

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
VARSITY CONTRACTORS, INC. DBA VARISTY FACILITY SERVICES**

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 Varsity Contractors, Inc., an Idaho corporation authorized to do business in Arizona dba Varsity Facility Services, ("Contractor"), collectively, the "Parties."

**RECITALS**

- A. On April 1, 2017, under the S.A.V.E. Cooperative Purchasing Agreement, Maricopa County entered into a contract with Contractor to purchase the goods and services described in the Janitorial Services Contract, Serial 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 1, 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

Varsity Contractors, Inc.  
dba Varsity Facility Services  
c/o Kip Whiting  
8930 N. 78th Avenue  
Peoria, Arizona 85345  
623-937-0000

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"

Varsity Contractors Inc.,  
dba Varsity Facility Services  
an Idaho corporation

By:   
Name: Kip Whiting  
Title: District Manager

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  
VARSITY CONTRACTORS, INC. DBA VARISTY FACILITY SERVICES**

**EXHIBIT A**  
Maricopa County Contract Serial 170008-RFP  
Janitorial Services

**SERIAL 170008 RFP JANITORIAL SERVICES**

**Contract – Varsity Contractors, Inc. DBA: Varsity Facility Services**

**DATE OF LAST REVISION: March 22, 2017**

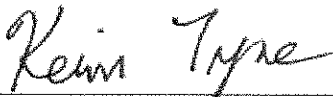
**CONTRACT END DATE: March 31, 2020**

**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 **March 22, 2017 (Eff. 04/01/17)**.

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.



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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 22<sup>nd</sup> day of March, 2017 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and **Varsity Contractors, Inc. DBA: Varsity Facility Services**, an Idaho 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 1<sup>st</sup> day of April, 2017 and ending the 31<sup>st</sup> 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](mailto: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:

6.5.7.6.5.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.5.7.6.5.3.2 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:

6.5.7.6.5.4.1 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

6.5.7.6.5.4.2 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 MCI-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:

Varsity Contractors, Inc.  
DBA: Varsity Facility Services  
8930 N. 78th Avenue  
Peoria, Arizona 85345

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

CONTRACTOR

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

Greg Hoch Regional VP  
\_\_\_\_\_  
PRINTED NAME AND TITLE

1055 S. 3600 W. SLC, UT 84104  
\_\_\_\_\_  
ADDRESS

3/15/17  
\_\_\_\_\_  
DATE

MARICOPA COUNTY

  
\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

APR 07 2017  
\_\_\_\_\_  
DATE

ATTESTED:

  
\_\_\_\_\_  
CLERK OF THE BOARD 032217

APR 07 2017  
\_\_\_\_\_  
DATE

APPROVED AS TO FORM:

  
\_\_\_\_\_  
DEPUTY COUNTY ATTORNEY

Mar 28, 2017  
\_\_\_\_\_  
DATE

EXHIBIT A  
PRICING

SERIAL 170008-RFP  
NIGP CODE: 91039  
RESPONDENT'S NAME:  
COUNTY VENDOR NUMBER:  
ADDRESS:

Varsity Contractors, Inc. DBA Varsity Facility Services  
VC0000006691  
8930 N. 78th Avenue, Peoria, Arizona 85345 (Local)  
  
P.O. ADDRESS: P.O. Box 1692, Pocatello, ID 83204  
(Corporate)  
623-937-0000  
623-937-2654  
WEB SITE: VARSITYFS.COM  
Kip Whiting  
kwhiting@varsityfs.com

P.O. ADDRESS:  
TELEPHONE NUMBER:  
FACSIMILE NUMBER:  
WEB SITE:  
CONTACT (REPRESENTATIVE):  
REPRESENTATIVE'S E-MAIL ADDRESS:

YES	NO	REBATE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	%

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:

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

<b>X</b>	<b>GROUP 1: DOWNTOWN COMPLEX</b> 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: <b>2,075,804</b>
<b>X</b>	<b>GROUP 2: DURANGO COMPLEX</b> 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: <b>540,045</b>
<b>X</b>	<b>GROUP 3: SOUTHEAST MESA COMPLEX</b> 2852; 2853; 2855; 2856; 2860; 2871; 2874; 2875; 2891; 7087 Combined square footage for Group 3: <b>246,304</b>
	<b>GROUP 4: OUTLYING SITES WEST OF I-17</b> 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: <b>254,820</b>
	<b>GROUP 5: OUTLYING SITES EAST OF I-17</b> 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: <b>355,860</b>

GROUP 1: DOWNTOWN COMPLEX									
3301	Superior Court - West Court Building	YEAR 1			YEAR 2			YEAR 3	
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$112,425.33	\$124,917.03	/per yr	\$119,170.85	\$132,412.05	/per yr	\$126,321.10	\$140,356.78
	Supplies:	\$11,368.21	← same as	/per yr	\$11,936.62	← same as	/per yr	\$12,533.45	← same as
	TOTAL:	\$123,793.54	\$136,285.24	/per yr	\$131,107.47	\$144,348.67	/per yr	\$138,854.55	\$152,890.23
	Fixed rate per service day:	\$495.17	\$545.14	/per day	\$524.43	\$577.39	/per day	\$555.42	\$611.56
	Minimum Number of Labor Hours Daily	40	44	/# hrs.					/per day

	YEAR 1				YEAR 2				YEAR 3			
	Complex - Sheriff's Admin. And Main Jail	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
3302	Labor for 250 services:	\$14,645.92	\$16,273.24	/per yr	\$15,524.67	\$17,249.64	/per yr		\$16,456.16	\$18,284.61	/per yr	
	Supplies:	\$1,465.91	← same as	/per yr	\$1,539.20	← same as	/per yr		\$1,616.16	← same as	/per yr	
	TOTAL:	\$16,111.83	\$17,739.15	/per yr	\$17,063.87	\$18,788.84	/per yr		\$18,072.32	\$19,900.77	/per yr	
	Fixed rate per service day:	\$64.45	\$70.96	/per day	\$68.26	\$75.16	/per day		\$72.29	\$79.60	/per day	
	Minimum Number of Labor Hours Daily	5	5.5	/# hrs.								
3303	Superior Court - East Court Building	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
	Labor for 250 services (Includes 1 porter):	\$166,943.02	\$185,492.25	/per yr	\$176,959.60	\$196,621.78	/per yr		\$187,577.18	\$208,419.09	/per yr	
	Supplies:	\$16,733.41	← same as	/per yr	\$17,570.08	← same as	/per yr		\$18,448.58	← same as	/per yr	
	TOTAL:	\$183,676.43	\$202,225.66	/per yr	\$194,529.68	\$214,191.86	/per yr		\$206,025.76	\$226,867.67	/per yr	
	Fixed rate per service day:	\$734.71	\$808.90	/per day	\$778.12	\$856.77	/per day		\$824.10	\$907.47	/per day	
	Porter hourly rate:	\$18.00	/per hr		\$18.50	/per hr			\$19.00	/per hr		
	Trash dolly transport for site #3303 (250 services)	\$175.00	/per day		\$180.00	/per day			\$185.00	/per day		
	Minimum Number of Labor Hours Daily	59	65	/# hrs.								
3304	Supervisors Auditorium	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
	Labor for 250 services:	\$13,901.20	\$15,445.78	/per yr	\$14,735.27	\$16,372.52	/per yr		\$15,619.39	\$17,354.87	/per yr	
	Supplies:	\$1,406.56	← same as	/per yr	\$1,476.88	← same as	/per yr		\$1,550.73	← same as	/per yr	
	TOTAL:	\$15,307.76	\$16,852.34	/per yr	\$16,212.15	\$17,849.40	/per yr		\$17,170.12	\$18,905.60	/per yr	
	Fixed rate per service day:	\$61.23	\$67.41	/per day	\$64.85	\$71.40	/per day		\$68.68	\$75.62	/per day	
	Minimum Number of Labor Hours Daily	5	5.5	/# hrs.								

YEAR 1										YEAR 2			YEAR 3		
Superior Court - Central Court Building		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES			
3305	Labor for 250 services (Includes 2 porters):	\$333,697.37	\$370,774.85	/per yr	\$353,719.21	\$393,021.34	/per yr	\$374,942.36	\$416,602.62	/per yr	\$374,942.36	\$416,602.62	/per yr		
	Supplies:	\$33,593.72	← same as	/per yr	\$35,273.41	← same as	/per yr	\$37,037.08	← same as	/per yr	\$37,037.08	← same as	/per yr		
	TOTAL:	\$367,291.09	\$404,368.57	/per yr	\$388,992.62	\$428,294.75	/per yr	\$411,979.44	\$453,639.70	/per yr	\$411,979.44	\$453,639.70	/per yr		
	Fixed rate per service day:	\$1,469.16	\$1,617.47	/per day	\$1,555.97	\$1,713.18	/per day	\$1,647.92	\$1,814.56	/per day	\$1,647.92	\$1,814.56	/per day		
	Porter hourly labor rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr		\$19.00	/per hr			
	Minimum Number of Labor Hours Daily	119	130	/# hrs.											
3307	Labor for 250 services:	\$23,919.68	\$26,577.42	/per yr	\$25,354.86	\$28,172.06	/per yr	\$26,876.15	\$29,862.39	/per yr	\$26,876.15	\$29,862.39	/per yr		
	Supplies:	\$2,396.53	← same as	/per yr	\$2,516.35	← same as	/per yr	\$2,642.17	← same as	/per yr	\$2,642.17	← same as	/per yr		
	TOTAL:	\$26,316.21	\$28,973.95	/per yr	\$27,871.21	\$30,688.41	/per yr	\$29,518.32	\$32,504.56	/per yr	\$29,518.32	\$32,504.56	/per yr		
	Fixed rate per service day:	\$105.26	\$115.90	/per day	\$111.48	\$122.75	/per day	\$118.07	\$130.02	/per day	\$118.07	\$130.02	/per day		
	Minimum Number of Labor Hours Daily	8.5	9.5	/# hrs.											
3310	Labor for 250 services (Includes 1 porter):	\$300,186.42	\$333,540.47	/per yr	\$318,197.60	\$353,552.89	/per yr	\$337,289.46	\$374,766.07	/per yr	\$337,289.46	\$374,766.07	/per yr		
	Supplies:	\$30,185.84	← same as	/per yr	\$31,695.13	← same as	/per yr	\$33,279.89	← same as	/per yr	\$33,279.89	← same as	/per yr		
	TOTAL:	\$330,372.26	\$363,726.31	/per yr	\$349,892.73	\$385,248.02	/per yr	\$370,569.35	\$408,045.96	/per yr	\$370,569.35	\$408,045.96	/per yr		
	Fixed rate per service day:	\$1,321.49	\$1,454.91	/per day	\$1,399.57	\$1,540.99	/per day	\$1,482.28	\$1,632.18	/per day	\$1,482.28	\$1,632.18	/per day		
	Porter hourly labor rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr		\$19.00	/per hr			
	Minimum Number of Labor Hours Daily	106.5	117	/# hrs.											

	Facilities Management & Garage	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
3311	Labor for 250 services:	\$40,563.78	\$45,070.87	/per yr	\$42,997.61	\$47,775.12	/per yr	\$45,577.47	\$50,641.63	/per yr
	Supplies:	\$4,079.61	← same as	/per yr	\$4,283.59	← same as	/per yr	\$4,497.77	← same as	/per yr
	TOTAL:	\$44,643.39	\$49,150.48	/per yr	\$47,281.20	\$52,058.71	/per yr	\$50,075.24	\$55,139.40	/per yr
	Fixed rate per service day:	\$178.57	\$196.60	/per day	\$189.12	\$208.23	/per day	\$200.30	\$220.56	/per day
	Minimum Number of Labor Hours Daily	14	16	/# hrs.						
3311	Equipment Services - Downtown Station	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$5,019.57	\$5,577.30	/per yr	\$5,320.74	\$5,911.93	/per yr	\$5,639.98	\$6,266.65	/per yr
	Supplies:	\$502.27	← same as	/per yr	\$527.38	← same as	/per yr	\$553.75	← same as	/per yr
	TOTAL:	\$5,521.84	\$6,079.57	/per yr	\$5,848.12	\$6,439.31	/per yr	\$6,193.73	\$6,820.40	/per yr
	Fixed rate per service day:	\$22.09	\$24.32	/per day	\$23.39	\$25.76	/per day	\$24.77	\$27.28	/per day
	Minimum Number of Labor Hours Daily	1.5	2	/# hrs.						
3315	Jackson St. Customer Service Center / Garage	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$99,196.31	\$110,218.12	/per yr	\$105,148.05	\$116,831.21	/per yr	\$111,456.97	\$123,841.08	/per yr
	Supplies:	\$10,191.28	← same as	/per yr	\$10,700.84	← same as	/per yr	\$11,235.88	← same as	/per yr
	TOTAL:	\$109,387.59	\$120,409.40	/per yr	\$115,848.89	\$127,532.05	/per yr	\$122,692.85	\$135,076.96	/per yr
	Fixed rate per service day:	\$437.55	\$481.64	/per day	\$463.40	\$510.13	/per day	\$490.77	\$540.31	/per day
	Minimum Number of Labor Hours Daily	35	40	/# hrs.						

