

**SERIAL 06021 RFP**

**JANITORIAL SERVICES  
VARSITY Contract**

**DATE OF LAST REVISION: August 28, 2008**

**CONTRACT END DATE: November 30, 2009**

**CONTRACT PERIOD THROUGH NOVEMBER 30, 2009**

TO: All Departments

FROM: Department of Materials Management

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 **October 04, 2006 (Eff. 12/01/06)**.

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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Wes Baysinger, Director  
Materials Management

CH/mm  
Attach

Copy to: Clerk of the Board  
**Richard Crago**, Facilities Management



## CONTRACT PURSUANT TO RFP

**SERIAL 06021-RFP**

This Contract is entered into this 4<sup>th</sup> day of October, 2006 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Varsity Contractors ("Contractor") for the purchase of Janitorial services.

### 1.0 TERM

- 1.1 This Contract is for a term of three (3) years, beginning on the 1<sup>st</sup> day of December, 2006 and ending the 30<sup>th</sup> day of November, 2009.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month basis for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

### 2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit "A, PRICES."
- 2.2 Payment shall be made within 30 days after the County's receipt of a properly completed invoice. Invoices shall be submitted in arrears for services performed.
- 2.3 INVOICES AND PAYMENTS:
  - 2.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:
    - 2.3.1.1 Company name, address and contact
    - 2.3.1.2 County bill-to name and contact information
    - 2.3.1.3 Contract Serial Number
    - 2.3.1.4 County purchase order number
    - 2.3.1.5 Invoice number and date
    - 2.3.1.6 Payment terms
    - 2.3.1.7 Dates of service
    - 2.3.1.8 Quantity of services per building
    - 2.3.1.9 Contract Item number(s)
    - 2.3.1.10 Description of services
    - 2.3.1.11 Pricing per unit of purchase
    - 2.3.1.12 Any applicable taxes
    - 2.3.1.13 Extended price
    - 2.3.1.14 Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.3.2 Payment will 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 Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.3.3 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.

**3.0 DUTIES**

3.1 The Contractor shall perform all duties stated in Exhibit “B.”

3.2 The Contractor shall perform services at the location(s) and time(s) stated in Exhibit “B,” or as otherwise directed in writing.

3.3 During the Contract term, County shall 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.

**4.0 TERMS & CONDITIONS**

**4.1 INDEMNIFICATION:**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, 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 County, its agents, representatives, 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, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

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.

**4.2 INSURANCE REQUIREMENTS:**

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++6. 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.

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.

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

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.

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.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

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

The policies required hereunder, except Workers' Compensation, 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.

#### 4.2.1 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

#### 4.2.2 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 \$1,000,000 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 under this Contract.

4.2.3 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 \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

Contractor waives all rights against County 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 pursuant to this Contract.

4.2.4 Certificates of Insurance.

4.2.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with 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.

In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

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.

4.2.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.3 INTERNET CAPABILITY:

It is the intent of Maricopa County at its option, to utilize the Internet to communicate or to place orders under this Contract.

4.4 NOTICES:

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

For County:

Maricopa County  
Materials Management Department  
Attn: Director of Purchasing  
320 West Lincoln Street  
Phoenix, Arizona 85003

For Contractor:

Varsity Contractors  
John Kelley  
6075 North 57<sup>th</sup> Drive  
Glendale, Arizona 85301  
Telephone: 623-937-0000  
Facsimile: 623-937-2654  
E-mail: jkelley@varsitycontractors.com

4.5 REQUIREMENTS CONTRACT:

- 4.5.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.
- 4.5.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.
- 4.5.3 Purchase orders shall be cancelled in writing.

4.6 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, 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.

4.7 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, with thirty (30) days notice, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor specifically for delivery to County under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

**4.8 TERMINATION FOR DEFAULT:**

- 4.8.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any material term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide thirty (30) days written notice to Contractor, identifying the deficiencies in Contractor's performance or other material provision, allowing Contractor, within those thirty (30) days, to cure the deficient performance. If Contractor fails to cure the deficient performance within the thirty (30) day cure period, the Contract shall be terminated.
- 4.8.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.
- 4.8.3 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice
- 4.8.4 The Contractor shall have the right to terminate this Contract in the event the County exceeds 60 days to pay an invoice properly completed in accordance with Section 2.0. The Contractor shall provide thirty (30) days written notice to County of Contractor's intention to terminate this Contract for delinquent payment, allowing County, within those thirty (30) days, to make payment. If County fails to make payment within the thirty (30) day cure period, the Contract may be terminated.

**4.9 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this 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.

**4.10 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 under this contract.

**4.11 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.12 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.13 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.14 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. 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.

If the Contractor's books, records and other documents 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.

4.15 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.

4.16 ALTERNATIVE DISPUTE RESOLUTION:

4.16.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

4.16.1.1 Render a decision;

4.16.1.2 Notify the parties that the exhibits are available for retrieval; and

4.16.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

4.16.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

4.16.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

4.17 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.

4.18 RIGHTS IN DATA:

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.19 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.

4.20 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.

4.23 INCORPORATION OF DOCUMENTS:

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

4.23.1 Exhibit A, Pricing.

4.23.2 Exhibit B, Scope of Work

4.23.3 Exhibit B-1, Site Locations and Data.

4.23.4 Exhibit B-2, Site Inspection Report

4.23.5 Exhibit B-3, Porter Sign-In / Sign-Out Log

4.23.6 Exhibit B-4, Supplies.

4.23.7 Exhibit B-5, Sanitary Napkin Machine Locations.

- 4.23.8 Exhibit B-6, Exposure Control Plan
- 4.23.9 Exhibit B-7, Quality Control System
- 4.23.10 Exhibit B-8, Hazard Communication Program

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

**CONTRACTOR**

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

Eric T. Luke, Executive VP  
 PRINTED NAME AND TITLE

6075 N. 57<sup>th</sup> Drive, Glendale, AZ 85301  
 ADDRESS

10-8-06  
 DATE

**MARICOPA COUNTY**

BY:   
 \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

OCT 20 2006  
 DATE

**ATTESTED:**

  
 \_\_\_\_\_  
 CLERK OF THE BOARD 100406

OCT 20 2006  
 DATE

**APPROVED AS TO FORM:**

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

10/16/06  
 DATE

**EXHIBIT A**

SERIAL 06021-RFP  
PRICING SHEET NIGP CODE 9103901

BIDDER NAME: Varsity Contractors, Inc.  
F.I.D./VENDOR #: 82-0292413  
BIDDER ADDRESS: 6075 N 57th Drive  
P.O. ADDRESS:  
BIDDER PHONE #: 623-937-0000  
BIDDER FAX #: 623-937-2654  
COMPANY WEB SITE: [www.varsitycontractors.com](http://www.varsitycontractors.com)  
COMPANY CONTACT (REP): John Kelley  
E-MAIL ADDRESS (REP): [jkelly@varsitycontractors.com](mailto:jkelly@varsitycontractors.com)

WILL ACCEPT PROCUREMENT CARD

WILL GIVE REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD (Corporate charges 2.9% to cover CC cost.) (Payment shall be made within 48 hrs utilizing the Purchasing Card)

HAS INTERNET ORDERING CAPABILITY

OTHER GOVERNMENT AGENCIES MAY USE THIS CONTRACT

PAYMENT TERMS ARE NET 30 DAYS

1.0 PRICING:

**GROUP 1: DOWNTOWN COMPLEX**  
**4052, 4170**  
**Combined square footage for Group 1: 75,364**

GROUP 2: DURANGO COMPLEX  
1401; 1402; 1404; 1405; 1408; 1409; 1414; 1501; 1511; 1513; 1702; 1703; 1704; 1715; 1801; 1901; 1910;  
1914; 1915; 1916; 1917; 1920; 1921  
Combined square footage for Group 2: 460,836

GROUP 4: OUTLYING SITES WEST OF I-17  
0406; 2006; 2009; 2025; 2029; 2033; 2310; 2312; 2316; 2317; 2601; 4115; 4121; 4150  
Combined square footage for Group 4: 165,891

GROUP 5: OUTLYING SITES EAST OF I-17  
1214; 1217; 2406; 2801; 2809; 2811; 2814; 2858; 3204; 3801; 3824; 3843; 3846; 3853; 3913; 3933; 3934;  
4040; 4126; 4166; 4602; 4604; 5105; ~~5115~~; **5126**, 6605, **1417**  
Combined square footage for Group 5: 404,535

EXHIBIT A

GROUP 1: DOWNTOWN COMPLEX

	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
<b>4052 Chambers Building</b>									
Labor for 250 services:	\$	\$44,258.00	/per yr	\$	\$44,258.00	/per yr	\$	\$44,258.00	/per yr
Supplies:	\$ 1,620.00	βsame as	/per yr	\$ 1,620.00	βsame as	/per yr	\$ 1,620.00	βsame as	/per yr
TOTAL:	\$	\$	/per yr	\$	\$	/per yr	\$	\$	/per yr
Fixed rate per service day:	\$	\$177.15	/per day	\$	\$177.15	/per day	\$ 1	\$177.15	/per day
Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
Daytime percentage increase:	15%	%		15%	%		15%	%	
Global square foot rate:	\$1.30	/per sq. ft.		\$1.30	/per sq. ft.		\$1.30	/per sq. ft.	
Minimum Number of Labor Hours (#) - Daily		hrs			hrs				
<b>4170 West Valley Career Center</b>									
Labor for 250 services:	\$	\$28,962.00	/per yr	\$	\$30,120.48	/per yr	\$	\$31,325.30	/per yr
Supplies:	\$ 2,850.00	βsame as	/per yr	\$ 2,992.50	βsame as	/per yr	\$ 3,142.13	βsame as	/per yr
TOTAL:	\$	\$	/per yr	\$	\$	/per yr	\$	\$	/per yr
Fixed rate per service day:	\$	\$177.15	/per day	\$	\$177.15	/per day	\$ 1	\$177.15	/per day
Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
Daytime percentage increase:	15%	%		15%	%		15%	%	
Global square foot rate:	\$0.97	/per sq. ft.		\$1.01	/per sq. ft.		\$1.05	/per sq. ft.	
Minimum Number of Labor Hours (#) - Daily		hrs			hrs				

**GROUP 2: DURANGO COMPLEX**

<b>1401 MCDOT - Administration</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$65,332.80	\$81,666.00	/per yr	\$67,292.78	\$84,115.98	/per yr	\$69,252.77	\$86,565.96	/per yr
1.195										
1.196	Supplies:	\$ 7,950.00	βsame as	/per yr	\$8,347.50	βsame as	/per yr	\$8,745.00	βsame as	/per yr
1.197	TOTAL:	\$73,282.80	\$89,616.00	/per yr	\$77,909.49	\$92,463.48	/per yr	\$82,677.63	\$95,310.96	/per yr
1.198	Fixed rate per service day:	\$293.13	\$358.46	/per day	\$311.64	\$369.85	/per day	\$330.71	\$381.24	/per day
1.199	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.200	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.201	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.202	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.203	Global square foot rate:	\$1.29	/per sq. ft.		\$1.33	/per sq. ft.		\$1.37	/per sq. ft.	
1.204	Porter hourly rate:	\$15.00	/per hr		\$15.50	/per hr		\$16.00	/per hr	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		17 hrs			21.5 hrs				

<b>1402 Flood Control - Administration</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$59,054.40	\$73,818.00	/per yr	\$60,826.03	\$76,032.54	/per yr	\$62,597.66	\$78,247.08	/per yr
1.205										
1.206	Supplies:	\$8,010.00	βsame as	/per yr	\$8,410.50	βsame as	/per yr	\$8,811.00	βsame as	/per yr
1.207	TOTAL:	\$67,064.40	\$81,828.00	/per yr	\$71,313.63	\$84,443.04	/per yr	\$75,693.18	\$87,058.08	/per yr
1.208	Fixed rate per service day:	\$268.26	\$327.31	/per day	\$285.25	\$337.77	/per day	\$302.77	\$348.23	/per day
1.209	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.210	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.211	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.212	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.213	Global square foot rate:	\$1.18	/per sq. ft.		\$1.22	/per sq. ft.		\$1.25	/per sq. ft.	
1.214	Daytime percentage increase:	15%	/per hr		\$15.00	/per hr		\$15.00	/per hr	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		16.5 hrs			21 hrs				

<b>1404 Flood Control - Operations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.215	Labor for 250 services:	\$5,150.40	\$6,438.00	/per yr	\$5,304.91	\$6,631.14	/per yr	\$5,459.42	\$6,824.28	/per yr
1.216	Supplies:	\$1,590.00	βsame as	/per yr	\$1,669.50	βsame as	/per yr	\$1,749.00	βsame as	/per yr
1.217	TOTAL:	\$6,740.40	\$8,028.00	/per yr	\$7,183.64	\$8,300.64	/per yr	\$7,640.93	\$8,573.28	/per yr
1.218	Fixed rate per service day:	\$26.96	\$32.11	/per day	\$28.73	\$33.20	/per day	\$30.56	\$34.29	/per day
1.219	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.220	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.221	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.222	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.223	Global square foot rate:	\$1.21	/per sq. ft.		\$1.25	/per sq. ft.		\$1.29	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>1405 MCDOT - Highway Operations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.224	Labor for 250 services:	\$32,174.40	\$40,218.00	/per yr	\$33,139.63	\$41,424.54	/per yr	\$34,104.86	\$42,631.08	/per yr
1.225	Supplies:	\$6,150.00	βsame as	/per yr	\$6,457.50	βsame as	/per yr	\$6,765.00	βsame as	/per yr
1.226	TOTAL:	\$38,324.40	\$46,368.00	/per yr	\$40,785.05	\$47,882.04	/per yr	\$43,322.06	\$49,396.08	/per yr
1.227	Fixed rate per service day:	\$153.30	\$185.47	/per day	\$163.14	\$191.53	/per day	\$173.29	\$197.58	/per day
1.228	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.229	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.230	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.231	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.232	Global square foot rate:	\$2.39	/per sq. ft.		\$2.47	/per sq. ft.		\$2.54	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		3.5 hrs			4.5 hrs				

<b>1408 MCDOT - Distribution Center</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.233	Labor for 250 services:	\$4,737.60	\$5,922.00	/per yr	\$4,879.73	\$6,099.66	/per yr	\$5,021.86	\$6,277.32	/per yr
1.234	Supplies:	\$810.00	βsame as	/per yr	\$850.50	βsame as	/per yr	\$891.00	βsame as	/per yr
1.235	TOTAL:	\$5,547.60	\$6,732.00	/per yr	\$5,902.13	\$6,950.16	/per yr	\$6,267.63	\$7,168.32	/per yr
1.236	Fixed rate per service day:	\$22.19	\$26.93	/per day	\$23.61	\$27.80	/per day	\$25.07	\$28.67	/per day
1.237	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.238	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.239	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.240	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.241	Global square foot rate:	\$1.63	/per sq. ft.		\$1.68	/per sq. ft.		\$1.73	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1409 MCDOT - Traffic Operations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.242	Labor for 250 services:	\$58,862.40	\$73,578.00	/per yr	\$60,628.27	\$75,785.34	/per yr	\$62,394.14	\$77,992.68	/per yr
1.243	Supplies:	\$6,150.00	βsame as	/per yr	\$6,457.50	βsame as	/per yr	\$6,765.00	βsame as	/per yr
1.244	TOTAL:	\$65,012.40	\$79,728.00	/per yr	\$69,098.35	\$82,242.84	/per yr	\$73,308.69	\$84,757.68	/per yr
1.245	Fixed rate per service day:	\$260.05	\$318.91	/per day	\$276.39	\$328.97	/per day	\$293.23	\$339.03	/per day
1.246	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.247	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.248	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.249	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.250	Global square foot rate:	\$2.09	/per sq. ft.		\$2.15	/per sq. ft.		\$2.22	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		6.5 hrs			8 hrs				

<b>1414 Facilities Management - Durango Operations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
		<del>\$2,721.60</del>			<del>\$2,803.25</del>			<del>\$2,884.90</del>	
1.251	Labor for 250 services:	<b>\$ 4,209.60</b>	\$3,402.00	/per yr	<b>\$ 4,350.77</b>	\$3,504.06	/per yr	<b>\$ 4,494.42</b>	\$3,606.12 /per yr
		<del>\$990.00</del>			<del>\$1,039.50</del>			<del>\$1,089.00</del>	
1.252	Supplies:	<b>\$ 1,089.00</b>	βsame as	/per yr	<b>\$ 1,143.45</b>	βsame as	/per yr	<b>\$ 1,198.15</b>	βsame as /per yr
1.253	TOTAL:	<u>\$3,711.60</u>	<u>\$4,392.00</u>	/per yr	<u>\$3,958.03</u>	<u>\$4,543.56</u>	/per yr	<u>\$4,212.33</u>	<u>\$4,695.12</u> /per yr
1.254	Fixed rate per service day:	<u>\$14.85</u>	<u>\$17.57</u>	/per day	<u>\$15.83</u>	<u>\$18.17</u>	/per day	<u>\$16.85</u>	<u>\$18.78</u> /per day
1.255	Extra carpet shampoo/extraction:	<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.
1.256	Extra strip & wax:	<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.
1.257	Labor, extra services:	<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr
1.258	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%
1.259	Global square foot rate:	<u>\$1.82</u>	/per sq. ft.		<u>\$1.88</u>	/per sq. ft.		<u>\$1.95</u>	/per sq. ft.
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr			

<b>1501 Equipment Services</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES
1.260	Labor for 250 services:	<u>\$6,633.60</u>	<u>\$8,292.00</u>	/per yr	<u>\$6,832.61</u>	<u>\$8,540.76</u>	/per yr	<u>\$7,031.62</u>	<u>\$8,789.52</u> /per yr
1.261	Supplies:	<u>\$2,700.00</u>	βsame as	/per yr	<u>\$2,835.00</u>	βsame as	/per yr	<u>\$2,970.00</u>	βsame as /per yr
1.262	TOTAL:	<u>\$9,333.60</u>	<u>\$10,992.00</u>	/per yr	<u>\$9,957.64</u>	<u>\$11,375.76</u>	/per yr	<u>\$10,601.71</u>	<u>\$11,759.52</u> /per yr
1.263	Fixed rate per service day:	<u>\$37.33</u>	<u>\$43.97</u>	/per day	<u>\$39.83</u>	<u>\$45.50</u>	/per day	<u>\$42.41</u>	<u>\$47.04</u> /per day
1.264	Extra carpet shampoo/extraction:	<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.
1.265	Extra strip & wax:	<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.
1.266	Labor, extra services:	<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr
1.267	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%
1.268	Global square foot rate:	<u>\$5.52</u>	/per sq. ft.		<u>\$5.72</u>	/per sq. ft.		<u>\$5.91</u>	/per sq. ft.
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr			

<b>1501 MCSO - Jail Investigations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.269	Labor for 250 services:	\$3,033.60	\$3,792.00	/per yr	\$3,124.61	\$3,905.76	/per yr	\$3,215.62	\$4,019.52	/per yr
1.270	Supplies:	\$540.00	βsame as	/per yr	\$567.00	βsame as	/per yr	\$594.00	βsame as	/per yr
1.271	TOTAL:	\$3,573.60	\$4,332.00	/per yr	\$3,802.36	\$4,472.76	/per yr	\$4,038.19	\$4,613.52	/per yr
1.272	Fixed rate per service day:	\$14.29	\$17.33	/per day	\$15.21	\$17.89	/per day	\$16.15	\$18.45	/per day
1.273	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.274	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.275	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.276	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.277	Global square foot rate:	\$0.79	/per sq. ft.		\$0.82	/per sq. ft.		\$0.85	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1511 Telecommunications</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.278	Labor for 250 services:	\$4,008.00	\$5,010.00	/per yr	\$4,128.24	\$5,160.30	/per yr	\$4,248.48	\$5,310.60	/per yr
1.279	Supplies:	\$930.00	βsame as	/per yr	\$976.50	βsame as	/per yr	\$1,023.00	βsame as	/per yr
1.280	TOTAL:	\$4,938.00	\$5,940.00	/per yr	\$5,257.88	\$6,136.80	/per yr	\$5,587.77	\$6,333.60	/per yr
1.281	Fixed rate per service day:	\$19.75	\$23.76	/per day	\$21.03	\$24.55	/per day	\$22.35	\$25.33	/per day
1.282	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.283	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.284	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.285	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.286	Global square foot rate:	\$1.88	/per sq. ft.		\$1.94	/per sq. ft.		\$2.00	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1513 Durango Parking Garage / Protective Services</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.287	Labor for 250 services:	\$5,558.40	\$6,948.00	/per yr	\$5,725.15	\$7,156.44	/per yr	\$5,891.90	\$ 7,364.88	/per yr
1.288	Supplies:	\$2,280.00	βsame as	/per yr	\$2,394.00	βsame as	/per yr	\$2,508.00	βsame as	/per yr
1.289	TOTAL:	\$7,838.40	\$9,228.00	/per yr	\$8,362.73	\$9,550.44	/per yr	\$8,903.90	\$ 9,872.88	/per yr
1.290	Fixed rate per service day:	\$31.35	\$36.91	/per day	\$33.45	\$38.20	/per day	\$35.62	\$39.49	/per day
1.291	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.292	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.293	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.294	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.295	Global square foot rate:	\$3.98	/per sq. ft.		\$4.12	/per sq. ft.		\$4.26	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1702 Juvenile - Probation Administration</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.296	Labor for 250 services:	\$12,249.60	\$15,312.00	/per yr	\$12,617.09	\$15,771.36	/per yr	\$12,984.58	\$16,230.72	/per yr
1.297	Supplies:	\$3,000.00	βsame as	/per yr	\$3,150.00	βsame as	/per yr	\$3,300.00	βsame as	/per yr
1.298	TOTAL:	\$15,249.60	\$18,312.00	/per yr	\$16,240.10	\$18,921.36	/per yr	\$17,261.65	\$19,530.72	/per yr
1.299	Fixed rate per service day:	\$61.00	\$73.25	/per day	\$64.96	\$75.69	/per day	\$69.05	\$78.12	/per day
1.300	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.301	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.302	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.303	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.304	Global square foot rate:	\$1.42	/per sq. ft.		\$1.47	/per sq. ft.		\$1.52	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		2.5 hrs			3.5 hrs				

<b>1703 Juvenile - Intake</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.305	Labor for 250 services:	\$18,187.20	\$22,734.00	/per yr	\$18,732.82	\$23,416.02	/per yr	\$19,278.43	\$24,098.04	/per yr
1.306	Supplies:	\$1,890.00	βsame as	/per yr	\$1,984.50	βsame as	/per yr	\$2,079.00	βsame as	/per yr
1.307	TOTAL:	\$20,077.20	\$24,624.00	/per yr	\$21,338.84	\$25,400.52	/per yr	\$22,638.88	\$26,177.04	/per yr
1.308	Fixed rate per service day:	\$80.31	\$98.50	/per day	\$85.36	\$101.60	/per day	\$90.56	\$104.71	/per day
1.309	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.310	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.311	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.312	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.313	Global square foot rate:	\$2.24	/per sq. ft.		\$2.31	/per sq. ft.		\$2.38	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		2.5 hrs			3 hrs				

<b>1704 Juvenile - Administration</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.314	Labor for 250 services:	\$15,412.80	\$19,266.00	/per yr	\$15,875.18	\$19,843.98	/per yr	\$16,337.57	\$20,421.96	/per yr
1.315	Supplies:	\$4,050.00	βsame as	/per yr	\$4,252.50	βsame as	/per yr	\$4,455.00	βsame as	/per yr
1.316	TOTAL:	\$19,462.80	\$23,316.00	/per yr	\$20,731.51	\$24,096.48	/per yr	\$22,040.12	\$24,876.96	/per yr
1.317	Fixed rate per service day:	\$77.85	\$93.26	/per day	\$82.93	\$96.39	/per day	\$88.16	\$99.51	/per day
1.318	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.319	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.320	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.321	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.322	Global square foot rate:	\$1.12	/per sq. ft.		\$1.15	/per sq. ft.		\$1.19	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		3.5 hrs			4.5 hrs				

<b>1715 Juvenile - Courts</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.323	Labor for 250 services (Includes 1-porter):	\$120,513.60	\$150,642.00	/per yr	\$124,129.01	\$155,161.26	/per yr	\$127,744.42	\$159,680.52	/per yr
1.324	Supplies:	\$13,050.00	βsame as	/per yr	\$13,702.50	βsame as	/per yr	\$14,355.00	βsame as	/per yr
1.325	TOTAL:	\$133,563.60	\$163,692.00	/per yr	\$141,966.45	\$168,863.76	/per yr	\$150,625.38	\$174,035.52	/per yr
1.326	Fixed rate per service day:	\$534.25	\$654.77	/per day	\$567.87	\$675.46	/per day	\$602.50	\$696.14	/per day
1.327	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.328	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.329	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.330	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.331	Global square foot rate:	\$1.21	/per sq. ft.		\$1.25	/per sq. ft.		\$1.28	/per sq. ft.	
1.332	Porter hourly rate:	\$15.00	/per hr		\$15.50	/per hr		\$16.00	/per hr	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		28 hrs			36 hrs				

<b>1801 Animal Control Center</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.333	Labor for 250 services:	\$12,489.60	\$15,612.00	/per yr	\$12,864.29	\$16,080.36	/per yr	\$13,238.98	\$16,548.72	/per yr
1.334	Supplies:	\$2,940.00	βsame as	/per yr	\$3,087.00	βsame as	/per yr	\$3,234.00	βsame as	/per yr
1.335	TOTAL:	\$15,429.60	\$18,552.00	/per yr	\$16,429.83	\$19,167.36	/per yr	\$17,461.35	\$19,782.72	/per yr
1.336	Fixed rate per service day:	\$61.72	\$74.21	/per day	\$65.72	\$76.67	/per day	\$69.85	\$79.13	/per day
1.337	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.338	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.339	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.340	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.341	Global square foot rate:	\$1.93	/per sq. ft.		\$1.99	/per sq. ft.		\$2.06	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			2 hrs				

<b>1901 Telecommunications Warehouse</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.342	Labor for 250 services:	\$ 1,305.60	\$ 1,632.00	/per yr	\$ 1,344.77	\$ 1,680.96	/per yr	\$ 1,383.94	\$ 1,729.92	/per yr
1.343	Supplies:	\$300.00	βsame as	/per yr	\$315.00	βsame as	/per yr	\$330.00	βsame as	/per yr
1.344	TOTAL:	\$ 1,605.60	\$ 1,932.00	/per yr	\$ 1,709.56	\$ 1,995.96	/per yr	\$ 1,816.77	\$ 2,059.92	/per yr
1.345	Fixed rate per service day:	\$6.42	\$7.73	/per day	\$6.84	\$7.98	/per day	\$7.27	\$8.24	/per day
1.346	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.347	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.348	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.349	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.350	Global square foot rate:	\$12.46	/per sq. ft.		\$12.88	/per sq. ft.		\$13.29	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		.5 hr			.5 hr				

<b>1910 MCSO - Vehicle Processing Center</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.351	Labor for 250 services:	\$ 1,171.20	\$ 1,464.00	/per yr	\$ 1,206.34	\$ 1,507.92	/per yr	\$ 1,241.47	\$ 1,551.84	/per yr
1.352	Supplies:	\$180.00	βsame as	/per yr	\$189.00	βsame as	/per yr	\$198.00	βsame as	/per yr
1.353	TOTAL:	\$ 1,351.20	\$ 1,644.00	/per yr	\$ 1,437.20	\$ 1,696.92	/per yr	\$ 1,525.84	\$ 1,749.84	/per yr
1.354	Fixed rate per service day:	\$5.40	\$6.58	/per day	\$5.75	\$6.79	/per day	\$6.10	\$7.00	/per day
1.355	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.356	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.357	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.358	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.359	Global square foot rate:	\$29.89	/per sq. ft.		\$30.85	/per sq. ft.		\$31.82	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		.5 hr			.5 hr				

<b>1914 MCSO - Motorcycle Division</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.360	Labor for 250 services:	\$ 3,508.80	\$ 4,386.00	/per yr	\$ 3,614.06	\$ 4,517.58	/per yr	\$ 3,719.33	\$ 4,649.16	/per yr
1.361	Supplies:	\$90.00	βsame as	/per yr	\$94.50	βsame as	/per yr	\$99.00	βsame as	/per yr
1.362	TOTAL:	\$ 3,598.80	\$ 4,476.00	/per yr	\$ 3,819.82	\$ 4,612.08	/per yr	\$ 4,047.43	\$ 4,748.16	/per yr
1.363	Fixed rate per service day:	\$14.40	\$17.90	/per day	\$15.28	\$18.45	/per day	\$16.19	\$18.99	/per day
1.364	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.365	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.366	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.367	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.368	Global square foot rate:	\$2.82	/per sq. ft.		\$2.90	/per sq. ft.		\$2.99	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1915 MCSO - Fleet Management</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.369	Labor for 250 services:	\$ 3,100.80	\$ 3,876.00	/per yr	\$ 3,193.82	\$ 3,992.28	/per yr	\$ 3,286.85	\$ 4,108.56	/per yr
1.370	Supplies:	\$600.00	βsame as	/per yr	\$630.00	βsame as	/per yr	\$660.00	βsame as	/per yr
1.371	TOTAL:	\$ 3,700.80	\$ 4,476.00	/per yr	\$ 3,938.54	\$ 4,622.28	/per yr	\$ 4,183.66	\$ 4,768.56	/per yr
1.372	Fixed rate per service day:	\$14.80	\$17.90	/per day	\$15.75	\$18.49	/per day	\$16.73	\$19.07	/per day
1.373	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.374	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.375	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.376	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.377	Global square foot rate:	\$1.13	/per sq. ft.		\$1.17	/per sq. ft.		\$1.21	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1/ hr.			1/ hr.				

