

Exhibit "A"

Scope of Work & Performance Schedule For Professional Custodial Services at Various City Facilities

1.01 Specific Requirements

Cleaning Schedule

Cleaning shall include general cleaning of all open areas while keeping the buildings and properties in clean, safe and orderly condition consistent with industry standards.

801 ADMINISTRATION BUILDING

110 E. La Habra Blvd.

5 days, Monday Thru Friday

Cleaning to commences after 7:00pm Monday Thru Friday

Estimated sq.ft. 41,013

801 ½ COUNCIL CHAMBERS BUILDING

100 E. La Habra Blvd.

5 days, Monday Thru Friday

Cleaning to commences after 7:00pm Tuesday Thru Friday

Cleaning to commences after 10:00pm every Monday

Estimated sq.ft. 4,775

803 VETERANS HALL

217 E. La Habra Blvd.

7 days, Monday Thru Sunday (schedule TBD)

Cleaning to commence after 11:00p.m

Estimated sq.ft. 3,875

806 POLICE DEPARTMENT

150 N. Euclid St.

7 times a week, Monday thru Sunday

Cleaning to Commences at 3:30pm

Keys to clean office will need to be obtained from the watch commander

Staff will need to be background checked

Estimated sq.ft. 22,137

809 PUBLIC WORKS

621 W. Lambert Rd.

5 times a week, Monday thru Friday

Cleaning to commences after 6:00pm

Estimated sq.ft. 10,000

811 GIRLS ACTIVITY BULDING

- 500 Granada Court
5 times a week, Monday thru Friday (Schedule TBD)
(to be determined based on facility usage)
Cleaning to commences after 10:00 pm
Estimated sq.ft. 1,876
- 812 WHITTIER PRE SCHOOL
1440 W Whittier Blvd.
5 times a week, Monday thru Friday
Cleaning to commences after 7:00pm
Estimated sq.ft. 3,080
- 819 GIRLS SCOUT PAVILLION
500 Granada Court
1 time a week, Nights (to be determined based on facility usage)
Cleaning to commences after 7:00pm
Estimated sq.ft. 4,885
- 825 CHILDRENS MUSEUM
301& 303 S. Euclid St.
7 times a week, Monday thru Sunday
Cleaning to commence after midnight
Estimated sq.ft. 8,000
- 835 SCHOOL AGE SITE
401 S. Euclid St.
5 times a week, Monday thru Friday
Cleaning to commence after 7:00pm
Estimated sq.ft. 4,945
- 838 COMMUNITY CENTER
101 W. La Habra Blvd.
7 times a week, Monday thru Sunday
Cleaning to commence after 11:00pm
Estimated sq.ft. 18,500
- 838 ½ COMMUNITY CENTER / EXPANSION
151 W. La Habra Blvd.
7 times a week, Monday thru Sunday
Cleaning to commence after 11:00pm
Estimated sq.ft. 3,010
- 839 CLAIRE BROWN
305 S. Euclid St.
5 times a week, Monday thru Friday
Cleaning to commence after 7:00pm

Estimated sq.ft. 5,000

840 YOUTH CENTER
441 E Whittier Blvd.
5 times a week, Monday thru Friday
Cleaning to commence after 7:00pm
Through May 31, 2023 only
Estimated sq.ft. 2,400

844 CHILD DEVELOPMENT OFFICES
215 N Euclid St.
5 times a week, Monday thru Friday
Cleaning to commence after 9:00pm
Estimated sq.ft. 6,457

1.02 Daily, Weekly, Semi-Weekly, Monthly, Quarterly And Semi-Annual Services

CONTRACTOR shall furnish all labor, equipment, materials, tools, services and special skills required to perform the janitorial maintenance as set forth in this Scope of Work and in keeping with the highest standards of quality and performance.

1.03 Exceptions to General Services

*City will provide paper products only, Hand Towels, Toilet Paper, and Toilet Seat Covers. Custodian to Install all paper product.

