

ATTACHMENT 9- SCOPE OF WORK

APPENDIX A-1

SCOPE:

The work under this section includes furnishing all supplies, labor, equipment, and performing all operations in connection with providing the janitorial service as specified herein, Schematic Drawings, Facility Description Forms, and/or as reasonably required to complete this type of service and in accordance with standard practice for the type of material being cleaned.

LOCATIONS:

The work under this section includes Janitorial Services on a contract basis for assigned buildings and office areas as follows. Floor detail and frequency will be provided at site walk.

1. El Centro Courthouse, 939 W. Main St., El Centro, CA 92243
2. Winterhaven Court, 2124 Winterhaven Dr., Winterhaven, CA 92283
3. El Centro Criminal Courthouse, 650 Wake Ave., El Centro, CA 92243 (services estimated to being December 2023).

CONTRACTOR'S RESPONSIBILITY:

It shall be the responsibility of contractor to visit job sites to verify building and office area layout, contents, and existing conditions prior to submitting quotations. Contractors must walk-through each facility that the contractor bids prior to responding to the RFP.

COURT'S BUSINESS HOURS OF OPERATION:

The Courts business hours are Monday thru Friday, during the hours of 8:00 a.m. to 5:00 p.m. Occasionally court employees are scheduled to work after business hours, weekends, and holidays at all facilities.

At the El Centro Courthouse, "Mock Trials" may take place during the months of January to February some weekday evenings after 5:00 pm & some Saturdays.

JANITORIAL WORK SCHEDULE:

Unless otherwise noted on the drawings

1. Interior janitorial services shall be performed five (5) days per week, Monday thru Friday, between the hours of 5:30 p.m. thru 7:00 a.m.
2. Exterior janitorial services shall be performed five (5) days per week, Monday thru Friday.
3. IT rooms need to be done starting at 4:00 p.m. on Fridays. Must receive access from IT staff.

Prior authorization must be obtained from the Director of Facilities & Security (DOFS) with a minimum of forty-eight (48) hours advance notice, should any work phase require to be implemented during daytime hours.

MAINTENANCE SCHEDULE:

The following services shall be performed as specified:

Daily Service

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| <ol style="list-style-type: none"> 1. All carpeted and hard surface floors are to be maintained clean, shiny, and spotless. | <ol style="list-style-type: none"> materials dumpster(s) which are located within building parking areas. |
| <ol style="list-style-type: none"> 2. All carpeted areas shall be vacuumed. Primary source of vacuuming shall be an upright or canister vacuum (not a backpack model). | <ol style="list-style-type: none"> 17. Trash receptacles shall be maintained clean, disinfected, spotless, and odorless. |
| <ol style="list-style-type: none"> 3. All hard surface floors to be dusted and/or wet mopped.

