

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
KIMCO FACILITY SERVICES, INC.**

THIS LINKING AGREEMENT (this "Agreement") is entered into as of this day of , 20 , between the City of Glendale, an Arizona municipal corporation (the "City"), and Kimco Facility Services, Inc., a Georgia limited liability company authorized to do business in Arizona ("Contractor"), collectively, the "Parties."

RECITALS

- A. On April 12, 2017, under the S.A.V.E Cooperative Purchasing Agreement, the Maricopa County entered into a contract with Contractor to purchase the goods and services described in the Janitorial Services Contract, Contract No. 170008-RFP ("Cooperative Purchasing Agreement"), which is attached hereto as Exhibit A. The Cooperative Purchasing Agreement permits its cooperative use by other governmental agencies including the City.
- B. Section 2-149 of the City's Procurement Code permits the Materials Manager to procure goods and services by participating with other governmental units in cooperative purchasing agreements when the best interests of the City would be served.
- C. Section 2-149 also provides that the Materials Manager may enter into such cooperative agreements without meeting the formal or informal solicitation and bid requirements of Glendale City Code Sections 2-145 and 2-146.
- D. The City desires to contract with Contractor for supplies or services identical, or nearly identical, to the supplies or services Contractor is providing other units of government under the Cooperative Purchasing Agreement. Contractor consents to the City's utilization of the Cooperative Purchasing Agreement as the basis of this Agreement, and Contractor desires to enter into this Agreement to provide the supplies and services set forth in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated by reference, and the covenants and promises contained in this Linking Agreement, the parties agree as follows:

1. Term of Agreement. The City is purchasing supplies and/or services from Contractor pursuant to the Cooperative Purchasing Agreement. According to the Cooperative Purchasing Agreement, purchases can be made by governmental entities from the date of award, which was April 12, 2017, until the date the contract expires on March 31, 2020, unless the term of the Cooperative Purchasing Agreement is extended by the mutual agreement of the original contracting parties. The Cooperative Purchasing Agreement, however, may not be extended beyond March 31, 2023. The initial period of this Agreement, therefore, is the period from the Effective Date of this Agreement until March 31, 2018. The City Manager or designee, however, may renew the term of this Agreement for five (5) one-year periods

until the Cooperative Purchasing Agreement expires on March 31, 2023. Renewals are not automatic and shall only occur if the City gives the Contractor notice of its intent to renew. The City may give the Contractor notice of its intent to renew this Agreement 30 days prior to the anniversary of the Effective Date to effectuate such renewal.

2. Scope of Work; Terms, Conditions, and Specifications.

- A. Contractor shall provide City the supplies and/or services identified in the Scope of Work attached as Exhibit B.
- B. Contractor agrees to comply with all the terms, conditions and specifications of the Cooperative Purchasing Agreement. Such terms, conditions and specifications are specifically incorporated into and are an enforceable part of this Agreement.

3. Compensation.

- A. City shall pay Contractor compensation at the same rate and on the same schedule as provided in the Cooperative Purchasing Agreement, which is attached hereto as Exhibit C.
- B. The total purchase price for the supplies and/or services purchased under this Agreement shall not exceed one million five hundred thousand dollars (\$1,500,000) for the entire term of the Agreement (initial term plus any renewals).

4. Cancellation. This Agreement may be cancelled pursuant to A.R.S. § 38-511.

5. Non-discrimination. Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

6. Insurance Certificate. A certificate of insurance applying to this Agreement must be provided to the City prior to the Effective Date.

7. E-verify. Contractor complies with A.R.S. § 23-214 and agrees to comply with the requirements of A.R.S. § 41-4401.

8. No Boycott of Israel. The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35-393.

9. Attestation of PCI Compliance. When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.

10. Notices. Any notices that must be provided under this Agreement shall be sent to the Parties' respective authorized representatives at the address listed below:

City of Glendale
c/o Vern Baker
6210 W. Myrtle Avenue, Suite 111
Glendale, Arizona 85301
623-930-2679
and

Kimco Facility Services, LLC
c/o Jim Given
3445 Peachtree Road NE, #1275
Atlanta, Georgia, 30326
855-254-7137

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year set forth above.

"City"

City of Glendale, an Arizona
municipal corporation

By: _____

Kevin R. Phelps
City Manager

"Contractor"

Kimco Facility Services, LLC,
a Georgia limited liability company

By: _____

Name: Jim Given
Title: Chief Commerical Officer

ATTEST:

Julie K. Bower (SEAL)
City Clerk

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
KIMCO FACILITY SERVICES, INC.**

EXHIBIT A
Maricopa County Contract Serial 170008-RFP
Janitorial Services

SERIAL 170008 RFP JANITORIAL SERVICES
Contract – Kimco Facility Services, LLC

DATE OF LAST REVISION: April 12, 2017


CONTRACT END DATE: March 31, 2020

CONTRACT PERIOD THROUGH MARCH 31, 2020

TO: All Departments
FROM: Office of Procurement Services
SUBJECT: Contract for **JANITORIAL SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **April 12, 2017**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.



Kevin Tyne, Chief Procurement Officer
Office of Procurement Services

SA/ab
Attach

Copy to: Office of Procurement Services
Christian Jonson, FMD
Cynthia Robinson, MCDOT

(Please remove Serial 10086-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 170008-RFP

This Contract is entered into this 12th day of April, 2017 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Kimco Facility Services, LLC, a Georgia corporation ("Contractor") for the purchase of Janitorial Services.

1.0 CONTRACT TERM:

- * 1.1 This Contract is for a term of three (3) years, beginning on the 12st day of April, 2017 and ending the 31st day of March, 2020.
- * 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) additional years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least sixty (60) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

- 2.1 Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration or annual anniversary. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit A.
- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.
- 3.3 INVOICES:
 - 3.3.1 The Contractor shall submit one (1) legible copy of their detailed invoice before payment(s) can be made. Incomplete invoices will not be processed. For FMD, refer to Exhibit C for Invoice and Payment requirements.
 - 3.3.2 At a minimum, the invoice must provide the following information:
 - Company name, address and contact
 - County bill-to name and contact information
 - Building Name and Building Number
 - Contract Serial Number
 - County Purchase Order number
 - Invoice number and date

- Payment terms
 - Date of service
 - Quantity (number of days or weeks)
 - Description of Purchase (services performed)
 - Pricing per unit of service
 - Extended price
 - Arrival and completion time (if applicable)
 - Total Amount Due
 - Porter Sign-In Log (if applicable)
- 3.3.3 The Porter Sign-In log MUST accompany monthly invoice, otherwise, payment may be withheld until the corrected documentation is submitted. All monthly services must be provided first, and then invoiced at the beginning of the next month.
- 3.3.4 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.
- 3.3.5 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<https://azdom-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>).
- 3.3.6 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County (ROI).
- 3.3.7 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.
- 3.3.8 Invoices for base contract service shall be submitted by the Contractor to the County department monitoring the services:
- 3.3.8.1 For MCDOT sites:
- Maricopa County
Department of Transportation
Accounts Payable
2901 W. Durango
Phoenix, AZ 85009
- 3.3.8.2 For FMD sites:
- Maricopa County
Facilities Management Department
FMD-ACCOUNTSPAYABLE@MAIL.MARICOPA.GOV
Accounts Payable
401 W. Jefferson St.
Phoenix, AZ 85003

3.3.8.3 For Assessor sites:

Maricopa County Assessor
Attention: Erica Areno
301 W. Jefferson St. Suite 330
Phoenix, AZ 85003

3.3.8.4 For Library sites:

Maricopa County Library District
Accounts Payable
2700 N. Central Ave. Suite 700
Phoenix, AZ 85004-1140

3.3.8.5 For Court and Probation sites:

Maricopa County
Deputy Court Administrator
Attention: Hugh Gallagher
125 W. Washington St.
Phoenix, AZ 85003

3.4 APPLICABLE TAXES:

3.4.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

3.4.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract, it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

3.4.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.5 TAX (SERVICES):

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.6 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):



3.6.1 The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

3.7 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's):

- 3.7.1 County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract

4.0 AVAILABILITY OF FUNDS:

- 4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

- 5.1 The Contractor shall perform all duties stated in Exhibit B, or as otherwise directed in writing by the Procurement Officer.
- 5.2 During the Contract term, County may provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend, indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

6.2 INSURANCE:

6.2.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 The insurance policies required by this Contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.8 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.9 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$2,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the Premises under this Contract.

6.2.10 Workers' Compensation:

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Contractor, its contractors and its subcontractors waive all rights against Contract and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor, its contractors and its subcontractors pursuant to this Contract.

6.2.11 Certificates of Insurance:

6.2.11.19 .1.11.1 Prior to Contract **AWARD**, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.11.19 .1.11.2 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.11.19 .1.11.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.2.12 Cancellation and Expiration Notice:

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within 2 business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed or hand delivered to 320 West Lincoln Street, Phoenix, AZ 85003, or emailed to Procurement Officer noted in solicitation.

6.3 FORCE MAJEURE:

6.3.1 Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Contract if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include Acts of God/Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies,

hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service.

- 6.3.2 Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.
- 6.3.3 The party asserting *Force Majeure* as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.
- 6.3.4 The County shall reserve the right to terminate this Contract and/or any applicable order or contract release purchase order upon non-performance by Contractor. The County shall reserve the right to extend the Contract and time for performance at its discretion.

6.4 WARRANTY OF SERVICES:

- 6.4.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.
- 6.4.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.5 INSPECTION OF SERVICES:

- 6.5.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.
- 6.5.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.
- 6.5.3 If any of the services do not conform to Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at no cost to the County. When the defects in services cannot be corrected by re-performance, County may:
 - 6.5.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and
 - 6.5.3.2 Reduce the Contract price to reflect the reduced value of the services performed.
- 6.5.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.5.6.5.4.1 By Contract or otherwise, perform the services and charge to the Contractor, through direct billing or through payment reduction, any cost incurred by County that is directly related to the performance of such service; or

6.5.6.5.4.2 Terminate the Contract for default.

6.6 REQUIREMENTS CONTRACT:

6.6.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials or services contained in the Contract, they will be purchased from the Contractor awarded that item if the Contractor can meet all the delivery requirements of the County. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

6.6.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

6.6.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

6.7 BACKGROUND CHECK:

Contractors need to be aware that there may be multiple background checks (Sheriff's Office, County Attorney's Office, Courts as well as Maricopa County general government) to determine if the respondents employees are acceptable for the contractor to do business with the County. This applies to (but is not limited to) the company and sub-contractors. Employees or others who fail to pass these checks shall not be allowed to work on County projects. Failure to meet these requirements may lead to termination of the contract. For FMD, refer to Exhibit C for Background Check requirements.

6.8 SUSPENSION OF WORK:

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

6.9 STOP WORK ORDER:

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to

the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either---

- 6.9.1 Cancel the stop-work order; or
- 6.9.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.
- 6.9.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

6.10 TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

6.11 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

- 6.11.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;
- 6.11.2 Make progress, so as to endanger performance of this contract; or
- 6.11.3 Perform any of the other provisions of this contract.
- 6.11.4 The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

6.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.13 CONTRACTOR LICENSE REQUIREMENT:

- 6.13.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

- 6.13.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.14 SUBCONTRACTING:

- 6.14.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.
- 6.14.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates or the County has approved the increase. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.15 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.16 ADDITIONS/DELETIONS OF SERVICE:

- 6.16.1 The County reserves the right to add and/or delete materials and services to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials or services are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.
- 6.16.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

6.17 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.18 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

6.19 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and

may be viewed and downloaded at the Governor of the State of Arizona's website <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

6.20 ISRAEL BOYCOTT:

By signing this Contract, the Contractor certifies that they are in compliance with Article 9, Arizona Revised Statutes Section 35-393 *et seq.*

6.21 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

6.21.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

6.21.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.21.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.21.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.21.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.21.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.22 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.22.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.22.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.22.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the

County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.23 INFLUENCE:

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

6.23.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type of valuable contribution or subsidy,

6.23.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.24 UNIFORM ADMINISTRATIVE REQUIREMENTS:

By entering into this Contract the Contractor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 *et seq.*

6.25 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

6.25.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

6.25.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.25.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings Submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

6.26 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.27 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

6.28 PUBLIC RECORDS:

Under Arizona law, all Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection and copying after Contract award and execution, except for such Offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. If an Offeror believes that information in its Offer or any resulting Contract should not be released in response to a public record request under Arizona law, the Offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

6.29 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.30 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.31 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

6.32 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.33 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.34 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.34.1	Exhibit A	Pricing
6.34.2	Exhibit B	Intent/Scope of Work
6.34.3	Exhibit B-1	Site Location Data
6.34.4	Exhibit B-2	Site Inspection Report
6.34.5	Exhibit B-3	Porter Log
6.34.6	Exhibit B-4	Supplies List
6.34.7	Exhibit B-5	Sanitary Napkin Machine Locations
6.34.8	Exhibit B-6	Exposure Control Program
6.34.9	Exhibit B-7	Quality Control Program
6.34.10	Exhibit B-8	Hazard Communication Program
6.34.11	Exhibit C	Facilities Management Requirements

NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

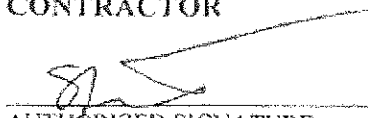
Maricopa County
Office of Procurement Services
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Kimco Facility Services, LLC
950 East Watkins Street #130
Phoenix, AZ 85034

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR



AUTHORIZED SIGNATURE

SANDEEP GUPTA / CEO
PRINTED NAME AND TITLE

3445 PEACHTREE SUITE 1275 ATLANTA, GA 30326
ADDRESS

3-21-2017
DATE


MARICOPA COUNTY


CHAIRMAN, BOARD OF SUPERVISORS

MAY 02 2017

DATE

ATTESTED:


CLERK OF THE BOARD 04/21/17

MAY 02 2017

DATE

APPROVED AS TO FORM:


DEPUTY COUNTY ATTORNEY

April 28, 2017
DATE

EXHIBIT A
PRICING

SERIAL 170008-RFP

NIGP CODE: 91039

RESPONDENT'S NAME:

COUNTY VENDOR NUMBER:

ADDRESS:

CORPORATE ADDRESS:

REMIT ADDRESS:

TELEPHONE NUMBER:

FACSIMILE NUMBER:

WEB SITE:

CONTACT (REPRESENTATIVE):

REPRESENTATIVE'S E-MAIL ADDRESS:

Kimco Facility Services, LLC

VC0000004533

950 East Watkins Street #130, Phoenix, AZ 85034

P.O. Box 28320, Macon, GA 31221

P.O. Box 638556, Cincinnati, OH 45263

480-376-1209

480-376-1208

www.kimcoserv.com

Joe Roland Cell: 303-472-2192

joeroland@kimcoserv.com

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT

YES	NO	REBATE
<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> []	

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:

☐ [] ☒ [X]

WILL OFFER REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:

☐ [] ☐ [] ☐ [] N/A

(Payment shall be made within 48 hours of utilizing the Purchasing Card)

PAYMENT TERMS:

☒ [X] NET 30 DAYS

1.0 PRICING:

Pricing based on contract specifications, and data supplied in Exhibit B-1, Site Location Data.

NOTE: Fixed rate per service day is calculated by combining the total cost of labor and supplies, divided by the number of service days.

NOTE: Some sites have only tile floors, and some have only carpet. Each site will have both listed should this change during the term of the contract.

LABOR HOURS: respondents are to input the estimated number of custodial and supervisory labor hours for each site they are submitting a price. The labor hours are the total hours needed to clean the facility for one service day. This data to be used for information only.

2.0 PRICING:
THE COUNTY MAY RE-ASSIGN BUILDINGS WHERE SUCH ACTION SERVES THE COUNTY'S BEST INTEREST.

IDENTIFY ("X") THE GROUP(S) BEING PROPOSED:

GROUP 1: DOWNTOWN COMPLEX

3301; 3302; 3303; 3304; 3305; 3307; 3310; 3311; 3315; 3317; 3318; 3320; 3321; 3325; 3401; 4039; 4040; 4051; 4052; 4053; 4137; 4157; 6202; 6205
Combined square footage for Group 1: **2,075,804**

GROUP 2: DURANGO COMPLEX

1401; 1402; 1404; 1405; 1408; 1409; 1414; 1501; 1511; 1513; 1702; 1703; 1704; 1715; 1910; 1914; 1915; 1916; 1917; 1920; 1951; 1952; 1965; 1966; 1967; 1971
Combined square footage for Group 2: **540,045**

GROUP 3: SOUTHEAST MESA COMPLEX

2852; 2853; 2855; 2856; 2860; 2871; 2874; 2875; 2891; 7087
Combined square footage for Group 3: **246,304**

X GROUP 4: OUTLYING SITES WEST OF I-17

0309; 0324; 0406; 0410; 0501; 2006; 2009; 2021; 2025; 2029; 2033; 2310; 2507; 4121; 4166; 4171; 4179; 4808; 5719; 7036
Combined square footage for Group 4: **254,820**

X GROUP 5: OUTLYING SITES EAST OF I-17

1214; 1216; 1217; 2403; 2801; 2814; 2818; 2887; 2899; 3206; 3801; 3846; 3853; 3857; 3913; 3931; 3933; 3934; 4136; 4306; 4602; 4608; 6605
Combined square footage for Group 5: **355,860**

GROUP 4: OUTLYING SITES WEST OF I-17									
		YEAR 1			YEAR 2			YEAR 3	
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
0309	MCSO Avondale Substation								
	Labor for 250 services:	\$4,885.96	\$5,173.29	/per yr	\$5,032.54	\$5,328.49	/per yr	\$5,183.52	\$5,488.34
	Supplies, per year:	\$573.21	← same as	/per yr	\$590.41	← same as	/per yr	\$608.12	← same as
	TOTAL:	\$5,459.18	\$5,746.50	/per yr	\$5,622.95	\$5,918.90	/per yr	\$5,791.64	\$6,096.46
	Fixed rate per service day:	\$21.84	\$22.99	/per day	\$22.49	\$23.68	/per day	\$23.17	\$24.39
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.					

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
0324	SW Justice Courts									
	Labor for 250 services:	\$54,964.31	\$58,196.55	/per yr	\$56,613.24	\$59,942.45	/per yr	\$58,311.64	\$61,740.72	/per yr
	Supplies, per year:	\$6,448.33	← same as	/per yr	\$6,641.78	← same as	/per yr	\$6,841.03	← same as	/per yr
	TOTAL:	\$61,412.64	\$64,644.88	/per yr	\$63,255.02	\$66,584.23	/per yr	\$65,152.67	\$68,581.75	/per yr
	Fixed rate per service day:	\$245.65	\$258.58	/per day	\$253.02	\$266.34	/per day	\$260.61	\$274.33	/per day
	Minimum Number of Labor Hours Daily	11.40	12	/# hrs.						
0406	MCDOT - Buckeye Service Facility									
	Labor for 208 services:	\$2,317.09	\$2,453.35	/per yr	\$2,386.61	\$2,526.95	/per yr	\$2,458.20	\$2,602.76	/per yr
	Supplies, per year:	\$271.84	← same as	/per yr	\$279.99	← same as	/per yr	\$288.39	← same as	/per yr
	TOTAL:	\$2,588.93	\$2,725.19	/per yr	\$2,666.60	\$2,806.95	/per yr	\$2,746.60	\$2,891.15	/per yr
	Fixed rate per service day:	\$12.45	\$13.10	/per day	\$12.82	\$13.49	/per day	\$13.20	\$13.90	/per day
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						
0410	MCDOT - Buckeye Maintenance Facility									
	Labor for 208 services:	\$3,993.56	\$4,228.40	/per yr	\$4,113.36	\$4,355.25	/per yr	\$4,236.76	\$4,485.91	/per yr
	Supplies, per year:	\$468.52	← same as	/per yr	\$482.57	← same as	/per yr	\$497.05	← same as	/per yr
	TOTAL:	\$4,462.07	\$4,696.92	/per yr	\$4,595.94	\$4,837.83	/per yr	\$4,733.81	\$4,982.96	/per yr
	Fixed rate per service day:	\$21.45	\$22.58	/per day	\$22.10	\$23.26	/per day	\$22.76	\$23.96	/per day
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
0501	MCSO Shooting Range									
	Labor for 104 services:	\$2,665.55	\$2,822.30	/per yr	\$2,745.52	\$2,906.97	/per yr	\$2,827.88	\$2,994.18	/per yr
	Supplies, per year:	\$312.72	← same as	/per yr	\$322.10	← same as	/per yr	\$331.76	← same as	/per yr
	TOTAL:	\$2,978.27	\$3,135.02	/per yr	\$3,067.62	\$3,229.07	/per yr	\$3,159.65	\$3,325.94	/per yr
	Fixed rate per service day:	\$28.64	\$30.14	/per day	\$29.50	\$31.05	/per day	\$30.38	\$31.98	/per day
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						
2006	Equipment Services									
	Labor for 250 services:	\$577.29	\$611.24	/per yr	\$594.61	\$629.58	/per yr	\$612.45	\$648.47	/per yr
	Supplies:	\$67.73	← same as	/per yr	\$69.76	← same as	/per yr	\$71.85	← same as	/per yr
	TOTAL:	\$645.02	\$678.97	/per yr	\$664.37	\$699.34	/per yr	\$684.30	\$720.32	/per yr
	Fixed rate per service day:	\$2.58	\$2.72	/per day	\$2.66	\$2.80	/per day	\$2.74	\$2.88	/per day
	Minimum Number of Labor Hours Daily	0.10	0.1	/# hrs.						
2009	El Mirage Branch Library									
	Labor for 156 services:	\$1,629.78	\$1,725.62	/per yr	\$1,678.67	\$1,777.39	/per yr	\$1,729.03	\$1,830.71	/per yr
	Supplies:	\$191.20	← same as	/per yr	\$196.94	← same as	/per yr	\$202.85	← same as	/per yr
	TOTAL:	\$1,820.98	\$1,916.82	/per yr	\$1,875.61	\$1,974.32	/per yr	\$1,931.88	\$2,033.55	/per yr
	Fixed rate per service day:	\$11.67	\$12.29	/per day	\$12.02	\$12.66	/per day	\$12.38	\$13.04	/per day
	Minimum Number of Labor Hours Daily	0.48	0.5	/# hrs.						