	YEAR 1				YEAR 2				YEAR 3			
	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES		
<b>3317</b>												
	<b>Star Call Center</b>											
	Labor for 250 services:	\$20,691.20	← same as	/per yr	\$21,932.67	\$24,369.63	/per yr		\$23,248.63	\$25,831.81	/per yr	
	Supplies:	\$2,079.96	← same as	/per yr	\$2,183.95	← same as	/per yr		\$2,293.15	← same as	/per yr	
	TOTAL:	\$22,771.16	\$25,070.18	/per yr	\$24,116.62	\$26,553.58	/per yr		\$25,541.78	\$28,124.96	/per yr	
	Fixed rate per service day:	\$91.08	\$100.28	/per day	\$96.47	\$106.21	/per day		\$102.17	\$112.50	/per day	
	Minimum Number of Labor Hours Daily	7	8	/# hrs.								
<b>3317</b>	<b>Forensic Science Garage - Protective Services Elevators and Landings</b>											
	Labor for 250 services:	\$7,069.41	\$7,854.89	/per yr	\$7,493.57	\$8,326.19	/per yr		\$7,943.18	\$8,825.76	/per yr	
	Supplies:	\$700.82	← same as	/per yr	\$735.87	← same as	/per yr		\$772.66	← same as	/per yr	
	TOTAL:	\$7,770.23	\$8,555.71	/per yr	\$8,229.44	\$9,062.06	/per yr		\$8,715.84	\$9,598.42	/per yr	
	Fixed rate per service day:	\$31.08	\$34.22	/per day	\$32.92	\$36.25	/per day		\$34.86	\$38.39	/per day	
	Minimum Number of Labor Hours Daily	2.5	3	/# hrs.								
<b>3318</b>	<b>MCSO Headquarters</b>											
	Labor for 250 services:	\$111,901.26	\$124,334.73	/per yr	\$118,615.33	\$131,794.82	/per yr		\$125,732.25	\$139,702.50	/per yr	
	Supplies:	\$11,276.88	← same as	/per yr	\$11,840.73	← same as	/per yr		\$12,432.76	← same as	/per yr	
	TOTAL:	\$123,178.14	\$135,611.61	/per yr	\$130,456.06	\$143,635.55	/per yr		\$138,165.01	\$152,135.26	/per yr	
	Fixed rate per service day:	\$492.71	\$542.45	/per day	\$521.82	\$574.54	/per day		\$552.66	\$608.54	/per day	
	Minimum Number of Labor Hours Daily	40	44	/# hrs.								

3320	Forensic Science Center	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$57,397.66	\$63,775.18	/per yr	\$60,841.52	\$67,601.69	/per yr	\$64,492.01	\$71,657.79	/per yr
	Supplies:	\$5,853.19	← same as	/per yr	\$6,145.85	← same as	/per yr	\$6,453.15	← same as	/per yr
	TOTAL:	\$63,250.85	\$69,628.37	/per yr	\$66,987.37	\$73,747.54	/per yr	\$70,945.16	\$78,110.94	/per yr
	Fixed rate per service day:	\$253.00	\$278.51	/per day	\$267.95	\$294.99	/per day	\$283.78	\$312.44	/per day
	Minimum Number of Labor Hours Daily	21	23	/# hrs.						
3321	Santa Fe Train Depot	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$11,825.95	\$13,139.94	/per yr	\$12,535.51	\$13,928.34	/per yr	\$13,287.64	\$14,764.04	/per yr
	Supplies:	\$1,199.64	← same as	/per yr	\$1,259.63	← same as	/per yr	\$1,322.61	← same as	/per yr
	TOTAL:	\$13,025.59	\$14,339.58	/per yr	\$13,795.14	\$15,187.97	/per yr	\$14,610.25	\$16,086.65	/per yr
	Fixed rate per service day:	\$52.10	\$57.36	/per day	\$55.18	\$60.75	/per day	\$58.44	\$64.35	/per day
	Minimum Number of Labor Hours Daily	4	5	/# hrs.						
3325	Downtown Court Tower	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 2 day porters):	\$417,721.43	\$464,134.92	/per yr	\$442,784.72	\$491,983.02	/per yr	\$469,351.80	\$521,502.00	/per yr
	Supplies:	\$42,159.20	← same as	/per yr	\$44,267.16	← same as	/per yr	\$46,480.52	← same as	/per yr
	TOTAL:	\$459,880.63	\$506,294.12	/per yr	\$487,051.88	\$536,250.18	/per yr	\$515,832.32	\$567,982.52	/per yr
	Fixed rate per service day:	\$1,839.52	\$2,025.18	/per day	\$1,948.21	\$2,145.00	/per day	\$2,063.33	\$2,271.93	/per day
	Porter hourly labor rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr	
	Minimum Number of Labor Hours Daily	149	164	/# hrs.						

**SERIAL 17008-RFP**

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
3401	Superior Court - Old Courthouse									
	Labor for 250 services:	\$75,869.21	\$84,299.12	/per yr	\$80,421.36	\$89,357.17	/per yr	\$85,246.65	\$94,718.50	
	Supplies:	\$7,660.76	← same as	/per yr	\$8,043.80	← same as	/per yr	\$8,445.99	← same as	
	TOTAL:	\$83,529.97	\$91,959.88	/per yr	\$88,465.16	\$97,400.97	/per yr	\$93,692.64	\$103,164.49	
	Fixed rate per service day:	\$334.12	\$367.84	/per day	\$353.86	\$389.60	/per day	\$374.77	\$412.66	
	Minimum Number of Labor Hours Daily	27	30	/# hrs.						
4039	One West Madison									
	Labor for 250 services:	\$37,091.95	\$41,213.28	/per yr	\$39,317.47	\$43,686.08	/per yr	\$41,676.52	\$46,307.24	
	Supplies:	\$3,739.36	← same as	/per yr	\$3,926.33	← same as	/per yr	\$4,122.65	← same as	
	TOTAL:	\$40,831.31	\$44,952.64	/per yr	\$43,243.80	\$47,612.41	/per yr	\$45,799.17	\$50,429.89	
	Fixed rate per service day:	\$163.33	\$179.81	/per day	\$172.98	\$190.45	/per day	\$183.20	\$201.72	
	Minimum Number of Labor Hours Daily	13.5	15	/# hrs.						
4040	Seventh Avenue WIC									
	Labor for 250 services:	\$19,432.21	\$21,591.34	/per yr	\$20,598.14	\$22,886.82	/per yr	\$21,834.03	\$24,260.03	
	Supplies:	\$1,978.39	← same as	/per yr	\$2,077.31	← same as	/per yr	\$2,181.17	← same as	
	TOTAL:	\$21,410.60	\$23,569.73	/per yr	\$22,675.45	\$24,964.13	/per yr	\$24,015.20	\$26,441.20	
	Fixed rate per service day:	\$85.64	\$94.28	/per day	\$90.70	\$99.86	/per day	\$96.06	\$105.76	
	Minimum Number of Labor Hours Daily	6.5	7.5	/# hrs.						

4051	Human Services Homeless Campus	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$28,171.55	\$31,301.72	/per yr	\$29,861.84	\$33,179.83	/per yr	\$31,653.55	\$35,170.62	/per yr
	Supplies:	\$2,883.79	← same as	/per yr	\$3,027.98	← same as	/per yr	\$3,179.38	← same as	/per yr
	TOTAL:	\$31,055.34	\$34,185.51	/per yr	\$32,889.82	\$36,207.81	/per yr	\$34,832.93	\$38,350.00	/per yr
	Fixed rate per service day:	\$124.22	\$136.74	/per day	\$131.56	\$144.83	/per day	\$139.33	\$153.40	/per day
	Minimum Number of Labor Hours Daily	10	11	/# hrs.						
4052	Chambers Building	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$56,799.69	\$63,110.76	/per yr	\$60,207.67	\$66,897.41	/per yr	\$63,820.13	\$70,911.25	/per yr
	Supplies:	\$5,697.24	← same as	/per yr	\$5,982.10	← same as	/per yr	\$6,281.20	← same as	/per yr
	TOTAL:	\$62,496.93	\$68,808.00	/per yr	\$66,189.77	\$72,879.51	/per yr	\$70,101.33	\$77,192.45	/per yr
	Fixed rate per service day:	\$249.99	\$275.23	/per day	\$264.76	\$291.52	/per day	\$280.41	\$308.77	/per day
	Minimum Number of Labor Hours Daily	20	22	/# hrs.						
4053	Justice Court - Downtown Phoenix	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$208,964.10	\$232,182.34	/per yr	\$221,501.95	\$246,113.28	/per yr	\$234,792.06	\$260,880.07	/per yr
	Supplies:	\$21,006.08	← same as	/per yr	\$22,056.38	← same as	/per yr	\$23,159.20	← same as	/per yr
	TOTAL:	\$229,970.18	\$253,188.42	/per yr	\$243,558.33	\$268,169.66	/per yr	\$257,951.26	\$284,039.27	/per yr
	Fixed rate per service day:	\$919.88	\$1,012.75	/per day	\$974.23	\$1,072.68	/per day	\$1,031.81	\$1,136.16	/per day
	Minimum Number of Labor Hours Daily	74	82	/# hrs.						

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
4137	Security Center									
	Labor for 250 services:	\$100,671.33	\$111,857.03	/per yr	\$106,711.61	\$118,568.45	/per yr	\$113,114.30	\$125,682.56	
	Supplies:	\$10,115.76	← same as	/per yr	\$10,621.55	← same as	/per yr	\$11,152.63	← same as	
	TOTAL:	\$110,787.09	\$121,972.79	/per yr	\$117,333.16	\$129,190.00	/per yr	\$124,266.93	\$136,835.19	
	Fixed rate per service day:	\$443.15	\$487.89	/per day	\$469.33	\$516.76	/per day	\$497.07	\$547.34	
	Minimum Number of Labor Hours Daily	36	39	/# hrs.						
4157	Security Building									
	Labor for 250 services (Includes 1 porter, 4 hrs):	\$119,311.03	\$132,567.81	/per yr	\$126,469.69	\$140,521.87	/per yr	\$134,057.87	\$148,953.19	
	Supplies:	\$12,042.58	← same as	/per yr	\$12,644.71	← same as	/per yr	\$13,276.94	← same as	
	TOTAL:	\$131,353.61	\$144,610.39	/per yr	\$139,114.40	\$153,166.58	/per yr	\$147,334.81	\$162,230.13	
	Fixed rate per service day:	\$525.41	\$578.44	/per day	\$556.46	\$612.67	/per day	\$589.34	\$648.92	
	Porter hourly rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr	
	Minimum Number of Labor Hours Daily	42	47	/# hrs.						
6202	OPS / MCSO Warehouse									
	Labor for 250 services:	\$29,989.70	\$33,321.89	/per yr	\$31,789.08	\$35,321.20	/per yr	\$33,696.43	\$37,440.48	
	Supplies:	\$3,039.27	← same as	/per yr	\$3,191.23	← same as	/per yr	\$3,350.80	← same as	
	TOTAL:	\$33,028.97	\$36,361.16	/per yr	\$34,980.31	\$38,512.43	/per yr	\$37,047.23	\$40,791.28	
	Fixed rate per service day:	\$132.12	\$145.44	/per day	\$139.92	\$154.05	/per day	\$148.19	\$163.17	
	Minimum Number of Labor Hours Daily	10.5	12	/# hrs.						