<u>Note:</u> Mopping with water only is not allowed. Cleaning agent and disinfectant must be applied. Mop heads must always be kept clean, fresh, free from dirt and unpleasant smell at all times. | <ol style="list-style-type: none"> 18. Service windows, cabinetry and adjacent walls shall be kept clean, disinfected, and free of smudges, scuff markers, handprints, etc. |
| <ol style="list-style-type: none"> 4. Carpeted and rubber scraper type floor mats must be maintained clean and spotless, free from dirt, mud, or other debris. | <ol style="list-style-type: none"> 19. Work station furnishings and equipment window glass shall be clean and spotless. |
| <ol style="list-style-type: none"> 5. Move furniture, mats and other equipment as needed to provide a thorough and complete service. | <ol style="list-style-type: none"> 20. Judge's Bench and attorney area microphones units shall be cleaned and disinfected. |
| <ol style="list-style-type: none"> 6. Clean and wash all exterior and interior door and adjacent window glass surfaces, frames and hardware included, at all public and employee entrances and exits. | <ol style="list-style-type: none"> 21. Clean and disinfect all tables, chairs, televisions, refrigerators (exterior sides only), and vending machines within Conference & Break Rooms, Jury Assembly & Deliberation Rooms, Lobbies, and courtrooms. |
| <ol style="list-style-type: none"> 7. Clean, disinfect, and polish all lobby furniture (desks, chairs, tables, etc.), cabinetry (display cases, directory, etc.), glass, signage, etc. | <ol style="list-style-type: none"> 22. All rooms with sink fixtures shall be provided with liquid soap and paper towels (roll or leaflet). Dispensers are provided. |
| <ol style="list-style-type: none"> 8. Clean and disinfect all exterior and interior public telephone booths and elevator compartments. | <ol style="list-style-type: none"> 23. Countertops with sink units shall be cleaned and disinfected. Faucets and adjacent wall surfaces are to be kept free of water spots, stains, and runs. |
| <ol style="list-style-type: none"> 9. Clean and disinfect all drinking fountains and drink dispensers. | <ol style="list-style-type: none"> 24. All room areas shall be maintained clean, sanitized, and fresh smelling. |
| <ol style="list-style-type: none"> 10. Remove all graffiti from exterior and interior building surfaces. | <ol style="list-style-type: none"> 25. Clean and disinfect all exterior sand urns. Appropriate sand fill material to be replaced as needed to keep material from looking and smelling unpleasant. |
| <ol style="list-style-type: none"> 11. Clean, disinfect, and polish all handrails and other metal (brass, stainless steel, etc.) hardware. | <ol style="list-style-type: none"> 26. Clean, sweep, and/or wash exterior building walkways, landings, stairwells, and ramps to keep free from dirt, stains, spills, gum, pigeon droppings, etc. Pressure wash if necessary, but avoid damage to surfaces. |
| <ol style="list-style-type: none"> 12. Wood finished surfaces (such as on doors, railing, wainscot, decorative paneling, etc.) to be kept clean, spotless, and polished. | <ol style="list-style-type: none"> 27. Trash/debris found within exterior landscape planters adjacent to building entrance areas shall be picked up and disposed of at appropriate trash receptacle. |
| <ol style="list-style-type: none"> 13. Marble columns, wainscot panels, and walls to be kept cleaned, spotless, and polished. | <ol style="list-style-type: none"> 28. Report all building maintenance repairs or cleaning issues to the Director of Facilities (DOFS), Monday thru Friday during the hours of 8:00 a.m. to 5:00 p.m. To address emergency issues outside of courts normal business hours, call cell phone. |
| <ol style="list-style-type: none"> 14. Carpeted and fabric covered columns, walls, work stations, etc. shall be maintained cleaned and spotless. | <ol style="list-style-type: none"> 29. Clean area, even if not scheduled, if obvious cleaning is needed. |
| <ol style="list-style-type: none"> 15. Empty out all exterior and interior waste (trash) and recycle material receptacles. Provide plastic liners, no torn or dirty liners allowed. | |
| <ol style="list-style-type: none"> 16. Collected waste (trash) and recyclable material shall be disposed of at an appropriate waste (trash) or recycle | |

Daily Restroom Service

As specified for daily service, plus:

1. Clean, wash and disinfect all sinks, urinals and commode fixtures. This includes tops, under-side and sides of all fixtures.
2. All plumbing fixture faucets, water lines, fasteners, etc., shall be kept free of calcium, grime, scale, etc. build-up at all times.
3. Clean and disinfect all dispensers and grab bars.
4. Clean and disinfect all mirrors and frames.
5. Clean, wash and disinfect all walls and ceiling surfaces, privacy partitions, tile, doors and hardware, etc.
6. Refill all soap (liquid), paper towels (roll/leaf), toilet tissue (roll), sanitary seat liners and

feminine napkin dispensers (money received shall be contractor's property). Dispensers are standard type and are provided by the Superior Court as needed.

7. Floors to be kept clean, spotless, shiny, and sanitized.
8. Room areas shall be kept free from unpleasant smells upon completion of room service.
9. Contractor shall provide metered deodorant dispensers to keep room areas smelling fresh and pleasant at all times.

Weekly Services

1. Trash receptacles shall be washed with appropriate cleaner and disinfectant if dirty, stained and/or smelling unpleasant.
2. Clean walls, door surfaces and hardware to keep free from dirt, spots, handprint grease/oil, smudges, scuff marks, etc.
3. Work station furniture and related office furnishings, free of employee's property (personal or work), shall be maintained clean, free from dust and spotless. Clean sides, tops, and faces of desks, wood/metal cabinetry and other office furnishings.
4. Judge's Bench, attorney area work tables and all wood finished surfaces are to be maintained clean, disinfected, spotless and polished.
5. Courtroom seating and upholstery are to be cleaned, disinfected, polished, spotless.
6. Remove spider and cob webs from all room area walls, ceilings, columns, furniture, etc.
7. Perform low dusting.