	YEAR 1				YEAR 2			YEAR 3		
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
2021										
MCSO Surprise										
Labor for 250 services:	\$5,288.52	\$5,599.52	/per yr		\$5,447.18	\$5,767.50	/per yr	\$5,610.59	\$5,940.53	/per yr
Supplies:	\$620.44	← same as	/per yr		\$639.05	← same as	/per yr	\$658.23	← same as	/per yr
TOTAL:	\$5,908.96	\$6,219.96	/per yr		\$6,086.23	\$6,406.56	/per yr	\$6,268.82	\$6,598.76	/per yr
Fixed rate per service day:	\$23.64	\$24.88	/per day		\$24.34	\$25.63	/per day	\$25.08	\$26.40	/per day
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.							
2025										
MCDOT - Northwest Service Facility										
Labor for 208 services:	\$6,024.28	\$6,378.55	/per yr		\$6,205.01	\$6,569.91	/per yr	\$6,391.16	\$6,767.00	/per yr
Supplies:	\$706.76	← same as	/per yr		\$727.96	← same as	/per yr	\$749.80	← same as	/per yr
TOTAL:	\$6,731.04	\$7,085.31	/per yr		\$6,932.98	\$7,297.87	/per yr	\$7,140.97	\$7,516.81	/per yr
Fixed rate per service day:	\$32.36	\$34.06	/per day		\$33.33	\$35.09	/per day	\$34.33	\$36.14	/per day
Minimum Number of Labor Hours Daily	1.90	2	/# hrs.							
2029										
Superior Court - Northwest Facility										
Labor for 250 services:	\$26,745.61	\$28,318.42	/per yr		\$27,547.98	\$29,167.97	/per yr	\$28,374.42	\$30,043.01	/per yr
Supplies:	\$3,137.75	← same as	/per yr		\$3,231.89	← same as	/per yr	\$3,328.84	← same as	/per yr
TOTAL:	\$29,883.36	\$31,456.17	/per yr		\$30,779.86	\$32,399.86	/per yr	\$31,703.26	\$33,371.85	/per yr
Fixed rate per service day:	\$119.53	\$125.82	/per day		\$123.12	\$129.60	/per day	\$126.81	\$133.49	/per day
Minimum Number of Labor Hours Daily	5.70	6	/# hrs.							

	YEAR 1				YEAR 2				YEAR 3			
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
4121	Law Enforcement Data Center											
	Labor for 12 services:	\$896.80	\$949.54	/per yr	\$923.71	\$978.02	/per yr		\$951.42	\$1,007.37	/per yr	
	Supplies:	\$105.21	← same as	/per yr	\$108.37	← same as	/per yr		\$111.62	← same as	/per yr	
	TOTAL:	\$1,002.01	\$1,054.75	/per yr	\$1,032.07	\$1,086.39	/per yr		\$1,063.04	\$1,118.98	/per yr	
	Fixed rate per service day:	\$83.50	\$87.90	/per day	\$86.01	\$90.53	/per day		\$88.59	\$93.25	/per day	
	Minimum Number of Labor Hours Daily	1.90	2	/# hrs.								
4166	Adult Probation											
	Labor for 250 services:	\$30,272.39	\$32,052.60	/per yr	\$31,180.57	\$33,014.18	/per yr		\$32,115.98	\$34,004.60	/per yr	
	Supplies:	\$3,551.51	← same as	/per yr	\$3,658.06	← same as	/per yr		\$3,767.80	← same as	/per yr	
	TOTAL:	\$33,823.90	\$35,604.11	/per yr	\$34,838.62	\$36,672.23	/per yr		\$35,883.78	\$37,772.40	/per yr	
	Fixed rate per service day:	\$135.30	\$142.42	/per day	\$139.35	\$146.69	/per day		\$143.54	\$151.09	/per day	
	Minimum Number of Labor Hours Daily	6.65	7	/# hrs.								
4171	Thomas WIC											
	Labor for 250 services:	\$6,748.33	\$7,145.18	/per yr	\$6,950.78	\$7,359.53	/per yr		\$7,159.31	\$7,580.32	/per yr	
	Supplies:	\$791.70	← same as	/per yr	\$815.45	← same as	/per yr		\$839.92	← same as	/per yr	
	TOTAL:	\$7,540.04	\$7,936.88	/per yr	\$7,766.24	\$8,174.99	/per yr		\$7,999.22	\$8,420.24	/per yr	
	Fixed rate per service day:	\$30.16	\$31.75	/per day	\$31.06	\$32.70	/per day		\$32.00	\$33.68	/per day	
	Minimum Number of Labor Hours Daily	1.43	1.5	/# hrs.								

	YEAR 1				YEAR 2			YEAR 3		
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
4179 Maryvale WIC										
Labor for 250 services:	\$3,280.16	\$3,473.06	/per yr		\$3,378.57	\$3,577.25	/per yr	\$3,479.92	\$3,684.57	/per yr
Supplies:	\$384.82	← same as	/per yr		\$396.37	← same as	/per yr	\$408.26	← same as	/per yr
TOTAL:	\$3,664.99	\$3,857.88	/per yr		\$3,774.94	\$3,973.62	/per yr	\$3,888.18	\$4,092.82	/per yr
Fixed rate per service day:	\$14.66	\$15.43	/per day		\$15.10	\$15.89	/per day	\$15.55	\$16.37	/per day
Minimum Number of Labor Hours Daily	\$0.71	0.75	/# hrs.							
4808 MCDOT - New River Maintenance Facility										
Labor for 208 services:	\$3,461.73	\$3,665.30	/per yr		\$3,565.59	\$3,775.26	/per yr	\$3,672.55	\$3,888.52	/per yr
Supplies:	\$406.13	← same as	/per yr		\$418.31	← same as	/per yr	\$430.86	← same as	/per yr
TOTAL:	\$3,867.86	\$4,071.43	/per yr		\$3,983.89	\$4,193.57	/per yr	\$4,103.41	\$4,319.38	/per yr
Fixed rate per service day:	\$18.60	\$19.57	/per day		\$19.15	\$20.16	/per day	\$19.73	\$20.77	/per day
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.							
5719 White Tanks Library										
Labor for 250 services:	\$23,752.98	\$25,149.81	/per yr		\$24,465.57	\$25,904.30	/per yr	\$25,199.54	\$26,681.43	/per yr
Supplies:	\$2,786.66	← same as	/per yr		\$2,870.26	← same as	/per yr	\$2,956.37	← same as	/per yr
TOTAL:	\$26,539.65	\$27,936.47	/per yr		\$27,335.84	\$28,774.56	/per yr	\$28,155.91	\$29,637.80	/per yr
Fixed rate per service day:	\$106.16	\$111.75	/per day		\$109.34	\$115.10	/per day	\$112.62	\$118.55	/per day
Minimum Number of Labor Hours Daily	4.75	5	/# hrs.							

7036	Glendale WIC	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$4,977.75	\$5,270.48	/per yr	\$5,127.09	\$5,428.59	/per yr	\$5,280.90	\$5,591.45	/per yr
	Supplies:	\$583.98	← same as	/per yr	\$601.50	← same as	/per yr	\$619.55	← same as	/per yr
	TOTAL:	\$5,561.74	\$5,854.46	/per yr	\$5,728.59	\$6,030.09	/per yr	\$5,900.45	\$6,211.00	/per yr
	Fixed rate per service day:	\$22.25	\$23.42	/per day	\$22.91	\$24.12	/per day	\$23.60	\$24.84	/per day
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						

	Sites West of I-17									
	Extra carpet shampoo/extraction:	\$0.20	/per sq. ft.		\$0.21	/per sq. ft.		\$0.21	/per sq. ft.	
	Extra strip & wax:	\$0.40	/per sq. ft.		\$0.41	/per sq. ft.		\$0.42	/per sq. ft.	
	Labor, extra services:	\$18.00	/per hr		\$18.54	/per hr		\$19.10	/per hr	
	Daytime percentage increase:	0%	%		0%	%		0%	%	

GROUP 5: OUTLYING SITES EAST OF I-17

1214	Chandler WIC	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$3,118.84	\$3,302.24	/per yr	\$3,212.40	\$3,401.31	/per yr	\$3,308.77	\$3,503.35	/per yr
	Supplies:	\$365.90	← same as	/per yr	\$376.87	← same as	/per yr	\$388.18	← same as	/per yr
	TOTAL:	\$3,484.73	\$3,668.14	/per yr	\$3,589.27	\$3,778.18	/per yr	\$3,696.95	\$3,891.53	/per yr
	Fixed rate per service day:	\$13.94	\$14.67	/per day	\$14.36	\$15.11	/per day	\$14.79	\$15.57	/per day
	Minimum Number of Labor Hours Daily	0.57	0.6	/# hrs.						

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1216	San Tan Justice Courts									
	Labor for 250 services:	\$48,215.68	\$1,051.06	/per yr	\$49,662.15	\$52,582.59	/per yr	\$51,152.01	\$54,160.07	/per yr
	Supplies:	\$5,656.59	← same as	/per yr	\$5,826.29	← same as	/per yr	\$6,001.07	← same as	/per yr
	TOTAL:	\$53,872.27	\$56,707.65	/per yr	\$55,488.44	\$58,408.88	/per yr	\$57,153.09	\$60,161.15	/per yr
	Fixed rate per service day:	\$215.49	\$226.83	/per day	\$221.95	\$233.64	/per day	\$228.61	\$240.64	/per day
	Minimum Number of Labor Hours Daily	9.98	10.5	/# hrs.						
1217	Ed Robson Branch Library									
	Labor for 156 services:	\$4,120.45	\$4,362.76	/per yr	\$4,244.06	\$4,493.64	/per yr	\$4,371.38	\$4,628.45	/per yr
	Supplies:	\$483.40	← same as	/per yr	\$497.91	← same as	/per yr	\$512.84	← same as	/per yr
	TOTAL:	\$4,603.85	\$4,846.16	/per yr	\$4,741.97	\$4,991.54	/per yr	\$4,884.23	\$5,141.29	/per yr
	Fixed rate per service day:	\$29.51	\$31.07	/per day	\$30.40	\$32.00	/per day	\$31.31	\$32.96	/per day
	Minimum Number of Labor Hours Daily	1.43	1.5	/# hrs.						
2403	Guadalupe Branch Library									
	Labor for 156 services:	\$2,593.13	\$2,745.63	/per yr	\$2,670.93	\$2,828.00	/per yr	\$2,751.06	\$2,912.84	/per yr
	Supplies:	\$304.22	← same as	/per yr	\$313.35	← same as	/per yr	\$322.75	← same as	/per yr
	TOTAL:	\$2,897.36	\$3,049.85	/per yr	\$2,984.28	\$3,141.35	/per yr	\$3,073.81	\$3,235.59	/per yr
	Fixed rate per service day:	\$18.57	\$19.55	/per day	\$19.13	\$20.14	/per day	\$19.70	\$20.74	/per day
	Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						

	YEAR 1				YEAR 2			YEAR 3		
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
2801 Justice Court - West Mesa										
Labor for 250 services:	\$9,148.58	\$9,686.57	/per yr		\$9,423.04	\$9,977.17	/per yr	\$9,705.73	\$10,276.49	/per yr
Supplies:	\$1,073.30	← same as	/per yr		\$1,105.50	← same as	/per yr	\$1,138.66	← same as	/per yr
TOTAL:	\$10,221.88	\$10,759.87	/per yr		\$10,528.53	\$11,082.67	/per yr	\$10,844.39	\$11,415.15	/per yr
Fixed rate per service day:	\$40.89	\$43.04	/per day		\$42.11	\$44.33	/per day	\$43.38	\$45.66	/per day
Minimum Number of Labor Hours Daily	3.33	3.5	/# hrs.							
2814 Adult Probation										
Labor for 250 services:	\$29,099.21	\$30,810.43	/per yr		\$29,972.19	\$31,734.74	/per yr	\$30,871.35	\$32,686.78	/per yr
Supplies:	\$3,413.87	← same as	/per yr		\$3,516.29	← same as	/per yr	\$3,621.78	← same as	/per yr
TOTAL:	\$32,513.09	\$34,224.30	/per yr		\$33,488.48	\$35,251.03	/per yr	\$34,493.13	\$36,308.56	/per yr
Fixed rate per service day:	\$130.05	\$136.90	/per day		\$133.95	\$141.00	/per day	\$137.97	\$145.23	/per day
Minimum Number of Labor Hours Daily	5.70	6	/# hrs.							
2818 FCD East Yard										
Labor for 52 services:	\$3,686.58	\$3,903.38	/per yr		\$3,797.18	\$4,020.48	/per yr	\$3,911.09	\$4,141.09	/per yr
Supplies:	\$432.50	← same as	/per yr		\$445.48	← same as	/per yr	\$458.84	← same as	/per yr
TOTAL:	\$4,119.09	\$4,335.88	/per yr		\$4,242.66	\$4,465.96	/per yr	\$4,369.94	\$4,599.94	/per yr
Fixed rate per service day:	\$79.21	\$83.38	/per day		\$81.59	\$85.88	/per day	\$84.04	\$88.46	/per day
Minimum Number of Labor Hours Daily	3.33	3.5	/# hrs.							

	YEAR 1				YEAR 2			YEAR 3	
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
2887									
Mesa WIC									
Labor for 250 services:	\$4,455.48	\$4,717.49	/per yr		\$4,589.14	\$4,859.01	/per yr	\$4,726.82	\$5,004.79
Supplies:	\$522.71	← same as	/per yr		\$538.39	← same as	/per yr	\$554.54	← same as
TOTAL:	\$4,978.19	\$5,240.20	/per yr		\$5,127.54	\$5,397.41	/per yr	\$5,281.36	\$5,559.33
Fixed rate per service day:	\$19.91	\$20.96	/per day		\$20.51	\$21.59	/per day	\$21.13	\$22.24
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						
2899									
PHSX - WIC at Baywood									
Labor for 250 services:	\$4,950.53	\$5,241.65	/per yr		\$5,099.05	\$5,398.90	/per yr	\$5,252.02	\$5,560.87
Supplies:	\$580.79	← same as	/per yr		\$598.21	← same as	/per yr	\$616.16	← same as
TOTAL:	\$5,531.32	\$5,822.44	/per yr		\$5,697.26	\$5,997.11	/per yr	\$5,868.18	\$6,177.03
Fixed rate per service day:	\$22.13	\$23.29	/per day		\$22.79	\$23.99	/per day	\$23.47	\$24.71
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						
3206									
Sunnyslope WIC									
Labor for 250 services:	\$5,815.63	\$6,157.63	/per yr		\$5,990.10	\$6,342.36	/per yr	\$6,169.81	\$6,532.63
Supplies:	\$682.28	← same as	/per yr		\$702.75	← same as	/per yr	\$723.83	← same as
TOTAL:	\$6,497.91	\$6,839.91	/per yr		\$6,692.85	\$7,045.11	/per yr	\$6,893.64	\$7,256.46
Fixed rate per service day:	\$25.99	\$27.36	/per day		\$26.77	\$28.18	/per day	\$27.57	\$29.03
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.						

	YEAR 1				YEAR 2				YEAR 3			
	Emergency Management	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
3801	Labor for 250 services:	\$9,313.19	\$9,860.86	/per yr	\$9,592.58	\$10,156.69	/per yr		\$9,880.36	\$10,461.39	/per yr	
	Supplies:	\$1,092.61	← same as	/per yr	\$1,125.39	← same as	/per yr		\$1,159.15	← same as	/per yr	
	TOTAL:	\$10,405.80	\$10,953.47	/per yr	\$10,717.97	\$11,282.07	/per yr		\$11,039.51	\$11,620.54	/per yr	
	Fixed rate per service day:	\$41.62	\$43.81	/per day	\$42.87	\$45.13	/per day		\$44.16	\$46.48	/per day	
	Minimum Number of Labor Hours Daily	1.90	2	/# hrs.								
3846	Public Health	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
	Labor for 250 services (Includes 1-porter):	\$64,160.10	\$67,933.12	/per yr	\$66,084.91	\$69,971.11	/per yr		\$68,067.45	\$72,070.24	/per yr	
	Supplies:	\$7,527.16	← same as	/per yr	\$7,752.98	← same as	/per yr		\$7,985.57	← same as	/per yr	
	TOTAL:	\$71,687.27	\$75,460.28	/per yr	\$73,837.88	\$77,724.09	/per yr		\$76,053.02	\$80,055.81	/per yr	
	Fixed rate per service day:	\$286.75	\$301.84	/per day	\$295.35	\$310.90	/per day		\$304.21	\$320.22	/per day	
	Porter hourly labor rate:	\$14.88	/per hr		\$15.33	/per hr			\$15.79	/per hr		
	Minimum Number of Labor Hours Daily	20.90	22	/# hrs.								
3853	Northeast Consolidated Courts	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
	Labor for 250 services (Includes 1 porter):	\$122,077.59	\$129,256.51	/per yr	\$125,739.91	\$133,134.20	/per yr		\$129,512.11	\$137,128.23	/per yr	
	Supplies:	\$14,321.95	← same as	/per yr	\$14,751.61	← same as	/per yr		\$15,194.16	← same as	/per yr	
	TOTAL:	\$136,399.54	\$143,578.46	/per yr	\$140,491.52	\$147,885.81	/per yr		\$144,706.27	\$152,322.39	/per yr	
	Fixed rate per service day:	\$545.60	\$574.31	/per day	\$561.97	\$591.54	/per day		\$578.83	\$609.29	/per day	
	Porter hourly rate:	\$14.88	/per hr		\$15.33	/per hr			\$15.79	/per hr		
	Minimum Number of Labor Hours Daily	32.30	34	/# hrs.								