6205	Elections	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$33,727.00	\$37,474.44	/per yr	\$35,750.62	\$39,722.91	/per yr	\$37,895.66	\$42,106.29	/per yr
	Supplies:	\$3,457.58	← same as	/per yr	\$3,630.46	← same as	/per yr	\$3,811.98	← same as	/per yr
	TOTAL:	\$37,184.58	\$40,932.02	/per yr	\$39,381.08	\$43,353.37	/per yr	\$41,707.64	\$45,918.27	/per yr
	Fixed rate per service day:	\$148.74	\$163.73	/per day	\$157.52	\$173.41	/per day	\$166.83	\$183.67	/per day
	Minimum Number of Labor Hours Daily	12	13.5	/# hrs.						
	<b>Downtown Complex</b>									
	Extra carpet shampoo/extraction:	\$0.18	/per sq. ft.		\$0.19	/per sq. ft.		\$0.20	/per sq. ft.	
	Extra strip & wax:	\$0.24	/per sq. ft.		\$0.25	/per sq. ft.		\$0.26	/per sq. ft.	
	Labor, extra services:	\$20.00	/per hr		\$21.00	/per hr		\$22.00	/per hr	
	Daytime percentage increase:	15%	%		15%	%		15%	%	

GROUP 2: DURANGO COMPLEX										
1401	MCDOT - Administration	YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services	\$71,758.39	\$79,731.55	/per yr	\$76,063.89	\$84,515.44	/per yr	\$80,627.73	\$89,586.36	/per yr
	Supplies:	\$4,761.23	← same as	/per yr	\$4,999.29	← same as	/per yr	\$5,249.26	← same as	/per yr
	TOTAL:	\$76,519.62	\$84,492.78	/per yr	\$81,063.18	\$89,514.73	/per yr	\$85,876.99	\$94,835.62	/per yr
	Fixed rate per service day:	\$306.08	\$337.97	/per day	\$324.25	\$358.06	/per day	\$343.51	\$379.34	/per day
	Minimum Number of Labor Hours Daily	25	27.5	/# hrs.						

YEAR 1			YEAR 2			YEAR 3			
	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES			
<b>1402 Flood Control - Administration</b>									
Labor for 250 services (Includes 1 porter):	\$103,154.28	\$114,615.86	/per yr	\$109,343.53	\$121,492.81	/per yr	\$115,904.14	\$128,782.38	/per yr
Supplies:	\$6,800.15	← same as	/per yr	\$7,140.15	← same as	/per yr	\$7,497.16	← same as	/per yr
TOTAL:	\$109,954.43	\$121,416.01	/per yr	\$116,483.68	\$128,632.96	/per yr	\$123,401.30	\$136,279.54	/per yr
Fixed rate per service day:	\$439.82	\$485.66	/per day	\$465.93	\$514.53	/per day	\$493.61	\$545.12	/per day
Porter hourly rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr	
Minimum Number of Labor Hours Daily	36	39.5	/# hrs.						
<b>1404 Flood Control - Operations</b>									
Labor for 250 services:	\$13,709.24	\$15,232.49	/per yr	\$14,531.80	\$16,146.44	/per yr	\$15,403.70	\$17,115.23	/per yr
Supplies:	\$909.87	← same as	/per yr	\$955.36	← same as	/per yr	\$1,003.13	← same as	/per yr
TOTAL:	\$14,619.11	\$16,142.36	/per yr	\$15,487.16	\$17,101.80	/per yr	\$16,406.83	\$18,118.36	/per yr
Fixed rate per service day:	\$58.48	\$64.57	/per day	\$61.95	\$68.41	/per day	\$65.63	\$72.47	/per day
Minimum Number of Labor Hours Daily	4.5	5.5	/# hrs.						
<b>1405 MCDOT - Highway Operations</b>									
Labor for 250 services:	\$45,390.58	\$50,433.98	/per yr	\$48,114.01	\$53,640.02	/per yr	\$51,000.86	\$56,667.62	/per yr
Supplies:	\$3,067.89	← same as	/per yr	\$3,221.28	← same as	/per yr	\$3,382.35	← same as	/per yr
TOTAL:	\$48,458.47	\$53,501.87	/per yr	\$51,335.29	\$56,861.30	/per yr	\$54,383.21	\$60,049.97	/per yr
Fixed rate per service day:	\$193.83	\$214.01	/per day	\$205.34	\$227.45	/per day	\$217.53	\$240.20	/per day
Minimum Number of Labor Hours Daily	16	18	/# hrs.						

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1408	<b>MCDOT - Distribution Center</b>									
	Labor for 250 services:	\$14,895.70	\$16,550.78	/per yr	\$15,789.44	\$17,543.83	/per yr	\$16,736.81	\$18,596.46	/per yr
	Supplies:	\$991.56	← same as	/per yr	\$1,041.14	← same as	/per yr	\$1,093.20	← same as	/per yr
	TOTAL:	\$15,887.26	\$17,542.34	/per yr	\$16,830.58	\$18,584.97	/per yr	\$17,830.01	\$19,689.66	/per yr
	Fixed rate per service day:	\$63.55	\$70.17	/per day	\$67.32	\$74.34	/per day	\$71.32	\$78.76	/per day
	Minimum Number of Labor Hours Daily	5	6	/# hrs.						
1409	<b>MCDOT - Traffic Operations</b>									
	Labor for 250 services:	\$70,432.68	\$78,258.53	/per yr	\$74,658.64	\$82,954.05	/per yr	\$79,138.16	\$87,931.29	/per yr
	Supplies:	\$4,772.22	← same as	/per yr	\$5,010.83	← same as	/per yr	\$5,261.37	← same as	/per yr
	TOTAL:	\$75,204.90	\$83,030.75	/per yr	\$79,669.47	\$87,964.88	/per yr	\$84,399.53	\$93,192.66	/per yr
	Fixed rate per service day:	\$300.82	\$332.12	/per day	\$318.68	\$351.86	/per day	\$337.60	\$372.77	/per day
	Minimum Number of Labor Hours Daily	25	27.5	/# hrs.						
1414	<b>Facilities Management - Durango Operations</b>									
	Labor for 250 services:	\$13,168.85	\$14,632.06	/per yr	\$13,958.98	\$15,509.98	/per yr	\$14,796.52	\$16,440.58	/per yr
	Supplies:	\$885.07	← same as	/per yr	\$929.32	← same as	/per yr	\$975.79	← same as	/per yr
	TOTAL:	\$14,053.92	\$15,517.13	/per yr	\$14,888.30	\$16,439.30	/per yr	\$15,772.31	\$17,416.37	/per yr
	Fixed rate per service day:	\$56.22	\$62.07	/per day	\$59.55	\$65.76	/per day	\$63.09	\$69.67	/per day
	Minimum Number of Labor Hours Daily	4.5	5	/# hrs.						

	YEAR 1		YEAR 2		YEAR 3	
	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
<b>1501 Equipment Services</b>						
Labor for 250 services:	\$7,775.36	\$8,639.28	/per yr	\$9,157.64	/per yr	\$9,707.10 /per yr
Supplies:	\$518.78	← same as	/per yr	← same as	/per yr	← same as /per yr
TOTAL:	\$8,294.14	\$9,158.06	/per yr	\$9,702.36	/per yr	\$10,279.05 /per yr
Fixed rate per service day:	\$33.18	\$36.63	/per day	\$38.81	/per day	\$41.12 /per day
Minimum Number of Labor Hours Daily	2.5	3	/# hrs.			
<b>1501 MCSO - Jail Investigations/Sheriff Support</b>						
Labor for 250 services:	\$37,467.47	\$41,630.52	/per yr	\$44,128.35	/per yr	\$46,776.05 /per yr
Supplies:	\$2,489.47	← same as	/per yr	← same as	/per yr	← same as /per yr
TOTAL:	\$39,956.94	\$44,119.99	/per yr	\$46,742.29	/per yr	\$49,520.69 /per yr
Fixed rate per service day:	\$159.83	\$176.48	/per day	\$186.97	/per day	\$198.08 /per day
Minimum Number of Labor Hours Daily	13	14.5	/# hrs.			
<b>1511 Telecommunications</b>						
Labor for 250 services:	\$13,099.49	\$14,554.98	/per yr	\$15,428.28	/per yr	\$16,353.98 /per yr
Supplies:	\$873.75	← same as	/per yr	← same as	/per yr	← same as /per yr
TOTAL:	\$13,973.24	\$15,428.73	/per yr	\$16,345.71	/per yr	\$17,317.29 /per yr
Fixed rate per service day:	\$55.89	\$61.71	/per day	\$65.38	/per day	\$69.27 /per day
Minimum Number of Labor Hours Daily	4.5	5	/# hrs.			

		YEAR 1		YEAR 2		YEAR 3	
1513	Durango Parking Garage / Suite 300 Adult Probation	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$15,339.72	\$17,044.14	\$16,260.11	\$18,066.79	\$17,235.71	\$19,150.79
	Supplies:	\$1,015.11	← same as	\$1,065.87	← same as	\$1,119.16	← same as
	TOTAL:	\$16,354.83	\$18,059.25	\$17,325.98	\$19,132.66	\$18,354.87	\$20,269.95
	Fixed rate per service day:	\$65.42	\$72.24	\$69.30	\$76.53	\$73.42	\$81.08
	Minimum Number of Labor Hours Daily	5	6				
1513	Durango Parking Garage / Suite 500 Vector Control	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$15,611.19	\$17,345.77	\$16,547.86	\$18,386.51	\$17,540.73	\$19,489.70
	Supplies:	\$1,046.67	← same as	\$1,099.01	← same as	\$1,153.96	← same as
	TOTAL:	\$16,657.86	\$18,392.44	\$17,646.87	\$19,485.52	\$18,694.69	\$20,643.66
	Fixed rate per service day:	\$66.63	\$73.57	\$70.59	\$77.94	\$74.78	\$82.57
	Minimum Number of Labor Hours Daily	5.5	6				
1513	Durango Parking Garage / Protective Services	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$13,887.07	\$15,430.08	\$14,720.30	\$16,355.88	\$15,603.51	\$17,337.24
	Supplies:	\$920.00	← same as	\$965.99	← same as	\$1,014.29	← same as
	TOTAL:	\$14,807.07	\$16,350.08	\$15,686.29	\$17,321.87	\$16,617.80	\$18,351.53
	Fixed rate per service day:	\$59.23	\$65.40	\$62.75	\$69.29	\$66.47	\$73.41
	Minimum Number of Labor Hours Daily	4.5	5.5				

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1702	Juvenile - Probation Administration									
	Labor for 250 services:	\$24,917.15	\$27,685.72	/per yr	\$26,412.18	\$29,346.87	/per yr	\$27,996.91	\$31,107.68	/per yr
	Supplies:	\$1,664.60	← same as	/per yr	\$1,747.83	← same as	/per yr	\$1,835.22	← same as	/per yr
	TOTAL:	\$26,581.75	\$29,350.32	/per yr	\$28,160.01	\$31,094.70	/per yr	\$29,832.13	\$32,942.90	/per yr
	Fixed rate per service day:	\$106.33	\$117.40	/per day	\$112.64	\$124.38	/per day	\$119.33	\$131.77	/per day
	Minimum Number of Labor Hours Daily	8.5	9.5	/# hrs.						
1703	Juvenile - Intake									
	Labor for 250 services:	\$15,124.87	\$16,805.41	/per yr	\$16,032.36	\$17,813.73	/per yr	\$16,994.30	\$18,882.56	/per yr
	Supplies:	\$1,003.92	← same as	/per yr	\$1,054.11	← same as	/per yr	\$1,106.82	← same as	/per yr
	TOTAL:	\$16,128.79	\$17,809.33	/per yr	\$17,086.47	\$18,867.84	/per yr	\$18,101.12	\$19,989.38	/per yr
	Fixed rate per service day:	\$64.52	\$71.24	/per day	\$68.35	\$75.47	/per day	\$72.40	\$79.96	/per day
	Minimum Number of Labor Hours Daily	5	6	/# hrs.						
1704	Juvenile - Administration									
	Labor for 250 services:	\$33,261.72	\$36,957.47	/per yr	\$35,257.43	\$39,174.92	/per yr	\$37,372.87	\$41,525.41	/per yr
	Supplies:	\$2,197.19	← same as	/per yr	\$2,307.04	← same as	/per yr	\$2,422.40	← same as	/per yr
	TOTAL:	\$35,458.91	\$39,154.66	/per yr	\$37,564.47	\$41,481.96	/per yr	\$39,795.27	\$43,947.81	/per yr
	Fixed rate per service day:	\$141.84	\$156.62	/per day	\$150.26	\$165.93	/per day	\$159.18	\$175.79	/per day
	Minimum Number of Labor Hours Daily	11.5	13	/# hrs.						