8. Remove gum or other unwanted debris from under chairs, benches, tables, etc.
9. Buff all hard surface floors to keep in a shiny appearance. Avoid dull looking floors.
10. Clean all interior glass surfaces throughout. Be aware that some interior window panes are of PlexiGlass and/or Lexan Plastics, not glass. Use appropriate cleaners.
11. Carpeted and fabric covered columns, walls, work stations, etc. shall be vacuumed to eliminate dust build-up.
12. Exterior building entrances or exit canopy area walls, ceilings, columns, etc. shall be kept free of dust, dirt, spider webs, stains, trash, pigeon droppings, etc. Clean and wash, pressure wash if necessary. Avoid damage to surfaces.
13. Exterior seating, tables, hand/guard rails, signs, etc. shall be cleaned, washed and disinfected. Keep free of stains, spills, gum, graffiti, etc.

Monthly Service

1. Perform all high dusting (door sashes, tops of partitions, ceilings, etc.).
2. Dust picture frames.
3. Strip, seal, wax, and buff all hard surface floors. Floors to be maintained clean, spotless and shiny.

4. Clean all floor, wall & ceiling ventilation grilles (screened and louvered).
5. Clean all baseboards, venetian blinds, curtains, door folding curtains, partitions, etc
6. Pressure washing of walkways along the building, including all exterior bench seating .

Quarterly Service

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| <ol style="list-style-type: none"> 1. All carpeting shall be shampooed; use bonnets 2. Carpet material shall be completely dry and return any items moved for the cleaning prior to the arrival of employees the following work day. 3. Contractor shall implement this service upon commencement of this services agreement and | <ol style="list-style-type: none"> scheduled thereafter within the early weeks of quarterly months, work performed Friday-Sunday. 4. Contractor shall notify DOFS minimum one (1) week in advance to implementing this work phase. |
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Six (6) Month Service

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| <ol style="list-style-type: none"> 1. All building perimeter glass (interior/exterior) windows and doors shall be cleaned and washed. 2. Contractor to take into consideration multi – story buildings. 3. Removal and re-installation of window screens shall be the responsibility of contractor and include a washing and scrub of units to keep free of dirt and staining. 4. Contractor shall implement this service within thirty (30) days of commencement of services agreement. | <ol style="list-style-type: none"> 5. Contractor shall notify DOFS minimum one (1) week prior to implementing this work phase. 6. This work phase shall be implemented during afterhours. Avoid disruption or inconvenience of public parking areas adjacent to building during court business hours. 7. Contractor will protect landscape grounds from markings from heavy equipment using plywood. |
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SPECIAL EXTERIOR SERVICE

Building washing at 939 Main Street, El Centro, twice a month, remove litter, dead leaves/brush, pigeon debris and all other debris from lower-level walls and walks, all four sides of exterior of building.

Exterior Service at Winterhaven Court. Contractor will irrigate exterior vegetation twice a week. Once a week, contractor will remove litter, dead leaves/brush, dead animals, stains, pigeon droppings, spider webs and rodent habitats from all four sides of the exterior of building, walks and patio.

Criminal Courthouse window washing of Courtyard glass walls, special care needed to avoid damage to landscape and interior finishes.

SAFETY IMPLEMENTATION:

Safety shall be implemented at all times. Contractor will be required to set up safety devices (cones, signage, rope off, or other as required) to detour employees and/or the general public around or away from work areas, if of a hazardous and liability nature.

MAINTENANCE SCHEDULE

Specified "Maintenance Schedule" serves as a guide of what is expected on a routine general basis, but is not limited to it. **It shall always be the responsibility of the janitorial contractor and his/her staff to ensure that all building areas and related office equipment are kept in a professional, clean and sanitized condition on a daily basis.**

THE INTEGRITY OF YOUR COMPANY IS BASED ON YOUR PERFORMANCE.

KEY ASSIGNMENT:

Two (2) sets of building keys (hard or card type) will be issued to the contractor for access into all buildings and room areas under assignment of this services agreement. If additional sets are required, a written request specifying reason(s) must be submitted to the DOFS for approval.

Contractor is fully responsible for all key sets. Worn out, deteriorated keys will be replaced free of charge with exchange. Upon request and/or at the expiration of this contract, contractor must return all issued keys. Missing keys will be charged as referenced above.

Assigned court building keys shall not be duplicated through the private sector. All keys must be obtained from the DOFS.

Replacement of a lost key(s) will be at a minimum charge of \$35.00 per hour to the contractor. All court buildings and office areas are of a high-level security. If keys are lost by contractor and/or his/her personnel, Court has the option to re-key all building perimeter doors at contractor's expense. All work will be performed by a Court selected vendor at a \$35.00 minimum hourly cost plus materials.

