the windows on the outside of the skylights are to be cleaned?

Answer: Yes

142. Please specify what data points are required in the "backup" requested by the County for supplemental work labor hours.

Answer: See page 17, III Project Scope, K Billing and Invoicing, 3.

143. In Attachment A, Sample Agreement, it states "This Agreement may be amended to increase the maximum payment amount: provided, however, that such increase shall not exceed the lesser of (10%) of the annual agreement or twenty-five thousand dollars". Considering the expected passenger traffic increases and that twenty-five thousand dollars annually would be the lessor amount is there another mechanism for increasing agreed upon labor for this contract? In this scenario the addition of one full-time person would be in excess of the stated maximum annual increase allowed.

Answer: In accordance with Sacramento County Code section 2.61.440, the department or agency which has authority to execute this Agreement on behalf of COUNTY has authority to amend this Agreement so as to increase the maximum payment amount, provided that such increase does not exceed the lesser of ten (10%) percent of the annual payment amount or twenty five thousand dollars and 00/100ths (\$25,000). Any amendments greater than ten (10%) percent of the annual payment amount or twenty five thousand dollars and 00/100ths (\$25,000) will require approval from the Sacramento County Board of Supervisors.

144. Will the County be providing high-touchpoint cleaning frequencies in consideration of COVID or is the Contractor to provide recommended services/frequencies?

Answer: The CONTRACTOR is to maintain or exceed the cleaning standard as described in the RFP.

145. Is there a Customs bond required for servicing FIS?

Answer: There is no additional monetary cost to obtain a Custom Seal however any unescorted access into the Federal Inspection Station (FIS) will require a Custom Seal. The COUNTY does not require a performance/bid bond for this Agreement.

146. Please confirm that as passenger traffic increases that the County will work with the awarded contractor to increase or decrease direct labor hours accordingly.

Answer: That is correct.

147. Please provide the manufacturing specs for the wool carpet

Answer: We do not have the manufacture specs at this time. However, we do know that it is a wool and nylon blend.

148. How many vehicles are currently in use by the service provider?

Answer: Pride reports they utilize four (4) vehicles.

149. Please provide all back of house flooring types- VCT, LVT, Epoxy etc

Answer:

Terminal B	Floor Material	Approximate sq. ft.
	Concrete	159,000
	Carpet	19,000
	VCT	3,000
	Tile	4,000
	Terrazzo	186,000
Concourse B		
	Concrete	42,000
	Carpet	107,000
	VCT	12,000
	Terrazzo	94,000
Terminal A		
	Concrete	33,500
	Carpet	100,000
	VCT	3,000
	Tile	51,000
	LVT	7,000
Airfield Maintenance Bldg		
	VCT	2,000
	Concrete	3,500
	Tile	500
Airfield Maintenance Trailer		
	VCT	1,800
	Carpet	1,200
Central Warehouse		
	Concrete	3,600
	VCT	2,000
	Carpet	2,400
CNG Station		
	Tile	200
East Electrical Vault Restroom		
	VCT	100
Electrician's Trailer		
	Carpet	2,000
	VCT	400

Operations Bldg.		
	Carpet	17,500
	Tile	1,000
	VCT	1,500
Physical Plant Maintenance Bldg.		
	Tile	1,000
	Carpet	12,900
	VCT	1,000
	Concrete	100
Rental Car Terminal Facility		
	Tile	11,200
	Concrete	2,200
	Carpet	1,600

150. Shuttle Train- Please provide frequency of cleaning requested

Answer: CONTRACTOR is to meet or exceed the cleaning standard as detailed Exhibit A Scope Of Service of Attachment A to the RFP.

151. Please provide a complete list of all county provided equipment. Please confirm if the county will be providing the cleaning equipment for the elevators and escalators.

Answer:

- a. Drivable Single Person Lift
- b. Manual Single Person Lift
- c. Scissor Lift
- d. Forty (40)-foot lift
- e. Forty-Six (46)-foot lift
- f. Ninety-Five (95)-foot lift
- Rotomatic Escalator Cleaner

152. Who is currently providing the window washing? Can you please provide current service provider information? Are the skylights glass or plastic?

Answer: Universal Window currently cleans the windows. The skylights are glass.

153. Artwork- Can you provide current service provider for the airport artwork? SOW for artwork and frequency of cleaning?

Answer: There are many different types of artwork both on the secure and non-secure areas with surfaces ranging from tile and Terrazzo flooring, brightwork, glass, plastic, fabric and canvas. Any cleaning

beyond the specifications for similar surfaces will be completed by an artwork conservator contracted by the COUNTY.

154. Please confirm if the financials requested are included in the 40 page count maximum requirement.

Answer: They are not.

155. Does the federal Service Contract Act apply to this solicitation? We note that the FAA Assurances at Exhibit D include a requirement for construction projects to comply with the Davis-Bacon Act (see Section C.1.b on page 2). Please confirm that there is no requirement for a service contract such as this to comply with the Service Contract Act.

Answer: The FAA Assurances are a required attachment to all airport agreements. Proposer will need to ascertain whether the Davis-Bacon act applies to their proposal.

156. Is the County exempt from payment of state and local sales and use tax?

Answer: No

157. We note that adjusted pricing may be proposed in Attachment D for each year of the 5-year initial term. Will the County also consider permitting the Contractor to increase billing rates with automatic effect to recoup increases in the following costs that are outside the Contractor's control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?

Answer: The CONTRACTOR may propose adjustments to rates for unforeseen minimum wage increases. But, the COUNTY reserves the right to exercise the CONTRACT as written. Please note that the final minimum wage increase for Employers with 26 or more employees will be effective January 1, 2022.

158. How will rate adjustments be addressed if the County elects to extend the service term for a 5-year renewal term?

Answer: The COUNTY would not elect to extent the CONTRACT without first receiving a proposed Fee Schedule from the CONTRACTOR. If the proposal is satisfactory, it will be included as an attachment to the amendment to exercise the option to extend the term.

159. We note Section IX.F on page 6 of the Agreement at Attachment A. Our company is a limited liability company formed under California law with its

principal place of business in California. Will the withholding specified in Section IX.F apply to such an entity?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

160. Our company stands behind our security services and regularly accepts the obligation to indemnify clients for the comparative portion of any losses, costs or damages that are caused by the negligent acts or omissions of our personnel in the performance of security services under client agreements. Can Section XVIII on pages 10-11 of the Agreement at Attachment A be revised as follows to reflect those parameters?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

161. Section XVIII.A: On lines 11-12, replace the phrase "arising out of, pertaining to, or resulting from the" with the phrase "to the extent caused by the negligent."

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

162. Section XVIII.B:

On line 1, replace the phrase "arising from the sole" with the phrase "to the extent caused by the."

On line 2, insert the phrase "or a third party other than the Contractor parties referred to in Section XVIII.A above" after the phrase "Indemnified Party" at the end of the sentence.

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

163. Our company's standard business terms include a disclaimer of consequential damages. Can the following mutually beneficial, reciprocal waiver of consequential damages be added to the Agreement at Attachment A as new Section XVIII.F? "Anything to the contrary notwithstanding, under no circumstances will either party be liable to the other party for consequential, incidental, indirect or punitive damages, or for lost profits."

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

164. Can Section XXX.A on page 14 of the Agreement at Attachment A be revised to give the Contractor the reciprocal right to terminate the Agreement without cause on 120 days' prior written notice to the County?

Answer: No. The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

165. We note the limitations on self-insured retentions and deductibles in Section V on pages 3-4 of Exhibit B. Our company maintains insurance deductibles and retentions that have been determined as optimal for a company of our size and financial strength after careful review with our insurance advisors, and they cannot be eliminated or reduced with respect to a specific client. We have demonstrated to our insurers the financial ability to fund those deductibles and retentions over an extended period of time. Should the County require added security, we can provide the guaranty of our parent company of losses and expenses that fall within the SIRs and deductibles. Can the following be added at the end of the cited section to reflect those parameters?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

166. "Approval of self-insured retentions and deductibles shall not be unreasonably withheld upon CONTRACTOR's demonstration of financial capacity to carry said deductibles and self-insured retentions. Should the COUNTY require added security, the COUNTY shall accept a financial guarantee of CONTRACTOR's parent company guaranteeing payment of losses and related claims investigation, administration and defense expenses that fall within the policy self-insured retentions and deductibles."

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

167. Our company routinely adds clients as additional insureds on our insurance policies, so long as our obligations are aligned with our indemnification obligations and limited to the specified insurance limits we have agreed to provide. Our blanket additional insured endorsement automatically covers any party we are required by written contract to cover as an additional insured, to the extent set forth in such contract, without the necessity of

expressly naming such party. Can Section VIII.A on page 5 of Exhibit B be replaced with the following to reflect that standard?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

168. "ADDITIONAL INSURED STATUS: The COUNTY, its officers, directors, officials, employees and volunteers are to be included as additional insureds to the extent of the CONTRACTOR's indemnification obligations under the Agreement and up to the required insurance coverage amount."

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

169. Section I of Attachment K appears limited to construction work and therefore does not apply to this solicitation. Can Section I be deleted from Attachment K?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

170. The initial contract term is 5 years – We are to provide pricing for each of the five years starting 7/1/2021. 1) How are we to handle wage and/or benefit changes from year to year? 2) That is, are we to build them in to our estimated costs and tell SMF what our assumptions are? 3) Or do we have a base contract and any wage/benefits are passed on annually, if applicable?

Answer: This is not a base contract. It is up to the CONTRACTOR to forecast increases required to maintain the CONTRACT. The CONTRACTOR may propose adjustments to rates for unforeseen minimum wage increases, but, the COUNTY reserves the right to exercise the CONTRACT as written. Please note that the final minimum wage increase for Employers with 26 or more employees will be effective January 1, 2022.

171. Article IX(F) of the Contract, page 58 of the PDF – Since this does not seem to appear to apply to vendors, please confirm that it will be deleted if awarded the contract.

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

172. Exhibit A to Agreement, Article II(S)(1) (page 90 of PDF) Penalties – Failure to meet "Performance Standards": 1) Is there a more defined penalty schedule? Would SMF be able to provide further definitions of what an appropriate timeframe is to cure? 2) In 2019, what was the total amount of penalties, if any?

Answer: The current incumbent has not incurred any penalties in the last year.

Pages 21 of the RFP and page 19 of Exhibit A of the Agreement shall read:

S. PENALTIES FOR FAILURE TO MEET STANDARDS:

1. The CONTRACTOR acknowledges that COUNTY may impose financial penalties of up to \$1,000 per occurrence for CONTRACTOR'S failure to meet Performance Standards as set forth in this RFP, on a reoccurring basis or if the CONTRACTOR is provided with written notice of any failure to meet Performance Standards and CONTRACTOR is unresponsive to cure said deficiency within an appropriate timeframe. After three (3) violations of the same standard in a twelve (12_-month period, COUNTY reserves the right, at the sole discretion of the Director of Airports (Director), to seek any other remedies available for default including termination of this Agreement. Unless otherwise agreed to by the COUNTY, CONTRACTOR must cure deficiency within 24 hours of when the COUNTY sent written notice.

173. Page 18, section L1, "...This will include providing trained staff and electrostatic disinfecting cleaning equipment to be used on all shifts, on all touchpoints, at all facilities at no additional charge to the Airport." We understand we are to include this type of equipment in our bid proposal. However, this is an hourly bill rate contract. Thus, additional labor would be an additional charge as we would be billing for the labor. Is this a correct interpretation?

Answer: No. Proposals that are submitted shall contain all costs for the five (5) year term of the agreement.

174. Fee Schedule/"Number of Positions" column, because this is a 7x per week contract, SMF wants the total FTEs and NOT the total Daily staff. Is this correct?

Answer: For the Fee Schedule, you will have the total number of FTEs, by job class, assigned to the CONTRACT. On the Proposed 24/7 multiple shift staffing schedule, you will show that same number of FTEs and when and where they will work.

175. Fee schedule/"Productivity" column – Is this to be the total annual labor hours? For example, the Site Manager would be 2,080, or 5 Supervisors would be 10,400 hours. Thus, that is what we would place in the "Productivity Column". Is this correct?

Answer: That is correct.

176. Property/waiver of Subrogation – Is this a requirement of coverage or is it optional?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

177. GL and Auto/Severability of Interest – Will sufficient umbrella coverage suffice or is this a required policy?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

178. Course of Construction – Does this requirement apply to the Custodial Services RFP? It wasn't clear as this requirement doesn't state "If applicable to the job performed".

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

179. Excess Coverage – On page 110, it states adequate limits for excess but the minimum limits of insurance on page 111 wasn't listed for Excess/Umbrella. Please clarify what this is.

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

180. Pollution Liability – Does this apply to the Custodial Services RFP?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

181. Deductible; Must be approved – What is an acceptable Deductible limit?

Answer: The COUNTY reserves the right to negotiate this agreement with the selected CONTRACTOR. Please include any exceptions to the language in the sample agreement as part of your proposal.

182. In addendum 1, the County asks for proposers to include a statement attesting whether our employees will be represented by a union organization. Where would you like this statement to be included in the overall outline of the proposal? Should we place this statement into the cover letter?

Answer: Yes.

183. Terminal A, Rental Car Building and Ancillary buildings are maintained by Sacramento County employees from 7:00am to 3:00pm each day. Who supervises those employees during that shift ?? Is there any coordination of duties and cleaning responsibilities between the Contractor and the county workers ?? I assume they will be using common cleaning material, consumables and some equipment. Who is responsible for that equipment and supplies ??

Answer: The COUNTY supervises its staff. COUNTY staff will be performing portering services. CONTRACT staff will be portering and heavy cleaning as described in the scope. Both groups will be utilizing COUNTY provided supplies from the custodial closets. COUNTY staff will not use CONTRACTORS equipment or supplies.

184. 2). All purchasing is done through the county. Does the county then order from local suppliers and do they deliver to a central warehouse or to each airport building ?? Is the contractor responsible for distributing supplies from central location to each building ??

Answer: Nearly all supplies are delivered by Central Warehouse staff to all of the custodial closets and storage spaces. There are just a few ancillary buildings that do not have a closet so supplies are brought with the custodian.

185. When/how does/will the county pay the contractor – Monthly payout based on approved invoice ? Or some other Process ? Will we be able to charge any late fees for over-due remittances ?

Answer: See page 17 for invoicing. The COUNTY does not pay late fees.

186. Does the County supply ALL necessary chemicals?

Answer: The County provides all authorized chemicals

187. What is the process for bringing in specialty products that are not in the county warehouse? Who pays for them?

Answer: CONTRACTOR can propose a different product but the COUNTY reserves the right to decline the request. If a product is approved, the COUNTY will provide it.

188. Is the County open to considering purchasing chemicals other than what they are currently using... if they could get higher quality, more specialized products and a very high level of local support and training?

Answer: CONTRACTOR can propose a different product but the COUNTY reserves the right to decline the request.

189. Pg 15, does "No Wax" on the terrazzo mean no coatings of any kind or are terrazzo seals or finishes ok?

Answer: No coatings of any kind.

190. Can Large Ride-One Scrubbing equipment too big to fit through doorways be stored outside janitor closets in secure areas like the scissor lifts?

Answer: No.

191. Please provide details on what the County considers:

(A) Total Salary- Monthly or Annually?

(B) Benefits- please provide details on what you would like included (ex. Health & Welfare, Vacation, Sick etc.)

(C) Direct Costs- please provide what details the County is requesting and considers direct costs

(D) Indirect Costs- Please provide details on what the County considers indirect costs

Answer: A) Hourly pay
B) Yes, include details on all benefits
C) Direct material costs associated with the position(s)
(includes PPE, tools and equipment)
D) Indirect costs is overhead (how much the company has to charge for production staff's time to pay for support / office staff)

192. The union has provided the union staffing wage rates, H&W etc. Pride has indicated they have (6) positions not filled and (20) FTE positions filled by employees with disabilities. Please provide any wage rate, seniority dates, vacation or sick if provided to these employees if possible.

Answer: This information needs to be provided by Pride. Once they are notified of the successor to the CONTRACT, they will have three working days to provide the name, date of hire, and job classification of each employee employed at the site.

193. Does all glass have to be hand-squeegeed?

Answer: Unsure of an alternative method.

194. Question 2: Are we allowed to use a water-fed pole on the upper windows and skylights?

Answer: As long as it is effective while meeting fall protection guidelines.

195. Question 3: Are there safety tie-offs on the roof?

Answer: Tying off to the building for fall protection is not allowed until the COUNTY develops an operating procedures outline sheet.

196. Questions 4: Do the interior windows have to be completed after hours

Answer: Not necessarily. As long as passenger operations are unaffected, some heavy cleaning can be done during normal operating hours.

197. Question 5: Please confirm that we will be able to utilize all the lifts listed in the RFP

Answer: The COUNTY will provide lifts for all interior glass and high dusting at no expense to the CONTRACTOR. The CONTRACTOR must maintain proper insurance as required in the agreement and pay for the cost of any training of CONTRACTOR's staff. It is the responsibility of the CONTRACTOR to ensure all staff are trained and certified to use the County owned lifts.

198. Question 6: We understand that Pride picked up and dropped off some of its employees before/after work and have "hands on" supervision throughout the day. Did Pride get some form of reimbursement for this program, and if so, is a bidding company also eligible to receive such reimbursement?

Answer: No, the existing CONTRACT is silent on this program. Proposers are free to include such a program in their proposal.

199. Is terminal A one shift assignment since it is cleaned by the county from 7a to 3pm?

Answer: The CONTRACTOR work hours in Terminal A, the Rental Car Facility and the Ancillary Buildings are 3:00pm – 7:00am, 365 days a year. The CONTRACTOR work hours in all other locations are twenty-four (24) hours a day, 365 days a year.

200. Will the airport reserve a storage cage for propane?

Answer: Space for a flammable locker will be provided

201. What are the types of flooring in each terminal

Answer: The flooring types are below:

- The East Electrical Vault = VCT
- The Rental Car Facility = Tile
- Operations Building = Carpet
- Central Warehouse = Carpet in office, concrete in warehouse area 138 on map.
- Airfield Maintenance Trailer = VCT in main area with carpet in offices
- Airfield Maintenance Building = VCT
- Electricians Trailer = Carpet
- CNG Station = Tile

Physical Plant = Carpet and VCT

202. Will the restrooms require attendants assigned to them?

Answer: It will be the CONTRACTOR's choice on how to meet or exceed the cleaning standards.

203. How many fixtures are in most of the restroom

Answer: All of the drawings provided in the attachments are accurate.

204. Is joining a Union a mandate for the contract?

Answer: The Department does not require union representation or affiliation, however addenda 1 was posted on February 5, 2021 that adds a requirement to the RFP proposal submittal to include a statement regarding union affiliation.

205. Is there a specific type of payroll management and benefits system that the airport required?

Answer: No. The proposer should submit their proposed software as detailed in the RFP.

206. What is the normal process of transferring employees from the previous contractor to our current contract?

Answer: The new CONTRACTOR is responsible for making any applicable job offers and employment transitions. Refer to the California Displaced Janitor Opportunity Act.

207. Is there a budget for this RFP?

Answer: A contract amount will be determined using the Fee Schedule submitted through this RFP.

208. How do we get paid, Monthly? Every two weeks? Is there a remittance template that has been used for that?

Answer: See paragraph XXI.B COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS (page 12) of the sample agreement (attachment A to RFP).

209. Supply Inventory – Who is responsible to ensure there are no out of stock issues.

Answer: The CONTRACTOR is responsible for notifying COUNTY of any items that need to be restocked that the COUNTY is responsible for providing. The CONTRACTOR is responsible for restocking any items the CONTRACTOR is responsible for providing.

210. Bio Training – Does the County need to see proof of training (Certificates) for handling Biological Waste?

Answer: Yes.

211. Is there a current hazard plan that can be used for an outline that you will let us review?

Answer: There are Job Hazard Analysis Plans and Emergency Plans in place for County Custodians that can be shared after award of agreement.

212. Does that County currently have a peroxide based chemical that can be used on Terrazzo floors to clean up food spills?

Answer: Yes

213. Can we schedule an in-person guided tour in the very near future?

Answer: In person guided tours are not available at this time. Any proposer may visit the public areas of the airport at their time and expense.

214. What is the process to bring in chemicals that are not currently in the County warehouse? Is the County open to using chemicals that are not currently being used?

Answer: CONTRACTOR can propose a different product but the COUNTY reserves the right to decline the request. If a product is approved, the COUNTY will provide it.

Attachment A

Current Custodial Service Agreements

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

TABLE OF CONTENTS

Definitions	1
I. SCOPE OF SERVICES	3
II. TERM	4
III. NOTICE	4
IV. COMPLIANCE WITH LAWS	4
V. GOVERNING LAWS AND JURISDICTION	5
VI. LICENSES, PERMITS AND CONTRACTUAL GOOD STANDING	5
VII. PERFORMANCE STANDARDS	5
VIII. COUNTY PROVIDED SPACE	7
IX. CONTRACTOR'S PERSONNEL	8
X. SUPPLIES	11
XI. THEFT OR SHORTAGE	12
XII. OWNERSHIP OF WORK PRODUCT	12
XIII. STATUS OF CONTRACTOR	12
XIV. CONTRACTOR IDENTIFICATION	13
XV. COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT REPORTING OBLIGATIONS	14
XVI. BENEFITS WAIVER	14
XVII. RETIREMENT BENEFITS/STATUS	14
XVIII. CONFLICT OF INTEREST	15
XIX. LOBBYING AND UNION ORGANIZATION ACTIVITIES	15
XX. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES	15
XXI. SAFETY	15
XXII. INDEMNIFICATION	16
XXIII. INSURANCE	16
XXIV. SECURITY CLEARANCES AND BADGES	17
XXV. AIRPORT SECURITY	18
XXVI. AIRPORT REGULATIONS	19
XXVII. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS	20
XXVIII. SUBCONTRACTS, ASSIGNMENT	21

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XXIX.	AMENDMENT AND WAIVER	21
XXX.	SUCCESSORS	21
XXXI.	TIME	21
XXXII.	INTERPRETATION	21
XXXIII.	DIRECTOR	22
XXXIV.	DISPUTES	22
XXXV.	TERMINATION	22
XXXVI.	REPORTS	23
XXXVII.	AUDITS AND RECORDS	24
XXXVIII.	PRIOR AGREEMENTS	24
XXXIX.	SEVERABILITY	24
XL.	FORCE MAJEURE	24
XLI.	SURVIVAL OF TERMS	25
XLII.	DUPLICATE COUNTERPARTS	25
XLIII.	AUTHORITY TO EXECUTE	25
XLIV.	CONTACT WITH NEWS MEDIA	25
XLV.	VEHICLES AND EQUIPMENT	25
XLVI.	TECHNOLOGY	26
XLVII.	ASSURANCES REQUIRED BY FAA	27
XLVIII.	HAZARDOUS MATERIALS	27
	Signatures	31
	Exhibit A – Scope of Services	A-1
	Exhibit B – Space	B-1
	Exhibit B – Insurance Requirements	C-1
	Exhibit C – Compensation	D-1
	Exhibit D – FAA Assurances	E-1

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

Definitions

As used herein, the following words and phrases shall have the meanings set forth below:

A. Airport

"Airport" is the Sacramento International Airport which is owned by the County of Sacramento and operated by the Sacramento County Airport System as a public airport.

B. Commencement Date

"Commencement Date" shall mean the date the Agreement is effective which shall be July 1, 2011.

C. Director

"Director" means the Director of Airports of the County Airport System, and his authorized representatives.

D. DOT

"DOT" means the United States Department of Transportation and any federal agency succeeding to its jurisdiction.

E. FAA

"FAA" means the Federal Aviation Administration of the United States government and any federal agency succeeding to its jurisdiction.

F. TSA

"TSA" means the Transportation Security Administration of the United States government and any federal agency succeeding to its jurisdiction.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

THIS AGREEMENT is made and entered into as of this ____ day of _____ 2011 by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and PRIDE Industries One, Inc., a California corporation, hereinafter referred to as "CONTRACTOR."

RECITALS

WHEREAS, COUNTY owns and operates the Sacramento International Airport (Airport); and

WHEREAS, COUNTY desires to contract for custodial services to clean the Central Terminal B, Airside Concourse B and Associated Food Courts; and

WHEREAS, the provisions of Section 71-J of the Sacramento County Charter are applicable to contracts for custodial cleaning services because County civil service employees, primarily Custodial Workers, are currently providing those types of services; and

WHEREAS, Section 71-J permits the County to contract for County services for reasons of economy and efficiency if displacement of current civil service employees does not occur, and if such contracts are awarded through a competitive selection process, and if the County has met and conferred with any organization that represents County employees who perform the type of services to be contracted; and

WHEREAS, no current civil service employees will be displaced as a result of entering into the Agreement and the County has met and conferred with the affected unions; and

WHEREAS, the cost of using County civil service employees to perform the services proposed to be provided by PRIDE under the terms of the Agreement exceeds the cost of contracted services over a five (5) year term by over Fourteen Million Dollars (\$14,000,000) ; and

WHEREAS, CONTRACTOR specializes in custodial services;

WHEREAS, COUNTY and CONTRACTOR desire to enter into this Agreement on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and CONTRACTOR agree as follows:

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

I. SCOPE OF SERVICES

CONTRACTOR shall provide custodial services in the frequency, type and manner described in Exhibit A. All services are limited to Central Terminal B, Airside Concourse B and associated food courts in addition to attached: walking bridges, immediate exteriors (sidewalks, curbs, awnings, outside counters, etc) and Automated People Mover (APM) interior cabs.

SPECIAL SERVICES

CONTRACTOR shall also provide, upon request by County, such incidental or special work for such consideration as may be mutually agreed upon by the parties.

SERVICE CHANGES

The COUNTY may, at any time, make changes within the general scope of the Agreement on any one or more of the following:

- a. The cleaning specifications,
- b. The extent of Services furnished by the CONTRACTOR,
- c. The supplies, materials, and/or equipment utilized,
- d. Number and type of personnel utilized, and
- e. Reporting requirements to the extent permitted by law and any applicable collective bargaining agreement.

If any such change causes an increase or decrease in the cost of this Agreement, an equitable adjustment in the consideration hereunder shall be negotiated. Such adjustment shall be accomplished by a written amendment to this Agreement. If the COUNTY deletes office areas or other areas of the Building from the scope of this Agreement, the consideration paid CONTRACTOR hereunder shall be reduced. If CONTRACTOR shall receive oral instructions from COUNTY's authorized representatives, which CONTRACTOR believes is a change to this Agreement, CONTRACTOR shall notify the COUNTY of said change in writing within forty-eight (48) hours, whereupon the COUNTY and CONTRACTOR shall in good faith negotiate an adjustment to the consideration hereunder on account of said change, if an adjustment is appropriate.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

II. TERM

A. Commencement and Initial Term

This Agreement shall be effective and commence on July 1, 2011 and shall expire on June 30, 2016 (Initial Term), unless otherwise extended pursuant to paragraph B below.

B. Options to Extend Term

COUNTY shall have two options to extend the term of this Agreement for a period of five years each. If exercised, July 1, 2016 to June 30, 2021 will be the First Extended Term and July 1, 2021 to June 30, 2026 will be the Second Extended Term. If COUNTY elects to exercise a five-year option, COUNTY shall provide written notice to CONTRACTOR of its election to exercise the option at least one hundred eighty (180) days prior to the end of the Initial Term and the end of the First Extended Term, if applicable.

III. NOTICE

Any notice, demand, request, consent, or approval that either party hereto may be, or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO COUNTY

DIRECTOR
Sacramento County Airport
System
6900 Airport Boulevard
Sacramento, CA 95837

TO CONTRACTOR

PRIDE Industries One, Inc.
Integrated Facilities Services
10030 Foothills Blvd.
Roseville, CA 95747-7102

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt. Notices mailed pursuant to this Section III shall be presumed to have been received by the addressee five (5) business days after deposit of same in the mail.

IV. COMPLIANCE WITH LAWS

CONTRACTOR shall observe and comply with all applicable federal, State, and County laws, regulations and ordinances.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

V. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

VI. LICENSES, PERMITS AND CONTRACTUAL GOOD STANDING

A. CONTRACTOR shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies, including any certification and credentials required by COUNTY. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.

B. CONTRACTOR further certifies to COUNTY that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, State or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

VII. PERFORMANCE STANDARDS

A. STANDARDS

CONTRACTOR shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONTRACTOR'S services and in accordance with the Performance Standards established by COUNTY as set forth in the Task, Technique and Results Summary of Exhibit A, attached hereto.

CONTRACTOR shall be provided with written notice of any failure to meet said Performance Standards and shall be given a suitable opportunity to cure the deficiency prior to imposition of a financial penalty.

B. WORK SCHEDULE

A Work Schedule setting forth the location and frequency of all daily and cleaning assignments, including policing specifications and a schedule showing all other periodic cleaning dates and areas is attached hereto as Exhibit A. Any amendments thereto shall be approved in writing by the COUNTY, and the Work Schedule shall be kept current and displayed by

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

CONTRACTOR in areas where CONTRACTOR is to perform such work as directed by COUNTY. On tasks to be performed no more frequently than weekly, as identified in Exhibit A, Scope of Services, a notice of completion will be forwarded to building management when the task is performed. Failure to serve notice will be considered as nonperformance of such tasks.

C. INSPECTION

CONTRACTOR's management representative shall perform regular inspections of all areas utilizing an inspection report form reasonably acceptable to the COUNTY. CONTRACTOR shall submit an inspection schedule to the COUNTY for approval, along with the work schedules described earlier. CONTRACTOR's representative shall identify on such report work not performed in accordance with the Specifications, or not performed in an acceptable manner. Corrective action shall be indicated on the inspection form approved by the COUNTY, as prescribed on said form, which shall be promptly distributed by CONTRACTOR to COUNTY's designated personnel. A copy of the report shall be delivered to the COUNTY within twenty-four (24) hours after inspection with corrective work to be completed promptly after inspection, but in any event no later than forty-eight (48) hours thereafter, unless approved otherwise by the COUNTY.

D. PENALTIES FOR FAILURE TO MEET STANDARDS

CONTRACTOR acknowledges that COUNTY may impose financial penalties of up to \$1,000 per occurrence for CONTRACTOR's failure to meet Performance Standards as set forth in the Task, Technique and Results Summary of Exhibit A on a reoccurring basis or if CONTRACTOR is provided with written notice of any failure to meet Performance Standards and CONTRACTOR is unresponsive to cure said deficiency within an appropriate timeframe. After three (3) violations of the same Standard in the same calendar year, COUNTY reserves the right, at the sole discretion of the Director, not to impose the applicable penalty and instead to seek any other remedies available to it for default including termination of this Agreement.

If CONTRACTOR believes there were unforeseen circumstances beyond CONTRACTOR's reasonable control that caused CONTRACTOR to violate the performance standards, CONTRACTOR may request that COUNTY take such mitigating circumstances into consideration by submitting to the Director a written request which outlines and explains the mitigating circumstance in detail. Such written request must be submitted within five (5) business days of notice of the failure to meet the stated standard. The

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

Director will review such request before imposing a penalty or taking any other action that it is entitled to take under this Agreement.

E. COMPLAINTS

CONTRACTOR shall respond, in writing, to all written complaints or inquiries made by airport patrons respecting any aspect of CONTRACTOR's operations at Airport, within seventy-two (72) hours following receipt thereof, whether such complaints or inquiries are directed to CONTRACTOR from such patron, or referred to CONTRACTOR by the Director. CONTRACTOR shall furnish the Director with copies of all such correspondence received by CONTRACTOR, and all responses issued by CONTRACTOR. CONTRACTOR shall also keep a log of verbal complaints and inquiries, which CONTRACTOR shall produce for Director within 48 hours of Director's request.

VIII. COUNTY PROVIDED SPACE

- A. COUNTY shall provide CONTRACTOR space for supervisor office and employee lockers as depicted on Exhibit B. Such space shall be referred to herein as CONTRACTOR's Assigned Space. The Director, at his/her sole discretion, may modify or change the type, size and/or location of office space to be used by CONTRACTOR in performance of this Agreement. Any such modification shall be communicated in writing and shall not require separate amendment to this Agreement.
- B. COUNTY shall provide designated break areas for CONTRACTOR's personnel. Taking breaks in public spaces is not allowed. Smoking for uniformed employees is only allowed in designated non-public areas.
- C. CONTRACTOR shall not repair, move, make additions to, or modify in any manner whatsoever such Assigned Space, or appurtenances thereto, without the prior written consent of the Director. CONTRACTOR shall request such consent, in writing, not less than sixty (60) calendar days in advance of any such proposed change. Any such request shall set forth in detail satisfactory to the Director the nature and extent of such change, and the cost thereof, if any, to COUNTY.
- D. Within thirty (30) calendar days following receipt thereof, the Director shall notify CONTRACTOR in writing, as to whether such request, or any part thereof, is approved or denied.
- E. CONTRACTOR shall have no right to sublease all or any part of the Assigned Space.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

F. Light, power and water necessary for performance of the work and existing storage space for small equipment and materials will be furnished by the COUNTY. At night, CONTRACTOR shall turn off the lights in all areas of the Building except the areas where CONTRACTOR's personnel are working. CONTRACTOR's personnel shall close the door of each office suite after the suite is cleaned. Upon completion of all daily work, CONTRACTOR shall make certain that all lights and water taps have been turned off, and doors and window have been closed and locked except as otherwise directed by an authorized COUNTY's representative. Reports of defective equipment, including but not limited to light switches, leaking faucets, clogged drains or hazardous conditions, shall be made promptly to an appropriate COUNTY representative and written in the daily log book.

IX. CONTRACTOR'S PERSONNEL

- A. CONTRACTOR will provide, at a minimum, the number and level of staff contained in its Proposal dated March 11, 2011. CONTRACTOR shall provide an adequate number of employees on each shift to ensure the highest standards of public service and satisfactory operation and maintenance of the Airport at all times. CONTRACTOR shall provide appropriate staffing levels to accommodate changes in peak periods of passenger activity and shall add an appropriate number of employees to respond to increased levels in potential customers resulting from changes in the airline schedules or relocation of airline gates. CONTRACTOR shall recruit, train, supervise, direct and deploy the number of employees necessary to provide prompt service to all customers.
- B. CONTRACTOR will ensure that on-site supervision is provided for each shift. The on-site supervisor or Project Manager shall be qualified and competent to respond quickly and decisively to the Director in all matters affecting custodial operations.
- C. CONTRACTOR shall employ at all times the quantity and quality of non-cleaning supervision reasonable necessary for the effective and efficient management of cleaning operations. All supervisors shall have an intimate knowledge of the various cleaning tasks, equipment and materials so as to be able to both properly train and direct the cleaners to their individual tasks and to maintain and control an effective inspection and follow-up program. The functions of supervisors shall include, without limitation:
1. Direct the activities of the entire work force, and review-training qualifications of all personnel to make sure each employee has been properly trained.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

2. Perform on-going (roving) inspections at the Building and meet with the COUNTY at least once per week to assure quality service.
3. Consult daily with COUNTY's representatives make use of the daily log concerning services for the buildings.
4. Implement instructions from COUNTY's representatives as outlined in the Task, Technique and Results Summary of Exhibit A.
5. Assure that the day-to-day performance of all CONTRACTOR's personnel is of the highest quality and complies with this Agreement.

Any change in supervisory and staff personnel shall be reported to COUNTY promptly together with the name, address and telephone number of any new personnel.

CONTRACTOR shall provide an updated organization chart showing numbers of supervisory personnel who will be maintained on staff from the level of a floor checker through top supervisor at the time of any such change. The CONTRACTOR's supervisors shall be fully and adequately trained and have a minimum of two years in cleaning supervision or sufficient in scope to meet the approval of the COUNTY. The Building Service Manager should have no less than three years experience managing an operation of similar complexity. CONTRACTOR shall provide trained and experienced employees for the performance of the services and shall take reasonable precautions to assure that such employees are reliable and of good character. All staff shall satisfy immigration requirements. All personnel will receive close and continuing supervision. In addition, CONTRACTOR shall maintain and show evidence of an adequate backup labor force and supervisory staff to be able to assist immediately in the event of flood, fire, natural or manmade disasters, job action or any other emergency. CONTRACTOR must submit and keep current a list of at least three (3) emergency telephone numbers of management level supervisory personnel, other than the local branch office or answering service, who are authorized to dispatch backup working crews in the event of a request by the COUNTY. The CONTRACTOR must provide a full time on-site non-union manager every day Monday through Friday from 7:30 a.m. till 4:30 p.m. This person must be responsible for supervision of the day staff in performance of all routine work, completion of special tasks as they arise, daily inspection and notes, and investigation of cleaning practices and complaints with or without assistance from

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

COUNTY. Such individual shall have power to act as CONTRACTOR's representative for correction of all cleaning complaints.

- D. CONTRACTOR shall be responsible for the supervision and direction of services by its employees and any approved subcontractors and suppliers, and shall provide onsite supervisory personnel, acceptable to the COUNTY, to carry out this responsibility. CONTRACTOR or a designated supervisor shall conduct periodic inspections to ensure that all services hereunder are properly performed. CONTRACTOR shall inform the COUNTY of the name of such supervisor responsible for the services and the supervisor shall have the authority to act as CONTRACTOR's agent in CONTRACTOR's absence.
- E. Unless first approved in writing by the COUNTY, CONTRACTOR shall not, and shall have no authority to, engage any subcontractors and suppliers to perform the Services, and shall instead engage only trained individuals directly employed and supervised by CONTRACTOR. Neither the COUNTY's approval of any subcontractors and suppliers nor the failure of performance therefore by such parties, shall relieve, release or affect in any manner any of CONTRACTOR's duties, liabilities or obligations hereunder, and CONTRACTOR shall at all times be and remain fully liable hereunder.
- F. CONTRACTOR agrees that each of its employees, and any subcontractors and suppliers will be properly qualified and will use reasonable care in the performance of their duties to the extent permitted by law and any applicable collective bargaining agreement. If, however, the COUNTY in its reasonable opinion determines, for any reason, that any particular employee, subcontractor or supplier are unsatisfactory to the COUNTY, then upon written notice from COUNTY to CONTRACTOR, CONTRACTOR shall remove said employee, subcontractor and supplier and shall provide a qualified substitute to the satisfaction of COUNTY.

CONTRACTOR shall indemnify and hold COUNTY harmless from any claims for damages, loss or expense of any kind whatsoever as permitted by law arising from the removal of such employee but only to the extent that same are caused by the negligence, misconduct or other fault of CONTRACTOR, its agents or employees. At the COUNTY's request, to the extent permitted by law and any applicable collective bargaining agreement CONTRACTOR shall promptly remove from COUNTY's contracted assignment, any employee of CONTRACTOR who, in the COUNTY's reasonable opinion, has been negligent, wasteful, dishonest or otherwise unsatisfactory in performing his/her duties. CONTRACTOR, its agents or employees will not use COUNTY's telephones or computers in tenant areas

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

of the Building. Unauthorized use of telephones and computers is justification for employee's dismissal from the contracted assignment.

- G. Deportment - CONTRACTOR shall require its employees in all circumstances of services, to provide fast service, to exercise courtesy and consideration in dealing with the public. CONTRACTOR's employees shall speak English sufficiently to perform their assigned duties. Employees will acknowledge, greet and/or welcome customers and provide assistance to customers as needed or requested. CONTRACTOR's employees shall be proficient in custodial services.
- H. Training – CONTRACTOR's employees shall conduct themselves in accordance with the rules and precepts taught in CONTRACTOR's training program or programs. Each employee shall be trained in custodial service skills and shall be knowledgeable about the industry standard level of service. CONTRACTOR shall certify to the Director, if requested, that such training has been completed.
- I. Uniforms & Badges – CONTRACTOR's employees shall wear professional uniforms. All employees shall wear identification badges subject to approval by the Director, which clearly state CONTRACTOR's company name and the individual employee's name. CONTRACTOR shall provide sufficient cleaning, mending and uniform replacement so that employee's look neat and well groomed at all times.

X. SUPPLIES

It is the intent that the COUNTY furnishes all supplies (including hand towels, tissue, hand soap and sanitary napkins) and materials necessary for the performance of the work under this Agreement unless otherwise specified herein. CONTRACTOR will maintain for the COUNTY sufficient warning and notice in writing (including appropriate labels on goods, containers and packaging) of any hazardous materials which is an ingredient or a part of any of the goods, together with special handling instructions. Material Safety Data Sheets (M.S.D.S.) forms must be supplied for all chemical products used in the Building and such M.S.D.S. sheets shall be available for inspection upon request. If supplied, CONTRACTOR agrees to use sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in LEED IEQ Credit 3.3: Green Cleaning – Purchase of Sustainable Cleaning Products and Materials unless otherwise approved by the COUNTY.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XI. THEFT OR SHORTAGE

Supplies, items surrendered, confiscated, or otherwise disposed of are not to be taken by CONTRACTOR's employees for personal or other use. Items left by Airport users must be reported to and turned into the Airport law enforcement personnel. Items placed in trash or recycling receptacles by customers prior to security screening by the Transportation Security Administration may not be removed from Airport property by employees. Removal of any item for personal use or reasons constitutes theft.

If CONTRACTOR becomes aware of any shortage of custodial supplies, materials or equipment provided by COUNTY, CONTRACTOR shall immediately notify the Director and the Airport Sheriff's Bureau. CONTRACTOR shall transmit written report of such information, in all known detail, to the Director and Airport law enforcement within twenty-four (24) hours after discovery. CONTRACTOR shall cooperate fully with COUNTY and law enforcement personnel in the investigation and prosecution of such occurrences.

XII. OWNERSHIP OF WORK PRODUCT

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONTRACTOR hereunder shall be the exclusive property of COUNTY and shall be delivered to COUNTY upon completion of the services authorized hereunder. CONTRACTOR may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by COUNTY. COUNTY recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONTRACTOR'S services and are not designed for use other than what is intended by this Agreement.

XIII. STATUS OF CONTRACTOR

A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent CONTRACTOR and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR's assigned personnel shall not be entitled to any benefits payable to employees of COUNTY. COUNTY is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this agreement; and as an independent contractor, CONTRACTOR hereby indemnifies and holds

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this agreement.

- B. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONTRACTOR for accomplishing the results.
- C. If, in the performance of this agreement, any third persons are employed by CONTRACTOR, such person shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR, and COUNTY shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent contractor and not an employee of COUNTY, neither the CONTRACTOR nor CONTRACTOR's assigned personnel shall have any entitlement as a COUNTY employee, right to act on behalf of COUNTY in any capacity whatsoever as agent, nor to bind COUNTY to any obligation whatsoever. CONTRACTOR shall not be covered by worker's compensation; nor shall CONTRACTOR be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life and other insurance programs, or entitled to other fringe benefits payable by COUNTY to employees of the COUNTY.
- E. It is further understood and agreed that CONTRACTOR must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel under the terms and conditions of this agreement.

XIV. CONTRACTOR IDENTIFICATION

CONTRACTOR shall provide the COUNTY with the following information for the purpose of compliance with California Unemployment Insurance Code section 1088.8 and Sacramento County Code Chapter 2.160:
CONTRACTOR'S name, address, telephone number, social security number, and whether dependent health insurance coverage is available to CONTRACTOR.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

**XV. COMPLIANCE WITH CHILD, FAMILY AND SPOUSAL SUPPORT
REPORTING OBLIGATIONS**

- A. CONTRACTOR's failure to comply with state and federal child, family and spousal support reporting requirements regarding CONTRACTOR's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Agreement.
- B. CONTRACTOR's failure to cure such default within 90 days of notice by COUNTY shall be grounds for termination of this Agreement.

XVI. BENEFITS WAIVER

If CONTRACTOR is unincorporated, CONTRACTOR acknowledges and agrees that CONTRACTOR is not entitled to receive the following benefits and/or compensation from COUNTY: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between COUNTY and its employee organizations. Should CONTRACTOR or any employee or agent of CONTRACTOR seek to obtain such benefits from COUNTY, CONTRACTOR agrees to indemnify and hold harmless COUNTY from any and all claims that may be made against COUNTY for such benefits.