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
3857	Hatcher Adult Probation									
	Labor for 250 services:	\$10,271.11	\$10,875.12	/per yr	\$10,579.25	\$11,201.37	/per yr	\$10,896.62	\$11,537.41	/per yr
	Supplies:	\$1,204.99	← same as	/per yr	\$1,241.14	← same as	/per yr	\$1,278.37	← same as	/per yr
	TOTAL:	\$11,476.10	\$12,080.11	/per yr	\$11,820.39	\$12,442.51	/per yr	\$12,175.00	\$12,815.79	/per yr
	Fixed rate per service day:	\$45.90	\$48.32	/per day	\$47.28	\$49.77	/per day	\$48.70	\$51.26	/per day
	Minimum Number of Labor Hours Daily	1.90	2	/# hrs.						
3913	Agricultural Extension Co-op									
	Labor for 250 services:	\$20,610.29	\$21,822.30	/per yr	\$21,228.60	\$22,476.97	/per yr	\$21,865.46	\$23,151.28	/per yr
	Supplies:	\$2,417.97	← same as	/per yr	\$2,490.51	← same as	/per yr	\$2,565.22	← same as	/per yr
	TOTAL:	\$23,028.26	\$24,240.27	/per yr	\$23,719.10	\$24,967.48	/per yr	\$24,430.68	\$25,716.50	/per yr
	Fixed rate per service day:	\$92.11	\$96.96	/per day	\$94.88	\$99.87	/per day	\$97.72	\$102.87	/per day
	Minimum Number of Labor Hours Daily	4.28	4.5	/# hrs.						
3931	MCSO Special Investigations									
	Labor for 104 services:	\$12,850.16	\$13,605.83	/per yr	\$13,235.66	\$14,014.00	/per yr	\$13,632.73	\$14,434.42	/per yr
	Supplies:	\$1,507.56	← same as	/per yr	\$1,552.79	← same as	/per yr	\$1,599.37	← same as	/per yr
	TOTAL:	\$14,357.72	\$15,113.39	/per yr	\$14,788.45	\$15,566.79	/per yr	\$15,232.11	\$16,033.80	/per yr
	Fixed rate per service day:	\$138.06	\$145.32	/per day	\$142.20	\$149.68	/per day	\$146.46	\$154.17	/per day
	Minimum Number of Labor Hours Daily	7.60	8	/# hrs.						

YEAR 1			YEAR 2			YEAR 3		
	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
3933 Adult Probation								
Labor for 250 services:	\$6,063.16	\$6,419.71	/per yr	\$6,245.05	\$6,612.30	/per yr	\$6,432.40	\$6,810.67
Supplies:	\$711.32	← same as	/per yr	\$732.66	← same as	/per yr	\$754.64	← same as
TOTAL:	\$6,774.48	\$7,131.03	/per yr	\$6,977.71	\$7,344.96	/per yr	\$7,187.04	\$7,565.31
Fixed rate per service day:	\$27.10	\$28.52	/per day	\$27.91	\$29.38	/per day	\$28.75	\$30.26
Minimum Number of Labor Hours Daily	1.26	1.33	/# hrs.					
3934 South Phoenix WIC								
Labor for 250 services:	\$5,373.80	\$5,689.81	/per yr	\$5,535.02	\$5,860.51	/per yr	\$5,701.07	\$6,036.32
Supplies:	\$630.45	← same as	/per yr	\$649.36	← same as	/per yr	\$668.84	← same as
TOTAL:	\$6,004.25	\$6,320.26	/per yr	\$6,184.37	\$6,509.87	/per yr	\$6,369.91	\$6,705.16
Fixed rate per service day:	\$24.02	\$25.28	/per day	\$24.74	\$26.04	/per day	\$25.48	\$26.82
Minimum Number of Labor Hours Daily	0.95	1	/# hrs.					
4136 FCD North Yard								
Labor for 52 services:	\$2,106.61	\$2,230.50	/per yr	\$2,169.81	\$2,297.41	/per yr	\$2,234.91	\$2,366.33
Supplies:	\$247.14	← same as	/per yr	\$254.56	← same as	/per yr	\$262.20	← same as
TOTAL:	\$2,353.76	\$2,477.64	/per yr	\$2,424.37	\$2,551.97	/per yr	\$2,497.10	\$2,628.53
Fixed rate per service day:	\$9.42	\$9.91	/per day	\$9.70	\$10.21	/per day	\$9.99	\$10.51
Minimum Number of Labor Hours Daily	1.90	2	/# hrs.					

	YEAR 1				YEAR 2			YEAR 3	
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
4306	Human Services - East Valley Career Center								
	Labor for 250 services:	\$27,472.96	← same as	/per yr	\$28,297.15	\$29,961.20	/per yr	\$29,146.07	\$30,860.04 /per yr
	Supplies:	\$3,223.09	← same as	/per yr	\$3,319.78	← same as	/per yr	\$3,419.37	← same as /per yr
	TOTAL:	\$30,696.05	\$32,311.63	/per yr	\$31,616.93	\$33,280.98	/per yr	\$32,565.44	\$34,279.41 /per yr
	Fixed rate per service day:	\$122.78	\$129.25	/per day	\$126.47	\$133.12	/per day	\$130.26	\$137.12 /per day
	Minimum Number of Labor Hours Daily	5.4	6	/# hrs.					
4602	North Scottsdale Environmental								
	Labor for 156 services:	\$6,348.93	\$6,722.28	/per yr	\$6,539.40	\$6,923.95	/per yr	\$6,735.58	\$7,131.67 /per yr
	Supplies:	\$744.85	← same as	/per yr	\$767.19	← same as	/per yr	\$790.21	← same as /per yr
	TOTAL:	\$7,093.77	\$7,467.13	/per yr	\$7,306.59	\$7,691.14	/per yr	\$7,525.78	\$7,921.88 /per yr
	Fixed rate per service day:	\$45.47	\$47.87	/per day	\$46.84	\$49.30	/per day	\$48.24	\$50.78 /per day
	Minimum Number of Labor Hours Daily	2.38	2.5	/# hrs.					
4608	Adult Probation - Scottsdale Office								
	Labor for 250 services:	\$15,337.97	\$16,239.94	/per yr	\$15,798.11	\$16,727.14	/per yr	\$16,272.06	\$17,228.96 /per yr
	Supplies:	\$1,799.43	← same as	/per yr	\$1,853.41	← same as	/per yr	\$1,909.01	← same as /per yr
	TOTAL:	\$17,137.40	\$18,039.37	/per yr	\$17,651.52	\$18,580.55	/per yr	\$18,181.07	\$19,137.97 /per yr
	Fixed rate per service day:	\$68.55	\$72.16	/per day	\$70.61	\$74.32	/per day	\$72.72	\$76.55 /per day
	Minimum Number of Labor Hours Daily	2.85	3	/# hrs.					

		YEAR 1			YEAR 2			YEAR 3		
6605	MCSO - Bluepoint Lake-Aid Station	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 104 services:	\$7,993.32	\$8,463.38	/per yr	\$8,233.12	\$8,717.28	/per yr	\$8,480.11	\$8,978.80	/per yr
	Supplies:	\$937.76	← same as	/per yr	\$965.90	← same as	/per yr	\$994.87	← same as	/per yr
	TOTAL:	\$8,931.08	\$9,401.14	/per yr	\$9,199.02	\$9,683.17	/per yr	\$9,474.99	\$9,973.67	/per yr
	Fixed rate per service day:	\$35.72	\$37.60	/per day	\$36.80	\$38.73	/per day	\$37.90	\$39.89	/per day
	Minimum Number of Labor Hours Daily	4.75	5	/# hrs.						
	Sites East of I-17									
	Extra carpet shampoo/extraction:	\$0.20	/per sq. ft.		\$0.21	/per sq. ft.		\$0.21	/per sq. ft.	
	Extra strip & wax:	\$0.40	/per sq. ft.		\$0.41	/per sq. ft.		\$0.42	/per sq. ft.	
	Labor, extra services:	\$18.00	/per hr		\$18.54	/per hr		\$19.10	/per hr	
	Daytime percentage increase:	0%	%		0%	%		0%	%	
				YEAR 1	YEAR 2			YEAR 3		
OTHER CHARGES:										
(See Exhibit 7 for locations)										
Price for sanitary napkin, tampon (reg. absorbency)			N/A		/ each	N/A	/ each		N/A	/ each
Price for sanitary napkin, pad #4			N/A		/ each	N/A	/ each		N/A	/ each
Filter, waterless urinal:			\$60.00		/ each	\$61.80	/ each		\$63.65	/ each
Custodial products not covered and billable,									0	
Cost plus:			20%	(percent)					0	

EXHIBIT B
INTENT/SCOPE OF WORK

1.0 INTENT:

The intent of the Contract is to provide a source for Janitorial Services for three groups of County buildings: administrative/operational, courts and libraries. The Contractor shall perform custodial services at various buildings within Maricopa County, and shall provide the necessary personnel, cleaning supplies, paper and soap products, various types of dispensing equipment, and power cleaning equipment necessary to clean the specified building sites in accordance with the contract requirements.

Other governmental entities under agreement with the County may have access to services provided hereunder.

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, make multiple awards, or re-assign buildings after award, where such action serves the County's best interest.

The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs or to ensure adequate competition on any project or task order work.

2.0 SCOPE OF WORK:

2.1 CONTRACTOR RESPONSIBILITIES:

The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein.

2.2 BUSINESS HOURS AND SERVICE DAYS:

2.2.1 Regular business hours are from 6:00 AM to 6:00 PM, Monday through Friday. There are 10 County holidays, and services will not be provided on these days unless the County agency makes such request and pays for these additional services Service Days.

2.2.2 The most common number of services per year is 250 service days, which equates to 5X week service. County holidays are excluded from all services. Service days may be:

2.2.2.1 5X week janitorial service, 250 services annually

2.2.2.2 4X week janitorial service, 208 services annually

2.2.2.3 3X week janitorial service, 156 services annually

2.2.2.4 2X week janitorial service, 104 services annually

2.2.2.5 1X week janitorial service, 52 services annually

2.2.3 For sites that receive *less than* 250 services:

If a County holiday falls on a scheduled service day, the site shall be cleaned either a working day before the holiday, or a working day after the holiday. This to ensure the billing equates to the allotted total of yearly service days specified in §2.2.2.

2.2.4 There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond **ONLY** if the call is initiated by Facilities Management

Department (FMD) staff or an authorized representative of a self-monitoring department. The Contractor shall respond within 2-hours on-site after receiving a request. Where a day porter is assigned to a campus complex and the request is made during business hours, the porter shall respond within 20 minutes.

2.3 PORTER STAFF:

- 2.3.1 Porters are on-site to monitor and resupply rest rooms, maintain common areas, and emergency clean-ups, etc.
- 2.3.2 Porters shall have a cell phone enabling them to be contacted when needed and shall provide the phone number to key building staff.
- 2.3.3 Porters are not to perform janitorial tasks.

Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §2.7. Porters shall remain on-site five days per week (Longer if County agencies request and pay for six-day or seven-day services). Porter hours are listed in the Exhibit B-1 Site Location Data. Porters shall also be responsible for providing services to surrounding buildings when assigned to multi-site complexes. Porter must maintain a porter log (See Exhibit B-3, Porter Log), which designates time-in and time-out. Porter logs must be submitted with each invoice (See Invoices and Payments section). Porters not fulfilling a total day (as specified) will result in deductions from Contractor's monthly invoice based on the porter hourly rate. If Contractor fails to submit the porter log with the invoice, a deduction of the full porter hourly rate, times the required hours of service missed, shall be deducted from the invoice. Porters shall be required to carry a company cell phone.

2.3.4 Porter adjacent site responsibility

Site #	Porter Site Name	Additional Building Responsibilities
1402	Flood Control -Admin	1401 (MCDOT Admin), 1404, 1405, 1408, 1409
1715	Juvenile Court-Durango	1704; 1703; 1916; 1702; 1701
2033	Superior Court-NW	2029
2855	SE Public Facility	2853, 2852, 2856, 2860, 2871
3305	Superior Court – CCB	3301; 3303; 3304, 3401
3310	County Administration	3311; 3315; 3317; 3320; 3321; 4051; 6202; 6205
3853	Superior Court-NE	
4157	Security Building	4137
3325	Downtown Court Tower	

2.4 INFECTIOUS BIOHAZARDOUS SPILLS:

Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and, as directed by the County agency, provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bags, following all guidelines established by OSHA for packaging and removal. It shall be the County's responsibility to dispose of any contaminated bags. Fresh unused bags shall be kept readily available by the Contractor in each janitorial closet (See Exhibit B-4, Supplies List).

2.5 SPECIAL GARBAGE PICKUP REQUIREMENTS FOR EAST COURT BUILDING (ECB)
#3303 - LOWER LEVEL:

- 2.5.1 This service is a requirement of the Contractor assigned to this building, priced separately from the janitorial costs, in Exhibit A, PRICING.

- 2.5.2 Located in the lower level of the ECB, the County has eight (8) portable trash dollies. When full, the Contractor shall be required to transport to South Compactor Yard located on W. Jackson St. and 1st Ave. This service may require several trips during the course of a business day. These portable dollies require the Contractor to supply a vehicle with a 2" ball hitch, with 6-pin receptacle for the trailer lights.
- 2.5.3 This service is to be performed as often as needed to keep the lower level area free of unsightly trash overage and an empty dolly readily available. All dollies shall be emptied at the end of the business day to prevent odors from spreading to adjoining offices.
- 2.5.4 This service may be extended to other areas of the County. At that time, the Contractor shall be given the opportunity to price the locations via a written quote request.

2.6 AREAS EXEMPT FROM CLEANING SERVICES:

Exempt from this contract are food service establishments and other cafeterias operated by the State of Arizona, Department of Economic Security (DES). Only floor care and trash removal within the dining areas of buildings 3310 and 3325 will be included.

2.7 CLEANING REQUIREMENTS, MINIMUM:

- 2.7.1 The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all effort necessary to perform the required services at the designated locations.
- 2.7.2 There are two (2) schedules for cleaning requirements, *Reduced Service* and *Full Service*. Full service shall mean all-inclusive cleaning; to deliver a clean building. Full service shall have absolutely no exclusions for any cleaning requirements. Reduced services are those that are not all inclusive and are specific to the cleaning requirement, have some extended intervals, and thus bring a lower cost to the County. Some Reduced Service cleaning requirements have the same interval as Full Service. Exhibit A, PRICING, has two (2) columns for pricing of these services. At the County's option, and based on budgets, either of the services may be selected.

Full services shall include two (2) times per year floor care, reduced service shall include one (1) time per year floor care.

2.8 DAILY INSPECTIONS:

- 2.8.1 As part of the contract administration process, Facilities Management or the self-monitoring County agency will inspect each site as deemed necessary to ensure the Contractor is in compliance with the cleaning specifications. Each site shall be inspected for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form shall be utilized (See Exhibit B-2, Site Inspection Report). The form shall provide results of the inspection. The resultant may be that the cleaning requirements have been met (ACCEPTABLE), or a cleaning requirement has not been met (UNACCEPTABLE). If unacceptable, the Contractor shall correct the deficiencies within the allotted time-lines or deductions shall be made from the Contractor's monthly invoice (See §2.9).
- 2.8.2 Should Contractor receive a total of five (5) *Unacceptable* inspection reports in a calendar month, they shall be required to attend a meeting with the Office of Procurement Services and a representative of the monitoring department to discuss unsatisfactory performance and placed on a performance action plan. Repeated unsatisfactory performance may result in the contract being terminated for default.

2.8.3 Additionally, the Contractor's night shift supervisors shall complete and sign a contractor developed Site Inspection Report indicating all areas under his/her responsibility have been cleaned per contract requirements.

2.8.4 Site Inspection Report – Exhibit B-2:

This inspection report and all resultant scoring shall be a requirement of this contract. The report is an overview of an unannounced inspection that has been performed by either a Facilities Contract Service Monitor (CSM) or by a representative of a self monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

2.8.4.1 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or

2.8.4.2 Have experienced some discrepancies (UNACCEPTABLE) but all discrepancies have been corrected within the time line with a follow-up visit, thus no deductions shall be forthcoming. Or

2.8.4.3 Have experienced some discrepancies, but all or some of the discrepancies have not been corrected, and therefore deductions shall be imposed to the Contractor's end-of-month invoice. The Contractor would have been provided a copy of any discrepancies not corrected during the inspection.

The report requires signatures from the CSM staff. It shall be the responsibility of the CSM staff to input the form and subsequent submittal to the Contractor. Self-monitoring departments shall be responsible for inputting the report and forward such to the Contractor.

2.9 DEDUCTIONS FOR WORK NOT PERFORMED:

For failure of the Contractor to provide the routine custodial service as specified in the contract, and based on the scoring from Exhibit B-2 Site Inspection Report, the County shall deduct monies as listed in this section from the Contractor's monthly invoicing. This provision is to be used only when the work is not corrected within the allotted time frames by the Contractor or there are frequent and repeated documented deficiencies in the Contractor's performance.

Reoccurrences: In the event the Contractor receives a deduction due to a lack of providing the required service, and fails again to provide that same service the following scheduled interval for the same occurrence, the normal deduction AND the reoccurrence charge shall be deducted from the Contractors' invoice.

INTERVAL	INITIAL DEDUCTION	REOCCURRENCE
Daily	\$10.00 per occurrence, per day. The Contractor shall not have an opportunity to correct this deficiency as it was to be performed on a daily basis.	\$20.00 per occurrence
1X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
2X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
3X/WK	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
1X/MO	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence

Quarterly	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
2X/YR	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
1X/YR	\$30.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$60.00 per occurrence

Other

No SDS sheets (See §2.21); OSHA violations:

Deduction

\$10.00 per incident

No English speaking staff:

\$10.00 per incident (Removal of non-English speaking employee from site and loss of applicable compensation) (See §2.23)

No County I.D. as required:

\$25.00 per incident

Lost key replacement:

Cost of service

Building re-key:

Cost of service

Failure to activate/deactivate building alarms or failure to lock doors or windows:

\$100.00 per incident, plus city surcharges

Note: Failure to provide service on a scheduled service day shall result in deduction of the fixed rate per service day for that building.

2.10 SERVICE TASKS AND INTERVALS:

☐ **Section A -- General Office Areas**

Includes, but not limited to; administrative offices, conference/multipurpose rooms, auditoriums, corridors, lobbies, patio areas, landings, entry ways, handicap ramps, break rooms, lounges, fitness centers, and storage rooms:

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
A-1	Empty trash containers, replace liners	Daily	Daily
A-2	Empty recycle containers (desk side)	Daily	Daily
A-3	Clean outside surface of all office trash containers	Quarterly	1X/MO
A-4	Vacuum all areas of interior carpets	--	Daily
A-5	Vacuum all office/cubicle carpet areas	Weekly	2X/WK
A-6	Vacuum office traffic areas	2X/WK	Daily
A-7	Vacuum public areas and entry mats	Daily	Daily
A-8	Clean and dust mop lobby floors	Daily	Daily
A-9	Special clean marble floors/walls, copper ornamentals	--	Daily
A-10	Dust mop then damp mop all hard floor areas	3X/WK	Daily
A-11	Clean and sanitize drinking fountains; polish metal	Daily	Daily
A-12	Spot clean carpets in office traffic areas	1X/WK	Daily
A-13	Spray buff hard floors, restore luster, dust mop	2X/M	1X/WK
A-14	Clean all baseboards in traffic areas	Quarterly	1X/MO
A-15	Clean all non-traffic area baseboards	--	1X/YR
A-16	Dust all cleared furniture tops, vacant shelves, windowsills,	1X/MO	1X/WK

	ledges, and lobby benches		
A-17	Broom entryways, clean up cobwebs, mud, pick up litter, etc. (Up to 20 ft. out); Use water hose when required	Daily	Daily
A-18	Clean public entry doorways, glass, handles, kick plates and adjacent glass	Daily	Daily
A-19	Clean non-public doorway areas (doors/landings)	1X/MO	1X/WK
A-20	Clean exterior surface of all trash receptacles located external to the building	1X/MO	1X/WK
A-21	Clean and sanitize public telephones	Daily	Daily
A-22	Clean surfaces of exterior patio furniture	3X/WK	Daily
A-23	Break room/lounge- clean counters, table tops, chairs, sinks, and restock supplies. If carpeted, spot clean and vacuum; if hard floor, sweep then damp mop	Daily	Daily
A-24	Vacuum all office fabric upholstery	Quarterly	1X/MO
A-25	Clean office washable non-fabric seating	1X/MO	1X/WK
A-26	Heavy sweep all patios, exterior stairwells, steps, ramps. Clean any railings	1X/M	1X/WK
A-27	Dust artwork, whiteboards, silk plants/trees	2X/YR	Quarterly
A-28	Fitness Center- clean and sanitize all fitness equipment (if applicable)	Daily	Daily
A-29	Fitness Center- clean exterior surfaces of lockers and interiors of vacant lockers (if applicable)	2X/YR	Quarterly
A-30	Dust/vacuum HVAC vents	1X/YR	2X/YR
A-31	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
A-32	Extract and shampoo all carpet	2X/YR	2X/YR
A-33	Dust or vacuum all window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
A-34	Clean all ceiling light diffusers (office areas)(up to 9 ft height)	1X/YR	2X/YR
A-35	Spot clean walls – remove soil, graffiti, other foreign matters.	Weekly	Daily

□Section A – General Office Areas – Libraries

The following additional services shall apply at all Library locations:

A-36	Vacuum all office fabric upholstery and spot clean	N/A	1X/MO
A-37	Dust and clean all public computers, keyboards, monitors, printers, chairs, and tables located in the public areas of the library	N/A	Daily
A-38	Dusting of books on shelves and book shelves. This may be done in sections during normal service to insure that all shelves and books are dusted once a month.	N/A	1X/MO

□Section B – Elevators, Landings, and Stairwells

B-1	Empty trash containers located at landings, replace liners.	2X/WK	Daily
B-2	Clean outside surface of all trash containers located at landings	1X/MO	1X/WK
B-3	Clean elevator interior all surface of walls, doors (inside and out), railings, and button panels	Daily	Daily
B-4	Clean elevator door tracks and landing tracks	1X/WK	Daily
B-5	Clean both sides of light diffusers in elevators	1X/YR	2X/YR
B-6	Dust mop, then damp mop elevator tiled floors, vacuum carpeted floors. Spot clean both types	2/WK	Daily
B-7	Strip and wax elevator tiled floor; if carpeted, shampoo	2X/YR	Quarterly
B-8	Clean elevator building floor landings. Floor should be free of stains. Ceiling light diffusers should be free of cobwebs.	1X/MO	Daily
B-9	Clean all interior building stairwells and stairwell landings. Clean stair railings	Quarterly	Weekly

B-10	Clean wall mounted light fixtures located in stairwells	Quarterly	2X/MO
B-11	Clean doors (in/out) of all floors servicing stairwells	Quarterly	2X/MO
B-12	Remove any cob webs on ceilings/walls of stairwells	Quarterly	Weekly

□Section C – Data Processing Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners	Daily	Daily
C-2	Empty recycle containers (desk side)	Daily	Daily
C-3	Clean outside surface of all office trash containers	Quarterly	1X/MO
C-4	Vacuum all office/cubicle carpet areas	2X/WK	Daily
C-5	Vacuum all area of interior carpet areas	--	Daily
C-6	Vacuum office traffic areas	2X/WK	Daily
C-7	Lightly damp mop elevated floors	1X/WK	Daily
C-8	Wet mop hallways and office tiled floors	3X/WK	Daily
C-9	Spot clean carpets and hard floors	1X/WK	Daily
C-10	Dust furniture, window sills, and ledges	1X/M	1X/WK
C-11	Vacuum behind data equipment	1X/M	Daily
C-12	Remove cobwebs from walls and ceilings	2X/YR	Quarterly
C-13	Clean HVAC vents	1X/YR	2X/YR
C-14	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
C-15	Extract and shampoo all carpet	1X/YR	2X/YR
C-16	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
C-17	Clean all ceiling light diffusers (up to 9' height)	1X/YR	2X/YR

□Section D – Restroom, Showers, Locker Rooms

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
D-1	Empty trash and replace liners	Daily	Daily
D-2	Clean outside surface of all trash containers	Quarterly	1X/WK
D-3	Restock supplies	Daily	Daily
D-4	Clean mirrors, countertops, sinks, fixtures	Daily	Daily
D-5	Clean toilet bowls, seats, rims, base	Daily	Daily
D-6	Clean urinals	Daily	Daily
D-7	Spot clean walls- remove soil, graffiti, other foreign matter	Daily	Daily
D-8	Soap clean all perimeter walls	Quarterly	Quarterly
D-9	Mop floor with germicidal solution	Daily	Daily
D-10	Clean and polish stainless steel and chrome surfaces	Daily	Daily
D-11	Clean and sanitize showers using germicidal solution	Daily	Daily
D-12	Pour 1-gallon germicidal solution into floor drains of RR	1X/WK	1X/WK
D-13	Remove cobwebs on walls/ceilings	As needed	As needed
D-14	Fully clean all partition walls and door surfaces	1X/MO	1X/WK
D-15	Clean HVAC vents	1X/YR	2X/YR
D-16	Machine scrub floors	1X/MO	1X/WK
D-17	Clean ceiling/wall light diffusers	1X/YR	2X/YR

□Section E – Medical Labs and Clinic Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
E-1	Empty trash and replace liners	Daily	Daily
E-2	Empty recycle containers (desk side)	Daily	Daily
E-3	Clean outside surface of all lab/clinic trash containers	Quarterly	1X/MO
E-4	Dust window sills and other horizontal surfaces	Daily	Daily
E-5	Clean glass in display partitions and on interior doors	Daily	Daily
E-6	Clean door handles, push plates, and kick plates	Daily	Daily
E-7	Clean sinks and adjacent countertop areas	Daily	Daily
E-8	Dust mop floor, wet mop with germicidal solution	Daily	Daily
E-9	Empty infectious /biohazard waste into appropriate receptacles and dispose of accordingly	Daily	Daily
E-10	Spot clean carpet and hard floors	1X/WK	Daily
E-11	Spray buff finished floors, dust mop	1X/M	1X/WK
E-12	Vacuum carpeted exam rooms; if tile dust mop in same manner	Daily	Daily
E-13	Clean and polish stainless steel exam tables	1X/M	1X/WK
E-14	Pour 1-gallon germicidal solution into floor drains	1X/WK	Daily
E-15	Damp wipe exterior surfaces of lab refrigerators	Quarterly	1X/MO
E-16	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
E-17	Clean HVAC vents	1X/YR	2X/YR
E-18	Extract and shampoo all carpet	1X/YR	2X/YR
E-19	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
E-20	Clean all ceiling light diffusers	1X/YR	2X/YR

□Section F – Courtrooms

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
F-1	Empty trash and replace liners	Daily	Daily
F-2	Empty recycle containers	Daily	Daily
F-3	Clean outside surface of all office trash containers	Quarterly	1X/WK
F-4	Vacuum all carpeted areas	Daily	Daily
F-5	Dust mop all hard floors then damp mop	Daily	Daily
F-6	Dust clean and polish judges desk and bench	Daily	Daily
F-7	Clean all non-fabric courtroom seating	Daily	Daily
F-8	Vacuum and spot clean all fabric seating	Daily	Daily
F-9	Dust all horizontal surfaces	1X/WK	Daily
F-10	Spot clean carpeted areas and hard floor areas	1X/WK	Daily
F-11	Spray buff hard floors, dust mop	1X/M	1X/WK
F-12	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
F-13	Clean HVAC vents	1X/YR	2X/YR
F-14	Clean baseboards in traffic areas	Quarterly	1X/MO
F-15	Extract and shampoo all carpet	1X/YR	2X/YR
F-16	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
F-17	Clean all ceiling light diffusers	1X/YR	Quarterly
F-18	Remove all gum from benches, furnishings and counsel tables	Daily	Daily
F-19	Clean sound boards per manufacturer's specifications	Weekly	Weekly

□Section G -- Janitorial Closets

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
G-1	Clean custodial sink	Daily	Daily
G-2	Rinse clean all mop buckets	Daily	Daily
G-3	Clean all custodial equipment	Daily	Daily
G-4	Keep room tidy	Daily	Daily
G-5	Empty trash containers	Daily	Daily
G-6	Spot clean walls and doors	Quarterly	Quarterly
G-7	Sweep and damp-mop floor	1X/WK	Daily
G-8	Clean HVAC vent	1X/YR	2X/YR

□Section H -- Outside Refuse Areas, Loading Docks

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
H-1	Inspect immediate area and pickup loose debris	3X/WK	Daily
H-2	Sweep load dock and pickup litter (If applicable)	3X/WK	Daily
H-3	Clean around compactor. If unit is taken, clean entire area	2X/MO	1X/WK

□Section H -- Outside Refuse Areas, Loading Docks, Building Approach - Libraries

The following services shall apply at all Library locations:

H-4	Check outdoor trash/cigarette urns on approach to building. Remove butts daily, empty when container is 1/2 full and replace liner. NOTE: Trash/cigarette urns are approximately 75-100 feet from building main doors	Daily	Daily
H-5	Pick-up litter located on or adjacent to walkways to building.	Daily	Daily

□Section J -- Parking Garages, Breezeways/Bridges to Buildings

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
J-1	See Section B-1 thru B-7 for elevator service and apply	Section B	Section B
J-2	See Section B-8 thru B-12 for stairwell cleaning	Section B	Section B
J-3	Clean elevator garage floor landings (max. 20' out). Floor should be free of stains	1X/WK	Daily
J-4	Empty trash receptacles and replace liners (on all levels and all areas)	Daily	Daily
J-5	Clean exterior surface of all trash receptacles located at landings	Quarterly	1X/WK
J-6	Vacuum carpeted breezeways /bridges if carpeted	2X/WK	Daily
J-7	Sweep hard floor breezeways/bridges	1X/WK	2X/WK
J-8	Dust sills on breezeways/bridges	1X/M	1X/WK
J-9	Extract and shampoo all carpeted breezeways/bridges. Damp mop hard floor if finish sealed	1X/YR	2X/YR
J-10	Damp mop hard floor if finish sealed	1X/MO	2X/MO

**□Section K -- Special Additional Instructions for Porters at Other Porter-
Assigned Sites**

K-1	Public areas – vacuum all carpet; dust mop all hard floor	Daily
K-2	Monitor public entranceways (trash containers, litter, etc.)	Daily
K-3	Day clean section called <i>Expedited Service @</i> Bldg. 2855 (690 sq. ft.)	Daily
K-4	Day clean section called Exhibit Office @ Bldg. 2855 (805 sq. ft.)	Daily
K-5	Day clean areas so designated @ Bldg. 3853	Daily

2.11 FLOOR SCHEDULE:

- 2.11.1 Contractor(s) shall provide a complete floor schedule for each building within thirty (30) days of contract award. Schedule for A-31 (Strip, clean, seal and finish all hard floors) & A-32 (Extract and shampoo all carpet) to include Building name, Number, Start and completion dates. For A-13 (spray buff hard floors, restore luster, dust mop) to include Building name, number and day of the week the service will be performed.
- 2.11.2 An updated schedule is to be sent out monthly, documenting completion dates and any changes must be noted in **bold**.

2.12 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

- 2.12.1 **Parking garages shall not include the actual parking areas.** Cleaning is to include, but not limited to:
- 2.12.1.1 Elevators;
- 2.12.1.2 Floor landings where the elevator stops. Area shall be free of stains;
- 2.12.1.3 All trash containers throughout the entire floor (parking level) shall be emptied and externally cleaned;
- 2.12.1.4 All stairwells cleaned as scheduled in §2.10, B-9 thru B-12.
- 2.12.1.5 The cleaning of breezeways/bridges between buildings and parking garages.
- 2.12.2 The square footages listed in Exhibit B-1 Site Location Data for sites with elevators are the total of all landings for all floors, and is included, if the parking garage is part of an office building. Landings are measured from the elevator threshold twenty (20) feet out by the total width of all elevators.

2.13 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:

- 2.13.1 Exhibit B-5, Sanitary Napkin Machine Locations, contains the locations of all sanitary napkin machines in County buildings. The Contractor's staff shall be responsible to keep the sanitary napkin units filled. The cost of such shall be included in the Fixed Rate per Service Day rate. The schedule to maintain supplies shall be placed on a monthly service interval. Some sites may require shorter or longer intervals dependent on usage history.
- 2.13.2 The Contractor shall be responsible to order product and resell to the County as a separate line item listed in Exhibit A, PRICING. The Contractor shall be provided keys for each machine. The machines utilize one of two types of sanitary napkins. At a minimum, the Contractor is to restock with:
- 2.13.2.1 Tampon, regular absorbency
- 2.13.2.2 Napkin pad, package #4

- 2.13.3 The County shall be responsible for machine mechanical maintenance. Collections of revenue from the machines shall be the responsibility of the Contractor. All revenue collected shall be kept by the Contractor as part of the cost to administer this service.

2.14 WATERLESS URINAL FILTER CHANGE-OUT:

- 2.14.1 The County has in use at various locations waterless urinals. More may be added as needed. The Contractor shall be responsible for the filter change-out labor of these units. The filter change-out to be placed on an eight-week service interval (or more frequently if odors are present) and included in the fixed rate per service day. The change-out process takes about five (5) minutes per urinal. The tool to remove the old filter is included with the new filter.

- 2.14.2 Buildings that require this service are:

- 2.14.2.1 FMD Building [3311]
- 2.14.2.2 County Administration Building [3310]
- 2.14.2.3 Downtown Justice Courts [4053]
- 2.14.2.4 San Tan Justice Court [1216]
- 2.14.2.5 Scottsdale Adult Probation [4608]
- 2.14.2.6 Southeast Public Facility [2855]
- 2.14.2.7 White Tanks Library [5719]

- 2.14.3 The County shall be responsible for maintenance and repairs of these urinals. The Contractor shall be responsible to procure replacement filters, billable back to the County as bid in Exhibit A, PRICING.

- 2.14.4 Replacement filters may be obtained from Falcon Water free Technologies or local janitorial supply firms.

2.15 PRODUCT DISPENSERS:

- 2.15.1 All dispensers requested by the County (towel, toilet paper, soap, toilet seat cover, etc.) shall be obtained by the Contractor and supplied to the County at no additional cost. Existing dispensers, if worn or broken, and therefore in need of replacement, shall be replaced and installed by the Contractor at the Contractor's cost.

- 2.15.2 The toilet dispensers are a mix of standard single-roll type and JRT JR. (Single roll and double roll). Paper towels dispensers are either C-fold, single fold, or rolled. Please see Exhibit B-4, Supplies List, regarding the use of proprietary dispensers. If a new dispenser is requested by the County where there was none before, the dispenser shall be supplied by the Contractor at no additional cost to the County and installed by the County.

- 2.15.3 If the County deems additional dispensers are needed at sites, the Contractor must provide the units at no additional cost to the County

2.16 SUPPLIES:

- 2.16.1 Exhibit B-4, Supplies List is the minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.

- 2.16.2 Cleaning solvents shall be biodegradable, phosphate free and citrus-based when their use will not compromise health and quality of service or increase operational costs.

- 2.16.3 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

- 2.16.4 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates as long as they do not denigrate service or equipment.
- 2.16.5 Industrial and institutional cleaning solvents hand soaps and paper products shall meet Green Seal certification standards or environmental and performance standards established by the using or monitoring agency.
- 2.16.6 Samples of paper products shall be submitted to the County prior to contract award. Thirty percent postconsumer waste recycled paper shall be the standard when price and quality of service is equal and health and safety of employees is not prejudiced. Once approved, paper products shall not be changed to a lower product grade. Request to change paper products must have approval from the Facilities Management Department.
- 2.16.7 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

2.16.7.1 Toilet Tissue

- 2.16.7.1.1 Toilet tissue, standard roll, 2-ply

2.16.7.2 Paper Towels: White or Natural

- 2.16.7.2.1 Rolls no less than 8" wide, no proprietary types
- 2.16.7.2.2 C-fold, 1-ply
- 2.16.7.2.3 Single fold, 1-ply

2.16.7.3 Trash Can Liners

- | | | | |
|------------|--------|-------|---------|
| 2.16.7.3.1 | Small | 24X24 | .31 mil |
| 2.16.7.3.2 | Medium | 30X37 | .39 mil |
| 2.16.7.3.3 | Large | 40X48 | .66 mil |

2.16.7.4 Infectious/Biohazardous Receptacle Disposal Bags

- | | | | |
|------------|--------|-------|---------|
| 2.16.7.4.1 | Small | 24X24 | .31 mil |
| 2.16.7.4.2 | Medium | 30X37 | .39 mil |
| 2.16.7.4.3 | Large | 40X48 | .66 mil |

Note: All infectious/biohazardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

2.16.7.5 Toilet Seat Covers

- 2.16.7.5.1 Shall fit existing wall dispensers

2.16.7.6 Soap

- 2.16.7.6.1 Gravity fed hand soap dispensers

2.16.7.7 Toilet Bowl/Urinal Deodorizers w/Screen (optional as determined by County)

- 2.16.7.7.1 ZURN Waterless Urinals (White Tanks Library) shall use the ZURN Green Sealant

2.16.7.8 Tampons and Napkin Pads

2.16.7.9 Septic Systems

- 2.16.7.9.1 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

2.17 CONTRACTOR EQUIPMENT:

All electrical powered equipment utilized by the Contractor must be operating within manufacturer's specifications and available for inspection by the County. Inspections may be conducted by FMD or the self-monitoring County department. The County reserves the right to bar Contractor's equipment from use in County buildings if such equipment is adjudged unsafe, posing a health and/or safety hazard. Vacuum cleaners shall meet the requirements of the Carpet and Rug Institute's "Green Label Testing Program-Vacuum Cleaner Criteria" (capable of capturing 96 percent of particles measuring 0.3 microns and operating with a sound level less than 70dBA.

2.18 DAYTIME PERCENTAGE INCREASE:

- 2.18.1 Most sites in Exhibit B-1 are for night cleaning, a few are listed for day cleaning, and some are a mix. Should a site listed as NIGHT cleaning be converted to DAY cleaning, or a portion thereof, the daytime percentage shall be used to calculate the cost for the conversion.
- 2.18.2 A percent premium shall be paid to the Contractor who holds the responsibility for a County building when a County agency requests conversion from night cleaning to day cleaning, or a portion of the site. The total square foot to be converted to day cleaning will be multiplied by the global square foot price, and multiplied by the premium percentage rate, the differential becomes the *additional cost* the Contractor shall be compensated to clean the desired area during daytime hours.

2.19 GLOBAL SQUARE FOOT PRICING:

The global square foot pricing is a cost per square foot to clean a particular facility. This figure is obtained by taking the annual total cost for the facility (Labor and Supplies) divided by the total square footage of the building.

2.20 UNOCCUPIED SPACE:

- 2.20.1 There may be times when a portion of a building becomes "unoccupied" for various reasons. Upon notice from the County, the Contractor will be instructed to cease cleaning the unoccupied portion, and the County shall receive a credit based on the Global Square Foot Cost each day unoccupied. The total square footage of the unoccupied space will be multiplied by the facilities Global Square Foot Cost and subtracted from the total fixed rate per service day. Should the site become re-occupied, fully or partially, the cost will be recomputed.
- 2.20.2 In order to qualify for the unoccupied credit, the following two conditions must occur:
- 2.20.2.1 25% or more of the total square footage of the floor must be unoccupied, and
- 2.20.2.2 a minimum 30-day site un-occupancy

2.21 SAFETY DATA SHEETS:

- 2.21.1 The Contractor shall provide Safety Data Sheets (SDS) that comply with OSHA Title 29 Code of Federal Regulations Section 1910.1200 for all chemicals intended for use in County facilities. If new chemical products are introduced or new janitorial employees

are hired, the Contractor is responsible for reviewing the SDS sheets with employees and to ensure that all employees understand and are trained in the safe use of all materials. The Contractor shall provide to the County a signed affidavit stating all Contractor employees assigned to County sites have read, understand, and have been trained in the safe use of all chemicals used in the performance of their duties. The SDS sheets must be legible, and printed in English and Spanish. Only SDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry SDS sheets are NOT acceptable.

2.21.2 All containers of cleaning materials, both stored and used, must be properly labeled as per OSHA requirements. The County will confiscate all cleaning agents that are not properly labeled.

2.21.3 Safety Data Sheets (SDS) on ALL chemicals stored and used must be kept in EVERY janitorial or storage closet in which chemicals are kept. NO EXCEPTIONS. If there are no janitorial closets in a building, the Contractor must keep the SDS sheets readily available on the service cart. The SDS sheets are to be readily accessible and visible, preferably attached to wall or door. Contractor shall be responsible for any fines imposed for lack of their performance regarding SDS sheets.

2.22 SUPPLY STORAGE:

The County will provide a storage room for supplies at each site if possible. Not all sites have janitorial closets, and not all sites with janitorial closets have sink facilities. The Contractor must provide supplies via their crew trucks to sites that do not have supply room provisions. All storage areas used by the Contractor will be kept in a neat manner by the Contractor. The supply area will be kept free of any offensive odor. Damp mopping, spot cleaning, and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner.

2.23 ENGLISH SPEAKING REQUIREMENT:

2.23.1 The Contractor's job supervisor porters and additional personnel as deemed necessary by the Facilities Management Department or the County Department, must be literate and fluent in the English language. There is to be at least one (1) person or more, as directed by the Facilities Management Department, or the County Using Department, on each shift on site, who can speak, read and writes English. Porters MUST speak fluent English. This is not meant to require that all Contractor personnel speak, read, and write English. Most tasks may require only the job supervisor, crew leader, or a crewmember to speak, read, and writes English. This requirement is necessary due to the following reasons, which include but are not limited to:

2.23.1.1 Warnings of emergencies and hazards.

2.23.1.2 Preparation of reports as specified.

2.23.1.3 Communication with Maricopa County personnel and tenants.

2.23.2 Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representatives, FMD, the County Departmental personnel, between the Contractor representatives and the public. Violations shall result in the immediate removal of employees with a corresponding deduction in daily billings until satisfied.