<b>1916 Vacant</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.378	Labor for 250 services:	\$ 23,472.00	\$ 29,340.00	/per yr	\$ 24,176.16	\$ 30,220.20	/per yr	\$ 24,880.32	\$ 31,100.40	/per yr
1.379	Supplies:	\$ 3,840.00	βsame as	/per yr	\$ 4,032.00	βsame as	/per yr	\$ 4,224.00	βsame as	/per yr
1.380	TOTAL:	\$ 27,312.00	\$ 33,180.00	/per yr	\$ 29,054.40	\$ 34,252.20	/per yr	\$ 30,850.58	\$ 35,324.40	/per yr
1.381	Fixed rate per service day:	\$109.25	\$132.72	/per day	\$116.22	\$137.01	/per day	\$123.40	\$141.30	/per day
1.382	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.383	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.384	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.385	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.386	Global square foot rate:	\$2.21	/per sq. ft.		\$2.28	/per sq. ft.		\$2.35	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		2.5 hrs			3.5 hrs				

<b>1917 MCSO - Fleet Management</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.387	Labor for 250 services:	\$ 3,172.80	\$ 3,966.00	/per yr	\$ 3,267.98	\$ 4,084.98	/per yr	\$ 3,363.17	\$ 4,203.96	/per yr
1.388	Supplies:	\$90.00	βsame as	/per yr	\$94.50	βsame as	/per yr	\$99.00	βsame as	/per yr
1.389	TOTAL:	\$ 3,262.80	\$ 4,056.00	/per yr	\$ 3,463.36	\$ 4,179.48	/per yr	\$ 3,669.90	\$ 4,302.96	/per yr
1.390	Fixed rate per service day:	\$13.05	\$16.22	/per day	\$13.85	\$16.72	/per day	\$14.68	\$17.21	/per day
1.391	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.392	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.393	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.394	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.395	Global square foot rate:	\$5.28	/per sq. ft.		\$5.44	/per sq. ft.		\$5.60	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1920 MCSO - S.W.A.T. &amp; Canine</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.396	Labor for 250 services:	\$ 4,334.40	\$ 5,418.00	/per yr	\$ 4,464.43	\$ 5,580.54	/per yr	\$ 4,594.46	\$ 5,743.08	/per yr
1.397	Supplies:	\$990.00	βsame as	/per yr	\$ 1,039.50	βsame as	/per yr	\$ 1,089.00	βsame as	/per yr
1.398	TOTAL:	\$ 5,324.40	\$ 6,408.00	/per yr	\$ 5,669.05	\$ 6,620.04	/per yr	\$ 6,024.47	\$ 6,832.08	/per yr
1.399	Fixed rate per service day:	\$21.30	\$25.63	/per day	\$22.68	\$26.48	/per day	\$24.10	\$27.33	/per day
1.400	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.401	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.402	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.403	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.404	Global square foot rate:	\$0.83	/per sq. ft.		\$0.85	/per sq. ft.		\$0.88	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>1920 MCSO - General Investigations</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.405	Labor for 250 services:	\$ 11,308.80	\$ 14,136.00	/per yr	\$ 11,648.06	\$ 14,560.08	/per yr	\$ 11,987.33	\$ 14,984.16	/per yr
1.406	Supplies:	\$ 2,160.00	βsame as	/per yr	\$ 2,268.00	βsame as	/per yr	\$ 2,376.00	βsame as	/per yr
1.407	TOTAL:	\$ 13,468.80	\$ 16,296.00	/per yr	\$ 14,333.55	\$ 16,828.08	/per yr	\$ 15,225.13	\$ 17,360.16	/per yr
1.408	Fixed rate per service day:	\$53.88	\$65.18	/per day	\$57.33	\$67.31	/per day	\$60.90	\$69.44	/per day
1.409	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.410	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.411	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.412	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.413	Global square foot rate:	\$1.11	/per sq. ft.		\$1.14	/per sq. ft.		\$1.18	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		2.5 hrs			3.5 hrs				

<b>1921 Vector Control</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.414	Labor for 250 services:	\$ 2,582.40	\$ 3,228.00	/per yr	\$ 2,659.87	\$ 3,324.84	/per yr	\$ 2,737.34	\$ 3,421.68	/per yr
1.415	Supplies:	\$420.00	βsame as	/per yr	\$441.00	βsame as	/per yr	\$462.00	βsame as	/per yr
1.416	TOTAL:	\$ 3,002.40	\$ 3,648.00	/per yr	\$ 3,193.90	\$ 3,765.84	/per yr	\$ 3,391.30	\$ 3,883.68	/per yr
1.417	Fixed rate per service day:	\$12.01	\$14.59	/per day	\$12.78	\$15.06	/per day	\$13.57	\$15.53	/per day
1.418	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.419	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.420	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.421	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.422	Global square foot rate:	\$1.28	/per sq. ft.		\$1.33	/per sq. ft.		\$1.37	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

**GROUP 4: OUTLYING SITES WEST OF I-17**

<b>0406 MCDOT - Buckeye Service Facility</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.478	Labor for 250 services:	\$ 5,577.60	\$ 6,972.00	/per yr	\$ 5,744.93	\$ 7,181.16	/per yr	\$ 5,912.26	\$ 7,390.32	/per yr
1.479	Supplies, per year:	\$660.00	βsame as	/per yr	\$693.00	βsame as	/per yr	\$726.00	βsame as	/per yr
1.480	TOTAL (per year):	\$ 6,237.60	\$ 7,632.00	/per yr	\$ 6,631.07	\$ 7,874.16	/per yr	\$ 7,036.55	\$ 8,116.32	/per yr
1.481	Fixed rate per service day:	\$24.95	\$30.53	/per day	\$26.52	\$31.50	/per day	\$28.15	\$32.47	/per day
1.482	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.483	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.484	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.485	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.486	Global square foot rate:	\$2.69	/per sq. ft.		\$2.78	/per sq. ft.		\$2.87	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>2006 Equipment Services</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.487	Labor for 250 services:	\$ 2,918.40	\$ 3,648.00	/per yr	\$ 3,005.95	\$ 3,757.44	/per yr	\$ 3,093.50	\$ 3,866.88	/per yr
1.488	Supplies:	\$ 1,020.00	βsame as	/per yr	\$ 1,071.00	βsame as	/per yr	\$ 1,122.00	βsame as	/per yr
1.489	TOTAL:	\$ 3,938.40	\$ 4,668.00	/per yr	\$ 4,199.26	\$ 4,828.44	/per yr	\$ 4,468.43	\$ 4,988.88	/per yr
1.490	Fixed rate per service day:	\$15.75	\$18.67	/per day	\$16.80	\$19.31	/per day	\$17.87	\$19.96	/per day
1.491	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.492	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.493	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.494	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.495	Global square foot rate:	\$11.11	/per sq. ft.		\$11.50	/per sq. ft.		\$11.88	/per sq. ft.	
	Minimum Number of Labor Hours (#) -									
	<b>Daily</b>		1 hrs			1 hrs				

<b>2009 El Mirage Branch Library</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.496	Labor for 156 services:	\$ 3,556.80	\$ 4,446.00	/per yr	\$ 3,663.50	\$ 4,579.38	/per yr	\$ 3,770.21	\$ 4,712.76	/per yr
1.497	Supplies:	\$ 4,290.00	βsame as	/per yr	\$ 4,504.50	βsame as	/per yr	\$ 4,719.00	βsame as	/per yr
1.498	TOTAL:	\$ 7,846.80	\$ 8,736.00	/per yr	\$ 8,413.04	\$ 9,083.88	/per yr	\$ 8,998.56	\$ 9,431.76	/per yr
1.499	Fixed rate per service day:	\$50.30	\$56.00	/per day	\$53.93	\$58.23	/per day	\$57.68	\$60.46	/per day
1.500	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.501	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.502	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.503	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.504	Global square foot rate:	\$3.34	/per sq. ft.		\$3.48	/per sq. ft.		\$3.61	/per sq. ft.	
	Minimum Number of Labor Hours (#) -									
	<b>Daily</b>		1 hr			1 hr				

<b>2025 MCDOT - Northwest Service Facility</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.505	Labor for 250 services:	\$ 8,904.00	\$ 11,130.00	/per yr	\$ 9,171.12	\$ 11,463.90	/per yr	\$ 9,438.24	\$ 11,797.80	/per yr
1.506	Supplies:	\$990.00	βsame as	/per yr	\$ 1,039.50	βsame as	/per yr	\$ 1,089.00	βsame as	/per yr
1.507	TOTAL:	\$ 9,894.00	\$ 12,120.00	/per yr	\$ 10,516.94	\$ 12,503.40	/per yr	\$ 11,158.87	\$ 12,886.80	/per yr
1.508	Fixed rate per service day:	\$39.58	\$48.48	/per day	\$42.07	\$50.01	/per day	\$44.64	\$51.55	/per day
1.509	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.510	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.511	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.512	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.513	Global square foot rate:	\$1.58	/per sq. ft.		\$1.63	/per sq. ft.		\$1.68	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>2029 Superior Court - Northwest Facility</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.514	Labor for 250 services:	\$ 22,478.40	\$ 28,098.00	/per yr	\$ 23,152.75	\$ 28,940.94	/per yr	\$ 23,827.10	\$ 29,783.88	/per yr
1.515	Supplies:	\$ 2,850.00	βsame as	/per yr	\$ 2,992.50	βsame as	/per yr	\$ 3,135.00	βsame as	/per yr
1.516	TOTAL:	\$ 25,328.40	\$ 30,948.00	/per yr	\$ 26,929.61	\$ 31,933.44	/per yr	\$ 28,579.83	\$ 32,918.88	/per yr
1.517	Fixed rate per service day:	\$101.31	\$123.79	/per day	\$107.72	\$127.73	/per day	\$114.32	\$131.68	/per day
1.518	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.519	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.520	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.521	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.522	Global square foot rate:	\$1.24	/per sq. ft.		\$1.28	/per sq. ft.		\$1.32	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		4 hrs			5.5 hrs				

<b>2033 Superior Court - NW Regional</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.523	Labor for 250 services (Includes 1-porter):	\$ 22,478.40	\$ 28,098.00	/per yr	\$ 23,152.75	\$ 28,940.94	/per yr	\$ 23,827.10	\$ 29,783.88	/per yr
1.524	Supplies:	\$ 2,850.00	βsame as	/per yr	\$ 2,992.50	βsame as	/per yr	\$ 3,135.00	βsame as	/per yr
1.525	TOTAL:	\$ 25,328.40	\$ 30,948.00	/per yr	\$ 26,929.61	\$ 31,933.44	/per yr	\$ 28,579.83	\$ 32,918.88	/per yr
1.526	Fixed rate per service day:	\$101.31	\$123.79	/per day	\$107.72	\$127.73	/per day	\$114.32	\$131.68	/per day
1.527	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.528	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.529	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.530	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.531	Global square foot rate:	\$1.24	/per sq. ft.		\$1.28	/per sq. ft.		\$1.32	/per sq. ft.	
1.532	Porter hourly rate:	\$15.00	/per hr		\$15.50	/per hr		\$16.00	/per hr	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		4 hrs			5.5 hrs				

<b>2310 Adult Probation</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.533	Labor for 250 services:	\$ 46,070.40	\$ 57,588.00	/per yr	\$ 47,452.51	\$ 59,315.64	/per yr	\$ 48,834.62	\$ 61,043.28	/per yr
1.534	Supplies:	\$ 6,960.00	βsame as	/per yr	\$ 7,308.00	βsame as	/per yr	\$ 7,656.00	βsame as	/per yr
1.535	TOTAL:	\$ 53,030.40	\$ 64,548.00	/per yr	\$ 56,403.33	\$ 66,623.64	/per yr	\$ 59,880.06	\$ 68,699.28	/per yr
1.536	Fixed rate per service day:	\$212.12	\$258.19	/per day	\$225.61	\$266.49	/per day	\$239.52	\$274.80	/per day
1.537	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.538	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.539	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.540	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.541	Global square foot rate:	\$1.44	/per sq. ft.		\$1.49	/per sq. ft.		\$1.53	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		7 hrs			9 hrs				

<b>7036</b>		REDUCED	FULL		REDUCED	FULL		REDUCED	FULL	
<del>2312</del>	<b>Glendale WIC</b>	SERVICES	SERVICES		SERVICES	SERVICES		SERVICES	SERVICES	
						<b>\$11200.00</b>				
1.542	Labor for 250 services:	<u>\$ 5,827.20</u>	<u>\$ 7,284.00</u>	/per yr	<u>\$ 6,002.02</u>	<u>7,502.52</u>	/per yr	<u>\$ 6,176.83</u>	<u>7,721.04</u>	/per yr
								\$2640.00		
1.543	Supplies:	<u>\$ 2,400.00</u>	βsame as	/per yr	<u>\$ 2,520.00</u>	βsame as	/per yr	<u>2,640.00</u>	βsame as	/per yr
						<b>\$13720.00</b>				
1.544	TOTAL:	<u>\$ 8,227.20</u>	<u>\$ 9,684.00</u>	/per yr	<u>\$ 8,777.68</u>	<u>10,022.52</u>	/per yr	<u>\$ 9,345.84</u>	<u>10,361.04</u>	/per yr
				/per		<b>\$54.88</b>	/per		<b>\$56.64</b>	/per
1.545	Fixed rate per service day:	<u>\$32.91</u>	<u>\$38.74</u>	day	<u>\$35.11</u>	<u>40.09</u>	day	<u>\$37.38</u>	<u>41.44</u>	day
1.546	Extra carpet shampoo/extraction:	<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.	
1.547	Extra strip & wax:	<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.	
1.548	Labor, extra services:	<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr	
1.549	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.550	Global square foot rate:	<u>\$2.71</u>	/per sq. ft.		<u>\$2.80</u>	/per sq. ft.		<u>\$2.89</u>	/per sq. ft.	
	Minimum Number of Labor Hours (#) -									
	<b>Daily</b>		1 hr			1 hr				

<b>2316</b>		REDUCED	FULL		REDUCED	FULL		REDUCED	FULL	
	<b>Assessor - Northwest Office</b>	SERVICES	SERVICES		SERVICES	SERVICES		SERVICES	SERVICES	
1.551	Labor for 156 services:	<u>\$ 2,764.80</u>	<u>\$ 3,456.00</u>	/per yr	<u>\$ 2,847.74</u>	<u>\$ 3,559.68</u>	/per yr	<u>\$ 2,930.69</u>	<u>\$ 3,663.36</u>	/per yr
1.552	Supplies:	<u>\$840.00</u>	βsame as	/per yr	<u>\$882.00</u>	βsame as	/per yr	<u>\$924.00</u>	βsame as	/per yr
1.553	TOTAL:	<u>\$ 3,604.80</u>	<u>\$ 4,296.00</u>	/per yr	<u>\$ 3,841.64</u>	<u>\$ 4,441.68</u>	/per yr	<u>\$ 4,085.97</u>	<u>\$ 4,587.36</u>	/per yr
				/per			/per			/per
1.554	Fixed rate per service day:	<u>\$23.11</u>	<u>\$27.54</u>	day	<u>\$24.63</u>	<u>\$28.47</u>	day	<u>\$26.19</u>	<u>\$29.41</u>	day
1.555	Extra carpet shampoo/extraction:	<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.		<u>\$0.12</u>	/per sq. ft.	
1.556	Extra strip & wax:	<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.		<u>\$0.18</u>	/per sq. ft.	
1.557	Labor, extra services:	<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr		<u>\$16.00</u>	/per hr	
1.558	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.559	Global square foot rate:	<u>\$0.65</u>	/per sq. ft.		<u>\$0.67</u>	/per sq. ft.		<u>\$0.69</u>	/per sq. ft.	
	Minimum Number of Labor Hours (#) -									
	<b>Daily</b>		1 hr			1.3 hrs				

<b>2317 Justice Court - North Valley &amp; Glendale</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.558	Labor for 250 services:	\$ 13,036.80	\$ 16,296.00	/per yr	\$ 13,427.90	\$ 16,784.88	/per yr	\$ 13,819.01	\$ 17,273.76	/per yr
1.559	Supplies:	\$ 3,480.00	βsame as	/per yr	\$ 3,654.00	βsame as	/per yr	\$ 3,828.00	βsame as	/per yr
1.560	TOTAL:	\$ 16,516.80	\$ 19,776.00	/per yr	\$ 17,594.36	\$ 20,438.88	/per yr	\$ 18,705.83	\$ 21,101.76	/per yr
1.561	Fixed rate per service day:	\$66.07	\$79.10	/per day	\$70.38	\$81.76	/per day	\$74.82	\$84.41	/per day
1.562	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.563	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.564	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.565	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.566	Global square foot rate:	\$1.15	/per sq. ft.		\$1.19	/per sq. ft.		\$1.23	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		3 hrs			4 hrs				

<b>2601 Litchfield Park Branch Library</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.567	Labor for <del>250</del> 156 services:	\$ 5,443.20	<del>\$6,804.00</del> <b>\$15,605.00</b>	/per yr	\$ 5,606.50	\$ 7,008.12	/per yr	\$ 5,769.79	\$ 7,212.24	/per yr
1.568	Supplies:	\$ 7,800.00	βsame as	/per yr	\$ 8,190.00	βsame as	/per yr	\$ 8,580.00	βsame as	/per yr
1.569	TOTAL:	\$ 13,243.20	<del>\$14,604.00</del> <b>\$ 23,405.00</b>	/per yr	\$ 14,210.39	\$ 15,198.12	/per yr	\$ 15,210.78	\$ 15,792.24	/per yr
1.570	Fixed rate per service day:	\$84.89	\$ 93.62	/per day	\$91.09	\$97.42	/per day	\$97.50	\$101.23	/per day
1.571	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.572	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.573	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.574	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.575	Global square foot rate:	\$2.18	/per sq. ft.		\$2.27	/per sq. ft.		\$2.36	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.3 hrs				

<b>4115 Maryvale WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.576	Labor for 250 services:	\$ 8,572.80	\$ 10,716.00	/per yr	\$ 8,829.98	\$ 11,037.48	/per yr	\$ 9,087.17	\$ 11,358.96	/per yr
1.577	Supplies:	\$ 6,000.00	βsame as	/per yr	\$ 6,300.00	βsame as	/per yr	\$ 6,600.00	βsame as	/per yr
1.578	TOTAL:	\$ 14,572.80	\$ 16,716.00	/per yr	\$ 15,583.88	\$ 17,337.48	/per yr	\$ 16,628.40	\$ 17,958.96	/per yr
1.579	Fixed rate per service day:	\$58.29	\$66.86	/per day	\$62.34	\$69.35	/per day	\$66.51	\$71.84	/per day
1.580	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.581	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.582	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.583	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.584	Global square foot rate:	\$4.29	/per sq. ft.		\$4.45	/per sq. ft.		\$4.61	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>4121 Law Enforcement Data Center</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.585	Labor for 250 services:	\$ 6,264.00	\$ 7,830.00	/per yr	\$ 6,451.92	\$ 8,064.90	/per yr	\$ 6,639.84	\$ 8,299.80	/per yr
1.586	Supplies:	\$450.00	βsame as	/per yr	\$472.50	βsame as	/per yr	\$495.00	βsame as	/per yr
1.587	TOTAL:	\$ 6,714.00	\$ 8,280.00	/per yr	\$ 7,132.15	\$ 8,537.40	/per yr	\$ 7,562.93	\$ 8,794.80	/per yr
1.588	Fixed rate per service day:	\$26.86	\$33.12	/per day	\$28.53	\$34.15	/per day	\$30.25	\$35.18	/per day
1.589	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.590	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.591	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.592	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.593	Global square foot rate:	\$2.00	/per sq. ft.		\$2.06	/per sq. ft.		\$2.12	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>4150 Thomas WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.594	Labor for 250 services:	\$ 8,606.40	\$ 10,758.00	/per yr	\$ 8,864.59	\$ 11,080.74	/per yr	\$ 9,122.78	\$ 11,403.48	/per yr
1.595	Supplies:	\$ 1,710.00	βsame as	/per yr	\$ 1,795.50	βsame as	/per yr	\$ 1,881.00	βsame as	/per yr
1.596	TOTAL:	\$ 10,316.40	\$ 12,468.00	/per yr	\$ 10,979.89	\$ 12,876.24	/per yr	\$ 11,664.01	\$ 13,284.48	/per yr
1.597	Fixed rate per service day:	\$41.27	\$49.87	/per day	\$43.92	\$51.50	/per day	\$46.66	\$53.14	/per day
1.598	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.599	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.600	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.601	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.602	Global square foot rate:	\$2.29	/per sq. ft.		\$2.36	/per sq. ft.		\$2.44	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.1 hr				

**GROUP 5: OUTLYING SITES EAST OF I-17**

<b>1214 Chandler WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.603	Labor for 250 services:	\$ 4,315.20	\$ 5,394.00	/per yr	\$ 4,444.66	\$ 5,555.82	/per yr	\$ 4,574.11	\$ 5,717.64	/per yr
1.604	Supplies:	\$ 2,070.00	βsame as	/per yr	\$ 2,173.50	βsame as	/per yr	\$ 2,277.00	βsame as	/per yr
1.605	TOTAL:	\$ 6,385.20	\$ 7,464.00	/per yr	\$ 6,816.70	\$ 7,729.32	/per yr	\$ 7,262.18	\$ 7,994.64	/per yr
1.606	Fixed rate per service day:	\$25.54	\$29.86	/per day	\$27.27	\$30.92	/per day	\$29.05	\$31.98	/per day
1.607	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.608	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.609	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.610	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.611	Global square foot rate:	\$2.96	/per sq. ft.		\$3.07	/per sq. ft.		\$2.88	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>1217 Ed Robson Branch Library</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.612	Labor for 156 services:	\$ 4,622.40	\$ 5,778.00	/per yr	\$ 4,761.07	\$ 5,951.34	/per yr	\$ 4,899.74	\$ 6,124.68	/per yr
1.613	Supplies:	\$ 2,790.00	βsame as	/per yr	\$ 2,929.50	βsame as	/per yr	\$ 3,069.00	βsame as	/per yr
1.614	TOTAL:	\$ 7,412.40	\$ 8,568.00	/per yr	\$ 7,921.29	\$ 8,880.84	/per yr	\$ 8,446.87	\$ 9,193.68	/per yr
1.615	Fixed rate per service day:	\$47.52	\$54.92	/per day	\$50.78	\$56.93	/per day	\$54.15	\$58.93	/per day
1.616	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.617	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.618	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.619	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.620	Global square foot rate:	\$1.43	/per sq. ft.		\$1.48	/per sq. ft.		\$1.53	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>2406 Guadalupe WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.621	Labor for 208 services:	\$ 3,451.20	\$ 4,314.00	/per yr	\$ 3,554.74	\$ 4,443.42	/per yr	\$ 3,658.27	\$ 4,572.84	/per yr
1.622	Supplies:	\$ 1,470.00	βsame as	/per yr	\$ 1,543.50	βsame as	/per yr	\$ 1,617.00	βsame as	/per yr
1.623	TOTAL:	\$ 4,921.20	\$ 5,784.00	/per yr	\$ 5,251.18	\$ 5,986.92	/per yr	\$ 5,591.79	\$ 6,189.84	/per yr
1.624	Fixed rate per service day:	\$23.66	\$27.81	/per day	\$25.25	\$28.78	/per day	\$26.88	\$29.76	/per day
1.625	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.626	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.627	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.628	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.629	Global square foot rate:	\$3.01	/per sq. ft.		\$3.12	/per sq. ft.		\$3.22	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>2801 Justice Court - West Mesa</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.630	Labor for 250 services:	\$ 6,230.40	\$ 7,788.00	/per yr	\$ 6,417.31	\$ 8,021.64	/per yr	\$ 6,604.22	\$ 8,255.28	/per yr
1.631	Supplies:	\$ 1,200.00	βsame as	/per yr	\$ 1,260.00	βsame as	/per yr	\$ 1,320.00	βsame as	/per yr
1.632	TOTAL:	\$ 7,430.40	\$ 8,988.00	/per yr	\$ 7,907.63	\$ 9,281.64	/per yr	\$ 8,399.68	\$ 9,575.28	/per yr
1.633	Fixed rate per service day:	\$29.72	\$35.95	/per day	\$31.63	\$37.13	/per day	\$33.60	\$38.30	/per day
1.634	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.635	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.636	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.637	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.638	Global square foot rate:	\$1.08	/per sq. ft.		\$1.12	/per sq. ft.		\$1.15	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>2809 Mesa WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.639	Labor for 250 services:	\$ 6,062.40	\$ 7,578.00	/per yr	\$ 6,244.27	\$ 7,805.34	/per yr	\$ 6,426.14	\$ 8,032.68	/per yr
1.640	Supplies:	\$ 2,370.00	βsame as	/per yr	\$ 2,488.50	βsame as	/per yr	\$ 2,607.00	βsame as	/per yr
1.641	TOTAL:	\$ 8,432.40	\$ 9,948.00	/per yr	\$ 8,994.76	\$ 10,293.84	/per yr	\$ 9,575.13	\$ 10,639.68	/per yr
1.642	Fixed rate per service day:	\$33.73	\$39.79	/per day	\$35.98	\$41.18	/per day	\$38.30	\$42.56	/per day
1.643	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.644	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.645	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.646	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.647	Global square foot rate:	\$2.76	/per sq. ft.		\$2.86	/per sq. ft.		\$2.96	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<del>2814</del> <b>2821 Assessor - Mesa Office</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.648	Labor for 156 services:	\$ 3,811.20	\$ 4,764.00	/per yr	\$ 3,925.54	\$ 4,906.92	/per yr	\$ 4,039.87	\$ 5,049.84	/per yr
1.649	Supplies:	\$900.00	βsame as	/per yr	\$945.00	βsame as	/per yr	\$990.00	βsame as	/per yr
1.650	TOTAL:	\$ 4,711.20	\$ 5,664.00	/per yr	\$ 5,016.65	\$ 5,851.92	/per yr	\$ 5,331.66	\$ 6,039.84	/per yr
1.651	Fixed rate per service day:	\$30.20	\$36.31	/per day	\$32.16	\$37.51	/per day	\$34.18	\$38.72	/per day
1.652	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.653	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.654	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.655	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.656	Global square foot rate:	\$0.78	/per sq. ft.		\$0.80	/per sq. ft.		\$0.83	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>2814 Adult Probation</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.657	Labor for 250 services:	\$ 29,673.60	\$ 37,092.00	/per yr	\$ 30,563.81	\$ 38,204.76	/per yr	\$ 31,454.02	\$ 39,317.52	/per yr
1.658	Supplies:	\$ 5,940.00	βsame as	/per yr	\$ 6,237.00	βsame as	/per yr	\$ 6,534.00	βsame as	/per yr
1.659	TOTAL:	\$ 35,613.60	\$ 43,032.00	/per yr	\$ 37,904.83	\$ 44,441.76	/per yr	\$ 40,267.30	\$ 45,851.52	/per yr
1.660	Fixed rate per service day:	\$142.45	\$172.13	/per day	\$151.62	\$177.77	/per day	\$161.07	\$183.41	/per day
1.661	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.662	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.663	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.664	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.665	Global square foot rate:	\$1.61	/per sq. ft.		\$1.67	/per sq. ft.		\$1.72	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		4.5 hrs			5.5 hrs				