XVII. RETIREMENT BENEFITS/STATUS

CONTRACTOR acknowledges and agrees that COUNTY has not made any representations regarding entitlement, eligibility for and/or right to receive ongoing Sacramento County Employee Retirement System (SCERS) retirement benefits during the term of this Agreement. By entering into this Agreement, CONTRACTOR assumes sole and exclusive responsibility for any consequences, impacts or action relating to such retirement benefits that is or will be occasioned as a result of the services provided by CONTRACTOR under this Agreement. CONTRACTOR waives any rights to proceed against COUNTY should SCERS modify or terminate retirement benefits based on CONTRACTOR's provision of services under this Agreement.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XVIII. CONFLICT OF INTEREST

CONTRACTOR and CONTRACTOR's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

XIX. LOBBYING AND UNION ORGANIZATION ACTIVITIES

- A. CONTRACTOR shall comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (31 U.S.C. § 1352) and any implementing regulations.
- B. If services under this Agreement are funded with state funds granted to COUNTY, CONTRACTOR shall not utilize any such funds to assist, promote or deter union organization by employees performing work under this Agreement and shall comply with the provisions of Government Code Sections 16645 through 16649.

XX. NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES

- A. CONTRACTOR agrees and assures COUNTY that CONTRACTOR and any subcontractors shall comply with all applicable federal, State, and local anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of COUNTY, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of COUNTY employees and agents, and recipients of services are free from such discrimination and harassment.
- B. CONTRACTOR represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code §§ 12900 et seq.), and regulations and guidelines issued pursuant thereto.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

C. CONTRACTOR agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable antidiscrimination laws and this provision.

D. CONTRACTOR shall include this nondiscrimination provision in all subcontracts related to this Agreement.

XXI. SAFETY

CONTRACTOR is responsible for the reasonable safety of all its personnel and for assuring the continuing safety of the Building in connection with the services it provides hereunder. CONTRACTOR, at its sole cost and expense, shall comply in all instances with all federal, state and local laws, environmental, safety and health standards and rules and regulations, including, but not limited to, the Occupational Safety and Health Act, the Emergency Planning and Community Right To Know Act of 1986 and the Safety Standards Act, and any licensing, bonding and permit requirements in connection with its performance of the Work. A safety representative employed by COUNTY will, from time to time, conduct safety inspections and submit safety findings. CONTRACTOR will be required to submit safety program and plans to the COUNTY prior to performing initial work or new tasks.

XXII. INDEMNIFICATION

CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, regardless of whether caused in part by a party indemnified hereunder, but only to the extent of the negligent acts, errors, omissions, recklessness or willful misconduct on the part of CONTRACTOR or the CONTRACTOR's subcontractors.

XXIII. INSURANCE

Without limiting CONTRACTOR'S indemnification, CONTRACTOR shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance as specified in Exhibit C. It is the responsibility of CONTRACTOR to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified in Exhibit C. It is understood and agreed that COUNTY shall not pay any sum to CONTRACTOR under this Agreement unless and until COUNTY is satisfied that all insurance required by this Agreement is in force at the time

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

services hereunder are rendered. Failure to maintain insurance as required in this agreement may be grounds for material breach of contract.

XXIV. SECURITY CLEARANCES AND BADGES

CONTRACTOR's employees at Airport who require access to secured areas of Airport must have background checks in accordance with Transportation Security Administration Regulation 1542 prior to issuance by COUNTY of security badges for said employees and must be able to renew the badge on an annual basis for continued employment at the airport. CONTRACTOR and staff will be required to follow all security mandates in the performance of their duties. In addition, staff who will be driving vehicles in the course of their duties must have and maintain a valid California state driver's license.

In addition, badge issuance is subject to successful completion of fingerprint-based criminal history background check, TSA security threat assessment, and completion of security training. CONTRACTOR is responsible for completing and submitting all necessary documentation required for badge issuance. This process can take up to 6 weeks to complete. The current fee to obtain an ID badge is \$42, and the current replacement fee for lost badges is \$70. CONTRACTOR will be responsible for the return of all ID badges at the completion of the project. The Access Control Office is located in Terminal A on the mezzanine level. Office hours are 7:00am-4:00pm Monday to Thursday, and 7:00am-2:00pm Friday.

CONTRACTOR shall be solely responsible for the payment of any and all penalties and fines which may be levied by the Transportation Security Administration for violation of any Transportation Security Regulation arising from or related to CONTRACTOR's breach of security. In the event CONTRACTOR fails to adhere to the required security provisions and COUNTY is fined for CONTRACTOR's breach, COUNTY shall have the authority to collect such fine from CONTRACTOR. CONTRACTOR shall perform such background checks and shall deposit with the Director such sum as may be required for issuance of badges. CONTRACTOR shall be responsible for such badges upon their issuance. All such badges shall be returned to COUNTY upon termination of the employee or the cessation of operations of CONTRACTOR at Airport. If a badge is lost, CONTRACTOR shall submit such information as the Director may require regarding the circumstances of the loss. CONTRACTOR shall reimburse COUNTY for any costs incurred by COUNTY as a result of the loss of the badge which shall also be subject to a non-refundable reissuance fee.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XXV. AIRPORT SECURITY

A. CONTRACTOR shall be solely responsible for regulating access from its Assigned Space to other areas on the Airport. CONTRACTOR shall regulate such access in compliance with all applicable provisions, as they may be amended from time to time, of Title 49, Code of Federal Regulation Part 1542, entitled "Airport Security," and all other applicable laws, rules and regulations governing the Airport, and with the COUNTY's Airport Security Program which requires COUNTY to conduct and document on each employee at Airport a background security clearance check (which shall be subject to audit by the Transportation Security Administration), and to complete and submit to COUNTY necessary paperwork related thereto. Said Airport Security Program, is incorporated herein by reference, as if fully made a part hereof.

COUNTY retains the right to install, maintain and operate access prevention and surveillance devices on the Assigned Space at access points to secured areas and along the secured perimeter as Director, in his or her sole discretion may reasonably determine to be in the best interests of the Airport.

B. If so required during the term of this Agreement, CONTRACTOR shall establish and implement procedures acceptable to the Director for the prevention of unauthorized vehicular and pedestrian access from any part of the Assigned Space to any secured areas of Airport immediately adjacent thereto.

C. CONTRACTOR shall be issued keys for the performance of work by submitting a request to the COUNTY's representative. CONTRACTOR shall be held liable for all costs incurred by COUNTY as a result of CONTRACTOR's failure to account for keys assigned to CONTRACTOR during this Agreement but only to the extent that same are caused by the negligence, misconduct or other fault of CONTRACTOR, its agents or employees. In addition, CONTRACTOR shall not duplicate or attempt to duplicate keys that are issued by the COUNTY and any such duplication or attempt to duplicate keys shall be cause for termination of this Agreement by COUNTY without prior notice to CONTRACTOR. Cleaners are not to use this key to open an office for any other person or open the door while in the office to admit any person even if recognized as a tenant of the area. In the event of a failure to comply will result in CONTRACTOR's dismissal of the employee to the extent permitted by law and any applicable collective bargaining agreement. At any time, the COUNTY may direct the CONTRACTOR to surrender, on demand, all

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

keys issued to CONTRACTOR for access to specific work areas. The removal of all personal property belonging to CONTRACTOR or any subcontractor or employee thereof may be arranged by CONTRACTOR by advising COUNTY not less than twenty-four (24) hours prior to desired removal time of such property. CONTRACTOR shall maintain and supply the COUNTY with a current list of all employees possessing or having been issued one or more keys associated with the servicing of COUNTY's Buildings.

- D. Gates, doors, fences or other parts of such Assigned Space which would permit access to such secured areas may be required to be kept locked by CONTRACTOR at all times when not in use by, or when not under the constant physical control of, CONTRACTOR. Lock malfunctions or other deficiencies, which would permit unauthorized access, shall be reported by CONTRACTOR forthwith to the Director, and the unsecured access point shall be maintained by CONTRACTOR under constant security surveillance until it has repaired the same and security through such point has been restored.
- E. CONTRACTOR shall comply with all security regulations at Airport. If so required, CONTRACTOR shall provide its employees and other persons upon the Assigned Space as may be designated by the Director, with security badges acceptable to the Director. When security badges are issued by COUNTY, CONTRACTOR shall deposit with the COUNTY such sum as may be required by the Director with respect thereto. CONTRACTOR shall be subject to a non-refundable reissuance fee as may be charged from time to time, if any such badge is lost or not returned to COUNTY when required.
- F. CONTRACTOR is responsible for full compliance with all security regulations pursuant to current and future local, state and federal law, including, but not limited to, any and all directives issued by the Director. Violations of TSA regulations are punishable with fines of up to \$10,000 per occurrence. Civil penalties levied by TSA for failure to comply on the part of the CONTRACTOR or its employees will be passed on to the CONTRACTOR.

XXVI. AIRPORT REGULATIONS

CONTRACTOR agrees to observe, obey and abide by all ordinances, Airport rules and other regulations of COUNTY applicable thereto, as well as all local, State and federal laws. In addition to the foregoing, CONTRACTOR shall comply immediately with any and all directives issued by the Director.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XXVII. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

- A. Compensation during the Initial Term under this Agreement shall be limited to the Maximum Total Payment Amount, as set forth in Exhibit D.
- B. No less than one hundred eighty (180) days prior to expiration of the Initial Term or subsequent extended term, COUNTY shall request CONTRACTOR provide its proposed annual staffing and fee for the subsequent five (5) year period. If such proposed fee increases by an amount equal to or less than the increase in the Consumer Price Index – All Urban Areas (CPI) for the most recent, available three (3) year period, the Director shall have the authority but shall not be obligated to exercise the COUNTY's option to extend the term of the Agreement. Any proposed increase in excess of the rate of increase of the CPI shall require approval by the County Board of Supervisors for exercise of the applicable option to extend the Term.
- C. CONTRACTOR shall submit a detailed invoice, including staffing levels and labor hours, on the forms and in accordance with the procedures prescribed by COUNTY monthly, upon completion of services. Invoices shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the invoice period, and COUNTY shall pay CONTRACTOR within thirty (30) days after receipt of an appropriate and correct invoice. Invoices shall be sent to the following address:

Sacramento County Airport System
6900 Airport Boulevard
Sacramento, CA 95837
ATTN: Airport Facilities Manager
- D. COUNTY operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by COUNTY unless CONTRACTOR has obtained prior written COUNTY approval to the contrary.
- E. CONTRACTOR shall maintain for four years following termination of this agreement full and complete documentation of all services and expenditures associated with performing the services covered under this Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

- F. In the event CONTRACTOR fails to comply with any provisions of this Agreement, COUNTY may withhold payment until such non-compliance has been corrected.

XXVIII. SUBCONTRACTS, ASSIGNMENT

- A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.
- B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

XXIX. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

XXX. SUCCESSORS

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

XXXI. TIME

Time is of the essence of this Agreement.

XXXII. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XXXIII. DIRECTOR

As used in this Agreement, "DIRECTOR" shall mean the Director of Airports, Sacramento County Airport System and/or his designees.

XXXIV . DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONTRACTOR shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. COUNTY shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

XXXV. TERMINATION

- A. COUNTY may terminate this Agreement without cause upon ninety (90) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. COUNTY may terminate this Agreement for cause immediately upon giving written notice to CONTRACTOR should CONTRACTOR materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If notice of termination for cause is given by COUNTY to CONTRACTOR and it is later determined that CONTRACTOR was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

- C. COUNTY may terminate or amend this Agreement immediately upon giving written notice to CONTRACTOR, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the COUNTY is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 3) if funds in COUNTY's yearly proposed and/or final budget are not appropriated by COUNTY for this Agreement or any portion thereof; or 4) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by COUNTY as a result of mid-year budget reductions.
- D. If this Agreement is terminated under paragraph A or C above, CONTRACTOR shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY pay CONTRACTOR an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.
- E. CONTRACTOR shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expense obligations to a third party that CONTRACTOR can legally cancel.

XXXVI. REPORTS

CONTRACTOR shall, without additional compensation therefore, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by DIRECTOR concerning CONTRACTOR's activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XXXVII. AUDITS AND RECORDS

Upon COUNTY's request, COUNTY or its designee shall have the right at reasonable times and intervals to audit, at CONTRACTOR's premises, CONTRACTOR's financial and program records as COUNTY deems necessary to determine CONTRACTOR's compliance with legal and contractual requirements and the correctness of claims submitted by CONTRACTOR. CONTRACTOR shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon COUNTY's request at COUNTY's expense. COUNTY shall have the right to withhold any payment under this Agreement until CONTRACTOR has provided access to CONTRACTOR's financial and program records related to this Agreement.

XXXVIII. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

XXXIX. SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

XL. FORCE MAJEURE

Neither CONTRACTOR nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

XLI. SURVIVAL OF TERMS

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

XLII. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

XLIII. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

XLIV. CONTACT WITH NEWS MEDIA

CONTRACTOR is expressly prohibited from providing information to the electronic or print media about the nature and scope of this Agreement or the status of task order projects in which CONTRACTOR is involved without the prior, express written authorization of the DIRECTOR or his or her designee. Violation of this section provides the COUNTY with the right to terminate this Agreement pursuant to Section XXIX (B) of this Agreement.

XLV. VEHICLES AND EQUIPMENT

Vehicular and equipment parking by CONTRACTOR, its employees, agents, licensees, suppliers, or subcontractors shall be restricted to such areas at Airport as are designated by the Director. Such parking shall be subject to the payment of such parking fees and charges as may from time to time be in effect for such designated areas.

COUNTY will provide training in the use of and access to a 95 foot aerial lift in the Central Terminal and a 46 foot lift in the Concourse as well as any other lifts

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

(scissor or single person) necessary to perform the scope of services. The COUNTY will also provide an escalator cleaner to clean the escalators in the Terminal and Concourse. All other equipment will be provided by CONTRACTOR.

CONTRACTOR shall furnish all necessary cleaning equipment, including floor scrubbing, finishing, polishing and shampooing machines, industrial type vacuum cleaners, spot removal kits, vehicles, etc., needed for the performance of the work hereunder. Such equipment shall be of the size and type customarily used in work of this kind and shall be approved by the COUNTY. CONTRACTOR shall replace equipment reasonably deemed by the COUNTY from time to time to be of improper type design, unsafe or inadequate for the purpose intended, at CONTRACTOR's cost with equipment approved by the COUNTY. Equipment will be maintained to perform the task for which it was designed with top efficiency. Rubber safety guards, etc., will be maintained in good repair to prevent damage to tenants' furniture. CONTRACTOR is reasonably responsible for CONTRACTOR's equipment being secured. CONTRACTOR agrees to use cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4: Green Cleaning – Sustainable Cleaning Equipment. A log for all powered cleaning equipment is to be kept to document the date of equipment purchase and all repair and maintenance activities including CONTRACTOR specification sheets for each type of equipment in use.

In the event CONTRACTOR, or any of its agents, employees or contractors, suffers any injury or damage as a result of the use of any COUNTY tools or equipment, CONTRACTOR shall hold COUNTY harmless and shall indemnify COUNTY against all losses.

XLVI. TECHNOLOGY

CONTRACTOR shall provide and use a web-based Janitorial Management Software Program (Program) in combination with hand-held Personal Digital Assistants and shall conduct certified inspections via barcode scanner, to provide a live, automatic system for communicating, tracking and measuring quality deficiencies and to streamline processes and immediately resolve problems. CONTRACT shall initially] use the JAMS program for its work management, quality management and employee management. Any change in the program used for such purposes must be approved in writing, in advance by the Director. COUNTY will allow the application of bar codes at locations deemed appropriate by COUNTY, in consultation with CONTRACTOR to support the management and quality control efforts of CONTRACTOR. COUNTY retains the right to direct the location of any such bar codes or similar

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

technology and CONTRACTOR shall be responsible at its sole expense for the removal and relocation of any unauthorized barcodes.

CONTRACTOR shall provide COUNTY will direct access to the reporting capabilities and other features of the Program and will provide training in the use of the Program to up to five (5) COUNTY personnel.

XLVII. ASSURANCES REQUIRED BY FAA

Those certain provisions set forth within Exhibit E, "Assurances," required by the Federal Aviation Administration," attached hereto and made a part hereof, are those specific provisions required by the FAA to be appropriately included within all agreements (including, without limitation, leases, licenses, permits, and contracts) between COUNTY and any and all persons or entities who use or perform work or conduct activities on COUNTY-owned Airport premises for aeronautical or non-aeronautical purposes. CONTRACTOR, by its signature(s) hereunto affixed, acknowledges that it has reviewed the aforesaid Exhibit, in its entirety, and fully understands the meaning, purpose, and intent thereof. CONTRACTOR expressly agrees that, throughout the life hereof, it shall fully and faithfully comply with, abide by and adhere to, as applicable and appropriate, each and every one of the numbered provisions contained within Exhibit E, "Assurances," of said Exhibit (as said numbered provisions are reflected therein or as same may be amended, from time to time, during the life hereof, by COUNTY, as and when the FAA's requirements thereon imposed may so dictate), which, pursuant to the guidelines established within said Exhibit, shall either be applicable to CONTRACTOR on the start date of the term hereof or which, as a result of changing facts and/or circumstances, shall subsequently become applicable to CONTRACTOR, herein, during the life of the term hereof.

XLVIII. HAZARDOUS MATERIALS

A. Contractor's Compliance With Environmental Laws

CONTRACTOR shall at all times in all respects comply with all environmental laws, and any amendments thereto affecting CONTRACTOR's operation on the Airport, including all federal, State and local laws, ordinances and regulations relating to Hazardous Material. As used herein, the term "Hazardous Material" means any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of California or the United States Government. The term "Hazardous Material" includes, without limitation, any material or substance which is: (1) defined as a "Hazardous Waste" or "Extremely Hazardous Waste" or "Restricted Hazardous Waste" under Section 25115, 25117 or 25122.7 or listed pursuant to Section

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

25140 of the California Health and Safety Code, Division 20, Chapter 6.5 (Hazardous Waste Control Law); (2) defined as a "Hazardous Substance" under Section 25316 of the California Health and Safety Code, Division 20, Chapter 6.8 (Carpenter-Presley-Tanner Hazardous Substance Account Act); (3) defined as a "Hazardous Material" or "Hazardous Substance" or "Hazardous Waste" under Section 25501 of the California Health and Safety Code, Division 20, Chapter 6.95 (Hazardous Materials Release Response Plans and Inventory); (4) defined as a "Hazardous Substance" under Section 25281 of the California Health and Safety Code, Division 20, Chapter 6.7 (Underground Storage of Hazardous Substances); (5) petroleum; (6) asbestos; (7) listed under Article 9 or defined as "Hazardous Wastes" or "Extremely Hazardous" pursuant to Article 11 of Title 22 of the California Administrative Code, Division 4, Chapter 20; (8) designated as a "Hazardous Substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC Section 1317); (9) defined as a "Hazardous Waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 USC Section 6901 et seq. (42 USC Section 6903) or; (10) defined as a "Hazardous Substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 USC Section 9601 et seq. (42 USC Section 9601).

B. Indemnification by Contractor

CONTRACTOR shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Assigned Space by CONTRACTOR, its agents, employees, contractors or invitees without the prior written consent of COUNTY (which COUNTY shall not unreasonably withhold or delay as long as CONTRACTOR demonstrates to COUNTY's reasonable satisfaction that such Hazardous Material is necessary or useful to CONTRACTOR's business and will be used, kept and stored in a manner that complies with all laws regulating any such Hazardous Material so brought upon, used or kept in or about the Assigned Space). If CONTRACTOR breaches the obligations stated in the preceding sentence, or if the presence of Hazardous Material on the property caused or permitted by CONTRACTOR results in contamination of the Assigned Space or any other COUNTY property, or if contamination of the Assigned Space by Hazardous Material otherwise occurs for which CONTRACTOR is legally liable to COUNTY for damage resulting therefrom, then CONTRACTOR shall indemnify, defend and hold COUNTY harmless from any claims, judgments, damages, penalties, fines, costs, liabilities or losses (including without limitation, diminution in value of the Assigned Space and sums paid in settlement of claims, reasonable attorneys' fees, consultant fees and expert fees) which arise during or after the term of the Agreement as a result of such contamination. This indemnification of COUNTY by CONTRACTOR includes, without limitation, costs incurred in connection with

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

any investigation of site conditions or any clean-up, remedial, removal or restoration work required by any federal, State or local governmental agency or political subdivision because of Hazardous Material present in the soil or ground water on or under the Assigned Space. Without limiting the foregoing, if the presence of any Hazardous Material on the Assigned Space caused or permitted by CONTRACTOR results in any contamination of the Assigned Space, CONTRACTOR shall promptly take all actions at its sole expense as are necessary to clean up the Assigned Space to the extent required by government agencies having jurisdiction. In the event such an order is issued, the COUNTY shall immediately notify CONTRACTOR and provide it the opportunity to negotiate with the acting government authority and enter the property to conduct investigatory, monitoring, or cleanup work. In the event CONTRACTOR is responsible for any remediation or cleanup work on the premises after termination of the Agreement term, CONTRACTOR shall have the right to enter the property without interference to Airport operations for performance of such obligation.

C. Notices

CONTRACTOR shall immediately notify COUNTY in writing of any enforcement, clean-up, removal or other governmental or regulatory action instituted, completed or threatened pursuant to any Hazardous Materials laws. CONTRACTOR shall also supply to COUNTY as promptly as possible, and in any event within ten (10) business days after CONTRACTOR first receives or sends the same, with copies of all claims, reports, complaints, notices or warnings or asserted violations relating in any way to the Assigned Space or CONTRACTOR's use thereof.

D. Right of Entry

During the term of this Agreement, the Director shall have the right of entry to test and determine the extent of any contamination of the Assigned Space. Entry for this purpose shall be with advance notice, at reasonable times, and should not unreasonably interfere with CONTRACTOR's use of the premises.

E. Environmental Audit

COUNTY shall have the right to require CONTRACTOR to conduct an environmental audit upon expiration or earlier termination of this Agreement. Said audit shall be conducted at CONTRACTOR'S expense according to procedures and by a person or entity approved by the Director. The results of any such audit (including any reports, documents or test results) shall be simultaneously provided to the Director and CONTRACTOR.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

F. Copies of Environmental Audit

COUNTY shall provide CONTRACTOR with a copy of any environmental audit performed prior to the effective date of this Agreement and in COUNTY's possession.

G. Lead-Based Paint

CONTRACTOR agrees that in any improvements on the Assigned Space, CONTRACTOR agrees to be solely responsible for abatement of lead-based paint hazards, if CONTRACTOR's use is deemed to require abatement of lead-based paint hazards. CONTRACTOR further agrees that in its use and occupancy of the Assigned Space, it will comply with Title X and all applicable federal, State, and local laws relating to lead-based paint, if any are deemed to apply. COUNTY assumes no liability for damages for personal injury, illness, disability, or death, to the CONTRACTOR or to any other person including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, disposition, or other activity causing or leading to contact of any kind whatsoever with lead-based paint on the Assigned Space, whether CONTRACTOR or COUNTY has properly warned or failed to properly warn the individual(s) injured.

**Agreement for Custodial Services
Central Terminal B, Airside Concourse B
And Associated Food Courts
Sacramento International Airport**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO, a political
subdivision of the State of California

"COUNTY"

By: _____
Chair, Board of Supervisors
the County of Sacramento

(SEAL)

ATTEST: _____
Clerk of the
Board of Supervisors

PRIDE Industries One, Inc.
A California corporation

Date: _____

By: _____

Name: _____

APPROVED AS TO TERMS
AND CONDITIONS:

REVIEWED AND APPROVED:

By: _____
G. Hardy Acree
Director of Airports

By: _____
Krista Whitman
Supervising Deputy County Counsel

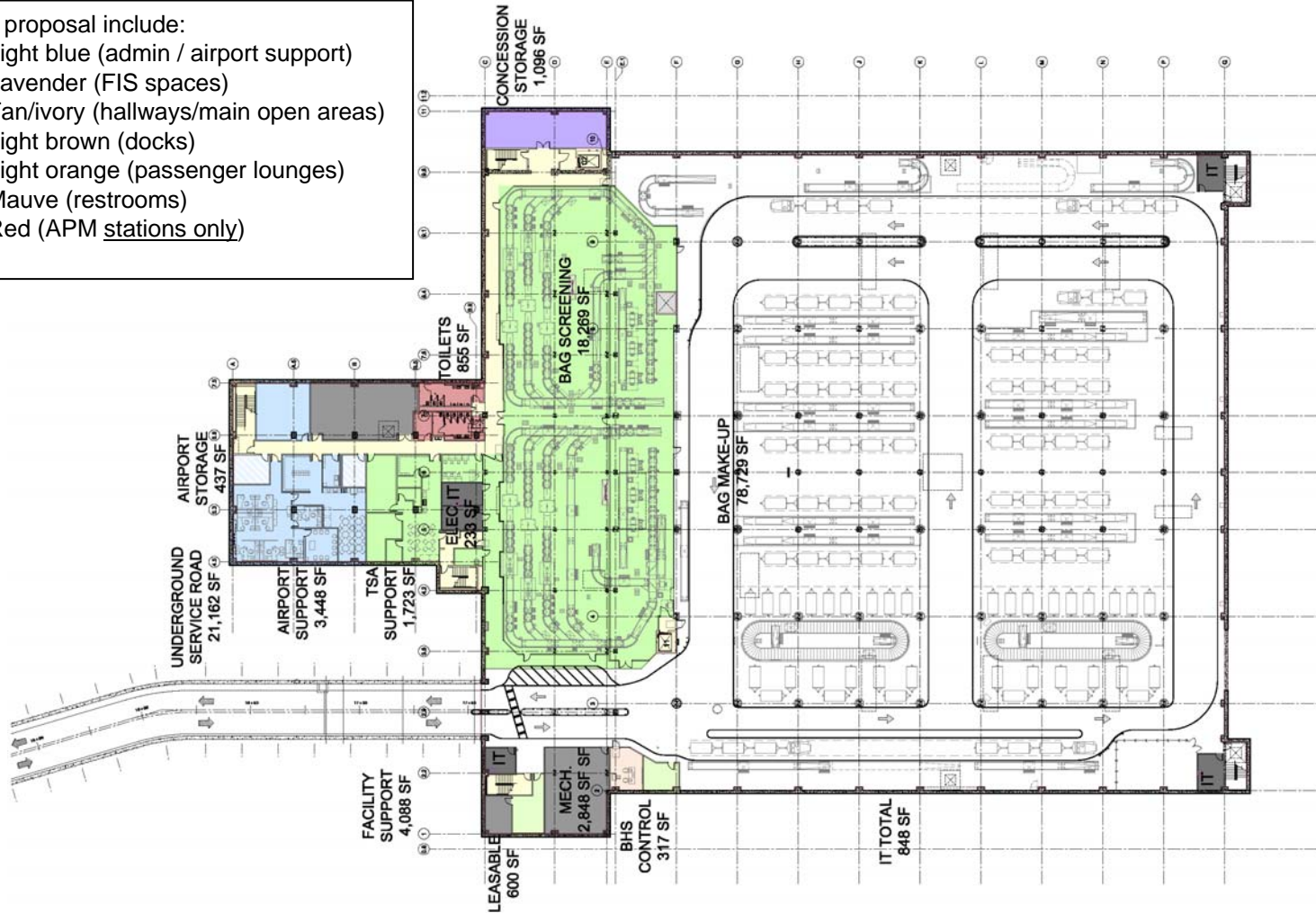
**EXHIBIT A to Agreement
Between COUNTY OF SACRAMENTO,
hereinafter referred to as “COUNTY,” and
PRIDE Industries, Inc.,
Hereinafter referred to as “CONTRACTOR”**

Central B Terminal & Concourse Layout

(see color key below for areas of cleaning responsibilities)

Areas for proposal include:

- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)



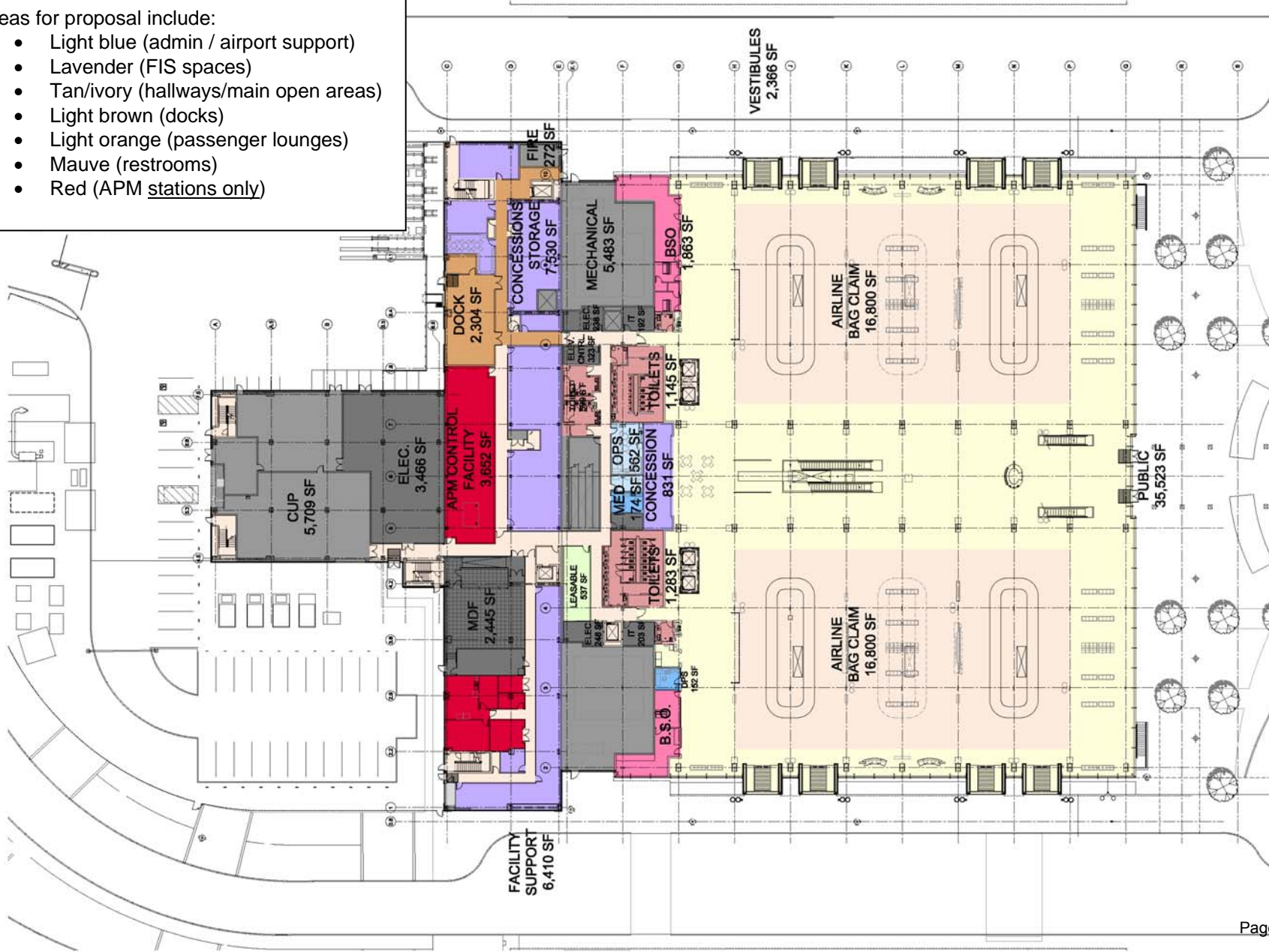
MAY 2010

01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 0
SCALE: 1/8" = 1'

01-CENTRAL TERMINAL B FLOOR PLAN LEVEL 0.dwg 1/28/2010

Areas for proposal include:

- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)

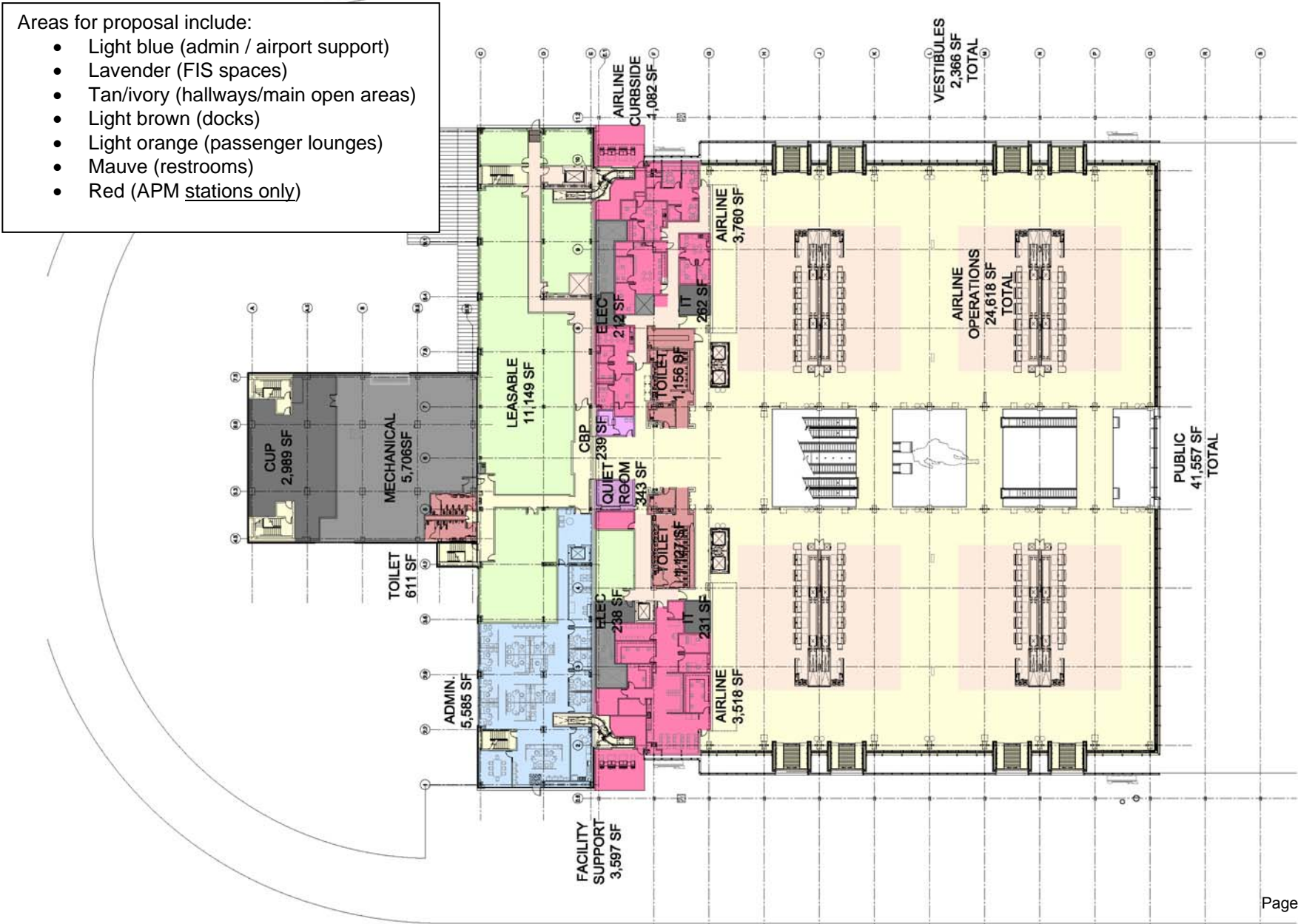


01 CENTRAL TERMINAL B FLOOR PLAN LEVEL 1
SCALE: 1/16" = 1'

MAY 2010

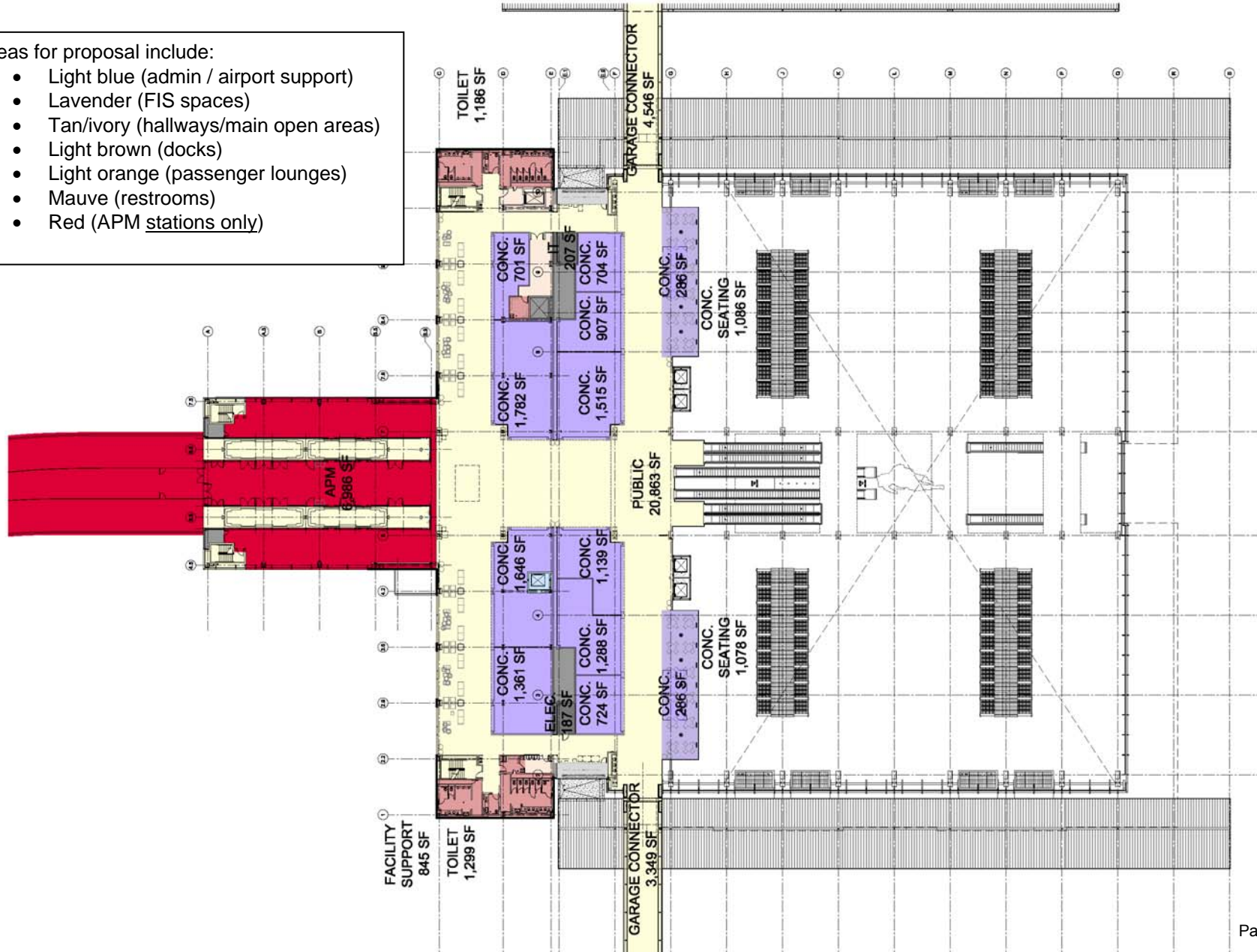
- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)

- Areas for proposal include:
 - Light blue (admin / airport support)
 - Lavender (FIS spaces)
 - Tan/ivory (hallways/main open areas)
 - Light brown (docks)
 - Light orange (passenger lounges)
 - Mauve (restrooms)
 - Red (APM stations only)



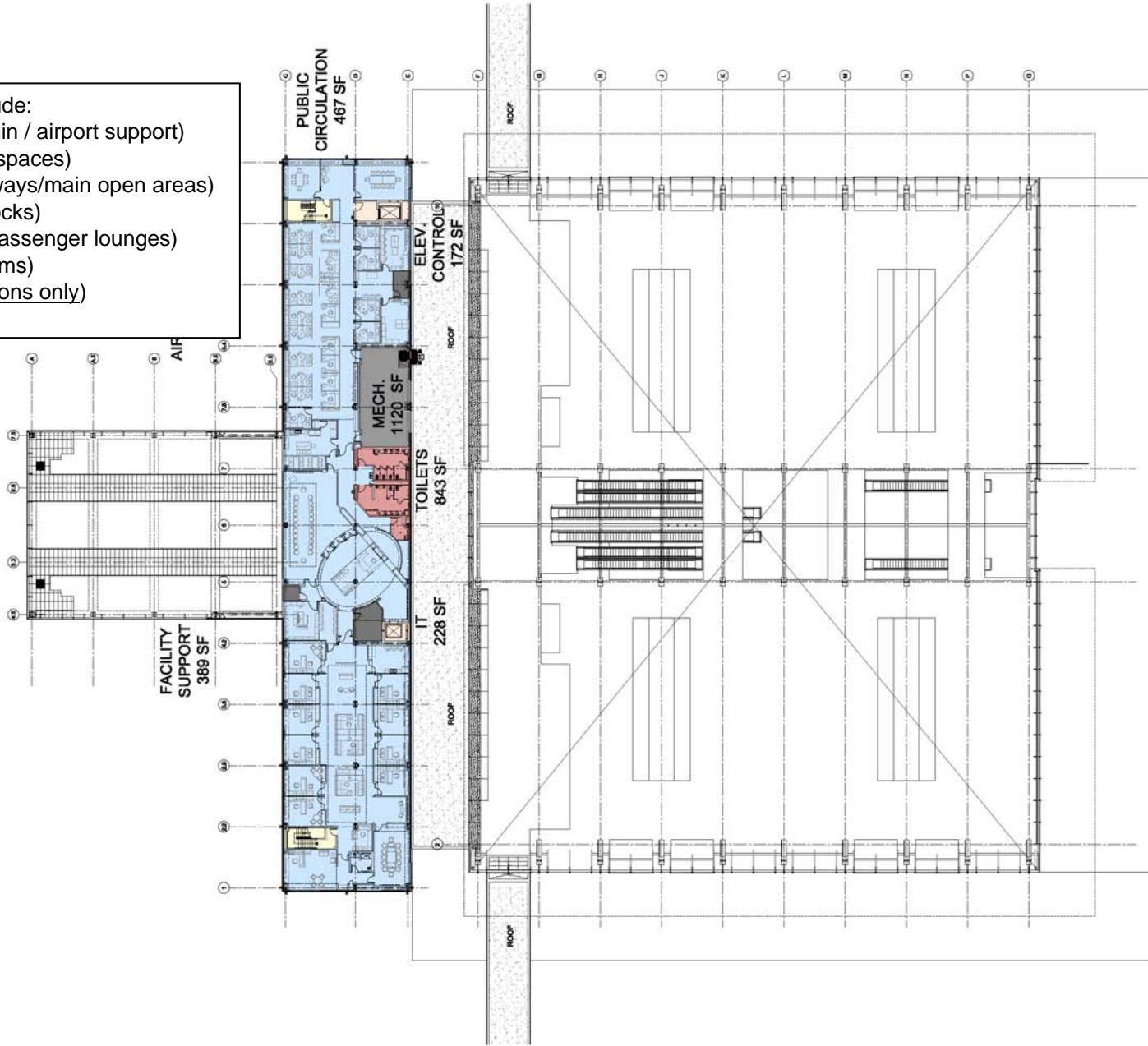
Areas for proposal include:

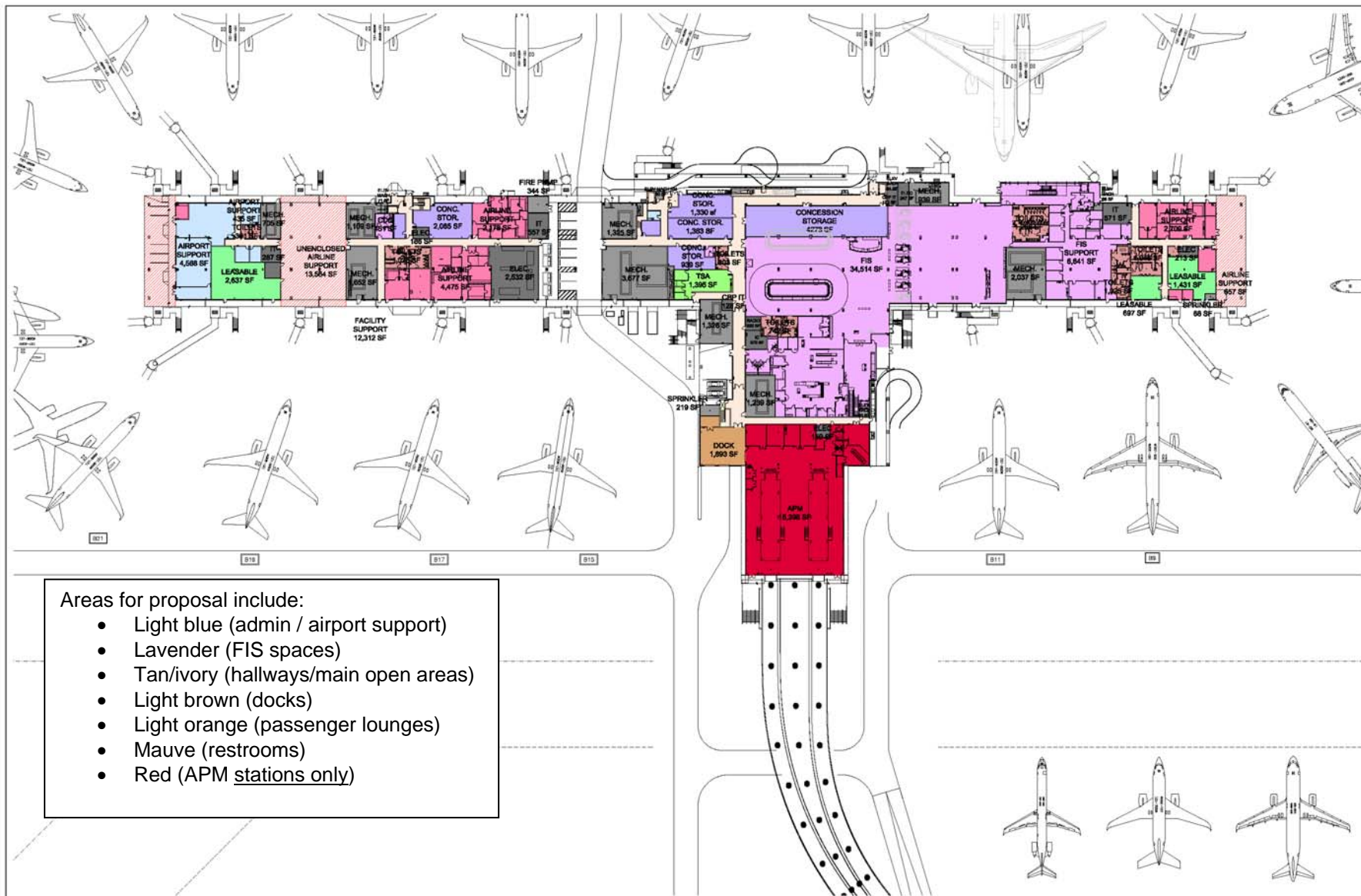
- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)



Areas for proposal include:

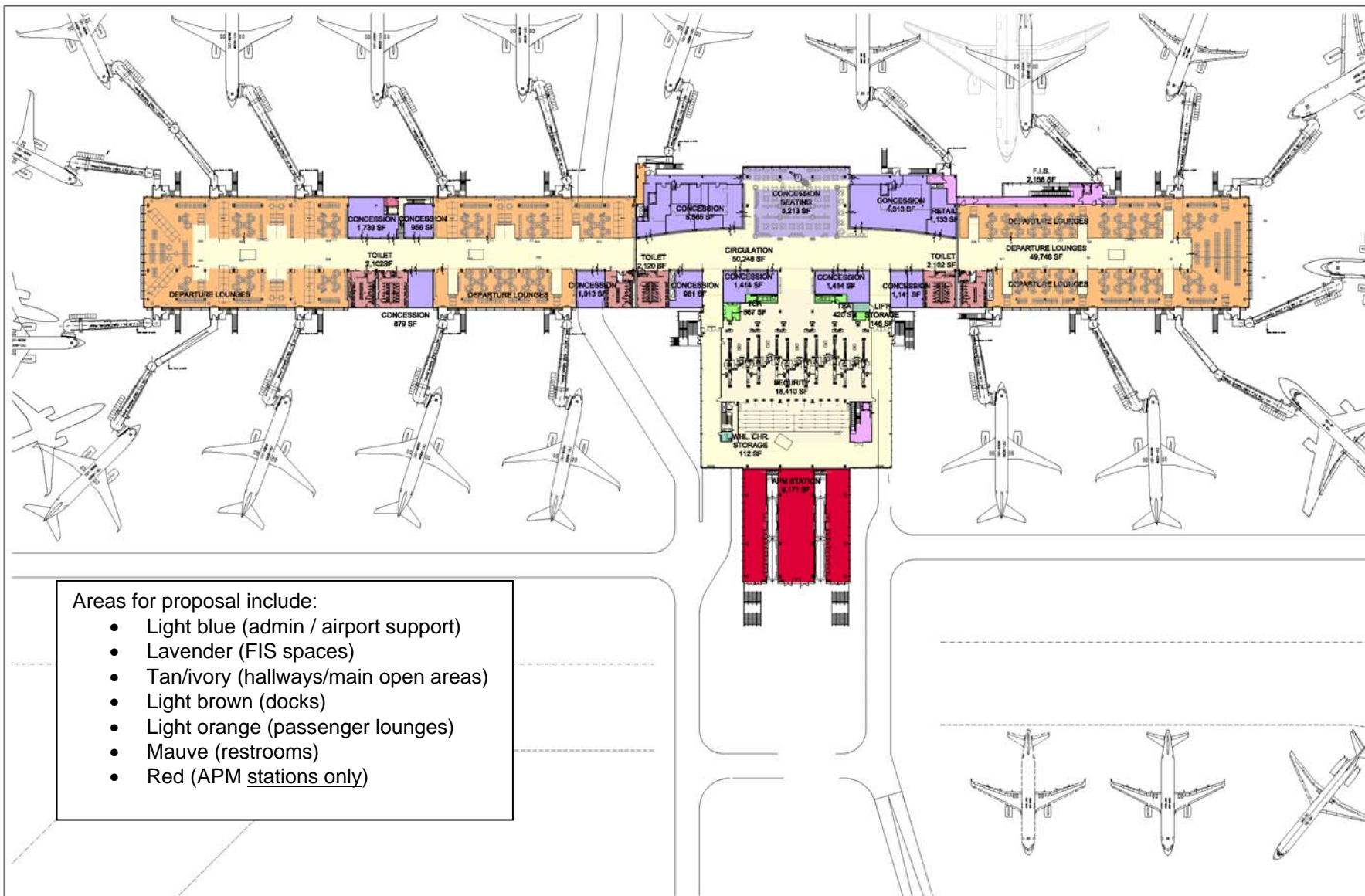
- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)





Areas for proposal include:

- Light blue (admin / airport support)
- Lavender (FIS spaces)
- Tan/ivory (hallways/main open areas)
- Light brown (docks)
- Light orange (passenger lounges)
- Mauve (restrooms)
- Red (APM stations only)



Cleaning Specifications for Central B Terminal and Concourse

CONCOURSE DAY PORTER

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
770	USING MICROFIBER WIPES AND A GENERAL PURPOSE DETERGENT WIPE THE EXTERIOR OF THE REFRIGERATOR FREEZER TO REMOVE ALL VISIBLE SOIL.	365
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
CORRIDORS-CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
DEPARTURE LOUNGE - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
ELEVATORS-HARD SURFACE		
305	POLICE ELEVATOR CABS TO REMOVE LITTER, SPOT CLEAN CAB WALLS AND CALL BUTTONS THREE TIMES DURING EACH SHIFT.	365

ESCALATORS

TASK #		SERVICE DAYS/YR
681	POLICE ESCALATORS TO REMOVE LITTER AND DEBRIS AND SPOT CLEAN HAND RAILS AND SIDES AT LEAST TWICE DURING THE SHIFT.	365
LOCKER ROOMS - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
LOADING DOCK/COMPACTOR PAD-CONCRETE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
105	PICK UP ALL OBVIOUS LITTER.	365
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
PASSENGER LOADING BRIDGES-CARPET/RUBBER		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
304	POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER, THREE TIMES DURING EACH SHIFT.	365
RESTROOMS-CERAMIC TILE		
332	POLICE RESTROOMS ONCE AN HOUR (IN CONCOURSE/TERMINAL) DURING THE SHIFT TO CLEAN NORMAL SPILLS, REMOVE STAINS, REPLENISH SUPPLIES AND EMPTY AND REMOVE TRASH.	365
SECURITY CENTER-TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
SHOWERS-CERAMIC TILE		
49	FULLY CLEAN ALL SHOWERS.	365
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	365
TSA-TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
VESTIBULE AREA - HARD SURFACE		
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365

CONCOURSE HEAVY CLEANING

TASK #		SERVICE DAYS/YR
APM CAB		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ARTIFICIAL PLANTS / CONTAINERS		
XX	CLEAN / DUST ALL ARTIFICIAL PLANTS	52
XX	INSPECT PLANT CONTAINERS FOR FOREIGN DEBRIS AND CLEAN AS NECESSARY	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365

TASK #		SERVICE DAYS/YR
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
179	CLEAN REFRIGERATOR, AND EMPTY CONTENTS AT CUSTOMER REQUEST.	52
228	VACUUM HVAC LOUVERS.	4
CDC Office - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
209	VACUUM WALK-OFF MATS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	26
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	12
CORRIDORS-CARPET		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	12
647	POLICE CARPETED MERCHANDISE SALES AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	4
697	PICK UP ALL OBVIOUS LITTER AT LEAST FOUR TIMES DURING EACH SHIFT.	365

TASK #		SERVICE DAYS/YR
455	POLICE MOVING WALKWAYS TO REMOVE LOOSE DEBRIS AT LEAST ONCE PER HOUR. WIPE SIDES AND HAND RAILS.	365
DEPARTURE LOUNGE - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	6
LOADING DOCK-CONCRETE		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
PASSENGER LOADING BRIDGES-CARPET/RUBBER		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
36	MACHINE SCRUB HARD SURFACE FLOOR.	12
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	6
ELEVATORS- CARPET		
54	COMPLETELY CLEAN AND VACUUM CARPETED ELEVATOR.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
182	SHAMPOO ALL CARPETED ELEVATORS.	12
140	DETAIL CLEAN ELEVATOR CAB CEILINGS.	4
292	POLISH THRESHOLD PLATES IN FRONT OF EACH ELEVATOR ENTRY.	26
ESCALATORS		
56	CLEAN ESCALATOR INCLUDING SIDES, RAILS AND VACUUM TREADS.	365
295	MACHINE SCRUB ESCALATOR STEPS TO REMOVE SOIL AND GREASE WITHIN THE METAL GROOVES.	52
ELECT - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365

TASK #		SERVICE DAYS/YR
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
RISER ROOM – HARD SURFACE (ON REQUEST- 1/YR)		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	1
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	1
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	1
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	1
163	USING VACUUM TOOL ACCESSORY-- HIGH DUST PIPES, CONDUIT AND RETURN AIR VENTS.	1
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	1
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	1
CUSTOMS & BORDER PROTECTION (FIS). – HARD SURFACE		
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
92	MACHINE SCRUB HARD SURFACE FLOORS WITH AUTOMATIC SCRUBBER.	365
35	LAY ONE COAT OF FLOOR POLISH.	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
I.T SUPPORT – HARD SURFACE. (CLEANED 2 X PER YEAR)		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	2
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	2
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	2
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	2
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	2
12	DUST ALL HIGH REACH AREAS.	2
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	2
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	2
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	2
JANITOR CLOSETS-HARD SURFACE		
219	CLEAN AND ARRANGE ALL EQUIPMENT IN JANITOR CLOSET EACH NIGHT AND EMPTY VACUUM CLEANER BAGS, CHECK BELTS; SWEEP AND SPOT MOP FLOOR.	365
LOCKER ROOMS - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12

TASK #		SERVICE DAYS/YR
228	VACUUM HVAC LOUVERS.	4
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
999	SPOT CLEAN EXTERIOR OF LOCKERS, REMOVING ALL MARKS AND GRAFFITI.	365
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	6
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	53
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	1
RESTROOMS-CERAMIC TILE		
48	REFILL DISPENSERS, EMPTY TRASH, CLEAN AND SANITIZE ALL RESTROOM FIXTURES, WIPE BOTH SIDES OF ALL TOILET SEATS, WIPE ALL COUNTERS, CLEAN MIRRORS, WIPE CHROME AND BRUSHED STAINLESS, SPOT WIPE PARTITIONS, VACUUM AND DAMP MOP FLOORS USING A GERMICIDAL CLEANER. EMPTY ALL SANITARY WASTE RECEPTACLES.	365
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	52
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	11
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
SHOWERS-CERAMIC TILE		
49	FULLY CLEAN ALL SHOWERS.	365
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	12
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	12
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
RADIO ROOM - HARD SURFACE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
209	VACUUM WALK-OFF MATS.	365

TASK #		SERVICE DAYS/YR
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	26
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	12
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	4
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	4
26	POLICE HARD FLOOR AREA, REMOVING ALL OBVIOUS LITTER AND DEBRIS.	4
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	4
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	4
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	4
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	4
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	4
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	313
58	VACUUM STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	52
59	DAMP MOP STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	12
STORAGE -HARD SURFACE (CLEANED 2X/YR)		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	2
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	2
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	2
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
TSA -TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	12
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	260

TASK #		SERVICE DAYS/YR
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	2
VESTIBULE AREA - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
209	VACUUM WALK-OFF MATS.	365

**BUILDING SUMMARY
CENTRAL TERM.B CONCOURSE**

**SqFt For
FLOOR MAINT**

AREA	<u>CARPET</u>	<u>HARD SURFACE</u>	<u>TOTAL SqFt</u>
APM STATION PLATFORM - HARD SURFACE	0	9,171	9,171
BREAK/COFFEE AREA HARD SURFACE	0	1,932	1,932
CDC OFFICE - HARD SURFACE	0	341	341
CONCESSION SEATING - HARD SURFACE	0	5,213	5,213
CORRIDORS-CARPET	52,440	0	52,440
CORRIDORS-TILE	0	14,178	14,178
DEPARTURE LOUNGE - CARPET	49,746	0	49,746
LOADING DOCK-CONCRETE	0	1,893	1,893
PASSENGER LOADING BRIDGES-CARPET/RUBBER	18,776	0	18,776
ELEVATORS- CARPET	259	0	259
ESCALATORS	0	0	151
ELECT - HARD SURFACE	0	399	399
FIRE RISER ROOMS - H. S.(ON REQUEST- 1/YR)	0	344	344
CUSTOMS & BORDER PROTECTION (F.I.S). - H.S.	0	33,443	33,443
I.T SUPPORT - H. S. (CLEANED 2 X PER YEAR)	0	287	287
JANITOR CLOSETS-HARD SURFACE	0	0	478
LOCKER ROOMS - HARD SURFACE	0	283	283
OFFICES - CARPET	4,124	0	4,124
RESTROOMS-CERAMIC TILE	0	8,672	8,672
SHOWERS-CERAMIC TILE	0	112	112
SECURITY CENTER-TILE (AS REQUESTED 4X/YR)	0	18,410	18,410
STAIRS-HARD SURFACE	0	0	480
STORAGE -HARD SURFACE (CLEANED 2X/YR)	0	112	112
TSA -TILE	0	420	420
VESTIBULE AREA - HARD SURFACE	0	1,696	1,696
<hr/>			
SURFACE TOTALS	125,345	115,904	223,582

TERMINAL DAY PORTER

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
BAGGAGE CLAIM, - HARD SURFACE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
519	SPOT CLEAN MOVING BAGGAGE BELTS/METAL SURFACES TAKING CARE TO REMOVE ALL STICKY LABELS AND I.D. TAGS WHICH HAVE TRANSFERRED FROM BAGGAGE.	365
3256	POLICE ALL AISLES, CORRIDORS, HALLS AND WALKWAYS INSIDE THE FACILITY TO REMOVE LITTER, AND STAINS PRIOR TO A FULL CLEAN; OR FOLLOWING A FULL CLEAN BASED ON A DAILY OR TWICE A DAY FREQUENCY.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
770	USING MICROFIBER WIPES AND A GENERAL PURPOSE DETERGENT WIPE THE EXTERIOR OF THE REFRIGERATOR FREEZER TO REMOVE ALL VISIBLE SOIL.	365
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
CONCESSION SEATING - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
70	CLEAN PUBLIC TELEPHONES AND SPOT CLEAN BOOTHS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
304	POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER, THREE TIMES DURING EACH SHIFT.	365
630	CONTINUOUSLY POLICE TABLES AND REMOVE ALL TRASH DURING MEAL PERIODS.	365
CONFERENCE ROOMS - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365

TASK #		SERVICE DAYS/YR
208	SPOT CLEAN PARTITION AND DOOR GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
CORRIDORS-CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
454	POLICE FLOORS TO PICK UP OBVIOUS LITTER AND DEBRIS AT LEAST ONCE PER HOUR.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
ELEVATORS - CARPET		
119	POLICE ELEVATOR CABS PICKING UP AND REMOVING ALL TRASH. WIPE DOWN PANELS, DOORS AND INTERIOR WALLS TO REMOVE STAINS, HAND PRINTS AND OTHER VISIBLE SOIL.	365
ELEVATOR LOBBY- HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
ESCALATORS		
681	POLICE ESCALATORS TO REMOVE LITTER AND DEBRIS AND SPOT CLEAN HAND RAILS AND SIDES AT LEAST TWICE DURING THE SHIFT.	365
GARAGE CONNECTOR - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
647	POLICE CARPETED AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
LOADING DOCK/COMPACTOR PAD-CONCRETE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
105	PICK UP ALL OBVIOUS LITTER.	365
LOBBY - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
MEDICAL ROOM -TILE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365

TASK #		SERVICE DAYS/YR
827	DAMP MOP HARD SURFACE FLOORS WITH GERMICIDE SOLUTION CHANGING CONCENTRATION OF CHEMICAL EVERY OTHER MONTH.	365
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
	OFFICES - CARPET	
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
	QUIET ROOM - HARD SURFACE	
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
	RECEPTION- CARPET	
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
	RESTROOMS-CERAMIC TILE	
332	POLICE RESTROOMS ONCE AN HOUR DURING THE SHIFT TO CLEAN NORMAL SPILLS, REMOVE STAINS, REPLENISH SUPPLIES AND EMPTY AND REMOVE TRASH.	365
	STAIRS-HARD SURFACE	
57	POLICE STAIRS AND PICK-UP LITTER.	365
	TSA SECURITY CHECKPOINT-TILE	
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
	VESTIBULE AREA - HARD SURFACE	
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
	BUILDING EXTERIOR (BUILDING FACE, SIDEWALKS, ISLANDS, FIXTURES ETC)	
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	POLICE AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT	365
208	SPOT CLEAN GLASS.	365

TERMINAL HEAVY CLEANING

TASK #		SERVICE DAYS/YR
APM STATION PLATFORM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	156
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ARTIFICIAL PLANTS / CONTAINERS		
XX	CLEAN / DUST ALL ARTIFICIAL PLANTS	52
XX	INSPECT PLANT CONTAINERS FOR FOREIGN DEBRIS AND CLEAN AS NECESSARY	365
BAGGAGE CLAIM, - HARD SURFACE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
519	SPOT CLEAN MOVING BAGGAGE BELTS/METAL SURFACES TAKING CARE TO REMOVE ALL STICKY LABELS AND I.D. TAGS WHICH HAVE TRANSFERRED FROM BAGGAGE.	365
BREAK/COFFEE AREA HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	313
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52

TASK #		SERVICE DAYS/YR
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	52
245	CLEAN COFFEE MACHINE AND DAMP WIPE COUNTER TOP.	365
179	CLEAN REFRIGERATOR, AND EMPTY CONTENTS AT CUSTOMER REQUEST.	52
228	VACUUM HVAC LOUVERS.	4
CONFERENCE ROOMS - CARPET		
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	104
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
208	SPOT CLEAN PARTITION AND DOOR GLASS.	365
224	CLEAN DRY-ERASE MARKER BOARDS AND TRAYS WHEN REQUESTED.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
52	CLEAN ALL PARTITION GLASS.	12
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	12
20	DUST ALL WINDOW BLINDS.	12
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	156
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
266	SPOT CLEAN TELEPHONES AND SANITIZE RECEIVERS.	12
228	VACUUM HVAC LOUVERS.	4
COPY/MAIL/FILE ROOMS - CARPET		
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	313
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	52
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
228	VACUUM HVAC LOUVERS.	4
CORRIDORS-CARPET		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365

TASK #		SERVICE DAYS/YR
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	12
647	POLICE CARPETED MERCHANDISE SALES AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT.	365
CORRIDORS-TILE		
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	4
697	PICK UP ALL OBVIOUS LITTER AT LEAST FOUR TIMES DURING EACH SHIFT.	365
GARAGE CONNECTOR - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
228	VACUUM HVAC LOUVERS.	4
113	FULLY VACUUM CARPETS FROM WALL TO WALL WITH BATTERY POWERED WIDE VACUUM.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	4
LOADING DOCK-CONCRETE		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
ELECT - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
ELEVATORS- CARPET		
54	COMPLETELY CLEAN AND VACUUM CARPETED ELEVATOR.	365

TASK #		SERVICE DAYS/YR
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
182	SHAMPOO ALL CARPETED ELEVATORS.	12
140	DETAIL CLEAN ELEVATOR CAB CEILINGS.	4
292	POLISH THRESHOLD PLATES IN FRONT OF EACH ELEVATOR ENTRY.	26
ELEVATOR LOBBY- HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
329	SCRUB ALL OPEN HARD SURFACE FLOORS USING A RIDING SCRUBBER.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4
ESCALATORS		
56	CLEAN ESCALATOR INCLUDING SIDES, RAILS AND VACUUM TREADS.	365
295	MACHINE SCRUB ESCALATOR STEPS TO REMOVE SOIL AND GREASE WITHIN THE METAL GROOVES.	52
JANITOR CLOSETS-HARD SURFACE		
219	CLEAN AND ARRANGE ALL EQUIPMENT IN JANITOR CLOSET EACH NIGHT AND EMPTY VACUUM CLEANER BAGS, CHECK BELTS; SWEEP AND SPOT MOP FLOOR.	365
LOBBY - CARPET		
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
18	CLEAN AND POLISH ALL DRINKING FOUNTAINS.	365
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	12
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	365
23	USING TANK VACUUM OR BACK PACK, VACUUM CORNERS EDGES AND CHAIRS THEN TRAFFIC VACUUM ALL CARPETED AREAS.	52
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	260
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
228	VACUUM HVAC LOUVERS.	4
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
827	DAMP MOP HARD SURFACE FLOORS WITH GERMICIDE SOLUTION CHANGING CONCENTRATION OF CHEMICAL EVERY OTHER MONTH.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
11	DUST ALL LOW REACH AREAS.	52

TASK #		SERVICE DAYS/YR
12	DUST ALL HIGH REACH AREAS.	12
73	USING A DAMP MICROFIBER WIPE DUST ALL HORIZONTAL SURFACES.	260
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	156
111	EMPTY RECYCLABLE AND REGULAR TRASH CONTAINERS; REPLACE CORRECT COLOR LINERS IN CONTAINERS AND WIPE CONTAINERS AS NECESSARY.	365
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
19	CLEAN AND SANITIZE ALL SINKS AND WIPE DRY.	365
211	REFILL SOAP AND PAPER TOWEL DISPENSERS.	365
228	VACUUM HVAC LOUVERS.	4
OFFICES - CARPET		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	6
88	SPOT VACUUM TO REMOVE VISIBLE SOIL.	156
22	VACUUM ALL CARPETED TRAFFIC LANE AREAS.	156
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	53
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
228	VACUUM HVAC LOUVERS.	4
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	1
QUIET ROOM - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	156
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	26
24	FULLY VACUUM ALL CARPETS FROM WALL TO WALL.	365
25	USING APPROVED SPOTTER, SPOT CLEAN CARPETED AREA.	365
331	EXTRACT CARPETS USING AN AUTOMATIC EXTRACTOR.	2
67	CLEAN AND POLISH ALL BRIGHT METAL WORK.	365
11	DUST ALL LOW REACH AREAS.	52
12	DUST ALL HIGH REACH AREAS.	12
109	VACUUM ALL FURNITURE.	52
7	USING A MICROFIBER WIPE, DUST ALL ACCESSABLE HORIZONTAL SURFACES.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
228	VACUUM HVAC LOUVERS.	4

RESTROOMS-CERAMIC TILE

TASK #		SERVICE DAYS/YR
48	REFILL DISPENSERS, EMPTY TRASH, CLEAN AND SANITIZE ALL RESTROOM FIXTURES, WIPE BOTH SIDES OF ALL TOILET SEATS, WIPE ALL COUNTERS, CLEAN MIRRORS, WIPE CHROME AND BRUSHED STAINLESS, SPOT WIPE PARTITIONS, VACUUM AND DAMP MOP FLOORS USING A GERMICIDAL CLEANER. EMPTY ALL SANITARY WASTE RECEPTACLES.	365
46	DUST AND CLEAN ALL EXHAUST AIR VENTS.	12
47	WASH ALL RESTROOM PARTITIONS ON BOTH SIDES.	52
141	MACHINE SCRUB ALL RESTROOM FLOORS USING GERMICIDAL DETERGENT.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	11
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
157	MACHINE WASH ALL CERAMIC TILE WALLS.	1
STAIRS-HARD SURFACE		
57	POLICE STAIRS AND PICK-UP LITTER.	365
58	VACUUM STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	52
59	DAMP MOP STAIRS, DUST RAILINGS, LEDGES AND SPOT CLEAN.	12
SECURITY CHECKPOINT -TILE		
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLE PAPER TRASH AND STORE IN DESIGNATED AREA.	365
8	DUST ALL FURNITURE, FIXTURES, EQUIPMENT AND ACCESSORIES.	156
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	52
13	DUST ALL CHAIR AND TABLE LEGS AND RUNGS, BASEBOARDS, LEDGES, MOLDINGS, AND OTHER LOW REACH AREAS.	26
14	DUST ALL SURFACES ABOVE NORMAL REACH INCLUDING SILLS, LEDGES MOLDINGS, SHELVES, DOOR FRAMES, PICTURES AND VENTS.	12
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
228	VACUUM HVAC LOUVERS.	2
BUILDING EXTERIOR (BUILDING FACE, SIDEWALKS, ISLANDS, FIXTURES ETC)		
114	POWER SWEEP ALL OPEN AREAS USING A MACHINE SWEEPER.	365
188	USING PRESSURE WASHER REMOVE ALL VISIBLE SOIL.	52
3	COLLECT ALL TRASH AND PLACE IN DESIGNATED AREA.	365
X	REMOVE COBWEBS FROM BUILDING FACE, AWNINGS AND SIGNS	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	POLICE AREA TO REMOVE OBVIOUS LITTER AND DEBRIS AT LEAST FOUR TIMES DURING THE SHIFT	365
VESTIBULE AREA - HARD SURFACE		
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	313
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	52

TASK #		SERVICE DAYS/YR
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	5
34	STRIP HARD SURFACE FLOOR AND RECOAT WITH THREE COATS OF FLOOR POLISH.	1
249	SPOT CLEAN DOOR GLASS AND SIDE GLASS.	365
178	DUST CEILING LIGHT FIXTURES AND LENSES.	2
51	CLEAN BOTH SIDES OF ALL GLASS DOORS AND SIDE GLASS.	52
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS).	52
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
209	VACUUM WALK-OFF MATS.	365

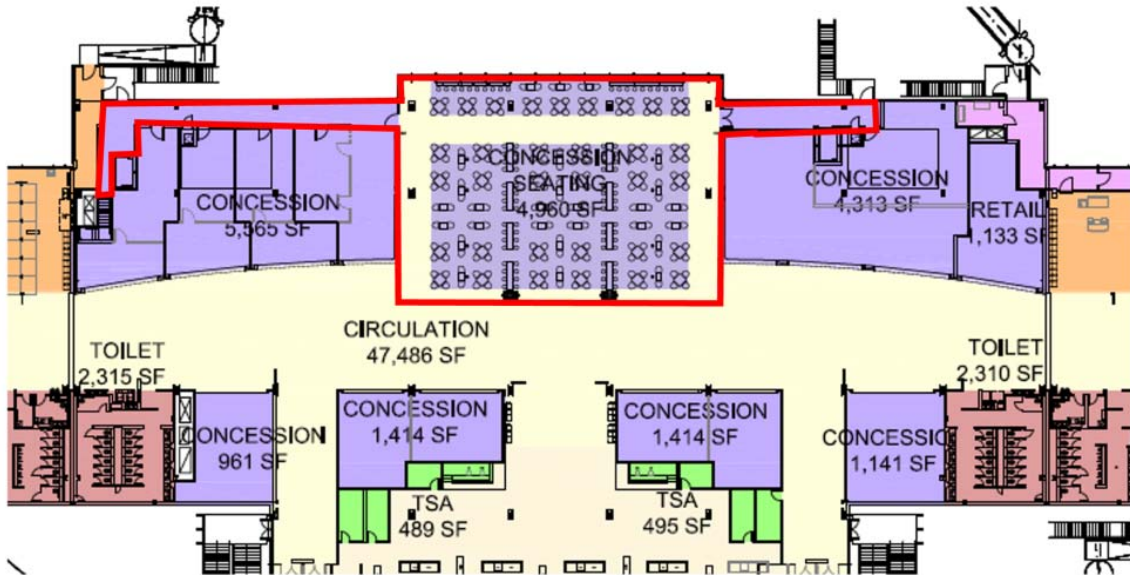
BUILDING SUMMARY for CENTRAL B TERMINAL.

SqFt For
FLOOR MAINT

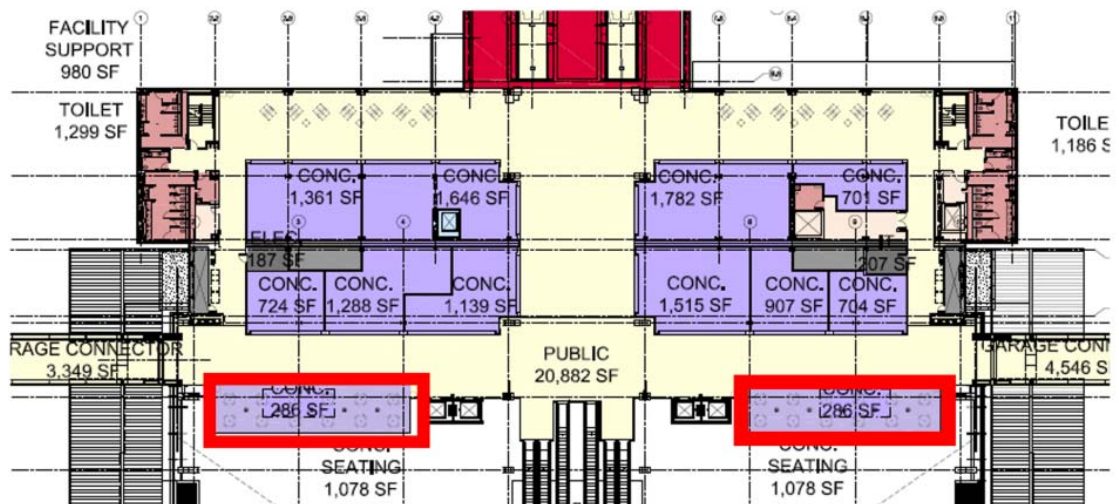
AREA	<u>CARPET</u>	<u>HARD SURFACE</u>	<u>TOTAL SqFt</u>
APM STATION PLATFORM - HARD SURFACE	0	6,986	6,986
BAGGAGE CLAIM, - HARD SURFACE	0	69,123	69,123
BREAK/COFFEE AREA HARD SURFACE	0	1,647	1,647
CONFERENCE ROOMS - CARPET	2,999	0	2,999
COPY/MAIL/FILE ROOMS - CARPET	1,842	0	1,842
CORRIDORS-CARPET	18,230	0	18,230
CORRIDORS-TILE	0	14,579	14,579
GARAGE CONNECTOR - CARPET	7,895	0	7,895
LOADING DOCK-CONCRETE	0	1,222	1,222
ELECT - HARD SURFACE	0	2,864	2,864
ELEVATORS- CARPET	305	0	305
ELEVATOR LOBBY- HARD SURFACE	0	940	940
ESCALATORS	0	0	3,517
JANITOR CLOSETS-HARD SURFACE	0	0	207
LOBBY - CARPET	9,077	0	9,077
MEDICAL ROOM-TILE	0	174	174
OFFICES - CARPET	9,507	0	9,507
QUIET ROOM - HARD SURFACE	0	343	343
RECEPTION- CARPET	128	0	128
RESTROOMS-CERAMIC TILE	0	10,206	10,206
STAIRS-HARD SURFACE	0	4,035	4,035
SECURITY CHECKPOINT -TILE	0	66,175	66,175
VESTIBULE AREA - HARD SURFACE	0	2,366	2,366
SURFACE TOTALS	49,983	176,625	234,367

Food Court Layouts

(Areas of responsibility outlined in red)



Concourse B Food Court



Terminal B Level 3
CLEANING SPECIFICATIONS for FOOD COURTS

FOOD COURT AREAS DAY PORTER

TASK #		SERVICE DAYS/YR
	CONCESSION SEATING - HARD SURFACE	
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
28	USING A MICROFIBER FLAT MOP, MOP ALL STAINS AND SPILLS.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLES AND STORE IN DESIGNATED AREA.	365
118	CLEAN AND POLISH DRINKING FOUNTAINS.	365
15	SPOT CLEAN ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
304	CONTINUOUSLY POLICE HARD SURFACE FLOORS TO PICK UP OBVIOUS LITTER.	365
630	CONTINUOUSLY POLICE TABLES AND REMOVE ALL TRASH, SANITIZE TABLES, WIPE DOWN CHAIRS, ARRANGE TABLE AND CHAIRS FOR NEXT CUSTOMER AS NEEDED.	365
XX	IF SUPPLIED, GATHER FOOD TRAYS AND RETURN THEM TO VENDOR(S)	365

FOOD COURT AREAS HEAVY CLEANING

	CONCESSION SEATING - HARD SURFACE	
401	USING A HARD SURFACE FLOOR FOOT TOOL, VACUUM ALL HARD SURFACE FLOOR AREA.	365
29	USING A MICROFIBER FLAT MOP, DAMP MOP ENTIRE AREA.	365
4	EMPTY ALL TRASH CONTAINERS AND REMOVE TRASH TO DESIGNATED AREA.	365
276	REMOVE RECYCLABLES AND STORE IN DESIGNATED AREA.	365
118	CLEAN / SANITIZE AND POLISH DRINKING FOUNTAINS.	365
32	USING A HIGH SPEED FLOOR MACHINE SPRAY BUFF ALL HARD SURFACE AREA.	52
33	MACHINE SCRUB HARD SURFACE FLOOR AND APPLY ONE COAT OF POLISH, ALLOW TO DRY, THEN BUFF.	12
9	DUST HIGH AND LOW AREAS (E.G., PICTURES, CLOCKS, PARTITION TOPS, ART)	52
15	CLEAN / SANITIZE ALL HORIZONTAL AND VERTICAL SURFACES REMOVING DUST, FINGERPRINTS, SMUDGES AND STAINS.	365
XX	IF SUPPLIED, GATHER FOOD TRAYS AND RETURN THEM TO VENDOR(S)	365

SACRAMENTO AIRPORT TERMINAL B
CLEANING TASK REPORT INCLUDING THE TASKS, CLEANING TECHNIQUES, REQUIRED
EQUIPMENT, CHEMICALS AND EXPECTED RESULTS
Task, Technique and Results Summary

Task 3 – remove trash

DESCRIPTION: remove all collected trash to designated area.

TECHNIQUE: as the trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

EQUIPMENT: trash pick-up container, plastic bags.

CHEMICALS: none.

RESULTS: collected trash bags will have been taken to the designated area for disposal.

Task 4 – empty/remove trash

DESCRIPTION: empty all waste receptacles and remove trash to designated area.

TECHNIQUE: the trash pick-up container must move with the cleaner to the closest point possible to the waste basket. Empty the wastebasket into the pick-up container by placing the waste basket into the pick-up tube and shake to dislodge the trash. The liner then should be checked and changed if soiled with moisture or ash. Generally the liner should last for approximately five days. The liner should be tied around the top of the waste basket to hold it in place. Caution, do not leave office doors open or unlocked if locking is possible. As the trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

EQUIPMENT: trash pick-up container, plastic bags, waste can liners.

CHEMICALS: none.

RESULTS: all trash containers will be empty and contain no obvious litter. Unlined containers will have been wiped to remove obvious soil. Containers lined with plastic liners will appear clean but will only have been changed if soiled with damp or wet substances. Liners will normally be changed weekly.

Task 7 – horizontal dust

DESCRIPTION: empty dust from all horizontal surfaces.

TECHNIQUE: dusting should be done with a microfiber wipe folded at least three times. In this way the wipe can be turned to provide clean surfaces. When dusting desks the papers should not be touched. Credenzas, file cabinets, tables and book cases are all included in horizontal dusting.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: all horizontal surfaces will be free of all dust that was present at the time the dusting was performed. Frequencies of dusting will affect the microscopic amount of dust that could be present.

Task 8 – dust furniture, fixtures, equip

DESCRIPTION: empty dust from all horizontal surfaces.

TECHNIQUE: dusting should be done with a microfiber wipe folded at least three times. In this way the wipe can be turned to provide clean surfaces. Credenzas, file cabinets, tables and book cases are all included in horizontal dusting.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: all furniture, fixtures and equipment will be free of dust that was present prior to the time dusting was performed.

Task 9 – hi/lo dust

DESCRIPTION: dust high and low areas (e.g., pictures, clocks, and partition tops). Using microfiber wipes.

TECHNIQUE: using either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach, the cleaner will dust the high and low reach areas. The high reach areas would include picture frame tops, tops of partitions and door frames. Low reach areas include base boards, chair rails, and any item close to the floor. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: high and low dusting will have removed dust from the tops frames, mirrors, partitions and other areas above five (5) feet; will also have removed dust from baseboards, chair rails, and other surfaces below eye level.

Task 11 – lo dust

DESCRIPTION: dust all low reach areas using microfiber wipes.

TECHNIQUE: the same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a cloth to provide for extra reach. The cleaner will dust all low reach items including: chair rungs, baseboards (i.e., any item close to the floor). The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: areas such as base boards, chair rails, hand rails and other horizontal surfaces, below eye level, will be as dust free as possible considering the frequency, which in many cases will be between weekly and every two weeks.

Task 12 – hi dust

DESCRIPTION: dust all high reach areas using microfiber wipes.

TECHNIQUE: the same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: high dusting will have removed dust from the tops of frames, mirrors, partitions and other areas above five (5) feet. High-dusting frequencies are usually lower than low-dusting as less dust will accumulate above eye level.

Task 13 – lo/dust detail

DESCRIPTION: dust all chair and table legs and rungs, baseboards, ledges, moldings, and other low reach areas using microfiber wipes.

TECHNIQUE: the same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: trash pick-up container, plastic bags. Microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: areas such as base boards, chair rails, hand rails and other horizontal surfaces, below eye level, will be as dust free as possible, considering the frequency, which in many cases will be between weekly and every two weeks.

Task 14 – hi/dust detail

DESCRIPTION: dust all surfaces above normal reach including sills, ledges moldings, shelves, door frames, pictures and vents using microfiber wipes.

TECHNIQUE: the same basic equipment would be used for both high and low dusting, either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach. The cleaner will dust all high reach items such as picture tops, rails, door frames, partition tops, etc. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: high dusting will have removed dust from the tops of frames, mirrors, partitions and other areas above five (5) feet. High-dusting frequencies are usually lower than low-dusting as less dust will accumulate above eye level.

Task 15 – spot clean detail

DESCRIPTION: spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains using microfiber wipes.

TECHNIQUE: using a microfiber wipe and a suitable general purpose cleaner remove the spots and spills from all visible surfaces. These would include: door frames, push plates, furniture, glass, and other surfaces where marks and soil are deposited. Do not spray on the spot. Spray on the wipe and work from the center of the spot out applying gentle pressure.

EQUIPMENT: microfiber wipe.

CHEMICALS: general purpose cleaner

RESULTS: all obvious, fresh spots and stains will be removed from the partitions, entry areas, around switches, vents, and other surfaces intended to be covered in the cleaning program.

Task 18 – drinking fountains

DESCRIPTION: clean and polish all drinking fountains using microfiber wipes.

TECHNIQUE: cleaning the top of a drinking fountain requires spraying a microfiber wipe with a suitable cleaner. Brushed metal surfaces must always be wiped in the direction of the grain. Water salts can be removed using a cream cleaner; however, powder cleaners should not be used. Care must be taken to clean the spigot and leave no cleaners behind. The base of the fountain can be wiped with a microfiber wipe.

EQUIPMENT: microfiber wipe.

CHEMICALS: general purpose cleaner, disinfectant cleaner, metal polish.

RESULTS: the entire drinking fountain will be free of soil and water stains. Salt deposits and verdigris will be removed from the spigot depending on the condition of the top of the fountain.

Task 19 –clean sinks (* private)

DESCRIPTION: clean and sanitize all sinks and wipe dry using microfiber wipes.

TECHNIQUE: spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks. Flush with clean water and be sure to remove any stains around the drain. Include the wiping of the metal fixtures.

EQUIPMENT: microfiber wipe, spray bottles, gloves.

CHEMICALS: disinfectant detergent.

RESULTS: all dispensers will be at least 80% full and stainless surfaces will be streak free and shine. Mirrors will be clean to the top and have no streaks or dust. Counter will be clean and dry as will sinks and taps clean and bright.

Task 20 – dust window blinds

DESCRIPTION: dust all window blinds using microfiber wipes.

TECHNIQUE: using either a folded microfiber wipe or a long handled duster covered with a wipe to provide for extra reach the cleaner will dust the blinds. The blind should be closed and wiped down. The cleaner must capture the dust on the surface and not spread it around by flicking the wipe.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: none.

RESULTS: blinds will be free of dust when observed from the front or back.

Task 22 – traffic vacuum

DESCRIPTION: vacuum all floor traffic lane areas using a battery powered vacuum.

TECHNIQUE: using an upright, tank or back-pack vacuum cleaner you will vacuum the main walk ways of the area. When possible the movement of the vacuum should be in a lawn mower motion. The vacuum bag should be empty before you start, and the cord should be checked to insure it has not been damaged.

EQUIPMENT: battery powered upright vacuum, or tank vacuum, or back-pack.

CHEMICALS: none.

RESULTS: carpet in all the walking areas will be soil, debris and dust free. Carpet capable of showing vacuum patterns will have the tell tale tracks. Floors will be clean up to, and including, the outer edges.

Task 23 – detail vacuum

DESCRIPTION: using a battery powered tank vacuum or back pack, vacuum corners edges and chairs then traffic vacuum all floor areas.

TECHNIQUE: using a battery powered tank, back-pack, or upright with a separate hose for tools concentrate on the carpet edges and corners and the fabric covered furniture. Corners and edges will need the use of crevice tools and edging tools. Detail vacuuming also includes the vacuuming of the narrow traffic lane areas. The vacuum bag should be empty before you start.