2.24 EMPLOYEES OF THE CONTRACTOR:

2.24.1 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. Failure of Contractor to meet this

requirement will result in permanent removal of custodial employee from County buildings. It shall be a requirement of the Contractor to have all staff performing work at the County sites pass security screening. The cost of this requirement shall be performed by the County and the cost incurred by the County. The Contractor shall also provide the County with a current employee register quarterly. This register must contain the Name of all employees assigned to this contract. If changes to the register occur, the Contractor must inform the County via electronic notice immediately.

2.24.2 Background Checks:

Background checks will be a requirement for all employees of Contractor's staff providing services to the County. The cost of this service shall be incurred by the County.

2.24.3 Required Company Uniforms:

All employees must wear a company uniform (shirt or vest), identified with the company name at all times.

2.24.4 Removal of Contractor's Employees:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, any employee who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

2.24.5 Contractor employees shall not provide access to County facilities to anyone.

2.25 CONTRACTOR GET-READY TIME LINE:

After award of this Contract, the Contractor shall have thirty (30) days to acquire equipment, staff, and all other requirements needed to perform the specifications of this Contract.

2.26 CONTRACTOR SCHEDULE OF SERVICES:

A schedule of services shall be submitted by the Contractor within thirty (30) days from the start date of this Contract.

2.27 CONTRACTOR FLOOR SCHEDULE:

2.27.1 A floor schedule shall be submitted by the Contractor within the first thirty (30) days of contract award.

2.27.2 A maximum of three (3) reschedules of services per asset/building shall be allowed. The first reschedule will be allowed with no penalty. In the eventuality of a second reschedule, there may be a review of the Contractor for under-performance, which could lead to possible reassignment of the asset/building. The third reschedule will put the Contractor in immediate review, leading to reassignment of asset/building services.

2.28 CONTRACTOR COMPLIANCE:

A Contract Compliance Inspector shall meet with a Contractor Supervisor for a sign-off on completion of all scheduled floor work.

2.29 BUILDING SECURITY:

- 2.29.1 The Contractor's staff shall be provided keys to County facilities. These may be acquired by:
 - 2.29.1.1 Keys stay on-site. Employee signs-out a set of keys (all looped on a single key ring) upon arrival at site, and must turn-in key set after completion of duties, or
 - 2.29.1.2 Providing permanent key(s), wherein Contractor's employee signs for key as a responsible individual. Should an employee leave Contractor's work force, the signed for keys must be returned to the County. Keys not returned will cause the County to re-key the ENTIRE building and the cost be borne by the Contractor.
 - 2.29.1.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of the Facilities Management Department.
- 2.29.2 Contractor shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply will make Contractor responsible for all losses of County Property. If building must be re-keyed due to Contractor's staff losing key(s), or failure to return signed for keys after dismissal/departure of employee, costs of re-keying shall be borne by Contractor.
- 2.29.3 All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open the public and restricted quarters. Such doors that are left unlocked in a secured area are subject to a charge.
- 2.29.4 Contractor's employees entering or leaving the building after hours shall make sure the doors described in §2.29.3 are locked at all times. They shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the building. Doors shall not be unlocked for anyone at anytime, or for any reason, while cleaning buildings. Janitor and storage closet doors shall be locked at all times. Fines imposed to County by local municipalities due to negligence of Contractor's staff to properly energize alarm system shall be borne by the Contractor.
- 2.29.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

2.30 BILLABLE WORK:

Non-scheduled work, that is, work requested that is not covered under the normal day-to-day cleaning activities, shall be billed as Time and Materials. There will be a separate line item price based on an hourly rate in Exhibit A, PRICING. All additional work must be billed separately. Within twenty-four (24) hours after receiving a verbal notice to proceed, the Contractor obtains a LETTER OF AUTHORIZATION TO PROCEED from the Contract Compliance Inspector staff person or the authorized representative of the County self-monitoring department. This authorization to be attached to invoice when billed for the work.

All work NOT authorized by FMD Contract Compliance Inspector staff shall be billed directly to the department authorizing the work.

2.31 DAMAGE TO COUNTY PROPERTY:

The Contractor shall carry on the above specifications in such manner that does not damage County property. In the event damage occurs to Maricopa County property or adjacent property by reason of custodial service operations performed under this Contractor, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the

Contractor. Examples of possible damages are: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted wall that causes discoloration or staining, or other types of damages.

2.32 REFRIGERATOR CONTENTS – DAMAGED GOODS:

Electrically controlled refrigeration units containing drugs, vaccines, serums, medical supplies, etc., wherein contents have been damaged due to electrical source of refrigerated unit circuit breaker being manually tripped 'off', (used as an on/off switch), or said equipment unplugged by Contractor's staff, shall be Contractor's responsibility to replace said drugs, vaccines, serums, or medical supplies if so damaged.

2.33 CONTRACTOR SHALL IMPLEMENT AND MAINTAIN AN ON-GOING EXPOSURE CONTROL PLAN:

This shall be a written Exposure Control Plan, documented proof of compliance with OSHA-mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with all aspects of OSHA's Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements

2.34 CONTRACTOR SHALL MAINTAIN AN ON-GOING QUALITY CONTROL SYSTEM:

This shall include the philosophy and methodology they plan to use to ensure quality service is performed, and how Contractor plans to apply this plan to this Contract

2.35 CONTRACTOR SHALL MAINTAIN AN ON-GOING HAZARD COMMUNICATION PROGRAM:

This shall be a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA-mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.

2.36 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace as may be required by Contractor to carry out its obligation enumerated herein.

3.0 PROCUREMENT REQUIREMENTS:

3.1 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.2 CONTRACTOR EMPLOYEE MANAGEMENT:

3.2.1 Contractor shall endeavor to maintain the personnel proposed in their offer throughout the implementation of the contract. In the event that Contractor personnel's employment status changes, Contractor shall provide County a list of proposed candidates with equivalent experience with the Solution. County reserves the right to assist in the selection of the replacement candidate. Under no circumstances is it acceptable for the implementation schedule to be impacted by a personnel change on the part of the Contractor.

3.2.2 Contractor shall not reassign any provided personnel without the express consent of the County.

3.2.3 County reserves the right to immediately remove from its premises any Contractor personnel it determines is a risk to County operations.

3.2.4 County reserves the right to request the replacement of Contractor personnel at any time, for any reason. Said requested removal shall not be subject to part 2.24.4 of Exhibit B.

3.3 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report upon request delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

EXHIBIT B-1
SITE LOCATION DATA

All square footages and counts are estimates and should be verified by the Respondent.
If exclusions are NOT stated, the entire building shall be considered for services.
For listings of quantities/locations of sanitary napkin machines, see Exhibit B-5.

0309 MCSO Avondale Substation**920 E. Van Buren St.****Avondale, AZ**

5X/WK

Total Square Feet	4,418	/ sq. ft.
Carpet	328	/ sq. ft.
Hard Floor	4,090	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	12	/ ea.
Employees	75	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

NONE

0324 SW Justice Courts**10420 W. Van Buren St.****Avondale, AZ**

5X/WK

Total Square Feet	49,700	/ sq. ft.
Carpet	31,175	/ sq. ft.
Hard Floor	18,525	/ sq. ft.
# Restrooms	16	/ ea.
# Fixtures	68	/ ea.
Employees	100	/ ea.
Avg. Visitors	830	/ daily

Special Instructions:

NONE

0406 MCDOT - Buckeye Service Facility**26449 Highway 85****Buckeye, AZ**

4X/WK DAYS

Total Square Feet	2,832	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	2,832	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	9	/ ea.
Employees	13	/ ea.
Avg. Visitors	5	/ daily

Special Instructions:

Includes Sign Shop office

0410 MCDOT - Buckeye Maintenance Facility
26529 West Highway 85
Buckeye, AZ

4X/WK DAYS

Total Square Feet	4,881	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,881	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	0	/ ea.
Employees	30	/ ea.
Avg. Visitors	5	/ daily

Special Instructions:

NONE

0501 MCSO Shooting Range
26900 W. Buckeye Hills Dr.
Buckeye, AZ

2X/WK

Total Square Feet	4,581	/ sq. ft.
Carpet	2,192	/ sq. ft.
Hard Floor	2,389	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	15	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

NONE

1214 Chandler WIC
3002 N. Arizona Ave. #13
Chandler, AZ

5X/WK NIGHTS

Total Square Feet	2,520	/ sq. ft.
Carpet	1,260	/ sq. ft.
Hard Floor	1,260	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	6	/ ea.
Avg. Visitors	250	/ daily

Special Instructions:

NONE

1216 San Tan Justice Courts
201 E. Chicago St.
Chandler, AZ

5X/WK		
Total Square Feet	38,958	/ sq. ft.
Carpet	24,667	/ sq. ft.
Hard Floor	14,291	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	60	/ ea.
Employees	66	/ ea.
Avg. Visitors	335	/ daily
<i>Special Instructions:</i>		
NONE		

1217 Ed Robson Branch Library
9330 E. Riggs Rd.
Chandler, AZ

3X/WK NIGHTS - M,Tu,F		
Total Square Feet	6,000	/ sq. ft.
Carpet	4,467	/ sq. ft.
Hard Floor	1,492	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	14	/ ea.
Employees	5	/ ea.
Avg. Visitors	350	/ daily
<i>Special Instructions:</i>		
Excluded: Retirement Center		

1401 MCDOT - Administration
2901 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	69,720	/ sq. ft.
Carpet	61,027	/ sq. ft.
Hard Floor	8,693	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	84	/ ea.
Employees	250	/ ea.
Avg. Visitors	60	/ daily
<i>Special Instructions:</i>		
Sanitary napkin units located in this facility		

1402 Flood Control - Administration
2801 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	69,450	/ sq. ft.
Carpet	66,000	/ sq. ft.
Hard Floor	3,450	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	74	/ ea.
Employees	202	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM
6 shower stalls located in building
Sanitary napkin units located in this facility

1404 Flood Control - Operations
2801 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	6,634	/ sq. ft.
Carpet	5,778	/ sq. ft.
Hard Floor	856	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	30	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:

8 shower stalls located in building

1405 MCDOT - Highway Operations
2919 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	19,420	/ sq. ft.
Carpet	170	/ sq. ft.
Hard Floor	19,250	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	27	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:

NONE

1408 MCDOT - Distribution Center

2222 S. 27th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,140	/ sq. ft.
Carpet	1,940	/ sq. ft.
Hard Floor	2,200	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	2	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

Excludes warehouse

Sanitary napkin units located in this facility

1409 MCDOT - Traffic Operations

2909 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	38,213	/ sq. ft.
Carpet	258	/ sq. ft.
Hard Floor	37,955	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	26	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:

Includes gym w/ 2 shower stalls

Sanitary napkin units located in this facility

1414 Facilities Management - Durango Operations

2401 N. 28th Dr.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	5,217	/ sq. ft.
Carpet	1,936	/ sq. ft.
Hard Floor	3,281	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	12	/ ea.
Employees	30	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

NONE

1501 Equipment Services

3325 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet	2,086	/ sq. ft.
Carpet	1,303	/ sq. ft.
Hard Floor	783	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	9	/ ea.
Employees	65	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

Includes mechanics restroom/locker room adjacent to shop area, and service writers restroom; Excludes shop areas

1501 MCSO - Jail Investigations/Sheriff Support

3325 W. Durango

Phoenix, AZ

5X/WK DAYS

Total Square Feet	28,543	/ sq. ft.
Carpet	23,338	/ sq. ft.
Hard Floor	5,196	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	24	/ ea.
Employees	15	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

NONE

1511 Telecommunications

3324 W. Gibson Lane

Phoenix, AZ

5X/WK DAYS

Total Square Feet	3,531	/ sq. ft.
Carpet	1,258	/ sq. ft.
Hard Floor	2,273	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	8	/ ea.
Employees	25	/ ea.
Avg. Visitors	25	/ daily

Special Instructions:

Excludes shop

1513 ADP Custody Service Center / Suite 300
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	7,733	/ sq. ft.
Carpet	7,087	/ sq. ft.
Hard Floor	646	/ sq. ft.
# Restrooms	Share	/ ea.
# Fixtures	0	/ ea.
Employees	34	/ ea.
Avg. Visitors	20	/ daily
<i>Special Instructions:</i>		
NONE		

1513 Vector Control / Suite 500
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	6,450	/ sq. ft.
Carpet	2,905	/ sq. ft.
Hard Floor	3,545	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	15	/ ea.
Employees	50	/ ea.
Avg. Visitors	15	/ daily
<i>Special Instructions:</i>		
NONE		

1513 Durango Parking Garage / Protective Services
3325 W. Gibson Ln.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	4,137	/ sq. ft.
Carpet	111	/ sq. ft.
Hard Floor	871	/ sq. ft.
Stairwell.....	3,139	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	15	/ ea.
Avg. Visitors	1	/ daily
<i>Special Instructions:</i>		
See Parking Garage cleaning requirements;		
6 floors, 3 elevators		

1702 Juvenile - Probation Administration
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	13,106	/ sq. ft.
Carpet	7,651	/ sq. ft.
Hard Floor	5,455	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	10	/ ea.
Employees	50	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

NONE

1703 Juvenile - Intake
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	7,309	/ sq. ft.
Carpet	6,000	/ sq. ft.
Hard Floor	1,309	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	50	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

Sanitary napkin units located in this facility

1704 Juvenile - Administration
3125 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	20,613	/ sq. ft.
Carpet	19,086	/ sq. ft.
Hard Floor	1,527	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	17	/ ea.
Employees	110	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

Sanitary napkin units located in this facility

1715 Juvenile - Courts
3131 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	116,608	/ sq. ft.
Carpet	95,067	/ sq. ft.
Hard Floor	18,081	/ sq. ft.
Stairwell.....	3,460	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	127	/ ea.
Employees	260	/ ea.
Avg. Visitors	700	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM
 Sanitary napkin units located in this facility

1910 MCSO - Vehicle Processing Center
3465 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	55	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	55	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	2	/ ea.
Avg. Visitors	15	/ daily

Special Instructions:

Only restrooms are cleaned - no office space

1914 MCSO - Motorcycle Division
3375 W. Durango
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	3,284	/ sq. ft.
Carpet	3,284	/ sq. ft.
Hard Floor	0	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	2	/ ea.
Avg. Visitors	2	/ daily

Special Instructions:

NONE

1915N Durango Adult Probation
3355 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	9,674	/ sq. ft.
Carpet	9,291	/ sq. ft.
Hard Floor	356	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	6	/ ea.
Avg. Visitors	40	/ daily

Special Instructions:

Sanitary napkin units located in this facility

1915S MCSO - Transportation
3355 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	3,950	/ sq. ft.
Carpet	3,358	/ sq. ft.
Hard Floor	592	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	15	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:

Sanitary napkin units located in this facility

1916 MCSO Crime Lab
3345 W. Durango St.
Phoenix, AZ

5X/WK

Total Square Feet	13,931	/ sq. ft.
Carpet	4,528	/ sq. ft.
Hard Floor	9,403	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	10	/ ea.
Employees	50	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

NONE

1917 MCSO - Fleet Management
3345 W. Durango
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	646	/ sq. ft.
Carpet	602	/ sq. ft.
Hard Floor	44	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	2	/ ea.
Avg. Visitors	2	/ daily

Special Instructions:

Sanitary napkin units located in this facility

1920N MCSO - S.W.A.T. & Canine (North side)
3335 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	6,380	/ sq. ft.
Carpet	6,034	/ sq. ft.
Hard Floor	346	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	20	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

NONE

1920S MCSO - General Investigations (South side)
3335 W. Durango
Phoenix, AZ

5X/WK DAYS

Total Square Feet	14,922	/ sq. ft.
Carpet	14,393	/ sq. ft.
Hard Floor	529	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	11	/ ea.
Employees	70	/ ea.
Avg. Visitors	8	/ daily

Special Instructions:

NONE

1951 MCSO Training Center
2627 S. 35th Avenue
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	69,243	/ sq. ft.
Carpet	45,304	/ sq. ft.
Hard Floor	23,939	/ sq. ft.
# Restrooms	13	/ ea.
# Fixtures	107	/ ea.
Employees	65	/ ea.
Avg. Visitors	150	/ daily
<i>Special Instructions:</i>		
NONE		

1952 MCSO Property & Evidence
3420 Lower Buckeye Rd.
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	9,249	/ sq. ft.
Carpet	2,888	/ sq. ft.
Hard Floor	6,361	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	14	/ ea.
Avg. Visitors	75	/ daily
<i>Special Instructions:</i>		
NONE		

1965 Cradles to Crayons
3445 W. Durango
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	7,024	/ sq. ft.
Carpet	4,824	/ sq. ft.
Hard Floor	2,200	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	14	/ ea.
Employees	40	/ ea.
Avg. Visitors	10	/ daily
<i>Special Instructions:</i>		
NONE		

1966 Cradles to Crayons
3445 W. Durango
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	8,061	/ sq. ft.
Carpet	5,849	/ sq. ft.
Hard Floor	2,212	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	14	/ ea.
Employees	40	/ ea.
Avg. Visitors	10	/ daily
<i>Special Instructions:</i>		
NONE		

1967 Cradles to Crayons
3445 W. Durango
Phoenix, AZ

5X/WK DAYS		
Total Square Feet	8,029	/ sq. ft.
Carpet	5,813	/ sq. ft.
Hard Floor	2,216	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	14	/ ea.
Employees	50	/ ea.
Avg. Visitors	10	/ daily
<i>Special Instructions:</i>		
NONE		

1971 MCSO SWAT Barn
3340 W. Durango St.
Phoenix, AZ

5X/WK		
Total Square Feet	900	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	900	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	19	/ ea.
Employees	36	/ ea.
Avg. Visitors	0	/ daily
<i>Special Instructions:</i>		
NONE		

2006 Equipment Services
16821 N. Dysart Rd.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	522	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	522	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	14	/ ea.
Avg. Visitors	80	/ daily

Special Instructions:

Only restrooms are cleaned—no office space

NONE

2009 El Mirage Branch Library
14011 N. 1st Ave.
El Mirage, AZ

3X/WK DAYS - M,W,F

Total Square Feet	2,614	/ sq. ft.
Carpet	2,422	/ sq. ft.
Hard Floor	192	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	3	/ ea.
Avg. Visitors	1,445	/ daily

Special Instructions:

NONE

2021 MCSO Surprise
13063 W. Bell Rd.
Surprise, AZ

5X/WK

Total Square Feet	4,782	/ sq. ft.
Carpet	1,547	/ sq. ft.
Hard Floor	3,235	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	60	/ ea.
Avg. Visitors	30	/ daily

Special Instructions:

NONE

2025 MCDOT - Northwest Service Facility
12975 W. Bell Rd.
Surprise, AZ

4X/WK DAYS

Total Square Feet	7,363	/ sq. ft.
Carpet	2,386	/ sq. ft.
Hard Floor	4,977	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	20	/ ea.
Employees	20	/ ea.
Avg. Visitors	50 5	/ daily

Special Instructions:

3 showers at this facility

2029 Superior Court - Northwest Facility
14264 W. Tierra Buena Ln.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	24,184	/ sq. ft.
Carpet	19,546	/ sq. ft.
Hard Floor	4,638	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	24	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

Sanitary napkin units located in this facility

2033 Superior Court - Northwest Regional Court
14264 W. Tierra Buena Ln.
Surprise, AZ

5X/WK NIGHTS

Total Square Feet	36,236	/ sq. ft.
Carpet	27,144	/ sq. ft.
Hard Floor	9,092	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	24	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM

Sanitary napkin units located in this facility

2310 Adult Probation
6655 W. Glendale
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	37,405	/ sq. ft.
Carpet	32,216	/ sq. ft.
Hard Floor	5,189	/ sq. ft.
# Restrooms	17	/ ea.
# Fixtures	68	/ ea.
Employees	174	/ ea.
Avg. Visitors	230	/ daily

Special Instructions:

NONE

2403 Guadalupe Branch Library
9241 S. Avenida del Yaqui
Guadalupe, AZ

3X/WK NIGHTS - M,Tu,F

Total Square Feet	3,776	/ sq. ft.
Carpet	3,676	/ sq. ft.
Hard Floor	100	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	2	/ ea.
Employees	4	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

NONE

2507 Parks Administration Headquarters
41835 N. Castle Hot Springs Rd.
Morristown, AZ

IX/BI-WK DAYS

Total Square Feet	2,133	/ sq. ft.
Carpet	1,439	/ sq. ft.
Hard Floor	694	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	16	/ ea.
Employees	18	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

Clean every other Friday

2801 Justice Court - West Mesa
2050 W. University
Mesa, AZ

5X/WK NIGHTS		
Total Square Feet	7,392	/ sq. ft.
Carpet	4,957	/ sq. ft.
Hard Floor	2,435	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	10	/ ea.
Employees	15	/ ea.
Avg. Visitors	100	/ daily
<i>Special Instructions:</i>		
NONE		

2814 Adult Probation
245 Centennial Way
Mesa, AZ

5X/WK NIGHTS		
Total Square Feet	23,512	/ sq. ft.
Carpet	13,736	/ sq. ft.
Hard Floor	9,336	/ sq. ft.
Stairwell.....	440	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	16	/ ea.
Employees	148	/ ea.
Avg. Visitors	200	/ daily
<i>Special Instructions:</i>		
NONE		

2818 Flood Control District (FCD) East Yard
5211 E. Main Street
Mesa, AZ

1X/WK DAYS – M-Th		
Total Square Feet	3,500	/ sq. ft.
Carpet	2,500	/ sq. ft.
Hard Floor	1,000	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	8	/ ea.
Avg. Visitors	0	/ daily
<i>Special Instructions:</i>		
Clean only between 7:00 AM – 2:30 PM		

2852 Equipment Services - Mesa Service Station
155 E. Coury Ave.
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	300	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	300	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	4	/ ea.
Employees	2	/ ea.
Avg. Visitors	25	/ daily

Special Instructions:

Clean only between 3:00 - 5:00 PM

2853 MCSO - Mesa Substation
1840 S. Lewis
Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	7,583	/ sq. ft.
Carpet	6,099	/ sq. ft.
Hard Floor	1,484	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	22	/ ea.
Employees	75	/ ea.
Avg. Visitors	12	/ daily

Special Instructions:

NONE

2855 Southeast Public Facility
222 E. Javelina
Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	149,441	/ sq. ft.
Carpet	117,653	/ sq. ft.
Hard Floor	27,341	/ sq. ft.
Stairwell.....	4,447	/ sq. ft.
# Restrooms	50	/ ea.
# Fixtures	200	/ ea.
Employees	600	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM

Day cleaning by porter:

Exhibit Office 805 sq. ft.