<b>2858 Apache/Greenfield WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.666	Labor for 208 services:	\$ 3,571.20	\$ 4,464.00	/per yr	\$ 3,678.34	\$ 4,597.92	/per yr	\$ 3,785.47	\$ 4,731.84	/per yr
1.667	Supplies:	\$ 1,140.00	βsame as	/per yr	\$ 1,197.00	βsame as	/per yr	\$ 1,254.00	βsame as	/per yr
1.668	TOTAL:	\$ 4,711.20	\$ 5,604.00	/per yr	\$ 5,021.60	\$ 5,794.92	/per yr	\$ 5,341.84	\$ 5,985.84	/per yr
1.669	Fixed rate per service day:	\$22.65	\$26.94	/per day	\$24.14	\$27.86	/per day	\$25.68	\$28.78	/per day
1.670	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.671	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.672	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.673	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.674	Global square foot rate:	\$4.00	/per sq. ft.		\$4.14	/per sq. ft.		\$4.28	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>3204 Sunnyslope WIC</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.675	Labor for 250 services:	\$ 5,937.60	\$ 7,422.00	/per yr	\$ 6,115.73	\$ 7,644.66	/per yr	\$ 6,293.86	\$ 7,867.32	/per yr
1.676	Supplies:	\$ 2,550.00	βsame as	/per yr	\$ 2,677.50	βsame as	/per yr	\$ 2,805.00	βsame as	/per yr
1.677	TOTAL:	\$ 8,487.60	\$ 9,972.00	/per yr	\$ 9,057.02	\$ 10,322.16	/per yr	\$ 9,644.79	\$ 10,672.32	/per yr
1.678	Fixed rate per service day:	\$33.95	\$39.89	/per day	\$36.23	\$41.29	/per day	\$38.58	\$42.69	/per day
1.679	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.680	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.681	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.682	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.683	Global square foot rate:	\$3.32	/per sq. ft.		\$3.44	/per sq. ft.		\$3.56	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1 hr				

<b>3801 Emergency Management</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.684	Labor for 250 services:	\$ 10,900.80	\$ 13,626.00	/per yr	\$ 11,227.82	\$ 14,034.78	/per yr	\$ 11,554.85	\$ 14,443.56	/per yr
1.685	Supplies:	\$570.00	βsame as	/per yr	\$598.50	βsame as	/per yr	\$627.00	βsame as	/per yr
1.686	TOTAL:	\$ 11,470.80	\$ 14,196.00	/per yr	\$ 12,181.11	\$ 14,633.28	/per yr	\$ 12,912.76	\$ 15,070.56	/per yr
1.687	Fixed rate per service day:	\$45.88	\$56.78	/per day	\$48.72	\$58.53	/per day	\$51.65	\$60.28	/per day
1.688	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.689	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.690	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.691	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.692	Global square foot rate:	\$1.89	/per sq. ft.		\$1.95	/per sq. ft.		\$2.01	/per sq. ft.	
	Minimum Number of Labor Hours (#) - <b>Daily</b>		1 hr			1.5 hrs				

<b>3824 George Campbell Branch Library</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.693	Labor for 250 services (Includes 1-porter):	\$ 59,246.40	\$ 74,058.00	/per yr	\$ 61,023.79	\$ 76,279.74	/per yr	\$ 62,801.18	\$ 78,501.48	/per yr
1.694	Supplies:	\$ 570.00	←same as	/per yr	\$ 598.50	←same as	/per yr	\$ 627.00	←same as	/per yr
1.695	TOTAL:	\$ 59,816.40	\$ 74,628.00	/per yr	\$ 63,470.96	\$ 76,878.24	/per yr	\$ 67,233.88	\$ 79,128.48	/per yr
1.696	Fixed rate per service day:	\$ 239.27	\$ 298.51	/per day	\$ 253.88	\$ 307.51	/per day	\$ 268.94	\$ 316.51	/per day
1.697	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.698	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.699	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.700	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.701	Global square foot rate:	\$ 1.25	/per sq. ft.		\$ 1.29	/per sq. ft.		\$ 1.33	/per sq. ft.	
1.702	Porter hourly rate:	\$ 15.00	/per hr		\$ 15.50	/per hr		\$ 16.00	/per hr	
	Minimum Number of Labor Hours (#) <b>- Daily</b>		14 hrs			18 hrs				

3843 North Valley WIC		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.703	Labor for 250 services:	\$ 5,702.40	\$ 7,128.00	/per yr	\$ 5,873.47	\$ 7,341.84	/per yr	\$ 6,044.54	\$ 7,555.68	/per yr
1.704	Supplies:	\$ 1,680.00	←same as	/per yr	\$ 1,764.00	←same as	/per yr	\$ 1,848.00	←same as	/per yr
1.705	TOTAL:	\$ 7,382.40	\$ 8,808.00	/per yr	\$ 7,866.60	\$ 9,105.84	/per yr	\$ 8,366.10	\$ 9,403.68	/per yr
1.706	Fixed rate per service day:	\$ 29.53	\$ 35.23	/per day	\$ 31.47	\$ 36.42	/per day	\$ 33.46	\$ 37.61	/per day
1.707	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.708	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.709	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.710	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.711	Global square foot rate:	\$ 3.09	/per sq. ft.		\$ 3.20	/per sq. ft.		\$ 3.30	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily		1 hr			1 hr				

3846 Public Health		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.712	Labor for 250 services (Includes 1-porter):	\$ 103,276.80	\$ 129,096.00	/per yr	\$ 106,375.10	\$ 132,968.88	/per yr	\$ 109,473.41	\$ 136,841.76	/per yr
1.713	Supplies:	\$ 7,500.00	←same as	/per yr	\$ 7,875.00	←same as	/per yr	\$ 8,250.00	←same as	/per yr
1.714	TOTAL:	\$ 110,776.80	\$ 136,596.00	/per yr	\$ 117,677.61	\$ 140,843.88	/per yr	\$ 124,786.81	\$ 145,091.76	/per yr
1.715	Fixed rate per service day:	\$ 443.11	\$ 546.38	/per day	\$ 470.71	\$ 563.38	/per day	\$ 499.15	\$ 580.37	/per day
1.716	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.717	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.718	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.719	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.720	Global square foot rate:	\$ 25.77	/per sq. ft.		\$ 26.57	/per sq. ft.		\$ 2.74	/per sq. ft.	
1.721	Porter hourly labor rate:	\$ 15.00	/per hr		\$ 15.50	/per hr		\$ 16.00	/per hr	
	Minimum Number of Labor Hours (#)									
	- Daily		16 hrs			20 hrs				

3853 Northeast Consolidated Courts		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$ 126,969.60	\$ 158,712.00	/per yr	\$ 130,778.69	\$ 163,473.36	/per yr	\$ 134,587.78	\$ 168,234.72	/per yr
1.722										
1.723	Supplies:	\$ 13,500.00	←same as	/per yr	\$ 14,175.00	←same as	/per yr	\$ 14,850.00	←same as	/per yr
		\$	\$		\$	\$		\$	\$	
1.724	TOTAL:	140,469.60	172,212.00	/per yr	149,302.30	177,648.36	/per yr	158,404.04	183,084.72	/per yr
				/per day			/per day			/per day
1.725	Fixed rate per service day:	\$ 561.88	\$ 688.85		\$ 597.21	\$ 710.59		\$ 633.62	\$ 732.34	
1.726	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.727	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.728	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.729	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.730	Global square foot rate:	\$ 1.65	/per sq. ft.		\$ 1.70	/per sq. ft.		\$ 1.76	/per sq. ft.	
1.731	Porter hourly rate:	\$ 15.00	/per hr		\$ 15.50	/per hr		\$ 16.00	/per hr	
	Minimum Number of Labor Hours (#)									
	- Daily	24 hrs	30 hrs							
Add	Saturdays – Labor for 26 Services		\$4,332.00	/per yr		\$4,505.28	/per yr		\$4,685.49	/per yr
	Supplies:		\$2,310.00	/per yr		\$2,402.40	/per yr		\$2,498.50	/per yr
	Fixed rate per service day:		\$276.75	/per day		\$287.82	/per day		\$299.33	/per day

3913 Agricultural Extension Co-op		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.732	Labor for 250 services:	\$ 17,404.80	\$ 21,756.00	/per yr	\$ 17,926.94	\$ 22,408.68	/per yr	\$ 18,449.09	\$ 23,061.36	/per yr
1.734	Supplies:	\$ 3,300.00	←same as	/per yr	\$ 3,465.00	←same as	/per yr	\$ 3,630.00	←same as	/per yr
1.736	TOTAL:	\$ 20,704.80	\$ 25,056.00	/per yr	\$ 22,033.70	\$ 25,873.68	/per yr	\$ 23,403.83	\$ 26,691.36	/per yr
				/per day			/per day			/per day
1.738	Fixed rate per service day:	\$ 82.82	\$ 100.22		\$ 88.13	\$ 103.49		\$ 93.62	\$ 106.77	
1.740	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.742	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.744	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.746	Daytime percentage increase:	15%	%		15%	%		15%	%	
		\$ 8.45			\$ 8.88			\$ 9.32		
1.748	Global square foot rate:	1.52	/per sq. ft.		1.57	/per sq. ft.		1.62	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily	3 hrs	4 hrs							

3933 Adult Probation		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.749	Labor for 250 services:	\$ 7,651.20	\$ 9,564.00	/per yr	\$ 7,880.74	\$ 9,850.92	/per yr	\$ 8,110.27	\$ 10,137.84	/per yr
1.750	Supplies:	\$ 2,940.00	←same as	/per yr	\$ 3,087.00	←same as	/per yr	\$ 3,234.00	←same as	/per yr
1.751	TOTAL:	\$ 10,591.20	\$ 12,504.00	/per yr	\$ 11,296.77	\$ 12,937.92	/per yr	\$ 12,024.93	\$ 13,371.84	/per yr
1.752	Fixed rate per service day:	\$ 42.36	\$ 50.02	/per day	\$ 45.19	\$ 51.75	/per day	\$ 48.10	\$ 53.49	/per day
1.753	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.754	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.755	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.756	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.757	Global square foot rate:	\$ 2.31	/per sq. ft.		\$ 2.39	/per sq. ft.		\$ 2.47	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily		1 hr			1.5 hrs				

3934 South Phoenix WIC		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.758	Labor for 250 services:	\$ 6,744.00	\$ 8,430.00	/per yr	\$ 6,946.32	\$ 8,682.90	/per yr	\$ 7,148.64	\$ 8,935.80	/per yr
1.759	Supplies:	\$ 1,470.00	←same as	/per yr	\$ 1,543.50	←same as	/per yr	\$ 1,617.00	←same as	/per yr
1.760	TOTAL:	\$ 8,214.00	\$ 9,900.00	/per yr	\$ 8,744.51	\$ 10,226.40	/per yr	\$ 9,291.58	\$ 10,552.80	/per yr
1.761	Fixed rate per service day:	\$ 32.86	\$ 39.60	/per day	\$ 34.98	\$ 40.91	/per day	\$ 37.17	\$ 42.21	/per day
1.762	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.763	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.764	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.765	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.766	Global square foot rate:	\$ 2.45	/per sq. ft.		\$ 2.53	/per sq. ft.		\$ 2.61	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily		1 hr			1 hr				

4040 Seventh Avenue WIC		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.767	Labor for 250 services:	\$ 6,264.00	\$ 7,830.00	/per yr	\$ 6,451.92	\$ 8,064.90	/per yr	\$ 6,639.84	\$ 8,299.80	/per yr
1.768	Supplies:	\$ 2,370.00	←same as	/per yr	\$ 2,488.50	←same as	/per yr	\$ 2,607.00	←same as	/per yr

1.769	<b>TOTAL:</b>	<u>\$ 8,634.00</u>	<u>\$ 10,200.00</u>	/per yr	<u>\$ 9,208.63</u>	<u>\$ 10,553.40</u>	/per yr	<u>\$ 9,801.65</u>	<u>\$ 10,906.80</u>	/per yr
				/per day			/per day			/per day
1.770	Fixed rate per service day:	<u>\$ 34.54</u>	<u>\$ 40.80</u>		<u>\$ 36.83</u>	<u>\$ 42.21</u>		<u>\$ 39.21</u>	<u>\$ 43.63</u>	
1.771	Extra carpet shampoo/extraction:	<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.	
1.772	Extra strip & wax:	<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.	
1.773	Labor, extra services:	<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr	
1.774	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.775	Global square foot rate:	<u>\$ 3.37</u>	/per sq. ft.		<u>\$ 3.49</u>	/per sq. ft.		<u>\$ 3.61</u>	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		<u>1 hr</u>			<u>1 hr.</u>				

<u>4126 Peoria Justice Court</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>	
1.776	Labor for 250 services:	<u>\$ 4,588.80</u>	<u>\$ 5,736.00</u>	/per yr	<u>\$ 4,726.46</u>	<u>\$ 5,908.08</u>	/per yr	<u>\$ 4,864.13</u>	<u>\$ 6,080.16</u>	/per yr
1.777	Supplies:	<u>\$ 1,980.00</u>	< same as	/per yr	<u>\$ 2,079.00</u>	< same as	/per yr	<u>\$ 2,178.00</u>	< same as	/per yr
1.778	<b>TOTAL:</b>	<u>\$ 6,568.80</u>	<u>\$ 7,716.00</u>	/per yr	<u>\$ 7,009.63</u>	<u>\$ 7,987.08</u>	/per yr	<u>\$ 7,464.66</u>	<u>\$ 8,258.16</u>	/per yr
				/per day			/per day			/per day
1.779	Fixed rate per service day:	<u>\$ 26.28</u>	<u>\$ 30.86</u>		<u>\$ 28.04</u>	<u>\$ 31.95</u>		<u>\$ 29.86</u>	<u>\$ 33.03</u>	
1.780	Extra carpet shampoo/extraction:	<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.	
1.781	Extra strip & wax:	<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.	
1.782	Labor, extra services:	<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr	
1.783	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.784	Global square foot rate:	<u>\$ 1.33</u>	/per sq. ft.		<u>\$ 1.37</u>	/per sq. ft.		<u>\$ 1.42</u>	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		<u>1 hr</u>			<u>1.1 hr</u>	-			-

<u>4166 Adult Probation</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>		<u>REDUCED SERVICES</u>	<u>FULL SERVICES</u>	
1.785	Labor for 250 services:	<u>\$ 23,251.20</u>	<u>\$ 29,064.00</u>	/per yr	<u>\$ 23,948.74</u>	<u>\$ 29,935.92</u>	/per yr	<u>\$ 24,646.27</u>	<u>\$ 30,807.84</u>	/per yr
1.786	Supplies:	<u>\$ 4,140.00</u>	< same as	/per yr	<u>\$ 4,347.00</u>	< same as	/per yr	<u>\$ 4,554.00</u>	< same as	/per yr
1.787	<b>TOTAL:</b>	<u>\$ 27,391.20</u>	<u>\$ 33,204.00</u>	/per yr	<u>\$ 29,144.61</u>	<u>\$ 34,282.92</u>	/per yr	<u>\$ 30,952.29</u>	<u>\$ 35,361.84</u>	/per yr
				/per day			/per day			/per day
1.788	Fixed rate per service day:	<u>\$ 109.56</u>	<u>\$ 132.82</u>		<u>\$ 116.58</u>	<u>\$ 137.13</u>		<u>\$ 123.81</u>	<u>\$ 141.45</u>	
1.789	Extra carpet shampoo/extraction:	<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.	
1.790	Extra strip & wax:	<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.	

1.791	Labor, extra services:	<u>\$ 16.00</u>	/per hr	<u>\$ 16.00</u>	/per hr	<u>\$ 16.00</u>	/per hr
1.792	Daytime percentage increase:	<u>15%</u>	%	<u>15%</u>	%	<u>15%</u>	%
1.793	Global square foot rate:	<u>\$ 1.17</u>	/per sq. ft.	<u>\$ 1.20</u>	/per sq. ft.	<u>\$ 1.24</u>	/per sq. ft.
	Minimum Number of Labor Hours (#)						
	- Daily	4.5 hrs	6 hrs				

4602 Assessor - Scottsdale Office		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.794	Labor for 156 services:	<u>\$ 9,345.60</u>	<u>\$ 11,682.00</u>	/per yr	<u>\$ 9,625.97</u>	<u>\$ 12,032.46</u>	/per yr	<u>\$ 9,906.34</u>	<u>\$ 12,382.92</u>	/per yr
1.795	Supplies:	<u>\$ 1,590.00</u>	←same as	/per yr	<u>\$ 1,669.50</u>	←same as	/per yr	<u>\$ 1,749.00</u>	←same as	/per yr
1.796	TOTAL:	<u>\$ 10,935.60</u>	<u>\$ 13,272.00</u>	/per yr	<u>\$ 11,634.33</u>	<u>\$ 13,701.96</u>	/per yr	<u>\$ 12,354.66</u>	<u>\$ 14,131.92</u>	/per yr
1.797	Fixed rate per service day:	<u>\$ 70.10</u>	<u>\$ 85.08</u>	/per day	<u>\$ 74.58</u>	<u>\$ 87.83</u>	/per day	<u>\$ 79.20</u>	<u>\$ 90.59</u>	/per day
1.798	Extra carpet shampoo/extraction:	<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.	
1.799	Extra strip & wax:	<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.	
1.800	Labor, extra services:	<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr	
1.801	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.802	Global square foot rate:	<u>\$ 1.44</u>	/per sq. ft.		<u>\$ 1.48</u>	/per sq. ft.		<u>\$ 1.53</u>	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily	4 hrs	5 hrs							

4604 Scottsdale WIC		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.803	Labor for 208 services:	<u>\$ 3,892.80</u>	<u>\$ 4,866.00</u>	/per yr	<u>\$ 4,009.58</u>	<u>\$ 5,011.98</u>	/per yr	<u>\$ 4,126.37</u>	<u>\$ 5,157.96</u>	/per yr
1.804	Supplies:	<u>\$ 570.00</u>	←same as	/per yr	<u>\$ 598.50</u>	←same as	/per yr	<u>\$ 627.00</u>	←same as	/per yr
1.805	TOTAL:	<u>\$ 4,462.80</u>	<u>\$ 5,436.00</u>	/per yr	<u>\$ 4,746.33</u>	<u>\$ 5,610.48</u>	/per yr	<u>\$ 5,038.57</u>	<u>\$ 5,784.96</u>	/per yr
1.806	Fixed rate per service day:	<u>\$ 21.46</u>	<u>\$ 26.13</u>	/per day	<u>\$ 22.82</u>	<u>\$ 26.97</u>	/per day	<u>\$ 24.22</u>	<u>\$ 27.81</u>	/per day
1.807	Extra carpet shampoo/extraction:	<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.		<u>\$ 0.12</u>	/per sq. ft.	
1.808	Extra strip & wax:	<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.		<u>\$ 0.18</u>	/per sq. ft.	
1.809	Labor, extra services:	<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr		<u>\$ 16.00</u>	/per hr	
1.810	Daytime percentage increase:	<u>15%</u>	%		<u>15%</u>	%		<u>15%</u>	%	
1.811	Global square foot rate:	<u>\$ 3.09</u>	/per sq. ft.		<u>\$ 3.19</u>	/per sq. ft.		<u>\$ 3.29</u>	/per sq. ft.	

Minimum Number of Labor Hours (#)

- Daily 1 hr 1 hr.

5105 Animal Control Center		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.812	Labor for 250 services:	\$ 7,790.40	\$ 9,738.00	/per yr	\$ 8,024.11	\$ 10,030.14	/per yr	\$ 8,257.82	\$ 10,322.28	/per yr
1.813	Supplies:	\$ 3,210.00	←same as	/per yr	\$ 3,370.50	←same as	/per yr	\$ 3,531.00	←same as	/per yr
1.814	TOTAL:	\$ 11,000.40	\$ 12,948.00	/per yr	\$ 11,736.45	\$ 13,400.64	/per yr	\$ 12,496.15	\$ 13,853.28	/per yr
1.815	Fixed rate per service day:	\$ 44.00	\$ 51.79	/per day	\$ 46.95	\$ 53.60	/per day	\$ 49.98	\$ 55.41	/per day
1.816	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.817	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.818	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.819	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.820	Global square foot rate:	\$ 2.85	/per sq. ft.		\$ 2.98	/per sq. ft.		\$ 3.04	/per sq. ft.	
Minimum Number of Labor Hours (#)										
- Daily		1 hr	1 hr.							