EQUIPMENT: upright vacuum, or tank vacuum; or backpack- battery powered.

CHEMICALS: none.

RESULTS: this task normally in combination with another vacuuming task will clean the corners and edges and the fabric covered chairs. It will also vacuum the main walking areas to insure a clean vacuumed appearance.

Task 24 – full vacuum

DESCRIPTION: fully vacuum all carpets from wall to wall.

TECHNIQUE: using a tank, back-pack or upright vacuum with full vacuuming the entire carpet area is vacuumed. In office areas as an example it would include all open areas from wall to wall. Wide open areas should be vacuumed with a lawn mower action while in confined areas the cleaner would use the back and forth motion. The vacuum bag should be empty before you start, and the cord should be checked to insure it has not been damaged.

EQUIPMENT: battery powered upright vacuum, or tank or back-pack cleaner.

CHEMICALS: NONE.

RESULTS: all carpet surfaces, not covered by furniture, will be clean of visible soil, debris, surface dust and foot prints. Pile that capable of being moved will show vacuum tracks. Corners and edges will also be dust and litter free. Note: as with all types of vacuuming, full vacuuming will normally be performed with one or more other vacuuming tasks.

Task 25 – spot clean carpet

DESCRIPTION: using approved spotter, spot clean carpeted area.

TECHNIQUE: carpet spots should be removed with the mildest chemical available. Use a tamping brush to apply the spotter beginning from the outside of the spot and working to the center. Use a liberal amount of water on synthetic carpet and blot dry using an absorbent pad. Before using any chemical on carpet for the first time test the product in an inconspicuous spot.

EQUIPMENT: tamping brush, spotting pads.

CHEMICALS: general spotting chemical.

RESULTS: carpet will be free of as many spots as possible, based on the ability to remove them and that they are in the cleaners line view.

Task 26 – police hard surface floors

DESCRIPTION: police hard floor area, removing all obvious litter and debris.

TECHNIQUE: the aim of this task is to remove the debris and litter from hard surface floors. The method will differ from picking up by hand to using a long handle broom and pan. The important point is to insure that litter is not missed as the cleaners and management pass through the areas.

EQUIPMENT: dust pan and broom, trash container.

CHEMICALS: none.

RESULTS: by specifically targeting obvious litter and debris all removable litter will be removed.

Task 28 –

DESCRIPTION: using a microfiber flat mop, mop all stains and spills, especially coffee and drink spills.

TECHNIQUE: spot mopping is the removal of spills and stains using a microfiber flat mop and approved cleaning solution. The cleaner must be mixed at the correct use dilution and placed in spray container of flat mop machine. Carry the flat mop to the spill to be removed and pick up the spill or spot by moving the mop over the spot in a side to side motion.

EQUIPMENT: two foot microfiber flat mop.

CHEMICALS: general floor cleaner or disinfectant detergent.

RESULTS: by specifically targeting obvious spills and stains all areas covered will be spot and stain free.

Task 29 – damp mop

DESCRIPTION: damp mop entire area using a microfiber flat mop.

TECHNIQUE: damp mopping is the complete wetting of the hard surface floor using a microfiber flat mop and approved cleaning solution. The cleaner must be mixed at the correct use dilution and placed in a dispensing system. . Beginning at the edge of the area, pull the mop flat on the floor outlining an area no larger in size than ten feet square. Then fill in the center of the square or rectangle with a side to side action. If splashing occurs, wipe off any moisture immediately with a microfiber wipe.

EQUIPMENT: microfiber flat mop, microfiber wipe liquid sprayer.

CHEMICALS: general floor cleaner or disinfectant detergent.

RESULTS: since this task means covering the entire area with a mop, all spills, marks and soil, capable of being removed with a mop, will be gone. Some stubborn marks may need to be removed by a more aggressive process.

Task 32 – spray buff (high)

DESCRIPTION: using a high speed floor machine spray buff all hard surface areas.

TECHNIQUE: spray buffing is the removal of the top layer of finish, stains and marks on the floor surface and the replacement of the finish with fresh material. Typically the cleaner will mix the floor finish at a one part product to ten parts water in a trigger spray container. The floor should first be vacuumed, then using a high speed floor machine (600 to 1200 r.p.m.) And a red pad correctly placed on the drive disk. Spray the floor with the spray buff material using a straight shot from the spray container. The floor machine will spread the material evenly. By using a pattern of spraying every other tile you will find an even coat of finish will be applied. The side to side machine action should be used if using a swing buffer, and the lawn mower action for corridors. Do not spray near baseboards or furniture legs and should spray hit these areas wipe off with clean microfiber wipe.

EQUIPMENT: high speed floor machine, spray container, microfiber wipe, gum scraper.

CHEMICALS: spray buff solution.

RESULTS: since this task is the removal of the soil layer and the replacement with a new finish coat. The floor surface will be both clean and crisp with a strong shine depth relative to the depth of the finish.

Task 33 – machine scrub (recoat)

DESCRIPTION: machine scrub hard surface floor and apply one coat of polish, allow to dry, then buff.

TECHNIQUE: this task is normally done using a slow speed (165 r.p.m.) Floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then using a microfiber flat mop and sprayer lay down a general purpose cleaner. Scrubbing would be done by using a mildly aggressive pad, either a green, brown or blue pad. The idea is to remove one or more layers of finish and the embedded dirt so that a fresh coat of finish can be applied. The cleaning solution should be picked up using a wet vacuum or flat mop. Then a new coat of finish can be applied.

EQUIPMENT: standard floor machine, microfiber flat mop, chemical sprayer. Gum scraper, finish container.

CHEMICALS: general purpose cleaner, floor finish.

RESULTS: hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to clean the polished surface and replace the top coat that has probably been removed by traffic and/or other dry polishing methods. Note: this task is probably performed in combination with other floor finishing and renovation tasks.

Task 34 – strip/refinish

DESCRIPTION: strip hard surface floor and recoat with three coats of floor p o l i s h .

TECHNIQUE: stripping is normally done using a slow speed (165 r.p.m.) Floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then using a flat mop and sprayer, lay down a stripper using a wet flat mopping process. Scrubbing would be done by using an aggressive pad, either a brown or black pad. The idea is to remove all layers of finish and the embedded dirt so that a fresh coat of finish can be applied. The stripper should be picked up using a wet vacuum or mop. To prepare the surface to receive finish, the corners and edges need to be scrubbed to insure the entire floor is free from old finish. This can be done by hand or a pad under the cleaner's foot. The stripped surface will need to be damp mopped to remove every trace of stripper and then finally neutralized with a mild acidic solution. Running a buffer over the floor will: help it receive finish, seal the floor, and warm the floor to improve drying. Floor finish is applied using a clean mop and the damp mopping technique.

EQUIPMENT: hard surface floor vacuum, standard floor machine, microfiber flat mop, sprayer, gum scraper, finish container, wet vacuum, microfiber wipes.

CHEMICALS: none.

RESULTS: hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to remove all finish from the surface and coat with three coats of polish. Note: this task is probably performed in combination with other floor finishing and renovation tasks. It must also be noted that this task can and should be avoided by following other floor programs.

Task 35 – recoat one coat

DESCRIPTION: lay one coat of floor polish.

TECHNIQUE: the floor must be prepared correctly to accept floor finish. By lightly scrubbing the floor and removing all detergent, and dirt the floor can be buffed and then coated using a mop or applicator. If several coats are already on the floor the new coat can be applied one foot out from the baseboards. The coat should be applied in squares by drawing out a perimeter and then filling in the square. This process helps to insure none of the surface is missed.

EQUIPMENT: hard surface floor vacuum, floor machine, flat mop and sprayer, gum scraper, finish bucket.

CHEMICALS: floor finish.

RESULTS: the floor will have a gloss and be free of stains and marks. The corners and edges will be clean and any wall, adjacent to the floor, will have been wiped and free of finish marks.

Task 36 – machine scrub

DESCRIPTION: machine scrub hard surface floor.

TECHNIQUE: this task is normally done with a slow speed (165 r.p.m.) Floor machine. A higher speed machine could be used if it contains a spray guard. The first step would be to vacuum the floor. Then use a flat mop and a general purpose cleaner, or a disinfectant cleaner. Scrubbing would be done by using a mildly aggressive pad, either a green, brown or blue pad. Corners and edges and the area around pillars may well need to be scrubbed by hand. The cleaning solution should be picked up using a wet vacuum or mop.

EQUIPMENT: standard floor machine, microfiber flat mop, chemical dispensing system.

CHEMICALS: general purpose cleaner, floor finish.

RESULTS: hard surface floors will have a dull but clean look and be free of scrapes and marks. Note: this task is probably performed in combination with other floor finishing and renovation tasks.

Task 38 – vacuum mats (*)

DESCRIPTION: vacuum walk-off mats.

TECHNIQUE: the cleaner may use any standard vacuum cleaner when vacuuming mats. Periodic use of a beater bar head will help to dislodge embedded dirt. Mats can be vacuumed in place using a top to bottom action followed by a side to side action. In this way the mat is vacuumed in two directions providing a cross hatch effect.

EQUIPMENT: industrial vacuum cleaner.

CHEMICALS: none.

RESULTS: matting will be free of lint, debris, foot prints and surface dust.

Task 46 – clean restroom vents

DESCRIPTION: dust and clean all return air vents using a microfiber wipe.

TECHNIQUE: vents need to be wiped using either a hand held microfiber wipe or a dust wand covered with a cleaning microfiber wipe. The dust needs to be held in the wipe and not spread around. Care must be taken to insure each vent crevice is dusted by placing the tip of the duster in the crevice and moving it back and forth.

EQUIPMENT: dust wand, microfiber wipe.

CHEMICALS: none.

RESULTS: the vent will be dust free and soil and smudges will be removed from both the vent and the surrounding surface.

Task 47 – clean partitions

DESCRIPTION: wash all restroom partitions on both sides.

TECHNIQUE: using a microfiber wipe the sides of all partitions in the restrooms. The action should be from the top to the bottom and not in a circular motion. The wipe should be sprayed with the approved germicidal detergent.

EQUIPMENT: microfiber wipe, spray container.

CHEMICALS: disinfectant cleaner.

RESULTS: the partitions will be dust and streak free. This would be true both from a distance and from close-up.

Task 48 – clean restroom (sq ft)

DESCRIPTION: refill dispensers, empty trash, clean and sanitize all restroom fixtures, wipe all counters, clean mirrors, wipe chrome, spot wipe partitions, sweep and damp mop floors using a germicidal cleaner and a microfiber flat mop. Empty all sanitary waste receptacles.

TECHNIQUE: preparation: the cleaning cart should be taken into the restroom if possible and a sign placed on the door showing the restroom is being cleaned.

Restroom cleaning requires the following steps:

Step 1 - place small amount of bowl cleaner in the toilets and urinals. This will give the chemicals time to work while other cleaning processes are being performed.

Step 2 - empty all waste hand-towel containers and sanitary napkin containers. Refill all dispensers, i.e. Hand-towel, toilet paper, seat covers, hand soap and sanitary products.

Step 3 - spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks. Include the wiping of the metal fixtures.

Step 4 - using a bowl swab, clean the inside of the toilets and urinals. Use a smooth circular motion so as not to splash the cleaning chemical. Wipe the outside of the toilets and urinals using a microfiber wipe and dry with a separate wipe.

Step 5 - spot wipe the partitions and dust the tops. Wipe the towel holders and spot clean the walls light switches and doors. Cleaning material should be sprayed onto the microfiber wipe.

Step 6 - clean the mirrors using the glass cleaner and a lint free cloth.

Step 7 - vacuum the restroom floor using a vacuum and hard surface floor tool to move debris from the corners and edges and behind the toilets and partitions. Then vacuum the center of the floor.

Step 8 - damp mop the entire restroom floor using a disinfectant cleaner and a microfiber flat mop. Mop out from behind the toilet stalls and then use a side to side action for the open areas.

EQUIPMENT: restroom cart, microfiber flat mop, chemical sprayer, bowl swab, microfiber wipes, battery powered vacuum cleaner, spray bottles, gloves, paper supplies, liquid soap, gum scraper.

CHEMICALS: disinfectant detergent, glass cleaner restroom cleaner, non-acid bowl cleaner.

RESULTS: the restroom should have a clean scent or no odor at all. Toilets and urinals should be free of stains and water spots. Sinks and hardware will be clean and bright. Counters will be clean and dry. All dispensers will be at least 80% full and stainless surfaces will shine and be streak free. Mirrors will be clean to the top and have no streaks or dust. Partitions will be smudge and dust free. Floor will be clean and dry. Corners and edges will show minimal signs of film and mop marks. Vents should look clean and have little or no dust. **Note:** two assumptions must be made: 1. These conditions exist immediately after cleaning and allowance is made for any usage; 2. Dust can accumulate between scheduled cleaning and therefore dust may be present in a totally acceptable area.

Task 49 – clean shower (*)

DESCRIPTION: fully clean all showers.

TECHNIQUE: walls should be wiped down with a disinfectant cleaner on a microfiber wipe. Floor need to be mopped or sprayed using a flat mop and dried with a squeegee. The shower heads need to be wiped and the soap holders wiped down. Glass doors need to be spray cleaned using glass cleaner and a glass squeegee.

EQUIPMENT: spray bottle, squeegee, microfiber wipe, flat mop.

CHEMICALS: disinfectant detergent, glass cleaner.

RESULTS: spots, stains and marks would be removed from the walls and both sides of the door. The metal trim around the doors would also be included.

Task 51 – clean door glass (*)

DESCRIPTION: clean both sides of all glass doors and side glass.

TECHNIQUE: entry door glass may be cleaned using either of two methods. Either use a microfiber wipe and glass cleaner or a window brush and blade. The level of soil or skill of the cleaner will determine the most suitable method. Glass cleaner can be sprayed directly onto the glass and then beginning at the bottom of the door wipe toward the top using a circular motion. When using the brush, apply the cleaning solution to the door and blade in a swirling motion to catch liquid as it runs down the glass. Care should be taken to insure that liquid does not run down the frame and should this happen it should be wiped with a microfiber wipe.

EQUIPMENT: microfiber wipe, spray bottle, and/or squeegee blade.

CHEMICALS: glass cleaner.

RESULTS: both sides of all glass as well as the side and transom glass will show no spots, stains or marks. The metal/wood trim around the doors will also be equally smudge free.

Task 52 – clean partition glass

DESCRIPTION: clean all partition glass.

TECHNIQUE: partition glass may be cleaned using either of two methods: use a microfiber wipe and glass cleaner or a window brush and blade. The level of soil or skill of the cleaner will determine the most suitable method. Glass cleaner can be sprayed directly onto the glass and then beginning at the bottom of the partition wipe toward the top using a circular motion. When using the brush, apply the cleaning solution to the partition and blade on to as to catch liquid as it runs down the glass. Care should be taken to insure that liquid does not run down the frame. If this happens it should be wiped with a microfiber wipe.

EQUIPMENT: microfiber wipe, spray bottle, and/or squeegee blade.

CHEMICALS: glass cleaner.

RESULTS: all glass will be free of dust and soil. Under close examination the glass will be free of lint and any film.

Task 54 – clean carpet in elevator (*)

DESCRIPTION: completely clean and vacuum carpeted elevator.

TECHNIQUE: the walls of the cab must be spot cleaned to remove finger prints and soil. Cleaner should be sprayed directly onto the microfiber wipe. Begin in the center of the soiled area and wipe toward the outer area of the spot. Use a circular motion to blend in the clean area. This method would be used to clean the floor indicator buttons and surrounding area. Using a folded wipe all dust collecting areas need to be wiped. These would include and rails or decorative pieces. The carpet should be vacuumed with an upright, tank, or back-pack vacuum. If an upright is generally used a tank or back-pack will need to be periodically used to vacuum the corners and edges. Carpet spots will need to be removed using the spotting system approved for the building. Vacuuming pattern should be a cross hatch method to move the nap in at least two directions.

EQUIPMENT: microfiber wipe, spray container, vacuum cleaner, carpet spotting kit.

CHEMICALS: general purpose cleaner, spotting chemicals, metal cleaner, wood treatment.

RESULTS: carpet in the entire elevator will be soil, debris and dust free. Carpet capable of showing vacuum patterns will have the tell tale tracks. Carpet will be clean up to, and including, the outer edges.

Task 55 – clean tile-elevator (*)

DESCRIPTION: completely clean and damp mop elevator hard floor using a microfiber flat mop.

TECHNIQUE: the walls of the cab must be spot cleaned to remove finger prints and soil. Cleaner should be sprayed directly onto the microfiber wipe. Begin in the center of the soiled area and wipe toward the outer area of the spot. Use a circular motion to blend in the clean area. This method would be used to clean the floor indicator buttons and surrounding area. Using a folded wipe all dust collecting areas need to be wiped. These would include and rails or decorative pieces. The floor would be vacuumed to remove debris and dust from the corners and edges. Finally the floor should be sanitized by damp mopped with a microfiber flat mop along the floor next to the walls. Use a side-to-side action to fill in the center of the cab. Care must be taken not to wet the baseboards or to allow water or any debris to fall between the cab and the shaft wall.

EQUIPMENT: microfiber wipe, spray container, vacuum cleaner, wet mop and bucket, long handle broom.

CHEMICALS: germicidal cleaner.

RESULTS: the entire elevator cab will be free of hand and finger prints. The floor will be clean with no stains or marks that mopping would have removed. Corners and edges will be the same color as the floor center. Bright metal surfaces and walls will be free of stains.

Task 56 – clean escalator (*)

DESCRIPTION: clean escalator including sides, rails and vacuum treads.

TECHNIQUE: several separate steps are required to clean an escalator. Using a folded microfiber wipe, wipe the sides and hand rails need to be dusted on both sides. This can best be accomplished by simply riding the escalator. Glass sides need to be cleaned using a glass cleaner. The same product can be used to clean off fingerprints if the surface is suitable for glass cleaner. The treads are best cleaned of dust and other debris by standing at the base and vacuuming the moving treads. Stains or spills will need to be removed using a damp mopping procedure. Base plates will need to be damp mopped or wiped with a microfiber flat mop. In either case a general purpose cleaner will need to be used.

EQUIPMENT: microfiber flat mop, spray bottle, wand type vacuum cleaner, microfiber wipe.

CHEMICALS: glass cleaner, general purpose cleaner.

RESULTS: all the metal and glass surfaces of the escalator will be free of dust, debris, finger and hand prints and stains, removable the standard techniques of damp and/or dry wiping. Streaks caused lubricant and the movement of the treads needs the periodic machine scrubbing process for removal.

Task 57 – police stairs for litter

DESCRIPTION: police stairs and pick-up litter.

TECHNIQUE: policing of stairs refers to the pick-up of obvious debris from the steps and landings. Typically this debris will be picked up by hand. If many pieces of debris are normally present then the cleaner will use a dust pan and long handled broom.

EQUIPMENT: dust pan, broom.

CHEMICALS: none.

RESULTS: steps and landings will be free of obvious litter. The timing of the inspection relative to the most recent policing should be taken into consideration.

Task 58 – vacuum stairs (*)

DESCRIPTION: vacuum stairs, dust railings, ledges and spot clean.

TECHNIQUE: the most convenient method of removing dust from stairs is to vacuum stair. For a single stair case using a battery powered vacuum cleaner is suitable. Part of the dusting procedure will include the wiping of the hand rails.

EQUIPMENT: battery powered vacuum cleaner, microfiber wipe.

CHEMICALS: none.

RESULTS: this task will leave the stairs and landings free of dust litter. Ledges and walls will be free of dust. Stains and soil will be removed by wiping the specific spots.

Task 59 – damp mop stairs (*)

DESCRIPTION: damp mop stairs, dust railings, ledges and spot clean using a microfiber flat mop.

TECHNIQUE: using a microfiber flat mop and a general purpose cleaner. Then mop the landings and stair treads using a normal side to side motion. The mop will need to be rinsed out regularly and the mop water changed periodically depending on the soil level. Wipe the hand rails with a folded microfiber wipe.

EQUIPMENT: microfiber flat mop and wipe.

CHEMICALS: general purpose cleaner.

RESULTS: the entire area is to be mopped and therefore will be free stains and soil.

Task 67 – clean bright metal

DESCRIPTION: clean and polish all bright metal work using microfiber wipes.

TECHNIQUE: the general cleaning of metal surfaces, such as the removal of simple stains and fingerprints, will only require the use of a microfiber wipe and a general purpose or disinfectant cleaner. Salt scale or heavy stain deposits may well require a stronger cleaner and in some cases a metal polish may be used. Powder cleaners or abrasive wiping material should not be used as polished metal will scratch easily. Strong caustic cleaners should never be used. Since metal surfaces have a grain it is important to wipe in the direction of the grain, and not across the grain.

EQUIPMENT: microfiber wipe, spray bottle.

CHEMICALS: general purpose cleaner, disinfectant cleaner, metal polish.

RESULTS: metal will be free from marks and stains and have a clean shine.

Task 70 – clean public telephone

DESCRIPTION: clean public telephones and spot clean booths using microfiber wipes.

TECHNIQUE: using a microfiber wipe and a general purpose cleaner, wipe the telephone base, the ear and mouthpiece. Stains and fingerprints need to be wiped from the cabinet surrounding the telephone and the wall beside the phone. Stains should be removed or spray cleaner directly on the surface, always spray on the wipe.

EQUIPMENT: microfiber wipe, spray bottle.

CHEMICALS: general purpose cleaner.

RESULTS: the telephone base, mouth and ear piece will be clean and mark free. The side and back panels of the booth will be free of marks, film and stains.

Task 73 – damp dust

DESCRIPTION: using a damp microfiber cloth dust all horizontal surfaces.

TECHNIQUE: dusting should be performed with a microfiber wipe moistened either with a general purpose cleaner or a disinfectant cleaner then folded at least three times. In this way the wipe can be turned to provide clean surfaces. When damp dusting desks the papers should not be touched. Credenzas, file cabinets, tables and book cases are all included in damp dusting.

EQUIPMENT: microfiber wipe.

CHEMICALS: general purpose cleaner, or disinfectant cleaner.

RESULTS: heavier cleaning may be needed to remove stains and moist dust. These surfaces will be clean and stain and dirt free.

Task 88 – spot vacuum

DESCRIPTION: using a battery powered tank or backback vacuum, spot vacuum to remove visible soil.

TECHNIQUE: spot vacuuming requires the use of either a battery powered tank vacuum or a back-pack. Spot vacuuming is the cosmetic removal of obvious debris from the surface of the carpet. It requires that the wand and head be carried above the carpet and not dragged along the carpet. So that the head may be touched down to pick up visible soil. Because of the length of the wand and the cleaners arm, the cleaner is able to move the vacuum head from left to right as he/she moves across the floor and cover a wide area.

EQUIPMENT: tank vacuum, back-pack. Battery powered sweeper.

CHEMICALS: none.

RESULTS: all open carpet areas will be free of visible soil. This includes lint and debris, visible to the naked eye. Using this method of vacuuming, the carpet will pass as being vacuumed. Note: as with all types of vacuuming, spot vacuuming will normally be performed with one or more other vacuuming tasks.

Task 92 – auto scrub (36 inch)

DESCRIPTION: machine scrub hard surface floors with automatic scrubber.

TECHNIQUE: the auto scrubber should be checked to insure it has been mechanism. Check to be sure the pads are placed correctly on the drive blocks to avoid any vibration. Move the scrubber to the beginning point, and place the "wet floor" signs in place. Begin the machine's forward motion as close to the wall as possible. Adjust the cleaning solution flow to allow total pick-up with the wet vacuuming action. Move the scrubber forward in a straight line so that the blade contains all the cleaning solution. Shut off the cleaning solution at least three steps before making a turn or stopping the machine. In this way the cleaning solution can all be contained by the vacuuming system. Care must be taken when turning not to make too wide a swing and that the cleaning solution is turned off during the turn. Excess cleaning solution will need to be picked up with a mop.

EQUIPMENT: auto scrubber, micro fiber flat mop.

CHEMICALS: general purpose cleaner.

RESULTS: a freshly scrubbed floor will hold a clean shine, free of soil, stains and scuff marks. Unless a restorer has been placed in the auto scrubber, scratches and gouge marks in the finish will not have been removed. Note: this task is designed to quickly remove soil and scuff marks from the floor.

Task 105 – police for litter

DESCRIPTION: pick up all obvious litter, including cigarette butts.

TECHNIQUE: the process of policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand.

EQUIPMENT: dust pan and broom.

CHEMICALS: none.

RESULTS: the general area should be free of all obvious litter.

Task 109 – vacuum fabric furniture

DESCRIPTION: vacuum all fabric furniture.

TECHNIQUE: using a back-pack or tank vacuum and an upholstery brush remove the lint and dust from fabric surfaces. Insure that the crevices are cleaned in chairs and couches. On flat surfaces such as cushions be sure to move the vacuum head in one direction and use gentle strokes so as not to damage the surfaces. The vacuum brush head and the crevice tool are most suitable the furniture faces and the edges respectively.

EQUIPMENT: back-pack, or tank vacuum cleaner, upholstery head.

CHEMICALS: none.

RESULTS: all fabric furniture would be free of dust. Obvious marks on surrounding surfaces would have been removed.

Task 111 – empty recyclable trash

DESCRIPTION: empty recyclable and regular trash containers; replace correct color liners in containers as necessary.

TECHNIQUE: this task allows the time to empty both the regular trash as well as the recycled trash. Therefore the cleaner will use two trash pick-up containers one for the regular and one for the recycled trash. The trash pick-up container must move with the cleaner to the closest point possible to the waste basket. Empty the waste basket into the pick-up container by placing the waste basket into the pick-up tube and shake to dislodge the trash. The liner then should be checked and changed if soiled with moisture or trash. Generally the liner should last for approximately five days. The liner should be tied around the top of the waste basket to hold it in place. The recycled container may only need to be emptied two or three times per week. Caution, do not leave office doors open or unlocked if locking is possible.

EQUIPMENT: trash pick-up container, plastic bags, waste can liners.

CHEMICALS: none.

RESULTS: all trash containers will be empty and contain no obvious litter. Containers lined with colored plastic liners will appear clean but will only be changed if soiled. The exterior and interior of containers will be free of soil.

Task 113 – full vacuum (27-36 inch vacuum)

DESCRIPTION: fully vacuum floor from wall to wall with 27 to 36 inch battery powered wide vacuum.

TECHNIQUE: due to the width of a wide track vacuum, the cleaner will normally vacuum the main walkways or other wide open areas. When possible the movement of the vacuum should be in a lawn mower motion. The vacuum bag should be empty before you start. In large open areas it is important to prepare a vacuuming plan so that the floor is not re-vacuumed unless this is the intention. The most efficient vacuuming method is to move the vacuum cleaner forward as far as possible. Turn and follow the path next to the last with a slight overlap.

EQUIPMENT: battery powered 27 to 36 inch wide vacuum.

CHEMICALS: none.

RESULTS: all floor surfaces will be clean of visible soil, debris surface dust and on carpet that would include foot prints. Pile that is capable of being moved will show vacuum tracks. Corners and edges will also be dust and litter free. Note: as with all types of vacuuming full vacuuming will normally performed with one or more other vacuuming tasks.

Task 114 – machine sweep

DESCRIPTION: power sweep all open areas using a machine sweeper.

TECHNIQUE: the appropriate place to use a motor driven sweeper would be basically open areas. Dirt and debris will need to be moved away from confining areas that the machine is unable to reach. The first step is normally to begin on the outer perimeter then move toward the center of the area to be swept. It is best to move in a straight line moving forward. Turn at the end of the area and proceed back. You may also use a circular motion if the area permits. Water should be lightly sprayed in outside areas if dust becomes a problem.

EQUIPMENT: power sweeper, yard broom.

CHEMICALS: none.

RESULTS: the swept area will be free of litter and soil. It may well leave fine dust and some difficult to reach litter, especially around walls and hard to reach areas.

Task 118 – clean drinking fountain

DESCRIPTION: clean and polish drinking fountains.

TECHNIQUE: cleaning the top of a drinking fountain requires spraying a microfiber cloth with a suitable cleaner. Brushed metal surfaces be removed using a cream cleaner, however, powder cleaners should not be used. Care must be taken to clean the spigot and leave no cleaners behind. The base of the fountain can be wiped with a microfiber cloth.

EQUIPMENT: microfiber wipe.

CHEMICALS: general purpose cleaner, disinfectant cleaner, metal polish.

RESULTS: the entire drinking fountain will be free of soil and water stains. Salt deposits and verdigris will be removed from the spigot depending on the condition of the top of the fountain.

Task 119 – police elevator cabs (*)

DESCRIPTION: police elevator cabs picking up and removing all trash. Wipe down panels, doors and interior walls to remove stains, hand prints and other visible soil.

TECHNIQUE: the policing of an elevator cab is the removal of obvious lint, debris and soil. Since policing is normally performed during open hours the elevator must not be out of service for any long period. Therefore if possible policing should be done by riding in the cab, when empty. Fingerprints need to be removed from the walls and inside the door. Special attention need to be paid to the call panel. The use of a microfiber wipe is best for this policing process.

EQUIPMENT: microfiber cloth, spray bottle, dust pan, broom.

CHEMICALS: general purpose cleaner.

RESULTS: policing will have removed all trash and debris, along with soil, stains and fingerprints from the walls and doors.

Task 139 – machine scrub elevator (*)

DESCRIPTION: machine scrub and recoat hard floor elevator.

TECHNIQUE: using key for elevator, turn elevator off while it is being scrubbed. Vacuum the floor first and apply cleaning solution of general purpose detergent. Allow the solution to sit for about five minutes. Using a small piece of pad, scrub out the corners and along the edges. Ensure the pad or brush is correctly placed on the machine and starting in the farthest corner, scrub the elevator. If using pads, they should be mildly abrasive, such as green nylon, or blue polyester. Pick up the cleaning solution using a flat mop or wet vacuum. Rinse with clear water. Using a microfiber wipe, wipe down base of elevator to remove any splash marks.

EQUIPMENT: standard floor machine (165-175 r.p.m.), microfiber flat mop, vacuum cleaner, microfiber wipes.

CHEMICALS: general purpose detergent.

RESULTS: hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to clean the polished surface and replace the top coat that has probably been removed by traffic and/or other dry polishing methods. **Note:** this task is probably performed in combination with other floor finishing and renovation tasks.

Task 140 – clean elevator ceilings (*)

DESCRIPTION: detail clean elevator cab ceilings.

TECHNIQUE: using key for the elevator, turn elevator off during cleaning operation. There are numerous types of elevator ceilings and a special technique may be required. Acoustic and soft ceilings should be vacuumed using a back pack or canister vacuum. If the ceiling is washable use a microfiber wipe and general purpose detergent to remove any soil. Care must be taken around light fixtures and electrical connections. Work in a corner to corner motion ensuring entire surface is covered.

EQUIPMENT: vacuum cleaner, microfiber wiper.

CHEMICALS: general purpose cleaner.

RESULTS: the ceiling will be free of dust and stains.

Task 141 – machine scrub restroom

DESCRIPTION: machine scrub all restroom floors using germicidal detergent.

TECHNIQUE: lift all movable items from floor and place on counter. Be careful not to scratch or mark counter. If necessary, cover counter first. Vacuum the floor and apply cleaning solution of disinfectant cleaner with microfiber mop. Allow to sit for five minutes and scrub using pads if floor surface is even and brush if ceramic or floor is uneven. Pads should be mildly abrasive and specified for scrubbing. Corners and edges should be scrubbed with a small piece of pad by hand. After scrubbing, pick up solution with a wet vacuum or wet mop. Rinse if necessary.

EQUIPMENT: standard floor machine (165-175 r.p.m.), wet vacuum, chemical dispensing system, wet flat mop.

CHEMICALS: disinfectant cleaner.

RESULTS: hard surface floors will have a deep clean look and a crisp even shine free of scrapes and marks. The aim of this task is to clean the polished surface so that it is free from soil stains and will be free of bacteria that is destroyed by the germicidal detergent used.

Task 157 – wash ceramic tile walls (mach)

DESCRIPTION: machine-wash all ceramic tile walls.

TECHNIQUE: place drop cloths on the floor. Attach washing microfiber wipes to machine and mix chemicals in correct dilution. Starting at the bottom of the wall in the corner, clean over about ten feet, move up the wall and clean over to the starting point. Continue until the top of the area to be cleaned is completed and move over to the next section. On completion, wipe up excess solution from the floor and wall.

EQUIPMENT: wall washing/ceiling cleaning machine, microfiber wipes ladder or scaffold.

CHEMICALS: general purpose detergent.

RESULTS: the entire wall and any grout will be free of all film, stains and detergent removable marks. The walls will be clean from top to bottom.

Task 163 – vacuum pipes

DESCRIPTION: using vacuum tool accessory-- high dust pipes, conduit and return air vents.

TECHNIQUE: using a curved tool and canister or back pack vacuum remove dust from overhead pipes, conduit and return air vents. Vacuum any litter that falls to the floor.

EQUIPMENT: canister or back pack vacuum; curved pipe or vacuum tool.

CHEMICALS: none.

RESULTS: pipes shall be free of all dust that was present when the vacuuming was performed.

Task 178 – dust light fixtures (*)

DESCRIPTION: dust ceiling light lenses.

TECHNIQUE: safety rules must be observed to reach the light fixture. This may mean a ladder or a scaffold depending on the height of the fixture. Care must be exercised at all times to insure the safety of the cleaner and that no damage is done to the light or the surrounding area. Insuring that the light is switched off, remove the egg crate if present then the bulb or tube. Wipe the reflector with a microfiber wipe or a long handled duster covered with a wipe. Wipe the bulb or tube and replace in the fixture. If necessary vacuum the egg crate and then re-latch. Before moving to the next fixture, insure that you wipe any finger or hand prints around the fixture.

EQUIPMENT: microfiber wipe, long handled duster, ladder.

CHEMICALS: none.

RESULTS: all light lenses will be dust and cobweb free.

Task 179 – clean refrigerator (*)

DESCRIPTION: clean refrigerator and empty contents at customer request.

TECHNIQUE: remove all of the contents from the refrigerator before cleaning. Using a disinfectant cleaner and microfiber wipe, wipe down the inside of the unit. Wipe all metal grills and inside of any drawers. Replace contents and wipe down exterior of unit including door gasket.

EQUIPMENT: microfiber wipe.

CHEMICALS: disinfectant cleaner.

RESULTS: the refrigerator shall be free of all marks on the interior and exterior surfaces. The interior shall be empty of all items with the exception of items marked for retention by the occupants. The interior shall be odor free.

Task 180 – spray buff elevator (*)

DESCRIPTION: spray buff hard surface elevator.

TECHNIQUE: turn off elevator and open doors. In spray buffing only the top layer of finish is removed along with any marks. A fresh reconditioning coat is then put down in the process. Either a commercial spray buff solution is used or more commonly, a dilution of floor finish and water diluted fifty/fifty, vacuum the floor first. Using the appropriate floor machine with the correct pad and a trigger sprayer, first spray the floor with a straight shot and in a side to side motion run over the sprayed area until it shines. Wipe any excess from the sides and baseboards on completion of the task.

EQUIPMENT: floor machine, trigger sprayer, microfiber wipe, scraper.

CHEMICALS: spray buff solution.

RESULTS: the elevator cab floor will be clean and exhibit a shine, of marks and stains. Edging around the cab walls will be clean and show no marks or stains.

Task 181 – strip/refinish elevator (*)

DESCRIPTION: strip and refinish hard floor-elevator.

TECHNIQUE: open elevator doors and turn elevator off. Vacuum the floor and then using a microfiber flat mop lay down the stripper using the wet mopping process. Wait for about five minutes in order to allow the stripper to work and scrub with a standard speed floor machine (165 r.p.m.) And a black or brown pad. Remove all layers of floor finish and soil in a side to side motion. Use a small piece of the pad to do the corners and along the edges. Use a wet vacuum or flat mop to pick up the excess solution. Damp mop the floor one or two times to remove all traces of the stripper and to neutralize the floor. Run a buffer over the floor to warm the floor and improve drying. Apply sufficient floor finish to completely cover and seal the floor with a floor finish mop.

EQUIPMENT: battery powered vacuum cleaner, standard floor machine, liquid application system, microfiber flat mop, scraper, finish bucket and wringer, wet vacuum, wipes.

CHEMICALS: stripper, floor finish, neutralizing solution (if necessary).

RESULTS: hard surface floors will have a deep clean look and a crisp even shine, free of scrapes and marks. The aim of this task is to remove all finish from the surface and coat with three coats of polish. Note: this task is probably performed in combination with other floor finishing and renovation tasks. It must also be noted that this task can and should be avoided by following other floor programs.

Task 182 – shampoo carpet-elevator (*)

DESCRIPTION: shampoo all carpeted elevator floors.

TECHNIQUE: turn elevator off and open doors. The elevator may be shampooed using any of the three standard methods: extraction, spin bonnet or shampoo machine. If carpets are to be walked on before having sufficient time to dry they should be removed and replacement mats put in.

EQUIPMENT: rotary, hot water extraction or shampoo machine.

CHEMICALS: carpet shampoo.

RESULTS: carpet is left with a clean and brighter appearance. Most stains and spills will have disappeared. Some may wick back; others may need a second cleaning. Carpet may be damp for up to an hour after cleaning. Note: although a specific frequency will be stated, it is always intended that this task is performed continuously and therefore some cabs may be cleaned more frequently than shown and some less.

Task 188 – pressure wash

DESCRIPTION: using pressure washer, remove all visible soil.

TECHNIQUE: sweep area to be cleaned first. Pre-spot or clean any stubborn spots. Use pressure washer in a side to side motion working backwards out of the area. Squeegee any excess water down the drain.

EQUIPMENT: pressure washer, brush, floor squeegee.

CHEMICALS: general purpose cleaner.

RESULTS: the area will be free of soil that would include oil based marks and stains removable by either a solvent or water based cleaner and water pressure.

Task 208 – spot clean partition glass

DESCRIPTION: spot clean partition and door glass.

TECHNIQUE: partition glass may be spot cleaned using a microfiber wipe and glass cleaner. Glass cleaner should be sprayed directly onto the wipe and then beginning in the center of the spot wipe toward the outer area of the spot using a circular motion being sure to blend in the clean area.

EQUIPMENT: microfiber wipe, spray bottle.

CHEMICALS: glass cleaner.

RESULTS: spots, stains and marks would be removed from both sides of all partitions as well as all door glass. The metal trim around the doors would also be included.

Task 209 – vacuum mats

DESCRIPTION: vacuum walk-off mats.

TECHNIQUE: the cleaner may use any standard vacuum cleaner when vacuuming mats. Periodic use of a beater bar head will help to dislodge embedded dirt. Mats can be vacuumed in place using a top to bottom action followed by a side to side action. In this way the mat is vacuumed in two directions having a cross hatch effect.

EQUIPMENT: battery powered, industrial vacuum cleaner.

CHEMICALS: none.

RESULTS: mats shall be free of visible soil and clean in appearance.

Task 224 – clean dry-erase boards

DESCRIPTION: clean dry-erase marker boards and trays when requested.

TECHNIQUE: magic marker boards must be wiped with a felt wiper. Beginning at the top of the board and moving the wiper across the board from left to right moving down the board toward the pen tray. Be sure to move the ink powder with the wiper. If the wrong ink pen has been used it can normally be removed using window cleaner.

EQUIPMENT: lint free pad or microfiber wipe.

CHEMICALS: none.

RESULTS: the board will be wiped clean and both the board and the tray will be free of marker dust.

Task 245 – clean coffee station (*)

DESCRIPTION: clean coffee machine and damp wipe counter top.

TECHNIQUE: the coffee station is defined as the counter around the coffee machine and the coffee machine. The cleaning of the coffee machine may well vary from damp wiping the exterior with a microfiber wipe to emptying and cleaning the coffee pots. Your supervisor will instruct you as to the extent of your cleaning.

EQUIPMENT: microfiber wipe, spray bottle.

CHEMICALS: general purpose cleaner.

RESULTS: the coffee machine exterior will be clean and stain free. The pot and coffee holder will be clean and stains will have been removed.

Task 249 – spot clean door glass (*)

DESCRIPTION: spot clean door glass and side glass.

TECHNIQUE: door and sidelight glass may be spot cleaned using a microfiber wipe and glass cleaner. Glass cleaner should be sprayed directly onto the wipe. Begin in the center of the spot and wipe toward the outer area of the spot. Use a circular motion being sure to blend in the clean area.

EQUIPMENT: microfiber wipe, spray bottle.

CHEMICALS: glass cleaner.

RESULTS: marks and stains that accumulate would be removed so that glass would be totally clean.

Task 266 – spot clean telephones

DESCRIPTION: spot clean telephones and sanitize receivers.

TECHNIQUE: spot cleaning should be performed with a microfiber wipe folded at least three times. In this way the wipe can be turned to provide clean surfaces. When spot cleaning telephones make sure that the phone hand piece is cleaned as well as the base. Spray the cleaner onto the wipe and not directly onto the surface.

EQUIPMENT: microfiber wipe and/or dusting wand.

CHEMICALS: general purpose cleaner, disinfectant cleaner.

RESULTS: both the ear and mouth piece will be free of stains and film. The hand set will not show any fingerprints. The base of the telephone will be also free of fingerprints and film. An approved disinfectant cleaner is used to sanitize receivers.

Task 268 – clean slop sinks (*)

DESCRIPTION: clean slop sinks.

TECHNIQUE: using a microfiber wipe and a general purpose cleaner wipe the inside and outside of the slop sink. Difficult to remove stains will need to be scrubbed with an abrasive pad. The taps and the back wall will also need to be wiped.

EQUIPMENT: microfiber wipe, scrub pad.

CHEMICALS: general purpose cleaner.

RESULTS: interior and exterior of slop sink shall be free of marks visible soil. Bright metal faucets shall be clean and streak free without any residue present.

Task 276 – remove recyclable trash

DESCRIPTION: remove recyclable paper trash and store in designated area.

TECHNIQUE: as the recycled trash pick-up container bags are filled they should be taken to a pre-determined pick-up spot. This could be by the freight or a designated passenger elevator or other designated area. The bags should be placed on a mat to protect the floor.

EQUIPMENT: trash pick-up container, plastic bags.

CHEMICALS: none.

RESULTS: all recyclable trash containers will be empty and will have been wiped to remove any marks. Recyclable materials will have been removed and stored in the designated area.

Task 292 – polish elevator thresholds (*)

DESCRIPTION: polish threshold plates in front of each elevator entry.

TECHNIQUE: open elevator doors and turn elevator off. Apply approved cleaner to a micro fiber wipe and apply to the metal being sure to move in the direction of the grain. When the polish dries, buff to a shine and remove any excess.

EQUIPMENT: micro fiber wipe.

CHEMICALS: metal polish or general purpose cleaner.

RESULTS: all elevator threshold plates will be clean and have a reflective shine.

Task 295 – machine scrub escalator (*)

DESCRIPTION: machine scrub escalator steps to remove soil and grease within the metal grooves.

TECHNIQUE: several separate steps are required to machine scrub an escalator. The treads are best cleaned of dust and other debris by standing at the base and vacuuming the moving treads. Stains or spills will need to be removed by the scrubbing process. Base plates will need to be damp mopped or wiped with a damp micro fiber wipe. In either case a general purpose cleaner will need to be used. Using as little moisture as possible and either a grout hog or roto-wash machine scrub each plate by holding the machine at the base step and allowing the machine to run while scrubbing.

EQUIPMENT: cloths, spray bottle, wand type vacuum cleaner, micro fiber flat mop, roto wash of grout hog.

CHEMICALS: glass cleaner, general purpose cleaner.

RESULTS: the escalator treads will be free of oil streaks and the treads will be clean and reflect a dull shine.

Task 304 – police floors (3x per shift)

DESCRIPTION: police hard surface floors to pick up obvious litter, including cigarette butts three times during each shift.