Expedited Service 690 sq. ft.

Sanitary napkin units located in this facility

2856 Juvenile - SE Complex

1810 S. Lewis

Mesa, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	57,685	/ sq. ft.
Carpet	43,309	/ sq. ft.
Hard Floor	11,902	/ sq. ft.
Stairwell.....	2,474	/ sq. ft.
# Restrooms	18	/ ea.
# Fixtures	97	/ ea.
Employees	300	/ ea.
Avg. Visitors	1,800	/ daily

Special Instructions:

Day cleaning by janitorial staff:

Clerk of Court 4,170 sq. ft.

Filing Room 2,094 sq. ft.

Sanitary napkin units located in this facility

2860 Juvenile - Mesa Parking Garage

1620 S. Lewis

Mesa, AZ

3X/WK DAYS - M,W,F

Total Square Feet	960	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	0	/ sq. ft.
Stairwell.....	960	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	0	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:

See Parking Garage cleaning requirements;

4 floors, 1 elevator

2871 Juvenile - New Addition

1840 S. Lewis

Mesa, AZ

7X/WK NIGHTS

Total Square Feet	11,618	/ sq. ft.
Carpet	6,897	/ sq. ft.
Hard Floor	4,721	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	18	/ ea.
Employees	13	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

7-day cleaning schedule

Excluded: Employee break room

2874 PNI Warehouse

1920 S. Lewis

Mesa, AZ

1X/WK

Total Square Feet	240	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	240	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	4	/ ea.
Employees	2	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

NONE

2875 Southeast FMD

227 E. Javelina Ave.

Mesa, AZ

5X/WK

Total Square Feet	1,940	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	1,940	/ sq. ft.
# Restrooms	1	/ ea.
# Fixtures	4	/ ea.
Employees	10	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

NONE

2887 Mesa WIC

430 N. Dobson Rd. Suite 111-112

Mesa, AZ

5X/WK NIGHTS

Total Square Feet	3,600	/ sq. ft.
Carpet	600	/ sq. ft.
Hard Floor	3,000	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	8	/ ea.
Employees	14	/ ea.
Avg. Visitors	260	/ daily

Special Instructions:

NONE

2891 Mesa Environmental
106 E. Baseline Rd.
Mesa, AZ

5X/WK		
Total Square Feet	16,077	/ sq. ft.
Carpet	8,750	/ sq. ft.
Hard Floor	7,030	/ sq. ft.
Stairwell.....	297	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	18	/ ea.
Employees	80	/ ea.
Avg. Visitors	100	/ daily
<i>Special Instructions:</i>		
NONE		

2899 PHSX - WIC at Baywood
6641 E. Baywood, Bldg. C
Mesa, AZ

5X/WK		
Total Square Feet	4,000	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,000	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	12	/ ea.
Employees	10	/ ea.
Avg. Visitors	125	/ daily
<i>Special Instructions:</i>		
NONE		

3206 Sunnyslope WIC
8828 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	4,699	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,699	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	10	/ ea.
Avg. Visitors	300	/ daily
<i>Special Instructions:</i>		
NONE		

3301 Superior Court - West Court Building
111 S. 3rd Ave.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	97,108	/ sq. ft.
Carpet	66,714	/ sq. ft.
Hard Floor	27,532	/ sq. ft.
Stairwell.....	2,862	/ sq. ft.
# Restrooms	27	/ ea.
# Fixtures	120	/ ea.
Employees	350	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:

Sanitary napkin units located in this facility

3302 Complex - Sheriff's Admin. And Main Jail
120 S. 1st Ave.
Phoenix, AZ

5X/WK

Total Square Feet	7,121	/ sq. ft.
Carpet	6,739	/ sq. ft.
Hard Floor	382	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	10	/ ea.
Employees	20	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

NONE

3303 Superior Court - East Court Building
101 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	143,748	/ sq. ft.
Carpet	119,660	/ sq. ft.
Hard Floor	20,488	/ sq. ft.
Stairwell.....	3,600	/ sq. ft.
# Restrooms	105	/ ea.
# Fixtures	265	/ ea.
Employees	900	/ ea.
Avg. Visitors	1,500	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM

Sanitary napkin units located in this facility

3304 Supervisors Auditorium
205 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,765	/ sq. ft.
Carpet	2,706	/ sq. ft.
Hard Floor	1,915	/ sq. ft.
Stairwell.....	144	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	14	/ ea.
Employees	0	/ ea.
Avg. Visitors	100	/ weekly

Special Instructions:

Sanitary napkin units located in this facility

3305 Superior Court - Central Court Building
201 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	268,783	/ sq. ft.
Carpet	190,708	/ sq. ft.
Hard Floor	67,670	/ sq. ft.
Stairwell.....	10,405	/ sq. ft.
# Restrooms	104	/ ea.
# Fixtures	350	/ ea.
Employees	900	/ ea.
Avg. Visitors	2,000	/ daily

Special Instructions:

2 porters on duty between 8:00 AM - 5:00 PM

Sanitary napkin units located in this facility

3307 Law Library
101 W. Jefferson St.
Phoenix, AZ

5X/WK

Total Square Feet	13,803	/ sq. ft.
Carpet	12,153	/ sq. ft.
Hard Floor	1,533	/ sq. ft.
Stairwell.....	117	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	16	/ ea.
Employees	15	/ ea.
Avg. Visitors	100	/ weekly

Special Instructions:

NONE

3310 Administration Building
301 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	284,500	/ sq. ft.
Carpet	230,668	/ sq. ft.
Hard Floor	49,235	/ sq. ft.
Stairwell.....	4,597	/ sq. ft.
# Restrooms	36	/ ea.
# Fixtures	250	/ ea.
Employees	950	/ ea.
Avg. Visitors	800	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM
 6 shower stalls and exercise room
 Includes bridge to WCB
 Sanitary napkin units located in this facility
 Waterless urinals located in this facility

3311 Facilities Management & Garage
401 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	37,374	/ sq. ft.
Carpet	27,827	/ sq. ft.
Hard Floor	4,191	/ sq. ft.
Stairwell.....	5,356	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	20	/ ea.
Employees	80	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

See Parking Garage cleaning requirements;
 Includes bridge to Administration Building
 Garage has 5 floors, 3 elevators
 Sanitary napkin units located in this facility
 Waterless urinals located in this facility

3311 Equipment Services - Downtown Station
120 S. 4th Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	400	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	400	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	2	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

Office, restrooms, empty trash on fuel island,
in shop: sink, water fountain

3315 Jackson St. Customer Service Center / Garage
601 W. Jackson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	68,689	/ sq. ft.
Carpet	17,219	/ sq. ft.
Hard Floor	46,797	/ sq. ft.
Stairwell.....	4,673	/ sq. ft.
# Restrooms	9	/ ea.
# Fixtures	44	/ ea.
Employees	0	/ ea.
Avg. Visitors	4,000	/ daily

Special Instructions:

See Parking Garage cleaning requirements;
Garage has 9 floors, 4 elevators
Sanitary napkin units located in this facility

3317 Star Call Center
701 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	13,420	/ sq. ft.
Carpet	11,237	/ sq. ft.
Hard Floor	2,183	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	11	/ ea.
Employees	100	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

NONE

3317 Forensic Science Garage
701 W. Jefferson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	3,794	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	0	/ sq. ft.
Stairwell.....	3,794	/ sq. ft.
# Restrooms	0	/ ea.
# Fixtures	0	/ ea.
Employees	162	/ ea.
Avg. Visitors	60	/ daily

Special Instructions:

See Parking Garage cleaning requirements;
Garage has 8 floors, 4 elevators

3318 MCSO Headquarters
550 W. Jackson St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	100,707	/ sq. ft.
Carpet	74,376	/ sq. ft.
Hard Floor	22,076	/ sq. ft.
Stairwell.....	4,255	/ sq. ft.
# Restrooms	18	/ ea.
# Fixtures	113	/ ea.
Employees	325	/ ea.
Avg. Visitors	30	/ daily

Special Instructions:

Service also needed Saturday & Sunday for
2nd Floor only: trash, restroom and break room
cleaning, and spot vacuuming

3320 Forensic Science Center
701 W. Jefferson St.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	35,496	/ sq. ft.
Carpet	14,598	/ sq. ft.
Hard Floor	20,898	/ sq. ft.
Stairwell.....	1,225	/ sq. ft.
# Restrooms	10	/ ea.
# Fixtures	28	/ ea.
Employees	62	/ ea.
Avg. Visitors	60	/ daily

Special Instructions:

Clean between 10:30 AM - 7:00 PM
Sanitary napkin units located in this facility

3321 Santa Fe Train Depot
501 W. Jackson St. #A
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	2,943	/ sq. ft.
Carpet	643	/ sq. ft.
Hard Floor	2,300	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	4	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:

NONE

3325 Downtown Court Tower
175 W. Madison St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	347,104	/ sq. ft.
Carpet	231,630	/ sq. ft.
Hard Floor	100,453	/ sq. ft.
Stairwell.....	15,021	/ sq. ft.
# Restrooms	193	/ ea.
# Fixtures	655	/ ea.
#Restrooms - Holding.....	187	/ ea.
#Fixtures - Comby Units.....	187	/ ea.
Employees	300	/ ea.
Avg. Visitors	1,500	/ daily

Special Instructions:

2 porters on duty between 8:00 AM - 5:00 PM

3401 Superior Court - Old Courthouse
125 W. Washington St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	66,692	/ sq. ft.
Carpet	47,354	/ sq. ft.
Hard Floor	14,335	/ sq. ft.
Stairwell.....	5,003	/ sq. ft.
# Restrooms	24	/ ea.
# Fixtures	64	/ ea.
Employees	180	/ ea.
Avg. Visitors	450	/ daily

Special Instructions:

Sanitary napkin units located in this facility

3801 Emergency Management**2035 N. 52nd St.****Phoenix, AZ****5X/WK DAYS**

Total Square Feet	7,525	/ sq. ft.
Carpet	1,736	/ sq. ft.
Hard Floor	5,180	/ sq. ft.
Stairwell.....	611	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	17	/ ea.
Employees	15	/ ea.
Avg. Visitors	15	/ daily

Special Instructions:

Clean only between 3:00 PM - 5:00 PM

4 showers at this facility

3846 Public Health**1645 E. Roosevelt****Phoenix, AZ****5X/WK NIGHTS**

Total Square Feet	51,841	/ sq. ft.
Carpet	9,464	/ sq. ft.
Hard Floor	41,366	/ sq. ft.
Stairwell.....	829	/ sq. ft.
# Restrooms	12	
# Fixtures	120	
Employees	125	
Avg. Visitors	500	

Special Instructions:

1 porter on duty between 9:00 AM - 5:00 PM

3853 Northeast Consolidated Courts**18380 N. 40th St.****Phoenix, AZ****5X/WK NIGHTS (SOME DAY CLEANING)**

Total Square Feet	98,638	/ sq. ft.
Carpet	73,671	/ sq. ft.
Hard Floor	24,967	/ sq. ft.
# Restrooms	32	/ ea.
# Fixtures	102	/ ea.
Employees	300	/ ea.
Avg. Visitors	600	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM

Day clean areas;

Clerk of Court; 1,645 sq. ft. Rms 263,259, 266, 260

Justice Court; 1,057 sq. ft. Rms 309, 316, 317, 318, 319, 320,

321, 314, 314A

Sanitary napkin units located in this facility

3857 Hatcher Adult Probation

333 West Hatcher

Phoenix, AZ

5X/WK NIGHTS (SOME DAY CLEANING)

Total Square Feet	8,299	/ sq. ft.
Carpet	4,658	/ sq. ft.
Hard Floor	3,642	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	11	/ ea.
Employees	25	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

NONE

3913 Agricultural Extension Co-op

4345 E. Broadway Rd.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	16,653	/ sq. ft.
Carpet	11,445	/ sq. ft.
Hard Floor	5,208	/ sq. ft.
# Restrooms	7	/ ea.
# Fixtures	29	/ ea.
Employees	80	/ ea.
Avg. Visitors	120	/ daily

Special Instructions:

NONE

3931 MCSO Special Investigations

Phoenix, AZ

2X/WK NIGHTS

Total Square Feet	12,250	/ sq. ft.
Carpet	10,058	/ sq. ft.
Hard Floor	2,192	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	12	/ ea.
Employees	48	/ ea.
Avg. Visitors	10	/ daily

Special Instructions:

NONE

3933 Adult Probation

3535 S. 7th St.

Phoenix, AZ

5X/WK DAYS

Total Square Feet	4,899	/ sq. ft.
Carpet	2,543	/ sq. ft.
Hard Floor	2,356	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	9	/ ea.
Employees	60	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:

Clean only between 7:00 AM - 11:00 AM

Sanitary napkin units located in this facility

3934 South Phoenix WIC

438 E. Southern Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	4,342	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,342	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	7	/ ea.
Employees	13	/ ea.
Avg. Visitors	142	/ daily

Special Instructions:

NONE

4039 One West Madison

One West Madison

Phoenix, AZ

5X/WK

Total Square Feet	26,586	/ sq. ft.
Carpet	21,368	/ sq. ft.
Hard Floor	4,806	/ sq. ft.
Stairwell.....	393	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	43	/ ea.
Employees	50	/ ea.
Avg. Visitors	70	/ daily

Special Instructions:

NONE

4040 Seventh Avenue WIC
1260 S. 7th Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	4,609	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,609	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	5	/ ea.
Employees	13	/ ea.
Avg. Visitors	265	/ daily
<i>Special Instructions:</i>		
NONE		

4051 Human Services Homeless Campus
220 S. 12 Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	12,371	/ sq. ft.
Carpet	3,132	/ sq. ft.
Hard Floor	9,239	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	34	/ ea.
Employees	30	/ ea.
Avg. Visitors	100	/ daily
<i>Special Instructions:</i>		
NONE		

4052 Chambers Building
301 South 4th Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	53,947	/ sq. ft.
Carpet	46,613	/ sq. ft.
Hard Floor	5,601	/ sq. ft.
Stairwell.....	1,733	/ sq. ft.
# Restrooms	16	/ ea.
# Fixtures	43	/ ea.
Employees	100	/ ea.
Avg. Visitors	40	/ daily
<i>Special Instructions:</i>		
NONE		

4053 Justice Court - Downtown Phoenix
620 W. Madison St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	232,311	/ sq. ft.
Carpet	196,621	/ sq. ft.
Hard Floor	32,325	/ sq. ft.
Stairwell.....	3,365	/ sq. ft.
# Restrooms	32	/ ea.
# Fixtures	170	/ ea.
Employees	1,300	/ ea.
Avg. Visitors	500	/ daily

Special Instructions:

Sanitary napkin units located in this facility
 Waterless urinals located in this facility

4121 Law Enforcement Data Center
2656 N. 37th Ave.
Phoenix, AZ

12 SERVICES

Total Square Feet	6,518	/ sq. ft.
Carpet	490	/ sq. ft.
Hard Floor	6,028	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	1	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

NONE

4136 Flood Control District (FCD) North Yard
9601 N. 21st Drive
Phoenix, AZ

IX/WK DAYS – M-Th

Total Square Feet	2,000	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	2,000	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	9	/ ea.
Avg. Visitors	0	/ daily

Special Instructions:

Clean only between 7:00 AM – 2:30 PM

4137 Security Center
222 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	112,452	/ sq. ft.
Carpet	96,179	/ sq. ft.
Hard Floor	12,459	/ sq. ft.
Stairwell.....	3,814	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	117	/ ea.
Employees	375	/ ea.
Avg. Visitors	1,110	/ daily

Special Instructions:

Sanitary napkin units located in this facility

4157 Security Building
234 N. Central Ave.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	102,444	/ sq. ft.
Carpet	73,998	/ sq. ft.
Hard Floor	25,809	/ sq. ft.
Stairwell.....	2,637	/ sq. ft.
# Restrooms	28	/ ea.
# Fixtures	117	/ ea.
Employees	375	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:

1 porter on duty between 10:00 AM - 2:00 PM

Sanitary napkin units located in this facility

4166 Adult Probation
2445 W. Indianola
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	27,373	/ sq. ft.
Carpet	19,806	/ sq. ft.
Hard Floor	7,567	/ sq. ft.
# Restrooms	8	/ ea.
# Fixtures	48	/ ea.
Employees	100	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:

NONE

4171 Thomas WIC
3003 W. Thomas Rd.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	6,102	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	6,102	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	7	/ ea.
Employees	15	/ ea.
Avg. Visitors	166	/ daily
<i>Special Instructions:</i>		
NONE		

4179 Maryvale WIC
6850 W. Indian School Rd.
Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	2,966	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	2,966	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	13	/ ea.
Employees	10	/ ea.
		/
Avg. Visitors	70	monthly
<i>Special Instructions:</i>		
NONE		

4306 Human Services - East Valley Career Center
735 N. Gilbert Rd. Suite 134
Gilbert, AZ

5X/WK NIGHTS		
Total Square Feet	22,198	/ sq. ft.
Carpet	18,134	/ sq. ft.
Hard Floor	4,064	/ sq. ft.
# Restrooms	9	/ ea.
# Fixtures	0	/ ea.
Employees	35	/ ea.
Avg. Visitors	60	/ daily
<i>Special Instructions:</i>		
NONE		

4602 North Scottsdale Environmental
15023 N. 75th St.
Scottsdale, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet	9,245	/ sq. ft.
Carpet	7,925	/ sq. ft.
Hard Floor	1,320	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	9	/ ea.
Employees	20	/ ea.
Avg. Visitors	100	/ daily

Special Instructions:

NONE

4608 Adult Probation Scottsdale
8230 East Buterus Dr.
Scottsdale, AZ

5X/WK NIGHTS

Total Square Feet	12,393	/ sq. ft.
Carpet	9,730	/ sq. ft.
Hard Floor	2,663	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	21	/ ea.
Employees	50	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:

NONE

4808 MCDOT - New River Maintenance Facility
41835 W. N. New River Road
New River, AZ

4X/WK DAYS

Total Square Feet	4,231	/ sq. ft.
Carpet	0	/ sq. ft.
Hard Floor	4,231	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	6	/ ea.
Employees	10	/ ea.
Avg. Visitors	5	/ daily

Special Instructions:

NONE

5719 White Tanks Library
20304 W. White Tank Mountain Rd.
Waddell, AZ 85355

5X/WK NIGHTS

Total Square Feet	21,478	/ sq. ft.
Carpet	18,245	/ sq. ft.
Hard Floor	3,242	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	9	/ ea.
Employees	10	/ ea.
Avg. Visitors	150	/ daily

Special Instructions:

NONE

6202 OPS / MCSO Warehouse
320 W. Lincoln St.
Phoenix, AZ

5X/WK NIGHTS

Total Square Feet	20,150	/ sq. ft.
Carpet	4,722	/ sq. ft.
Hard Floor	15,428	/ sq. ft.
# Restrooms	6	/ ea.
# Fixtures	20	/ ea.
Employees	40	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

Sanitary napkin units located in this facility

6205 Elections
510 S. 3rd Ave.
Phoenix, AZ

5X/WK DAYS

Total Square Feet	14,487	/ sq. ft.
Carpet	1,856	/ sq. ft.
Hard Floor	12,631	/ sq. ft.
# Restrooms	5	/ ea.
# Fixtures	26	/ ea.
Employees	45	/ ea.
Avg. Visitors	200	/ daily

Special Instructions:

Sanitary napkin units located in this facility

6605 MCSO - Bluepoint Lake-Aid Station
7307 N. Bush Highway
Mesa, AZ

2X/WK DAYS - Tu,Th

Total Square Feet	7,620	/ sq. ft.	
Carpet	2,810	/ sq. ft.	
Hard Floor	4,810	/ sq. ft.	
# Restrooms	2	/ ea.	
# Fixtures	5	/ ea.	
Employees	6	/ ea.	
Avg. Visitors	100	/ daily	(Seasonal)

Special Instructions:

NONE

7036 Glendale WIC
5141 West Lamar Road
Glendale, AZ

5X/WK NIGHTS

Total Square Feet	4,501	/ sq. ft.	
Carpet		/ sq. ft.	
Hard Floor	4,501	/ sq. ft.	
# Restrooms	3	/ ea.	
# Fixtures	13	/ ea.	
Employees	15	/ ea.	
Avg. Visitors	260	/ daily	

Special Instructions:

Sanitary napkin units located in this facility

7087 Air Quality
1920 S. Lewis
Mesa,AZ

1X/WK

Total Square Feet	460	/ sq. ft.	
Carpet	412	/ sq. ft.	
Hard Floor	48	/ sq. ft.	
# Restrooms	1	/ ea.	
# Fixtures	2	/ ea.	
Employees	5	/ ea.	
Avg. Visitors	0	/ daily	

Special Instructions:

NONE

EXHIBIT B-2
SITE INSPECTION REPORT



JANITORIAL CONTRACT

SERIAL 170008-RFP

SITE NAME: _____

SITE NAME: _____

CONTRACTOR: _____

FLOOR #: _____

A = ACCEPTABLE

U = UNACCEPTABLE

§2.8	COMMENTS	DEDUCTIONS
SECTION A: GENERAL OFFICE AREAS		
SECTION B: ELEVATORS, LANDINGS, STAIRWELLS		
SECTION C: DATA PROCESSING AREAS		
SECTION D: RESTROOMS, SHOWERS, LOCKER ROOMS		
SECTION E: MEDICAL LABS, CLINIC AREAS		
SECTION F: COURTROOMS		
SECTION G: JANITORIAL CLOSETS		
SECTION H: OUTSIDE REFUSE AREAS, LOADING DOCKS		

SECTION J: PARKING GARAGES, BREEZEWAYS		
SECTION K: ADDITIONAL INSTRUCTIONS FOR PORTERS AT LIBRARIES		
SECTION L: ADDITIONAL INSTRUCTIONS FOR PORTERS AT OTHER PORTER SITES		

Notice to Contractor:

The Contract Compliance Inspector or the Self-Monitoring County Department has made a proactive attempt to communicate to your firm any discrepancies found during a routine inspection of this site. Your company will be required to correct any deficiencies noted, by the close of business (date). Failure to correct these discrepancies in the allotted time frame shall result in deductions from your monthly invoice. Discrepancies that have been corrected will be noted and deleted.

OR

Contract Compliance Inspector

Self-Monitoring Department

EXHIBIT B-3
PORTER LOG

SITE NAME _____ SITE BUILDING NUMBER _____

MONTH/YEAR _____

COMPANY NAME _____

[illegible]

The original of this form shall be attached to the end-of-month invoice for all sites that have assigned porters

EXHIBIT B-4
SUPPLIES LIST

- 1.0 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.1 Toilet Tissue

- 1.1.1 Toilet tissue, standard roll, 2-ply

1.2 Paper Towels: White or Natural

- 1.2.1 Rolls no less than 8" wide, no proprietary types
1.2.2 C-fold, 1-ply
1.2.3 Single fold, 1-ply

1.3 Trash Can Liners

- | | | | |
|-------|--------|-------|---------|
| 1.3.1 | Small | 24X24 | .31 mil |
| 1.3.2 | Medium | 30X37 | .39 mil |
| 1.3.3 | Large | 40X48 | .66 mil |

1.4 Infectious/Biohazardous Receptacle Disposal Bags

- | | | | |
|-------|--------|-------|---------|
| 1.4.1 | Small | 24X24 | .31 mil |
| 1.4.2 | Medium | 30X37 | .39 mil |
| 1.4.3 | Large | 40X48 | .66 mil |

Note: All infectious/biohazardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.5 Toilet Seat Covers

- 1.5.1 Shall fit existing wall dispensers

1.6 Soap

- 1.6.1 Gravity fed hand soap dispensers

1.7 Toilet Bowl/Urinal Deodorizers w/Screen (optional as determined by County)

- 1.7.1 ZURN Waterless Urinals (White Tanks Library) shall use the ZURN Green Sealant

1.8 Tampons and Napkin Pads

1.9 Septic Systems

- 1.9.1 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

EXHIBIT B-5
SANITARY NAPKIN MACHINE LOCATIONS

Bldg #	Site Name	Floor	Count
1216	San Tan Court	1st	1
1401	MCDOT Transportation	1st Public	1
		1st Staff	1
		1st Staff	1
		2nd Public	1
		2nd Staff	1
		2nd Staff	1
1402	Flood Control	1st Public	1
		1st Staff	1
		1st Staff	1
		2nd Public	1
		2nd Staff	1
		2nd Staff	1
1408	MCDOT Distribution	1st	1
1409	MCDOT Traffic Operations	1st	1
1414	Durango FMD	1st	1
1510	Equipment Services	1	1
1702	Juvenile Admin	1st	1
1703	Juvenile Administration	1st Public	1
1704	Juvenile Addition	1st	1
1715	Juvenile Court Building	1st	1
		1st	1
		2nd	1
		2nd	1
		3rd	1
		3rd	1
1915	Adult Probation	1st	1
1916	MCSO Crime Lab	1st	1
1917	MCSO Training Building	1st	1
2029	Northwest Regional Courts	1st Public	1
		1st Staff	1
2033	NE Courts	1st	1

2818	FCD East Yard	1st	1
2855	Southeast Regional Center	1st Staff	1
		2nd Jury 204	1
		3rd Jury 302	1
		3rd Jury 304	1
		4th Jury 402	1
		4th Jury 404	1
2856	Southeast Juvenile	1st Public	1
		1st Staff	1
		1st Staff	1
		2nd Staff	1
		2nd Staff	1
		2nd Public	1
2871	Mesa Juvenile Detention	1st	1
3301	West Court Building	Lower Level	1
		2nd	1
		3rd	1
		4th	1
		5th Staff	1
		6th Staff	1
3301	Elections	1st	1
	County Recorder	1st	1
	Court Room Services	1st	1
3303	East Court Building	Lower Level	1
		1st	2
		2nd	1
		3rd	1
		4th	1
		5th	1
		6th	1
		7th	1
		8th	1
		9th	1
3304	Supervisors Auditorium	1st	2
		1st	1
3305	Central Court Building	Lower Level	1
		1st	1
		2nd	1
		3rd	1
		4th Public	1
		4th Civil	1
		4th Jury	1
		5th Public	1
		5th Jury	1

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		6th Public	1
		6th Staff	1
		7th Public	1
		7th Staff	1
		8th Public	1
		8th Jury	1
		8th Jury	1
		8th Jury	1
		9th Public	1
		9th Jury	1
		9th Jury	1
		9th Jury	1
		10th Public	1
		10th Jury	1
		10th Jury	1
		10th Jury	1
		11th Public	1
		11th Jury	1
		11th Jury	1
		11th Jury	1
		12th Public	1
		12th Jury	1
		12th Jury	1
		12th Jury	1
		13th Public	1
		13th Jury	1
		13th Jury	1
		13th Jury	1
3310	Administration Building	Lower Level	1
		1st	1
		2nd Staff	1
		2nd	1
		3rd	1
		4th	1
		5th	1
		6th	1
		7th	1
		8th	1
		9th	1
		10th	1
3311	Facilities Management	1st	1
3315	Jackson Street Garage	1	1
		LL Public	1
		LL Staff	1
		LL Staff	1
3317	Star Call Center	1st	1
3318	MCSO Headquarters	1	1

SERIAL 170008-RFP

		2	1
		3	1
		4	1
		5	1
3320	Forensic Science Center	1st Staff	1
3321	Santa Fe Depot	1st Floor	1
3325	South Court Tower	Lower Level	1
		1	1
		2	1
		3	1
		4	1
		5	1
		6	1
		7	1
		8	1
		9	1
		10	1
		11	1
		12	1
		13	1
		14	1
3401	Old Court House	Lower Level	1
		1st	1
		2nd	1
		3rd	1
		4th	1
		5th	1
		6th	1
3846	Public Health	1st Public	1
		1st Staff	1
		1st Staff	1
		2nd Staff	1
		2nd Staff	1
3853	Northeast Regional Court	1st	6
3933	Adult Probation Southport	1st Staff	1
4039	One West Madison	LL	1
		1	1
4051	Chambers Building	LL	1
		1	1
		2	1
		3	1
4053	Justice Court - Downtown	n/a	10

4137	Security Center	1st	1
		2nd Public	1
		2nd Staff	1
		3rd	1
		4th	1
		5th	1
		6th	1
		7th	1
		8th	1
		9th	1
		10th	1
		11th	1
		13th	1
4157	Security Building	1-A	1
		2	1
		3	1
		4	1
		5	1
		6	1
		7	1
		8	1
4166	Black Canyon Adult Probation	LL	1
		1	1
		2	1
4171	Glendale Adult Probation	1st	
6202	OPS	1st	1
		2nd	1
	Sheriffs Warehouse	1st	1
6205	Elections	1st	1
7036	Glendale WIC	1	1

EXHIBIT B-6
EXPOSURE CONTROL PROGRAM

Items denoted in RED are to be customized by the Area Manager per site specifications.

Purpose

Kimco Services is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Standard 29 CFR 1910.1030,

"Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our FIRM in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including :
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccinations;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding an exposure incident.

The methods of implementation for these elements of the standard are discussed in the subsequent pages of this ECP.

Administrative Duties

Each local Area Manager is responsible for implementation of the ECP. The Kimco Services Risk Department will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Primary contact for this ECP is:

Kimco Services
Attn: Claims Manager
3445 Peachtree Road NE Suite 1275
Atlanta, GA 30326

Contact: Ren Lewis, Claims Manager
renlewis@kimcoserv.com
(404) 836-1506

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- The local Area Manager shall maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The local Area Manager shall ensure that adequate supplies of the aforementioned equipment are available in sizes appropriate for their employees.
- The local Area Manager is responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.
- The local Area Manager is responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

Name of location: Phoenix Regional Office
Contact Manager Name: Joe Roland
Phone Number: (303) 472-2192

Employee Exposure Determination

Employees in the following job classifications are determined to have an occupational exposure to blood or OPIM:

- **All** employees who work for Kimco Services within ANY healthcare facility WILL fall under this classification in the Exposure Control Plan, and be offered all its benefits. Not inclusively, this includes all housekeepers, floor technicians, trash technicians, biomedical technicians, engineers, boiler technicians, electricians, plumbers, HVAC technicians, carpenters, cosmetic maintenance employees, grounds employees, patient transportation employees, dispatchers, supervisors, operations managers, administrative assistants, office managers, managers and directors.
- **All** Kimco Services employees who work within a laundry facility WILL fall under this classification in the Exposure Control Plan, and be offered all its benefits. Not inclusively, this includes all soil sort employees, pack room employees, engineers, wash deck employees, finishing floor employees, seamstresses, truck drivers, production managers, supervisors, administrative assistants, managers and directors.
- **All** Kimco Services employees who work in the bio-technical field WILL fall under this classification in the Exposure Control Plan, and be offered all its benefits.

Employees in the following job classification are determined to NOT have an occupational exposure to blood or OPIM:

- **All** employees who work for Kimco Services within the Education field WILL fall under this "no exposure" classification in the Exposure Control Plan. Examples of these employees would be housekeepers, floor technicians, trash technicians, etc. who do not work in laboratory environment, housing areas, etc. An exception to this will be where the employees clean or perform maintenance in lab environments, all plumbers, or where the local Area Manager demonstrates that an employee falls under one of the classifications listed above (such as a trash technician working in the Educational field who performs work in a bio-technical area of the facility). For these exceptions, the identified employees will be considered to have an occupational exposure to blood or OPIM and be offered all the benefits of the ECP

Methods of Implementation and Control

Universal Precautions

All employees will utilize universal precautions when performing jobs in which exposure to blood or OPIM is possible.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. The ECP will also be reviewed in their annual refresher training.

Additionally, all employees have an opportunity to review the ECP at any time during their work shifts by contacting their Area Manager. If requested, we will provide the employee with a copy of the ECP free of charge and within 15 days of the request.

The Kimco Services Risk Department is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans will also reflect changes in technology that eliminates or reduces exposure to bloodborne pathogens.

The following table lists the engineering and work practice controls identified during solicitation in our last annual review, which took place 6/1/13:

Engineering or work practice control	Employee solicited	Decision whether or not to implement
Do not touch improperly disposed of needles	umerous across the untry	Implement
Hold waste bags away from body when handling	umerous across the untry	Implement
All employees review safety video.	umerous across the untry	Implement

Engineering and Work Practice Controls

Engineering and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Needle stick prevention policy in Safety Manual
- Kimco Services Safety Orientation/Refresher Training.
- Sharps disposal containers are inspected and maintained or replaced by local Area Manager, in conjunction with client representative during the current schedule the facility has set up in their Exposure Control Plan or whenever necessary to prevent overfilling.

Kimco Services identifies the need for changes in engineering control and work practices through: review of OSHA records, employee interviews, safety committee ideas and activities.

The Area Managers will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Related training is provided by the local Area Manager in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows (but not limited to): gloves, eye protection, face shields, lab coats (gowns or aprons) as well as shoe covers.

PPE is located in storage areas and may be obtained through the local Area Manager.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE
- Remove PPE after it becomes contaminated, and before leaving the work area
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration
- Never wash or decontaminate disposable gloves for reuse
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eyes, nose, or mouth.
- Wear long sleeve gowns when there is a potential for a blood exposure to the arms.

Housekeeping

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels section), and closed prior to removal to prevent spillage or protrusion of contents during handling

The procedure for handling sharps disposal containers is: only handle sharps disposal containers where Kimco Services is responsible for handling them. If we are responsible for handling, remove the container and place it into a biohazard bag for further disposal with other bio-hazardous waste.

Contaminated sharps shall be discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms and labeled or color-coded appropriately by the appropriate personnel.

Bins and pails (e.g., wash or emesis basins) shall be cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated shall be picked up using mechanical means, such as a brush and dustpan, and properly disposed of.

Laundry

This company will launder the following contaminated articles: all hospital laundry, we assume all soiled linen is contaminated and take appropriate protective action.

Laundering will be performed by: N/A

The following laundering requirements must be met:

- Wash (Break) temperature must be at 160 degrees Fahrenheit.
- The pH on the Break will be measured to insure the appropriate amount of alkali is used to affect a clean and sanitary wash.
- Bleach or a comparable substitute will be used on all loads including O.R. linen. The optimal temperature for bleach to activate is 155 degrees Fahrenheit. Bleach is a level four disinfectant.
- Final pH will be measured; the acceptable range of finished product will be 5.5 to 6.5 pH.
- The laundry's chemical representative will perform complete washer titration (Testing of all chemical concentrations) once a month. The vendor will supply the laundry written results of the test.
- Contaminated gowns/uniforms will be laundered or replaced by the account management at no cost to the associate. It is the associate's responsibility to communicate to management when their uniform has become or they suspect it has become contaminated. Under no circumstances should an associate remove contaminated articles (including but not limited to uniforms) from the premises or take them home to launder.

Labels

The following labeling method(s) is used in this facility:

Review the hospital's ECP in order to ensure compliance with their labeling program.

The local Area Manager shall ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify their supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

Hepatitis B Vaccination

The local Area Manager or the treatment facility where the Hepatitis B vaccine will be offered shall provide training to employees on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration and availability.

The Hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. For management personnel who will be traveling to a training unit upon hire, it is strongly recommended that the vaccination series will be started at the parent unit, and continued upon return. If the manager will not visit the parent unit before traveling to the training unit, remember that the vaccination series must be started within 10 days of potential exposure, and the logistics of starting the series at one facility and continuing it at another is very prohibitive. Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series,
2. Antibody testing reveals that the employee is immune, or
3. Medical evaluation shows that vaccination is contraindicated.

If an employee chooses to decline the Hepatitis B vaccination, the employee must sign a declination form (found at the end of this Plan). Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the local unit office.

Vaccination will be provided by Concentra Medical Center at closest location.

Following Hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post-exposure Evaluation and Follow-Up

Should an exposure incident occur, contact a member of your management team immediately.

An immediately available and confidential medical evaluation and follow-up will be conducted by: Concentra Medical Center.

Administration of Post-Exposure Evaluation and Follow-up

The local Area Manager ensures that health care professional(s) responsible for employee's Hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's Bloodborne Pathogens Standard.

The local Area Manager ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A copy of 29 CFR 1910.1030,
- A description of the employee's job duties relevant to the exposure incident,
- Route(s) of exposure,
- Circumstances of exposure,
- If possible, results of the source individual's blood test, and
- Relevant employee medical records, including vaccination status.

The local Area Manager provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The local Area Manager shall review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time,
- Work practices followed,
- A description of the device involved,
- Protective equipment or clothing being used at the time of the exposure incident (gloves, eye shields, etc.),
- Location of the incident (O.R., E.R., patient room, etc.),
- Procedure being performed when the incident occurred, and
- Employee's training.

Following this review, if it is determined that ECP may need amended or revised, the Kimco Director of Safety shall be notified immediately (see *Administrative Duties* on the first page of this ECP).

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the local Area Manager.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard;
- An explanation of our ECP and how to obtain a copy;
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- An explanation of the basis for PPE selection;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility; and
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at the local office.

Recordkeeping

Training Records

Records are completed for each employee to document their training. These documents will be kept for at least three years at the local office. For management personnel (supervisors and up), all documentation will be kept in their file the unit and/or the Corporate Office.

The training records shall include:

- The dates of the training sessions,
- Quiz and pledge,
- The contents or a summary of the training sessions,
- The names and qualifications of persons conducting the training, and
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the local Unit Director/Manager.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The local Area Manager is responsible for maintenance of the required medical records. These confidential records are kept at the local unit office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having the written consent of the employee within 15 working days. Such requests should be sent to the local Area Manager.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). The local Area Manager makes this determination and completes any relative recording activities.

OSHA Inspections

The local Area Manager will be required to assist the OSHA representative with any information or resources required to perform an inspection. Upon performing the inspection, the Area Manager will be required to contact the Claims Manager immediately at (404) 836-1506.

Sharps Injury Log

The local Area Manager does not need to establish and maintain a sharps injury log to record percutaneous injuries from contaminated sharps if all the information is included on the OSHA 300 log. The information is as follows:

The type and brand of the device on either the 300 or 301 form, and

Maintain the records in a way (i.e., a separate page or a quick computer printout) that segregates sharps injuries from other types of work-related injuries and illnesses, or allow sharps injuries to be easily separated. This protects the confidentiality of the injured employee.

These logs shall be maintained at the local unit for five (5) years.

EXHIBIT B-7
QUALITY CONTROL PROGRAM

STANDARDS AND INSPECTIONS***How Do We Ensure Quality***

Kimco utilizes a proprietary, web-based technology platform that assists in time keeping and quality management called eHUB. It's a multifaceted management tool that enables our field operators to:

- Track employee hours worked for payroll purposes - Time reports are generated easily!
- Schedule work and special projects - ensures we are in contract compliance with the SOW
- Scheduling and tracking mandatory inspections - Holding ourselves accountable!