5115 Assessor – Tempe Office		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.821	Labor for 156 services:	\$ 4,785.60	\$ 5,982.00	/per yr	\$ 4,929.17	\$ 6,161.46	/per yr	\$ 5,072.74	\$ 6,340.92	/per yr
1.822	Supplies:	\$ 870.00	←same as	/per yr	\$ 913.50	←same as	/per yr	\$ 957.00	←same as	/per yr
1.823	TOTAL:	\$ 5,655.60	\$ 6,852.00	/per yr	\$ 6,017.95	\$ 7,074.96	/per yr	\$ 6,391.52	\$ 7,297.92	/per yr
1.824	Fixed rate per service day:	\$ 36.25	\$ 43.92	/per day	\$ 38.58	\$ 45.35	/per day	\$ 40.97	\$ 46.78	/per day
1.825	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.826	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.827	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.828	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.829	Global square foot rate:	\$ 0.74	/per sq. ft.		\$ 0.77	/per sq. ft.		\$ 0.79	/per sq. ft.	
Minimum Number of Labor Hours (#) – Daily		1 hr	2 hrs	-	-	-	-	-	-	-

6605 MCSO - Bluepoint Lake-Aid Station		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.830	Labor for 104 services:	\$ 34,468.80	\$ 43,086.00	/per yr	\$ 35,502.86	\$ 44,378.58	/per yr	\$ 36,536.93	\$ 45,671.16	/per yr
1.831	Supplies:	\$ 2,850.00	←same as	/per yr	\$ 2,992.50	←same as	/per yr	\$ 3,135.00	←same as	/per yr
1.832	TOTAL:	\$ 37,318.80	\$ 45,936.00	/per yr	\$ 39,650.22	\$ 47,371.08	/per yr	\$ 42,052.24	\$ 48,806.16	/per yr
1.833	Fixed rate per service day:	\$ 149.28	\$ 183.74	/per day	\$ 158.60	\$ 189.48	/per day	\$ 168.21	\$ 195.22	/per day
1.834	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.835	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.836	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.837	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.838	Global square foot rate:	\$ 1.44	/per sq. ft.		\$ 1.49	/per sq. ft.		\$ 1.53	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily	5.5 hrs	7 hrs							

1501 MCSO – Support Bldg.		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.839	Labor for 250 services:	\$	\$ 21,612.00	/per yr	\$	\$ 22,260.36	/per yr	\$	\$ 22,928.17	/per yr
1.840	Supplies:	\$ 4,200.00	same as	/per yr	\$ 4,368.00	same as	/per yr	\$ 4,542.72	same as	/per yr
1.842	TOTAL:	\$	\$	/per yr	\$	\$	/per yr	\$	\$	/per yr
1.843	Fixed rate per service day:	\$	\$ 86.45	/per day	\$	\$ 89.04	/per day	\$	\$ 91.71	/per day
1.844	Extra carpet shampoo/extraction:	\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.845	Extra strip & wax:	\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.846	Labor, extra services:	\$ 16.00	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.847	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.848	Global square foot rate:	\$ 1.08	/per sq. ft.		\$ 1.12	/per sq. ft.		\$ 1.15	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily	5.5 hrs	7 hrs							

<u>1715 Juvenile - Courts</u>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.849	Labor for 26 services - Saturdays:	\$3,814.80	\$0	/per yr	\$3,967.39	\$0	/per yr	\$4,126.09	\$0	/per yr
1.850	Supplies:	\$1,357.20	βsame as	/per yr	\$1,411.49	βsame as	/per yr	\$1,467.95	βsame as	/per yr
1.851	TOTAL:	\$5,172.00	\$0	/per yr	\$5,378.88	\$0	/per yr	\$5,594.04	\$0	/per yr
1.852	Fixed rate per service day:	\$198.92	\$0	/per day	\$206.88	\$0	/per day	\$215.16	\$0	/per day
1.853	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.854	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.855	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.856	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.857	Global square foot rate:	\$0.22	/per sq. ft.		\$0.23	/per sq. ft.		\$0.24	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		hrs			hrs				
<u>2403 Guadalupe Branch Library</u>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.858	Labor for 156 services:	\$4932.00	\$0	/per yr	\$5079.96	\$0	/per yr	\$5232.36	\$0	/per yr
1.859	Supplies:	\$2112.00	βsame as	/per yr	\$2217.60	βsame as	/per yr	\$2328.48	βsame as	/per yr
1.860	TOTAL:	\$7044.00	\$0	/per yr	\$7297.56	\$0	/per yr	\$7560.84	\$0	/per yr
1.861	Fixed rate per service day:	\$45.16	\$0	/per day	\$46.78	\$0	/per day	\$48.47	\$0	/per day
1.862	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.863	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.864	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.865	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.866	Global square foot rate:	\$1.86	/per sq. ft.		\$1.93	/per sq. ft.		\$2.00	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		hrs			hrs				

<b>5126 Tempe Assessors Office</b>		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1.867	Labor for 156 services:	\$13,372.56	\$0	/per yr	\$13,907.46	\$0	/per yr	\$14,463.76	\$0	/per yr
1.868	Supplies:	\$3750.00	βsame as	/per yr	\$3937.50	βsame as	/per yr	\$4134.38	βsame as	/per yr
1.869	TOTAL:	\$17,122.56	\$0	/per yr	\$17,844.96	\$0	/per yr	\$18,598.14	\$0	/per yr
1.870	Fixed rate per service day:	\$109.76	\$0	/per day	\$114.39	\$0	/per day	\$119.22	\$0	/per day
1.871	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.872	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.873	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.874	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.875	Global square foot rate:	\$1.59	/per sq. ft.		\$1.66	/per sq. ft.		\$1.73	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		hrs			hrs				
<hr/>										
<b>1417 ACC Trailer Building</b>										
1.876	Labor for 156 services:	\$4,212.00	\$0	/per yr	\$4,380.48	\$0	/per yr	\$4,555.70	\$0	/per yr
1.877	Supplies:	\$288.00	βsame as	/per yr	\$302.40	βsame as	/per yr	\$317.52	βsame as	/per yr
1.878	TOTAL:	\$	\$0	/per yr	\$	\$0	/per yr	\$	\$0	/per yr
1.879	Fixed rate per service day:	\$28.85	\$0	/per day	\$30.02	\$0	/per day	\$31.24	\$0	/per day
1.880	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.881	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.882	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.883	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.884	Global square foot rate:	\$11.63	/per sq. ft.		\$12.10	/per sq. ft.		\$12.59	/per sq. ft.	
	Minimum Number of Labor Hours (#) - Daily		hrs			hrs				

SERIAL 06021-RFP

		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
1915N	MCSO – Adult Probation									
1.885	Labor for 250 services:	\$	11,975.00\$	/per yr	\$	\$12,334.25	/per yr	\$	\$12,693.50	/per yr
1.886	Supplies:	\$650.00	βsame as	/per yr	\$676.00	βsame as	/per yr	\$710.00	βsame as	/per yr
1.887	TOTAL:	\$	\$ 12,625.00	/per yr	\$	\$13,010.25	/per yr	\$	13,403.50	/per yr
1.888	Fixed rate per service day:	\$	\$50.50	/per day	\$	\$52.04	/per day	\$	\$53.61	/per day
1.889	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
1.890	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
1.891	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
1.892	Daytime percentage increase:	15%	%		15%	%		15%	%	
1.893	Global square foot rate:	\$1.40	/per sq. ft.		\$1.44	/per sq. ft.		\$1.49	/per sq. ft.	
	Minimum Number of Labor Hours (#)									
	- Daily	1/ hr.	1/ hr.							
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
3857	Dental Office									
1.894	Labor for 250 services (Includes 1-porter):	\$	\$13812.00	/per yr	\$	\$ 14502.60	/per yr	\$	\$ 15227.73	/per yr
1.895	Supplies:	\$ 1590.00	same as	/per yr	\$ 1669.50	same as	/per yr	\$ 1752.98	same as	/per yr
1.896	TOTAL:		\$15402.00	/per yr	\$	\$ 16172.10	/per yr	\$	\$ 16980.71	/per yr
1.897	Fixed rate per service day:		\$61.60	/per day	\$	\$ 64.69	/per day	\$ 633.62	\$ 732.34	/per day
1.898	Extra carpet shampoo/extraction:		/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.899	Extra strip & wax:		/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.900	Labor, extra services:		/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.901	Daytime percentage increase:		%		15%	%		15%	%	
1.902	Global square foot rate:		/per sq. ft.		\$ 1.70	/per sq. ft.		\$ 1.76	/per sq. ft.	
1.903	Porter hourly rate:		/per hr		\$ 15.50	/per hr		\$ 16.00	/per hr	
	Minimum Number of Labor Hours (#)									
	- Daily	24 hrs	30 hrs							
		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
3857	Adult/Juvenile Probation									
1.904	Labor for 250 services (Includes 1-porter):	\$	\$7980.00	/per yr	\$	\$ 8379.00	/per yr	\$	\$8797.95	/per yr
1.905	Supplies:	\$ 900.00	same as	/per yr	\$ 945.00	same as	/per yr	\$ 992.25	same as	/per yr
1.906	TOTAL:		\$8880.00	/per yr	\$	\$9324.00	/per yr	\$	\$ 9790.20	/per yr

1.907	Fixed rate per service day:	\$35.52	/per day	\$	\$ 37.30	/per day	\$	\$39.16	/per day
1.908	Extra carpet shampoo/extraction:	/per sq. ft.		\$ 0.12	/per sq. ft.		\$ 0.12	/per sq. ft.	
1.909	Extra strip & wax:	/per sq. ft.		\$ 0.18	/per sq. ft.		\$ 0.18	/per sq. ft.	
1.910	Labor, extra services:	/per hr		\$ 16.00	/per hr		\$ 16.00	/per hr	
1.911	Daytime percentage increase:	%		15%	%		15%	%	
1.912	Global square foot rate:	/per sq. ft.		\$ 1.70	/per sq. ft.		\$ 1.76	/per sq. ft.	
1.913	Porter hourly rate:	/per hr		\$ 15.50	/per hr		\$ 16.00	/per hr	
	Minimum Number of Labor Hours (#)								
	- Daily	24 hrs	30 hrs						

**OTHER CHARGES:**

(See Exhibit 7 for locations)

1.914	Price for sanitary napkin, tampon (reg absorbency)	\$ 0.25	/ each	\$ 0.25	/ each	\$ 0.25	/ each
1.915	Price for sanitary napkin, pad #4	\$ 0.25	/ each	\$ 0.25	/ each	\$ 0.25	/ each
1.916	Filter, waterless urinal:	\$41.00	/ each	\$43.00	/ each	\$45.00	/ each
1.917	Custodial products not covered and billable, cost plus:	15% (percent)					

**EXHIBIT B**

**SCOPE OF WORK**

**VARSITY CONTRACTORS, INC.**

1.0 SCOPE OF WORK:

The buildings that are listed in Exhibit A, PRICING are grouped into three (3) geographical locations as Groups 2, 4 and 5.

1.1 CONTRACTOR RESPONSIBILITIES:

The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein for Groups 3, 4 and 5.

1.2 BUSINESS HOURS AND SERVICE DAYS:

1.2.1 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.

1.2.2 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:

1.2.2.1 5X week janitorial service, 250 services annually

1.2.2.2 4X week janitorial service, 208 services annually

1.2.2.3 3X week janitorial service, 156 services annually

1.2.2.4 2X week janitorial service, 104 services annually

1.2.2.5 1X week janitorial service, 52 services annually

1.2.3 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 §2.3.2.

1.2.4 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 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.

1.3 PORTER STAFF:

1.3.1 Porters are on-site to perform two (2) functions;

1.3.1.1 monitor rest rooms, maintain common areas, and emergency clean-ups, etc.

1.3.1.2 to perform janitorial tasks as outlined in Section 1.6.

Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §1.6. 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 3 Site Locations and Data. Porters shall also be responsible to provide services to surrounding buildings when assigned to multi-site complexes. Porter must maintain a porter log (See Exhibit B-4, Porter Log), which designates time-in and time-out. Porter logs must be submitted with each invoice (See Invoicing §2.30). 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.

**Should a Porter not report for duty as scheduled, the appropriate Contract Compliance Inspector (CCI) shall be notified with one (1) hour of the scheduled start time.**

1.3.2 Porter adjacent site responsibility

<i>Site #</i>	<i>Porter Site Name</i>	<i>Other Building Responsibilities</i>
1401	MCDOT – Administration	1405; 1408; 1409
1402	Flood Control – Admin.	1404; 1414; 1501; 1511; 1513
1715	Juvenile Court – Durango	1704; 1703; 1916; 1702; 1701
2033	Superior Court – NW	2029
3824	George Campbell Library	--
3846	Public Health	--
3853	Superior Court - NE	--

1.4 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-5, Supplies List).

1.5 AREAS EXEMPT FROM CLEANING SERVICES:

Exempt from this contract is cafeteria in Downtown Courts Complex called the *Change Of Venue*. Other cafeterias operated by the State of Arizona, Department of Economic Security, do have restrictions: only floor care in the DES cafeteria eating areas will be included.

1.6 CLEANING REQUIREMENTS, MINIMUM:

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.

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 requirement that may have been omitted as listed below. 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.

**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. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	Daily	Daily
A-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
A-3	Vacuum all areas of interior carpets	--	Daily
A-4	Vacuum all office/cubicle carpet areas	2X/WK	Daily
A-5	Vacuum office traffic areas	2X/WK	Daily
A-6	Vacuum public areas and entry mats	Daily	Daily
A-7	Clean and dust mop lobby floors	Daily	Daily
A-8	Special clean marble floors/walls, copper ornamentals	--	Daily
A-9	Dust mop then damp mop all hard floor areas	3X/WK	Daily
A-10	Clean and sanitize drinking fountains; polish metal	Daily	Daily
A-11	Spot clean carpets in office traffic areas	1X/WK	Daily
A-12	Spray buff hard floors, restore luster, dust mop	2X/M	1X/WK
A-13	Clean all baseboards in traffic areas	Quarterly	1X/MO
A-14	Clean all non-traffic area baseboards	--	1X/YR
A-15	Dust all cleared furniture tops, vacant shelves, windowsills, ledges, and lobby benches	1X/MO	1X/WK
A-16	Empty public ashtrays (interior and exterior)	Daily	Daily
A-17	Broom entranceways, 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 <b>and spot clean</b>	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-26	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	1X/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

**☐Section B -- Elevators, Landings, and Stairwells**

B-1	Empty trash containers located at landings, replace liners. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	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	1X/MO	Daily
B-9	Clean all interior building stairwells and stairwell landings. Clean stair railings	Quarterly	1X/MO
B-10	Clean wall mounted light fixtures located in stairwells	Quarterly	1X/MO
B-11	Clean doors (in/out) of all floors servicing stairwells	Quarterly	1X/MO
B-12	Remove any cob webs on ceilings/walls of stairwells	Quarterly	1X/MO

**☐Section C -- Data Processing Areas**

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	Daily	Daily
C-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
C-3	Vacuum all office/cubicle carpet areas	2X/WK	Daily
C-4	Vacuum all area of interior carpet areas	--	Daily
C-5	Vacuum office traffic areas	2X/WK	--
C-6	Lightly damp mop elevated floors	1X/WK	Daily
C-7	Wet mop hallways and office tiled floors	3X/WK	Daily
C-8	Spot clean carpets and hard floors	1X/WK	Daily
C-9	Dust furniture, window sills, and ledges	1X/M	1X/WK
C-10	Vacuum behind data equipment	1X/M	Daily
C-11	Remove cobwebs from walls and ceilings	2X/YR	Quarterly
C-12	Clean HVAC vents	1X/YR	2X/YR
C-13	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
C-14	Extract and shampoo all carpet	1X/YR	2X/YR
C-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
C-16	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. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	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
C-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. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	Daily	Daily
E-2	Clean outside surface of all lab/clinic trash containers	Quarterly	1X/MO
E-3	Dust window sills and other horizontal surfaces	Daily	Daily
E-4	Clean glass in display partitions and on interior doors	Daily	Daily
E-5	Clean door handles, push plates, and kick plates	Daily	Daily
E-6	Clean sinks and adjacent countertop areas	Daily	Daily
E-7	Dust mop floor, wet mop with germicidal solution	Daily	Daily
E-8	Empty infectious /biohazard waste into appropriate receptacles and dispose of accordingly	Daily	Daily
E-9	Spot clean carpet and hard floors	1X/WK	Daily
E-10	Spray buff finished floors, dust mop	1X/M	1X/WK
E-11	Vacuum carpeted exam rooms; if tile dust mop in same manner	Daily	Daily
E-12	Clean and polish stainless steel exam tables	1X/M	1X/WK
E-13	Pour 1-gallon germicidal solution into floor drains	1X/WK	Daily
E-14	Damp wipe exterior surfaces of lab refrigerators	Quarterly	1X/MO
E-15	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
E-16	Clean HVAC vents	1X/YR	2X/YR
E-17	Extract and shampoo all carpet	1X/YR	2X/YR
E-18	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
E-19	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. <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	Daily	Daily
F-2	Clean outside surface of all office trash containers	Quarterly	1X/WK
F-3	Vacuum all carpeted areas	Daily	Daily
F-4	Dust mop all hard floors then damp mop	Daily	Daily
F-5	Dust clean and polish judges desk and bench	Daily	Daily
F-6	Clean all non-fabric courtroom seating	Daily	Daily
F-7	Vacuum and spot clean all fabric seating	1X/WK	Daily
F-8	Dust all horizontal surfaces	1X/WK	Daily
F-9	Spot clean carpeted areas and hard floor areas	1X/WK	Daily
F-10	Spray buff hard floors, dust mop	1X/M	1X/WK
F-11	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
F-12	Clean HVAC vents	1X/YR	2X/YR
F-13	Clean baseboards in traffic areas	Quarterly	1X/MO
F-14	Extract and shampoo all carpet	1X/YR	2X/YR
F-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
F-16	Clean all ceiling light diffusers	1X/YR	Quarterly

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

	TASK	REDUCED SERVICE	FULL SERVICE
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		INTERVAL	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). <b>Liner replacement not required if container is less than ¼ full. Contents may be dumped and existing liner left in place.</b>	Daily	Daily
J-5	Clean out ashtray located in elevator landing areas	2/WK	Daily
J-6	Clean exterior surface of all trash receptacles located at landings	Quarterly	1X/WK
J-7	Vacuum carpeted breezeways /bridges if carpeted	2X/WK	Daily
J-8	Sweep hard floor breezeways/bridges	1X/WK	2X/WK
J-9	Dust sills on breezeways/bridges	1X/M	1X/WK
J-10	Extract and shampoo all carpeted breezeways/bridges. Damp mop hard floor if finish sealed	1X/YR	2X/YR

**☐Section K -- Special Additional Instructions for Porters at Libraries**

K-1	Dusting of books located on shelves and book stacks	Daily -- Mon-Fri between 7:30 AM – 11:30 AM
K-2	Spot cleaning of carpet and furniture using shampoo/extraction method	
K-3	Empty parking lot trash containers and replace liners	

**☐Section L -- Special Additional Instructions for Porters at Other Porter- Assigned Sites**

L-1	Public areas – vacuum all carpet; dust mop all hard floor	Daily
L-2	Monitor public entranceways (ashtrays, trash containers, litter, etc.)	Daily
L-3	Day clean section called <i>Expedited Service</i> @ Bldg. 2855 (690 sq. ft.)	Daily
L-4	Day clean section called Exhibit Office @ Bldg. 2855 (805 sq. ft.)	Daily
L_5	Day clean areas so designated @3853	Daily

1.7 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

- 1.7.1 Parking garages shall not include the actual parking areas. Cleaning is to include, but not limited to:
  - 1.7.1.1 Elevators;
  - 1.7.1.2 Floor landings where the elevator stops. Area shall be free of stains;
  - 1.7.1.3 Trash containers emptied and externally cleaned (any on the entire floor);
  - 1.7.1.4 All stairwells cleaned as scheduled in §1.6, B-9 thru B-12.
  - 1.7.1.5 The cleaning breezeways/bridges to buildings.
- 1.7.2 The square footages listed in Exhibit B-1, Site Locations and 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.

1.8 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:

- 1.8.1 Exhibit B-6, 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 dependant on usage history.

1.8.2 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:

1.8.2.1 Tampon, regular absorbency

1.8.2.2 Napkin pad, package #4

1.8.3 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.

1.9 WATERLESS URINAL FILTER CHANGE-OUT:

1.9.1 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 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.

1.9.2 Buildings that require this service are:

1.10.2.3 Not Applicable at this time.

1.9.3 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.

1.9.4 Replacement filters can be obtained from Falcon Water free Technologies.  
Note: Replacement cartridges may also be obtained from local janitorial supply firms.

1.10 PRODUCT DISPENSERS:

1.10.1 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 need replacement, shall be replaced and installed by the Contractor.

1.10.2 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-5, Supplies List, regarding the use of proprietary dispensers.

1.10.3 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.

1.10.4 If the County deems additional dispensers are needed at sites, the Contractor must provide the unit at no additional cost to the County

1.11 SUPPLIES:

- 1.11.1 Exhibit B-5, Supplies List are minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.
- 1.11.2 The County shall provide the Contractor the opportunity for an annual cost adjustment to materials (to become effective on the Contract Anniversary date). The request **MUST** be provided in writing, to the Materials Management Department ninety (90) days prior to the Contract Anniversary date. Any adjustment shall be based on the appropriate Producer Price Index (PPI) for the product(s). When requesting a supply cost increase, proof of cost increase and supply usage must be provided (In writing) to the procurement officer of the Materials Management Department.
- 1.11.3 Samples of paper products shall be submitted to the County prior to contract award. 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.

As listed in Exhibit B-5, the following is a register of common supplies:

- 1.11.3.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply
- 1.11.3.2 Toilet tissue, standard roll, 2-ply
- 1.11.3.3 Paper towels:
  - 1.11.3.3.1 Rolls no less than 8" wide (white)
  - 1.11.3.3.2 C-fold white, 1-ply
  - 1.11.3.3.3 Single fold, white, 1-ply
- 1.11.3.4 Trash can liners
- 1.11.3.5 Biohazard trash bags
- 1.11.3.6 Gravity fed hand soap and dispensers
- 1.11.3.7 Toilet seat covers
- 1.11.3.8 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)
- 1.11.3.9 Tampons and napkin pads

1.12 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.

1.13 DAYTIME PERCENTAGE INCREASE:

- 1.13.1 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.

1.13.2 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.

1.14 GLOBAL SQUARE FOOT PRICING:

The global square foot pricing is a cost per square foot the County is charged 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.

1.15 UNOCCUPIED SPACE:

1.15.1 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.

1.15.2 In order to qualify for the unoccupied credit, the following two conditions must occur:

1.15.2.1 25% or more of the total square foot of the floor must be unoccupied, and

1.15.2.2 a minimum 30-day site un-occupancy

1.16 INCOMPLETE WORK OR POOR PERFORMANCE:

The Facilities Management Department or the self-monitoring department reserve the right to complete the work to their satisfaction and deduct the cost from any monies due the Contractor if the work is not corrected within the allotted time frame or to the satisfaction of the agency.

1.17 MATERIAL SAFETY DATA SHEETS:

1.17.1 The Contractor shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29, section 1910.2000 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 MSDS 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 MSDS sheets must be legible, and printed in English and Spanish. Only MSDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry MSDS sheets are NOT acceptable.

1.17.2 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.

1.17.3 Material Safety Data Sheets (MSDS) 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 MSDS sheets readily available on the service cart. The MSDS 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 MSDS sheets.

1.18 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.

1.19 ENGLISH SPEAKING REQUIREMENT:

1.19.1 The Contractor's job supervisor 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:

1.19.1.1 Warnings of emergencies and hazards.

1.19.1.2 .Preparation of reports as specified.

1.19.1.3 Communication with Maricopa County personnel and tenants.

1.19.2 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.

1.20 EMPLOYEES OF THE CONTRACTOR:

1.20.1 No one except authorized employees of the Contractor are 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, Social Security Number, Phone Number, and Address of all employees assigned to this contract. If changes to the register occur, the Contractor must inform the County via electronic notice immediately.

1.20.2 Back Ground Checks:

A background check 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.

1.20.3 Required Company Uniforms:

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

1.20.4 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.

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

1.21 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.

1.22 BUILDING SECURITY:

1.22.1 The Contractor's staff shall be provided keys to County facilities. These may be acquired by:

1.22.1.1 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

1.22.1.2 provided 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.

1.22.1.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of the Facilities Management Department.

1.22.2 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.

1.22.3 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.

- 1.22.4 Contractor's employees entering or leaving the building after hours shall make sure the doors described in §2.24.3 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.
- 1.22.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

1.23 **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 Attachment A, PRICING. All additional work must be billed separately. Within twenty-four (24) hours after receiving a verbal to proceed, the Contractor MUST obtain 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.

1.24 **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.

1.25 **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.

1.26 **DAILY INSPECTIONS:**

- 1.26.1 As part of the contract administration process, the 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 shall inspect for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form shall be utilized (See Exhibit B-3, 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 §2.28).

1.26.2 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 Materials Management Department and FMD to discuss unsatisfactory performance and placed on a performance action plan. Persistent unsatisfactory performance may result in being placed in default and removed from the contract.

1.26.3 Site Inspection Report – Exhibit B-3:

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 an FMD Contract Compliance Inspector (CCI) or by a representative of a self monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

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

1.26.3.2 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

1.26.3.3 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 CCI staff. It shall be the responsibility of the CCI 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.

1.27 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-3 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 continuous, documented deficiencies in the Contractor's performance.

Reoccurrences: Should Contractor receive 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	\$40.00 per occurrence

	and continues until deficiency is corrected	
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

<u>Other</u>	<u>Deduction</u>
No MSDS sheets (See §2.19); OSHA violations:	\$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 §2.21)
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.

1.28 **INVOICING:**

Upon the completion of each month’s services for each location, the Contractor shall submit invoicing to the County. The invoicing shall have enclosed or attached to it the following log:

The Porter Sign-in/out Log (if applicable),

The log MUST accompany monthly invoice, otherwise, payment may be withheld until the corrected documentation is submitted. All monthly services must be provided first, then invoiced at the beginning of the next month.

Invoices for base contract service shall be submitted by the Contractor to the County department who is monitoring the services:

For MCDOT sites:  
MCDOT  
2222 S. 27<sup>th</sup> Ave.  
Phoenix, AZ 85009

For FMD sites:  
Facilities Management Department  
401 W. Jefferson St.  
Phoenix, AZ 85003

For Assessor sites:  
Maricopa County Assessor  
301 W. Jefferson St. #330  
Attention: Maxine Thorpe  
Phoenix, AZ 85003

All invoices MUST contain:

- (a) Contractor's name and billing address
- (b) Terms as PROPOSED
- (c) Contract serial number
- (d) PO number, or if County paying by purchase card, the phrase: "P-Card" posted in purchase order field
- (e) List each site the Contractor is responsible for by contract section number; site name; FMD building number; - as posted in Attachment A, PRICING (i.e., 1.8 Clerk of Court [4309])
- (f) Cost per service day for that site
- (g) Number of service days in the billable month
- (h) Extended total cost
- (i) Total

Additional work order request not covered in the normal day-to-day cleaning and floor work shall be billed separately to the authorizing department who has made the request. Letter of authorization from the County agency shall be attached; otherwise payment will not be made.

If the Contractor is responsible for many sites and therefore the quantity cannot be placed on one invoice, a separate sheet listing the sites is acceptable.

Failure to follow invoice requirements, payment may be withheld until the corrected documentation is submitted.

1.29 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.

1.30 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.

1.31 DEFINITIONS:

The following are definitions used by the County for evaluating custodial service.

- 1.31.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.
- 1.31.2 CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using a rotating process of one time bonneting and the next time extraction.
- 1.31.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.
- 1.31.4 DUST MOPPING: Use of a cut-fringe or looped-end dust mop, to pickup loose dust and dirt, pieces of paper, cigarette butts, and similar materials, on non-carpeted floors.

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- 1.31.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.
- 1.31.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.
- 1.31.7 FINISHED FLOOR (Application): A floor is satisfactorily finished when all old wax has been completely removed, and sufficient coats of sealer and wax have been applied with enough drying time between each coat to assure no streaking, bubbling and yellowing. This will include all vinyl and baseboard areas.
- 1.31.8 GLASS CLEANING: Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.
- 1.31.9 HEAVY SWEEPING: Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and entrances.
- 1.31.10 HVAC: Heating Ventilation Air Conditioning
- 1.31.11 LOBBY: Access to building leading into open area. A corridor or hall connected to a larger room or series of rooms and used as a passageway for both public and building employees.
- 1.31.12 METAL CLEANING: All cleaned metal surfaces are without deposits, tarnish or streaks, and with a uniform bright appearance. Any cleaner used is to be removed from adjacent surfaces.
- 1.31.13 PLUMBING FIXTURES & DISPENSER CLEANING: Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.
- 1.31.14 POLISHING OF FINISHED FLOORS: All finished floors will be polished sufficiently for maximum gloss, removal of surface dirt, and have a uniform appearance without streaks. Only non-skid or approved finished will be used. All base molding surfaces will be protected and kept clean and uniform without marks, streaks, stains, OR DAMAGE.
- 1.31.15 PORTER: Custodian who does minor routine cleaning of the premises, such as, but not limited to: responds to emergency cleanups; ensures supplies are stocked in restrooms/break rooms during the course of the day; dusting; light vacuuming if requested by using departments; monitors entranceways for cleanliness. (Does not: make coffee, filing, moving furniture, etc. at the pleasure of the using agency). The porter may provide some cleaning requirements as listed in §2.8 Section K and L; and Exhibit 3, Site Locations and Data.
- 1.31.16 PUBLIC AREA: Any open area within a building used by the public or the building employees for waiting, meeting, or conversing for County business (see also lobby).
- 1.31.17 SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, streaks, marks and standing water. Floor must have a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.
- 1.31.18 SPOT: A small area visibly different (as in color, finish, or material) from the surrounding area. Further defined as a soiled area less than 3" in size or diameter.
- 1.31.19 SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.
- 1.31.20 SPOT CLEANING CARPETS: A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, vendor has made every attempt to remove by

industry standards, and such stain has become permanent to the surface). Care will be taken to use a product for cleaning that will not harm or discolor the carpet fibers or backing.