TECHNIQUE: the process of policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This process will be repeated up to three times per shift.

EQUIPMENT: dust pan and broom.

CHEMICALS: none.

RESULTS: by specifically targeting obvious litter and debris all removable litter will be removed. This will be repeated three times per shift.

Task 305 – police public elevator (3x per shift)

DESCRIPTION: police elevator cabs to remove litter, spot clean cab walls and call buttons three times during each shift.

TECHNIQUE: the policing of elevators is designed to remove the obvious litter and debris that has accumulated during the day on at least three times per shift. Policing would also include the wiping of obvious spots that accumulate on the directory panel during the shift period. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. For spot cleaning a cleaning wipe sprayed with cleaning solution should be used to wipe spots and stains. This process is to be repeated up to three times per shift.

EQUIPMENT: dust pan and broom.

CHEMICALS: general purpose cleaner and/or glass cleaner.

RESULTS: policing will have removed all trash and debris, along with soil, stains and fingerprints from the walls and doors. This will performed three times during each shift.

Task 329 – auto-riding scrub

DESCRIPTION: scrub all open hard surface floors using a riding scrubber.

TECHNIQUE: the auto scrubber should be checked to insure it is mechanically correct. Fill solution tank, and check the blade lift mechanism. Check to be sure the pads are placed correctly on the drive blocks to avoid any vibration. Move the scrubber to the beginning point, and place the "wet floor" signs in place. Begin the machine's forward motion as close to the wall as possible. Adjust the cleaning solution flow to allow total pick-up with the wet vacuuming action. Move the scrubber forward in a straight line so that the blade contains all the cleaning solution. Shut off the cleaning solution at least three seconds before making a turn or stopping the machine. In this way the cleaning solution can all be contained by the vacuuming system. Care must be taken when turning not to make too wide a swing and that the cleaning solution is turned off during the turn. Excess cleaning solution will need to be picked up with a micro fiber flat mop.

EQUIPMENT: auto scrubber, micro fiber flat mop.

CHEMICALS: general purpose cleaner.

RESULTS: hard surface areas will have a deep clean look. Because of the size of the hard surface area, the aim of this task is to clean the surface of the floor efficiently.

Task 331 – automatic extract carpets

DESCRIPTION: extract carpets using an automatic extractor.

TECHNIQUE: the carpet initially needs to be vacuumed using a machine with a power driven head. Next any obvious spots should be pre-spotted using an approved spotter. Place a few drops on the spot and tamp in using a stiff bristle brush. Cleaning solution should be carefully measured into the holding tank and then filled with hot water. The first area to be worked will be the perimeter of the area to be cleaned. By moving the machine over the carpet you are spraying the cleaning solution on the carpet and then vacuuming up the soiled liquid. Care must be taken not to apply excessive liquid. Accomplish this by not spraying carpet for the final second of the extractor being dragged over the carpet. After the entire area is cleaned, the traffic lanes should be vacuumed and pile lifted to pull lingering dirt out of the carpet. Extracting traffic lanes is actually extracting the heavily soiled areas, and removing pots and spills using the extraction system.

EQUIPMENT: carpet extractor, power vacuum cleaner, or pile lifter.

CHEMICALS: spot cleaner, extraction cleaner.

RESULTS: carpet is left with a clean and brighter appearance. Most stains and spills will have disappeared. Some may wick back; others may need a second cleaning. Carpet may be damp for up to an hour after cleaning. Note: although a specific frequency will be stated, it is always intended that this task is performed continuously and therefore some areas may be cleaned more frequently than shown and some less.

Task 332 – police restrooms (4x per shift)

DESCRIPTION: police restrooms four times during the shift to clean normal spills, remove stains, replenish supplies and empty and remove trash.

TECHNIQUE: preparation: the cleaning caddy should be taken into the restroom, if possible, and a sign placed on the door showing the restroom is being policed. The floor needs to be vacuumed using a battery powered vacuum cleaner. Next any obvious spots should be spot mopped using a microfiber flat mop. Care must be taken not to apply excessive liquid.

Policing restrooms requires the following steps:

Step 1 - check the waste paper dispensers and empty all waste hand towel containers, and sanitary napkin containers. Refill all dispensers. Hand towel, toilet paper, seat covers, hand soap and sanitary products.

Step 2 - spray microfiber wipe with restroom cleaner and wipe the counter tops and sinks.

Step 3 - check all toilets and urinals and wipe any stains that are present. If any stains are present, wipe the outside of the toilets and urinals using a wipe and dry with a separate wipe.

Step 4 - spot wipe the partitions and dust the tops. Wipe the towel holders and spot clean the walls light switches and doors. Cleaning material should be sprayed onto the microfiber wipe.

Step 5 - spot clean the mirrors using the glass cleaner and a wipe.

Step 6 - use a lobby pan and broom to remove debris from the corners, edges and behind the toilets around partitions and from the open floor. The floor needs to be vacuumed using a machine with a power driven head. Next any obvious spots should be spot mopped using a microfiber flat mop. Care must be taken not to apply excessive liquid.

EQUIPMENT: battery powered vacuum cleaner, restroom caddy, floor sign, microfiber wipes and flat mops.

CHEMICALS: general purpose cleaner, disinfectant cleaner.

RESULTS: the restroom should have a clean scent or no odor at all. Toilets and urinals should be free of stains and water spots. Sinks and hardware will be clean and bright. Counters will be clean and dry. All dispensers will be at least 80% full and stainless surfaces will shine and be streak free. Mirrors will be clean to the top and have no streaks or dust. Partitions will be smudge and dust free. Floor will be clean and dry. Corners and edges will show minimal signs of film and mop marks. Vents should look clean and have little or no dust. **Note:** two assumptions must be made: 1. These conditions exist immediately after cleaning and allowance is made for any usage. 2. Dust can accumulate between scheduled cleaning and therefore dust may be present in a totally acceptable area.

Task 401 – vacuum hard surface floor

DESCRIPTION: using a battery powered vacuum and a hard surface floor foot tool, vacuum all hard surface floors.

TECHNIQUE: it is important to keep the floor tool flat on the floor and not to raise it as the cleaner moves forward. Using a head of appropriate width for the area to be covered is most important.

EQUIPMENT: hard surface floor tool, tank or back pack vacuum; battery powered.

CHEMICALS: none.

RESULTS: all hard surface floors will be free of debris, litter and virtually all dust.

Task 454 – police hard surface floors (1x per hour)

DESCRIPTION: police hard surface floors to pick up obvious litter and debris at least once per hour.

TECHNIQUE: the process of policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This task will be repeated hourly.

EQUIPMENT: dust pan and broom.

CHEMICALS: none.

RESULTS: by specifically targeting obvious litter and debris all removable litter will be removed. This will be repeated hourly.

Task 519 – spot clean baggage carousel (*)

DESCRIPTION: spot clean moving baggage belts/metal surfaces taking care to remove all sticky labels and i.d. Tags which have transferred from baggage.

TECHNIQUE: spot clean moving baggage belts/metal surfaces taking care to remove all sticky labels and i.d. Tags which have transferred from baggage. This task requires coordination with terminal management and the baggage control room prior to beginning task.

EQUIPMENT: microfiber wipe.

CHEMICALS: general purpose cleaner.

RESULTS: all baggage carousels will be free of stains and trash.

Task 630 – police food court (*)

DESCRIPTION: continuously police tables and remove all trash during meal periods.

TECHNIQUE: the process of policing an area is designed to remove the obvious litter and debris that has accumulated in the food court. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. Food trays will need to be returned to the cleaning area or wiped with a micro fiber wipe and restacked.

EQUIPMENT: dust pan and broom, micro fiber wipe.

CHEMICALS: approved detergent.

RESULTS: the general area should be free of all obvious litter.

Task 647 – police carpets-retail (4x per shift)

DESCRIPTION: police carpeted merchandise sales area to remove obvious litter and debris at least four times during the shift.

TECHNIQUE: this could be called cosmetic cleaning as the aim is to remove the obvious debris on top of the carpet. Its purpose is to remove dust and debris from the area. For this reason the equipment of choice is either a battery powered vacuum cleaner or a battery powered sweeper.

EQUIPMENT: battery powered vacuum or power sweeper.

CHEMICALS: none.

RESULTS: the general area should be free of all obvious litter.

Task 655 – police (2x per day)

DESCRIPTION: pick up obvious litter, once mid-morning and once mid-afternoon.

TECHNIQUE: the aim of this task is to remove the debris and litter from hard surface floors. The method will differ from picking up by hand to using a vacuum cleaner or sweeper. The important point is to insure that litter is not missed as the cleaners and management pass through the areas.

EQUIPMENT: vacuum cleaner or sweeper, trash container.

CHEMICALS: none.

RESULTS: the general area should be free of all obvious litter.

Task 681 – (2x per shift)

DESCRIPTION: police escalators to remove litter and debris and spot clean hand rails and sides at least twice during the shift.

TECHNIQUE: policing of escalators refers to the pick-up of obvious debris from the treads and landings. Typically this debris will be picked up by hand. If many pieces of debris are normally present then the cleaner will use a dust pan and long handled broom. While the cleaner is riding on the escalator it is the perfect opportunity to wipe the hand rail and remove simple spots from the sides. This should be done with a folded micro fiber wipe pre-sprayed with general purpose or glass cleaner. This task is to be repeated twice per shift.

EQUIPMENT: micro fiber wipe, dust pan, broom, spray bottle.

CHEMICALS: general purpose cleaner.

RESULTS: all the metal and glass surfaces of the escalator will be free of dust, debris, finger and hand prints and stains, removable the standard techniques of damp and/or dry wiping.

Task 697 – police (4x per shift)

DESCRIPTION: pick up all obvious litter, including cigarette butts four times during each shift.

TECHNIQUE: the process of policing an area is designed to remove the obvious litter and debris that has accumulated in the area of responsibility. The method may require the use of a long handled pan and broom or simply require the cleaner to pick up the litter by hand. This task will be repeated four times per shift.

EQUIPMENT: dust pan and broom.

CHEMICALS: none.

RESULTS: the general area should be free of all obvious litter at virtually all times.

Task 770 – clean refrigerator/freezer exterior

DESCRIPTION: using microfiber wipes and a general purpose detergent wipe the exterior of the refrigerator/ freezer to remove all visible soil.

TECHNIQUE: using a microfiber wipe and general purpose detergent, wipe the refrigerator surface to remove stains or soil from all visible surfaces. The surfaces include the front, top and both sides.

EQUIPMENT: microfiber wipes.

CHEMICALS: general purpose cleaner.

RESULTS: all removable soil and stains will be gone from the refrigerator/freezer exterior surfaces.

Task 827 – damp mop with germicide

DESCRIPTION: damp mop hard surface floors with germicide solution, changing concentration of chemical every other cleaning frequency.

TECHNIQUE: damp mopping is the controlled wetting of the hard surface floor using a microfiber flat mop and approved germicidal solution. The cleaner must be mixed at the correct use dilution and placed in a dispensing system. . Beginning at the edge of the area, pull the flat mop on the floor outlining an area no larger in size than ten feet square. Then fill in the center of the square or rectangle with a side to side action. If splashing occurs, wipe off any moisture immediately with a microfiber wipe.

EQUIPMENT: microfiber wipe and flat mop, chemical dispensing system.

CHEMICALS: germicide or germicidal detergent.

RESULTS: all spills, marks and spots shall be been removed and a germicidal solution shall have been used to reduce bacteria counts and odors.

Task 999 – spot clean lockers

DESCRIPTION: spot clean exterior of lockers, removing all marks and graffiti.

TECHNIQUE: using a microfiber wipe and a suitable general purpose cleaner, remove the marks and graffiti from the exterior of the lockers. Do not spray on the spot. Spray on the wipe and work from the center of the spot out, applying gentle pressure.

EQUIPMENT: microfiber wipe, trigger spray container.

CHEMICALS: general purpose cleaner.

RESULTS: lockers will be free of all visible soil.

Task 3256 – police and freshen corridors

DESCRIPTION: police all aisles, corridors, halls and walkways inside the facility to remove litter and stains prior to a full clean: or following a full clean based on a daily or twice a day frequency.

TECHNIQUE: the corridors and aisles to a building is the area where many people judge the cleaning quality of the building. For that reason the doors must be spot cleaned and the entry mats need to be vacuumed during the day. Any trash containers should be emptied and the spots on either carpet or hard surface floors need to be vacuumed.

EQUIPMENT: micro fiber mops and wipes.

CHEMICALS: general purpose cleaner.

RESULTS: by specifically targeting obvious litter and debris all removable litter will be removed. The corridors will be free of soil and litter.

Total tasks in report

SUHUA ZHAO October 2010

NOTE: REFER TO CIVIL FOR ADDITIONAL INFORMATION.

02 TUG TUNNEL FLOOR PLAN
SCALE: 1"=20'-0"



KEY PLAN

SHEET:
A02.10
REVISION NO: **LS-004**



**EXHIBIT C to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY," and
PRIDE Industries, Inc.,
hereinafter referred to as "CONTRACTOR"**

Minimum Insurance Requirements

Without limiting CONTRACTOR' indemnification, CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the CONTRACTOR, its agents, representatives or employees. COUNTY shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of the COUNTY's Risk Manager, insurance provisions in these requirements do not provide adequate protection for COUNTY and for members of the public, COUNTY may require CONTRACTOR to obtain insurance sufficient in coverage, form and amount to provide adequate protection. COUNTY's requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

Verification of Coverage

CONTRACTOR shall furnish the COUNTY with certificates evidencing coverage required below. Copies of required endorsements must be attached to provided certificates. The COUNTY's Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of the COUNTY and the general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by the COUNTY before performance commences. The COUNTY reserves the right to require that CONTRACTOR provide complete, certified copies of any policy of insurance offered in compliance with these specifications.

Scope and Limits of Insurance

General Liability

General Liability insurance including, but not limited to, protection for claims of bodily injury and property damage for premises and operations liability, personal and advertising injury liability, products and completed operations liability, contractual liability, and XCU coverages (explosion, collapse and underground). Coverage shall be at least as broad as "Insurance Services Office Commercial General Liability Coverage Form CG 0001" (occurrence). The limits of liability shall be not less than:

Each Occurrence	Five Million Dollars (\$5,000,000)
Personal & Advertising Injury	One Million Dollars (\$1,000,000)
Products and Completed Operations Aggregate	Five Million Dollars (\$5,000,000)
General Aggregate	Five Million Dollars (\$5,000,000)
Fire Damage	One Hundred Thousand Dollars (\$100,000)

Contractors engaged in projects of construction shall have their general liability Aggregate Limit of Insurance endorsed to apply separately to each job site or project, as provided for by Insurance Services Office form CG-2503 Amendment-Aggregate Limits of Insurance (Per Project).

Automobile Liability

Automobile Liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of owned, hired, and non-owned automobiles. Coverage shall be at least as broad as "Insurance Services Office Business Auto Coverage Form CA 0001," symbol 1 (any auto) for Corporate/Business owned vehicles. The limits of liability for Corporate/Business owned vehicles operated airside shall not be less than:

Bodily Injury and Property Damage Combined Single Limit	Five Million Dollars (\$5,000,000)
--	------------------------------------

Personal Automobile Liability insurance shall be acceptable for individually owned vehicles operated landside only. The limits of liability for individually owned vehicles shall not be less than:

\$250,000 per person, \$500,000 each accident and \$100,000 property damage
(This does NOT apply to employee owned vehicles.)

Workers' Compensation and Employers' Liability

Workers' Compensation insurance, with coverage as required by the State of California (unless the CONTRACTOR is a qualified self-insurer with the State of California), and Employers' Liability coverage. The limits of Employers' Liability shall not be less than:

Each Accident (\$1,000,000)	One Million Dollars
Disease Each Employee (\$1,000,000)	One Million Dollars
Disease Policy Limit (\$1,000,000)	One Million Dollars

The Workers' Compensation policy required hereunder shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against the COUNTY, its officers, officials, employees, agents or volunteers.

In the event the CONTRACTOR is self-insured, the CONTRACTOR shall furnish a Certificate of Permission to Self-Insure by the Department of Industrial Relations Administration of Self-Insurance, Sacramento.

Excess or Umbrella Liability

Umbrella or Excess Liability policies are acceptable and shall provide liability coverages that at least follows form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, and Employers' Liability.

Contractor's Equipment

The CONTRACTOR, and each of its SUB-CONTRACTORS, shall separately insure its own equipment for loss and damage. The CONTRACTOR's Property and Inland Marine policies shall include, or be endorsed to include, a waiver of subrogation against the COUNTY, its officers, officials, employees, agents, and volunteers which might arise by reason of damage to the CONTRACTOR'S property or equipment (owned, leased or borrowed) in connection with work performed under this Agreement by the CONTRACTOR.

Builder's Risk/Installation Insurance

When stated as a requirement in the Special Provisions, the CONTRACTOR shall procure, maintain, and keep in force at all times during the term of the Contract and until the date of transfer of the insurable interest to and acceptance by the County, at the CONTRACTOR's sole expense, Builder's Risk/Installation insurance with limits of liability equal to one hundred percent (100%) of the contract value of the Work. Valuation shall include the cost of materials and the cost of labor to install materials.

- a. Coverage shall be written on a completed value, non-reporting form, on a replacement cost basis, and shall cover the property against all risks of physical loss or damage including:
 - i. land movement and flood
 - ii. loss that ensues from design error, defective materials, or faulty workmanship
 - iii. mechanical breakdown or electrical damage including testing, magnetic disturbance and changes in temperature or humidity.

The property covered shall include the Work, including any materials, equipment, or other items to be incorporated therein while the same are located at the construction site, stored off site, while in transit or at the place of manufacture. The policy shall contain a provision that the interests of the COUNTY, the CONTRACTOR, and its Subcontractors are covered and that any loss shall be payable to the COUNTY, the CONTRACTOR, and its Subcontractors as their interests may appear.

When stated as a requirement in the Special Provisions, Builders Risk/Installation insurance shall include Delay in Opening coverage with limits of liability, and for the period of time, as set forth in the Special Provisions. Coverage shall include debt service, expense, loss of earnings or rental income or other loss incurred by the COUNTY, without deduction, due to the failure of the project being completed on schedule.

- b. The maximum deductible for land movement and flood allowable under this policy shall be five percent (5%) of replacement value at the time of loss per occurrence and in the aggregate (if commercially available and at a reasonable cost) or, five percent (5%) of the contract value of the Work per occurrence and in the aggregate. The maximum deductible for all other perils allowable under this policy shall be ten thousand dollars (\$10,000) unless approved by the Agency. All deductibles shall be borne solely by the CONTRACTOR, and the COUNTY shall not be responsible to pay any deductible, in whole or in part.
- c. The COUNTY and the CONTRACTOR waive all rights against each other and against all other contractors and their subcontractors for loss or damage to the extent reimbursed by Builders' Risk/Installation insurance or any other property or equipment insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance. If the policies of insurance referred to in this section require an endorsement or consent of the insurance company to provide for continued coverage where there is a waiver of subrogation, the owners of such policies will cause them to be so endorsed to obtain such consent.
- d. If not covered by Builders' Risk/Installation insurance or any other property or equipment insurance required by this Contract, CONTRACTOR shall procure, maintain, and keep in force at all times during the term of the Contract, at the CONTRACTOR's sole expense, property insurance for portions of the CONTRACTOR's work and/or equipment to be incorporated therein stored offsite or in transit.

Claims Made Professional Liability Insurance

Professional Liability or Errors and Omissions Liability insurance appropriate to the CONTRACTOR's profession.

If professional liability coverage is written on a Claims Made form:

- a. The "Retro Date" must be shown, and must be on or before the date of the Agreement or the beginning of Agreement performance by CONTRACTOR.
- b. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.
- c. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

Other Insurance Provisions

- 1. The CONTRACTOR's General Liability, Automobile Liability, and any Excess or Umbrella Liability, shall contain the following provisions:
 - a. The COUNTY, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds as respects liability arising out of the activities performed by or on behalf of the CONTRACTOR, products and

- completed operations of the CONTRACTOR, premises owned, occupied, or used by the CONTRACTOR, or automobiles owned, leased, hired, or borrowed by the CONTRACTOR. The policy shall contain no special or endorsed limitations on the scope of coverage afforded to the COUNTY, its officers, officials, employees, agents, or volunteers unless approved by the COUNTY'S Risk Manager.
- b. For any claims related to this Agreement, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, officials, employees, agents, or volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents, or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting or other provisions of the policies on the part of the CONTRACTOR, including breaches of warranties, shall not affect coverage provided to the COUNTY, its officers, officials, employees, agents, or volunteers.
- 2. The CONTRACTOR's General Liability and any Excess or Umbrella Liability insurance policies shall contain an endorsement stating that any aggregate limits shall apply separately to each job site or project.
 - 3. policy required by this The CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - 4. Any deductibles or self-insured retention that apply to any insurance required by the Agreement must be declared and approved in writing by the COUNTY.
 - 5. The CONTRACTOR shall maintain all insurance coverages in place at all times and provide the COUNTY with evidence of each policy's renewal ten (10) days in advance of its anniversary date. Each insurance Agreement shall state that coverage shall not be canceled except after thirty (30) days' written notice for cancellation or non-renewal has been given to the COUNTY. For non-payment of premium, 10 days prior written notice of cancellation is required.
 - 6. All of the CONTRACTOR's insurance coverage, except as noted below, shall be placed with insurance companies with a current A.M. Best rating of at least A-:VII
Exceptions:
 - a. Underwriters at Lloyd's of London, which are not rated by A.M. Best.
 - b. Workers' Compensation that is provided through a State Compensation Insurance Fund or a qualified self-insurer for Workers' Compensation under California law.
 - c. For liability insurance required under Environmental Liability Insurance, the insurance shall be placed with insurance companies with a current A.M. Best rating of at least B+:VII. Civil Code Provision. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.
 - 7. The COUNTY, at its discretion, may require new types of insurance coverage or increase the limits of insurance coverage required hereunder at any time during the term of the Agreement by giving thirty (30) days written notice to the CONTRACTOR. CONTRACTOR shall immediately procure such insurance or increase the limits of coverage and provide certificates of insurance, including

copies of all required endorsements, to the COUNTY within thirty (30) days of receipt of the COUNTY's request.

8. The required insurance coverage shall be subject to the approval of the COUNTY, but any acceptance of insurance certificates by the COUNTY shall in no way limit or relieve the CONTRACTOR of its duties and responsibilities in this Agreement.
9. If the CONTRACTOR fails to procure or maintain insurance as required by this Section or fails to furnish the COUNTY with proof of such insurance, the COUNTY, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the COUNTY shall be deducted and retained from any sums due the CONTRACTOR under the Agreement. Failure of the COUNTY to obtain such insurance shall in no way relieve the CONTRACTOR from any of the CONTRACTOR's responsibilities under the Agreement. Any failure of the CONTRACTOR to maintain any item of the required insurance is sufficient cause for termination of the Agreement.
10. The making of progress payments to the CONTRACTOR shall not be construed as relieving the CONTRACTOR of responsibility for loss or damage, or destruction occurring prior to final acceptance by the COUNTY.
11. The COUNTY is authorized to execute amendments and waivers, with or without conditions, to the insurance requirements of the Agreement. The COUNTY will provide such amendments or waivers in writing to the CONTRACTOR.
14. CONTRACTOR shall be responsible for the acts and omissions of all its sub-contractors and shall require all its sub-contractors to maintain adequate insurance.
15. The failure of the COUNTY to enforce in a timely manner any of the provisions of this Section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the Agreement.

Notification of Accident, Occurrence or Claim

1. The CONTRACTOR shall report by telephone to the COUNTY within twenty-four (24) hours and also report in writing to the COUNTY within fifteen (15) days after the CONTRACTOR or any sub-contractors or agents have knowledge of any accident or occurrence involving death of or injury to any person or persons, or damage in excess of ten thousand dollars (\$10,000) to the Work, property of the COUNTY or others, arising out of any work done by or on behalf of the CONTRACTOR as part of the Agreement. Such report shall contain:
 - a. the date and time of the occurrence,
 - b. the names and addresses of all persons involved, and
 - c. a description of the accident or occurrence and the nature and extent of injury or damage.
2. If any claim for damages is filed with CONTRACTOR or if any lawsuit is instituted against CONTRACTOR, that arise out of or are in any way connected with CONTRACTOR's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect COUNTY, CONTRACTOR shall give prompt and timely notice thereof to COUNTY. Notice shall be prompt and timely if given within thirty (30) days

following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

Responsibility for Fines for Violation of Environmental Regulations

CONTRACTOR shall assume sole responsibility for and payment of any fines levied on either the COUNTY or the CONTRACTOR by any local, state or federal authority (hereinafter Authority) for breaches of the Authority's environmental regulations. The CONTRACTOR agrees to be solely liable for the payment of all fines regardless of whether the fines are a result of the sole or partial acts or omissions of the CONTRACTOR. In addition, the CONTRACTOR understands and acknowledges that, during the course of construction, the environmental regulations implemented or imposed by the Authority on the COUNTY may change and the CONTRACTOR specifically agrees to comply with any future environmental regulations implemented or imposed by the Authority on the COUNTY.

CONTRACTOR shall pay all fines levied by the Authority on the CONTRACTOR or the COUNTY when levied or, if the CONTRACTOR believes that a violation of the Authority's regulations did not occur, appeal the levy of the fine to the Authority. Until the fine is paid or withdrawn by the Authority, the COUNTY shall deduct the amount of the fine from the monthly partial payments owed the CONTRACTOR for work performed on the project and hold the payment(s) in reserve until the fine is paid or withdrawn by the Authority. After the CONTRACTOR pays the fine or, the Authority withdraws the fine, the COUNTY will pay the withheld monies to the CONTRACTOR with the next monthly partial payment for work performed on the project.

**Exhibit D to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY," and
PRIDE Industires, Inc.,
hereinafter referred to as "CONTRACTOR"**

COMPENSATION

I. MAXIMUM PAYMENT TO CONTRACTOR

The Maximum Total Payment Amount under this Agreement is: \$10,364,326.

Of the Maximum Total Payment Amount, \$1,000,000 is a contingency amount to cover incidental labor and/or equipment purchases required due to special projects, emergencies and/or an increase in service needs. Any increase or additional work shall be billed at the rates attached in Exhibit D-1.

II. BILLING RATES AND ANNUAL FEES

Exhibit D-, attached and incorporated hereto, sets forth the annual fixed fee payable by COUNTY to CONTRACTOR. Any services outside the specified scope of work shall be billed on a time and materials basis at the applicable rates for the personnel required to perform the work.

POSITION	NUMBER OF POSITIONS	PRODUCTIVITY	RATE PER HOUR					
			Year One	Year Two	Year Three	Year Four	Year Five	
Project Manager	1	2,080	34.83	35.53	36.24	36.96	37.70	
Supervisor	3	6,240	25.58	26.09	26.61	27.14	27.68	
Lead	1	2,080	17.66	18.01	18.37	18.74	19.11	
Utility Lead	1	2,080	18.98	19.36	19.75	20.15	20.55	
Utility Technician	2	4,160	16.99	17.33	17.68	18.03	18.39	
Custodian	54	95,784	14.83	15.13	15.43	15.74	16.05	
Annual Payout*		Year One	Year Two	Year Three	Year Four	Year Five	5 Yr Contingency	Total Contract Price
		\$ 1,799,434	\$ 1,835,422	\$ 1,872,131	\$ 1,909,574	\$ 1,947,765	\$ 1,000,000	\$ 9,364,326
		Maximum Monthly Payment*		\$ 149,952.83	\$ 152,951.83	\$156,010.91	\$ 159,131.16	\$ 162,313.75

*Annual Payout and Maximum Monthly Payment does not include available contingency. These amounts are subject to change should there be SERVICE CHANGES or a request for SPECIAL SERVICES as allowed under section I. SCOPE OF SERVICES of the agreement.

**EXHIBIT E to Agreement
between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY," and
PRIDE Industries, Inc.,
hereinafter referred to as "CONTRACTOR"**

FAA ASSURANCES

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of the grant offer by the sponsor, these assurances are incorporated in and become part of the grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor. The terms, conditions and assurances of the grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor. The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor. Unless otherwise specified in the grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in section C apply to planning projects. The terms, conditions, and assurances of the grant agreement shall remain in full force and effect during the life of the project.

C. Sponsor Certification. The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements. It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C.470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C.4012a.¹
- l. Title 49 ,U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Civil Rights Act of 1964 - Title VI - 42 U.S.C. 2000d through d-4.
- o. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- p. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- q. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- r. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C.8373.¹
- s. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- t. Copeland Anti kickback Act - 18 U.S.C. 874.1
- u. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- w. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- x. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

Executive Orders

Executive Order 11246 - Equal Employment Opportunity¹
Executive Order 11990 - Protection of Wetlands
Executive Order 11998 – Flood Plain Management
Executive Order 12372 - Intergovernmental Review of Federal Programs.
Executive Order 12699 - Seismic Safety of Federal and Federally Assisted
New Building Construction¹
Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 14 CFR Part 13 - Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 - Rules of Practice For Federally Assisted
Airport Enforcement Proceedings.
- c. 14 CFR Part 150 - Airport noise compatibility planning.
- d. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- e. 29 CFR Part 3 - Contractors and subcontractors on public building
or public work financed in whole or part by loans or grants from the
United States.¹
- f. 29 CFR Part 5 - Labor standards provisions applicable to
contracts covering federally financed and assisted construction (also
labor standards provisions applicable to non-construction contracts
subject to the Contract Work Hours and Safety Standards Act).¹
- g. 41 CFR Part 60 - Office of Federal Contract Compliance Programs,
Equal Employment Opportunity, Department of Labor (Federal and
federally assisted contracting requirements).¹
- h. 49 CFR Part 18 - Uniform administrative requirements for grants
and cooperative agreements to state and local governments.³
- i. 49 CFR Part 20 - New restrictions on lobbying.
- j. 49 CFR Part 21 - Nondiscrimination in federally-assisted programs
of the Department of Transportation - effectuation of Title VI of the
Civil Rights Act of 1964.
- k. 49 CFR Part 23 - Participation by Disadvantage Business
Enterprise in Airport Concessions.
- l. 49 CFR Part 24 - Uniform relocation assistance and real
property acquisition for Federal and federally assisted programs.^{1 2}
- m. 49 CFR Part 26 – Participation By Disadvantaged Business
Enterprises in Department of Transportation Programs.
- n. 49 CFR Part 27 - Nondiscrimination on the basis of handicap in
programs and activities receiving or benefiting from Federal
financial assistance.
- o. 49 CFR Part 29 – Government wide debarment and suspension
(non-procurement) and government wide requirements for drug-
free workplace (grants).
- p. 49 CFR Part 30 - Denial of public works contracts to suppliers of
goods and services of countries that deny procurement market
access to U.S. contractors.

- q. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

Office of Management and Budget Circulars

- a. A-87 - Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 - Audits of States, Local Governments, and Non-Profit Organizations

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 49 CFR Part 18 and OMB Circular A-87 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in the grant agreement.

2. Responsibility and Authority of the Sponsor.

a. **Public Agency Sponsor:** It has legal authority to apply for the grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. **Private Sponsor:** It has legal authority to apply for the grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability. It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under the grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in the grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in the grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of the grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will

take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.

e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in the grant agreement and shall insure that such arrangement also requires compliance therewith.

6. Consistency with Local Plans. The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest. It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users. In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings. In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Air and Water Quality Standards. In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of

certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

11. Pavement Preventive Maintenance. With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites. For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to the grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which the grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates. It shall include, in all contracts in excess of \$2,000 for work on any projects funded under the grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor,

and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference. It shall include in all contracts for work on any project funded under the grant agreement which involve labor, such provisions as are necessary to ensure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Veterans of the Vietnam era and disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications. It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into the grant agreement.

17. Construction Inspection and Approval. It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects. In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.

g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.

h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

(1) Operating the airport's aeronautical facilities whenever required;

(2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and

(3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation. It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use. It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - (1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - (2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

e. Each air carrier using such airport (whether as a tenant, non tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non tenants and signatory carriers and non signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.

g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights. It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and

b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter

flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure. It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. Provided, however, that if covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections. It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of the grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail: (i) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and (ii) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft. It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or

- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities. It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; and (3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities.

30. Civil Rights. It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin,

sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from funds received from this grant. This assurance obligates the sponsor for the period during which Federal financial assistance is extended to the program, except where Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon in which case the assurance obligates the sponsor or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or (b) the period during which the sponsor retains ownership or possession of the property.

31. Disposal of Land.

a. For land purchased under a grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will, at the discretion of the Secretary, (1) be paid to the Secretary for deposit in the Trust Fund, or (2) be reinvested in an approved noise compatibility project as prescribed by the Secretary, including the purchase of nonresidential buildings or property in the vicinity of residential buildings or property previously purchased by the airport as part of a noise compatibility program.

b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested in another eligible airport improvement project or projects approved by the Secretary at that airport or within the national airport system, or (2) be paid to the Secretary for deposit in the Trust Fund if no eligible project exists.

c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services. It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions. It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications. It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated _____ and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition. (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses. The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. non discrimination in the award

and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement.

Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).

38. Hangar Construction. If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-

1. Describes the requests;
2. Provides an explanation as to why the requests could not be accommodated; and
3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.

b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

RESOLUTION NO. 2016-0386

AUTHORIZE THE DIRECTOR OF AIRPORTS TO EXECUTE THE FIRST AMENDMENT TO THE AGREEMENT FOR CUSTODIAL SERVICES CENTRAL TERMINAL B, AIRSIDE CONCOURSE B AND ASSOCIATED FOOD COURTS WITH PRIDE INDUSTRIES ONE, INC. AT SACRAMENTO INTERNATIONAL AIRPORT

WHEREAS, on May 24, 2011, the Sacramento County Board of Supervisors adopted Resolution 2011-0384 which authorized the Director of Airports to execute the Agreement for Custodial Services Central Terminal B, Airside Concourse B and Associated Food Courts (Agreement) at Sacramento International Airport with PRIDE Industries One, Inc.(PRIDE); and

WHEREAS, the Agreement expires on June 30, 2016 unless the County exercises an option to extend the term; and

WHEREAS, the Sacramento County Department of Airports (Airports) desires to extend the term, pursuant to the Agreement, for an additional five (5) years, commencing July 1, 2016 and terminating June 30, 2021 (First Extended Term); and

WHEREAS, compensation for services authorized in the Agreement during the First Extended Term has not been authorized; and

WHEREAS, Airports desires to amend the Agreement to authorize payment to PRIDE for the First Extended Term of the Agreement;

BE IT RESOLVED AND ORDERED that the Director of Airports be and is hereby authorized to execute the First Amendment to the Agreement for Custodial Services Central Terminal B, Airside Concourse B and Associated Food Courts at Sacramento International Airport on behalf of the COUNTY OF SACRAMENTO, a political subdivision of the State of California, with PRIDE INDUSTRIES ONE, INC., and to do and perform everything necessary to carry out the purpose of this Resolution.

**AUTHORIZE THE DIRECTOR OF AIRPORTS TO EXECUTE THE FIRST
AMENDMENT TO THE AGREEMENT FOR CUSTODIAL SERVICES CENTRAL
TERMINAL B, AIRSIDE CONCOURSE B AND ASSOCIATED FOOD COURTS WITH
PRIDE INDUSTRIES ONE, INC. AT SACRAMENTO INTERNATIONAL AIRPORT**

Page 2

On a motion by Supervisor Nottoli, seconded by Supervisor Kennedy, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento this 25th day of May, 2016, by the following vote, to wit:

AYES: Supervisors, Kennedy, MacGlashan, Nottoli, Peters, Serna

NOES: Supervisors, None

ABSENT: Supervisors, None

ABSTAIN: Supervisors, None

RECUSAL: Supervisors, None

(PER POLITICAL REFORM ACT (§ 18702.5))



ATTEST:

Florence Evans
Clerk, Board of Supervisors

Roberta MacGlashan

Chair of the Board of Supervisors
of Sacramento County, California

In accordance with Section 25103 of the Government Code
of the State of California a copy of the document has been
delivered to the Chair of the Board of Supervisors, County
of Sacramento on 5-25-16

By:

S. Studdert
Deputy Clerk, Board of Supervisors

FILED

BOARD OF SUPERVISORS

MAY 25 2016

BY *Florence Evans*
CLERK OF THE BOARD

**FIRST AMENDMENT TO THE AGREEMENT FOR CUSTODIAL
SERVICES CENTRAL TERMINAL B, AIRSIDE CONCOURSE B AND
ASSOCIATED FOOD COURTS WITH PRIDE INDUSTRIES ONE, INC. AT
SACRAMENTO INTERNATIONAL AIRPORT**

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into as of this 17th day of June, 2016, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and PRIDE Industries One, Inc., a California corporation, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, COUNTY and CONTRACTOR have previously entered into an agreement titled Agreement for Custodial Services Central Terminal B, Airside Concourse B and Associated Food Courts, hereinafter referred to as "Agreement", on May 24, 2011, for custodial services at the Sacramento International Airport; and

WHEREAS, The Agreement expires on June 30, 2016 unless COUNTY exercises an option to extend the term; and

WHEREAS, COUNTY desires to extend the term, pursuant to the Agreement, for an additional five (5) years, commencing July 1, 2016 and terminating June 30, 2021 (First Extended Term); and

WHEREAS, COUNTY and CONTRACTOR desire a FIRST AMENDMENT TO AGREEMENT to increase the Maximum Total Payment Amount to provide payment for all services for the First Extended Term of the Agreement; and

WHEREAS, pursuant to Government Code Section 31000, the COUNTY is authorized to contract for specific special services with persons specially trained, experienced and competent to perform such services; and

WHEREAS, by Resolution 2016-0386, the Sacramento County Board of Supervisors authorized the Director of Airports, hereinafter referred to as "Director", to execute the FIRST AMENDMENT TO AGREEMENT; and

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, COUNTY and CONTRACTOR agree as follows:

I. COMPENSATION

The Maximum Total Payment Amount is revised from \$10,364,326 to \$23,340,426.

Of the Maximum Total Payment Amount \$2,000,000 is a contingency amount to cover incidental labor and/or equipment purchases required due to special projects, emergencies and/or an increase in service needs.

Exhibit D-1 sets forth the annual fixed fee payable by COUNTY to CONTRACTOR during the Initial Term of the Agreement. Exhibit D-2 sets forth the annual fixed fee payable by COUNTY to CONTRACTOR during the First Extended Term of the Agreement. Services outside the specified scope of work shall be billed on a time and materials basis at the applicable rates for personnel required to perform the work.

II. REAFFIRMATION

In all other respects, the above referenced Agreement, as amended, remains in full force and effect.

III. ENTIRE AGREEMENT

This Agreement, as amended, and any attachments hereto, constitute the entire understanding between the COUNTY and CONTRACTOR concerning the subject matter contained herein.

IV. EFFECTIVE DATE


This FIRST AMENDMENT TO AGREEMENT shall be deemed effective as of the date first written above.

IN WITNESS WHEREOF, the parties have caused this First Amendment to the Agreement to be duly executed as of the day and year written below.

COUNTY OF SACRAMENTO, a political
subdivision of the State of California

"COUNTY"

Date: 6-17-16

By: 
John Wheat, Director of Airports
on behalf of the Board of Supervisors
of the County of Sacramento, California

PRIDE INDUSTRIES ONE, INC.

"CONTRACTOR"

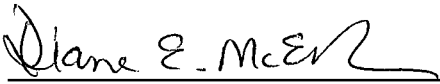
Date: 6/13/16

By: 

Title: Peter Berghuis, C.O.O.

(SEAL)

REVIEWED AND APPROVED:


Deputy County Counsel

FEE SCHEDULE

PRICING INSTRUCTIONS:

In order to compare Company to Company and Industry with County resources, the proposal must include a cost sheet that details labor cost. Simply stated, the labor rate for a position or a group of positions is the cost that one would need to charge to fully recover these position(s) costs on an hourly basis. It is achieved as follows:

- The total salary and benefit costs of the position(s); plus,
- Benefit costs of the position(s); plus
- The direct material costs associated with the position(s) (includes PPE but excludes tools); plus,
- The indirect costs associated with the position(s); equals,
- Total annual costs for the position(s) by the productive labor hours.
- This equals the loaded labor rate per hour for the position

Please provide the detailed labor costs and proposed total fees for all three scenarios

PRICING:

Terminal, Concourse & Food Courts

POSITION	NUMBER OF POSITIONS	(A) TOTAL SALARY	(B) BENEFITS	(C) DIRECT COSTS	(D) INDIRECT COSTS	(E) = (A) + (B) + (C)+(D) TOTAL ANNUAL COST	PRODUCTIVITY	(F) LOADED LABOR RATE PER HOUR
Project Manager	1	\$68,953.69	\$12,842.39	\$10,727.44	\$11,908.09	\$104,431.61	2,080	\$50.21
Supervisor	3	\$112,431.24	\$28,064.57	\$17,797.57	\$21,483.81	\$179,777.19	6,240	\$28.81
Lead	7	\$168,646.08	\$63,165.09	\$27,601.50	\$38,338.77	\$297,751.45	14,560	\$21.50
Utility Lead	1	\$35,404.92	\$8,837.61	\$5,604.51	\$6,765.31	\$56,612.35	2,080	\$27.22
Utility Technician	6	\$132,273.50	\$51,861.25	\$21,748.23	\$30,743.04	\$236,626.03	12,144	\$19.49
Custodian	39	\$849,301.63	\$219,043.18	\$140,008.06	\$187,705.25	\$1,396,058.12	81,691	\$17.09
	57					\$ 2,271,256.75		

Terminal, Concourse & Food Courts Total Fees Proposed

Terminals, Concourse & Boarding Bridges	Year Six	Year Seven	Year Eight	Year Nine	Year Ten	Total Contract Price
	\$7,271,256.75	\$7,325,376.35	\$7,380,958.27	\$7,456,355.74	\$7,542,153.25	\$11,976,100.36

Special Project Rate	\$ 19.13
----------------------	----------

**SECOND AMENDMENT TO THE AGREEMENT FOR CUSTODIAL
SERVICES CENTRAL TERMINAL B, AIRSIDE CONCOURSE B AND
ASSOCIATED FOOD COURTS WITH PRIDE INDUSTRIES ONE, INC. AT
SACRAMENTO INTERNATIONAL AIRPORT**

THIS SECOND AMENDMENT TO AGREEMENT is made and entered into as of this 2nd day of July, 2019, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and PRIDE Industries One, Inc., a California corporation, hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, COUNTY and CONTRACTOR have previously entered into an agreement titled Agreement for Custodial Services Central Terminal B, Airside Concourse B and Associated Food Courts, hereinafter referred to as "Agreement", on May 24, 2011, for custodial services at the Sacramento International Airport; and

WHEREAS, COUNTY and CONTRACTOR executed a FIRST AMENDMENT TO AGREEMENT to extend the initial term for an additional five (5) years so that the Agreement terminates on June 30, 2021, and to increase the Maximum Total Payment Amount to provide payment for all services for the term of the Agreement; and

WHEREAS, COUNTY and CONTRACTOR desire to enter into a SECOND AMENDMENT TO AGREEMENT to increase the Maximum Total Payment Amount to provide payment for additional staffing and to amend certain contractual provisions; and

WHEREAS, pursuant to Government Code Section 31000, the COUNTY is authorized to contract for specific special services with persons specially trained, experienced and competent to perform such services; and

WHEREAS, by Resolution 2019-0349, the Sacramento County Board of Supervisors authorized the Director of Airports, hereinafter referred to as "Director", to execute a SECOND AMENDMENT TO AGREEMENT; and

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, COUNTY and CONTRACTOR agree as follows:

Second Amendment To The Agreement For Custodial Services Central Terminal B, Airside Concourse B And Associated Food Courts With Pride Industries One, Inc. At Sacramento International Airport

1. Section VII.B. is amended to include the following language:

"CONTRACTOR and COUNTY will mutually agree upon increases/decreases in the cycles of service for certain areas that require longer or shorter timeframes between cleaning."