		YEAR 1			YEAR 2			YEAR 3		
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1715	Juvenile - Courts									
	Labor for 250 services (Includes 1 porter):	\$140,494.59	\$156,105.10	/per yr	\$148,924.26	\$165,471.40	/per yr	\$157,859.72	\$175,399.68 /per yr	
	Supplies:	\$9,318.68	← same as	/per yr	\$9,784.61	← same as	/per yr	\$10,273.84	← same as /per yr	
	TOTAL:	\$149,813.27	\$165,423.78	/per yr	\$158,708.87	\$175,256.01	/per yr	\$168,133.56	\$185,673.52 /per yr	
	Fixed rate per service day:	\$599.25	\$661.70	/per day	\$634.84	\$701.02	/per day	\$672.53	\$742.69 /per day	
	Porter hourly rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr	
	Minimum Number of Labor Hours Daily	49	54	/# hrs.						
1910	MCSO - Vehicle Processing Center									
	Labor for 250 services:	\$4,543.40	\$5,048.22	/per yr	\$4,816.00	\$5,351.11	/per yr	\$5,104.96	\$5,672.18 /per yr	
	Supplies:	\$298.65	← same as	/per yr	\$313.59	← same as	/per yr	\$329.27	← same as /per yr	
	TOTAL:	\$4,842.05	\$5,346.87	/per yr	\$5,129.59	\$5,664.70	/per yr	\$5,434.23	\$6,001.45 /per yr	
	Fixed rate per service day:	\$19.37	\$21.39	/per day	\$20.52	\$22.66	/per day	\$21.74	\$24.01 /per day	
	Minimum Number of Labor Hours Daily	1.5	2	/# hrs.						
1914	MCSO - Motorcycle Division									
	Labor for 250 services:	\$9,896.31	\$10,995.90	/per yr	\$10,490.09	\$11,655.65	/per yr	\$11,119.49	\$12,354.99 /per yr	
	Supplies:	\$650.25	← same as	/per yr	\$682.77	← same as	/per yr	\$716.90	← same as /per yr	
	TOTAL:	\$10,546.56	\$11,646.15	/per yr	\$11,172.86	\$12,338.42	/per yr	\$11,836.39	\$13,071.89 /per yr	
	Fixed rate per service day:	\$42.19	\$46.58	/per day	\$44.69	\$49.35	/per day	\$47.35	\$52.29 /per day	
	Minimum Number of Labor Hours Daily	3.5	4	/# hrs.						

	YEAR 1			YEAR 2			YEAR 3		
	Durango Adult Probation	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
1915N	Labor for 250 services:	\$18,678.38	\$20,753.76	/per yr	/per yr	\$19,799.08	\$21,998.98	/per yr	\$23,318.92
	Supplies:	\$1,233.58	← same as	/per yr	/per yr	\$1,295.26	← same as	/per yr	← same as
	TOTAL:	\$19,911.96	\$21,987.34	/per yr	/per yr	\$21,094.34	\$23,294.24	/per yr	\$24,678.94
	Fixed rate per service day:	\$79.65	\$87.95	/per day	/per day	\$84.38	\$93.18	/per day	\$98.72
	Minimum Number of Labor Hours Daily	6.5	7	/# hrs.					
1915S	MCSO - Transportation	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$12,974.73	\$14,416.37	/per yr	/per yr	\$13,753.21	\$15,281.35	/per yr	\$16,198.23
	Supplies:	\$858.20	← same as	/per yr	/per yr	\$901.11	← same as	/per yr	← same as
	TOTAL:	\$13,832.93	\$15,274.57	/per yr	/per yr	\$14,654.32	\$16,182.46	/per yr	\$17,144.40
	Fixed rate per service day:	\$55.33	\$61.10	/per day	/per day	\$58.62	\$64.73	/per day	\$68.58
	Minimum Number of Labor Hours Daily	4.5	5	/# hrs.					
1916	MCSO Crime Lab	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$29,737.84	\$33,042.05	/per yr	/per yr	\$31,522.11	\$35,024.57	/per yr	\$37,126.05
	Supplies:	\$2,000.30	← same as	/per yr	/per yr	\$2,100.32	← same as	/per yr	← same as
	TOTAL:	\$31,738.14	\$35,042.35	/per yr	/per yr	\$33,622.43	\$37,124.89	/per yr	\$39,331.38
	Fixed rate per service day:	\$126.95	\$140.17	/per day	/per day	\$134.49	\$148.50	/per day	\$157.33
	Minimum Number of Labor Hours Daily	10.5	11.5	/# hrs.					

	YEAR 1			YEAR 2			YEAR 3		
	MCSO - Fleet Management	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
1917	Labor for 250 services:	\$5,946.86	\$6,607.62	/per yr	/per yr	\$6,303.67	\$7,004.08	/per yr	\$7,424.32 /per yr
	Supplies:	\$391.31	← same as	/per yr	/per yr	\$410.88	← same as	/per yr	← same as /per yr
	TOTAL:	\$6,338.17	\$6,998.93	/per yr	/per yr	\$6,714.55	\$7,414.96	/per yr	\$7,855.74 /per yr
	Fixed rate per service day:	\$25.35	\$28.00	/per day	/per day	\$26.86	\$29.66	/per day	\$31.42 /per day
	Minimum Number of Labor Hours Daily	2	2.5	# hrs.					
1920N	MCSO - S.W.A.T. & Canine	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$12,619.44	\$14,021.60	/per yr	/per yr	\$13,376.61	\$14,862.90	/per yr	\$15,754.67 /per yr
	Supplies:	\$834.92	← same as	/per yr	/per yr	\$876.56	← same as	/per yr	← same as /per yr
	TOTAL:	\$13,454.36	\$14,856.52	/per yr	/per yr	\$14,253.17	\$15,739.46	/per yr	\$16,675.17 /per yr
	Fixed rate per service day:	\$53.82	\$59.43	/per day	/per day	\$57.01	\$62.96	/per day	\$66.70 /per day
	Minimum Number of Labor Hours Daily	4	5	# hrs.					
1920S	MCSO - General Investigations	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$23,603.34	\$26,225.94	/per yr	/per yr	\$25,019.55	\$27,799.49	/per yr	\$29,467.46 /per yr
	Supplies:	\$1,556.83	← same as	/per yr	/per yr	\$1,634.67	← same as	/per yr	← same as /per yr
	TOTAL:	\$25,160.17	\$27,782.77	/per yr	/per yr	\$26,654.22	\$29,434.16	/per yr	\$31,183.86 /per yr
	Fixed rate per service day:	\$100.64	\$111.13	/per day	/per day	\$106.62	\$117.74	/per day	\$124.74 /per day
	Minimum Number of Labor Hours Daily	8	9	# hrs.					

	YEAR 1			YEAR 2			YEAR 3		
	MCSO Training Center	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
1951	Labor for 250 services:	\$80,401.80	\$89,335.34	/per yr	/per yr	\$85,225.91	\$94,695.46	/per yr	\$100,377.18
	Supplies:	\$5,377.22	← same as	/per yr	/per yr	\$5,646.08	← same as	/per yr	← same as
	TOTAL:	\$85,779.02	\$94,712.56	/per yr	/per yr	\$90,871.99	\$100,341.54	/per yr	\$106,305.57
	Fixed rate per service day:	\$343.12	\$378.85	/per day	/per day	\$363.49	\$401.37	/per day	\$425.22
	Minimum Number of Labor Hours Daily	28	31	/# hrs.					
1952	MCSO Property & Evidence	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$22,622.68	\$25,136.31	/per yr	/per yr	\$23,980.04	\$26,644.49	/per yr	\$28,243.16
	Supplies:	\$1,517.71	← same as	/per yr	/per yr	\$1,593.59	← same as	/per yr	← same as
	TOTAL:	\$24,140.39	\$26,654.02	/per yr	/per yr	\$25,573.63	\$28,238.08	/per yr	\$29,916.43
	Fixed rate per service day:	\$96.56	\$106.62	/per day	/per day	\$102.29	\$112.95	/per day	\$119.67
	Minimum Number of Labor Hours Daily	8	9	/# hrs.					
1965	Cradles to Crayons	REDUCED SERVICES	FULL SERVICES			REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Labor for 250 services:	\$15,255.07	\$16,950.08	/per yr	/per yr	\$16,170.37	\$17,967.08	/per yr	\$19,045.11
	Supplies:	\$1,015.89	← same as	/per yr	/per yr	\$1,066.69	← same as	/per yr	← same as
	TOTAL:	\$16,270.96	\$17,965.97	/per yr	/per yr	\$17,237.06	\$19,033.77	/per yr	\$20,165.13
	Fixed rate per service day:	\$65.08	\$71.86	/per day	/per day	\$68.95	\$76.14	/per day	\$80.66
	Minimum Number of Labor Hours Daily	5.5	6	/# hrs.					

		YEAR 1		YEAR 2		YEAR 3	
	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
1966	Cradles to Crayons						
	Labor for 250 services:	\$17,113.76	\$19,015.29	/per yr	\$20,156.20	/per yr	\$21,365.58
	Supplies:	\$1,137.93	← same as	/per yr	← same as	/per yr	← same as
	TOTAL:	\$18,251.69	\$20,153.22	/per yr	\$21,351.03	/per yr	\$22,620.15
	Fixed rate per service day:	\$73.01	\$80.61	/per day	\$85.40	/per day	\$90.48
	Minimum Number of Labor Hours Daily	6	6.5	/# hrs.			
1967	Cradles to Crayons						
	Labor for 250 services:	\$17,059.40	\$18,954.88	/per yr	\$20,092.18	/per yr	\$21,297.71
	Supplies:	\$1,134.38	← same as	/per yr	← same as	/per yr	← same as
	TOTAL:	\$18,193.78	\$20,089.26	/per yr	\$21,283.28	/per yr	\$22,548.36
	Fixed rate per service day:	\$72.78	\$80.36	/per day	\$85.13	/per day	\$90.19
	Minimum Number of Labor Hours Daily	6	6.5	/# hrs.			
1971	MCSO SWAT Barn						
	Labor for 250 services:	\$9,609.94	\$10,677.72	/per yr	\$11,318.38	/per yr	\$11,997.48
	Supplies:	\$639.24	← same as	/per yr	← same as	/per yr	← same as
	TOTAL:	\$10,249.18	\$11,316.96	/per yr	\$11,989.58	/per yr	\$12,702.24
	Fixed rate per service day:	\$41.00	\$45.27	/per day	\$47.96	/per day	\$50.81
	Minimum Number of Labor Hours Daily	3.5	4	/# hrs.			

	YEAR 1		YEAR 2		YEAR 3	
<b>Durango Complex</b>						
Extra carpet shampoo/extraction:	\$0.18	/per sq. ft.	\$0.19	/per sq. ft.	\$0.20	/per sq. ft.
Extra strip & wax:	\$0.24	/per sq. ft.	\$0.25	/per sq. ft.	\$0.26	/per sq. ft.
Labor, extra services:	\$20.00	/per hr	\$21.00	/per hr	\$22.00	/per hr
Daytime percentage increase:	15%	%	15%	%	15%	%

**GROUP 3: SOUTHEAST MESA COMPLEX**

	YEAR 1		YEAR 2		YEAR 3	
<b>2852 Equipment Services - Mesa Service Station</b>	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
Labor for 156 services:	\$3,401.94	\$3,779.93	\$3,606.05	\$4,006.73	/per yr	\$4,247.13 /per yr
Supplies:	\$262.91	← same as	\$276.05	← same as	/per yr	\$289.86 /per yr
TOTAL:	\$3,664.85	\$4,042.84	\$3,882.10	\$4,282.78	/per yr	\$4,536.99 /per yr
Fixed rate per service day:	\$23.49	\$25.92	\$24.89	\$27.45	/per day	\$29.08 /per day
Minimum Number of Labor Hours Daily	2	2.5	/# hrs.			

<b>2853 MCSO - Mesa Substation</b>	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
Labor for 156 services:	\$10,334.17	\$11,482.42	\$10,954.22	\$12,171.36	/per yr	\$12,901.64 /per yr
Supplies:	\$798.74	← same as	\$838.68	← same as	/per yr	← same as /per yr
TOTAL:	\$11,132.91	\$12,281.16	\$11,792.90	\$13,010.04	/per yr	\$13,782.25 /per yr
Fixed rate per service day:	\$71.36	\$78.73	\$75.60	\$83.40	/per day	\$88.35 /per day
Minimum Number of Labor Hours Daily	5.5	6.5	/# hrs.			