- 1.31.21 **SPRAY BUFFING:** Use of a floor machine with a white pad only, and occasional spray of floor wax to remove scuffs, minor stains, to produce a uniform luster appearance without streaks. Dust mopping afterwards to pickup any loose wax particles, dirt, debris, or foreign material.
- 1.31.22 **STAIN:** A soiled or discolored area that exceeds 3” in size or diameter.
- 1.31.23 **SWEEPING/VACUUMING:** A properly swept/vacuumed floor is completely free of all dirt, grit, dust, lint, and dead bugs, staples, paper clips, or any other debris.
- 1.31.24 **TRAFFIC AREA:** Any area in a building where the volume of public and/or building employees traverses through and along a route.
- 1.31.25 **VACANT or UNOCCUPIED SPACE:** Space vacant/unoccupied due to temporary move because of construction or departmental needs.
- 1.31.26 **WALL WASHING:** After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment, will have a uniform clean appearance, free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces must not be damaged. Hard finished wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.

- 1.32 Contractor shall implement and maintain an on-going Exposure Control Plan, Exhibit B-7.

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

- 1.33 Contractor shall maintain an on-going Quality Control System, Exhibit B-8.

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

- 1.34 Contractor shall maintain an on-going Hazard Communication Program, Exhibit B-9.

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

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

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 7.

0406 MCDOT - Buckeye Service Facility

26449 Highway 85  
Buckeye, AZ

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5X/WK NIGHTS	
Total Square Feet	<u>2,832</u> / sq. ft.
Carpet .....	<u>0</u> / sq. ft.
Hard Floor .....	<u>2,832</u> / sq. ft.
# Restrooms .....	<u>3</u> / ea.
# Fixtures .....	<u>9</u> / ea.
Employees .....	<u>21</u> / ea.
Avg. Visitors .....	<u>5</u> / daily

Special Instructions:  
Includes sign shop office

1204 MCDOT - Southeast Service Facility

11320 E. Germann Rd.  
Chandler, AZ

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5X/WK NIGHTS	
Total Square Feet .....	<u>3,144</u> / sq. ft.
Carpet .....	<u>0</u> / sq. ft.
Hard Floor .....	<u>3,144</u> / sq. ft.
# Restrooms .....	<u>2</u> / ea.
# Fixtures .....	<u>4</u> / ea.
Employees .....	<u>2</u> / ea.
Avg. Visitors .....	<u>10</u> / daily

Special Instructions:  
NONE

1214 Chandler WIC

3002 N. Arizona Ave. #13  
Chandler, AZ

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5X/WK NIGHTS	
Total Square Feet .....	<u>2,520</u> / sq. ft.
Carpet .....	<u>1,260</u> / sq. ft.
Hard Floor .....	<u>1,260</u> / sq. ft.
# Restrooms .....	<u>2</u> / ea.
# Fixtures .....	<u>6</u> / ea.
Employees .....	<u>6</u> / ea.
Avg. Visitors .....	<u>250</u> / daily

Special Instructions:  
NONE

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1217 *Ed Robson Branch Library*

9330 E. Riggs Rd.

Chandler, AZ

3X/WK NIGHTS - M,Tu,F

Total Square Feet .....	<u>6,000</u>	/ sq. ft.
Carpet .....	<u>4,467</u>	/ sq. ft.
Hard Floor .....	<u>1,492</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>14</u>	/ ea.
Employees .....	<u>5</u>	/ ea.
Avg. Visitors .....	<u>350</u>	/ daily

*Special Instructions:*

Excluded: Retirement Center

1401 *MCDOT - Administration*

2901 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>69,720</u>	/ sq. ft.
Carpet .....	<u>61,027</u>	/ sq. ft.
Hard Floor .....	<u>8,693</u>	/ sq. ft.
# Restrooms .....	<u>12</u>	/ ea.
# Fixtures .....	<u>84</u>	/ ea.
Employees .....	<u>250</u>	/ ea.
Avg. Visitors .....	<u>60</u>	/ daily

*Special Instructions:*

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

Sanitary napkin units located in this facility

1402 *Flood Control - Administration*

2801 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>69,450</u>	/ sq. ft.
Carpet .....	<u>66,000</u>	/ sq. ft.
Hard Floor .....	<u>3,450</u>	/ sq. ft.
# Restrooms .....	<u>12</u>	/ ea.
# Fixtures .....	<u>74</u>	/ ea.
Employees .....	<u>254</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ 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

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1404 *Flood Control - Operations*

2801 W. Durango

Phoenix, AZ

5X/WK NIGHTS

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

*Special Instructions:*

8 shower stalls located in building

1405 *MCDOT - Highway Operations*

2919 W. Durango

Phoenix, AZ

5X/WK NIGHTS

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

*Special Instructions:*

NONE

1408 *MCDOT - Distribution Center*

2222 S. 27th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>4,140</u>	/ sq. ft.
Carpet .....	<u>1,940</u>	/ sq. ft.
Hard Floor .....	<u>2,200</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>10</u>	/ ea.
Employees .....	<u>14</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ daily

*Special Instructions:*

Excludes warehouse

Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

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 .....	2,411	/ sq. ft.
	<b>1,195</b>	
Carpet .....	945	/ sq. ft.
Hard Floor .....	245	/ 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 NIGHTS

Total Square Feet .....	1,990	/ sq. ft.
Carpet .....	945	/ sq. ft.
Hard Floor .....	245	/ 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

**EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY**

**1501 MCSO - Jail Investigation**

3325 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>5,456</u>	/ sq. ft.
Carpet .....	<u>5,082</u>	/ sq. ft.
Hard Floor .....	<u>374</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>24</u>	/ ea.
Employees .....	<u>15</u>	/ ea.
Avg. Visitors .....	<u>10</u>	/ daily

*Special Instructions:*

**1511 Telecommunications**

3324 W. Gibson Lane

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>3,163</u>	/ sq. ft.
Carpet .....	<u>1,684</u>	/ sq. ft.
Hard Floor .....	<u>1,479</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>8</u>	/ ea.
Employees .....	<u>25</u>	/ ea.
Avg. Visitors .....	<u>25</u>	/ daily

*Special Instructions:*

Excludes shop

**1513 Durango Parking Garage / Protective Services**

3325 W. Gibson Ln.

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>2,320</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>2,320</u>	/ sq. ft.
# Restrooms .....	<u>1</u>	/ ea.
# Fixtures .....	<u>2</u>	/ ea.
Employees .....	<u>13</u>	/ ea.
Avg. Visitors .....	<u>250</u>	/ daily

*Special Instructions:*

See parking garage cleaning requirements

6 floors; 3 elevators

Includes security office (location of RR)

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1702 *Juvenile - Probation Administration*

3125 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>12,875</u>	/ sq. ft.
Carpet .....	<u>3,754</u>	/ sq. ft.
Hard Floor .....	<u>2,151</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>10</u>	/ ea.
Employees .....	<u>50</u>	/ ea.
Avg. Visitors .....	<u>200</u>	/ daily

*Special Instructions:*

Currently closed - expected to open 12/06

1703 *Juvenile - Intake*

3125 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>11,000</u>	/ sq. ft.
Carpet .....	<u>1,253</u>	/ sq. ft.
Hard Floor .....	<u>9,847</u>	/ sq. ft.
# Restrooms .....	<u>4</u>	/ ea.
# Fixtures .....	<u>14</u>	/ ea.
Employees .....	<u>50</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ daily

*Special Instructions:*

Currently closed - expected to open 12/06

Sanitary napkin units located in this facility

1704 *Juvenile - Administration*

3125 W. Durango

Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>20,884</u>	/ sq. ft.
Carpet .....	<u>19,541</u>	/ sq. ft.
Hard Floor .....	<u>1,343</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>17</u>	/ ea.
Employees .....	<u>110</u>	/ ea.
Avg. Visitors .....	<u>100</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1715 *Juvenile - Courts*

3131 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>135,629</u>	/ sq. ft.
Carpet .....	<u>110,947</u>	/ sq. ft.
Hard Floor .....	<u>23,682</u>	/ sq. ft.
# Restrooms .....	<u>28</u>	/ ea.
# Fixtures .....	<u>127</u>	/ ea.
Employees .....	<u>260</u>	/ ea.
Avg. Visitors .....	<u>700</u>	/ daily

*Special Instructions:*

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

1801 *Animal Control Center*

2323 S. 35th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>9,626</u>	/ sq. ft.
Carpet .....	<u>2,440</u>	/ sq. ft.
Hard Floor .....	<u>7,186</u>	/ sq. ft.
# Restrooms .....	<u>5</u>	/ ea.
# Fixtures .....	<u>18</u>	/ ea.
Employees .....	<u>60</u>	/ ea.
Avg. Visitors .....	<u>150</u>	/ daily

*Special Instructions:*

Includes 2 modular units - 1,300 sq. ft.  
Excludes kennels

1901 *Telecommunications Warehouse*

3465 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>155</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>155</u>	/ sq. ft.
# Restrooms .....	<u>1</u>	/ ea.
# Fixtures .....	<u>3</u>	/ ea.
Employees .....	<u>10</u>	/ ea.
Avg. Visitors .....	<u>0</u>	/ daily

*Special Instructions:*

Excludes warehouse area

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1910 MCSO - Vehicle Processing Center

3465 W. Durango

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>55</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>55</u>	/ sq. ft.
# Restrooms .....	<u>1</u>	/ ea.
# Fixtures .....	<u>2</u>	/ ea.
Employees .....	<u>2</u>	/ ea.
Avg. Visitors .....	<u>15</u>	/ 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 .....	<u>1,590</u>	/ sq. ft.
Carpet .....	<u>540</u>	/ sq. ft.
Hard Floor .....	<u>1,050</u>	/ sq. ft.
# Restrooms .....	<u>0</u>	/ ea.
# Fixtures .....	<u>0</u>	/ ea.
Employees .....	<u>2</u>	/ ea.
Avg. Visitors .....	<u>2</u>	/ daily

Special Instructions:

NONE

1915 MCSO - Fleet Management

3355 W. Durango

Phoenix, AZ

5X/WK NIGHTS

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

Special Instructions:

Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

1916 *Juvenile - Probation*

3345 W. Durango

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>15,030</u>	/ sq. ft.
Carpet .....	<u>2,110</u>	/ sq. ft.
Hard Floor .....	<u>12,920</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>5</u>	/ ea.
Employees .....	<u>53</u>	/ ea.
Avg. Visitors .....	<u>300</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1917 *MCSO - Occupational Safety Division*

3345 W. Durango

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>768</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>768</u>	/ sq. ft.
# Restrooms .....	<u>1</u>	/ ea.
# Fixtures .....	<u>2</u>	/ ea.
Employees .....	<u>2</u>	/ ea.
Avg. Visitors .....	<u>2</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

1920 *MCSO - S.W.A.T. & Canine (north side)*

3335 W. Durango

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>7,761</u>	/ sq. ft.
Carpet .....	<u>7,000</u>	/ sq. ft.
Hard Floor .....	<u>761</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>13</u>	/ ea.
Employees .....	<u>20</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ daily

*Special Instructions:*

NONE

**EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY**

**1920 MCSO - General Investigations (south side)**

3335 W. Durango

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>14,726</u>	/ sq. ft.
Carpet .....	<u>14,080</u>	/ sq. ft.
Hard Floor .....	<u>646</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>11</u>	/ ea.
Employees .....	<u>70</u>	/ ea.
Avg. Visitors .....	<u>8</u>	/ daily

*Special Instructions:*

NONE

**1921 Vector Control**

3343 W. Durango

Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>2,840</u>	/ sq. ft.
Carpet .....	<u>2,650</u>	/ sq. ft.
Hard Floor .....	<u>190</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>8</u>	/ ea.
Employees .....	<u>12</u>	/ ea.
Avg. Visitors .....	<u>6</u>	/ daily

*Special Instructions:*

2 shower stalls in this building

**2006 Equipment Services / MCDOT**

16821 N. Dysart Rd.

Surprise, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>420</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>420</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>4</u>	/ ea.
Employees .....	<u>14</u>	/ ea.
Avg. Visitors .....	<u>80</u>	/ daily

*Special Instructions:*

Restrooms only -- no offices

**EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY**

**2009 El Mirage Branch Library**

14011 N. 1st Ave.

El Mirage, AZ

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3X/WK DAYS - M,W,F

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

*Special Instructions:*

NONE

**2025 MCDOT - Northwest Service Facility**

12975 W. Bell Rd.

Surprise, AZ

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5X/WK NIGHTS

Total Square Feet .....	<u>7,363</u>	/ sq. ft.
Carpet .....	<u>2,386</u>	/ sq. ft.
Hard Floor .....	<u>4,977</u>	/ sq. ft.
# Restrooms .....	<u>4</u>	/ ea.
# Fixtures .....	<u>20</u>	/ ea.
Employees .....	<u>20</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ 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 .....	<u>25,000</u>	/ sq. ft.
Carpet .....	<u>16,900</u>	/ sq. ft.
Hard Floor .....	<u>8,010</u>	/ sq. ft.
# Restrooms .....	<u>8</u>	/ ea.
# Fixtures .....	<u>24</u>	/ ea.
Employees .....	<u>45</u>	/ ea.
Avg. Visitors .....	<u>200</u>	/ daily

*Special Instructions:*

Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

2033 *Superior Court - Northwest Regional Court*

14264 W. Tierra Buena Ln.

Surprise, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>25,000</u>	/ sq. ft.
Carpet .....	<u>16,900</u>	/ sq. ft.
Hard Floor .....	<u>8,010</u>	/ sq. ft.
# Restrooms .....	<u>8</u>	/ ea.
# Fixtures .....	<u>24</u>	/ ea.
Employees .....	<u>45</u>	/ ea.
Avg. Visitors .....	<u>200</u>	/ 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 .....	<u>44,846</u>	/ sq. ft.
Carpet .....	<u>22,824</u>	/ sq. ft.
Hard Floor .....	<u>22,002</u>	/ sq. ft.
# Restrooms .....	<u>17</u>	/ ea.
# Fixtures .....	<u>68</u>	/ ea.
Employees .....	<u>174</u>	/ ea.
Avg. Visitors .....	<u>230</u>	/ daily

*Special Instructions:*

NONE

2312 *Glendale WIC*

5141 W. Lamar

Glendale, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>3,580</u>	/ sq. ft.
Carpet .....	<u>600</u>	/ sq. ft.
Hard Floor .....	<u>2,980</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>13</u>	/ ea.
Employees .....	<u>15</u>	/ ea.
Avg. Visitors .....	<u>260</u>	/ daily

*Special Instructions:*

NONE

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

2316 Assessor - Northwest Office

16700 N. 51st Ave. #F1-F3

Phoenix, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet .....	<u>6,610</u>	/ sq. ft.
Carpet .....	<u>6,043</u>	/ sq. ft.
Hard Floor .....	<u>567</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>10</u>	/ ea.
Employees .....	<u>20</u>	/ ea.
Avg. Visitors .....	<u>30</u>	/ daily

Special Instructions:  
NONE

2317 Justice Court - North Valley & Glendale

5222 W. Glendale Rd.

Glendale, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>17,166</u>	/ sq. ft.
Carpet .....	<u>9,166</u>	/ sq. ft.
Hard Floor .....	<u>8,000</u>	/ sq. ft.
# Restrooms .....	<u>10</u>	/ ea.
# Fixtures .....	<u>41</u>	/ ea.
Employees .....	<u>41</u>	/ ea.
Avg. Visitors .....	<u>300</u>	/ daily

Special Instructions:  
NONE

2406 Guadalupe WIC

9206 S. Avenida del Yaqui

Guadalupe, AZ

4X/WK NIGHTS - M,Tu,W,Th

Total Square Feet .....	<u>1,920</u>	/ sq. ft.
Carpet .....	<u>570</u>	/ sq. ft.
Hard Floor .....	<u>1,350</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>5</u>	/ ea.
Employees .....	<u>5</u>	/ ea.
Avg. Visitors .....	<u>175</u>	/ daily

Special Instructions:  
Closed Fridays -- no cleaning

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

2601 *Litchfield Park Branch Library*

101 W. Wigwam Blvd.

Litchfield Park, AZ

5X ~~3X~~/WK DAYS - M,W,F M-F

Total Square Feet .....	6,701	/ sq. ft.
Carpet .....	6,001	/ sq. ft.
Hard Floor .....	700	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	10	/ ea.
Avg. Visitors .....	2,500	/ daily

Special Instructions:  
NONE

2801 *Justice Court - West Mesa*

2050 W. University

Mesa, AZ

5X/WK NIGHTS

Total Square Feet .....	8,300	/ sq. ft.
Carpet .....	6,700	/ sq. ft.
Hard Floor .....	1,600	/ sq. ft.
# Restrooms .....	5	/ ea.
# Fixtures .....	10	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	100	/ daily

Special Instructions:  
NONE

2809 *Mesa WIC*

423 N. Country Club Dr. #45

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

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

2811 *Assessor - Mesa Office*  
943 S. Gilbert #102-104  
Mesa, AZ

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3X/WK NIGHTS - M,W,F

Total Square Feet .....	<u>7,272</u>	/ sq. ft.
Carpet .....	<u>5,879</u>	/ sq. ft.
Hard Floor .....	<u>1,393</u>	/ sq. ft.
# Restrooms .....	<u>3</u>	/ ea.
# Fixtures .....	<u>7</u>	/ ea.
Employees .....	<u>25</u>	/ ea.
Avg. Visitors .....	<u>20</u>	/ daily

*Special Instructions:*  
NONE

2814 *Adult Probation*  
245 Centennial Way  
Mesa, AZ

---

5X/WK NIGHTS

Total Square Feet .....	<u>26,685</u>	/ sq. ft.
Carpet .....	<u>13,720</u>	/ sq. ft.
Hard Floor .....	<u>12,965</u>	/ sq. ft.
# Restrooms .....	<u>5</u>	/ ea.
# Fixtures .....	<u>16</u>	/ ea.
Employees .....	<u>148</u>	/ ea.
Avg. Visitors .....	<u>200</u>	/ daily

*Special Instructions:*  
NONE

2858 *Apache/Greenfield WIC*  
4919 E. Main St.  
Mesa, AZ

---

4X/WK NIGHTS

	<b>2560</b>	
Total Square Feet .....	<u>1,400</u>	/ sq. ft.
Carpet .....	<u>1721-0</u>	/ sq. ft.
	<b>839</b>	
Hard Floor .....	<u>1,400</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>5</u>	/ ea.
Employees .....	<u>6</u>	/ ea.
Avg. Visitors .....	<u>127</u>	/ daily

*Special Instructions:*  
Closed Fridays

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

**3204 Sunnyslope WIC**  
 9100 N. Central Ave.  
 Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	3,000	/ sq. ft.
Carpet .....	100	/ sq. ft.
Hard Floor .....	2,900	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	8	/ ea.
Employees .....	10	/ ea.
Avg. Visitors .....	300	/ daily

*Special Instructions:*  
 NONE

**3801 Emergency Management**  
 2035 N. 52nd St.  
 Phoenix, AZ

---

5X/WK DAYS

Total Square Feet .....	7,500	/ sq. ft.
Carpet .....	842	/ sq. ft.
Hard Floor .....	6,658	/ 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

**3824 George Campbell Branch Library**  
 17811 N. 32nd St.  
 Phoenix, AZ

---

5X/WK NIGHTS

Total Square Feet .....	59,482	/ sq. ft.
Carpet .....	57,747	/ sq. ft.
Hard Floor .....	1,735	/ sq. ft.
# Restrooms .....	7	/ ea.
# Fixtures .....	33	/ ea.
Employees .....	100	/ ea.
Avg. Visitors .....	1,300	/ daily

*Special Instructions:*  
 1 porter on duty: Mon - Fri 12:00 PM - 4:00 PM,  
 and Saturday 8:30 AM - 12:30 PM  
 Excluded: AAEC High School area  
 Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

3843 North Valley WIC

19401 N. Cave Creek Rd. #8 & #9  
Phoenix, AZ

---

5X/WK NIGHTS	
Total Square Feet .....	<u>2,850</u> / sq. ft.
Carpet .....	<u>0</u> / sq. ft.
Hard Floor .....	<u>2,850</u> / sq. ft.
# Restrooms .....	<u>2</u> / ea.
# Fixtures .....	<u>5</u> / ea.
Employees .....	<u>6</u> / ea.
Avg. Visitors .....	<u>200</u> / daily

Special Instructions:  
NONE

3846 Public Health

1645 E. Roosevelt  
Phoenix, AZ

---

5X/WK NIGHTS	
Total Square Feet .....	<u>53,000</u>
Carpet .....	<u>14,683</u>
Hard Floor .....	<u>38,317</u>
# Restrooms .....	<u>12</u>
# Fixtures .....	<u>120</u>
Employees .....	<u>125</u>
Avg. Visitors .....	<u>500</u>

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 .....	<u>104,295</u> / sq. ft.
Carpet .....	<u>69,530</u> / sq. ft.
Hard Floor .....	<u>34,765</u> / sq. ft.
# Restrooms .....	<u>32</u> / ea.
# Fixtures .....	<u>102</u> / ea.
Employees .....	<u>300</u> / ea.
Avg. Visitors .....	<u>600</u> / 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

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

3853 *Northeast Consolidated Courts- SATURDAYS*  
*18380 N. 40th St.*  
*Phoenix, AZ*

---

2 Saturdays a month

Total Square Feet .....	<u>19,483</u>	/ sq. ft.
Carpet .....	<u>9,148</u>	/ sq. ft.
Hard Floor .....	<u>10,335</u>	/ sq. ft.
# Restrooms .....	<u>5</u>	/ ea.
# Fixtures .....	<u>22</u>	/ ea.
Employees .....	<u>20</u>	/ ea.
Avg. Visitors .....	<u>50</u>	/ daily

*Special Instructions:*  
None

3913 *Agricultural Extension Co-op*  
*4345 E. Broadway Rd.*  
*Phoenix, AZ*

---

5X/WK NIGHTS

Total Square Feet .....	<u>16,500</u>	/ sq. ft.
Carpet .....	<u>11,500</u>	/ sq. ft.
Hard Floor .....	<u>5,000</u>	/ sq. ft.
# Restrooms .....	<u>7</u>	/ ea.
# Fixtures .....	<u>29</u>	/ ea.
Employees .....	<u>80</u>	/ ea.
Avg. Visitors .....	<u>120</u>	/ daily

*Special Instructions:*  
NONE

3933 *Adult Probation*  
*3535 S. 7th St.*  
*Phoenix, AZ*

---

5X/WK DAYS

Total Square Feet .....	<u>5,422</u>	/ sq. ft.
Carpet .....	<u>3,081</u>	/ sq. ft.
Hard Floor .....	<u>2,341</u>	/ sq. ft.
# Restrooms .....	<u>4</u>	/ ea.
# Fixtures .....	<u>9</u>	/ ea.
Employees .....	<u>60</u>	/ ea.
Avg. Visitors .....	<u>150</u>	/ daily

*Special Instructions:*  
Clean only between 7:00 AM - 11:00 AM  
Sanitary napkin units located in this facility

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

3934 *South Phoenix WIC*

438 E. Southern

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>4,048</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>4,048</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>7</u>	/ ea.
Employees .....	<u>13</u>	/ ea.
Avg. Visitors .....	<u>142</u>	/ daily

*Special Instructions:*

NONE

4040 *Seventh Avenue WIC*

1260 S. 7th Ave

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>3,024</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>3,024</u>	/ sq. ft.
# Restrooms .....	<u>2</u>	/ ea.
# Fixtures .....	<u>5</u>	/ ea.
Employees .....	<u>13</u>	/ ea.
Avg. Visitors .....	<u>265</u>	/ daily

*Special Instructions:*

NONE

4115 *Maryvale WIC*

4002 N. 67th Ave. #10

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	<u>3,894</u>	/ sq. ft.
Carpet .....	<u>0</u>	/ sq. ft.
Hard Floor .....	<u>3,894</u>	/ sq. ft.
# Restrooms .....	<u>4</u>	/ ea.
# Fixtures .....	<u>10</u>	/ ea.
Employees .....	<u>22</u>	/ ea.
		/
Avg. Visitors .....	<u>4,000</u>	monthly

*Special Instructions:*

Note-- Restrooms are external to the office and publicly used

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

4121 *Law Enforcement Data Center*

2656 N. 37th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	4,144	/ sq. ft.
Carpet .....	520	/ sq. ft.
Hard Floor .....	3,624	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	6	/ ea.
Employees .....	12	/ ea.
Avg. Visitors .....	8	/ daily

*Special Instructions:*  
NONE

4126 *Peoria Justice Court*

11601 N. 19th Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	5,816	/ sq. ft.
Carpet .....	4,500	/ sq. ft.
Hard Floor .....	1,316	/ sq. ft.
# Restrooms .....	6	/ ea.
# Fixtures .....	15	/ ea.
Employees .....	16	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*  
NONE

4150 *Thomas WIC*

2821 N. 33rd Ave.

Phoenix, AZ

5X/WK NIGHTS

Total Square Feet .....	5,450	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	5,450	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	7	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	166	/ daily

*Special Instructions:*  
NONE

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

**4166 Adult Probation**  
 2445 W. Indianola  
 Phoenix, AZ

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5X/WK NIGHTS

Total Square Feet .....	28,456	/ sq. ft.
Carpet .....	23,056	/ sq. ft.
Hard Floor .....	5,400	/ sq. ft.
# Restrooms .....	8	/ ea.
# Fixtures .....	48	/ ea.
Employees .....	100	/ ea.
Avg. Visitors .....	150	/ daily

*Special Instructions:*  
 NONE

**4602 Assessor - Scottsdale Office**  
 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

**4604 Scottsdale WIC**  
 8119 E. Roosevelt  
 Scottsdale, AZ

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4X/WK NIGHTS - Tu,W,Th,F

Total Square Feet .....	1,760	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	1,760	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	4	/ ea.
Employees .....	6	/ ea.
Avg. Visitors .....	50	/ daily

*Special Instructions:*  
 Closed Mondays - no cleaning

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

5105 *Animal Control Center*

2630 E. 8th St.

Tempe, AZ

5X/WK NIGHTS

Total Square Feet .....	4,550	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	4,550	/ sq. ft.
# Restrooms .....	4	/ ea.
# Fixtures .....	14	/ ea.
Employees .....	32	/ ea.
Avg. Visitors .....	300	/ daily

*Special Instructions:*

1 shower stall

Excluded: kennels

5115 *Assessor - Tempe Office*

8140 S. Hardy Dr. #112

Tempe, AZ

3X/WK NIGHTS - M,W,F

Total Square Feet .....	9,222	/ sq. ft.
Carpet .....	7,779	/ sq. ft.
Hard Floor .....	1,443	/ sq. ft.
# Restrooms .....	3	/ ea.
# Fixtures .....	9	/ ea.
Employees .....	22	/ ea.
Avg. Visitors .....	28	/ daily

*Special Instructions:*

NONE

6605 *MCSO - Bluepoint Lake-Aid Station*

7307 N. Bush Highway

Mesa, AZ

2X/WK DAYS - Tu,Th

Total Square Feet .....	31,862	/ sq. ft.
Carpet .....	9,229	/ sq. ft.
Hard Floor .....	22,633	/ sq. ft.
# Restrooms .....	5	/ ea.
# Fixtures .....	26	/ ea.
Employees .....	45	/ ea.
Avg. Visitors .....	200	/ daily