GENERAL REQUIREMENTS

2.01 Project Inspections

Weekly, **CONTRACTOR**, or his representative, will tour the locations where Services are provided under the Agreement with a **CITY** representative, for the purpose of determining compliance with the Scope of Work or to discuss required work. **CONTRACTOR'S** representative must be authorized to sign documents and effect changes for any of the locations. Any item determined not to be in compliance shall be rectified within their respective time period per **Exhibit A, Section 1.02.**

2.02 Safety

CONTRACTOR agrees to perform all work outlined in the Scope of Work in such a manner as to meet all accepted standards for safety practices during the maintenance operation and to safely maintain equipment, machines, and materials

or other hazards consequential or related to the work; and agrees to additionally accept the sole responsibility for complying with all local, County, State or other legal requirements including but limited to, full compliance with the terms of the applicable O.S.H.A. and CAL. O.S.H.A. at all times so as to protect all persons, including **CONTRACTOR'S** employees or **CITY** officials, employees, volunteers, vendors, members of the public or others from foreseeable injury, or damage to their property. **CONTRACTOR** shall inspect all potential hazards at said areas under maintenance and keep a log indicating date inspected and action taken.

It shall be **CONTRACTOR'S** responsibility to inspect, and identify, any condition(s) that renders any portion of the areas under maintenance unsafe as well as any unsafe practices occurring thereon. **CITY'S Contract Representative**, or his or her designee, shall be notified immediately of any unsafe condition that requires major correction. **CONTRACTOR** shall be responsible for making minor corrections, including but not limited to care of floors so as to protect members of the public and others from injury. **CONTRACTOR** shall cooperate fully with **CITY** in the investigation of any accidental injury, or death occurring on the contracted areas, including a complete written report thereof to **CITY'S Contract Representative** within five (5) working days following any occurrence.

2.03 Reports and Schedules

CONTRACTOR, as part of this Agreement, will submit reports and schedules as requested. Such reports may include but not be limited to the following:

- A. Suggestions for improving problem areas.
- B. Cost information to perform Extra Work for upgrading specific areas and/or tasks.
- C. Weekly Maintenance Schedules.
 - 1. **CONTRACTOR** shall provide a written weekly maintenance schedule, to be date and time specific, to the **CITY Contract Representative**, or his or her designee, on the preceding Friday. Weekly schedules will include number of people and number of hours to be worked at each site. If weekly schedule is not received on preceding Fridays by 4:00 P.M. a 5% penalty will be deducted off the monthly compensation for each schedule not received. The 5% penalty will be assessed for each weekly schedule missed. (Example, if 4 Fridays in a month are missed, a 20% penalty would apply.)

2. Notification of change in scheduled work must be received by **CITY** at least 12 hours prior to the scheduled time for the work. Except for weekend work, which requires 48 hours notification.
3. A weekly walkthrough of all facilities to review schedules and maintenance per contract agreement is mandatory.
4. **CONTRACTOR'S** staff will have a sign off form if a request is made for a specific area not to be cleaned. The name of the person making the request must be on the form. The name will be printed and signed off by the person making the request. A copy of this form must be given to **CITY'S Contract Representative**, or his or her designee. If the form is not turned in a possible deduction may be made at **CITY'S** discretion.

- D. Monthly Schedules
- E. Semi Monthly Schedules
- F. Quarterly Schedules
- G. Semi Annually Schedules

All above reports are to include what is described in section 1.02.

2.04 Protection of Existing Facilities and Structures

CONTRACTOR shall exercise due care in protecting all existing facilities structures, and utilities on **CITY's** property from damage. Any damage to **CITY'S** property, deemed to be caused by **CONTRACTOR'S** neglect, shall be corrected or paid for by **CONTRACTOR** at no cost to **CITY**.

2.05 Contractor's Staff

CONTRACTOR shall provide sufficient and qualified personnel to perform all work in accordance with the Scope of Work. **CONTRACTOR'S** staff will be dressed in a professional manner; uniforms must have **CONTRACTOR'S** business name and logo printed on the front. All of **CONTRACTOR'S** maintenance personnel shall be supervised by a qualified, Foreman in the employment of **CONTRACTOR**. Background checks are required for Police Department Facility and will provide documentation.

CONTRACTOR shall also provide a qualified supervisor, who shall be reachable, with the capability to respond to emergency calls/complaints relative to the contracted locations within one (1) hour. **CONTRACTOR**, or his representative, shall be reachable by **CITY** twenty-four (24) hours per day seven (7) days a week.

All emergency after-hour calls will be responded to by CITY staff, unless CITY calls CONTRACTOR to respond.

2.06 Chemicals

- A. All materials used by **CONTRACTOR** to carry out the terms of this Agreement shall be in strict accordance with the **EPA** regulations and the **California Food and Agricultural Codes**.
- B. **CONTRACTOR** is responsible for obtaining all required permits, a copy of which shall be sent to **CITY's Contract Representative**.