YEAR 1			YEAR 2			YEAR 3		
	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
2855								
Southeast Public Facility								
Labor for 250 services (Includes 1 porter):	\$175,473.78	\$194,970.87	/per yr	\$186,002.21	\$206,669.12	/per yr	\$197,162.34	\$219,069.27
Supplies:	\$13,490.45	← same as	/per yr	\$14,164.97	← same as	/per yr	\$14,873.22	← same as
TOTAL:	\$188,964.23	\$208,461.32	/per yr	\$200,167.18	\$220,834.09	/per yr	\$212,035.56	\$233,942.49
Fixed rate per service day:	\$755.86	\$833.85	/per day	\$800.67	\$883.34	/per day	\$848.14	\$935.77
Porter hourly labor rate:	\$18.00	/per hr		\$18.50	/per hr		\$19.00	/per hr
Minimum Number of Labor Hours Daily	61	67	/# hrs.					
2856								
Juvenile - SE Complex								
Labor for 250 services (Includes 1 porter):	\$64,903.84	\$72,115.38	/per yr	\$68,798.07	\$76,442.30	/per yr	\$72,925.95	\$81,028.84
Supplies:	\$5,012.66	← same as	/per yr	\$5,263.29	← same as	/per yr	\$5,526.46	← same as
TOTAL:	\$69,916.50	\$77,128.04	/per yr	\$74,061.36	\$81,705.59	/per yr	\$78,452.41	\$86,555.30
Fixed rate per service day:	\$279.67	\$308.51	/per day	\$296.25	\$326.82	/per day	\$313.81	\$346.22
Porter hourly labor rate:	\$18.00	/per hr		\$18.50	/per hr		\$18.00	/per hr
Minimum Number of Labor Hours Daily	22.5	25	/# hrs.					
2860								
Juvenile - Mesa Parking Garage								
Labor for 156 services:	\$5,002.53	\$5,558.36	/per yr	\$5,302.68	\$5,891.86	/per yr	\$5,620.84	\$6,245.38
Supplies:	\$376.89	← same as	/per yr	\$395.74	← same as	/per yr	\$415.53	← same as
TOTAL:	\$5,379.42	\$5,935.25	/per yr	\$5,698.42	\$6,287.60	/per yr	\$6,036.37	\$6,660.91
Fixed rate per service day:	\$34.48	\$38.05	/per day	\$36.53	\$40.31	/per day	\$38.69	\$42.70
Minimum Number of Labor Hours Daily	2.5	3	/# hrs.					



2891	Mesa Environmental Labor for 250 services:	YEAR 1		YEAR 2		YEAR 3	
		REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Supplies:	\$31,857.39	\$35,397.10	\$33,768.83	\$37,520.92	\$35,794.96	\$39,772.18
	TOTAL:	\$2,471.35	← same as	\$2,594.92	← same as	\$2,724.67	← same as
	Fixed rate per service day:	\$34,328.74	\$37,868.45	\$36,363.75	\$40,115.84	\$38,519.63	\$42,496.85
	Minimum Number of Labor Hours Daily	\$137.31	\$151.47	\$145.46	\$160.46	\$154.08	\$169.99
		11	12				

7087	Air Quality Labor for 52 services:	YEAR 1		YEAR 2		YEAR 3	
		REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Supplies:	\$1,037.12	\$1,152.36	\$1,099.35	\$1,221.50	\$1,165.31	\$1,294.79
	TOTAL:	\$79.54	← same as	\$83.51	← same as	\$87.69	← same as
	Fixed rate per service day:	\$1,116.66	\$1,231.90	\$1,182.86	\$1,305.01	\$1,253.00	\$1,382.48
	Minimum Number of Labor Hours Daily	\$21.47	\$23.69	\$22.75	\$25.10	\$24.10	\$26.59
		1.5	2				

Southeast Mesa Complex	Extra carpet shampoo/extraction:	YEAR 1		YEAR 2		YEAR 3	
		REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES	REDUCED SERVICES	FULL SERVICES
	Extra strip & wax:	\$0.18	/per sq. ft.	\$0.19	/per sq. ft.	\$0.20	/per sq. ft.
	Labor, extra services:	\$0.24	/per sq. ft.	\$0.25	/per sq. ft.	\$0.26	/per sq. ft.
	Daytime percentage increase:	\$20.00	/per hr	\$21.00	/per hr	\$22.00	/per hr
		15%	%	15%	%	15%	%

OTHER CHARGES:		YEAR 1		YEAR 2		YEAR 3	
(See Exhibit 7 for locations)							
Price for sanitary napkin, tampon (reg absorbency)		\$70.00 / each		\$70.00 / each		\$70.00 / each	
Price for sanitary napkin, pad #4		\$35.00 / each		\$35.00 / each		\$35.00 / each	
Filter, waterless urinal:		\$50.00 / each		\$50.00 / each		\$ 50.00 / each	
Custodial products not covered and billable,							
Cost plus:		17% (percent)					

**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 1<sup>st</sup> 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.  <u>NOTE:</u> 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**

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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**

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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**

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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

*Special Instructions:*

NONE

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

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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

*Special Instructions:*

Excluded: Retirement Center

**1401 MCDOT - Administration**  
**2901 W. Durango**  
**Phoenix, AZ**

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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

*Special Instructions:*

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**

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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

*Special Instructions:*

NONE

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

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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

*Special Instructions:*

NONE

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

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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

*Special Instructions:*

See Parking Garage cleaning requirements;  
 6 floors, 3 elevators

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

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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**

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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

*Special Instructions:*

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

*Special Instructions:*

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

*Special Instructions:*

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

*Special Instructions:*  
 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

*Special Instructions:*  
 NONE

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

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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

*Special Instructions:*  
 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**

**1X/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

*Special Instructions:*

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

*Special Instructions:*

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

*Special Instructions:*

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**

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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

*Special Instructions:*  
 NONE

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

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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

*Special Instructions:*  
 NONE

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

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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

*Special Instructions:*  
 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**

**1X/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

*Special Instructions:*

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

*Special Instructions:*

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

*Special Instructions:*

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

SERIAL 170008-RFP

		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**

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.

### **BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**

This facility 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 the OSHA blood borne pathogen standard, 29 CFR 1910.1030.

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

- Employee exposure determination.
- The procedures for evaluating the circumstances surrounding an exposure incident.
- The schedule and method for implementing the specific sections of the standard dealing with methods of compliance; hepatitis B vaccination and post-exposure follow-up; training and communication of hazards to employees and recordkeeping.

#### **I. Program Administration**

SHANE CAMPBELL is responsible for the implementation of the ECP.

SHANE CAMPBELL will maintain and update the ECP at least annually (every 12 months) and whenever necessary to include new or modified tasks, procedures, revised/new employee positions and written evaluation documenting consideration and implementation of appropriate commercially available and effective engineering controls designed to eliminate or minimize exposure.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials (OPIM) are required to comply with the procedures and work practices outlined in this ECP.

SHANE CAMPBELL will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

SHANE CAMPBELL will be responsible for training, documentation of training and making the written ECP available to employees, OSHA and NIOSH representatives.

DISTRICT MANAGERS will maintain and provide all necessary personal protective equipment (PPE), engineering controls, labels and red bags as required by the standard.

SHANE CAMPBELL will ensure that adequate supplies of the aforementioned equipment are available.

## II. Employee Exposure Determination

As part of the exposure determination section of our ECP, the following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Job Title	Department/Location
Operating Room Techs.	AZ

The following is a list of job classifications in which some employees at our establishment have occupational exposure.

Included are a list of tasks and procedures in which occupational exposure may occur for these individuals:

Task	PPE Required

All exposure determinations were made without regard to the use of PPE.

*Note to employer: "Good Samaritan" acts which result in exposure to blood or other potentially infectious materials (OPIM) from assisting a fellow employee are not included in the Bloodborne standard. OSHA however encourages employers to offer post-exposure evaluation and follow-up in such cases.*

## III. Methods of Implementation and Control

At this facility, all employees will utilize Body Substance Isolation Procedures (if your facility is using Universal Precautions than change this section). Body Substance Isolation Procedures is an infection control method which requires employees to assume that all body fluids are infectious for Bloodborne pathogens.

Employees covered by the Bloodborne pathogens standard will receive an explanation of this ECP during their initial training sessions. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this plan at any time during their work shifts by contacting

\_\_\_\_\_. A copy of the ECP will be available free of charge and within at least 15 days of the request.

\_\_\_\_\_ SHANE CAMPBELL will also be responsible for reviewing and updating the ECP annually or sooner if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new engineering controls, new or revised employee positions with occupational exposure. This annual evaluation must be documented.

## IV. Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to Bloodborne pathogens. The specific engineering controls we will use and where they will be used are listed below:

Engineering Control	Location of Use

New technology for needles and sharps will be evaluated and implemented at least annually to further prevent accidental needle sticks and cuts. Our engineering controls will be inspected and maintained or replaced by \_\_\_\_\_ every \_\_\_\_\_.

Work Practice controls will not be used in lieu of effective engineering controls. Examples of work practice controls which may be used at this facility are:

- Readily accessible hand washing facilities.
- Washing hands immediately or as soon as feasible after removal of gloves. If a hand washing facility is not readily available, interim hand washing measures, such as antiseptic towelettes will be provided.
- Washing or flushing body parts as soon as possible after skin/eye contact with blood or OPIM.
- Prohibition of sharing or breaking contaminate needles.
- Labeling to warn of a biohazard.
- Decontamination of equipment.
- Prohibiting eating, drinking , smoking or applying cosmetics in an area where a potential exposure may occur.
- Minimizing the splashing or splattering of blood or POIM during procedures or tasks.
- Placing specimens of blood or OPIM in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

***Note to employer:** State a defined schedule and the person responsible for examining the effectiveness of the engineering controls used. A time period must also be stated for the inspection of sharps containers to ensure that the containers are not overloaded. It is recommended that a margin of safety be incorporated when determining this inspection interval. Document the time schedule in the ECP. An employer must evaluate, at least annually, the new technology for the prevention of sharps injury due to medical devices even if the facility has no documented injuries.*

Forms to assist with the evaluation of engineering controls can be found in the Appendix section or they can be obtained @ [www.osha.gov](http://www.osha.gov).

PPE must be used whenever engineering controls and/or work practice controls cannot eliminate the hazard or if those controls are not feasible. Training will be provided by \_\_\_\_\_ in the use of the appropriate PPE for employees' specific job classifications and tasks/procedures they will perform.

Additional training will be provided, whenever necessary, such as if an employee takes a new position or if new duties are added to their current position.

**Appropriate PPE is required for the following tasks:**

Task	PPE Required

**As a general rule, 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 before leaving the work area and after a garment becomes contaminate.

- Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- Wear appropriate gloves when it can be reasonably anticipated that you may contact 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.
- Following any contact of body areas with blood or OPIM, you must wash your hands and any other exposed skin as soon as possible. Flush exposed mucous membranes with water.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised.
- Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing or deterioration.
- Never wash or decontaminate disposable gloves for reuse or before disposal.
- Wear appropriate face and eye protection.
- If a garment is penetrated by blood and OPIM, the garments must be removed immediately or as soon as feasible. If a pullover scrub, as opposed to scrubs with snaps, becomes contaminated, employees need to be trained to remove the scrub in such a way as to avoid contact with the outer surface. If the scrub is so saturated with blood or OPIM, that the scrub is penetrated, it will be impossible to remove the scrub without contaminating the employee. It may be prudent to train employees to cut such a contaminated scrub to aid removal and prevent exposure to the employee.
- Repair and/or replace PPE at no cost to the employee.

## V. Hepatitis B Vaccination

\_\_\_\_\_ will provide information of hepatitis B vaccinations addressing its safety, benefits, efficacy, methods of administration and availability. The hepatitis B vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or OPIM.

After completion of the hepatitis B series a titer will be obtained to ensure that the employee is adequately protected. The latest CDC guidelines concerning the hepatitis B vaccine will be followed.

All employees are strongly encouraged to receive the hepatitis B vaccine. However, if an employee chooses to decline the vaccination, then the employee must sign a statement to this effect.

Employees who decline may request and obtain the vaccination at a later date at no cost. The declination statement will be kept in \_\_\_\_\_.

A written opinion will be completed by the healthcare professional who is administering the vaccine. This written opinion will be provided to the employee within 15 days of completion. The employer's copy of the written opinion will be kept in \_\_\_\_\_. This written opinion will be retained per the requirements of 1910.1030.

A sample written opinion can be found in the appendix or @ [www.osha.gov](http://www.osha.gov).

**Note to employer:** To ensure employees are aware of the importance of the hepatitis B vaccination, it is necessary to thoroughly discuss the efficacy, safety, methods of administration, benefits of the vaccine, the fact that it is given at no cost, and during work hours. The term "no cost to the employee" means, among other things, no out of pocket expense to the employee. The employer may not permit the employee to use his/her healthcare insurance to pay for the series unless the employer pays all of the cost of the insurance and unless there is no cost to the employee in the form of deductible, co-payments, or other expense. The employer may not institute a program in which the employee pays the original cost of the vaccine and is reimbursed by the employer if they remain employed for a specified period of time. An amortization contract which requires employees to reimburse the employer for the cost of the vaccination should they leave the employer prior to a specified period of time is similarly prohibited. A waiver of liability with respect to acceptance for the vaccine is also prohibited.

## VI. Post Exposure Evaluation

Should an exposure incident occur contact \_\_\_\_\_. Each exposure must be documented on an "Exposure Report Form (available in the Appendix section of this program).