Time Keeping:

Kimco employees clock-in and out using a call-in phone system that is patched directly into our financial suite and payroll system. The system allows employees to specify hours worked by department to ensure different areas only pay for their specific labor requirement. Because the program is web-based, Kimco managers can monitor staff no-shows in real time as well as adhere to an allotted daily hours budget.

SOW & Special Project Work:

Kimco managers use eHUB to schedule work and special projects based on the client's SOW. Reminders and notifications are sent to the client upon scheduling project completion so the client can ensure contract compliancy.

Quality Assurance:

Because Kimco follows the adage INSPECT WHAT YOU EXPECT, our local, area and division managers are required to do property inspections weekly, bi-weekly, monthly or quarterly, based on the client type and need.

During project start-up, the client scope of work is uploaded in an inspection format, and the inspection form is then customized with direction and input from the client. Kimco managers then perform the inspection on their smart phone or tablet, which allows the results to be entered directly into eHub to generate a score. Any necessary work tickets to remedy deficiencies can also be entered as well as any necessary photos. Scores that fall below an 80 require a corrective plan of action and time-frame for completion. A copy of the inspection and corrective plan is also sent directly to the customer.

Customer Concern Resolution

Although our teams strive for perfection every day, we know that human error is part of any program whether it's in-house or outsourced. Its how those mistakes are responded to that make all the difference in client satisfaction. Kimco Services clients have two recourses for communicating concerns with their contract manager.

1. Using personal log-in credentials, clients can access eHUB and communicate concerns like a missed trash can or a special event set up. The contract manager in charge of their facility will receive an immediate text with the message. The contract manager can then respond with a plan of action and time to remedy which will generate a notification back to the original source. Finally, when the complaint is resolved, the contract manager will document that in eHUB which will again generate a final resolution email to the client. Time limits for response and resolution can be set by client request so that if a response is

not received from the first responder within an acceptable time limit, the issue is elevated to the next responder in the chain of command.

2. A Comments & Concern log will be kept in the administrative office of every facility so that anyone with a pen or pencil can communicate with their respective Contract Manager or Building Supervisor.No WI-FI necessary!

EXHIBIT B-8
HAZARD COMMUNICATION PROGRAM

We will provide our employees a safe place in which to work and will instruct employees in safe work practices. Employees have a responsibility to learn and follow the sensible procedures we have established to ensure basic awareness of hazards in our workplace.

Purpose

The purpose of the Hazard Communication Program is to ensure that the hazards of chemicals located in Kimco's workplaces are evaluated and that information concerning physical and health hazards is transmitted to potentially exposed employees. It is not only the intent to fully comply with the OSHA Standard 1910.1200 and/ or applicable state OSHA requirements, but also to improve the overall safety of our company. An effective Hazard Communication Program will enable employees to serve as active participants in the chemical safety management program and reduce potential incidents of chemical- related illnesses and injuries.

Preliminary Statement

Chemicals will not be used until the following requirements are met:

1. All affected employees are properly trained to use the chemicals;
2. A safety data sheet (SDS) is obtained for each chemical;
3. Each chemical is added to the inventory list (Appendix A);
4. Proper personal protective equipment has been selected and issued to affected employees, as needed.

Chemicals which do not meet these four requirements will be marked "Do Not Use," until Hazard Communication and Personal Protective Equipment Requirements are met by Kimco Management.

The Program

1. Potentially Exposed Employees

All colleagues may work with chemicals in the scope of their cleaning duties. All colleagues have potential exposure to chemicals while performing job duties. It is the intent of this program to limit exposure to harmful chemicals and to provide an understanding of the chemicals in use.

2. List of Hazardous Chemicals

Customers have different cleaning requirements; therefore, chemicals will vary from worksite to worksite. An inventory for Area Managers to complete listing the hazardous materials used in the operation at each worksite is provided. Each manager is responsible for completing this inventory and keeping it current. Each item on this inventory must have an accompanying Safety Data Sheet. The hazardous materials are listed alphabetically by department. Further information such as physical and chemical hazards for the materials listed can be obtained from the SDS. Safety Data Sheets are readily available upon request or online.



Any new chemical intended to be purchased or used based on Customer needs must be reviewed by the Area Manager to see if a SDS is needed.

3. Procedures - Labels and Other Forms of Warning - Globally Harmonized System (GHS)










OSHA has incorporated the Globally Harmonized System (GHS) of hazard classification and labeling of hazardous chemicals into its Chemical Hazard Communication Standard (29 CFR 1910.1200). Adoption of the GHS provisions will help ensure improved quality and consistency in the classification and labeling of all chemicals and will allow Kimco colleagues to gain a better understanding of the chemical hazards and proper management/ control of those hazards. GHS will ensure chemical manufactures provide better information on the safe handling and use of hazardous chemicals, thereby allowing our colleagues to avoid injuries and illnesses related to hazardous chemical exposures.

Information about chemical hazards will be conveyed on labels using standardized pictograms, warning statements and precautionary statements to alert our colleagues by providing immediate recognition of the hazards. Labels will provide instructions on how to handle the chemical so that colleagues are informed about how to protect themselves.

All hazardous chemicals shipped after June 1, 2015, must be labeled with specified elements including pictograms, signal words and hazard and precautionary statements. The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemicals is labeled. All containers in the workplace are to be labeled in order to provide an immediate visual warning about the hazards of the chemical in the container:

SAMPLE LABEL	
<p style="text-align: center; margin: 0;">PRODUCT IDENTIFIER</p> <p>CODE _____</p> <p>Product Name _____</p> <p style="text-align: center; margin: 0;">SUPPLIER IDENTIFICATION</p> <p>Company Name _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p> <p style="text-align: center; margin: 0;">PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center; margin: 0;">HAZARD PICTOGRAMS</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center; margin: 0;">SIGNAL WORD</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Danger</p> <p style="text-align: center; margin: 0;">HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p style="text-align: center; margin: 0;">SUPPLEMENTAL INFORMATION</p> <p>Directions for use _____ _____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

**Globally Harmonized System (GHS)
Illustration**

<p align="center">Health Hazard</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p align="center">Flame</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p align="center">Exclamation Mark</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p align="center">Flame Over Circle</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Oxidizers 	<p align="center">Environment (Non-Mandatory)</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p align="center">Skull and Crossbones</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)
<p align="center">Gas Cylinder</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p align="center">Corrosion</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p align="center">Exploding Bomb</p> <p align="center"></p> <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides

Corporate-field-teams, Area Managers and store supervisors are responsible for ensuring that all containers in each location are labeled.

- If chemicals covered under this program are transferred from the original shipping container to another container for an employee's use, those containers will be labeled with a secondary label. Our secondary or back-up labeling system will consist of using a label similar to the label supplied by the vendor. These are often available from the vendor at no charge.
- The supervisor at each location will ensure that all containers of chemicals are correctly labeled at the time they are received. The supervisor will check to make sure that the container is clearly labeled as to its contents and has the appropriate hazard warnings. Any container which does not have this information will be returned to the supplier at the supplier's expense.

- c) Each supervisor will ensure that all containers of chemicals used in his/her location are correctly labeled and that labels are not removed from any container or defaced in any manner.
- d) Empty containers are not to be re-used to store other materials unless the container has been cleaned, the old label removed, and a new label affixed in its place.

4. Procedures - Safety Data Sheets

Safety Data Sheets (SDS) for each hazardous chemical in the workplace are readily accessible to employees during each work shift.

- a) The Manager and Area Management will be responsible for obtaining/maintaining the SDS and will coordinate these efforts with the chemical suppliers and manufacturers.
- b) The original copy of the SDS will be retained by the Area and Regional Manager. All employees will have access to the SDS as requested.
- c) SDSs or the identities of the chemicals and where and when they were used, even for discontinued chemicals, should be retained for at least 30 years.

Methods to Inform Employees about Hazards of Non-Routine Tasks

At the current time, no employee is expected to perform any non-routine hazardous task. If at any time employees are given non-routine tasks, the employee should contact the Area Manager. Each employee assigned to a non-routine task will receive a safety briefing of the hazards associated with non-routine work tasks from the location Area Manager and/ or the Regional Manager.

5. Employee Training

The Hazard Communication Standard requires Kimco to provide exposed employees with information and training on the following subjects:

A. Information:

- Requirements of the standard (29 CFR 1910.1200);
- Operations in the work area where hazardous chemicals are present; and
- Location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and safety data sheets required by the standard.

B. Training:

- Specific information from the SDSs of the hazardous substances employees may be exposed to, including:
 - the name or names of substances, including any generic or chemical name, trade name and commonly used name,
 - the level, if known, at which exposure to the substance has been restricted or,
 - if no standard has been adopted, according to guidelines established by competent professional groups,
 - known acute (extremely severe, reaching crisis rapidly) and chronic (prolonged, lingering) effects of exposure at hazardous levels, including routes of entry,
 - known symptoms,
 - any potential for flammability, explosion or reactivity of the substance,
 - appropriate emergency treatment,
 - known proper conditions of use and exposure to the substance, o procedures for cleanup of leaks and spills, and
 - the name, phone number and address of a manufacturer of the hazardous substance

- Where a written copy of all of the above information (e.g., the SDS) is located;
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- The measure employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
- The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.
- The hazards associated with substances in any unlabeled containers or piping in the work areas;

The Area Management team will provide training to employees in the following situations:

- Prior to working with a chemical
- When job duties change with exposure to new hazards
- When new hazards are introduced into the workplace

The training records will contain the following information (see Appendix C):

- Date of training
- Name and job title of trainer
- Names of the trainees
- Training topics
- Any other information to document the validity of the training (Example: credentials of an outside trainer)

Procedure:

1. Each new product, upon arrival, will be reviewed by the Area Manager to assess hazards for which the employees have not been trained.
2. Employee training for new chemicals will include:
 - a) Review of SDS
 - b) Review of hazard information relative to the new product
 - c) A review of the procedures for the safe use of the chemical
 - d) Review of the personal protective equipment (PPE) to be used
 - e) Procedures involving responding to spills
 - f) Information which ensures safe handling, usage and storage
3. Upon arrival of the chemical, the manager or supervisor will check to make sure the chemical is labeled correctly. The chemical cannot be used unless it is labeled correctly.
4. Administrative policies and procedures governing the labeling of containers are outlined in the "Labeling of Containers" section.

Hazardous Chemical Inventory /Listing

Policy

This worksite has developed and maintains an inventory listing of all products containing hazardous chemicals. This inventory will be revised when changes in chemicals are experienced.

Posting of Hazcom Program Information

Policy

Hazard Communication Program information and notices will be posted on the bulletin board in the Housekeeping Area.

Purpose

To ensure employees know when Hazcom program information is available and where it is located.

Responsibility:

Area Managers, Field Supervisors and Regional Manager

Procedure:

1. The following information will be posted on the employee bulletin board in the Housekeeping Area (see Appendix A)
 - a) Location of Safety Data Sheets (SDS);
 - b) Location of chemical inventory records;
 - c) Location of the written hazard communication plan;
2. Only the program coordinator, or their designee, shall have permission to post or remove notices from the employee bulletin board.
3. Employees are required to read the bulletin board at least once per week and date and initial new information.
4. OSHA 300A (summary log of occupation injuries and illness) will be posted at Kimco Field Office no later than February 1" of each year and shall remain in place until April 30 of the same year. They will be kept on file in the business office for (5) five years.

In Service Training Classes

Policy

All colleagues are required to attend and participate in scheduled hazard communication training programs.

Purpose

To provide employees with an in-depth review of our hazard communication program, established policies and procedures, etc., as well as a review of the Hazard Communication Standard.

Responsibility:

Area Management / Regional Manager

Procedure:

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of those hazardous chemicals. The Area Manager will conduct these training sessions. A program that uses both audiovisual materials and classroom-type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Even though annual training is not required by OSHA, annual refresher Hazard Communication training will also be

conducted and documented where required by specific state. Area Managers and other supervisors will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training program will address these items:

- A summary of the Standard and Kimco's written program.
- The chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled containers).
- The physical hazards of the chemicals in your work area.
- The health hazards, including signs and symptoms of exposure, of the chemicals in the work area and any medical condition known to be aggravated by exposure to these chemicals.
- Procedures to protect against chemical hazards (e.g., required personal protective equipment and its proper use and maintenance; work practices or methods to ensure appropriate use and handling of chemicals; and procedures for emergency response).
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- The location of the SDSs, how to read and interpret the information on labels and SDSs, and how employees may obtain additional hazard information.
- GHS - Elements of the Globalized Harmonized System

The Regional Manager or his/her designee will review the employee training program and advise the Area Managers on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace. It will be company policy to provide training regularly in safety meetings to ensure the effectiveness of the program.

EXHIBIT C
FACILITIES MANAGEMENT REQUIREMENTS

1.0 HOURS OF SERVICE:

- 1.1 REGULAR HOURS are between 6:00 AM and 6:00 PM, Monday through Friday, excluding County holidays.
- 1.2 AFTER HOURS are after 6:00 PM and prior to 6:00 AM, Monday through Friday.
- 1.3 WEEKENDS are anytime Saturday or, Sunday.
- 1.4 HOLIDAYS are County Holidays (See County holiday schedule attachment).
- 1.5 Services shall be available 24 hours per day, 7 days per week, 365 days per year.
- 1.6 Contractor shall provide 24 hours per day, 7 days per week, 365 days per year telephone access, and respond to a call for services within thirty (30) minutes of receipt.

2.0 RESPONSE TIMES:

- 2.1 During REGULAR HOURS, AFTER HOURS, WEEKEND or HOLIDAYS, Contractor shall respond on-site within four (4) hours of receipt of a service request.
- 2.2 If the request is designated by the County as an EMERGENCY, the contractor shall respond on-site within two (2) hours of receipt of a service request regardless of the time of day, WEEKEND or HOLIDAY.

3.0 TRIP CHARGE:

Trip charges are permitted when time and material work is requested at the following sites only:

- 3.1 MCSO Lake Aid Stations (Apache, Bartlett, Blue Point, Canyon and Saguaro)
- 3.2 County offices located in Gila Bend, AZ
- 3.3 County offices located in Buckeye, AZ
- 3.4 County offices located in Aguila, AZ
- 3.5 Only one trip charge may be charged per service call.
- 3.6 If the contractor arrives onsite and is unable to locate a County representative familiar with the work or unable to gain access to the work site, the Contractor may only bill for a trip charge (maximum one time daily trip charge not to exceed \$50.00). The Contractor is not authorized to incur nor will the County accept billing for any labor charges.

4.0 CONTRACTOR REQUIREMENTS:

- 4.1 Contractor(s) shall supply all labor, supervision, materials, tools, equipment, and effort necessary to perform the Scope of Work presented.
- 4.2 The Contractor's service truck fleet and/or warehouse shall carry sufficient supply of repair parts and equipment to perform services per Scope of Work presented.

- 4.3 The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work.
 - 4.4 All employees of the Contractor shall wear a company uniform identified with the company name consisting of a minimum of one of the following:
 - 4.4.1 Shirt/blouse
 - 4.4.2 Vest
 - 4.4.3 Cap
 - 4.5 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
 - 4.6 The Contractor shall perform the work in a way to minimize disruption to the normal operation of building occupants. Upon completion of work the Contractor shall clean and remove from the job site all debris, materials and equipment associated with the work performed.
 - 4.7 Contractor shall adhere to all regulations, rules, ordinances, and standards set by Federal, State, County, and Municipal governments pertaining to safety on the job site.
- 5.0 BUILDING SECURITY (KEYS):
- 5.1 The Contractor may be provided keys to required County Facilities at the discretion of FMD. Keys may be acquired by:
 - 5.2 The Contractor being provided permanent key(s), wherein the Contractor verifies receipt of and accepts responsibility for keys. The keys must be returned at the completion of the work or at the direction of FMD. Keys not returned may cause the County to re-key the ENTIRE building or locations that the set of keys opened with the cost being borne by the Contractor.
 - 5.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of FMD.
 - 5.4 The Contractor shall notify FMD within twenty-four (24) hours if any keys are lost, misplaced, stolen or otherwise not within the Contractor's control.
 - 5.5 Once the Purchase Order is complete, expired, or terminated the Contractor shall immediately return all badges and keys to FMD.
- 6.0 SALVAGE:
- Salvage rights shall be evaluated on a project by project basis by the County and shall be determined prior to incorporation in the contractor's bid price. Salvage rights automatically apply for all work if in the best interest to the County. Salvageable materials without pre-approved contractor salvage rights shall be securely stored and are not to be transported off the site without written permission from Maricopa County. If contractor is given salvage rights, salvageable materials shall be removed daily. No on site storage of contractor's salvaged materials will be permitted.

7.0 INVOICES AND PAYMENTS:

Invoices are required to contain the following information and should be e-mailed to FMD-ACCOUNTSPAYABLE@MAIL.MARICOPA.GOV. If invoices cannot be e-mailed, U.S. Mail is acceptable to Maricopa County Facilities Management, Accounts Payable, 401 W. Jefferson Street, Phoenix, Arizona 85003.

- 7.1 Company name, address and contact information
- 7.2 County bill-to name and contact/requestor information
- 7.3 Building Name and Building Number
- 7.4 Contract Serial Number or
- 7.5 County purchase order number
- 7.6 Maximo (FMD) service call number
- 7.7 Invoice number and date
- 7.8 Date of service or delivery
- 7.9 Description of Purchase (services performed)
- 7.10 Labor breakdown: rate per hour x no. of hours by personnel type (time & materials)
- 7.11 Material breakdown: itemized parts list to contain unit price x quantity, indicating mark-ups as contracted (time & materials)
- 7.12 Arrival and completion time
- 7.13 Total Amount Due with tax amounts separated. Must also clearly indicate the tax rate being applied
- 7.14 Payment Terms

For Time & Material work, Contractor(s) must provide, all equipment, expendable shop supplies (rags, cleaners, solvents, gasses, etc.), miscellaneous parts (screws, bolts nuts, small items etc.), tools, etc. necessary to perform all the required services. Contractor(s) are allowed a one-time Misc. Shop fee charge of up to \$25.00 per work order to cover these type of expenses. Anything beyond the \$25 limit, will be provided at the contractor's own expense.

8.0 CONTRACTOR EMPLOYEE BACKGROUND CHECK:

A background check is required for all Contractor employees providing services to the County. The cost of this service shall be incurred by the County. No Contractor employee may access County property without approval of FMD.

KIMCO FACILITY SERVICES, LLC, 950 E. WATKINS ST., #130, PHOENIX, AZ 85034

PRICING SHEET: NIGP CODE 91039

Terms:	NET 30
Vendor Number:	VC0000004533
Certificates of Insurance	Required
Contract Period:	To cover the period ending March 31, 2020.

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
KIMCO FACILITY SERVICES, INC.**

**EXHIBIT B
Scope of Work**

PROJECT

The Scope of Work for this contract will be in accordance with Maricopa County Contract, Serial 170008-RFP.

Scope of Work

1. The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein.
2. The Contractor will invoice monthly for only those services provided. Any building may be added or removed with a 30-day notice.
3. There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered by regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond ONLY if the call is initiated by the City Representative. The Contractor shall respond within 2-hours on-site after receiving such a request.
4. Contractor shall be notified of any infectious bio hazardous waste contamination (blood, other body fluids, etc.) and, as directed by City Representative, provide trained personnel for such cleanup.
5. The city has elected to use the Reduced Service Interval as specified in Maricopa County Contract, Serial 170008-RFP.
6. Daily Inspections: As part of the contract administration process, the City Representative will inspect each site as deemed necessary to ensure the Contractor is in compliance with cleaning specifications. An inspection form and deficiency correction shall be in accordance with the Maricopa County Contract Serial 170008-RFP.
7. Product dispensers shall be maintained, repaired or replaced, if work or broken, by the Contractor.
8. Supplies shall be maintained and provided as described in the Maricopa County Contract Serial 170008-RFP.

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
KIMCO FACILITY SERVICES, INC.**

EXHIBIT C

METHOD AND AMOUNT OF COMPENSATION

Method and amount of compensation is in accordance with Section 3 of this agreement

NOT TO EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project must not exceed \$1,500,000 for the entire term of the Agreement.

DETAILED PROJECT COMPENSATION

City shall pay Contractor compensation in accordance with the rates as set forth in the Maricopa County Contract Serial 170008-RFP.