2. Section IX.A. is amended to include the following language:

"CONTRACTOR and COUNTY will mutually agree upon daily shift staffing levels to ensure enough staff are on-site for each shift."

3. Exhibit D. Section 1. Maximum Payment to Contractor. is amended to include the following language:

"The Maximum Total Payment Amount is revised from \$23,340,426 to \$29,464,153.

Of the Maximum Total Payment Amount, \$1,000,000 is a contingency amount to cover incidental labor and/or equipment purchases required due to special projects, emergencies, increase in service needs and/or increase to minimum wage.

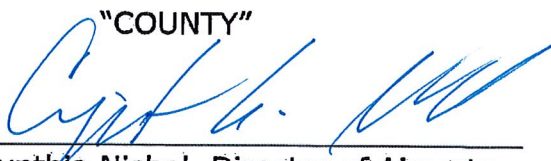
Exhibit D-1, attached hereto and incorporated herein, sets forth the annual fixed fee payable by COUNTY to CONTRACTOR during the Second Term of the Agreement. Exhibit D-2, attached hereto and incorporated herein, sets forth the annual fixed fee payable by COUNTY to CONTRACTOR during the remaining two years of the Second Term of the Agreement. Services outside the specified scope of work shall be billed on a time and materials basis at the applicable rates for personnel required to perform the work."

4. Except as otherwise expressly modified or amended herein, all of the terms, conditions, and covenants contained in the Agreement shall remain in full force and effect.
5. This SECOND AMENDMENT TO AGREEMENT shall be deemed effective as of July 1, 2019.

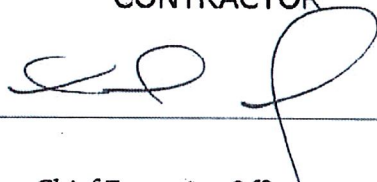
Second Amendment To The Agreement For Custodial Services Central Terminal B, Airside Concourse B And Associated Food Courts With Pride Industries One, Inc. At Sacramento International Airport

IN WITNESS WHEREOF, the parties have caused this Second Amendment to the Agreement to be duly executed as of the day and year written below.

COUNTY OF SACRAMENTO, a political subdivision of the State of California


Date: 7/2/19 By: "COUNTY"

Cynthia Nichol, Director of Airports
on behalf of the Board of Supervisors
of the County of Sacramento,
California

PRIDE INDUSTRIES ONE, INC.

Date: 6/4/19 By: "CONTRACTOR"

Title: Chief Executive Officer

(SEAL)

REVIEWED AND APPROVED:


Deputy County Counsel

PRIDE Industries One, Inc.
Second Amendment to the Agreement for Custodial Services Central Terminal B,
Airside Concourse B and Associated Food Courts

FEE SCHEDULE

PRICING INSTRUCTIONS:

In order to compare Company to Company and Industry with County resources, the proposal must include a cost sheet that details labor cost. Simply stated, the labor rate for a position or a group of positions is the cost that one would need to charge to fully recover these position(s) costs on an hourly basis. It is achieved as follows:

- A. The total salary and benefit costs of the position(s); plus,
- B. Benefit costs of the position(s); plus
- C. The direct material costs associated with the position(s) (includes PPE but excludes tools); plus,
- D. The indirect costs associated with the position(s); equals,
- E. Total annual costs for the position(s) by the productive labor hours.
- F. This equals the loaded labor rate per hour for the position

Please provide the detailed labor costs and proposed total fees for all three scenarios

PRICING:

Terminal, Concourse &
Food Courts

POSITION	NUMBER OF POSITIONS	(A) TOTAL SALARY	(B) BENEFITS	(C) DIRECT COSTS	(D) INDIRECT COSTS	(E) = (A) + (B) + (C)+(D) TOTAL ANNUAL COST	PRODUCTIVITY	(F) LOADED LABOR RATE PER HOUR
Project Manager	1	\$68,953.69	\$12,842.39	\$10,727.44	\$11,908.09	\$104,431.61	2,080	\$50.21
Supervisor	3	\$112,431.24	\$28,064.57	\$17,797.57	\$21,483.81	\$179,777.19	6,240	\$28.81
Lead	7	\$168,646.08	\$63,165.09	\$27,601.50	\$38,338.77	\$297,751.45	14,560	\$21.50
Utility Lead	1	\$35,404.92	\$8,837.61	\$5,604.51	\$6,765.31	\$56,612.35	2,080	\$27.22
Utility Technician	6	\$132,273.50	\$51,861.25	\$21,748.23	\$30,743.04	\$236,626.03	12,144	\$19.49
Custodian	39	\$849,301.63	\$219,043.18	\$140,008.06	\$187,705.25	\$1,396,058.12	81,691	\$17.09
						\$ 2,271,256.75		

57

Terminal, Concourse & Food Courts Total Fees Proposed

Year Six	Year Seven	Year Eight	Year Nine	Year Ten	Total Contract Price
\$2,271,256.75	\$2,325,376.35	\$2,380,958.27	\$2,456,355.74	\$2,542,153.25	\$11,976,100.36

Special Project Rate	\$ 19.13
----------------------	----------

FEE SCHEDULE

PRICING INSTRUCTIONS:

PRIDE Industries : Amendment Two

In order to compare Company to Company and Industry with County resources, the proposal must include a cost sheet that details labor cost. Simply stated, the labor rate for a position or a group of positions is the cost that one would need to charge to fully recover these position(s) costs on an hourly basis. It is achieved as follows:

- A. The total salary and benefit costs of the position(s); plus,
- B. Benefit costs of the position(s); plus
- C. The direct material costs associated with the position(s) (includes PPE but excludes tools); plus,
- D. The indirect costs associated with the position(s); equals,
- E. Total annual costs for the position(s) by the productive labor hours.
- F. This equals the loaded labor rate per hour for the position

PRICING: July 2019 - June 2020

Terminal, Concourse &
Food Courts

POSITION	NUMBER OF POSITIONS	(A) TOTAL SALARY	(B) BENEFITS	(C) DIRECT COSTS	(D) INDIRECT COSTS	(E) = (A) + (B) + (C)+(D) TOTAL ANNUAL COST	PRODUCTIVITY	(F) LOADED LABOR RATE PER HOUR
Project Manager	1.0	\$69,413.76	\$41,400.98	\$4,902.28	\$1,448.93	\$117,165.95	2,080	\$63.24
Supervisor	3.0	\$133,043.04	\$79,351.87	\$14,706.84	\$4,346.80	\$231,448.55	6,240	\$42.11
Lead	8.0	\$250,880.00	\$109,546.41	\$39,218.23	\$11,591.46	\$411,236.10	16,640	\$25.10
Utility Lead	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00
Custodian	82.4	\$2,124,440.69	\$927,634.14	\$403,947.75	\$119,392.07	\$3,575,414.64	171,392	\$20.69
Utility Technician	10.0	\$343,196.00	\$149,856.07	\$49,022.78	\$14,489.33	\$556,564.18	20,800	\$27.24

Terminal, Concourse & Food Courts Total Fees Proposed

Year Nine	Year Ten	Total Contract Price
\$4,891,829.42	\$5,230,405.34	\$23,705,367.31

Special Project Rate	\$ 22.67
----------------------	----------



County of Sacramento Change to Open Item Contract

Contract and Purchasing
Services Division
9660 Ecology Ln.
Sacramento, CA 95827
(916) 876-6360

Your Vendor number with us
615176

PRIDE INDUSTRIES INC
1 SIERRA GATE PLZ STE 200A
ROSEVILLE CA 95678-6603

Vendors Contact Person: JEFF FEATHER
Vendors Phone Number: 783-5266

Vendor Signature: _____
Print Name: Mary Flores
Title: Vice President Business Operations
Date Signed: 8/27/2020

Reprint of Change to WA00038918 / 08/30/2019 Open Item Contract

This number must appear on all correspondence to the
Purchasing Division.

Contract number/date

WA00038918 / 08/30/2019

Issuing Officer/Telephone

Reddie, Tom/916 876-6369

Signature: _____

Contract Period

Valid from: 09/01/2019

Valid to: 08/31/2021

F.O.B. Dest., Freight Prepaid

Payment Terms: Due in 30 Days

Contractual maximum value: 3,401,593.36

You are hereby notified that the goods and/or services listed have been awarded to you subject to terms and conditions referenced and to the general conditions listed on the last page of contract.

Before supplying any goods or services to the County, the vendor must obtain one of the following 2 options (1) a CSO (Contract Shipping Order) number or (2) Procurement Card authorization from the ordering department. A CSO is an authorized release (Purchase Order) against the contract and shall be provided in written form. "Verbal" orders are not acceptable unless it is being processed on a Procurement Card. For either a CSO or a Procurement Card authorization to be considered valid, it must be within the scope of this contract and be consistent with its pricing, terms and conditions. The CSO number or Procurement Card authorization number must be referenced on all documents related to the order (packing slips, invoices, etc.) For Procurement Card authorizations, only reference the last 4 digits (for Security confidentially). Failure to obtain a CSO or Procurement Card authorization and reference its number may result in the delay or non-payment of the invoice.

*** Target value changed ***



County of Sacramento Change to Open Item Contract

Contract and Purchasing
Services Division
9660 Ecology Ln.
Sacramento, CA 95827
(916) 876-6360

Your Vendor number with us
615176

PRIDE INDUSTRIES INC
1 SIERRA GATE PLZ STE 200A
ROSEVILLE CA 95678-6603

Vendors Contact Person: JEFF FEATHER
Vendors Phone Number: 783-5266

Vendor Signature: _____
Print Name: Mary Flores
Title: Vice President Business Operations
Date Signed: 8/27/2020

Reprint of Change to WA00038918 / 08/30/2019 Open Item Contract

This number must appear on all correspondence to the
Purchasing Division.

Contract number/date

WA00038918 / 08/30/2019

Issuing Officer/Telephone

Reddie, Tom / 916 876-6369

Signature: _____

Contract Period

Valid from: 09/01/2019

Valid to: 08/31/2021

F.O.B. Dest., Freight Prepaid

Payment Terms: Due in 30 Days

Contractual maximum value: 3,391,393.00

You are hereby notified that the goods and/or services listed have been awarded to you subject to terms and conditions referenced and to the general conditions listed on the last page of contract.

Before supplying any goods or services to the County, the vendor must obtain one of the following 2 options (1) a CSO (Contract Shipping Order) number or (2) Procurement Card authorization from the ordering department. A CSO is an authorized release (Purchase Order) against the contract and shall be provided in written form. "Verbal" orders are not acceptable unless it is being processed on a Procurement Card. For either a CSO or a Procurement Card authorization to be considered valid, it must be within the scope of this contract and be consistent with its pricing, terms and conditions. The CSO number or Procurement Card authorization number must be referenced on all documents related to the order (packing slips, invoices, etc.) For Procurement Card authorizations, only reference the last 4 digits (for Security confidentially). Failure to obtain a CSO or Procurement Card authorization and reference its number may result in the delay or non-payment of the invoice.

August 25, 2020

This Amendment is made and entered into on the 25th of August, 2020 between the COUNTY of Sacramento, a political subdivision of the State of California, hereinafter referred to as COUNTY, and Pride Industries Inc. hereinafter referred to as "CONTRACTOR". This amendment is issued to adjust the monthly hours and scope of work specifications per RC33685904, with an effective date of September 1, 2020. There are no changes to the contract terms, conditions, or pricing, unless otherwise indicated by amendments or addenda.

Reference line items 120.

August 12, 2020

This Amendment is made and entered into this 12th of August, 2020 between the COUNTY of Sacramento, a political subdivision of the State of California, hereinafter referred to as COUNTY, and Pride Industries Inc. hereinafter referred to as "CONTRACTOR". This amendment is issued to Minimum Wage Increase per 3.1 Price Change per WA00038918. There are no changes to the contract terms, conditions, or pricing, unless otherwise indicated by amendments or addenda.

1. Amends the Billable Hourly Rates on 8/12/2020 for 2020-2021 contract term as shown below:
Billable Hourly Rates (5:00 AM to 10:00 PM)

Janitor/Cleaner's Hourly Rate for Office Facilities: From \$22.50 to \$23.80 /hour

Janitor/Cleaner's Hourly Rate for Health/Medical Facilities/Clinics: From \$22.50 to \$23.80 /hour

Lead Janitor/Supervisor's Hourly Rate for Office Facilities: From \$24.60 to \$25.90 /hour

Lead Janitor/Supervisor's Hourly Rate for Health/Medical Facilities/Clinics: From \$24.60 to \$25.90 /hour

2. Amend the Billable Hourly Rates- Night Shift (10:01 PM to 4:59 AM)

Janitor/Cleaner's "Night Shift" Hourly Rate for Office Facilities: From \$22.75 to \$24.05 /hour

Janitor/Cleaner's "Night Shift" Hourly Rate for Health/Medical Facilities/Clinics: From \$24.85 to \$26.15 /hour

Lead Janitor/Supervisor's "Night Shift" Hourly Rate for Office Facilities: From \$24.85 to \$26.15 /hour

3. Amend the Special Call-Out Hourly Rates

Janitor/Cleaner's Call-out/ Emergency Hourly Rate: From \$33.75 to \$35.05 /hour

Lead Janitor/Supervisor's Call-out/ Emergency Hourly Rate: From \$36.90 to \$38.20/hour

Lead Janitor/Supervisor's "Night Shift" Hourly Rate for Health/Medical Facilities/Clinics: Change hourly rate from \$24.85 to \$26.15.

4. Amend the following DHA locations:

Lease 1762-10013 Folsom Blvd-Day Janitor hourly rate from \$22.50 to \$23.80; and Lease 1582-1725 28th Street Day Janitor hourly rate from \$22.50 to \$23.80

Reference signed Minimum Wage Increase letter dated 8/12/2020 by Pride.

July 29, 2020

This Amendment is made and entered into this 29th of July, 2020 between the COUNTY of Sacramento, a political subdivision of the State of California, hereinafter referred to as COUNTY, and Pride Industries Inc. hereinafter referred to as "CONTRACTOR". This amendment is issued to add line funds to separate lines as listed in the lines items 40-70 and to extend contract through 8/31/2021.

Vendor shall send invoices to air-invoice@saccounty.net.

There are no changes to the contract terms, conditions, or pricing, unless otherwise indicated by

amendments or addenda.

May 18, 2020

This Amendment is made and entered into this 18th of May, 2020 between the COUNTY of Sacramento, a political subdivision of the State of California, hereinafter referred to as COUNTY, and Pride Industries Inc. hereinafter referred to as "CONTRACTOR". This amendment is issued to document previous changes to WA00038918, which include the following attachments:

- #1 - International Airport Ancillary Facilities Janitorial Specifications and Map
- #2 - SAC - Executive Airport Janitorial Specifications Summary and map
- #3 - MHR - Mather Airport Facility Summary Specifications
- #4 - MHR Map
- #5 - Sacramento_County_MSA_2019-2020
- #6 - Midnight Job Duties
- #7 - Terminal A Map
- #8 - The addition of Painters Shop trailer #1267B location to the International Airport Ancillary Janitorial Specifications - 5 day a week
- #9 - The addition of Carpenters/Plumbers rooms #141, #142, #143 location(s) to the International Airport Ancillary Janitorial Specifications - 5 day a week
- #10 - The original contract WA#00028895

For Compensation and Payment area:

Contractor shall submit a monthly detailed invoice including staffing levels and labor hours which shall include time sheet or payroll records for each employee.

For Audits and Records area:

At the County's request, County or it's designee shall have the right to audit Contractor's financial and program records as County deems necessary to determine Contractors compliance with legal and contractual requirements and the correctness of claims submitted by the Contractor. County shall have the right to withhold any payment under this agreement until Contractor has provided access to Contractors financial and program records related to this agreement

There are no changes to the contract terms, conditions, or pricing, unless otherwise indicated by amendments or addenda.

April 6, 2020

Reference letter to PRIDE dated April 3, 2020 for additional proactive cleaning for all Specified FAA Facilities.

Reference email from Chris Bunch dated April 6, 2020 and email from Chris Martin, dated April 7, 2020. Pride shall submit a seperate invoice for this additional work.

Request for Proposal No.: 8626
Material Description: Janitorial Services

CONTRACTOR CONTACT INFORMATION:

Lee Blaszyk
Account Executive
(916) 698-8830
lee.blaszyk@prideindustries.com

Kathy Lopez-Shaughnessy
Contracts Manager
(916) 788-2356
kathy.shaughnessy@prideindustries.com

END-USER DEPARTMENT CONTACT:

See each line item for the Department Contact at each location.

ISSUING CONTRACT SERVICES OFFICER:

Zachary Mello
Contract Services Officer II
(916) 875-6104
melloz@saccounty.net

This Contract ("Contract") is made and entered into this 1st day of September, 2019 ("Effective Date") by and between the County of Sacramento, a political subdivision of the State of California, hereinafter referred to as ("County"), and PRIDE Industries ("Contractor").

1. SERVICES TO BE PROVIDED.

Contractor shall perform services in the type and manner described in the proposal response given to the County's Request for Proposal No. 8626. See the attachment "WA00038918 Exhibit A- Janitorial Services Specifications and Requirements."

2. CONTRACT TERM.

This Agreement shall be effective and commence as of the date first written above (the Effective Date) and shall end on the anniversary of the Effective Date. For reasons of economy and efficiency, per the Board of Supervisor's resolution number 2019-0565 the County reserves the right to extend the term of this contract for six (6) one-year terms, following the initial 12-month term upon mutual agreement between County and Contractor.

3. PRICING.

Billable Hourly Rates (5:00 AM to 10:00 PM)

Janitor/Cleaner's Hourly Rate for Office Facilities: \$22.50 /hour

Janitor/Cleaner's Hourly Rate for Health/Medical Facilities/Clinics: \$22.50 /hour

Lead Janitor/Supervisor's Hourly Rate for Office Facilities: \$24.60 /hour

Lead Janitor/Supervisor's Hourly Rate for Health/Medical Facilities/Clinics: \$24.60 /hour

Billable Hourly Rates- Night Shift (10:01 PM to 4:59 AM)

Janitor/Cleaner's "Night Shift" Hourly Rate for Office Facilities: \$22.75 /hour

Janitor/Cleaner's "Night Shift" Hourly Rate for Health/Medical Facilities/Clinics: \$22.75 /hour

Lead Janitor/Supervisor's "Night Shift" Hourly Rate for Office Facilities: \$24.85 /hour

Lead Janitor/Supervisor's "Night Shift" Hourly Rate for Health/Medical Facilities/Clinics: \$24.85 /hour

Special Call-Out Hourly Rates

Janitor/Cleaner's Call-out/ Emergency Hourly Rate: \$33.75/hour

Lead Janitor/Supervisor's Call-out/ Emergency Hourly Rate: \$36.90 /hour

Materials and Supplies

Cost of materials plus 10% (not to exceed 15%)

For more details see the attachment titled "WA00038918 PRIDE Industries Exhibit B- Pricing (RFB 8626)."

3.1. Price Changes.

On January 1st of each term for the years of 2020, 2021, and 2022 the contracted vendors will be allowed at their discretion an amendment of \$1.30 to their hourly rates in accordance with the California Senate Bill 3 Minimum Wage requirements.

Any request for a price adjustment must be substantiated with documentation from a manufacturer or government agency and must be submitted in writing at least 30 days prior to the anniversary date of the Contract. No retroactive price changes will be considered. If vendor has initiated price escalation prior to approval, the County is due all overpayments remitted to Contractor. County retains right to determine whether price change requests are acceptable.

4. CONTRACT USE.

This County-wide contract is available for use by all County departments. If you wish to add a facility to this contract please contact the Issuing Contract Services Officer listed above.

Bissell Brothers (WA00038411)

Janico Building Services (WA00038882)

Jerry's Carpet Care (WA00038883)

KT Speake Janitorial (WA00038884)

Lincoln Training Center (WA00038917)

PRIDE Industries (WA00038918)

TEE Janitorial & Maintenance (WA00038919)

UBM Enterprises (WA00038920)

Universal Building Services (WA00038921)

Allied Universal (WA00038922)

4.1. MULTIPLE AWARD.

This contract is one (1) of ten (10) contracts for janitorial services. If your facility is in need of janitorial services please contact all of the providers listed below and provide the date of the facility job walk.

4.1.1. Multiple Awards.

End-user departments are required to solicit quotes from the awarded contracts to secure the best pricing.

Once quotes are obtained, a requisition (RC) must be created for the specific facility and submitted in order to have a line added to the Contractor offering the best overall value's agreement.

5. PERFORMANCE STANDARDS.

Contractor shall perform the services under this Agreement in accordance with the applicable industry and/or professional standards in accordance to the terms listed on the front page of the contract, after execution of this Contract by all parties. Services shall be performed within 30 days of service request or agreed to otherwise between the Contractor and County requestor.

5.1. Compliance with Laws

Contractor shall observe and comply with all applicable Federal, State, and County laws, regulations and ordinances.

5.2. Surcharges.

No fuel, or energy or charges of any other kind will be allowed during the contract period or subsequent terms, unless specifically stated in the In the section titled "Pricing".

5.3. Recall Notice.

Contractor must immediately notify each ordering Department/Division upon receipt of official recall notice for any installed or repaired items.

6. INVOICES AND PAYMENTS.

The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in the Section 1 - Goods To Be Provided and elsewhere hereunder for which payment is claimed. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Section 3 - Pricing, and the Contractor shall be paid only for the deliverables approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

6.1. Acceptable Invoices.

Invoices that arrive to the County must be acceptable in order to be paid. Invoices with any incorrect pricing and/or terms, that are too light to read, illegible, missing CSO number, or with cut off information will be returned to the Contractor for resubmission. Time clock for payment will begin upon County's receipt of an acceptable invoice. MAIL INVOICE OR SEND VIA EMAIL TO REQUESTING DEPARTMENT (aka End-User Department Contacts).

6.2. Invoices.

The Contractor's invoices shall be priced in accordance with Section 3 - Pricing and the Payment Terms listed on page 1.

6.3. Time of Payment.

Contractor shall invoice the County in a timely manner, in accordance with the payment terms listed on Page 1 for the goods as defined herein. The County shall pay Contractor for all accepted Goods invoiced in accordance with the payment terms listed on page 1 of the contract, or unless otherwise agreed to.

6.4. Late Fees.

Interest or late charges shall not exceed provisions set forth in Government Code Section 926.10.

7. DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS.

Contractor must repair, or pay for the repair of, any damage it causes to County real or personal property.

7.1. Repairs.

The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

7.1.1. Timeliness.

If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as reasonably determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

8. GENERAL TERMS AND CONDITIONS.

The County of Sacramento General Terms and Conditions are attached hereto. Contractor agrees to be bound by our General Terms and Conditions which is located at the end of this Agreement document.

9. MINIMUM USAGE.

Quantities ordered shall be those quantities "as required" by the County end user (i.e. the County

Department using the goods). The County does not guarantee a minimum quantity to be purchased during the contract period, nor is the County limited to purchase all requirements from Contractor.

10. WARRANTIES.

Contractor warrants that the services, including any component or replacement parts, furnished, manufactured or provided by Contractor will be free from defects in material and workmanship for a period of ninety (90) days or manufacturer's warranty (whichever is greater) from date of performance. Any additional warranties provided by law, including, but not limited to, the warranty of merchantability and warranty of fitness for a particular purpose shall remain in full force and effect and inure to the benefit of County. County reserves all rights and remedies provided by law for breach of any applicable warranty related to the Goods.

Any proposal to disclaim these warranties, or amend the existing Contract Terms or Minimum Insurance requirements must be approved by County of Sacramento Risk Management, and County Counsel.

11. REMEDIES.

In the event of a material breach of this Contract by Contractor, County may avail itself of any other right and remedies available at law or in equity. Nothing herein shall limit County's rights to seek any available remedy including, but not limited to, damages and/or equitable relief, in a court of competent jurisdiction.

11.1 The County having rights under any provision of this Agreement shall be entitled to enforce such rights specifically (without posting a bond or other security), to recover damages caused by reason of any breach of any provision of this Agreement and to exercise all other rights granted by law. The parties hereto agree and acknowledge that money damages may not be an adequate remedy for any breach of the provisions of this Agreement and that any party may in its sole discretion apply to any court of law or equity of competent jurisdiction (without posting any bond or other security) for specific performance and for other injunctive relief in order to enforce or prevent violation of the provisions of this Agreement.

11.2 Each of the parties to this Agreement (and the Selling Members as third-party beneficiaries) will be entitled to enforce its rights under this Agreement specifically, to recover damages and costs (including attorney's fees) caused by any breach of any provision of this Agreement and to exercise all other rights existing in its favor. The parties hereto agree and acknowledge that money damages may not be an adequate remedy for any breach of the provisions of this Agreement and that any party may in its sole discretion apply to any court of law or equity of competent jurisdiction (without posting any bond or deposit) for specific performance and/or other injunctive relief in order to enforce or prevent any violations of the provisions of this Agreement.

12. GOVERNING LAW.

The parties acknowledge that this Contract has been negotiated and entered into in the State of California, County of Sacramento. The parties agree that this Contract shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California. Venue for any action or proceeding relating to or arising out of this Contract shall be in the County of Sacramento.

13. SAFETY REQUIREMENTS.

All services and merchandise must comply with current California State Division of Industrial Safety Orders, O.S.H.A., and C.D.F.A.

14. INSURANCE.

Prior to commencement of any work under this Contract, Contractor shall provide and maintain in effect during the term of this Contract evidence of insurance coverage which is attached hereto and incorporated herein by reference. These insurance requirements are summarized as follows. (INSERT

SUMMARY)

14.1. Evidence of Insurance Compliance.

Contractor or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to County. County may designate an insurance certificate processor ("Processor") to accept and process Contractor's proof of insurance. Contractor shall deliver copies of the actual insurance policies, renewals, or replacements directly to County or Processor upon their request.

15. TERMINATION.

15.1 County may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by County to Contractor and it is later determined that Contractor was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).

15.2 County may terminate this Agreement for cause immediately upon giving written notice to Contractor should Contractor materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, County may proceed with the work in any manner deemed proper by County. If notice of termination for cause is given by County to Contractor and it is later determined that Contractor was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.

15.3 County may terminate or amend this Agreement immediately upon giving written notice to Contractor, 1) if advised that funds are not available from external sources for this Agreement or any portion thereof, including if distribution of such funds to the County is suspended or delayed; 2) if funds for the services and/or programs provided pursuant to this Agreement are not appropriated by the State; 3) if funds in County's yearly proposed and/or final budget are not appropriated by County for this Agreement or any portion thereof; or 4) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by County as a result of mid-year budget reductions. (Rev. 5/1/09, 6/3/09)

15.4 If this Agreement is terminated under paragraph A or C above, Contractor shall only be paid for any services completed and provided prior to notice of termination. In the event of termination under paragraph A or C above, Contractor shall be paid an amount which bears the same ratio to the total compensation authorized by the Agreement as the services actually performed bear to the total services of Contractor covered by this Agreement, less payments of compensation previously made. In no event, however, shall County pay Contractor an amount which exceeds a pro rata portion of the Agreement total based on the portion of the Agreement term that has elapsed on the effective date of the termination.

15.5 Contractor shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses obligations to a third party that Contractor can legally cancel.

16. INDEMNIFICATION.

To the fullest extent permitted by law, Contractor shall indemnify, protect, defend, and hold harmless County, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, resulting from, or related to, this Contract, and/or arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, except where such loss or damage was caused by the sole negligence, or willful misconduct of the County. The provisions of this section shall survive the

completion, termination or suspension of this Contract.

17. SUBCONTRACTS, ASSIGNMENT

A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.

B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

18. NOTICE OF MATERIAL CHANGE IN BUSINESS.

Contractor agrees that, if it experiences a material change in its business during the term of this Contract, including, without limitation, a reorganization, restructuring, leveraged buyout, and/or bankruptcy, Contractor will immediately notify County.

19. PRIOR AGREEMENTS.

This Agreement constitutes the entire contract between COUNTY and CONTRACTOR regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and CONTRACTOR regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

20. MODIFICATION.

This Contract can only be modified by a written amendment signed by the parties.

20.1. Waivers.

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and counsel for COUNTY.

20.2. Assignment.

A. CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services delivered under this Agreement. CONTRACTOR remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONTRACTOR shall be held responsible by COUNTY for the performance of any subcontractor whether approved by COUNTY or not.

B. This Agreement is not assignable by CONTRACTOR in whole or in part, without the prior written consent of COUNTY.

21. SEVERABILITY.

If any term or provision of this Contract shall, to any extent, be held invalid or unenforceable, the remainder of this Contract shall not be affected.

22. SUCCESSORS.

This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named.

23. NO THIRD PARTY BENEFICIARY RIGHTS.

This Contract is entered into for the sole benefit of COUNTY and CONTRACTOR. No other parties are intended to be direct or incidental beneficiaries of this Contract and no third party shall have any right

In, under or to this Contract.

24. NO JOINT VENTURE, PARTNERSHIP OR OTHER RELATIONSHIP CREATED.

The relationship between COUNTY and CONTRACTOR is that solely of a CONTRACTOR and a buyer and no joint venture, partnership or other relationship is created or implied by this Contract.

25. AUTHORITY TO EXECUTE.

WITNESS WHEREOF, the parties hereto have established that if the COUNTY AND CONTRACTOR perform pursuant to this agreement, that the contract is executed by behavior. The CONTRACTOR SHALL NOT PERFORM AS REQUIRED BY THIS AGREEMENT IF NOT AGREEABLE TO THE TERMS OF THIS CONTRACT.

26. SURVIVAL OF TERMS.

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

*** Text changed ***

Item Mat Num	Tgt. qty.	Unit Description	Price / Unit	Unit of Measure	Extended Value
00120	10,200.360	Each Lease 1762 DHA 10013 Folsom Blvd	1.00	/ 1 EA	10,200.36

*** New item ***

PURCHASE ORDER/CONTRACT GENERAL CONDITIONS

BID/QUOTE/PROPOSAL/GENERAL CONDITIONS: All of the terms and conditions of the bid, quote, or proposal against which this purchase document is applied, are hereby incorporated.

SALES TAX NOT INCLUDED: Unless otherwise definitely specified, the unit prices do not include California sales and use tax or Sacramento County sales and use tax.

CASH DISCOUNTS: In connection with any cash discount specified on this quote, time will be computed from the date of complete delivery of the supplies or equipment as specified, or from date correct invoices are received in the County Auditor's Office if the latter date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.

AMERICANS WITH DISABILITIES ACT: As a condition of accepting a purchase order from the County of Sacramento, the contractor certifies that their business entity is in compliance with the Americans With Disabilities Act of 1990, as amended. Failure to certify shall prohibit the award of a purchase order to the contractor.

HOLD HARMLESS: The contractor shall hold the County of Sacramento, its officers, agents, servants and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at his own expense, any and all actions brought against the County of Sacramento or himself because of the unauthorized use of such articles.

DEFAULT BY CONTRACTOR: In case of default by contractor, the County of Sacramento may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the County of Sacramento. Prices paid by the County shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

RIGHT TO AUDIT: The County of Sacramento reserves the right to verify, by examination of contractor's records, all invoiced amounts when firm prices are not set forth in the purchase agreement.

ASSIGNMENT: (a) This award is not assignable by contractor either in whole or in part, without the prior written approval of the Purchasing Agent of the County of Sacramento. (b) In submitting a quote to a public purchasing body, the quote offers and agrees that if the quote is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec.15) & the Cartwright Act (Chapter 2 [commencing with Section 16700] of part 2 of Division 7 of the Business and Professions Code), arising from the purchases of goods, materials, or services by the quote for sale to the purchasing body pursuant to the quote. Such assignment shall be made and become effective at the time the purchasing body tenders final payment.

APPLICABILITY TO HEIRS: Time is of the essence of each and all the provisions of this agreement, and, subject to the limitations of Paragraph 8, the provisions of this agreement shall extend to and be binding upon and inure to the benefits of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

F.E.T. EXEMPTION: Sacramento County is exempted from payment of Federal Excise Tax. No Federal tax shall be included in price.

CHARGES NOT INCLUDED ON FACE NOT ACCEPTABLE: No charge will be accepted for packing, boxing, or cartage, except as specified in the Notice of Award. Freight collect shipments will not be accepted. Merchandise will not be accepted if payment is to be made at the time of delivery.

TITLE: Except as otherwise expressly provided herein, title to and risk of loss on all items shipped by seller to buyer shall pass to the buyer upon buyer's inspection and acceptance of such items at buyer's building.

13. **CHANGES WITHOUT NOTICE PROHIBITED:** No changes in price, quantity or merchandise will be recognized by the County of Sacramento without written notice of acceptance thereof prior to shipment.

14. **ALL UNDERSTANDINGS IN WRITING:** It is mutually understood and agreed that no alteration or variation of terms of this award shall be valid unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made in writing between the parties hereto shall be binding on any of the parties hereto.

15. **FORCE MAJEURE:** The contractor will not be held liable for failure or delay in the fulfillment of conditions of purchase order/contract if hindered or prevented by fire, strikes, or Acts of God.

16. **INVOICING:** Upon submission of itemized invoices, in duplicate, payment shall be made of the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Payment on partial deliveries may be made whenever amounts due so warrant or when requested by the vendor and approved by the Purchasing Agent.

17. **SPECIAL CONDITIONS:** Buyer's standard terms and conditions shall govern any contract awarded. If, after award of contract, contractor provides additional terms or conditions, they shall be considered void. To the extent not otherwise stated in the contract, the California Commercial code shall apply.

18. **INFORMATION TECHNOLOGY ASSURANCES:** Contractor shall take all reasonable precautions to ensure that any hardware, software, and/or embedded chip devices used by contractor in the performance of services under this agreement, other than those owned or provided by County, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to County under this agreement.

19. **CHILD, FAMILY, AND SPOUSAL SUPPORT:** Contractor hereby certifies that either: (a) The Contractor is a government or non-profit entity; or (b) the Contractor has no Principal Owners (25% or more); or (c) each Principal Owner (25% or more) does not have any existing child support orders; or (d) Contractor's Principal Owners are currently in substantial compliance with any court-ordered child, family and spousal support order, including orders to provide current residence address, employment information, and whether dependent health insurance coverage is available. If not in compliance, Principal Owner has become current or has arranged a payment schedule with the Department of Child Support Services or the court.

New Contractor shall certify that each of the following statements is true:

(a) Contractor has fully complied with all applicable state and federal reporting requirements relating to employment reporting for its employees; and

(b) Contractor has fully complied with all lawfully served wage and earnings assignment orders and notices of assignment and will continue to maintain compliance.

NOTE: Failure to comply with state and federal reporting requirements regarding Contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment constitutes a default under any contract with the County. Failure to cure such default within 90 days of notice by the County shall be grounds for termination of contract.

20. **COMPLIANCE WITH ALL LAWS, LICENSES AND PERMITS:** In the performance of their duties, Contractor shall comply with all applicable federal, state, and county statutes, ordinances, regulations, directives, and laws and this contract shall be deemed to be executed within the State of California and construed with and governed by the laws of the State of California. Contractor shall possess and maintain necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other credentials required by County. Failure to comply with all laws, licenses and permits shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Contract.

RC336 85904

<u>Facility</u>		<u>Address</u>	New COVID-19 Specs Beginning 9/1/20		
			<u>Monthly Hours</u>	<u>Rate</u>	<u>Total</u>
Rancho Cordova Bureau		10013 Folsom Blvd	453.35	\$ 22.50	\$ 10,200.36



PC33685904

Quote

SAC824-100

Pride Industries One, Inc.

10030 Foothills Blvd., Roseville, CA 95747

(800) 550-6005

Date: April 13, 2020

Creating Jobs for People with Disabilities

Service Days: ☐ One-Time
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday
☒ As Noted Below

Job Code: SAC824**Contract #:** WA00038918**Customer:** Sacramento County MSA

Locations below

☒ Recurring Contract (Amend)
☐ EWA/Work Order Recurring
☐ EWA/Work Order One Time
☐ Tag Work
☐ Temporary Service Reduction

Proposed Service Start Date: March 28, 2020**Proposed Service End Date:** TBD**Quote Valid For:** 30 Days**Quote Requested By:** Kevin Mewes**Quote Prepared By:** April Orth

Service Location

Service Type

Services:

Frequency	Description	Qty	Unit Price	Unit	Line Item Total
Per Scope	1013 Folsom Blvd - Day Custodian (COVID-19) - Janitorial service per contract Scope of Work.	1	\$10,200.36	Monthly	\$10,200.36
5X	Additional 4 hour per day 5 days a week for custodial services	1	\$2,912.59	Monthly	\$2,912.59
	Janitor/Cleaner's Call-out/ Emergency Hourly Rate	1	\$49.65	Hour	\$49.65
	Lead Janitor/Supervisor's Call-out/ Emergency Hourly Rate	1	\$53.40	Hour	\$53.40
	Note: This monthly rate will continue until the SEIU requirements change or the annual increase applies.				

ALL OTHER TERMS & CONDITIONS APPLY PER OUR EXISTING CONTRACT.

This is a Quote on the services set out above.

The information contained on this Quote is proprietary and may not be disclosed to anyone other than PRIDE and Customer.

Unless a contract is identified above or parties mutually consent to another writing,

this Quote is subject to the attached Terms and Conditions.

☒ This Quote is subject to the contract identified above, not the attached Terms and Conditions.**Accepted by:** **Customers Signature:** _____**Date:** _____**Printed Name:** _____

Thank you for your business!

Quote Form Rev 5-25-19

Terms and Conditions

Hereafter, "Customer" will refer to the entity identified in this Quote. PRIDE and Customer may be referred to individually as "Party" or collectively as "Parties."

Absent any other agreement, the price, supplies and services described in this Quote are provided pursuant to the following terms and conditions. Unless agreed to by both Parties in writing, any change in these terms and conditions will serve as a rejection of this Quote.

Orders. Purchase Orders resulting from this Quote are not valid unless this Quote is signed by the Customer. No other documents become part of this Quote unless approved in writing by both Parties. No waiver or modification of any term or condition of this Quote, including the supplies and services provided, shall be binding unless in writing and signed by each Party. In the event of any inconsistency between these terms and conditions and the terms and conditions of any purchase order or like document created as a result of this Quote, the terms and conditions of this Quote will prevail.

Acceptance & Agreement. PRIDE'S commencement of work subject to this Quote shall be deemed Customer's acceptance of these Terms and Conditions. Any acceptance of this Quote is limited to the express terms herein.

Term. The price of the supplies and services that are the subject of this Quote will remain valid for the time stated. PRIDE reserves the right to revoke this offer earlier if, in PRIDE'S judgment, PRIDE is required to do so because of natural disasters, acts of governments, labor unrest, supplier delays, or other causes beyond PRIDE'S control.

Identification. Any Purchase Order created as a result of this Quote shall contain this Quote number.

Price & Payment. The price stated in this Quote includes all charges for labor and supplies, unless otherwise specified. No modification or adjustment of the stated price may be made without the written agreement of both Parties. Payment terms are Net 30, on approved credit, from Customer's receipt of PRIDE'S invoice. Submit payments to: PRIDE Industries, PO Box 39000, Dept. #34140, San Francisco, CA 94139.

Taxes. Unless otherwise indicated in this Quote, Customer agrees to pay sales or use taxes where Customer is not exempt from such taxes. Customer agrees to furnish PRIDE with an exemption certificate upon request.

Compliance. PRIDE warrants that all supplies and services provided hereunder have been produced, sold, delivered and furnished in compliance with all applicable laws and regulations, including Equal Employment Opportunity and Affirmative Action, to which PRIDE is subject.

Inspection & Testing. Customer shall have the right to inspect any supplies or services provided pursuant to this Quote. Acceptance of the supplies and services provided pursuant to this Quote will serve as a waiver of any claim for defects.

Non-Service Days. Non-Service days are defined, included in Quote total and will not be deducted from invoice.

Preventative Maintenance. Unless otherwise set out on the Quote, preventative maintenance will be provided by PRIDE and billed to CUSTOMER as it is incurred.

Insurance. PRIDE shall maintain all necessary insurance coverage including, but not limited to, automobile, commercial general liability and Workers' Compensation insurance as applicable and required by law.

Indemnification. PRIDE shall indemnify and hold Customer harmless against damages, claims or liabilities caused by PRIDE'S negligence or intentional misconduct in proportion to PRIDE'S liability directly resulting from the services PRIDE performed in accordance to this Quote. This section will not apply to any damages, claims or liabilities arising from Customer's negligence or intentional misconduct.

Limitation on Liability. In no event shall PRIDE be liable for anticipated profits or for incidental or consequential damages. PRIDE'S liability on any claim for any loss or damage arising out of or in connection with or resulting from this Quote or from the performance or breach thereof shall in no case exceed the total amount Customer paid PRIDE as a result of this Quote. PRIDE shall not be liable for penalties of any description.

Entire Agreement. Absent any other agreement, the terms and conditions of this Quote constitute the entire agreement between PRIDE and Customer. Unless otherwise stated in this Quote, no other writings or communications will be binding on PRIDE or Customer without express written consent of both PRIDE and Customer.

Governing Law. Any dispute arising out of an agreement created as a result of this Quote will be governed by the laws of California without regard for any conflict of laws provision.

Prevailing Party. The party prevailing in any dispute arising out of any agreement created as a result of this Quote will be entitled to reasonable costs and attorney fees incurred.

Signature Authority. By signing this Quote, I certify that I have the authority to bind Customer to the terms and conditions set out above.

Guerra. Linda

RC33685904

From: Kevin Mewes <kevin.mewes@prideindustries.com>
Sent: Wednesday, April 15, 2020 2:24 PM
To: Ward. Bill
Subject: Re: Service
Attachments: Sacramento_County_MSA_High Touch Point Rates_SAC824-100 (1).pdf;
Sacramento_County_MSA_High Touch Point Rates SAC822-100 (1).pdf

EXTERNAL EMAIL: If unknown sender, do not click links/attachments.

Good afternoon Bill,
Hope you are well.
Per our conversation last week.
Attached are 2 quotes for both locations.
This also has the requested possible added 4 hours per day 5 days a week at both locations.
Please let me know if any questions.

Thank you,

Kevin Mewes
PRIDE INDUSTRIES
Northern District Custodial Manager
CFS Commercial Services
9001 Foothills Blvd. Suite 160
Roseville, CA 95747
Cell-(916) 765-9854

From: Kevin Mewes
Sent: Thursday, April 9, 2020 9:34 AM
To: Ward. Bill <WardB@saccounty.net>
Subject: Service

Good morning Bill,

I wanted to reach out to you to open a discussion on our services during this COVID-19 pandemic. I'm not sure if you are aware of this but the Union has mandated that we increase the pay rate for all hourly employees by \$2 per hour. This increase was effective on 28 March 2020, with that said, we are still providing full service delivery to your facility. There are a couple of options that we can do in order to mitigate this wage increase so we are not operating at a loss.

1. We can discuss and agree upon reduction in scope/hours associated with your contract. This will allow us to continue to provide service to your facility in a reduced capacity and not experience a financial loss in doing so.

2. We can work with our contracts and pricing team to develop an agreed upon temporary price increase during this pandemic and continue to provide full service delivery to your facility.

Please consider these options and let me know what you think. I'm happy to discuss in further detail if necessary...

Regards
Kevin

Thank you,

Kevin Mewes
PRIDE INDUSTRIES
Northern District Custodial Manager
CFS Commercial Services
9001 Foothills Blvd. Suite 160
Roseville, CA 95747
Cell-(916) 765-9854

NOTICE: The information contained in this email is intended for the individual or entity above. This email is protected by the Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2521. In addition to the foregoing, nothing in this message should be interpreted as a digital or electronic signature that can be used to form, execute, document, agree to, enter into, accept or authenticate a document and the recipient should not rely on it for any such purpose. If you are not the intended recipient, please do not read, copy, use, forward or disclose this communication to others. Also, please notify the sender by replying to this message and then delete this message from your system.