An immediately available confidential medical evaluation and follow-up will be conducted by \_\_\_\_\_. The following elements will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual, unless the employer can establish the identification if infeasible or prohibited by law.
- Obtain consent and test the source individual's blood as soon as possible to determine HIV, HCV and HBV infectivity or any other appropriate tests and document the source's blood test results.
- If the source individual is known to be infected with the above, testing need not be repeated to determine the know infectivity.
- If the source individual is known to be infected with HIV, the employer must offer the post-exposure prophylaxis recommended by the CDC.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collect exposed employee's blood as soon as feasible for serological status.
- If the employee does not give consent for HIV testing during the collection of blood for baseline testing, preserve the blood for at least 90 days.
- Offer confidential counseling.
- Ensure that a written opinion from the health care provided is obtained and a copy is provided to the employee and that the employer retains their copy per the requirements of 1910.1020
- Ensure that the healthcare provider follows the most current CDC guidelines for HIV, HCV and HBV exposure.

## VII. Health Care Professionals

\_\_\_\_\_ will ensure that health care professionals responsible for employee's hepatitis B vaccine and post-exposure evaluation and follow-up be given a copy of the OSHA blood borne pathogen standard, 1910.1030.

\_\_\_\_\_ will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

1. A description of the employee's job duties relevant to the exposure incident.
2. Route(s) of exposure.
3. Circumstances of exposure.
4. Relevant employee medical record, including vaccination status.

\_\_\_\_\_ will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after completion of the evaluation.

For the hepatitis B vaccinations, the healthcare professional's written opinion will be limited to whether the employee requires or has received the hepatitis B vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report to this facility.

**Note to employer:** In the event the employer is also the healthcare professional, the employer must ensure that the results of the employee's post-exposure evaluation remain confidential from co-workers.

Sample forms for the written opinions and post-exposure evaluation are available in the Appendix section of this sample program. Some of these forms are also available @ [www.osha.gov](http://www.osha.gov).

## VIII. Housekeeping

\_\_\_\_\_ has developed and implemented a written schedule for cleaning and decontaminating work surfaces as indicated by the standard.

Area	Scheduled Cleaning	Cleaners and Disinfectants Used	Specific Instructions

**Note to employer:** A list of approved sterilants can be obtained from the National Antimicrobial Information network Products Listing @ <http://ace.orst.edu/info/nain/lists.htm> or [www.osha.gov](http://www.osha.gov).

- ✓ Decontaminate work surfaces with an appropriate disinfectant after completion of procedures, immediately when overtly contaminated, after any spill of blood or OPIM and at the end of the work shift when surfaces have become contaminated since the last cleaning.
- ✓ Remove and replace protective coverings such as plastic wrap and aluminum foil when contaminated.
- ✓ Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that are likely contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
- ✓ Always use mechanical means such as tongs, forceps, or a brush and a dust pan to pick up contaminated broken glassware, never pick up with hands even if gloves are worn.
- ✓ Store or process reusable sharps in a way that ensures safe handling.
- ✓ Place regulated waste in closable and labeled or color-coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.
- ✓ When discarding contaminated sharps, place them in containers that are closable, puncture-resistant, appropriately labeled or color-coded, and leak-proof on the sides and bottom.
- ✓ Ensure that sharps containers are easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers also must be kept upright throughout use, replaced routinely, closed when moved, and not allowed to overfill.
- ✓ Never manually open, empty, or clean reusable contaminated sharps disposal containers.
- ✓ Discard all regulated waste according to federal, state and local regulations.

Laundrying will be performed by \_\_\_\_\_ at \_\_\_\_\_

The following requirements must be met, with respect to contaminated laundry:

- ✓ Handle contaminated laundry as little as possible and with a minimum of agitation.
- ✓ Use appropriate PPE when handling contaminated laundry.
- ✓ Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transporting.
- ✓ Bag contaminated laundry at its location of use.
- ✓ Never sort or rinse contaminated laundry in areas of its use.
- ✓ Use red laundry bags or those marked with the biohazard symbol unless all laundry is considered to be contaminated and workers recognize all laundry as contaminated and have been trained in proper handling of contaminated laundry.
- ✓ All generators of contaminated laundry must determine if the receiving facility uses Universal Precautions or Body Substance Isolation Precautions. Contaminated laundry must be properly bagged and clearly identified as a bio-hazard. Leak proof bags must be used as appropriate.
- ✓ When handling and/or sorting contaminated laundry, utility gloves and other appropriate PPE shall be worn.

## IX. Labels

The following labeling method(s) will be used at our facility:

\_\_\_\_\_ will ensure that warning labels are affixed or red bags are used as required. Employees are to notify \_\_\_\_\_ if they discover unlabeled regulated waste containers.

**Note to employer:** You must specify which warning methods are used and communicate this information to all employees. The standard requires that fluorescent orange or orange-red warning labels be attached to:

1. Containers of regulated waste;
2. Refrigerators and freezers containing blood and OPIM;
3. Sharps disposal containers;
4. Laundry bags and containers;
5. Contaminate equipment for repair; and
6. Other containers used to store, transport, or ship blood or OPIM.

**These labels are not required when:**

1. Red bags or red containers are used;
2. Containers of blood, blood components, or blood products are labeled as to their contents and have been released for transfusion or other clinical use;
3. Individual containers of blood or OPIM are placed in a properly labeled container during storage, transport, shipment or disposal.

## X. Training

All employees who have or are reasonably anticipated to have occupational exposure to blood borne pathogens will receive training. This training will be conducted by \_\_\_\_\_.

The training will cover, at a minimum, the following elements:

1. A copy and explanation of the standard.
2. Epidemiology and symptoms of blood borne pathogens.
3. Modes of transmission.

4. Our ECP and how to obtain a copy.
5. Methods to recognize exposure tasks and other activities that may involve exposure to blood.
6. Use and limitations of engineering controls, work practices, and PPE.
7. PPE-types, basis of selection, use, location, removal, handling, decontamination, and disposal.
8. Hepatitis B vaccine-offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.
9. Emergency procedures for blood and OPIM.
10. Exposure incident procedures.
11. Post-exposure evaluation and follow-up.
12. Signs and labels and color-coding.
13. Interactive question and answer session.

An employee education and training record will be completed for each employee upon completion of training. This document will be kept with the employee's records at \_\_\_\_\_.

A sample training record is available in the Appendix of this sample program.

**Note to employer:** Trainees must have direct access to a qualified trainer during training. OSHA's requirement can be met if trainees have direct access to a trainer by way of a telephone hot line. The use of an electronic mail system to answer employee questions is not considered direct access to a qualified trainer, unless the trainer is available to answer email questions at the time the questions arise.

## **XII. Recordkeeping**

Medical and exposure records are maintained for each employee in accordance with 29 CFR 1910.1020.

RISK MANAGEMENT is responsible for maintenance of the required medical and/or exposure records and they are kept at 315 South 5<sup>th</sup> Avenue, Pocatello ID 83201.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 1910.1020. Exposure records are retained for a duration of 30 years.

Medical records or exposure records will be provided to the employee upon request within at least 15 working days.

Bloodborne pathogen training records will be maintained by RISK MANAGEMENT at 315 South 5<sup>th</sup> Avenue, Pocatello ID 83201. The training record shall include:

- ✓ Dates of the training sessions;
- ✓ Contents or a summary of the training sessions;
- ✓ Names and qualifications of persons conducting the training;
- ✓ Names and job titles of all persons attending the training sessions.

Training records will be maintained for a minimum of 3 years from the date on which the training occurred.

Training records will be provided upon request to the employee within 15 working days.

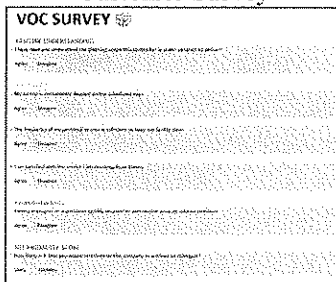
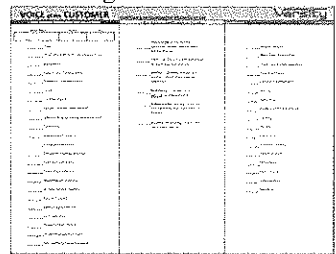
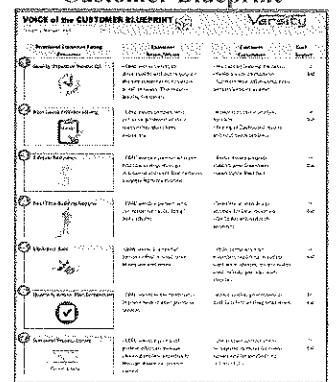
If \_\_\_\_\_ ceases to do business and there is no successive employer to receive and retain the records for the prescribed period, the employer shall notify the Director of the National Institute for Occupational Safety and Health (NIOSH) at least 3 months prior to scheduled record disposal and prepare to transmit them to the Director.

## EXHIBIT B-7 QUALITY CONTROL PROGRAM

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

Varsity believes the most important measure of quality assurance is the day-to-day relationship we have with client management and how reliably and responsively we meet their needs. That's why we meet with our customers to review their satisfaction, so that we can determine priorities and create daily checklists of critical areas to focus on.

Varsity will send out surveys bi-annually to Maricopa County to see how we are doing and gain insight into your expectations. Surveys are designed to assess reliability and responsiveness and it help us assess where our service needs improvement. Both types of data help us determine and improve our reliability and responsiveness.

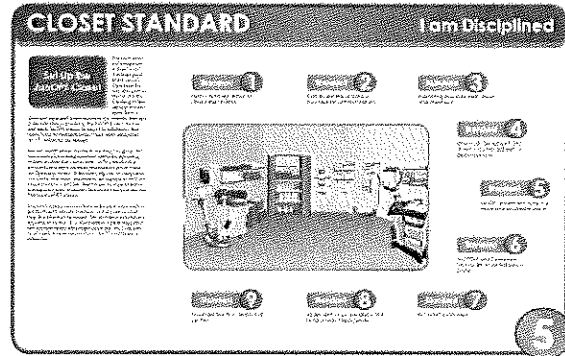
Reports	Description
<p><b>Customer Survey</b></p> 	<p><b>Voice of the Customer (VOC)</b> is obtained from customer feedback using surveys and meetings.</p> <p><b>VOC gathers the following data:</b></p> <ul style="list-style-type: none"> <li>☛ In-person Customer Needs</li> <li>☛ Customer Priorities</li> <li>☛ Customer-focused Blueprint</li> <li>☛ Quarterly reviews – R3 Dashboard</li> </ul>
<p><b>Needs Diagnosis &amp; Prioritization</b></p> 	<p>Varsity administers a simple but effective survey tool to probe and determine customer priorities:</p> <ul style="list-style-type: none"> <li>☛ <b>In-person Customer-Needs Diagnosis - Customer Requirement Prioritization</b></li> <li>☛ The output from the Needs Diagnosis are entered into a standard tool to understand the relative importance of customer priorities across key processes</li> </ul>
<p><b>Customer Blueprint</b></p> 	<p><b>On-board customer with Varsity Support Center</b></p> <p>A Customer Blueprint is the customer's expectations on a single page.</p> <ul style="list-style-type: none"> <li>☛ Defines Top Seven customer expectations.</li> <li>☛ Clarifies customer needs.</li> <li>☛ Clarifies customer expectations.</li> <li>☛ Formats expectations into a measurable definition.</li> <li>☛ Identifies whether expectations have a cost impact on the contract.</li> <li>☛ All stakeholders are on the same page, as well.</li> </ul>

Reports	Description
<b>Standardized Quarterly Agenda</b> 	<b>Standardized Quarterly Review Agenda</b> <p>Integrates the blueprint, surveys and leading and lagging indicators (see below) into a quarterly performance review.</p> <ul style="list-style-type: none"> <li>Put assessment of any changing expectations into the quarterly review, which helps us anticipate needs.</li> <li>Assesses business situations, so we can proactively respond to changing business environments.</li> <li>Generates an Action Plan that initiates continuous improvement processes.</li> </ul>

## Varsity's Method of Approach to Quality

Procedure	Sample
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Start with closet standards built with our proprietary janitorial system (*JanOPS*)



### Job Cards and Specialization

Optimized workflows organize the cleaner's routes for the most efficient methods, based on the building layout.