*Special Instructions:*

NONE

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

**4052 Chambers Building**  
*301 S 4<sup>th</sup> Ave*  
*Phoenix, AZ*

---

5X/WK

Total Square Feet	34,068	/ sq. ft.
Carpet .....	18,998	/ sq. ft.
Hard Floor .....	5,070	/ sq. ft.
# Restrooms .....	8	/ ea.
# Fixtures .....	12	/ ea.
Employees .....	40	/ ea.
Avg. Visitors .....	5	/ daily

*Special Instructions:*  
 NONE

**1501 MCSO Support Bldg**  
*3325 W Durango*  
*Phoenix, AZ*

---

5X/WK

Total Square Feet	23,868	/ sq. ft.
Carpet .....	21,194	/ sq. ft.
Hard Floor .....	2,674	/ sq. ft.
# Restrooms .....	2	/ ea.
# Fixtures .....	12	/ ea.
Employees .....	100	/ ea.
Avg. Visitors .....	80	/ daily

*Special Instructions:*  
 NONE

**1715 Juvenile - Courts**  
*3131 W. Durango*  
*Phoenix, AZ*

---

Saturdays 26 times per year – every other week

Total Square Feet .....	23,593	/ sq. ft.
Carpet .....	0	/ sq. ft.
Hard Floor .....	0	/ sq. ft.
# Restrooms .....	0	/ ea.
# Fixtures .....	0	/ ea.
Employees .....	15	/ ea.
Avg. Visitors .....	35	/ daily

*Special Instructions:*

EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY

2403	<i>Guadalupe Branch Library</i> <i>9421 S. Avendia Del Yaqui #148</i> <i>Guadalupe, AZ</i>	
	<hr/>	
	156 times per year – every three weeks	
	Total Square Feet .....	<u>3776</u> / sq. ft.
	Carpet .....	<u>3776</u> / sq. ft.
	Hard Floor .....	<u>100</u> / sq. ft.
	# Restrooms .....	<u>1</u> / ea.
	# Fixtures .....	<u>2</u> / ea.
	Employees .....	<u>4</u> / ea.
	Avg. Visitors .....	<u>200</u> / daily
	<i>Special Instructions:</i>	
4170	<i>West Valley Career Center</i> <i>1840 N. 95<sup>th</sup> Ave Ste 1608</i> <i>Phoenix, AZ</i>	
	<hr/>	
	250 times per year	
	Total Square Feet .....	<u>32,710</u> / sq. ft.
	Carpet .....	<u>27,803</u> / sq. ft.
	Hard Floor .....	<u>4,907</u> / sq. ft.
	# Restrooms .....	<u>6</u> / ea.
	# Fixtures .....	<u>40</u> / ea.
	Employees .....	<u>35</u> / ea.
	Avg. Visitors .....	<u>150</u> / daily
	<i>Special Instructions:</i>	
5126	<i>Tempe Assessor Office</i> <i>8240 S. Kyrene Rd</i> <i>Tempe, AZ</i>	
	<hr/>	
	156 times per year (3X Week – Night Clean)	
	Total Square Feet .....	<u>10,768</u> / sq. ft.
	Carpet .....	<u>9,604</u> / sq. ft.
	Hard Floor .....	<u>1,161</u> / sq. ft.
	# Restrooms .....	<u>6</u> / ea.
	# Fixtures .....	<u>12</u> / ea.
	Employees .....	<u>15</u> / ea.
	Avg. Visitors .....	<u>325</u> / daily
	<i>Special Instructions: No porter</i>	

**EXHIBIT B-1  
SITE LOCATIONS AND DATA  
VARSITY**

**1417 ACC Trailer Building**  
**2320 S. Esterbrooks Dr**  
**Phoenix, AZ**

---

**156 times per year (3X Week)**

<b>Total Square Feet .....</b>	<b>387</b>	<b>/ sq. ft.</b>
<b>Carpet .....</b>	<b>351</b>	<b>/ sq. ft.</b>
<b>Hard Floor .....</b>	<b>36</b>	<b>/ sq. ft.</b>
<b># Restrooms .....</b>	<b>0</b>	<b>/ ea.</b>
<b># Fixtures .....</b>	<b>0</b>	<b>/ ea.</b>
<b>Employees .....</b>	<b>3</b>	<b>/ ea.</b>
<b>Avg. Visitors .....</b>	<b>10</b>	<b>/ daily</b>

**Special Instructions:**

EXHIBIT B-2  
SITE INSPECTION REPORT



JANITORIAL CONTRACT

SITE NAME \_\_\_\_\_

BUILDING # \_\_\_\_\_

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		

**EXHIBIT B-2  
SITE INSPECTION REPORT**

<p><b>SECTION H-- OUTSIDE REFUSE AREAS, LOADING DOCKS</b></p>		
<p><b>SECTION J-- PARKING GARAGES, BREEZEWAYS</b></p>		
<p><b>SECTION K-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT LIBRARIES</b></p>		
<p><b>SECTION L-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT OTHER PORTER SITES</b></p>		

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 12/31/06. 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-4**

**SUPPLIES LIST**

The supplies listed in this exhibit are minimum requirements. 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 dispensers.

- 1. Toilet Tissue
  - (A) JRT JR., 2-ply white, no less than 3.75” wide, no proprietary types
  - (B) Single roll, 2-ply white

- 2. Paper Towels
  - (A) Roll paper towel white, no less than 8” wide, no proprietary types
  - (B) C-Fold white, 1-ply (used in C-fold dispenser)
  - (C) Single fold white, 1-ply (used in single fold dispenser)

- 3. Trash Can Liners

(A)	Small	24X24	.31 mil
(B)	Medium	30X37	.39 mil
(C)	Large	40X48	.66 mil

Note: All trashcan liners must fit existing containers

- 4. Infectious/Biohazardous Receptacle Disposal Bags
  - (A) Small 24X24
  - (B) Medium 30X37
  - (C) Large 40X48

Note: All infectious/biohardous 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.

- 5. Toilet Seat Covers
  - (A) Must fit existing wall dispensers

- 6. Soap
  - (A) Gravity feed type

- 7. Sand
  - (A) Used in ashtrays, kiln dried, white only (not play sand)

- 9. Toilet/urinal bowl deodorizers
  - (A) These items only when requested by the County

- 10. Tampons

EXHIBIT B-5

SANITARY NAPKIN MACHINE LOCATIONS

Bldg #	Site Name	Floor	Count	Key
1401	MCDOT Transportation	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1402	Flood Control	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1408	MCDOT Distribution	1st	1	CR-1X
1409	MCDOT Traffic Operations	1st	1	HL-263
1701	Juvenile Court (Temp Closed)	1st	1	Cat-74 & 118
		1st	1	Cat-74 & 118
		1st	1	Cat-74 & 118
		1st	1	
1703	Juvenile Administration	1st Public	1	Cat-74 & 118
1704	Juvenile Addition	1st	1	E-114
1715	Juvenile Court Building	1st	1	2055
		1st	1	2055
		2nd	1	2055
		2nd	1	2055
		3rd	1	2055
		3rd	1	2055
1915	Adult Probation	1st	1	CR-1X
1916	Juvenile Probation	1st	1	E-114
1917	MCSO Training Building	1st	1	CR-1X
2029	Northwest Regional Courts	1st Public	1	54-G217
		1st Staff	1	54-G217&C415
2855	Southeast Regional Center	1st Staff	1	Cat-118
		2nd Jury		
		204	1	H85
		3rd Jury 302	1	H85
		3rd Jury 304	1	H85

EXHIBIT B-5

SANITARY NAPKIN MACHINE LOCATIONS

		4th Jury 402	1	H85
		4th Jury 404	1	H85
2856	Southeast Juvenile	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Staff	1	H-85
		2nd Staff	1	H-85
		2nd Public	1	HL-263
3301	West Court Building	Lower Level	1	CR-1X
		2nd	1	CR-1X
		3rd	1	H-85
		4th	1	C-146/62P
		5th Staff	1	CR-1X
		6th Staff	1	CR-1X
3301	Elections	1st	1	HL-263
	County Recorder	1st	1	C415-A
	Court Room Services	1st	1	C-146 & CR-1
3303	East Court Building	Lower Level	1	CR-1X
		1st	2	CR-1X
		2nd	1	HL-263
		3rd	1	HL-263
		4th	1	CR-1X
		5th	1	CR-1X
		6th	1	CR-1X
		7th	1	CR-1X
		8th	1	CR-1X
		9th	1	CR-1X
3304	Supervisors Auditorium	1st	2	C-146/H85
		1st	1	?
3305	Central Court Building	Lower Level	1	PK-525
		1st	1	CR-1X
		2nd	1	C-415
		3rd	1	C-415
		4th Public	1	Cat-118
		4th Civil	1	Cat-74
		4th Jury	1	CR-1X
		5th Public	1	C-415
		5th Jury	1	Cat 74 & 118
		6th Public	1	CR-1X
		6th Staff	1	Cat-74
		7th Public	1	CR-1X
		7th Staff	1	CR-1X
		8th Public	1	C-415

EXHIBIT B-5

SANITARY NAPKIN MACHINE LOCATIONS

		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		9th Public	1	CR-1X
		9th Jury	1	Cat-74
		9th Jury	1	Cat-74
		9th Jury	1	KEY # 82
		10th Public	1	CR-1X
		10th Jury	1	Cat-74 & 118
		10th Jury	1	Cat-74
		10th Jury	1	Cat-74
		11th Public	1	CR-1X
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		12th Public	1	Cat-118
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		13th Public	1	CR-1X
		13th Jury	1	CR-1X
		13th Jury	1	Cat-74
		13th Jury	1	Cat-74
<hr/>				
3310	Administration Building	Lower Level	1	C-146/H85
		1st	1	C-146/H85
		2nd Staff	1	C-146/62P
		2nd	1	CR-1X
		3rd	1	CR-1X
		4th	1	C-146/H85
		5th	1	C-146/H85
		6th	1	C-146/H85
		7th	1	C-146/H85
		8th	1	C-146/H85
		9th	1	CR-1X
		10th	1	C-146/H85
<hr/>				
3311	Facilities Management	1	1	C-415 & C118
<hr/>				
3315	Jackson Street Garage	1	1	CR-1X
		LL Public	1	CR-1X
		LL Staff	1	CR-1X
		LL Staff	1	CR-1X
<hr/>				
3319	Justice Court - Downtown	n/a	10	n/a
<hr/>				
3320	Forensic Science Center	1st Staff	1	H-85
<hr/>				

EXHIBIT B-5

SANITARY NAPKIN MACHINE LOCATIONS

3401	Old Court House	Lower Level	1	CR-1X
		1st	1	HL-263
		2nd	1	Cat-74
		3rd	1	CR-1X
		4th	1	H-85
		5th	1	H-85
		6th	1	E114
3824	George Campbell Library	1st Public	1	H-85
		1st Staff	1	E114
		1st Staff	1	E114
3846	Public Health	1st Public	1	CH-751
		1st Staff	1	CH-751
		1st Staff	1	CH-751
		2nd Staff	1	CH-751
		2nd Staff	1	CH-751
3853	Northeast Regional Court	1st	6	H85
3933	Adult Probation Southport	1st Staff	1	CR-1X
4137	Security Center	1st	1	C-415
		2nd Public	1	C-415
		2nd Staff	1	C-415
		3rd	1	C-415
		4th	1	C-415
		5th	1	C-415
		6th	1	C-415
		7th	1	C-415
		8th	1	C-415
		9th	1	C-415
		10th	1	C-415
		11th	1	C-415
		13th	1	C-415
4157	Security Building	1-A	1	C-415
		2	1	C-415
		3	1	C-415
		4	1	C-415
		5	1	C-415
		6	1	C-415
		7	1	C-415
		8	1	C-415
6202	Materials Management	1st	1	CR-1
		2nd	1	CR-1
		Sheriffs Warehouse	1st	1
6205	Elections	1st	1	H-85

EXHIBIT B-5

SANITARY NAPKIN MACHINE LOCATIONS

<b>4052</b>	<b>Chambers Bldg</b>	<b>3 Public</b>	<b>Key</b>	<b>LL299</b>
		<b>2<sup>nd</sup> floor</b>	<b>Employee</b>	<b>202</b>
		<b>3<sup>rd</sup> floor</b>	<b>Employee</b>	<b>E114</b>

## Exposure Control Plan

### OSHA Compliance

In cooperation with our insurance carrier, Varsity complies with OSHA directives. MSDS sheets are available to all employees. Safety equipment and clothing is supplied at all job sites. Employees failing to follow accepted safety procedures are reprimanded.

### Hazcom - Bloodborne Pathogens

In addition to compliance with OSHA requirements and Right-to-Know, Varsity has also formulated effective programs for Hazard Communications and Bloodborne Pathogens. We have included copies of these programs with this proposal for your review.

V A R S I T Y  
TRAINING GUIDE



BLOODBORNE DISEASES:  
SYMPTOMS OF INFECTION  
A N D  
MODES OF TRANSMISSION

## EXHIBIT B-6

**BLOODBORNE DISEASES:  
HOW INFECTIONS OCCUR, SYMPTOMS  
OF INFECTION & WAYS OF TRANSMISSION**

---

**\*+ HOW INFECTIONS OCCUR:**

The disease process begins when a germ (pathogen) gets into the body. When certain pathogens enter the body, they can sometimes overpower the body's defense systems and cause you to get sick. This sickness is called an infection. Most infectious diseases are caused by one of six kinds of pathogens, The most common are bacteria and viruses.

Bacteria can be found everywhere. They don't depend on other living organisms to live and can live outside of the human body. Most bacteria don't infect humans, but those that do can cause you to get seriously sick. Meningitis, scarlet fever and tetanus are some examples of bacteria that can cause disease. The body has difficulty fighting diseases caused by bacteria. Medications prescribed by a Doctor, such as antibiotics, can usually kill the bacteria or weaken them just enough for the body to get rid of them. Common types of antibiotics include penicillin, erythromycin and tetracycline.

Unlike bacteria, viruses depend on other organisms to live and reproduce. Viruses cause many diseases, including the common cold. Once established inside of the body, they are difficult to eliminate because so few medications are effective. Since antibiotics don't kill or even weaken viruses, the body's own immune system becomes the main defense against them.

The body's immune system, however, is very good at fighting off disease. It's basic weapons are the white blood cells, Special white blood cells travel around the body and until they identify invading pathogens. Once detected, these white blood cells will gather around it and release antibodies to fight the infection.

These antibodies attack the pathogen and weaken or destroy it. Antibodies are very effective and can get rid of most pathogens. However, once inside the body, some pathogens will thrive if the conditions are right and overwhelm the immune system. To minimize this possibility, the body relies upon the skin as protection to keep pathogens out.

This combination of trying to keep pathogens out of the body and destroying them if any get in is necessary for good health. Sometimes though, the body will not be able to fight off infection. When this happens, the invading pathogen can become established inside of the body and cause serious infection. Fever and feeling nausea are common signs that the body is fighting an infection. Other common signs are headaches, exhaustion and vomiting.

## EXHIBIT B-6

**BLOODBORNE DISEASES:  
HOW INFECTIONS OCCUR, SYMPTOMS  
OF INFECTION & WAYS OF TRANSMISSION**

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**\* + HOW DISEASES SPREAD:**

For a disease to be transmitted, all four of the following conditions must be met. If any one of these conditions is missing, an infection cannot occur:

A pathogen is present.

There is enough of the pathogen to cause disease. J

A person is susceptible to the pathogen.

The pathogen passes through the correct entry site.

A pathogen is a disease causing agent like a microorganism or germ. Pathogens can enter the body in any one of four ways:

J Direct contact:

V Direct transmission occurs when a person touches body fluids from an infected person.

Indirect contact:

Indirect contact transmission occurs when a person touches objects that have touched the blood or another body fluid, such as saliva and vomit, of an infected person. These include equipment and work surfaces with which an infected person comes in contact.

Airborne:

Airborne transmission occurs when a person breathes in droplets that become airborne when an infected person coughs or sneezes.

Vector-borne:

Vector transmission occurs when an animal, such as a dog or raccoon, or an insect, such as a tick, transmits a pathogen into the body through a bite. A bite from an infected human is also a vector-borne transmission.

**DISEASES THAT CAUSE CONCERN:**

Some diseases, such as the common cold, are short-lived and rarely cause serious problems. There are other diseases, however, that cause more severe problems. You should be familiar with diseases that can have serious consequences if transmitted. These include herpes, meningitis, tuberculosis, hepatitis and HIV infection, the virus that causes AIDS,

## EXHIBIT B-6

**BLOODBORNE DISEASES:  
HOW INFECTIONS OCCUR, SYMPTOMS  
OF INFECTION & WAYS OF TRANSMISSION**

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**0 Herpes**

There are several viruses that can cause herpes infections. These viruses cause infections of the skin and mucous membranes. They are very easily passed by on direct contact. The herpes virus stays inactive until stimulated. The early stages of herpes may cause headache, sore throat, swelling of the lymph glands, and a general ill feeling. Sometimes swelling occurs around the lips and mouth where small sores like blisters may form. These are commonly called cold sores.

In a more serious form of herpes, sores appear on the face, neck, and shoulders. Another form of herpes causes sores in the genital area. Since antibiotics do not work against viruses, the infection runs its course and becomes inactive for a while. Then it flares up again. Herpes is usually transmitted through direct contact with sores. It enters through an opening in the skin or through mucous membranes, such as in the mouth or eyes. You should avoid unprotected contact with people who have active herpes.

**Meningitis**

Meningitis is a severe infection of the covering of the brain and spinal cord. It can be caused by either viruses or bacteria. It is easily transmitted by direct, indirect, and airborne means. You can get the viral form of meningitis from contaminated food and water. Bacterial meningitis can be transmitted through the mucous in the nose and mouth. These germs might be passed if an infected person coughs near your face or if you come in direct contact with the person's mucous. You could get bacterial meningitis from unprotected rescue breathing.

Although meningitis is more common in infants and young children, adults are not immune. The first signals are often respiratory infections, sore throat, stiff neck, rash, nausea, and vomiting. An infected person may quickly become seriously ill. In its advanced stages, a person may become unconscious. Meningitis, if treated early, is rarely fatal.

**0 Tuberculosis**

Tuberculosis most often affects the respiratory system. The bacteria that cause this disease live in the lungs. Infection occurs mainly by inhaling droplets that contain the bacteria. The disease causes weight loss, night sweats, occasional fever, and a general feeling of tiredness. The signals often develop gradually so people may not notice the early stages. People who do not know they have tuberculosis may even remain in fairly good health for a long time before they rapidly become ill. If the victim is not coughing and you have no contact with material coughed up by the patient, you are unlikely to be infected.

## EXHIBIT B-6

**BLOODBORNE DISEASES:  
HOW INFECTIONS OCCUR, SYMPTOMS  
OF INFECTION & WAYS OF TRANSMISSION**

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0     **Hepatitis**

Hepatitis is an inflammation of the liver. The most common forms of hepatitis are caused by alcohol abuse, drugs, or other chemicals and cannot be transmitted. Viruses, however, can also cause hepatitis. The two most common types of viral hepatitis are type A and type B.

Hepatitis A is also called infectious hepatitis. It is common in children. It is often transmitted by contact with food or other products soiled by the stool of an infected person. Parents may get the disease from their children by changing diapers. Shellfish and water containing the virus also can transmit hepatitis A.

At first, people with hepatitis A feel as if they have the flu. Later, their skin may become a yellowish color, a condition called jaundice. Hepatitis A usually does not have serious consequences.

Hepatitis B is a severe liver infection caused by the hepatitis B virus. Hepatitis B is transmitted by sexual contact and blood-to-blood contact from transfusion, needle sticks, cuts, scrapes, sores, and skin irritations. Hepatitis B has also been found in other body fluids, such as saliva.

Hepatitis B is not transmitted by casual contact, such as shaking hands, nor is it transmitted by indirect contact with objects like drinking fountains or telephones. Your risk most often occurs in unprotected direct or indirect contact with infected blood.

The signals of hepatitis B are similar to the flulike signals of hepatitis A. Hepatitis B infections can be fatal. The disease may be in the body for up to six months before signals appear. The person may then overlook the flulike signals. Some people can even develop chronic hepatitis after recovering from the early signals.

Non-A/non-B hepatitis is a third form of hepatitis. If a virus cannot be clearly identified as hepatitis A or hepatitis B, it is labeled non-A/non-B. There are several strains of non-A/non-B hepatitis. Recently, one strain has been identified and labeled hepatitis C. It is believed that hepatitis C is transmitted in the same manner as hepatitis B. The signals present with hepatitis C are similar to those of hepatitis B.

0     **HIV**

AIDS (acquired immune deficiency syndrome) is caused by HIV and is a result of a weakened immune system. HIV attacks white blood cells and destroys the body's ability to fight infections. The infections that strike people whose immune systems are weakened by

EXHIBIT B-6

**BLOODBORNE DISEASES:  
HOW INFECTIONS OCCUR, SYMPTOMS  
OF INFECTION & WAYS OF TRANSMISSION**

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HIV or other conditions include severe pneumonia and fungal infections of the mouth and esophagus. HIV-infected people may also develop Kaposi's sarcoma and other unusual cancers.

People infected with HIV may not feel or look sick. A blood test, however, can detect the HIV antibody. When the infected person shows signs of having certain infections or cancers, he or she may be diagnosed as having AIDS. The infections can cause severe fatigue, fever, night sweats, unexplained weight loss, chronic diarrhea, shortness of breath, swollen lymph nodes, and skin lesions. In the advanced stages, AIDS is a very serious condition. Victims get life-threatening infections.

It is important to remember the following points about the transmission of HIV:

- ◆ HIV cannot be spread through casual contact.
- ◆ The virus that causes HIV infection is easily killed by alcohol, chlorine bleach, and other common disinfectants. You cannot bring a dead virus back to life by adding water.
- ◆ HIV is know to be transmitted only through exposure to infected blood, semen, vaginal secretions, or (rarely) breast milk. This can occur by:
  - ✓ Having unprotected sex with an infected partner, male or female.
  - ✓ Being exposed to blood through use of soiled equipment or supplies, needlestick injuries, or blood splashed on mucous membranes or broken skin
  - ✓ Sharing needles or syringes for street drugs, steroids, or ear piercing.
  - ✓ Being infected as an unborn child or shortly after birth by an infected mother.

*HOW DISEASES ARE TRANSMITTED*

Disease	Signs & Symptoms	How Transmitted	Infective Material
Herpes	Sores, general ill feeling, sore throat	Direct contact	Broken skin, mucous membranes
Meningitis	Respiratory illness, sore throat, nausea, vomiting	Airborne, direct and indirect contact	Food, water and mucous
Tuberculosis	Weight loss, night sweats, occasional fever, general ill feeling	Airborne, direct and indirect contact	Mucous, broken skin
Hepatitis	Flulike, jaundice	Direct and indirect contact	Blood, saliva, semen, feces, food, water
HIV	Fever, night sweats, weight loss, diarrhea, sores, severe fatigue, shortness of breath, swollen lymph nodes	Direct and indirect contact	Blood, semen, vaginal fluid

EXHIBIT B-6

**VARSIITY  
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

Area Number: \_\_\_\_\_ Date of Preparation: \_\_\_\_\_

Facility Name: \_\_\_\_\_

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

**A. Purpose**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

**B. Exposure Determination**

OSHA requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: (list job classifications)

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In addition, OSHA requires a listing of job classifications where some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure also are required to be listed in order to clearly understand which employees are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

**Job Classification Task/Procedure**

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**C. Implementation Schedule and Methodology**

OSHA also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

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EXHIBIT B-6

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be employed: *(List controls, such as gloves, etc.)*

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The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA requires that these facilities be readily accessible after exposure. *(If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.)* When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks and responsibilities to ensure maintenance and accessibility of these alternatives.

\_\_\_\_\_ *(List name of position/person, e.g. supervisors)* shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

They shall also ensure that if employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as soon as feasible following contact.

2. Contaminated Equipment / Area

\_\_\_\_\_ *(Insert name of position/person)* is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

3. Personal Protective Equipment (PPE) PPE Provision

\_\_\_\_\_ *(Insert name of position/person)* is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other

## EXHIBIT B-6

mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

## Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed in leak-proof containers.

#### 4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up General

Varsity, Inc shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure and conduct post-exposure follow-up to employees who have had an exposure incident.

The *(insert position/person)* \_\_\_\_\_ shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- d) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

#### Hepatitis B Vaccination

\_\_\_\_\_ *(insert name of position/person)* is in charge of the Hepatitis B vaccination program. *(Where appropriate: We contract with* \_\_\_\_\_ *to provide this service.)*

Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure (see Section 13, "Information and Training") and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

EXHIBIT B-6

**Post-Exposure Evaluation and Follow-up**

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to *(list who has responsibility for investigation of exposure incidents)*:

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a) Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- b) Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law. *Employers may need to modify this provision in accordance with applicable local laws on this subject. Modifications should be listed here:*

- c) \_\_\_\_\_ The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the *(insert name of position/person)*

\_\_\_\_\_ shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

- d) If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e) Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a) After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
- b) The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed by: *(name of clinic)*

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address: \_\_\_\_\_ hours open \_\_\_\_\_

\_\_\_\_\_

## EXHIBIT B-6

**Information Provided to the Health Care Professional(s)**

The *(District/Site, or Mall Manager)* shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation; and
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**NOTE:** All other findings or diagnoses shall remain confidential and shall not be included in the written report.

**5. Information and Training**

\_\_\_\_\_ *(insert name of position/person)* is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A copy of the standard and an explanation of its contents;
  - A discussion of the epidemiology and symptoms of bloodborne diseases;
  - An explanation of the modes of transmission of bloodborne pathogens;
  - An explanation of the Varsity, Bloodborne Pathogen Exposure Control Plan (this program) and how to obtain a copy;
  - The recognition of tasks that may involve exposure;
  - An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment;
- Information on the types, use, location, removal, handling, decontamination and disposal of PPEs;
- An explanation of the basis of selection of PPEs;
  - Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
  - Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;

EXHIBIT B-6

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up;

Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

**6. Recordkeeping Medical Records**

\_\_\_\_\_ *(insert name of position/person)* is responsible for maintaining medical records (indicated below). These records will be kept *(insert location)*

\_\_\_\_\_. *(If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure that your contract language includes provisions for recordkeeping that are consistent with the requirements of 1910.20.)*

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

**Training Records**

\_\_\_\_\_ *(insert name of position/person)* is responsible for maintaining the following training records. These records will be kept *(insert location)* \_\_\_\_\_

Training records must be maintained for three years from the date of training. The following information will be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training; and •
- The names and job titles of all persons attending the training sessions.

**Availability**

All of an employee's records are available to the employee in accordance with 29 CFR 1910.20.

All of an employee's records are available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

**Transfer of Records**

EXHIBIT B-6

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

**7. Evaluation and Review**

\_\_\_\_\_ (*District/Site, or Mall Manager*) is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

**8. Dates**

All provisions required by this standard will be implemented by: \_\_\_\_\_ (*insert date for implementation of the provisions of the standard*).

**9. Outside**

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

EXHIBIT B-6

Varsity

Location \_\_\_\_\_

**Hepatitis B Vaccine Declination Statement**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection.

I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself.

However, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

EXHIBIT B-6

**\*\* V A R S I T Y   T E S T \*\***  
**OCCUPATIONAL EXPOSURE**  
**TO BLOODBORNE PATHOGENS**

COMPILED BY: NELSON LUTZ

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Score: \_\_\_\_\_

(Total points possible-66)

PART ONE: PLEASE CIRCLE THE CORRECT ANSWER. (12 points possible)

- What is the purpose of the Bloodborne Pathogen Standard?
  - To protect employees from being exposed to blood or other kinds of potentially infectious material because of the diseases they may contain.
  - To protect workers in the health care industry who face high risks of being infected as a result of occupational exposure to bloodborne pathogens.
  - To protect employees from being exposed to HBV, HIV and Tuberculosis, the three diseases most likely to be encountered when being exposed to blood or other potentially infectious materials.
- Employees having occupational exposure means those who may reasonably be expected to encounter blood or other kinds of other potentially infectious materials while performing their duties. Are employees considered to have occupational exposure even if they wear protective equipment?
 

Yes                      No
- How often is the plan updated?
 

A. Annually                      B. Semi-annually      C. Whenever changes are made
- Disposable latex gloves may be washed or decontaminated for re-use so long as their ability to protect is not compromised.
 

True                      False
- Varsity requires that employees who have been identified as having exposure to blood or other potentially infectious materials to obtain a Hepatitis B vaccination.
 

True                      False
- If an employee is tested by a physician who determines that the individual is immune to certain bloodborne pathogens, like HBV or HIV, they are not required to be covered under the Standard.
 

True                      False
- Circle the symbol that stands for "Biohazard."





EXHIBIT B-6

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Personal protective equipment is considered acceptable only if:

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When completing an accident report for an employee who has had an exposure incident, details of the exposure must include:

A.

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B.

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- What part of the body's immune system is considered the basic weapon for fighting off disease?

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10. List five bodily fluids considered to be potentially infectious.

A. \_\_\_\_\_ D \_\_\_\_\_

B. \_\_\_\_\_ E. \_\_\_\_\_

C. \_\_\_\_\_

- Although feminine hygiene products, such as tampons and maxi-pads, are considered biohazardous waste, they do not require special labeling or disposal into a biohazard waste container. There are, however, two requirements that must be met when dealing with such materials. What are they?

A.

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B.

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If its reasonably anticipated that splashes, sprays, spatters, droplets of blood or other potentially infectious materials may come into contact with any part of the body, what protective equipment must be worn besides gloves? List three examples:

A.

B.

C.

- What is the name of the only chemical approved for use in a biohazard cleanup involving blood?

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What do antibiotics do?

---

Name the specific locations where sharps containers are placed for our employees to discard sharps into.

---

After removing and discarding your contaminated gloves and/or other personal protective equipment upon completing a biohazard cleanup, what is the first thing you must do?

EXHIBIT B-6

What is the proper way to pick-up contaminated broken glassware?

What should you immediately do if blood or other potentially infectious material comes into contact with your skin or mucous membranes?

- What four conditions must be met in order for a disease to be transmitted?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

Name four examples of personal protective equipment.

A. \_\_\_\_\_

C. \_\_\_\_\_

B. \_\_\_\_\_

D. \_\_\_\_\_

- List the four ways a disease can enter the body:

A. \_\_\_\_\_

C. \_\_\_\_\_

B. \_\_\_\_\_

D. \_\_\_\_\_

- Adult vaccination consists of a series of (how many?) shots given at certain intervals.

**PART THREE: PLEASE PUT THE LETTER OF THE CORRECT ANSWER INTO THE CORRESPONDING BLANKS: (12 points possible)**

Concept where all human blood and certain human body Pathogen

A. Bloodborne

fluids are treated as if known to be infectious. Transmission

B. Direct Contact

2. \_\_\_\_\_

Special clothing or equipment worn by the employee to protect them against a hazard.

C. Exposure Incident

3. \_\_\_\_\_

D. Tuberculosis

Bacteria and viruses present in human blood and other bodily fluids that can cause disease in humans.

E. Personal

Protective Equipment

4. \_\_\_\_\_

EXHIBIT B-6

A condition caused by disease causing pathogens, or germs, entering the body. F. Pathogen  
G. Occupational Exposure

5. \_\_\_\_\_

The transmission of a disease by touching the body fluids H. Universal Precautions of an infected person.  
I. Infection

6, \_\_\_\_\_

Reasonably anticipated contact with blood or other potentially infectious materials that may happen as a result of the employee performing their duties. J. HIV  
K. Hepatitis

7. \_\_\_\_\_

L. Mucous

Membrane A virus that destroys the body's ability to fight infection.

8. \_\_\_\_\_

Direct or indirect contact with blood/other potentially infectious materials resulting from an employee performing their duties.

9. \_\_\_\_\_

A microorganism or germ that causes disease.

10. \_\_\_\_\_

A viral infection of the liver.

11. \_\_\_\_\_

A thin sheet of tissue that covers a structure or lines a cavity like the mouth or nose.

12. \_\_\_\_\_

A respiratory disease caused by bacteria.

**Test Answers**

**Total points-66**

**Varsity Bloodborne Pathogens Program**

**Part One (One point for each correct answer. Total possible points-12)**

1. A-to protect employees from being exposed to blood or other kinds of potentially infectious material because of the diseases they may contain.
2. Yes.
3. C-Whenever changes are made,
4. False-disposable gloves may not be re-used.
5. False-Varsity can not require a vaccination.
6. False
7. Third symbol from the left.
8. True.
9. B. Discard using proper procedures.
10. True.
11. True.
12. C. OSHA

## EXHIBIT B-6

**Part Two (One point for each correctly answered subpart. I.e.: number one is worth 3 points. Total points Possible-42)**

- A-Tuberculosis: weight loss, night sweats, occasional fever, general ill feeling. B-Hepatitis: Flu-like, jaundice.  
C-HIV: Fever, night sweats, weight loss, diarrhea, sores, severe fatigue, shortness of breath, swollen lymph nodes.
  - 2. A-Biohazard waste containers  
B-Sharps containers  
C-Sanitary napkin liners
  - 3. (List your locations)
  - 4. When pathogens enter the body.
  - 5. (List your locations)
  - 6. (List your locations)
  - 7. It doesn't permit blood or other infectious materials to pass through or reach the employees clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used.
  - 8. A- A description of the employees job duties associated to the exposure incident. B-Specific details about how the exposure occurred and what part of the body was exposed.
  - 9. White blood cells.
  - 10. A-brain B-spinal C-lung D-heart E-tendon. ALSO-Vaginal, semen, saliva in dental procedures, any fluid with blood, all fluids where it is difficult to tell the difference between other body fluids.
  - 1. A-waste containers must be lined with plastic or waxed bag.  
B-gloves are required to be worn and waste kept away from the body.
  - 12. A-face shields B-goggles C-gowns ALSO-face masks, chin length face shields, glasses with solid eye shields, aprons, or boots. Page
  - 1. Envirocide or whatever you approve.
  - 2. Kill, or weaken bacteria enough for the body to get rid of them.
  - 3. (List your locations)
- 
- 4. Wash your hands and any exposed skin with antiseptic soap and water.
  - 5. With mechanical means such as a brush and dustpan.
  - 6. Wash immediately with antiseptic soap and water.
  - 7. A-pathogen is present  
B-there is enough of the pathogen to cause disease.  
C-a person is susceptible to the pathogen.  
D-the pathogen passes through the correct entry site.

EXHIBIT B-6

- 8. Gloves, gowns, shoe covers, eye protection.
- 9. Direct contact, indirect contact, air borne, and vector-borne,
- 10. 3 shots,

**Part Three (One point for each correct answer. Total points possible-12)**

- |    |   |     |   |
|----|---|-----|---|
| 1. | H | 7.  | J |
| 2. | E | 8.  | C |
| 3. | A | 9.  | F |
| 4. | I | 10. | K |
| 5. | B | 11. | I |
| 6. | G | 12. | D |

VARSIITY  
BLOODBORNE PATHOGENS  
PROGRAM



**G L O S S A R Y O F  
COMMONLY USED TERMS**

**EXHIBIT B-6**

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**EXHIBIT B-6****GLOSSARY****Bacteria:**

One-celled microorganisms that may cause infections.

**Blood:**

A fluid that circulates in the heart, arteries, capillaries and veins of a vertebrate animal carrying nourishment and oxygen to and bringing away waste products from all parts of the body.

**Bloodborne Pathogens:**

Bacteria and viruses present in human blood and other bodily fluids that can cause disease in humans.

**Contaminated:**

Soiled by blood or other bodily fluids of an infected person. Contaminated Sharps:

Any contaminated object that can penetrate the skin such as needles, broken glass and box knife blades.

**Decontamination:**

The act of physically or chemically removing, inactivating or destroying bloodborne pathogens on a surface to the point where they are no longer capable of transmitting infectious particles and the surface is made safe for using or disposing of.

**Direct Contact Transmission:**

The transmission of a disease by touching the body fluids of an infected person.

**Engineering Controls:**

Procedures or equipment that isolate and remove hazards from the workplace.

**Exposure Control Plan:**

A plan created by the employer to protect its employees from infection by identifying which jobs require special employee training, the use of personal protective equipment and immunizations.

**Exposure Determination:**

The identification and documentation of jobs where exposure to blood can occur.

**Exposure Incident:**

Direct or indirect contact with blood or other potentially infectious materials resulting from the performance of an employee's duties.

**Hepatitis:**

A viral infection of the liver.

**Hepatitis A:**

A type of hepatitis passed on by contact with food or other products contaminated by the stool of an infected person.

**Hepatitis B:**

A type of hepatitis passed on by sexual contact and blood-to-blood contact.

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**Hepatitis C:**

One strain of non-A/non-B hepatitis.

**Hepatitis non-A/non-B:**

Forms of hepatitis that can't be identified as Hepatitis A or Hepatitis B.

**Herpes:**

A viral infection that causes blister-like sores on the skin and mucous membranes, like the mouth and eyes.

**HIV (Human Immunodeficiency Virus):**

The virus that destroys the body's ability to fight an infection. Immune System: Various defenses the body uses for fighting disease. A few examples of such defenses are white blood cells, antibodies and skin,

**Immunization:**

A specific substance made up of weakened or killed pathogens put in to the body to help build resistance to a specific kind of infection.

**Indirect Contact Transmission:**

Disease transmitted by touching a contaminated object.

**Infection:**

A condition caused by disease causing pathogens, or germs, entering the body.

**Lymph Nodes:**

One of many small oval structures that filter the lymph (a fluid in the body) and fight infection.

**Meningitis:**

An inflammation of the brain or spinal cord caused by a viral or bacterial infection.

**Mucous Membrane:**

A thin sheet of tissue that covers a structure or lines a cavity like the mouth or nose.

**Occupational Exposure:**

Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may happen as a result of an employee performing their duties.

**OSHA (Occupational Safety and Health Administration):**

The federal agency responsible for developing, administering and enforcing employment-related health and safety regulations.

OPIM (Other **Potentially Infectious Materials**): • The following human body fluids:

- |            |  |
|------------|--|
| -Brain     | -Vaginal                                   |
| -Abdominal | -Semen                                     |
| -Spinal    | -Saliva in dental procedures               |
| -Lung      | -Any fluid visibly contaminated with blood |

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-Heart  
-Tendon

-All body fluids in situations difficult to tell the  
-difference between other body fluids -  
Fluid from the womb of a pregnant woman

Cell or tissue cultures containing HIV, organ cultures, and HIV or HBV-containing culture medium or other solutions, Also blood, organs, or other tissues from experimental animals infected with HIV or HBV,

- Any detached internal or external tissue or organ of a human, living or dead.

**Parenteral:**

Piercing of the mucous membranes (eyes, mouth, etc.) or the skin by such objects as needles, human bites, cuts and abrasions.

**Pathogen:**

A microorganism or germ that causes disease. **Personal Protective**

**Equipment:**

Special clothing or equipment worn by the employee to protect them against a hazard, Examples include goggles, shoe covers, aprons, etc.

**Regulated Waste:**

- Blood, other potentially infectious materials.
- Contaminated items that would release blood or other potentially infectious materials if compressed.
- Items caked with dried blood or other potentially infectious materials that are capable of being released when handled.
- Contaminated sharps.

**Skin:**

A tough, elastic membrane that covers the entire surface of the body.

**Source Individual:**

Any person, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.

**Sterilize:**

A physical or chemical method used to destroy all germs.

**Tuberculosis:**

A respiratory disease caused by bacteria.

**Universal Precautions:**

Procedures to control the spread of infection. According to this concept, all human blood and certain human body fluids are treated as if known to be infected with HIV, HBV and other blood borne pathogens.

**Vaccine:**

A medical substance containing dead or weakened viruses, bacteria or germs that's put into the body to prevent, kill or treat a disease.

**Vector Transmission:**

Disease transmitted through a bite by a human, animal or insect.

**Virus:**

Germs that require another living organism to live and reproduce.

**Work Practice Controls:**

Procedures that reduce the chance of exposure by changing the way a particular task is done.

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**Varsity Quality Systems Manual Overview**

- 1 PURPOSE.  
To establish the policies for the Varsity Contractors, Inc., quality system, and company wide control structure of the quality management system (QMS) and system processes.
- 2 MISSION STATEMENT.  
Our mission is to continually satisfy our customers' needs by providing the best facility maintenance and support services possible
- 3 ORGANIZATIONAL GOALS.
  - 3.1. To be a leader in the support services industry.
  - 3.2. Develop our people to their potential as employees and citizens.
  - 3.3. Maintain steady growth in the service industry through quality performance, the ability to provide new services, and innovative marketing.
  - 3.4. To provide services economically and effectively, and make a fair profit.
- 4 ORGANIZATION
  - 4.1. Varsity is a matrix organization consisting of a full spectrum of self-performed services synergized with partnerships with an affiliate network of subcontractors. .
  - 4.2. Varsity is organized into four regions, each with a regional manager. The regions are made up of districts, each with a district manager.
  - 4.3. The President is responsible to the Board of Directors. The District Managers are responsible to the Regional Managers for all operations within their District. Regional Managers are responsible to the President for all operations. Subcontractors are responsible to Regional or District Managers.
  - 4.4. The responsibility and authority for the execution of the quality system are delegated to all levels of management and supervision. Managers and supervisors may delegate authority to employees to execute policies and processes, but only after the employees have been properly trained to accept the responsibility commensurate with the authority. Managers will, however, retain responsibility for results of all policies and procedures.
  - 4.5. It is Varsity's goal to establish a partnering relationship with customers, suppliers, and subcontractors. Partnering is conducting business in a way that all parties agree to establish common goals and agreed upon methods of meeting these goals. A partnering relationship begins when two or more parties recognize and acknowledge each others problems. The relationship is successful when each member of the group voluntarily agrees to cooperate with joint problem solving and non adversarial interaction becomes a way of life.
- 5 MANAGEMENT RESPONSIBILITY.
  - 5.1 Managers and supervisors are responsible for all activities involved in delivering products and services to the customer.
  - 5.2 Managers and supervisors must ensure that all employees and suppliers understand quality objectives and ensure quality measures are implemented throughout the organization and identified objectives are accomplish.
  - 5.3 Give employees all the authority, training and support needed to provide quality services to all customers.
  - 5.4 Communicate our mission and quality objectives to all employees, and assign individual responsibilities and accountability.
  - 5.5 Provide quality services that exceed the expectations of our customers.
  - 5.6 Support a quality system based on continuous improvement and problem prevention instead of problem detection and correction.

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- 5.7 Establish and maintain a harmonious working environment that supports quality products and services, and customer satisfaction.
  - 5.8 Develop and maintain a team attitude that emphasizes improved customer support and cost effective operations.
  - 5.9 Ensure that all activities are conducted under controlled conditions. Controlled conditions require document processes, standards, and measurements to ensure desired quality results are achieved.
  - 5.10 All controls must be designed for the purpose of accomplishing objectives, the elimination and prevention of quality non-conformities, and support measurements.
  - 5.11 Form relationships with both customers and suppliers that will improve quality in all aspects of our operations.
- 6 LEADERSHIP
- 6.1. Management at all levels shall:
    - 6.1.1. Lead by active involvement, spend time with customers, employees, suppliers, and any other stakeholders.
    - 6.1.2. Continuously exhibit behavior consistent company values.
    - 6.1.3. Encourage employees to make changes necessary to attain world class performance.
    - 6.1.4. Review all measures of performance on a regular basis, use Benchmarking to improve performance.
    - 6.1.5. Present quality policies and processes to all employees through initial training, periodic retraining, and continually reinforced during everyday operations by setting the example for others to follow.
- 7 EMPLOYEE RESPONSIBILITIES.
- 7.1 Each person must support a concept of mutual respect and trust by being professional, and ethical.
  - 7.2 Barriers between individuals and departments that impede the innovative development of improved management processes and use of new technology must be removed completely.
  - 7.3 Identify and recognize customer goals and requirements.
  - 7.4 Use reliable, documented work procedures to complete work requirements, and eliminate waste. All managers and subcontractors have the responsibility and authority to:
    - 7.4.1. Do the work on schedule and do the work right.
    - 7.4.2. Focus on preventing problems rather than correcting them.
  - 7.5 All employees have the authority to:
    - 7.5.1 Identify and record any quality problems.
    - 7.5.2 Initiate, recommend, or provide solutions through channels to prevent non-conformance in other facilities.
    - 7.5.3 initiate action to prevent the occurrence of product/service non conformity.
  - 7.6 Accept responsibility for problem resolution. Once a person identifies a problem they own it to the end. Even though someone else may take actions to solve the problem, it is up to the individual who first identified it to follow up to make sure the problem has been solved and the customer contacted.
- 8 QUALITY SYSTEM.
- 8.1 A quality system is the organizational structure, procedures and processes, and resources necessary to implement a quality management program.
  - 8.2 The quality system must be structured so it is readily adaptable to particular customer and business requirements.

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- 8.3. The quality system must function in a manner that:
  - 8.3.1 The system is easily understood, implemented, and effective.
  - 8.3.2 The products and services actually satisfy customer requirements.
  - 8.3.3 The needs of society and environment are addressed.
  - 8.3.4 Emphasis is placed on problem prevention and not detection after occurrence.
  - 8.3.5 A quality system is a preventive-based approach of integrating processes and procedures to accomplish identified goals. A system is the organizational infrastructure, facilities and equipment, personnel, planning, and execution of processes that support value added products/services.

**Quality System In Relation To a Network of Processes**

Process Design  
and  
Management

V

Customer Focus  
and  
Satisfaction

Human Resource  
Development  
and  
Management

Management  
a n d  
Leadership

Strategic  
Planning

Business  
Results

Information  
A n d  
Analysis

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8.3.6 As illustrated, a system consists of a number of elements that are carried out by a network of processes. These processes exist both within and across functions. For quality systems to be effective, these processes, and associated authority responsibilities, and procedures must be defined and used in a consistent manner. Quality systems need excellent coordination of component processes.

8.4 Strategic planning is the development of annual and multiple year strategies that specifically address process improvements, budget development, and human resource requirements.

**9. ELEMENTS OF A QUALITY SYSTEM**

9.1 The quality system includes all activities involved in the development and provisioning of a quality product and the process necessary to produce a quality product and/or service. This includes:

9.1.1 Marketing and marketing research.

9.1.2 Support services.

9.1.2.1. Accounting.

9.1.2.2. Administrative support.

9.1.2.3. Logistical support

9.1.2.4. Supplier support.

9.1.3 Product (service) design and process development

9.1.4 Product and service delivery.

9.1.5 Measurement of results.

**10. QUALITY CONTROL**

10.1 Quality control, an integral part of the quality system, is based on:

10.1.1 Identification and understanding of customer requirements.

10.1.2 Documented procedures and processes.

10.1.3 Completion all activities as documented.

10.1.4 Measurement of process result.

10.1.4.1 Was the work accomplished as designed?

10.1.4.2 Did the work accomplish what it was meant to accomplish?

10.1.5 Quality levels and trends of supplier performance.

10.2 Inspections and audits accomplished as outlined in Varsity QSM Volume II.

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11. HUMAN RESOURCES

- 11.1 All personnel will be treated with dignity and respect.
- 11.2 Goals shall be established for educating and training all personnel.
- 11.3 Empower employees and establish high performance work systems based on teamwork.
- 11.4 Provide feedback to employees on individual and company progress.
- 11.5 Establish recognition programs for outstanding performance.

12. INFORMATION AND ANALYSIS

- 12.1. Establish a system to collect and measure information that is important to customer focus and satisfaction.
- 12.2. Analyze data to identify trends and support process management and performance improvement.
- 12.3. Benchmark other industries and companies to improve operations.

13. BUSINESS RESULTS

- 13.1 Measure and examine company's performance in:
  - 13.1.1 Product and service quality,
  - 13.1.2 Productivity and operational effectiveness.
  - 13.1.3 Customer satisfaction.
  - 13.1.4 Financial performance indicators.

14. COMPANY RESPONSIBILITY AND CITIZENSHIP

- 14.1 It is important that management at all levels and all employees stress business ethics, public health, safety, and protection of the environment.
- 14.2 As good citizens all employees must, within limits of company resources, support resource conservation, community services, and improving industry and business practices.
- 14.3 Accept a leadership position partnering with other companies and agencies to support these obligations.

15. MANAGEMENT REVIEW

- 15.1 The quality management system is to be reviewed by management personnel at least yearly.
- 15.2 The review shall address the following items:
  - 15.2.1 Contract review to ensure requirements are adequately defined and documented. Verbal requirements agreed to during the year are added to the written document, and any contractual differences with the customer are resolved.
  - 15.2.2 Assessment of effectiveness of the quality system.

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- 15.2.3 Assessment of ability to meet customer and business requirements.
- 15.2.4 A review of internal audits conducted at each management level.
- 15.2.5 A review of inspection reports, customer complaints, and other service reports to identify favorable and unfavorable trends, and actions taken to correct unfavorable trends.

Arlo Luke  
President  
Varsity Contractors, Inc.

Mark Browning  
Regional Manager  
Varsity Contractors, Inc.

General Manager  
Customer Project

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Varsity

RFP# \_\_\_\_\_

N. QUALITY ASSURANCE

**Building Quality Into The Process**

- Staff ownership of the process
- Total staff involvement
- Brainstorming for customized action plan
- Staff involvement in mutual performance expectations
- Quality at the point of delivery

**Quality Process Analysis**

- Establish standards
- Daily supervisor quality audit
- Weekly area manager quality audit
- Monthly rated quality audit by district manager
- Evaluate data, identify causes
- Report data to management team, staff and customer
- Verify cause, check conclusions, take action
- Communicate with customer

**Action Plan**

- Adjust process based on finding in analysis
- Focus training on targets for improvement
- Follow-up discussions with production staff
- Survey customer perceptions
- Re-evaluate process results
- Redesign process with new specifications

**Customer Interaction**

Vektr

- Palm platform, web-enabled
- electronic quality audit program
- Audit results entered on Palm
- Pilot
- Hot synched to Vektr website
- Data processed and reported on website
- Data analyzed- Trend Analysis
- Data available to customer on website

Identify concerns and needs

- Mutual performance expectations
- Staff ownership of customer expectations
- Production staff plans improvements
- Adjust process to target improvement
- Provide framework for effective communications with customer

**Quality Assurance**

The mark of an excellent operation is an effective Quality Control program. Varsity has one of the best. Quality standards and expectations are the primary responsibility of the customer service staff. Under the leadership of the Varsity management team, the Varsity staff takes ownership of the process. This commitment stimulates total involvement resulting in a "self-supervised" attitude that builds quality in at the point of service delivery. As the staff accepts responsibility for supervising their own work, continuous process improvement is an inherent part of the program. As the team evaluates the results of statistical process analysis produced by the Vektr audits and customer surveys, the service process will be consistently improved. The service team will insure that quality service is delivered. As the team assumes responsibility for quality, the project leaders will verify quality to the customer. The primary responsibility for quality verification rests with the area supervisor. The supervisor is trained to visually inspect your facility whenever he passes through the building. Since this isn't fail-safe, a formal inspection form has been designed in the Vektr program that provides the mechanism for

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triggering the quality assurance program. The supervisor is scheduled to make a formal inspection of the facility weekly. This inspection is used as input in the statistical analysis of the process. This weekly inspection is designed to verify a consistent quality in your facility. This inspection is not a scored inspection but rates the facility on a satisfactory-Unsatisfactory rating. Any deficiencies will be scheduled for upgrade depending on the size of the project.

Our Project manager also monitors quality. He will conduct a Vektr audit of your facilities monthly. This audit will be conducted with the contract liaison so conditions can be discussed and solutions provided immediately. This audit is scored so results can be graphed, analyzed and compared with past and future results. The Regional Manager will visit and inspect the facility bimonthly and meet with the liaison. Varsity has established a list of criteria that describe in detail the conditions expected for various parts of a facility. A clean sink is described in detail. This eliminates the subjective influences sometimes encountered during a tour. Everyone knows what is meant by clean. Everyone knows how a 90% building will look. The criteria are included with this proposal.

The audit is then shared with the contract liaison during a post tour meeting. Any disparity between Varsity quality and the customer is resolved at this time. The metrics used to measure the program are mutually established by our customer and the Varsity management team. These meetings also allow the two representatives to maintain effective communications. Communication is essential to the success of the contract.

Predictability can be a problem when scheduling quality audits. To avoid habit or routine scheduling. Varsity's program uses computer-generated schedules based on a random number scheme. This random scheduling eliminates the tendency to schedule audits in "clean" areas and skip the tough to clean sections. Our computer scheduling guarantees objective quality audits. Quality is never an accident. It's planned. An important part of the plan is employee training and development. A comprehensive training program involves technical and management training.

Without effective technical training, quality is either impossible or very expensive to achieve. The old adage that having the proper tools makes the job easier and faster is true for our industry too. Cleaning technology is changing constantly and our team keeps abreast of the changes through membership in the Building Services and Contractors Association International, International Facilities Managers Association, Building Owners and Managers Association and other trade and management groups. As distributors for a national line of chemicals and equipment, we receive information on new products before they reach the market. Our regularly scheduled training sessions provide a forum to teach the new technology to our staff. Videos and workbooks are used to stress various procedures. Staff involvement in the program promotes ownership and empowers them to produce a quality result. Technical capability combined with the proper equipment and employee ownership of the result produce a standard of quality that will make you proud.

No process can be totally effective without the partnership of good management. Varsity's philosophy of participative management involves the entire staff in the solution process. Management facilitates the program to provide the proper environment, for growth and success. By providing this environment, quality is controlled on the staff level. Management's role becomes one of coaching and reinforcing the results.

There's a fallacy in the custodial industry that top quality is expensive. There is truth to that belief only when standards lead to overkill. But in normal circumstances, quality saves money and is very cost effective. Maintaining a quality standard requires constant slight course

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adjustments. When you allow quality to slop, it takes great effort and money to return to top quality. By maintaining an acceptable standard through a process of quality auditing, your costs remain consistent and you avoid the extreme cost of remedial cleaning.