RC 336 85904

- Location:** Lease 1762 (Approximately 36,938 sq ft)
Department of Human Assistance
10013 Folsom Blvd
Sacramento CA 95827-1435
- Scope of Cleaning:** Includes Day Porter services from 8:00 a.m. to 5:00 p.m. Monday through Friday. Contractor shall use an approved disinfectant solution in the cleaning of play care and public areas, restrooms, break and conference rooms, handrails, light switches and door handles. Contractor shall clean windows inside & out on a quarterly basis.
- Facility Manager:** Bill Ward (916) 876-4290, e-mail: wardb@saccounty.net
- Schedule:** Contractor shall perform regular janitorial services after hours 5 times per week, Monday through Thursday and once between Friday night and Sunday night. In addition, Contractor shall provide Day Porter services from 8:00 a.m. to 5:00 p.m. Monday through Friday. (Day porter hours include one hour for lunch.)
- Wage:** Per General Prevailing Wage Determination SAC-2005-1 made by the California Director of Industrial Relations for the craft of Janitor/Cleaner on June 23, 2005.
- Materials:** Note, for this facility, the Facility Manager has elected to have the Contractor supply all paper goods, hand soaps, sanitizer gel, and trash receptacle liners at 15% above the Contractor's cost. Additionally, Contractor shall provide coin-operated sanitary napkin dispensers in the ladies restrooms and shall keep the dispensers supplied and in working condition on all business days. All proceeds for such operations shall become the property of Contractor. Other materials, such as, cleansing powder, disinfectants, deodorant tablets for urinals, glass cleaner, dust cloths, grease cleaner, carpet shampoo, floor stripper and finish, etc., shall be furnished by the contractor under the agreed monthly fee.
- Background Check:** Contractor's assigned personnel must pass a security background check prior to working at this facility. The approximate cost for Live Scan Service is currently \$61 per person. Contractor shall be responsible for the background check/Live Scan fees. Department of Personnel Services will need to verify the data.
- Specifications:** Per Janitorial Specifications "A" contained herein, Special Service Request for this facility below, and walk-through site inspection.
- Special Service Request:**
1. Day porter must carry a company-furnished pager/ cell phone at all times.
 2. Windows and glass partitions along high traffic areas will require DAILY cleaning and WEEKLY cleaning of less frequently used areas.
 3. Entrance and patio areas will require DAILY monitoring of ash trays, trash, and debris.
 4. Break Room Areas and Coffee Bars: a) Once a month on the last Friday of the month, all refrigerators in the building shall be emptied and wiped clean, inside and outside. b) Every Friday, all microwave ovens shall be wiped clean, inside and outside.
 5. Recycle Containers: Empty blue recycle containers into large recycle bin located outside in the delivery area on a WEEKLY basis.

6. Delete the following duties from Janitorial Specifications "A" for this facility:
- IV. B. Quarterly: Shampoo all woven fabric upholstered chairs and sofas, using an extractions cleaning process.
 - IV. C. Quarterly: Clean file cabinets – top, front, and sides, including handles.
 - V. A. Annually: Completely clean painted walls (inside). Exercise care not to remove paint or to cause stain or bleach-out effect.

Invoicing:

Invoicing for this facility shall be sent monthly in arrears to:

DGS Real Estate Division
County of Sacramento
Attention: Accounts Payable
3711 Branch Center Rd
Sacramento CA 95827-3807

JANITORIAL SPECIFICATIONS "A"

(Standard; Not a Health Facility)

I. Daily

- A. Empty all trash receptacles - inside and outdoors, spot clean/sanitize, and insert new liner bag. Empty all smokers' receptacles outdoors around facility.
- B. Clean/sanitize break, conference, and waiting rooms, including microwave ovens (inside and out), sinks, counters, toasters (exterior), stovetops, refrigerators (exterior), tables and chairs. Put away periodicals (magazines, books, etc.). Discard old newspaper. Reposition tables and chairs into their proper places. Be sure to clean/sanitize all tables and chairs.
- C. Clean/sanitize all doors (handles, push plates, glass, and frame), handrails, light switches, public and employee counter areas, etc. Clean/sanitize glass daily inside and out as follows: 1. all entry and exit doors to building; 2. all reception counter security glass windows; and 3. all other glass areas that are exposed to frequent occupant use.
- D. Clean/sanitize drinking fountain basins, exterior surface and handle.
- E. Clean/sanitize vending machines - exterior surfaces, selection buttons and dispenser flap cover.
- F. Dust/wipe horizontal surfaces: counters, furniture, fixtures, partitions, windowsills, ledges, moldings within reach, etc. Dust filing cabinets, desks, chairs, computers, copiers, printers, telephones and other objects on desks without moving personal items.
- G. Clean/sanitize desktops in all offices, cubicles and interview rooms. Do not disturb documents or materials.
- H. Thoroughly sweep or dust mop non-carpeted floors, including corners. Damp mop noticeable stains.
- I. Brush sweep or vacuum carpets and entrance mats, and spot clean noticeable stains as needed or requested.
- J. Remove all waste and rubbish from premises and deposit into outdoor dumpster provided, including discarded boxes and packaging materials from delivered supplies, equipment, food, etc.
- K. Remove cigarette butts and other litter from and around outside entrance areas and landscaping. Remove gum and all other adhering substances from entrance areas, benches and sidewalk. Sweep and hose outside entrance areas, patios, and walkways around facility as necessary.
- L. Clean janitor closet, including sink at end of shift. Dirty water in mop bucket shall be emptied. To eliminate fire hazard, dust and floor-sweeping cloths shall be stored in metal containers furnished by contractor.
- M. Pickup any discarded syringes around property using proper safety measures and deposit in sharps container provided by County. Sharps container should be stored in a safe location in the janitor closet.
- N. Turn out all lights except night-lights. Lock all exterior doors and arm security system. If building is equipped with card access security system, make sure all exterior doors are securely closed.
- O. Empty organics bins (usually green color) from coffee bars and break rooms to organics dumpster outside.
- P. Clean/sanitize lobby chairs, countertops and document trays at windows.
- Q. Replenish all wall-mounted sanitizing dispensers with liquid hand sanitizer gel throughout facility.

II. Weekly

- A. Dust top of cabinets, shelves, lockers, etc. Dust open shelves and remove cobwebs from rooms and entryways.
- B. Dust/wipe furniture, including table and chair legs and rungs. Dust wall-mounted item framed and unframed - signs, plaques, pictures, clocks, mirrors, etc. Dust vertical and mini blinds. Damp wipe picture glass, clock faces and bulletin boards with glass fronts. Dust/wipe wall ledges and baseboards, including ledges and baseboards of landscape furniture.
- C. Clean/sanitize and polish tables in break, conference, and waiting rooms.
- D. Clean/sanitize and polish countertops and sides and swing gates if applicable.
- E. Spot clean smudges from painted walls without removing paint.
- F. Damp mop and remove scuffmarks, stains, and black marks from non-carpeted floors, waxed and non-waxed.
- G. Spot clean carpet stains and heavily soiled areas. Thoroughly vacuum carpeting.
- H. Polish floors in the reception/lobby area to a high luster. Clean baseboards.
- I. Clean/sanitize exterior furniture by entryways and patios. Clean all trash receptacles, inside and out.
- J. Empty various white paper recycle bins (usually blue in color) from office work areas into main recycle dumpster provided (usually kept outside).

III. Monthly

- A. Vacuum upholstered chairs and sofas using crevice tool between chair back and seat.
- B. Dust high areas - overhead lighting fixtures, ceiling vents, moldings, etc.
- C. Dust mini-blinds and vertical blinds.
- D. Dust/wipe door casings (with doors opened). Wash and polish both sides of interior glass panels and glass doors. Wash and polish door hand push plates and kick plates.
- E. Clean/sanitize all light switches and cover-plates.
- F. Clean, wax and polish non-carpeted floors the third week of each month. Thoroughly clean thresholds and baseboards.
- G. Remove cobweb and dust from outside entrance areas - door and window frames, ceilings, walls, ledges, and light fixtures.
- H. Chip and remove chewing gum deposits and other stains from outside entrance, ramp, and patio areas- ground, benches, tables, etc.

IV. Quarterly (January, April, July & October)

- A. Wash all chairs (plastic, wood, Naugahyde, leather, including upholstered chairs and sofas but not areas covered with fabric) - seat, armrests, back, legs, and rungs.
- B. Shampoo all woven fabric upholstered chairs and sofas, using an extraction cleaning process.
- C. Clean file cabinets - top, front, and sides, including handles.
- D. Spot clean walls and wood paneling. Exercise care not to remove paint or to cause stain or bleach-out effect.
- E. Clean half walls including glass section at top.
- F. Wax floors - strip, clean and re-wax - apply two (2) coats. Clean baseboards.
- G. Clean/shampoo carpet using commercial methods and machinery.
- H. Clean heating, ventilation and air conditioning vents on ceiling and walls; vacuum surrounding areas.
- I. Remove cobwebs and dust from outside walls, eaves, canopies, and light fixtures.
- J. Wash all windows, inside and outside, including window screens. Windows may have glass tinting. Do not use harsh or abrasive cleaners.
- K. (As needed) Dispose the sharps container when $\frac{3}{4}$ full by transporting to proper disposal location (e.g., designated bio-waste management facility or pharmacy).

V. Annually

- A. Completely clean painted walls (inside). Exercise care not to remove paint or to cause stain or bleach-out effect.

Restrooms - Includes Locker Rooms and Shower Stalls

VI. Daily

- A. Flush toilets and urinals. Check for any stoppages.
- B. Clean/sanitize washbasins, toilets, urinals, and showers, including all handles, stall walls and doors. Clean/sanitize dispensers, counter areas, mirrors, bright metal surfaces, door handles and latches, door push and kick plates. Refill all towel, soap, tissue, toilet paper, seat cover, and sanitary napkin dispensers.
- C. Spot Clean/sanitize walls and partitions.
- D. Empty and spot clean trash receptacles. Insert new trash receptacle liner bag.
- E. Dust horizontal surfaces, including top of lockers, vent openings, exposed plumbing, etc.
- F. Thoroughly sweep and damp mop floor.
- G. Turn out lights.

VII. Weekly

- A. Clean ceiling vents.
- B. Clean light fixtures - diffusers, louvers, etc.
- C. Clean/sanitize mirrors - top to bottom.

- D. Thoroughly scrub and clean/sanitize washbasins, toilets, and urinals, including handles and underside, removing water scale buildup. Scrub and clean/sanitize the floor area around and in back of toilets, including corners and exposed plumbing. Remove splash stains from adjacent walls and modesty panels.
- E. Clean/sanitize counters, walls, doors, sills, ledges, partitions, locker cabinets and benches.
- F. Clean/sanitize dispensers - soap, towels, toilet seat cover, sanitary napkins, etc.
- G. Clean/sanitize shower stalls - walls, doors, floors, handles, and dispensers.
- H. Treat all drains with environmental safe enzyme or like substance and treat floor drains with substance to eliminate odors.
- I. Clean trash receptacles.

VIII. Quarterly

- A. Wax restroom, shower room, and locker room floors - strip, clean and re-wax - apply two (2) coats.
- B. Clean baseboards.

Site Inspection

Contractor shall conduct a site inspection with the facility manager on a monthly basis.

Attachment B

Pre-Proposal Conference Presentation

**WELCOME TO SCDOA RFP CUSTODIAL SERVICES
MANDATORY PRE-PROPOSAL CONFERENCE**

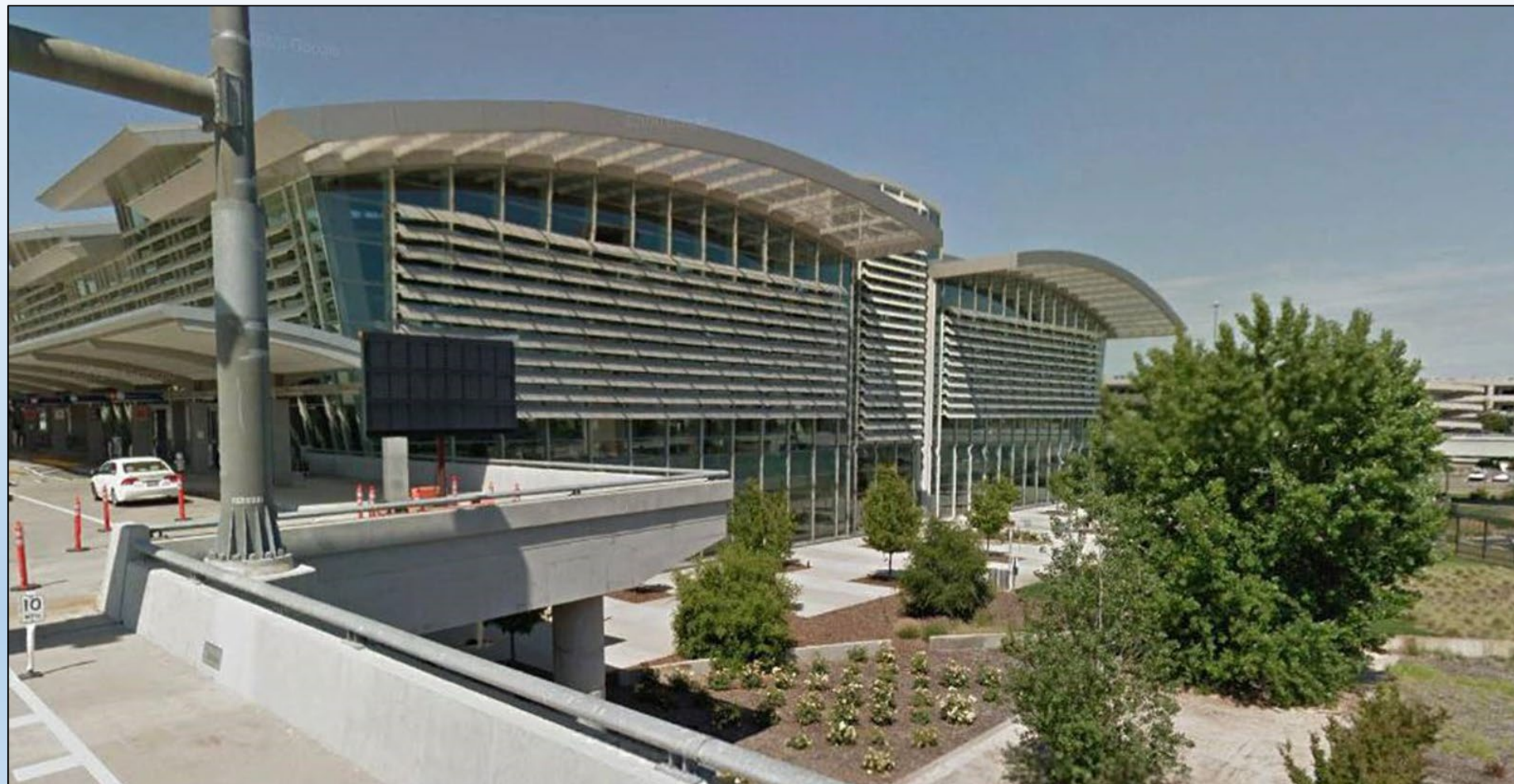


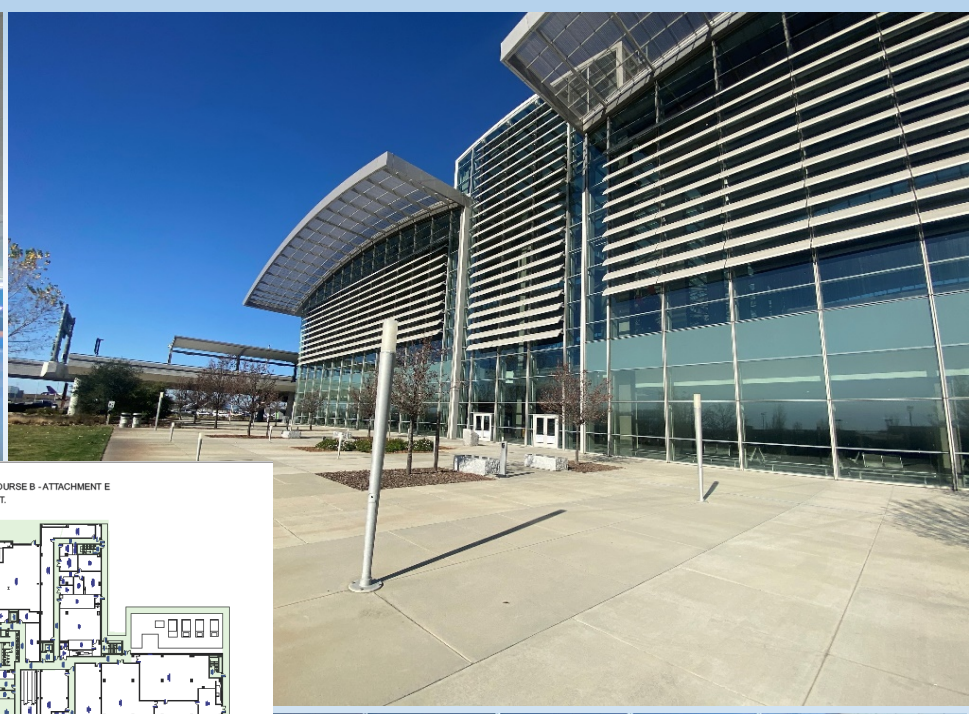
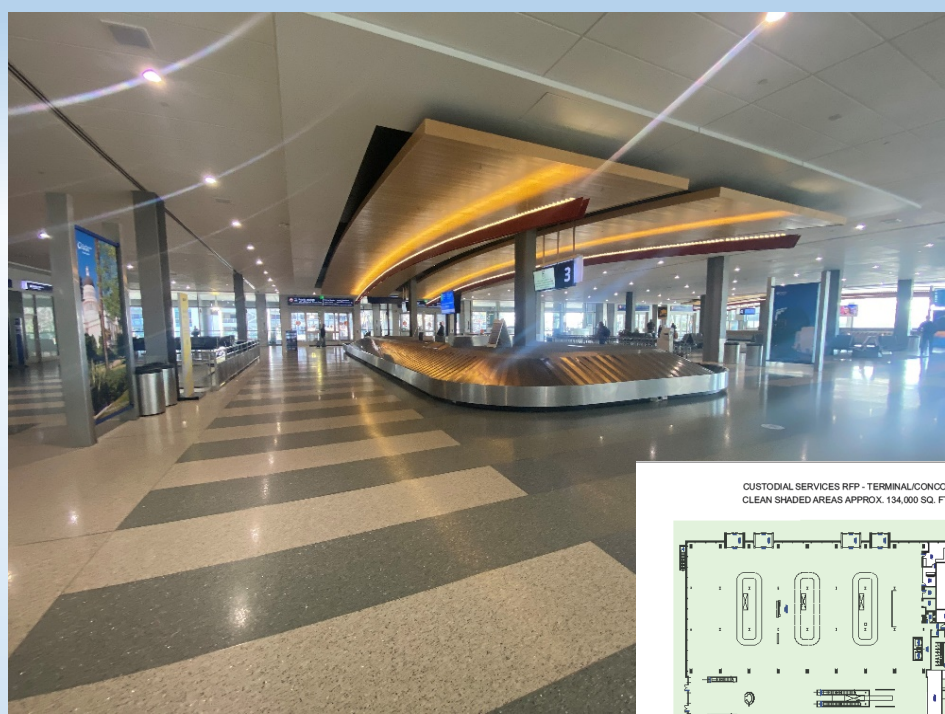
DEPARTMENT OF AIRPORTS

REQUEST FOR PROPOSALS

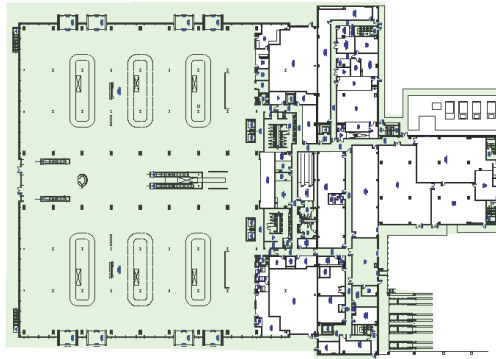
CUSTODIAL SERVICES

Terminal B



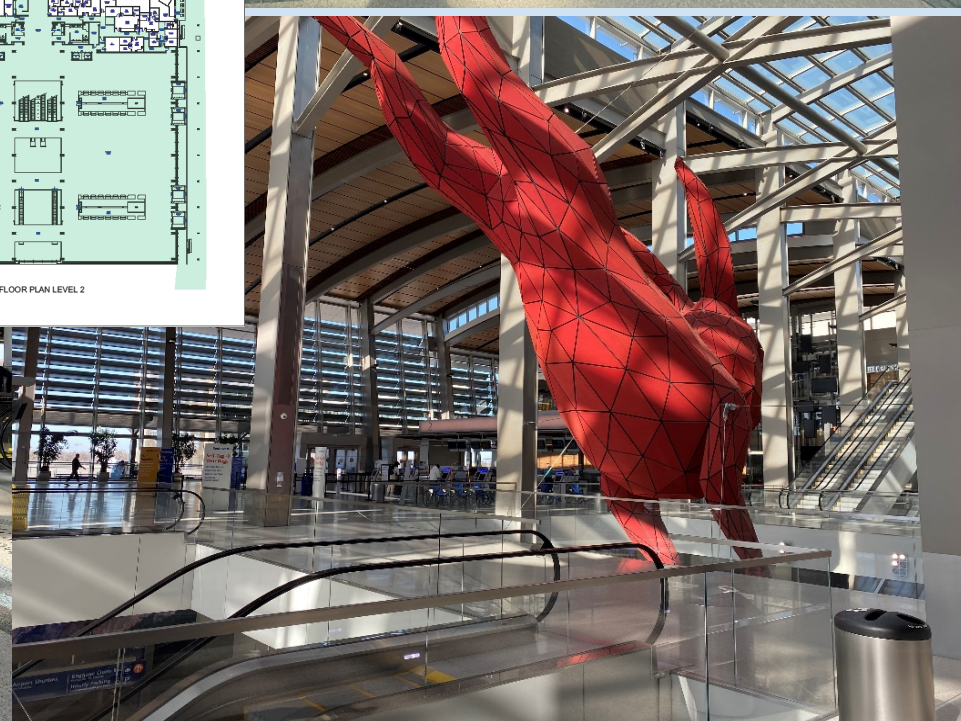
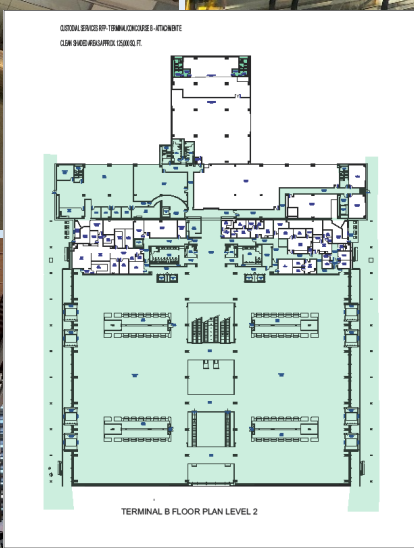
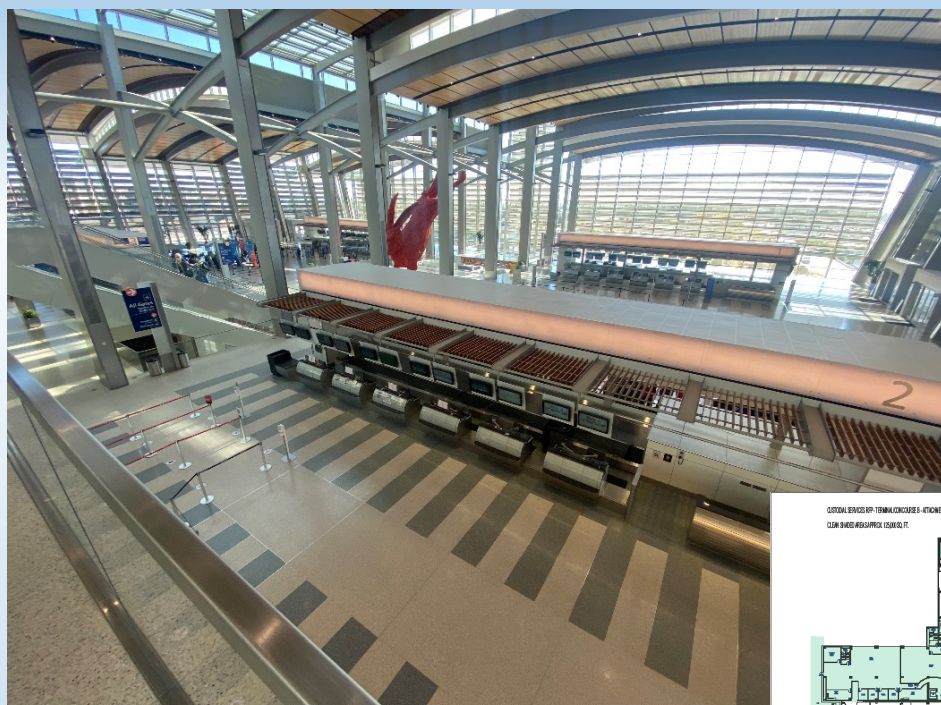


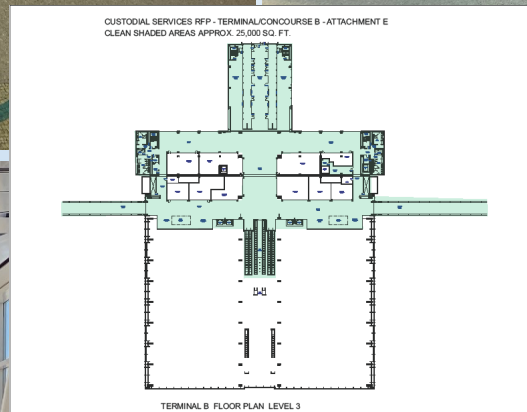
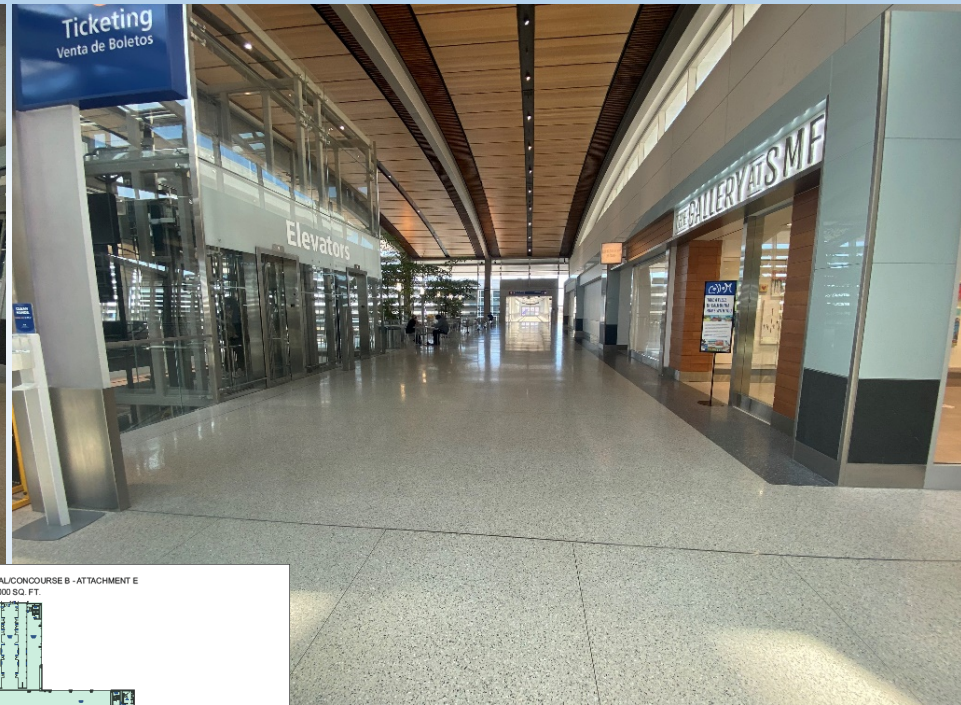
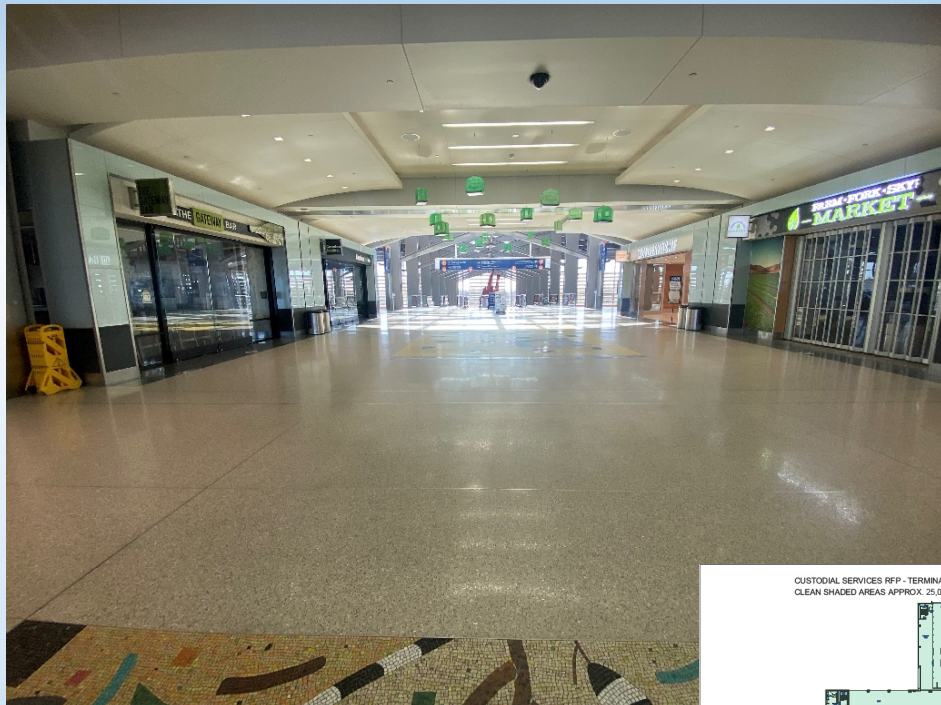
CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE B - ATTACHMENT E
CLEAN SHADED AREAS APPROX. 134,000 SQ. FT.



TERMINAL B FLOOR PLAN LEVEL 1



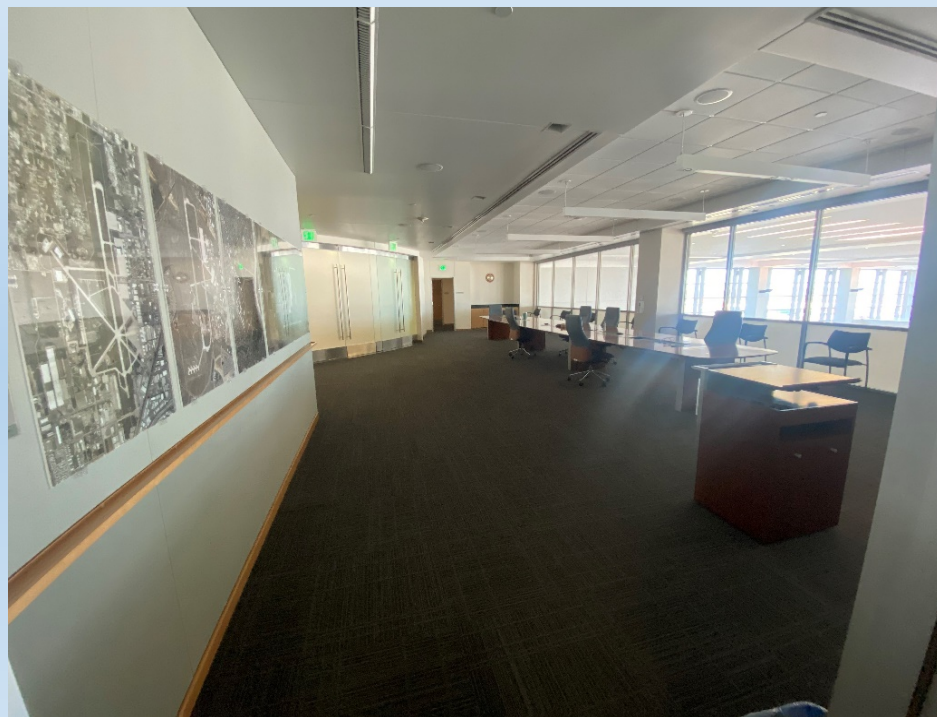




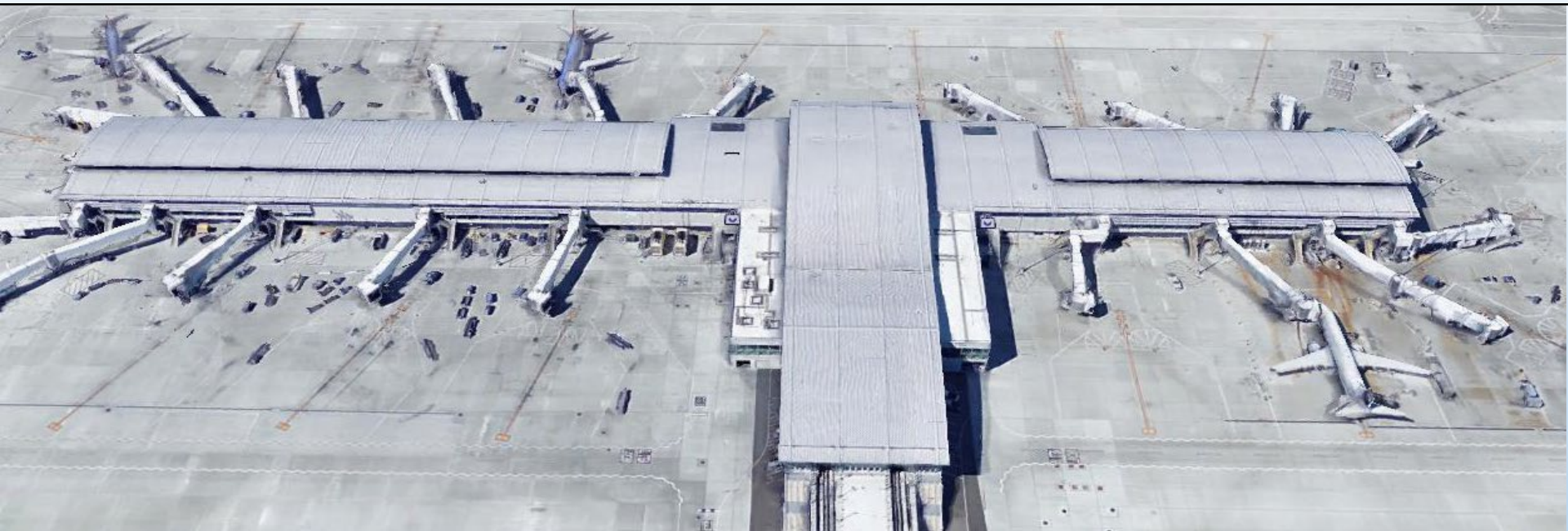
CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE B - ATTACHMENT E
CLEAN SHADED AREAS APPROX. 21,000 SQ. FT.



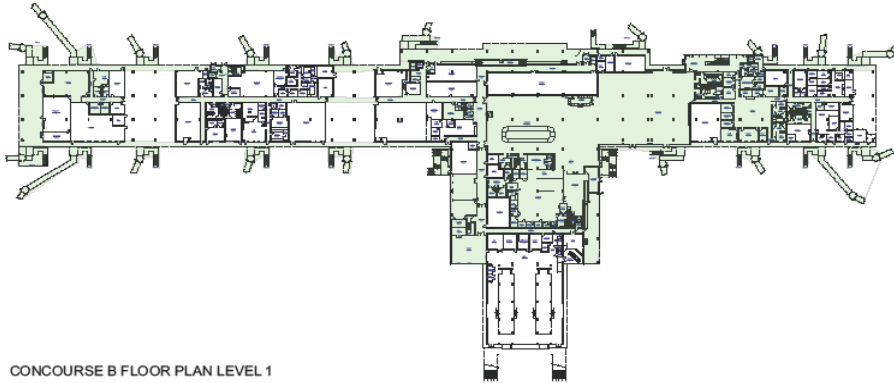
TERMINAL B FLOOR PLAN LEVEL 4



CONCOURSE B



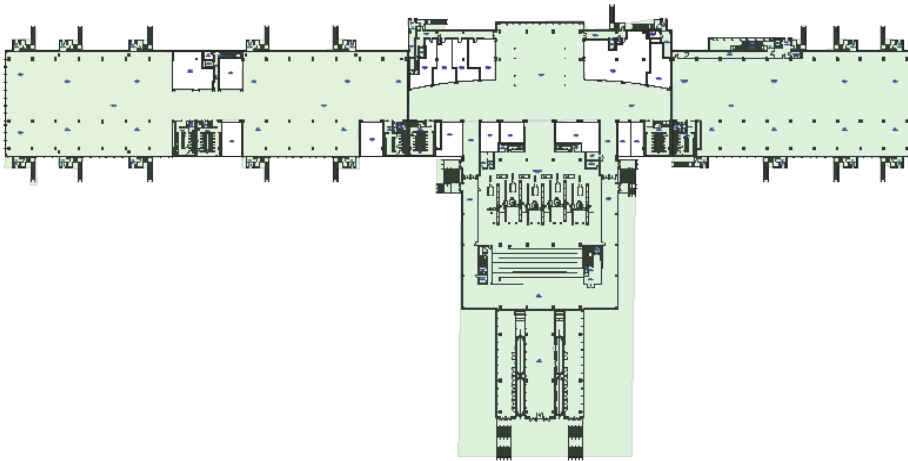
CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE B - ATTACHMENT E
CLEAN SHADED AREAS APPROX. 90,000 SQ.FT.



CONCOURSE B FLOOR PLAN LEVEL 1

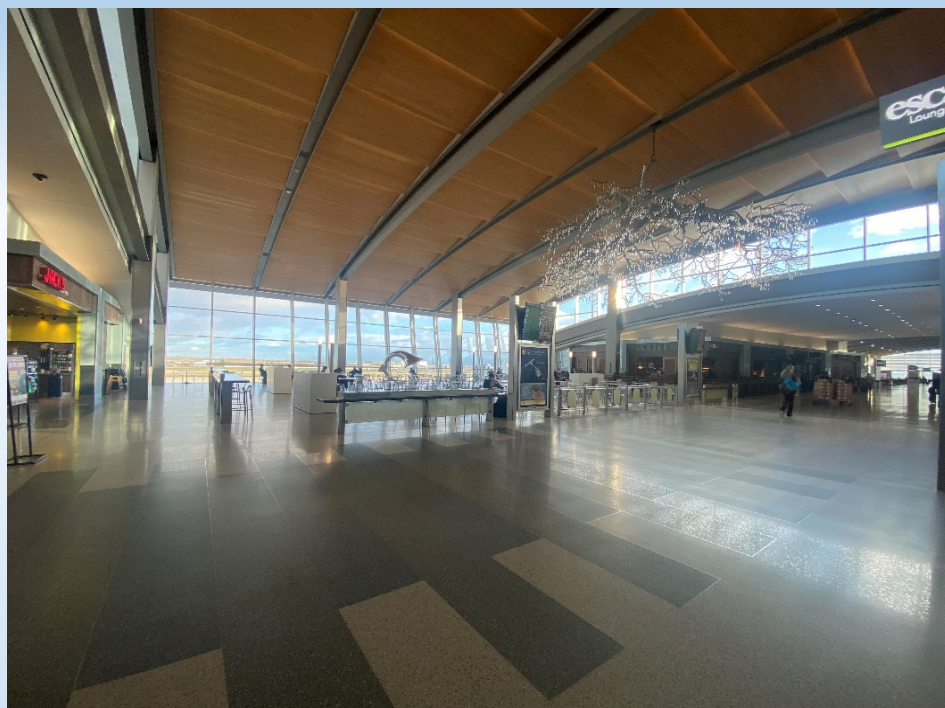


CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE B - ATTACHMENT E
CLEAN SHADED AREAS APPROX. 165,000 SQ. FT.



CONCOURSE B FLOOR PLAN LEVEL 2





APM – Automated People Mover

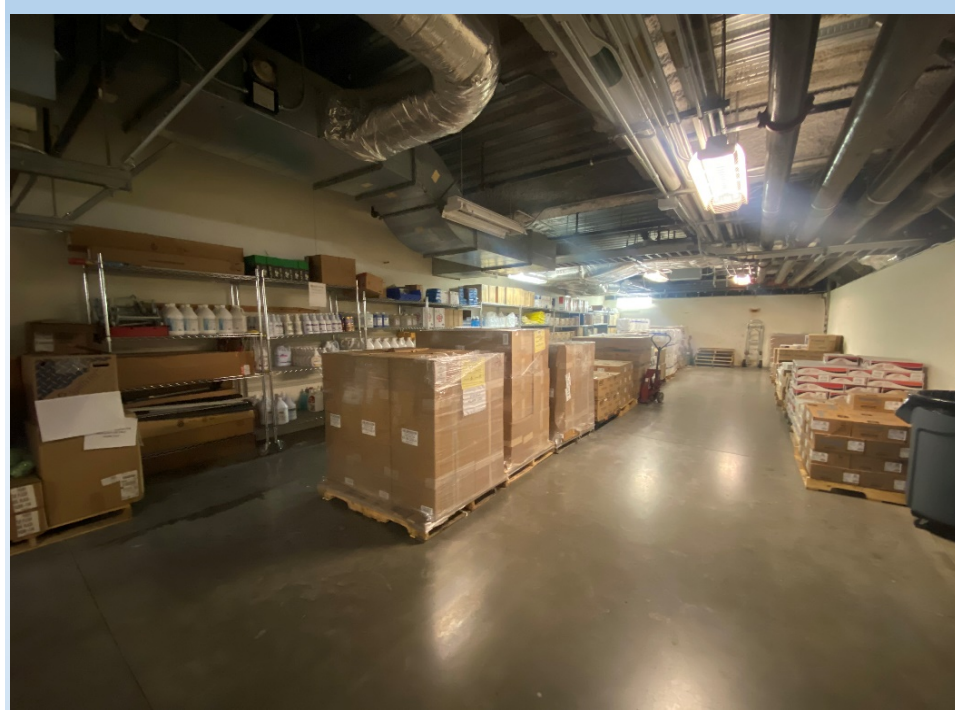
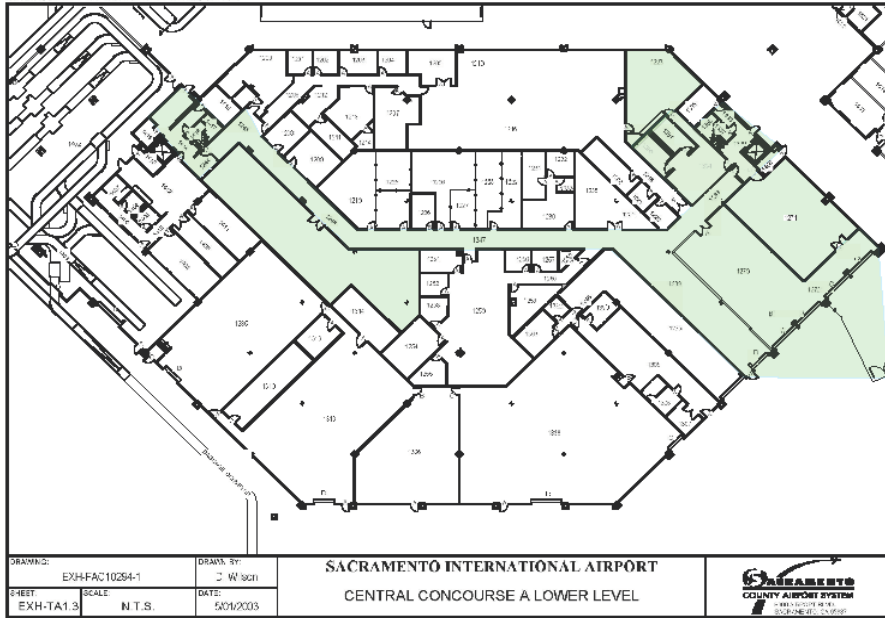


Terminal A



CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A -
ATTACHMENT F CLEAN SHADED AREAS APPROX. 18,000 SQ. FT.