GROUP 1: CITY HALL BUILDING		City Layout Assignment	
Area	Task	Time	Time
1st Floor	1st Floor Vacuuming	8:00 AM - 8:30 AM	8:30 AM - 9:00 AM
2nd Floor	2nd Floor Vacuuming	8:30 AM - 9:00 AM	9:00 AM - 9:30 AM
3rd Floor	3rd Floor Vacuuming	9:00 AM - 9:30 AM	9:30 AM - 10:00 AM
4th Floor	4th Floor Vacuuming	9:30 AM - 10:00 AM	10:00 AM - 10:30 AM
5th Floor	5th Floor Vacuuming	10:00 AM - 10:30 AM	10:30 AM - 11:00 AM
6th Floor	6th Floor Vacuuming	10:30 AM - 11:00 AM	11:00 AM - 11:30 AM
7th Floor	7th Floor Vacuuming	11:00 AM - 11:30 AM	11:30 AM - 12:00 PM
8th Floor	8th Floor Vacuuming	11:30 AM - 12:00 PM	12:00 PM - 12:30 PM
9th Floor	9th Floor Vacuuming	12:30 PM - 1:00 PM	1:00 PM - 1:30 PM
10th Floor	10th Floor Vacuuming	1:30 PM - 2:00 PM	2:00 PM - 2:30 PM
11th Floor	11th Floor Vacuuming	2:30 PM - 3:00 PM	3:00 PM - 3:30 PM
12th Floor	12th Floor Vacuuming	3:30 PM - 4:00 PM	4:00 PM - 4:30 PM
13th Floor	13th Floor Vacuuming	4:30 PM - 5:00 PM	5:00 PM - 5:30 PM
14th Floor	14th Floor Vacuuming	5:30 PM - 6:00 PM	6:00 PM - 6:30 PM
15th Floor	15th Floor Vacuuming	6:30 PM - 7:00 PM	7:00 PM - 7:30 PM
16th Floor	16th Floor Vacuuming	7:30 PM - 8:00 PM	8:00 PM - 8:30 PM
17th Floor	17th Floor Vacuuming	8:30 PM - 9:00 PM	9:00 PM - 9:30 PM
18th Floor	18th Floor Vacuuming	9:30 PM - 10:00 PM	10:00 PM - 10:30 PM
19th Floor	19th Floor Vacuuming	10:30 PM - 11:00 PM	11:00 PM - 11:30 PM
20th Floor	20th Floor Vacuuming	11:30 PM - 12:00 AM	12:00 AM - 12:30 AM

### Electronic quality audits by supervisor.

DMs perform quality inspections and system inspections monthly. During the review, each SLA metric will be reported on and tallied according to the points described in the SLA agreement and Scope of Work. Here is a sample Quality Audit.

### Monthly electronic quality audit by area manager and mobile management of your business.

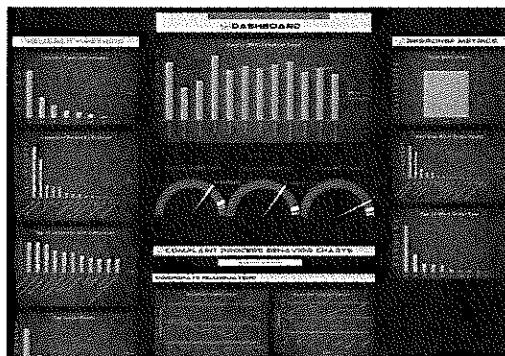
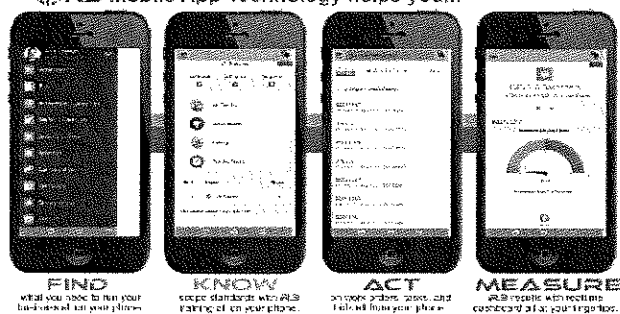
These monthly reports are reviewed with the client to measure our performance and find ways to improve:

- ☛ View all facility maintenance data for the entire contract, or data specific to a particular building
- ☛ We review quality audits for your buildings
- ☛ We review completion dates of periodic work
- ☛ We review all R3 Performance Metrics

### Key Performance Indicators (KPI) on Dashboard indicating focus areas to focus on.

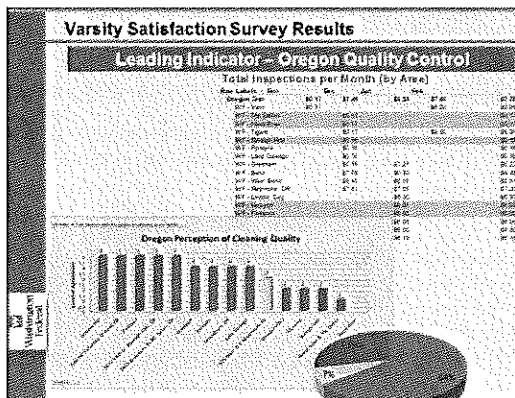
Measurement and Reporting is a key activity within our R3 Business Model. Measuring our Responsiveness determines how quickly we respond to work orders and our ability to prevent work orders in response to issues or complaints.

**R3 Mobile App Technology helps you...**

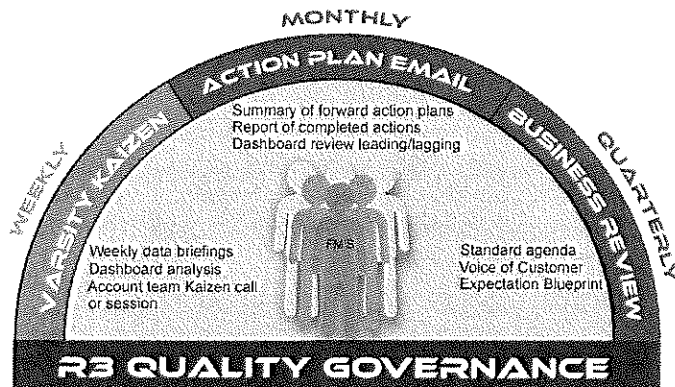


### Review KPI with Facility Managers

Reviews will be conducted to assess the continuous improvement process. They send out online surveys to client facility managers. Our facility management system and reporting features are 100% visible to our clients through our online facility management system.



Our Overall Quality Governance looks like this:



### R3 Performance Metrics

Varsity backs its R3 Business Model with service level agreements for Reliability, Responsiveness and Reduction. Varsity's Standard Service Level Agreements are designed to be a living document used to benchmark performance and foster continuous improvement.

#### RELIABILITY

Metric	Standard	Calculation
<b>Building Quality Index score</b>	90% of all sites in the Contractor's portfolio shall receive an average Building Quality Index score of 85 or better.	Number of sites receiving an average BQI score of 85 or better for the three months measured during the calendar quarter / the percentage of total number of sites.
<b>Voice of the customer survey</b>	Agree shall be no less than 85% of total responses.	Likert Scale 1-5 0 = Disagree 1 = Agree

#### RELIABILITY

Metric	Standard	Calculation
<b>Periodic Completion Rate</b>	90% of total periodic work task work orders are closed on-time	On-time PW's tasks/ Total PW tasks for account per year
<b>Routine Cleaning Visits</b>	100 – (missed routine cleaning visits / Total routine cleaning visits) per year	100 – (missed routine cleaning visits / Total routine cleaning visits) per year

#### RESPONSIVENESS

Metric	Standard	Calculation
<b>On-time work order closure rate</b>	95% of all Work Orders issued to the Contractor shall be closed within their assigned Priority Timeframe as determined in Exhibit D.	WO closed on time / Total work orders (3000WO / 4000WO = 75%)
<b>Quarterly action plan task completion rate</b>	95% quarterly action plan tasks completed on-time.	Quarterly action plan WO closed on time/ Total quarterly action plan t

#### REDUCTION

Metric	Standard	Calculation
<b>Cost Savings Recommendations</b>	Contractor shall proactively bring forward four (4) or more lean sigma reduction projects (Cost, complaints, or variation) per year.	Number of Cost Saves (Cumulative) proposed during the Contract Year and their total % savings. Measured as year-to-date progress toward the annual goal.
<b>Complaint Reduction</b>	% of complaints to square feet % of complaints to call volume % of complaints to building count % of complaints to cleaning visits	Depends on selected, relevant metric used.

## Corrective Action Plan and Escalation Process for Problem Resolution

If there are any under-performing local operations, the district manager will address them with the client responsible for the local operations. Varsity will write up a Corrective Action Plan and set corrective milestones with facility management to ensure issues are tracked and managed.


### Corrective Action Plan for Problem Resolution

1. The Site Supervisor or Area Manager (and District Manager, if necessary) investigate the nature of the complaint or unsatisfactory performance to determine the root cause of the problem.
2. An Action Plan is reviewed with facility management/client to demonstrate that the problem is being addressed, and timelines are implemented for resolution.
3. Management follows-up with facility management/client to ensure the action plan was effectively resolved..

**All emergencies are assigned a Priority Level 1 (P1). Issues that are less time-critical will be assigned a lower priority, at the discretion of the customer:**

- ☞ Safety and health hazards (broken glass in area or on walks) = P1
- ☞ Body fluids on furniture or carpet = P1
- ☞ Preservation of real property assets (flood clean up or large spill) = P1
- ☞ Other complaints (empty dispensers, etc.) = P1
- ☞ Missed service (may also be coded as a P2, if they don't want to be disturbed during business.)

To further assure that customer complaints are resolved quickly, Varsity Work Orders can be generated to ensure that the problem will be escalated and priority levels are set. Priority settings on Work Orders alert the district manager, if response times are not met. Also, management will be contacted by phone, if a work order is overdue and not closed out. Escalations are only closed when the work order is closed.

		<b>Peace of Mind -- Repeatable Success</b>									
<b>Varsity Support Center</b>		FAX: N/A									
Phone: (568) 501-4069 Fax: (568) 878-3962		<b>Service Request #</b> <b>Priority: E (24 Hour Response)</b>									
<b>Work Order # 1506</b>		<b>Account: Excelsior Industries (Demo)</b>									
<b>Account: Excelsior Industries (Demo)</b>											
<hr/>											
<b>Account</b>	<b>Status:</b> New	<b>Building ID #:</b> 1350	<b>Location:</b> Maintenance Office - Maintenance Office								
<b>WO Type:</b> Request	<b>Created Date/Time:</b> 03-30-2007 20	<b>Address:</b> 267 Glen View Drive	<b>City:</b> Houston								
<b>Due Date/Time:</b> 03-30-2007 00	<b>Closed Date/Time:</b> 04-09-2007 00	<b>State:</b> Texas	<b>Contact Name:</b> Gary Dismont								
<b>Caller Name:</b> N/A	<b>Caller Phone:</b> N/A	<b>Contact Phone:</b> N/A									
Description: Gary called and reported that an employee had been injured and they needed a blood spill cleaned up ASAP. The spill was minor and the wiss needs to be detail cleaned and sanitized.											
<b>Branch: LAC</b>											
<table border="1"> <tr> <td>Service</td> <td>Task</td> <td>Area</td> <td>Component</td> </tr> <tr> <td colspan="4">The Safety/Monitor System Will</td> </tr> </table>				Service	Task	Area	Component	The Safety/Monitor System Will			
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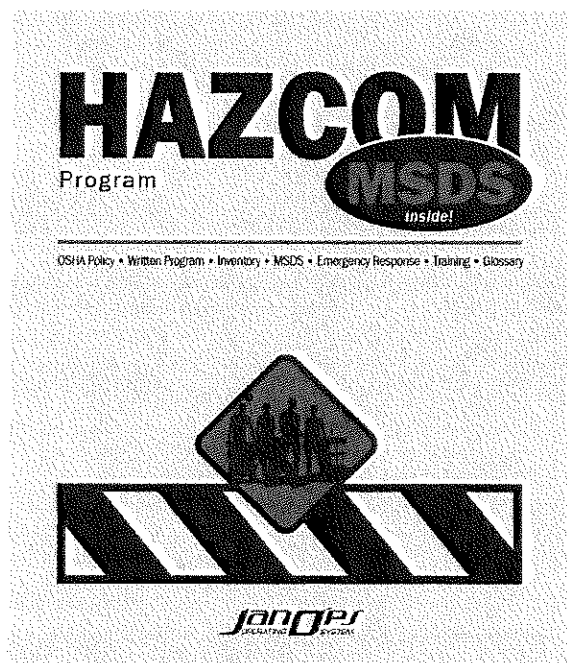
Varsity guarantees an escalation process for assuring work orders are closed and performance is monitored and dealt with accordingly.

## EXHIBIT B-8

### 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.

Varsity Facility Services' Risk Management Department developed our comprehensive Hazard Communication (HAZCOM) program designed to ensure that information on the hazards of materials used in our operations is communicated to our employees. The program is intended to meet all requirements of OSHA's Hazard Communication Standard, 29CFR1910.1200.



It is our policy to provide all employees a safe and healthy work environment and all Varsity employees have training on Hazard Communication programs. MSDS sheets are an integral part of our program and folders containing these documents are located at every building, preferably in the janitor's closet.

The Varsity Facility Services HAZCOM program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The HAZCOM program consists of five basic elements as listed below:

1. A written HAZCOM program
2. An inventory of hazardous chemical products
3. An inventory of Material Safety Data Sheets
4. A labeling procedure for hazardous material containers
5. A HAZCOM employee training program

### **District/Site Manager or Designated HAZCOM Program Coordinator**

Ensures workplace compliance with the written HAZCOM program and OSHA 29CFR 1910.1200.