TRAINING REQUIREMENT BY JANITORIAL PERSONNEL:

Contractor and his/her employees performing work within any court or county office must take a one (1) hour (approximately) training session on the liabilities involved in working within a workplace that handles confidential, criminal justice data. Training will be free-of-charge and provided by the Court's Human Resources staff as scheduled in advance by all parties involved.

JANITORIAL STAFF UNIFORM:

Janitorial Staff is to wear Company uniform or identification always while on Court property.

BUILDINGS ACCESS:

Contractor and his/her employees shall be the only personnel authorized to be in a court building or office area during the course of performing their work duties. Any employee found inside an assigned area with a family member(s), friend(s), etc. during the course of performing their work duties shall be removed from all court assignments.

COURT AND STAFF PROPERTY:

Contractor and his/her employees shall not take, tamper with or make personal use of any court or staff property. Should violations result, court will require contractor to remove employee from all court assignments permanently. Should any incident occur involving the above referenced, the DOFS must be notified immediately.

DOORS, WINDOWS, AND LIGHTING:

All building entrances shall be kept in a closed and locked position at all times during the course of work by janitorial staff. Leaving doors unlocked, propped open, unattended, etc. is not allowed.

Prior to departing premises upon having completed daily work tasks, janitorial staff shall ensure to turn off all building lighting to preserve energy and all perimeter doors and windows are to be in a closed, locked position. Interior doors found in a closed and/or locked position shall be secured in the same manner after services have been provided.

FIRE AND SECURITY ALARM SYSTEMS:

Each building is equipped with a "Fire Alarm System" which is monitored through the private sector. If an alarm is activated, janitorial personnel are to evacuate and secure premises. Fire Department will respond to alarm callout, upon clearance from them, personnel may re-enter building and continue service.

Each building is equipped with a Security (burglary) Alarm System. Contractor shall be provided with a pass-code number(s) to arm or disarm security alarm unit. All units must be armed by janitorial personnel upon their departure from the workplace(s). Any activation of any alarm system must be brought to the attention of the janitorial supervisor and the DOFS immediately. Any charges incurred for false alarms will be contractor's responsibility.

INSPECTIONS:

DOFS, as well as other Court management and supervisory staff, shall make periodical inspections of all Court building and office areas to ensure job specifications and service is being implemented and performed as specified. The DOFS shall have the sole authority to notify contractor(s) of negligent conditions and/or terminate this services agreement if job specifications are not being complied with as specified.

Contractor is expected to perform his/her own inspection at each assigned building and office area during daytime hours to verify existing conditions and ensure required work is being performed as specified herein. It is recommended that contractor make contact with the supervisor in charge of office area(s) to voice and/or discuss interaction of work performance. DOFS is to be notified of these inspections and what was discussed.

SUPPLIES AND EQUIPMENT:

All supplies and equipment needed for the execution of this contract shall be furnished by janitorial contractor.

Contractor will be assigned a janitorial closet(s) for the purpose of storing his/her materials and equipment. Room area will be on a restricted locking hardware system which will limit access to the contractor and his/her employees. Court supervisory staff shall be provided with one (1) key for use in case of an emergency, inspection of room area and, if needed, re-stocking supplies throughout the day. Room area(s) will be kept in an organized, clean, and sanitized (free from smell) condition at all times.

Equipment left on court property will be identified with contractor's name and I.D. number and at his/her own risk. Courts will not be responsible for damage, lost, and/or theft of equipment or building supplies.

Supplies used on this project shall be of an industrial and institutional type, premium grade quality. See Materials Specification Listing for minimum qualifications, Attachment 8.

Note: Contractor is required to submit his/her materials list of all supplies that will be used on court premises at any time during the duration of this agreement.

Court reserves the right to request at any time a change of materials used, should there be health, safety, and/or quality issue(s) involved, without any increase in cost. Contractor may make recommendations in the court's best interest, but must obtain prior written approval from the DOFS implementing any change(s) related to this subject.

Contractor shall have readily available at every building janitorial storage closet, Materials Safety Data Sheets (MSDS) of all cleaning products/chemicals as required by the State of California - Occupational Health & Safety Administration (CAL/OHSA). A copy of the job specifications shall also be readily available.

COURT'S OPTION:

The court reserves the right to make changes and/or improvements at any time to building content during this services agreement at no additional cost to the court. This may include, but not limited to, paint; texture of surfaces; vinyl floor tile; carpeting, acoustical ceiling tile, etc.

INCREASE/DECREASE SERVICES:

During the duration of this services agreement, court reserves the right to increase or decrease services and locations as needed to accommodate its court programs.