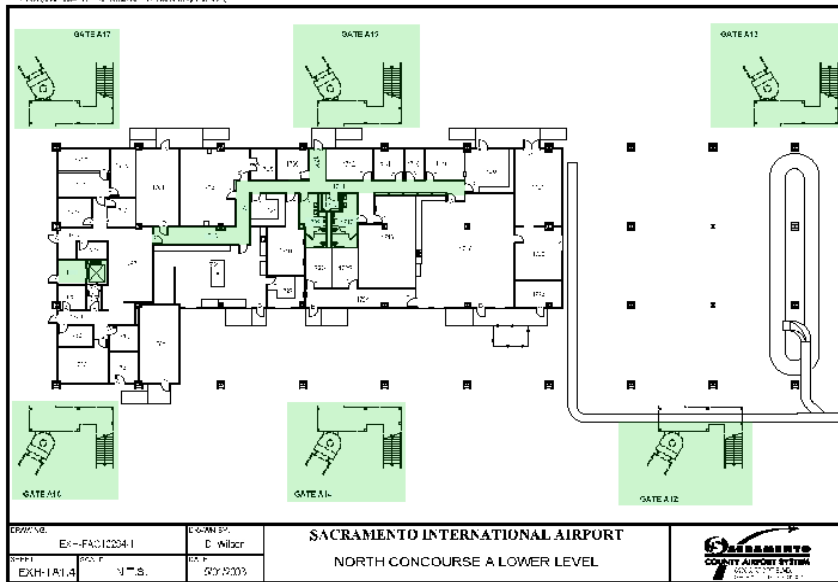
ALL DRAWINGS AND SPECIFICATIONS SHALL BE SUBJECT TO THE DISCRETION OF THE AIRPORT AUTHORITY. THE AIRPORT AUTHORITY SHALL BE THE FINAL AUTHORITY IN ALL MATTERS.



CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A - ATTACHMENT F

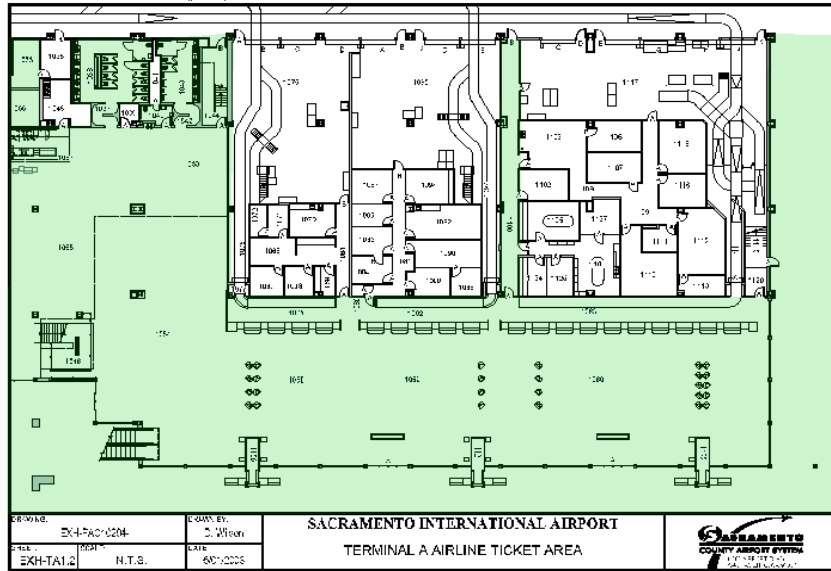
CLEAN SHADED AREAS APPROX. 2,500 SQ.FT.

GENERAL NOTES: 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2013 EDITION, AS AMENDED, AND THE AIRPORT SECURITY ACT, 2001.



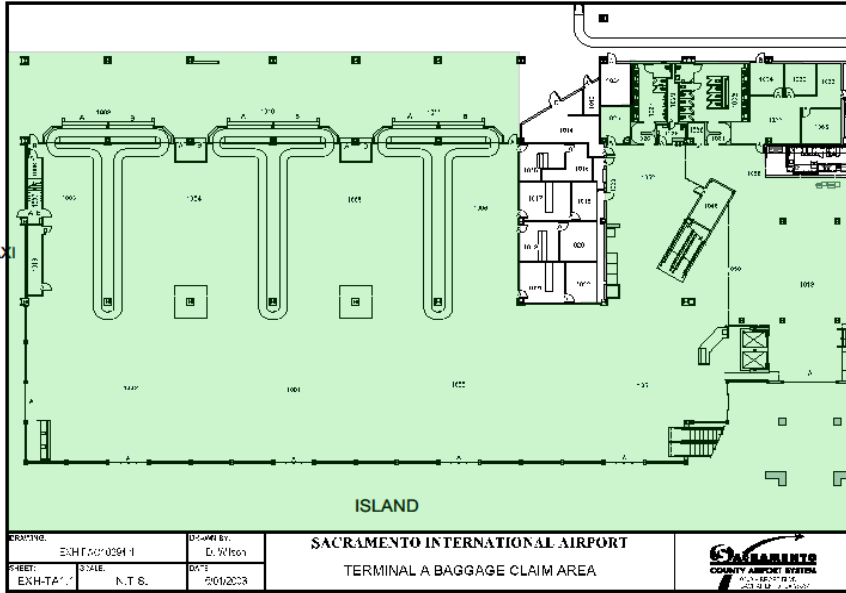
CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A - ATTACHMENT F
 CLEAN SHADED AREAS APPROX. 24,000 SQ. FT

USUAL CUSTODIAL SERVICES ARE NOT INCLUDED IN THIS RFP. SEE ATTACHMENT G FOR DETAILS.



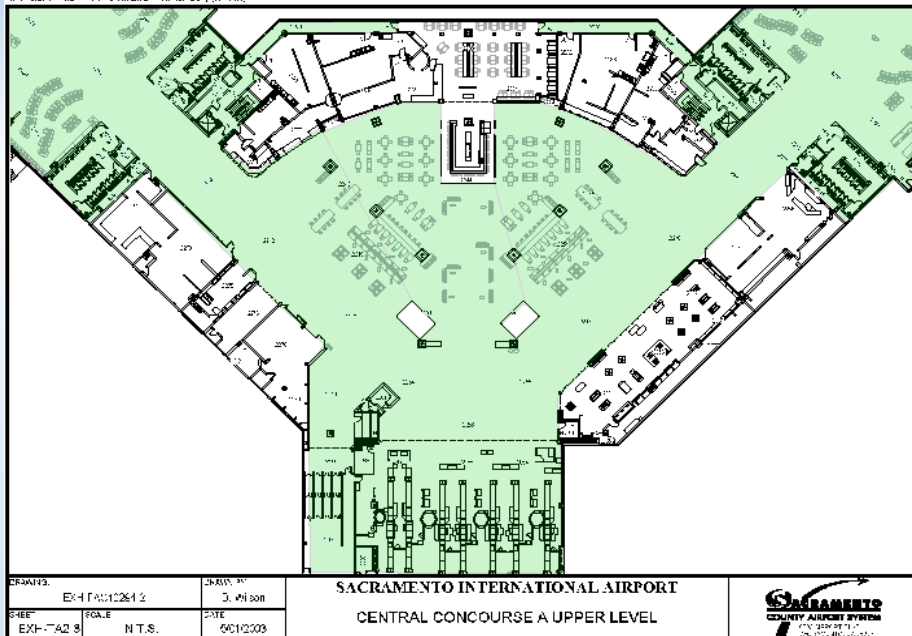
CUSTODIAL SERVICES RFP - TERMINAL CONCOURSE A - ATTACHMENT F
CLEAN SHADED AREAS APPROX. 54,000 SQ. FT.

Architect: BSA Architects, Inc.
Project: EXH-TA-17



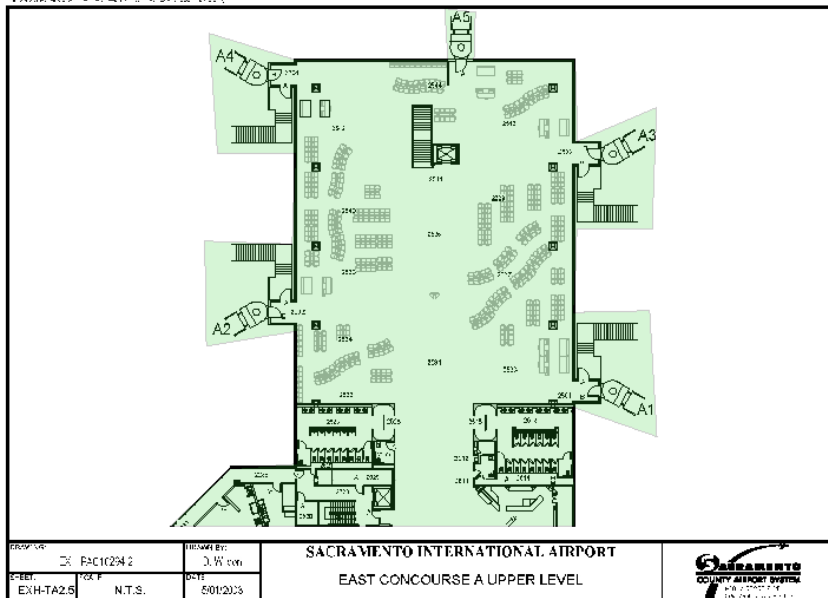
CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A - ATTACHMENT F
 CLEAN SHADED AREAS APPROX. 44,000 SQ. FT.

EXHIBIT F-1: CLEAN SHADED AREAS APPROX. 44,000 SQ. FT.

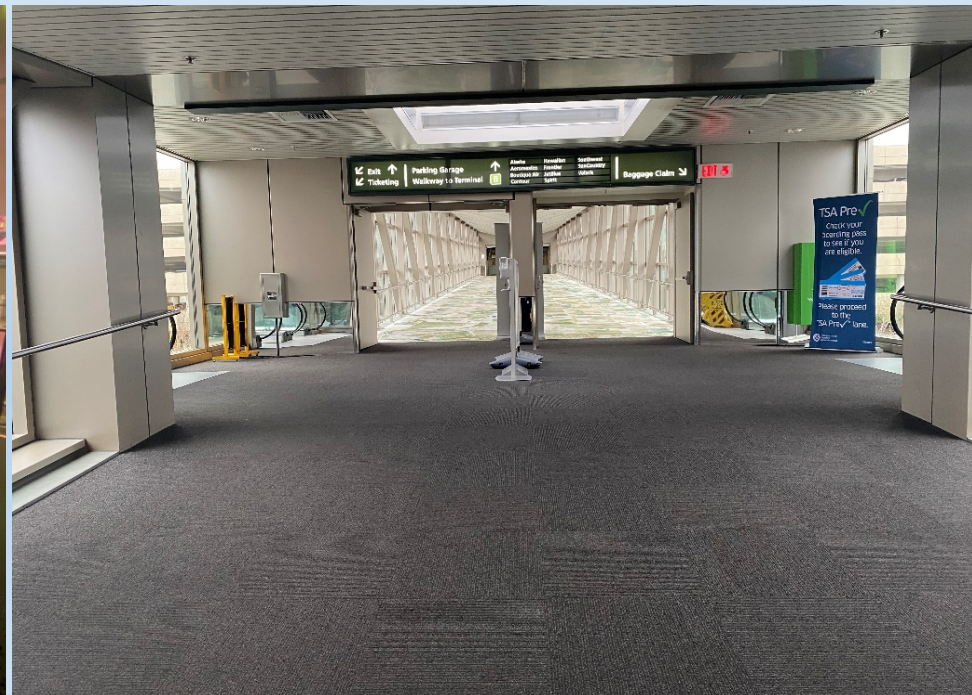


CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A - ATTACHMENT F
 CLEAN ENTIRE AREA APPROX. 17,000 SQ. FT. OF BUILDING APPROX. 6,000
 SQ. FT. OF PASSENGER LOADING BRIDGES (PLB)

DATE: 1/20/2025 BY: J. W. COV
 PROJECT: CUSTODIAL SERVICES RFP - ATTACHMENT F

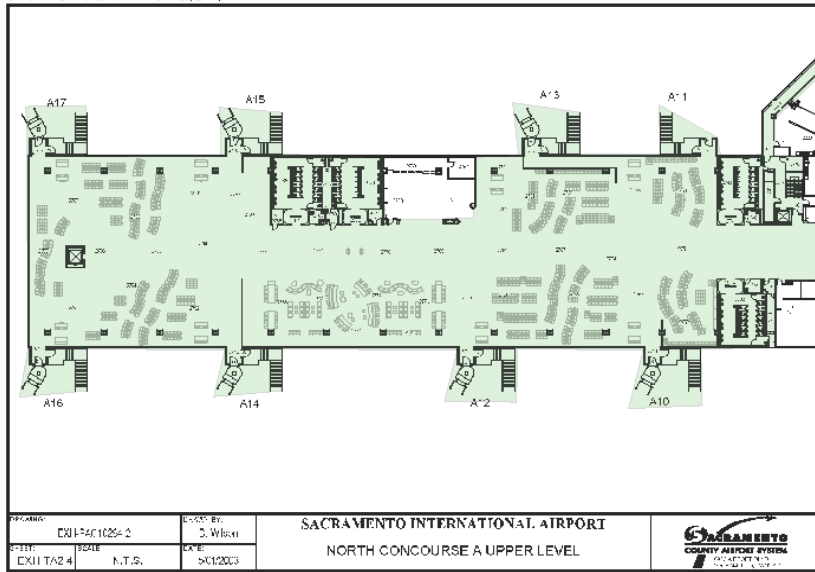


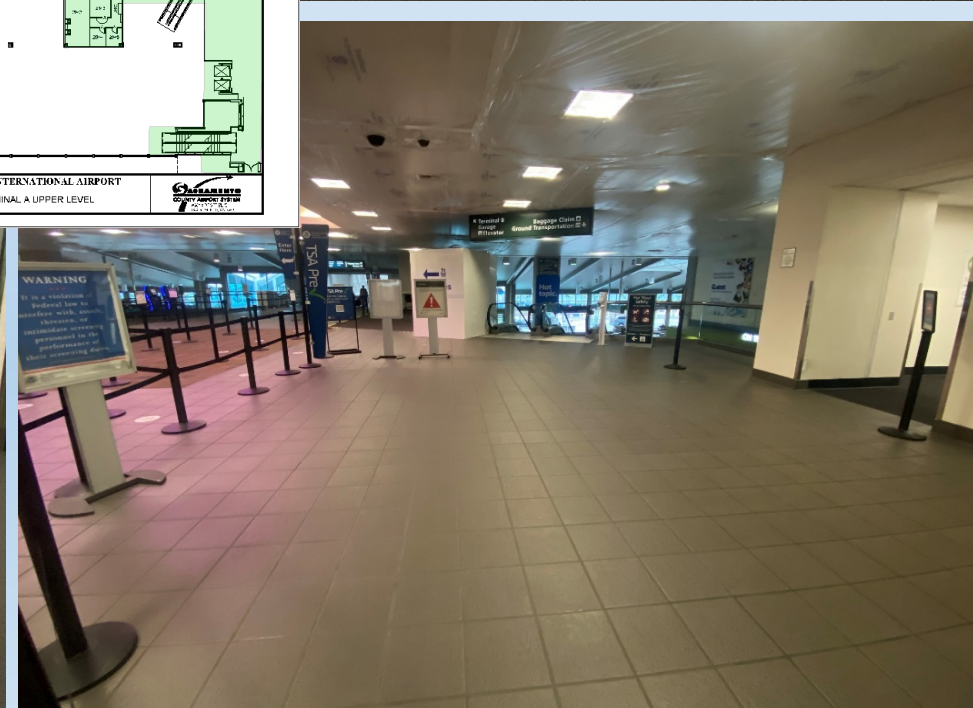
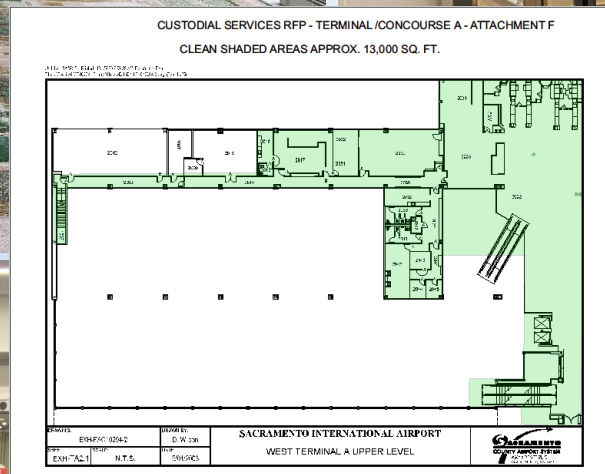
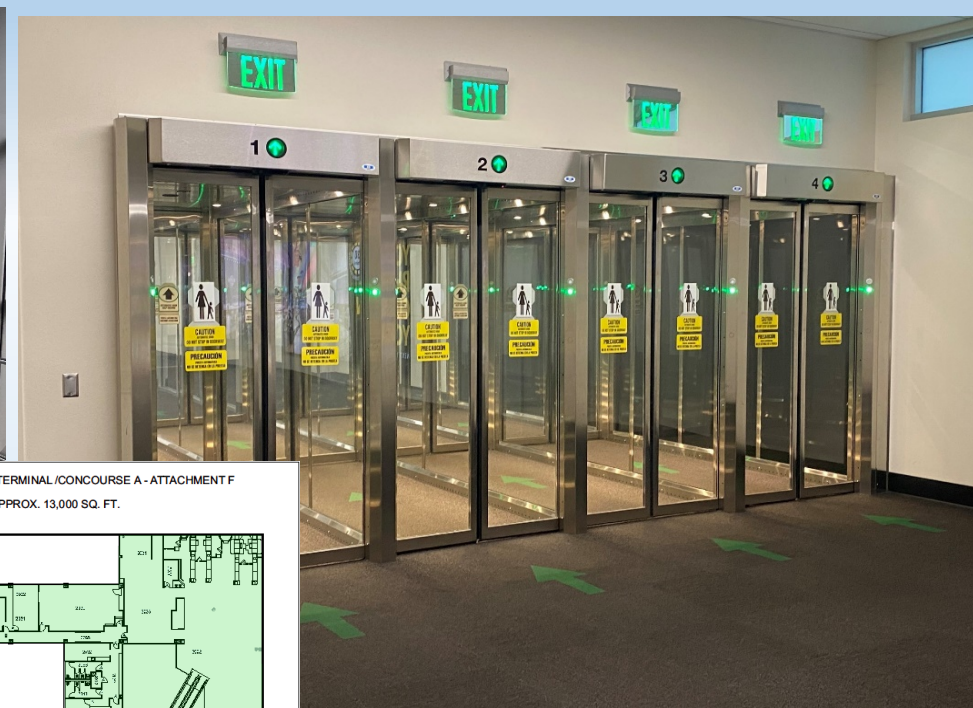
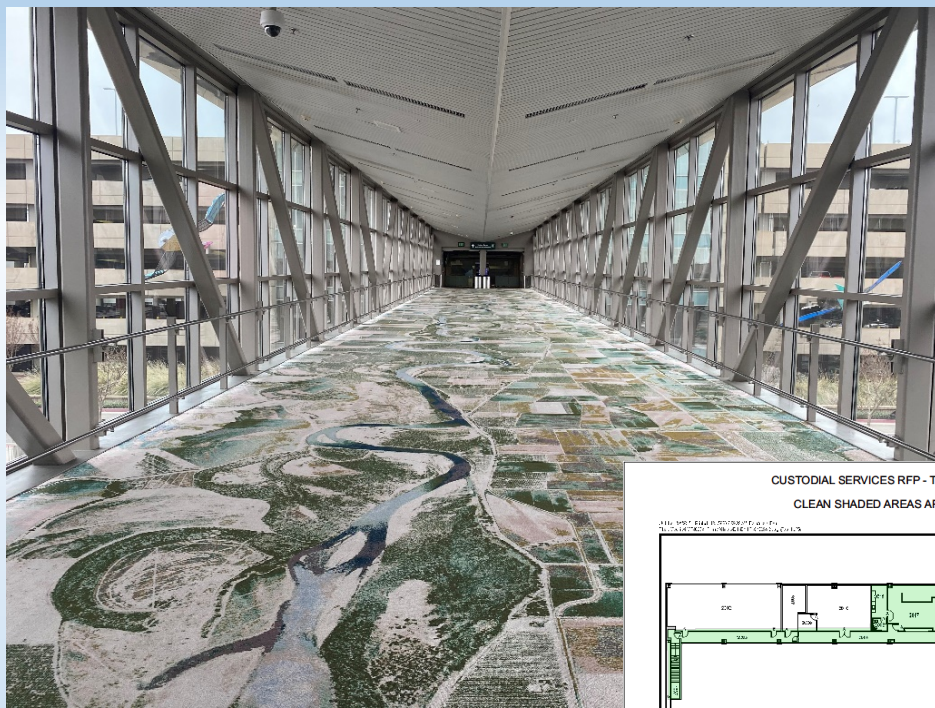
CLEAN SHADED AREAS APPROX. 22,000 SQ.FT.



CUSTODIAL SERVICES RFP - TERMINAL/CONCOURSE A - ATTACHMENT F
CLEAN SHADED AREAS APPROX. 41,000 SQ. FT. 11,000 SQ. FT OF PLB

DATE: 10/20/16 BY: J. Wilson
PROJECT: SACRAMENTO INTERNATIONAL AIRPORT
DRAWING: EXHIBIT A-10

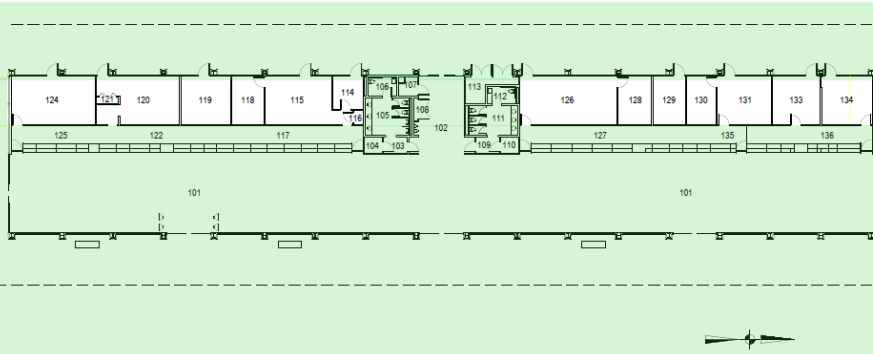





RENTAL CAR FACILITY



CUSTODIAL SERVICES RFP - RENTAL CAR FACILITY - ATTACHMENT H
CLEAN SHADED AREAS APPROX. 15,000 SQ. FT.



DRAWING: EXH-FAC10266-1		DRAWN BY:	SACRAMENTO INTERNATIONAL AIRPORT RENTAL CAR TERMINAL BLDG. FACILITY 10266	
SHEET: 1	SCALE: N.T.S.	DATE:		



ANCILLARY BUILDINGS

EIGHT (8) LOCATIONS

- **PHYSICAL PLANT MAINTENANCE (PPM) BUILDING**
- **CENTRAL WAREHOUSE**
- **OPS BUILDING**
- **AIRFIELD MAINTENANCE (AIR SERVICES) BUILDING**
- **AIRFIELD MAINTENANCE TRAILER**
- **ELECTRICIANS TRAILER**
- **CNG STATION RESTROOM**
- **EAST ELECTRICAL VAULT RESTROOM**

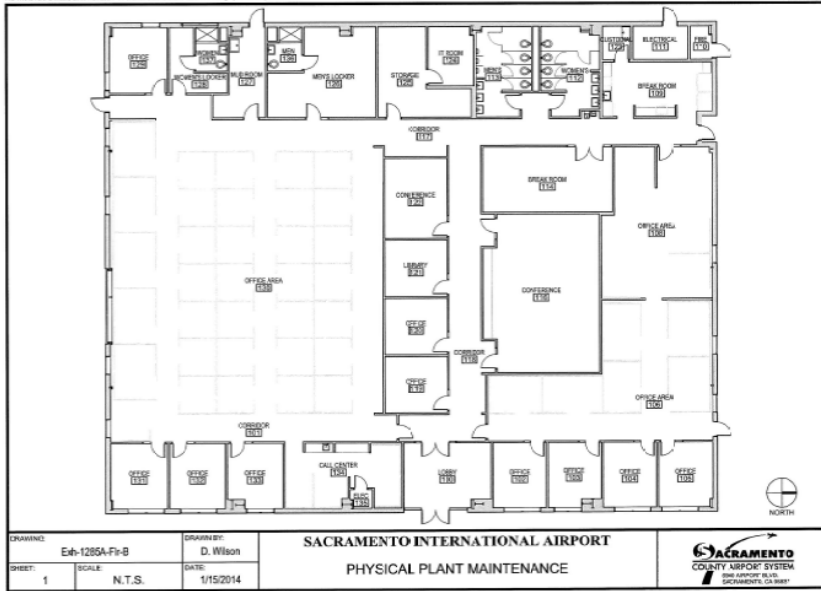
PHYSICAL PLANT MAINTENANCE (PPM) BUILDING



CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

Clean Entire Building
Approx. 15,000 sq. ft.

Updated: 1/15/2014 - Project: 1/15/2014 2:23:27 PM By: Wilson, Don
File: H:\AUTOCAD\Drawings\KAC\1285A-11P\1285A-11P.dwg (Scale: 1/8"=1')

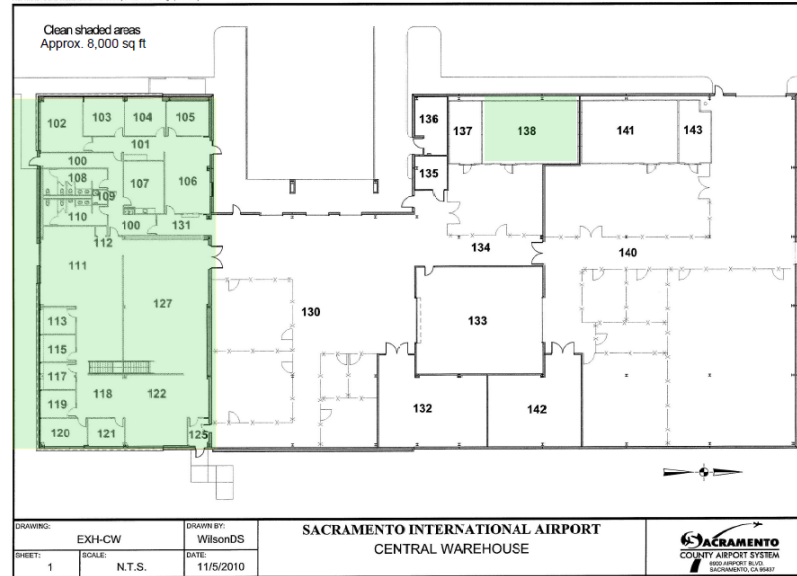


CENTRAL WAREHOUSE



CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

Submittal: 11/05/2010 - Project: 11022010 110224.486 \$0 - Wilson, Don
File: 11/05/2010 110224.486 \$0 - Wilson, Don (11/05/2010)



OPS BUILDING

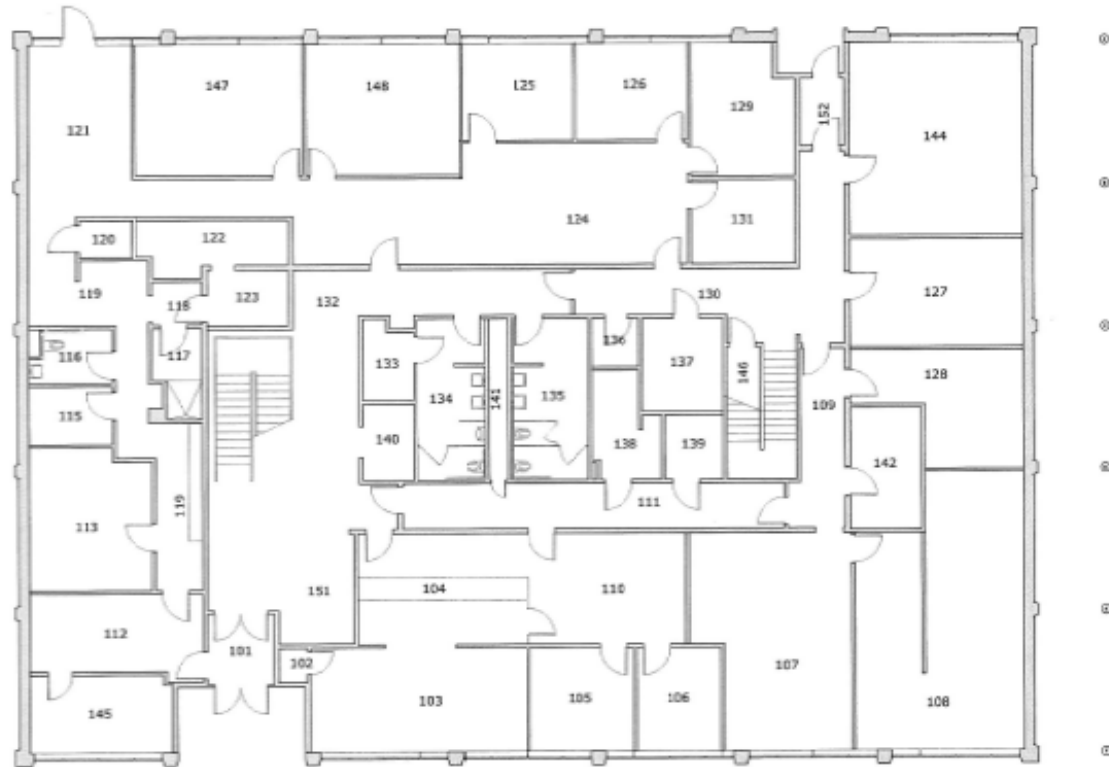


OPS BUILDING - 1ST FLOOR

Clean Entire Building
Approx. 20,000 sq. ft.

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

File: W:\AUTOCAD\Master\onfile\hibb\floorplans\EXH-FAC10267-1 (EXHIBIT) Updated: 8/12/13 Printed: 1/15/14 1:33pm By: WilsonGG



DRAWING:	EXH-FAC10267-1	DRAWN BY:	DSW
SHEET:	1	DATE:	8/12/2013
SCALE:	N.T.S.		

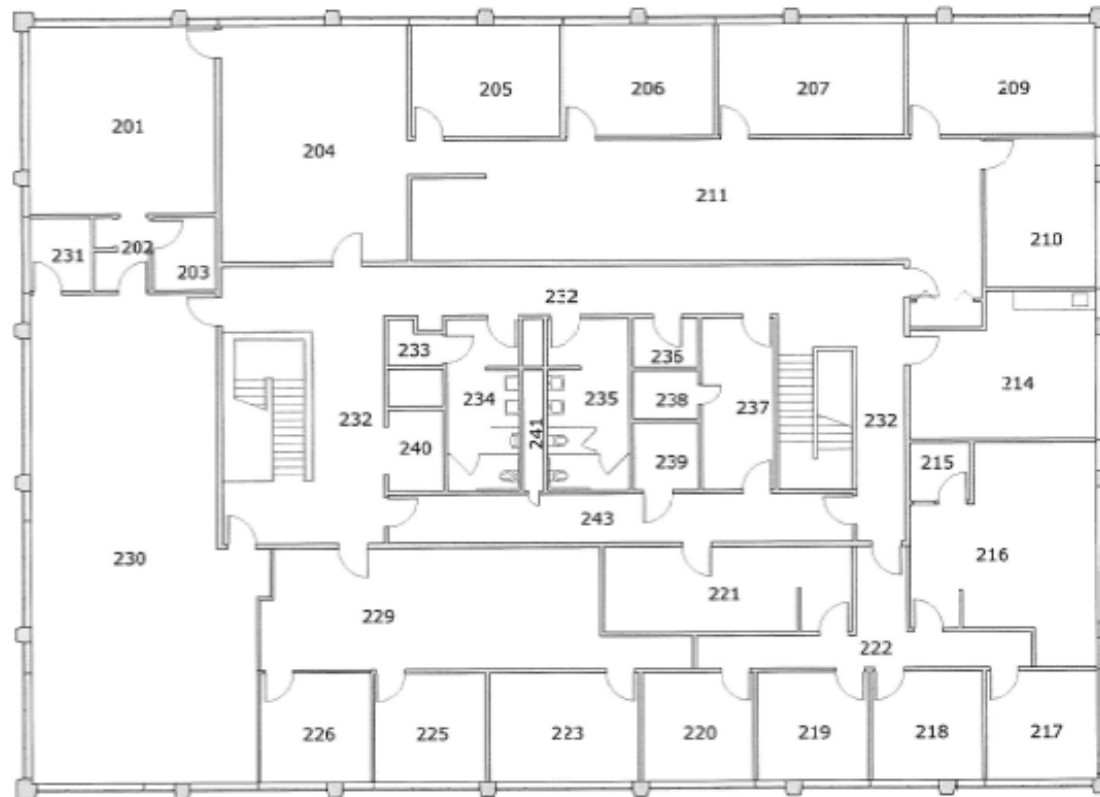
SACRAMENTO INTERNATIONAL AIRPORT
OPERATIONS BUILDING
FACILITY - 10267 LOWER LEVEL



OPS BUILDING - 2ND FLOOR

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

File: W:\A\OCAD\Baster\sm\exhibits\floorplan\2024-FAC10267-2 (EXHIBIT) Updated: 11/20/13 Printed: 1/16/14-1:33pm By: WilsonCG



DRAWING: EXH-FAC10267-2		DRAWN BY: DSW
SHEET: 1	SCALE: N.T.S.	DATE: 11/20/2013

SACRAMENTO INTERNATIONAL AIRPORT
OPERATIONS BUILDING
FACILITY - 10267 UPPER LEVEL

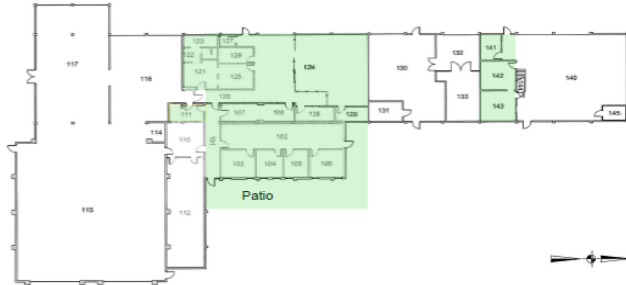


AIRFIELD MAINTENANCE BUILDING

File: R:\AUTOCAD\Drawings\Facilities\Bldgs\FAC10252-1.dwg Updated: 11/8/10 Printed: 11/8/10 10:43am By: WilsonDS

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

Clean shaded areas
Approx. 6,000 sq.ft.



DRAWING:
EXH-FAC10252-1

DRAWN BY:
WilsonDS

SACRAMENTO INTERNATIONAL AIRPORT
AIRFIELD MAINTENANCE BLDG.
FACILITY 10252



SHEET:
1

SCALE:
N.T.S.

DATE:
11/8/2010

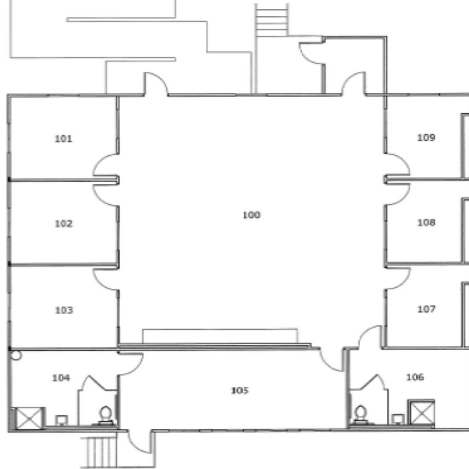


AIRFIELD MAINTENANCE TRAILER

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

Updated: 2/10/2010 - Printed: 1/18/2010 12:35:23 PM By: Wilson, Don
File: C:\A\7042\Drawings\Facilities\Airfield Maintenance Trailer\FAC 1267M-1.dwg (Tab: 1007M-1)

Clean entire building
Approx. 3,000 sq. ft.



DRAWING: EXH-FAC1267M-1		DRAWN BY: WilsonDS		SACRAMENTO INTERNATIONAL AIRPORT AIRFIELD MAINTENANCE TRAILER FACILITY 1267M		
SHEET: 1		SCALE: N.T.S.				
		DATE: 2/1/2010				

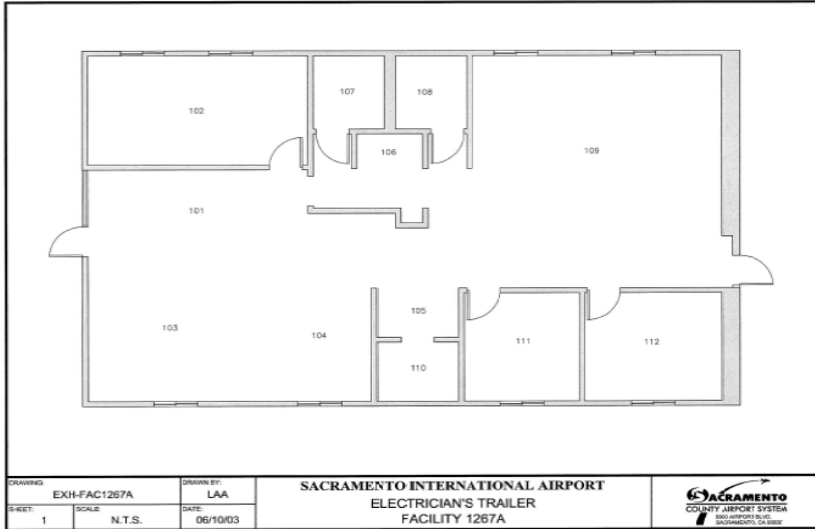


ELECTRICIANS TRAILER

Clean Entire Trailer
Approx. 2,400 sq. ft.

Clean Entire Trailer
Approx. 2,400 sq. ft.

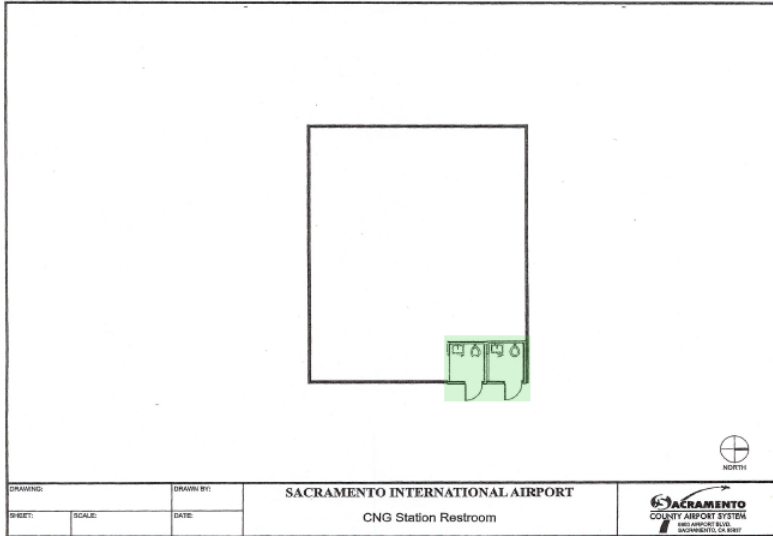
File: W:\AUTOCAD\Master\exhibits\Douglas\ED04-FAC1257A-1 (EXHIBIT) Updated: 4/7/14 Printed: 4/7/14-11:13am by: WilsonCJ



CNG STATION RESTROOM

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

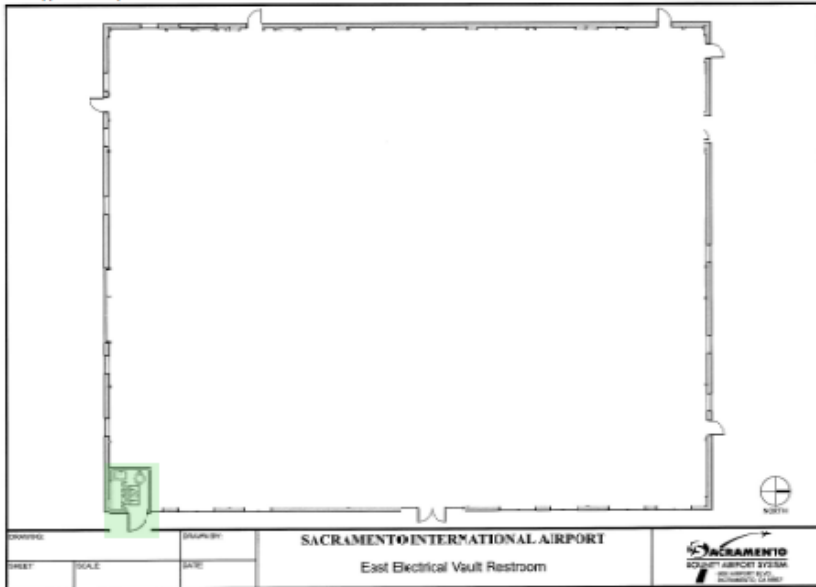
Clean shaded area
Approx. 200 sq. ft.



EAST ELECTRICAL VAULT RESTROOM

CUSTODIAL SERVICES RFP - ANCILLARY BUILDINGS - ATTACHMENT G

Clear shaded area
Approx. 100 sq. ft.



NEXT STEPS

- **DEADLINE FOR SUBMITTING QUESTIONS:**

February 16, 2021 - 2:00 p.m. Pacific Standard Time

All inquiries regarding this RFP must be directed in writing, via e-mail to Sherrie Antonio at AntonioS@saccounty.net no later than February 16, 2021 at 2:00 PM, Pacific Standard Time.

Contact with any COUNTY representative (other than the designated contact person) during this solicitation process is cause for disqualification.

- **ADDENDA ISSUED (IF NECESSARY)**

February 22, 2021

If modifications or clarifications to this RFP are necessary, the Department will post an addendum to our website at

http://www.sacramento.aero/scas/opportunities/bids_and_requests/

- **PROPOSALS DUE BY:**

Friday, March 5, 2021 - 2:00 p.m. Pacific Standard Time

- **DEADLINE**

Submit one (1) original and five (5) hard copies of the submittal, along with one (1) digital pdf copy (Adobe Acrobat or compatible program) of the submittal, in a sealed envelope clearly marked, "**Statement of Qualifications and Experience for Custodial Services**", at the location and by the deadline stated Below. All late responses will be rejected.

Date: Friday, March 5, 2021

Time: 2:00 PM Pacific Standard Time

Location: Sacramento County Department of Airports

Attention: Sherrie Antonio

6900 Airport Boulevard

Sacramento, CA 95837-1109

DATE	ACTION
February 5, 2021	Mandatory pre-proposal conference
February 16, 2021	Deadline for submitting questions
February 22, 2021	Addenda issued (if necessary)
March 5, 2021	Proposal due date
March 12, 2021	Interview invitation letters sent to proposers (if necessary)
March 18, 2021	Proposer Interviews (if necessary)
March 24, 2021	Award recommendation letters sent to proposers
May 18, 2021	Recommendations of selection presented to County Board of Supervisors
May 25, 2021	Pre-Agreement Meeting (if necessary)
July 1, 2021	Effective Date of Agreement With Selected Proposer(s)