- ☼ Coordinates HAZCOM Standard compliance activities.
- ☼ Maintains an up-to-date hazardous substance inventory for all areas.
- ☼ Requests current MSDSs directly from chemical manufacturers and suppliers.

- ☼ Posts in a conspicuous place (usually the janitor's closet) a list of all hazardous substances present at that location (account) and a notice of where additional information concerning those substances is available.
- ☼ Ensures that area managers and supervisors are aware of their HAZCOM program functional responsibilities.
- ☼ Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
- ☼ Maintains a copy of the OSHA Hazard Communication Standard.
- ☼ Maintains HAZCOM training documentation.

## Managers/Supervisors

- ☼ Maintains an inventory of all hazardous substances used or stored in the workplace.
- ☼ Maintains an SDS file/binder for inventoried hazardous substances.
- ☼ Trains new employees on specific hazards and safety precautions for hazardous substances.
- ☼ Trains all employees on hazards of a newly introduced chemical product.

### Examples of this specific training include:

- a. Personal protective equipment to be worn.
- b. Health and physical hazards of each chemical product.
- c. Review of the Varsity Facility Services written HAZCOM program.
- d. Ensure that all chemical containers have proper labeling.

## Employees

Follow all chemical safety procedures applicable to their job tasks. If you are unsure of proper procedures, you will need to request instructions from manager/supervisor.

Report to manager or supervisor any unsafe or potentially unsafe chemical safety, problems or issues. Chemical safety suggestions to management are encouraged.

## Labeling

Varsity Facility Services will use and preserve the chemical manufacturer or supplier's labels already on containers when purchased. Whenever any materials are transferred to other secondary containers, the new container will immediately be labeled with the chemical or product name as it appears on the manufacturer's label, the appropriate hazard warnings, and the name and address of the chemical manufacturer, importer or other responsible party. The only exception is that no label is required for containers that will be used immediately by the employee transferring the chemical to the temporary container.

## Chemical Inventories

An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in the designated janitor's closet. The District/Site or Mall Manager or Designated HAZCOM Program Coordinator maintains a master inventory of all chemical products used or stored within the district/site or mall. All inventories are updated as new chemicals are introduced or old chemicals phased-out. Updated inventories are posted and copies are provided to the HAZCOM Coordinator noting new chemical additions. Retain obsolete MSDS forms in the MSDS District/Site or Mall Manager or Designated HAZCOM Program Coordinator archive file (must be retained for 30 years.)

## Safety Data Sheets (Formerly Known As MSDS)

SDS –formerly known as Material Safety Data Sheets - are a summary of the health hazards of a chemical material and associated recommended safe work practices. SDS are required by OSHA under the Lab Safety Standard and Hazard Communication Standard to be made readily available by chemical vendors to the purchasers of their chemicals.

The District/Site or Mall Manager or Designated HAZCOM Program Coordinator is responsible for obtaining and distributing MSDSs to managers and supervisors for all chemical substances in the account. MSDS files/binders are maintained by area managers and supervisors and must be easily accessible to employees, such as being kept in a designated janitor's closet. See 29CFR1910.1200.g for specific MSDS requirements.

**By law all occupational users of chemicals need to:**

- ☞ Know what a Safety Data Sheet (SDS) is, and it's relevance to their health and safety
- ☞ Be aware of how to access SDS for your work area
- ☞ Have access to Safety Data Sheets (SDS) for the chemicals uses. Electronic access is acceptable as long as the user has the ability to print out a hard copy.
- ☞ Maintain SDSs that are received with incoming chemical shipments and ensure that they are readily accessible in work area(s).

## Employee Information and Training

Employees will be trained when they are first employed and prior to any actual potential exposure to hazardous chemicals. Employees will also be trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer

**Training shall focus on the following subjects:**

1. Details of the written Hazard Communication program and OSHA 29CFR1910.1200
2. Methods to identify locations of hazardous chemicals in the workplace and how to detect their presence.
3. How to lessen or prevent overexposure to hazardous substances, including appropriate work practices, personal protective equipment, and emergency procedures for spills, leaks and other possible exposures.
4. Explanations of the labeling system and Material Safety Data Sheets.

Non-routine Tasks and Emergencies: Employees who may be involved with non-routine tasks and emergency situations(i.e. accidental chemical spills and leaks) will be trained regarding special chemical hazards.

## Notification and Information

### A. On-site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working for Varsity Facility Services. The HAZCOM Coordinator has the responsibility for making available to contractors and their subcontractor's information normally available to Varsity's employees. Contractors and subcontractors are responsible for training their own employees on HAZCOM.

### B. Varsity Facility Services Employee

All employees, or their designated representatives, may obtain further information on the HAZCOM program, chemical inventory lists, MSDSs, and the OSHA Hazard Communication Standard by contacting the District/Site or Mall Manager or Designated HAZCOM Program Coordinator.

## NFPA Codes

While NFPA codes cover several aspects of flammable materials pertinent to SDS's, perhaps the most significant is the NFPA 704 Hazard Identification ratings system (the familiar NFPA "hazard diamond" shown on the right) for health, flammability, and instability.

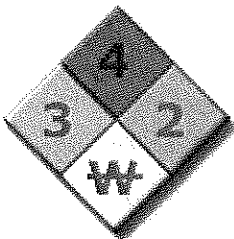
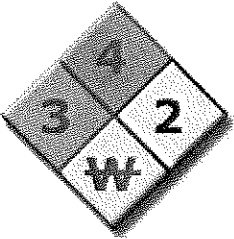
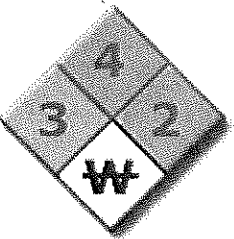
NFPA 704, "Standard System for the Identification of the Hazards of Materials for Emergency Response" contains ratings for over 3,000 specific chemicals. What do the numbers and symbols on an NFPA fire diamond mean? The diamond is broken into four sections.

NFPA Rating Explanation Guide					
RATING NUMBER	HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD	RATING SYMBOL	SPECIAL HAZARD
4	Can be lethal	Will vaporize and readily burn at normal temperatures	May explode at normal temperatures and pressures	ALK	Alkaline
3	Can cause serious or permanent injury	Can be ignited under almost all ambient temperatures	May explode at high temperature or shock	ACID	Acidic
2	Can cause temporary incapacitation or residual injury	Must be heated or high ambient temperature to burn	Violent chemical change at high temperatures or pressures	COR	Corrosive
1	Can cause significant irritation	Must be preheated before ignition can occur	Normally stable. High temperatures make unstable	OX	Oxidizing
0	No hazard	Will not burn	Stable	☢	Radioactive
				W	Reacts violently or explosively with water
				W OX	Reacts violently or explosively with water and oxidizing





This chart for reference only - For complete specifications consult the NFPA 704 Standard

Numbers in the three colored sections range from 0 (least severe hazard) to 4 (most severe hazard). The fourth (white) section is left blank and is used only to denote special firefighting measures/hazards. The sections are colored blue, red, yellow and white. The white section is used to denote both personal protective equipment (PPE) and/or special hazards.

	4	Very short exposure could cause death or serious residual injury even though prompt medical attention was given.
	3	Short exposure could cause serious temporary or residual injury even though prompt medical attention was given.
	2	Intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical attention is given.
	1	Exposure could cause <u>irritation</u> but only minor residual injury even if no treatment is given.
	0	Exposure under fire conditions would offer no hazard beyond that of ordinary <u>combustible</u> materials.

	<table border="1"> <tr> <th colspan="2"></th></tr> <tr> <td>4</td><td>Will rapidly or completely vaporize at <u>normal pressure and temperature</u>, or is readily dispersed in <u>air</u> and will burn readily.</td></tr> <tr> <td>3</td><td>Liquids and solids that can be ignited under almost all ambient conditions.</td></tr> <tr> <td>2</td><td>Must be moderately heated or exposed to relatively high temperature before ignition can occur.</td></tr> <tr> <td>1</td><td>Must be preheated before ignition can occur.</td></tr> <tr> <td>0</td><td>Materials that will not burn.</td></tr> </table>			4	Will rapidly or completely vaporize at <u>normal pressure and temperature</u> , or is readily dispersed in <u>air</u> and will burn readily.	3	Liquids and solids that can be ignited under almost all ambient conditions.	2	Must be moderately heated or exposed to relatively high temperature before ignition can occur.	1	Must be preheated before ignition can occur.	0	Materials that will not burn.
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<p><sup>1</sup> Prior to 1996, this section was titled "Reactivity". The name was changed because many people did not understand the distinction between a "reactive hazard" and the "chemical reactivity" of the material. The numeric ratings and their meanings remain unchanged.</p>													
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## Specific Hazard










<b>ACID</b>	This indicates that the material is an <u>acid</u> , a <u>corrosive material</u> that has a pH lower than 7.0
<b>ALK</b>	This denotes an alkaline material, also called a <u>base</u> . These caustic materials have a pH greater than 7.0
<b>COR</b>	This denotes a material that is <u>corrosive</u> (it could be either an acid or a base).
	This is a another symbol used for <u>corrosive</u> .
	The skull and crossbones is used to denote a poison or highly toxic material. See also: CHIP Danger symbols.
	The international symbol for radioactivity is used to denote radioactive hazards; radioactive materials are extremely hazardous when inhaled.
	Indicates an explosive material. This symbol is somewhat redundant because explosives are easily recognized by their Instability Rating.

## SDS Relevance

Many manufacturers include NFPA 704 information on their SDS's, but there has never been an OSHA requirement for them do so. OSHA's adoption of the Globally Harmonized System (GHS) as part of the 2012 revision of the Hazard Communication Standard (29 CFR 1910.1200) changed container labeling requirements to include specific elements including pictograms, hazard statements, precautionary statements and a signal word.

### Pictograms and Hazard Codes Used in the Globally-harmonized Chemical Labeling System

All chemical containers provided by vendors will eventually use the following labeling system. Per Cal-OSHA employees need to be familiar with the labeling system and its relevance to the hazards of hazardous materials.

Description	Pictogram	Hazard class and hazard category:
<b>Exploding Bomb</b> GHS01		Unstable explosives Explosives of Divisions 1.1, 1.2, 1.3, 1.4 Self reactive substances and mixtures, Types A,B Organic peroxides, Types A,B
<b>Flame</b> GHS02		Flammable gases, category 1 Flammable aerosols, categories 1,2 Flammable liquids, categories 1,2,3 Flammable solids, categories 1,2 Self-reactive substances and mixtures, Types B,C,D,E,F Pyrophoric liquids, and solids, category 1 Self-heating substances and mixtures, categories 1,2 Substances and mixtures, which in contact with water, emit flammable gases, categories 1,2,3 Organic peroxides, Types B,C,D,E,F
<b>Flame Over Circle</b> GHS03		Oxidizing gases, category 1 Oxidizing liquids, categories 1,2,3
<b>Gas Cylinder</b> GHS04		Gases under pressure: - Compressed gases - Liquefied gases - Refrigerated liquefied gases - Dissolved gases
<b>Corrosion</b> GHS05		Corrosive to metals, category 1 Skin corrosion, categories 1A,1B,1C Serious eye damage, category 1
<b>Skull and Crossbones</b> GHS06		Acute toxicity (oral, dermal, inhalation), categories 1,2,3
<b>Exclamation Mark</b> GHS07		Acute toxicity (oral, dermal, inhalation), category 4 Skin and eye irritation, category 2 Skin sensitisation, category 1 Specific Target Organ Toxicity - Single exposure, category 3
<b>Health Hazard</b> GHS08		Respiratory sensitization, category 1 Germ cell mutagenicity, categories 1A,1B,2 Carcinogenicity, categories 1A,1B,2 Reproductive toxicity, categories 1A,1B,2 Specific Target Organ Toxicity - Single exposure, categories 1,2 Specific Target Organ Toxicity - Repeated exposure, categories 1,2 Aspiration Hazard, category 1
<b>Environment</b> GHS09		Hazardous to the aquatic environment - Acute hazard, category 1 - Chronic hazard, categories 1,2

**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.

VARSIY CONTRACTORS, INC. DBA VARSITY FACILITY SERVICES, 8930 N. 78<sup>TH</sup> AVENUE,  
PEORIA, AZ 85345

PRICING SHEET: NIGP CODE 91039

Terms:	NET 30
Vendor Number:	VC0000006691
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>March 31, 2017.</b>

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
VARSITY CONTRACTORS, INC. DBA VARISTY FACILITY SERVICES**

**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  
VARSITY CONTRACTORS, INC. DBA VARISTY FACILITY SERVICES**

**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.