Varsity has proven through the extended relationships with our customers that our quality processes are effective. This doesn't indicate that we don't make mistakes because we do. Through our total quality process, we catch those mistakes before they become a serious problem.

Varsity Contractors, Inc,

REP# \_\_\_\_\_

## INSPECTION CRITERIA

### PROPER USE OF INSPECTION CRITERIA

Varsity Contractors, Inc. is a quality-oriented company interested in achieving the goals and satisfaction of our clients. The primary program designed to reach this objective is our quality control program.

To implement a consistent, uniform, quality control program a comprehensive, detailed inspection form has been designed. It allows all Varsity managers to inspect and evaluate the performance of the Varsity cleaning staffs in a standardized format. This form details all the areas to be inspected while identifying the particular parts of each area. Using this form, the Varsity manager is able to quickly evaluate a facility and determine the quality of cleaning in the building. The level of cleaning in each building is expressed in a percentage value called the quality index. A quality index of 90% is the minimum acceptable level of cleaning in a Varsity facility.

Since cleanliness is a subjective evaluation, Varsity Contractors has compiled a list of criteria that must be used in our quality inspections. These criteria are designed to reduce the subjectivity involved in inspections and delineate the conditions necessary for a given area. These criteria not only allow us to produce a uniform condition in all facilities but they allow a client or an inexperienced manager to inspect a facility and arrive at the same approximate rating for that particular facility.

To use the detailed description of criteria, you will see that the criteria have been listed to coincide with the listing on the Varsity inspection form. It is easy to familiarize the manager or client with the inspection criteria while an inspection tour is made because the criteria will flow in sequence with the form. After a few inspections, the inspector will know the criteria.

Although all companies boast an inspection program, Varsity Contractors goes a step further in the small details to guarantee the customer the quality Varsity has become famous for. It's this attention to detail that makes Varsity #1. Our quality makes you a customer-our quality keeps you as a customer.

#### **Detailed Description of Inspection Criteria**

1. Entrances, Lobbies, Elevators
  - a. Doors
    - i. Door glass is clean, free of fingerprints.
    - ii. Door frames and jams are free of fingerprints soil build-up.
    - iii. Door sills and thresholds are clean and shiny free of oil in the hinge area.
  - b. Walls

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- i. Walls shall be free of fingerprints and soil marks especially by switch plates.
    - ii. Walls shall be free of dust.
  - c. Floors
    - i. Carpeted floors shall be free of lint and debris and freshly vacuumed.
    - ii. Edges shall be clean and free of dust and lint build-up. No build-up under furniture.
    - iii. Carpets shall be free of spots, not in need of shampooing.
    - iv. Hard floors shall be shiny with good, hardened wax surface.
    - v. Hard floors shall be free of black marks.
    - vi. Hard floor edges shall be free of dust and dirt, with no buildup under furniture.
    - vii. Hard floor's edges shall be uniform in wax with no build-up or wax on edges.
  - d. Matting
    - i. Matting shall be emptied and free of mud, dust, dirt and debris.
    - ii. Floor under matting shall be of same uniform condition as rest of floor in area. Remove mats for access to clean floor underneath.
  - e. Glass and Metal Surfaces
    - i. Glass shall be clean and free of prints.
    - ii. Metal surfaces shall be clean, free of soil arid spotting.
- 2. Corridors
  - a. Baseboards
    - i. Free of dust build-up.
    - ii. Free of wax build-up.
  - b. Floors
    - i. Carpet shall be free of lint and debris and freshly vacuumed.
    - ii. Edges clean and free of lint build-up, with no build-up under furniture.
    - iii. Free of spots. Clean, and not in need of shampooing.
    - iv. Hard floors-shiny with good, hardened wax surface.
    - v. Hard floors-free of black marks.
    - vi. Hard floors-edges free of dust, dirt and wax build-up on edges.
  - c. Fixtures
    - i. Fire extinguisher and cabinets-dust free.
    - ii. Furniture-dust free.
    - iii. Horizontal surfaces-dust free.
  - d. Walls / Doors
    - i. Free of fingerprints and soil marks.
    - ii. Free of dust.
    - iii. No finger marks around switches.
  - e. Water Fountains
    - i. Bright work free of scale, smudges.
    - ii. Waterspout and surrounding surface-free of scale or hard water build-up.
    - iii. Surrounding wall surface free of spots and splashes.
  - f. Sweeping
    - i. Floor shall be free of dust build-up around edges, corners, under furniture.
- 3. Stairways
  - a. Rils / Walls
    - i. Rails free of dust, fingerprints and soil build-up.
    - ii. Walls free of dust, fingerprints and soil marks.
  - b. Steps/Landings

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- i. Free of dust and debris.
  - ii. Corners free of dust and soil build-up.
  - Hi. Treads shiny and free of dirt, mop water build-up.
  - iv. Sides of stairs and walls free of splashed mop water and wax build-up.
  - v. Horizontal surfaces and fixtures free of dust build-up.
  - vi. Tile stairs and landings-good wax surface free of wax build-up in corners and on edges.
  - vii. Concrete-sealed with concrete sealer.
4. Restrooms
- a. Dispensers
    - i. Fully. supplied, operating properly.
    - ii. Exterior clean and free of etching, graffiti, spotting, fingerprints and soil build-up.
    - iii. Bright work shiny and spot free.
  - b. Basins
    - i. Bright work shiny without spots.
    - U. Porcelain surface free of hard water build-up, shiny, clean (especially around faucet hardware).
    - iii. Undersides and edges free of dirty water build-up and drips.
    - iv. Traps, pipes free of dust and soil build-up.
  - c. Floors
    - i. Tile floor-shiny with good wax base. Free of dust, debris, and spots.
    - ii. Tile floor-edges free of dirt, mop water and wax build-up.
    - iii. Tile floor-free of black marks.
    - iv. Floor area around and under fixtures clean and free of spotting.
    - v. Ceramic floor-free of debris, spotting, and dirt. Grout cleaned and uniform in appearance, no black build-up.
    - vi. Ceramic floor-edges, corners free of dirt, mop, water build-up.
    - vii. Baseboards of all floors-clean and free of dirt, mop water or wax build-up.
  - d. Hardware
    - i. Bright and shiny.
    - ii. Free of scale or hard water spotting especially around edges.
  - e. Mirrors
    - i. Free of film, haze or spotting. Bright and clear.
    - ii. Frame free of dust on top and shiny without spots or film.
  - f. Partitions / Doors
    - i. Clean and free of fingerprints, water spots, urine or other fecal spots.
    - ii. Free of graffiti.
    - iii. Tops free of dust and soil.
  - g. Toilets
    - i. Bowl free of rings or hard water stains.
    - U. Bowl free of mineral deposits in water flow.
    - iii. Toilet free of urine spots or fecal material.
    - iv. Seat and flat surface under and behind seat free of spots, urine or hard water runs.
    - v. Base of toilet on floor mounts clean and free of soil, urine, and

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- mop water splashes.
- vi. All hardware bright, shiny and free of rust, hard water scale.
- h. Urinals
  - i. Interior free of rings, hard water runs, rust.
  - ii. Interior. free of urine residue, free of odor.
  - iii. Exterior-top, sides, underside-free of dust, spots, spit, urine, and water runs on underside.
  - iv. Lip of urinal free of water spots and hair.
  - v. All hardware bright, shiny and free of rust, hard water scale.
- i. Waste Cans / Sanitary Napkin Disposal Cans
  - i. Exterior free of dirty watermarks, soil or splattered soil.
  - ii. Bright work receptacles shiny and free of spots, smears, smudges.
  - iii. Interior of waste can clean, odor free and lined.
  - iv. Liners in place and clean.
- 5. Office Equipment Areas
  - a. Furniture / Equipment
    - i. Clean and free of dust, soil build-up and beverage ring.
    - ii. Top, sides and bottom free of dust, lint or soil build-up.
    - iii. Wood/Formica tops polished and free of streaks and polish residue.
    - iv. Sides in leg wells clean and dust free.
    - v. Upholstered chairs free of lint, dandruff build-up.
    - vi. Vinyl furniture free of dust, soil build-up.
  - b. Floors
    - i. Carpeted floors free of lint, debris and freshly vacuumed.
    - ii. Edges clean and free of lint build-up. No build-up under furniture.
    - iii. Carpet free of spots, not in need of shampooing.
    - iv. Hard floors-shiny with good, hardened wax surface.
    - v. Hard floors-dust free and clean without spots, film or streaks. No highs and lows in wax.
    - vi. Hard floors-edges free of dust, dirt and wax build-up.
    - vii. Hard floors-no black marks.
    - viii. Hard floors-uniform in wax coating with no wax build-up on edges.
    - ix. Under desk pads on carpeted floors clean and free of lint, paper, staples and paper clips.
  - c. Carpets
    - Use criteria listed under (B) floors above.
  - d. Phones / Lamps
    - i. Clean free of dust, soil, and fingerprints.
    - ii. Phone cords clean and free of dust and soil.
    - iii. Phone receivers clean and free of soil.
  - e. Walls-Doors
    - i. Free of fingerprints and soil marks especially at light switches.
    - ii. Walls and paneling free of dust-polished
    - iii. Doors-free of fingerprints, soil build-up around handles or push plates.
    - iv. Windows in doors clean and free of fingerprints, smears, smudges.
    - v. Kick plates on doors clean shiny free of wax or mop splash.
    - vi. Hinges, threshold, jambs clean and free of dust, oil and soil.
  - f. Wastebaskets
    - i. Placed properly.
    - ii. Exterior clean and free of soil, drips, runs.

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- iii. Interior clean and free of odor.
    - iv. Plastic liner in place.
  - g. Partitions
    - i. Glass partitions free of dust, streaks, fingerprints, smears, smudges.
    - ii. Frames clean and free of dust, spotting, water.
    - iii. Upholstered partitions free of dust and spots.
  - h. Spot Cleaning
    - i. Carpets free of spots, spills.
    - ii. Hard floors-clean and free of spots.
  - i. Dusting
    - I. All horizontal surfaces free of dust, soil.
    - ii. Furniture dust free-top and sides of chair rungs.
  - j. Sweeping
    - i. Edges, corners free of dust and debris.
    - ii. Floor under furniture, chairs, behind doors free of dust, debris.
- 6. Windows
  - a. Glass
    - i. Clean and free of smudges, smears, and fingerprints.
    - ii. Free of hard water stains and water spotting.
  - b. Sills-Frames
    - i. Clean and free of dust.
    - ii. Free of water spots, hard water stains.
  - c. Blinds
    - i. Free of dust and soil build-up, and tapes clean.
    - ii. Mechanically operable-strings and tapes good.
- 7. High Dusting
  - a. Light Fixtures and Diffusers
    - i. Lights working where changed under contract.
    - ii. Free of dust, soil build-up, and fingerprints.
  - b. Air Vents and Diffusers
    - i. Free of dust build-up.
    - li .Free of soil, fingerprints.
    - iii Wall or ceiling area around vent clean and free of build-up.
  - c. Walls
    - i. Free of dust, soil build-up.
    - ii. Free of fingerprints, soil, black marks.
    - iii. Area around switches free of soil and fingerprints.
- 8. Floors
  - a. Carpet shall be free of lint and debris and freshly vacuumed.
  - b. Edges clean and free of lint build-up. No build-up under furniture.
  - c. Free of spots-clean not in need of shampooing.
  - d. Hard floors-shiny with good hardened wax surface.
  - e. Hard floors-dust free and clean without spots. No high or low spots in wax.
  - f. Sufficient wax surface to support burnishing program.
  - g. Hard floors-edges free of dust, dirt and wax build-up.
  - h. Hard floors-uniform in wax coating with no wax build-up.
  - i. Floors properly maintained by burnishing where required.
  - j. Corners shall be clean and free of dust, dirt, and soil build-up.
  - k. Baseboards to be free of dust, soil, and wax build-up. I. Sweeping and vacuuming to maintain floor in uniform appearance free of spotting and debris.

## EXHIBIT B-7

9. Exterior and Entrance Areas
  - a. Policing
    - i. Immediate area around entrances free of dust, dirt and debris.
    - ii. Cigarette butts, cans and bottles removed from entrances.
  - b. Sidewalks
    - i. Clean and free of debris.
10. Supplies / Equipment
  - a. Equipment-well maintained-clean.
11. Custodial Closets
  - a. All supplies and equipment neat and well maintained and properly labeled.
  - b. Cleaning supplies stored in orderly fashion.
  - c. All equipment and supplies stored in a neat organized manner.
  - d. Nothing on floor. Everything properly shelved.
12. Methods and Procedures
  - a. Cleaning procedures are followed as evidenced by the quality o cleaning service.
13. Miscellaneous
  - a. Cafeteria
    - i. Floors to be cleaned as per item number 8
    - ii. Free of dust on all horizontal surfaces.
    - iii. All aspects of area to be cleaned as per item in specifications.
  - b. Phone Booth
    - i. Phone and receiver free of dust, graffiti and soil build-up.
    - ii. Windows cleaned inside and out.
    - iii. Floor cleaned and free of debris and spills or build-up.
    - iv. Booth mechanically operable.
  - c. Trash Areas
    - i. Floor clean and free from oil, soil and grease build-up.
    - ii. Free of debris and blowing garbage.
    - iii. Free of odor-no sanitation hazard.
    - iv. Lids Closed.
  - d. Storage Areas
    - i. Floors clean and free of debris.
    - ii. Room neat and orderly.
  - e. Radiators
    - i. Exterior clean and free of fingerprints, dust and soil build-up.
    - ii. Exposed louvers are clean and free of debris.
14. Employees' Appearance
  - a. Appearance
    - i. Employee neat and clean.
    - ii. Hair of moderate length, trimmed beard when worn.
  - b. Uniform
    - i. Employee wears neat and clean uniform.
    - ii I.D. Badges to be worn at all times.
  - c. Attitude
    - i. Employees exhibit positive attitude.  
Employee has Varsity Pride.

EXHIBIT B-7

Varsity Contractors, Inc.

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SAMPLE INSPECTION FORM

Location \_\_\_\_\_ Date \_\_\_\_\_ Area Manager \_\_\_\_\_  
 Cleaner \_\_\_\_\_ Inspected \_\_\_\_\_ Floor \_\_\_\_\_  
 by \_\_\_\_\_  
 Signed by \_\_\_\_\_

Please rate each category: E - Exceeds Varsity Standard; M - Meets Varsity Standards; B - Below Varsity Standards

	E	M	B
<b>A. OFFICES/ADMIN/CONF.</b>			
1. Waste Receptacles & Liners	000		
2. Walls, Doors Spot Cleaning	000		
3. Hard Surface Floors/Detail	000		
4. Carpet/Vacuuming	000		
5. Detail Vacuuming	000		
6. Spot Removal (Carpet)	000		
7. Dusting	000		
8. Baseboards/Corners	000		
9. Phones	000		
10. Furniture	000		
11. Blinds/Window Coverings	000		
12. Desktop, Sides & Bottom	000		
13. Desk Mats	000		
<b>B. RESTROOMS</b>			
1. Cleaned & Stocked	000		
2. Bright Work	000		
3. Wash Basin	000		
4. Floors	000		
5. Partitions, Walls & Doors	000		
6. Commodes & Urinals	000		
7. Waste Receptacles & Liners	000		
8. Floor Drains	000		
9. Dusting	000		
10. Mirrors/Glass	000		
11. Air Vents	000		
Cords/Plugs	000		
<b>C. BREAK ROOM/LOUNGE</b>			
1. Trash Receptacles & Liners	000		
2. Carpet/Floor Appearance	000		
3. Baseboards/Corners	000		
4. Counter/Table Tops	000		
5. Furniture/Appliance	000		
6. Stains/Spills	000		
7. Spot Cleaning-Walls/Switches	000		
8. Vents	000		
<b>BD. CUSTODIAL CLOSET</b>			
1. Cleanliness, Organization	000		
2. Supplies	000		
3. Frequency Schedule	000		
4. Equipment Condition & App.	000		
<b>E. STAIRS &amp; LANDINGS</b>			
1. Rails/Walls	000		
2. Corners	000		
3. Floor, Landing & Steps	000		
<b>F. ENTRANCE/LOBBY</b>			
1. Mat or Carpet	000		
2. Glass	000		
3. Metal Frames & Thresholds	000		
4. Corners/Edges	000		
5. Graffiti	000		
6. Dusting	000		
7. Floor Appearance	000		
8. Water Fountains	000		
<b>G. PERIMETER WINDOWS</b>			
1. Interior, Sills, frames & Blinds	000		
2. Exterior, Sills, Frames & Blinds	000		
<b>H. SAFETY</b>			
1. Chemical Storage	000		
3. MSDS Logs	000		
4. Hazcom Documentation	000		
5. Labeling Containers	000		
6. Safety Equipment	000		
<b>I. CORRIDORS/HALLS</b>			
1. Sweep/Vacuum/Corners	000		
2. Floor Appearance	000		
3. Spot Cleaning - Walls/Switches	000		

Any item that rates below standard must have an explanation in the comment section and be corrected within 24 hours

COMMENTS:

**EXHIBIT B-8**  
**Varsity Contractors, Inc.**

## HAZARD COMMUNICATION PROGRAM

### 1. Introduction

Varsity Contractors Inc has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees. The program is intended to meet all requirements of OSHA's Hazard Communication Standard, CFR 1910.1200.

Due to the fact that the OSHA Standard defines "hazardous chemical" very broadly, nearly all chemical substances in our work areas are covered. These include purchased chemicals, process by-products, laboratory chemicals, and hazardous chemical waste.

The Varsity Contractors 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:

- A written Hazcom program
- An inventory of hazardous chemical products
- An inventory of Material Safety Data Sheets
- A labeling procedure for hazardous material containers
- A Hazcom employee training program

It is Varsity Contractors policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Varsity Contractors employees must include Hazcom compliance as an essential consideration in all phases of their work. The Varsity Contractors Hazcom program is a cooperative effort between management and employees.

### 2. Definitions

1. Hazardous Substance: Any substance which is a physical or health hazard or is included in the List Of Hazardous Substances as listed by local, state, or federal regulations.
2. Health Hazard: A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances that are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.
3. Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.
4. Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous substance, which is prepared in accordance with GISO 5194 (g).
5. Physical Hazard: A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

The following sections briefly highlight the policies and regulatory compliance program of Varsity Contractors concerning hazardous chemicals in the workplace.

#### Labeling

Varsity Contractors 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, with the only exception being one-day-use containers. The new container label will also include the appropriate hazard warnings per OSHA requirements.

**EXHIBIT B-8**  
**VARSAITY CONTRACTORS, INC.**

**Material Safety Data Sheets (MSDS)**

The Hazcom 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 are easily accessible to employees by being kept in a designated janitor's closet.

**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 Hazcom 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.

**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. The Varsity Contractors training focuses on the following subjects:

- Details of the written Hazard Communication program and OSHA standard, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure),
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Material Safety Sata Sheets.

Documentation: Training records for all employees trained will be retained for review by outside regulatory agencies.

Non-routine Tasks and Emergencies: Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Emergency situations refer primarily to response to accidental chemical spills and leaks.

**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 Contractors Inc. The Hazcom coordinator has the responsibility for making available to contractors and their subcontractor's information normally available to Varsity Contractors employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

**B. Varsity Contractors Employee Information:**

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 Varsity Contractors Hazcom coordinator.

**EXHIBIT B-8  
 VARSITY CONTRACTORS, INC.**

Varsity Contractors, Inc,

RFP# \_\_\_\_\_

**VII. SAFETY ENVIRONMENT**

**Insert Safety Improvement Strategies Flow Chart**

- Aggressive Insurance Carrier
- Aggressive education programs
  - Regular site visits
  - Sensitive claims management Through accident investigation
  - Safety proves improvement recommendations

**Excellent Record**

- **Artis** loss ratio reductions
- Strategic focus on causes
- Rewards and recognition for good safety record
- 1994 winner of National BSCAI Safety Award

**Aggressive Education Program**

- Monthly safety meetings
- Safety department issues monthly training topics
- Regular tool box sessions Emphasis on proper use of chemicals safety procedures
- Staff certification

**Indoor Air Quality**

- Use only safe, approved chemical
- Varsity committed to world health organization IAQ program
- Varsity will develop capability to test indoor air quality
- Reduce dust levels to reduce particulate matter — quality equipment filtration
- Evaluate process to improve IAQ
- Chemical provider

**OSHA Compliance**

- Thorough Right-To-Know Program
- MSDS posting
- HazCom and Bloodborne Pathogen Programs

**Environmental Issues**

- **Varsity** business partner committed to environment
- **Varsity** safe chemicals
- No Ozone depleting chemicals
- **Varsity** to reduce landfill use
- Commitment to customer recycle targets
- Commitment to safe environment for customer indoor air quality

**AGGRESSIVE CARRIER**

Varsity has always conducted an aggressive safety program. Our insurance carrier is an important partner in the safety program. Our current supplier, Industrial Indemnity, conducts frequent education programs for management and staff. Scheduled site visits are conducted regularly. Materials regarding safer work techniques as well as MSDA and informational programs are stressed during these meetings. Industrial Indemnity is one of the most aggressive carriers in the industry. They are our partner in reaching our safety goals.

**EXCELLENT RECORD**

Varsity has compiled an excellent record during the last four years. These results have produced good retros from our insurance carrier. By this measurement, our safety programs are working. Our goal this fiscal year, is to achieve an ambitious 40% loss ratio. This can only be achieved through aggressive education and training. In a team effort with our carrier and Varsity's management team, we expect to reach that goal.

**AGGRESSIVE EDUCATIONS**

Safety meetings are scheduled a minimum of once a month. More frequent extemporaneous meetings are conducted if problems are occurring. The topics and associated materials are issued for the entire company annually. The materials are sent to the site in advance of the meeting to be reviewed by the presenter. Part of the education program is a staff review of any accident that occurred during the past month. Accidents are discussed by the staff so all have an opportunity to comment on the reason for each accident and preventative measures to be taken. All mishaps are shared with the staff during safety process review.

**OSHA COMPLIANCE**

In cooperation with our insurance carrier, Varsity complies with OSHA directives. MSDS sheets are available to all employees. Safety equipment and clothing is supplied at all job sites. Employees failing to follow accepted safety procedures are reprimanded.

**HAZCO BLOODBORNE PATHOGENS**

In addition to compliance with OSHA requirements and Right-to-Know, Varsity has also formulated effective programs for Hazard Communications and Bloodborne Pathogens. We have included copies of these programs with this proposal for your review.

**REGULAR AUDITS**

Controlling the environment to prevent safety hazards is accomplished through safety audits. In this program, the work sites are toured by the regional manager, district manager and site supervisor to evaluate the facility and identify any safety problems that might exist. All aspects of

**EXHIBIT B-8**  
**VARSIY CONTRACTORS, INC.**

safety are covered including receptacles, plugs, equipment, equipment storage, chemicals and work habits. Any maintenance items identified during these tours are punch listed and submitted to you for repair. The Varsity staff will also punch list safety needs during the course of each shift. This is a service that Varsity provides for our customers since we visit the entire site daily with special emphasis during the safety audit. This service is intended to help you maintain a safe working environment for all employees. During these audits, accidents or mishaps for the period are reviewed.

#### INTERNAL SAFETY PROGRAM ANALYSIS

Varsity Contractors, Inc. has been in the custodial business for thirty plus years. During this time, there has been a significant escalation in the costs associated with Workers Compensation. When Varsity first started, it was a small operation, with only a few employees. There was no need for a concentrated safety program as the accident exposure was minimal. Through the years, growth has necessitated the hiring of more and more employees. With growth, came the inherent risk of increased exposure to accidents. Today, Varsity employs over 2000 employees in fourteen states. Each state has specific rules and regulations to follow. Recognizing the need to control the costs associated with W/C in order to be competitive in today's marketplace, the Founders and Executive Directors of Varsity designed a safety program, which has become the cornerstone of the company. A comprehensive safety package has been designed and is in place. This package not only includes a comprehensive safety manual (which is acclaimed by peers in the industry as well as those in the W/C insurance arena), but also a comprehensive evaluation and follow-through process. From the first day of hire, the staff is trained in the philosophy of practicing sound safety practices no matter what the job. A complete training and follow-up is in place to insure that all rules and safety procedures are followed. An evaluation or safety inspection is made monthly by area managers and on a quarterly basis by regional manager. Our insurance carrier participates in the inspection program. Each month, every area manager is sent an agenda and materials to use for safety meeting during that month. A sign-off sheet is included which must be completed and returned to the Corporate office with the names and signatures of each staff member, indicating they have received the safety training for that month. A constant monitoring is made and follow-up calls are made to individual managers who do not hold the meetings in the time allocated. A direct link between safety and managerial duties has been established and is an integral part of each manager's yearly evaluation. Varsity Contractors, Inc. believes in establishing a hands-on relationship with our W/C insurance carrier. Our Corporate Benefits Manager, Dorothy Ricks, is in constant contact with individual caseworkers as an active participant in case management and is updated daily on each W/C case. Monthly safety reports are made to the Executive committee of Varsity with a complete company wide analysis and evaluation of the safety program also provided.

Varsity has designated a claims packet which provides all necessary forms needed to handle each case from the start. Not only does it provide the required state forms but also an internal system which alerts the benefits manager if a claim is questionable. Individual supervisors and manager are trained to identify and document each case as reported to them. They become a partner with the individual insurance adjusters, working not only to insure each case is reported timely and accurately but also help to establish the return to work program needed such as "light duty" or adjusted work schedules for each employee. The management of Varsity knows the importance of a good relationship with employees and has an Employee Incentive Program designed to tie each individual employee into the safety program. Over the past five years, Varsity has realized a decrease in claims and a significant increase in revenue to the bottom line, based on retro returns. This decrease and return of \$'s spent is directly attributable to the safety program and company commitment to safety. Our commitment is to safety in all that we do, and we will actively continue to search out, learn and teach new and innovative approaches to safety.

#### RISK MANAGEMENT SUPPORT PROGRAMS

Occasionally, an incident with one of your outside customers or staff may arise. This might be a slip and fall or product associated liability. Our insurance partners (McDonald Insurance and Northbrook Insurance) and our supplier partner (SC Johnson) will provide support in the investigation and handling of the situation. SC Johnson will support our customer and us through the expert witness program testifying at hearings or in court when required. This program is extremely successful in resolving safety issues for our customers.

Sample MSDS sheets can be viewed at the following web address:  
<http://www.johnsondiversev.co/Cultures/en/Corporate+Information/>

**VARSITY CONTRACTORS, INC., 6075 N. 57<sup>TH</sup> DR., GLENDALE, AZ 85301**

**PRICING SHEET NIGP CODE 9103901**

Terms:	Net 30
Vendor Number:	W000008270 X
Telephone Number:	623/937-0000
Fax Number:	623/937-2654
Contact Person:	John Kelley
E-mail Address:	<a href="mailto:jkelly@varsitycontractors.com">jkelly@varsitycontractors.com</a>
Company Web Site:	<a href="http://www.varsitycontractors.com">www.varsitycontractors.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>November 30, 2009.</b>